New Mexico Summative Assessments

- Grades 3-8 Math and ELA
- Science Grades 5, 8, and 11

Spring 2020 CBT Training

iTester™

William Kinnison, eMetric
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Agenda

- Key Dates
- Overview of System and Testing Process
- Portal Orientation and New Features
    - User Accounts
    - Student Roster Management
    - Classes
    - Test Sessions
    - Other Features
- Accommodations and Accessibility Features
- Student Test Kiosk Orientation and New Features
    - Logging-in and Navigating a Test
    - Turning in the Test (student)
    - Completing Testing (DTCs and STCs)
- Technical Requirements Overview
- Network Problems and Stored Student Responses
- Practice Test
- Additional Training Resources
- Reminders

See online video tutorials for demonstrations!

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Spring 2020 Math, ELA, and Science Test Milestones

Test Preparation Key Dates

New Mexico Summative Assessment Portal Opens (manage users, download kiosks) ~~Practice in Portal with mock students begins~~	Jan, 21, 2020
New Mexico Summative Assessment Portal is closed to load spring operational Pre-ID	Jan. 31, 2020
New Mexico Summative Assessment Portal opens for optional district Pre-ID uploads	Feb. 3, 2020
Optional district Pre-ID upload window closes	Feb. 14, 2020

Science (NM-ASR) Key Dates

Updated full-length Science practice test available	Jan. 13, 2020
Science test available to schedule	Feb. 24, 2020
Science test administration window opens	Mar. 2, 2020
Science test administration window closes	Mar. 27, 2020
Database snapshot for science reporting (5:00 PM MST)	Apr. 1, 2020

Math and ELA (NM-MSSA) Key Dates

Math and ELA practice tests available	Feb. 25, 2020
Math and ELA tests available to schedule	Mar. 30, 2020
Math and ELA test administration window opens	Apr. 6, 2020
Math and ELA test administration window closes	May 8, 2020
Database snapshot for Math and ELA reporting (5pm MST)	May 13, 2020
Initial Math and ELA reports available	TBD
Final Math and ELA reports available	TBD

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New Mexico Summative Assessment Portal:

Online Test Administration System

New Mexico Summative Assessment Kiosk:

Student Test Delivery System

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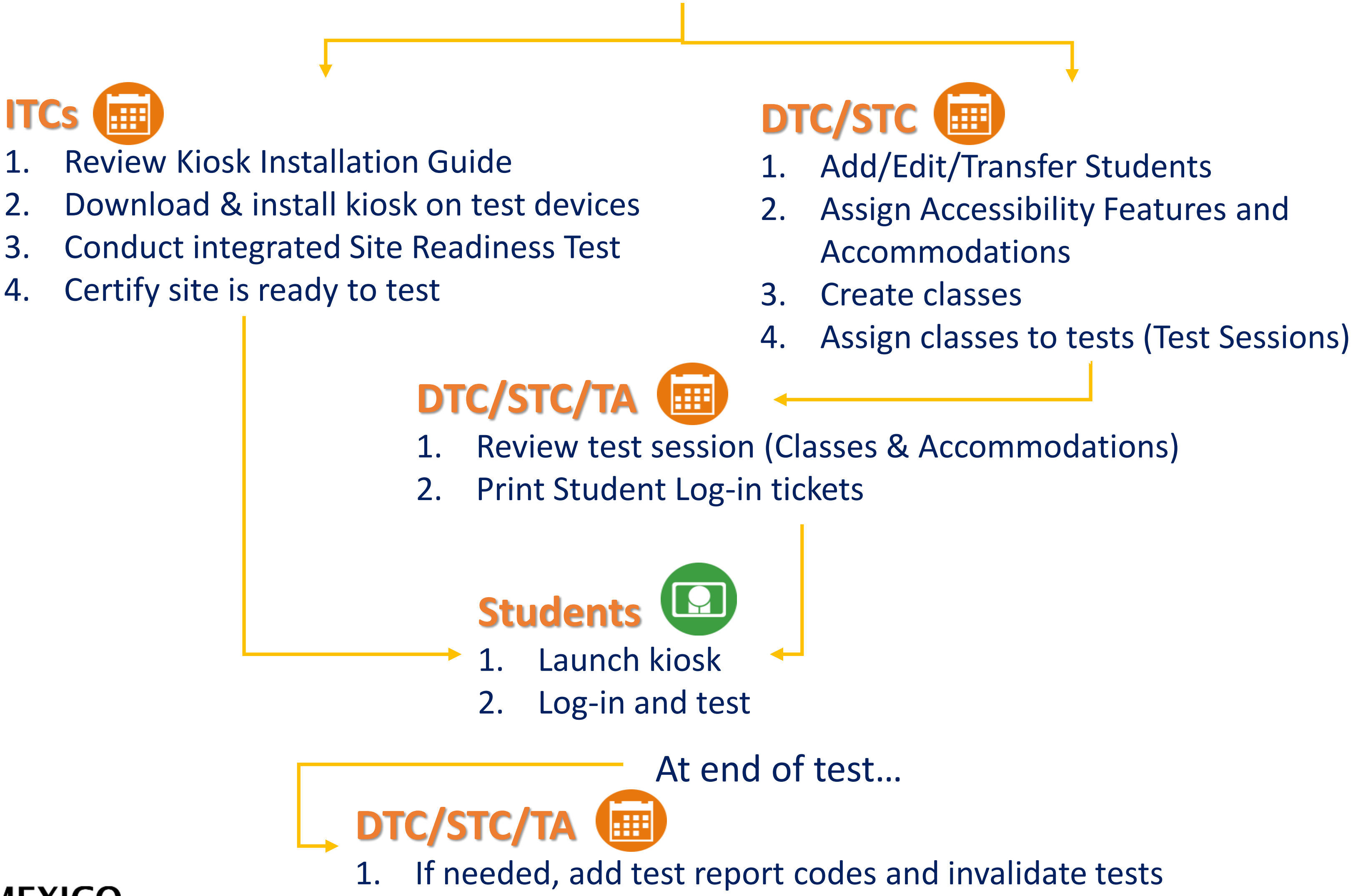
Test Preparation Process

1. New DTC accounts made, previous administration’s DTC accounts opened
2. DTCs create subordinate accounts for new users
3. New/current users confirm log-in



ITCs

1. Review Kiosk Installation Guide
2. Download & install kiosk on test devices
3. Conduct integrated Site Readiness Test
4. Certify site is ready to test

DTC/STC

1. Add/Edit/Transfer Students
2. Assign Accessibility Features and Accommodations
3. Create classes
4. Assign classes to tests (Test Sessions)

DTC/STC/TA

1. Review test session (Classes & Accommodations)
2. Print Student Log-in tickets

Students

1. Launch kiosk
2. Log-in and test

At end of test…

DTC/STC/TA

1. If needed, add test report codes and invalidate tests

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New Mexico Summative Assessment Portal:

Online Test Administration System

Orientation and New Features

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User Accounts

Updates!

- Portal Opened Jan 21, 2020
- New DTC: account will be created by Cognia & credentials e-mailed to you
- Already have a user account? Continue to use it!
- Not a DTC, don't have an account?
  - DTC's will create all new subordinate portal user accounts
  - Usernames must be unique
  - New users will receive two automated emails, one with username and one with temporary password from *nmtechsupport@cognia.org*
- ***Review user accounts and deactivate unused accounts immediately after portal opens!***
- ***Previous TA accounts are set for Science only. Add Math and ELA to use those TAs for Math and ELA tests!***

NEW!

- ***Portal will remain open all year for access to Math and ELA reports***
- ***When an account is reactivated or deactivated, the user will receive an e-mail.***

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See online video tutorials for demonstrations!

User Accounts

Access	DTC	STC (for orgs assigned)	ITC (for orgs assigned)	TA (for orgs assigned)
Manage Users	Yes	Yes	Yes	View TA
Access Site Readiness Links	Yes	Yes	Yes	No
Access Proctor Password	Yes	Yes	No	No
Access Students	Yes	Yes	No	No
Access Roster Upload	Yes	No	No	No
Access Classes	Yes	Yes	No	No
Access Test Sessions	Yes	Yes	No	Yes for assigned test sessions
Download Test Completion Status	Yes	Yes	No	No
Student Enrollment Transfer	Yes*	Yes*	No	No
Access Dashboard	Yes	Yes	No	No
Invalidate Test	Yes	Yes	No	No

NEW!

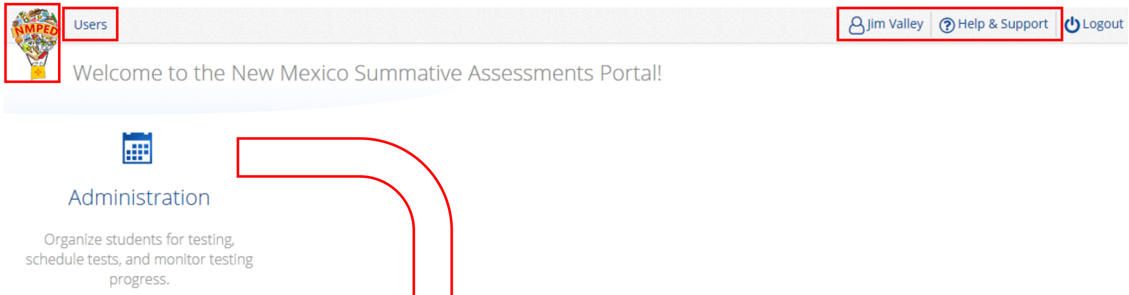
NEW!

*DTCs can access all student enrollment transfer functions, STCs have limited permissions

User Accounts

Updates!

Landing Page


NMPED
Users
Jim Valley
Help & Support
Logout

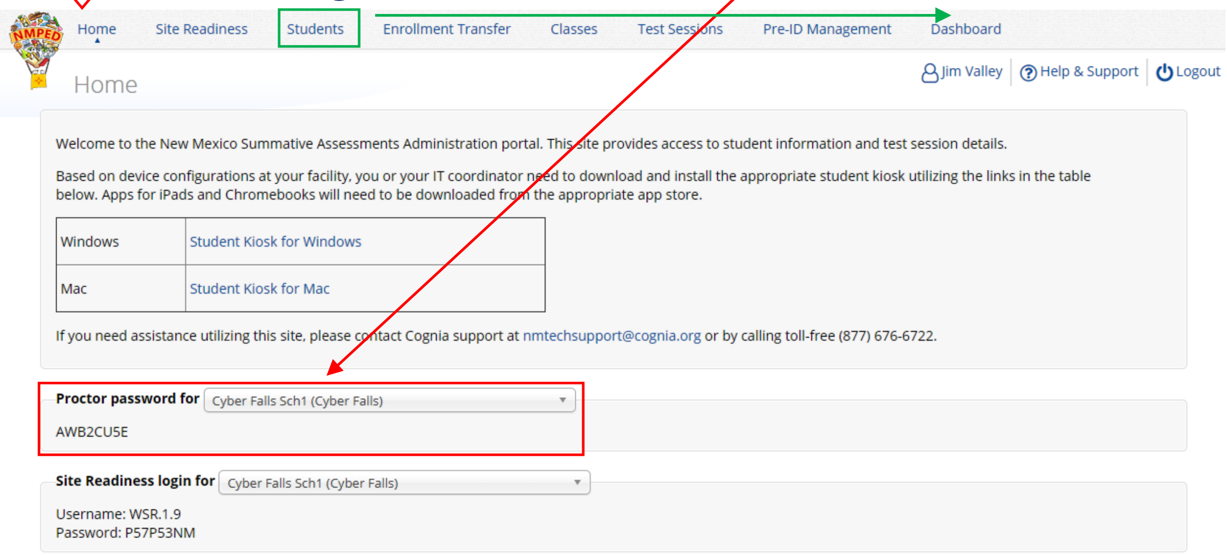
Welcome to the New Mexico Summative Assessments Portal!

Administration

Organize students for testing, schedule tests, and monitor testing progress.

Admin Page

Proctor Password (DTC and STCs)


NMPED
Home
Site Readiness
Students
Enrollment Transfer
Classes
Test Sessions
Pre-ID Management
Dashboard
Jim Valley
Help & Support
Logout

Home

Welcome to the New Mexico Summative Assessments Administration portal. This site provides access to student information and test session details.

Based on device configurations at your facility, you or your IT coordinator need to download and install the appropriate student kiosk utilizing the links in the table below. Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac

If you need assistance utilizing this site, please contact Cognia support at nmtechsupport@cognia.org or by calling toll-free (877) 676-6722.

Proctor password for Cyber Falls Sch1 (Cyber Falls)

AWB2CU5E

Site Readiness login for Cyber Falls Sch1 (Cyber Falls)

Username: WSR.1.9
Password: P57P53NM

Portal url: https://newmexico.measuredprogress.org/
Cognia Help and Support Site: https://newmexico.onlinehelp.cognia.org/

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Students

Updates!

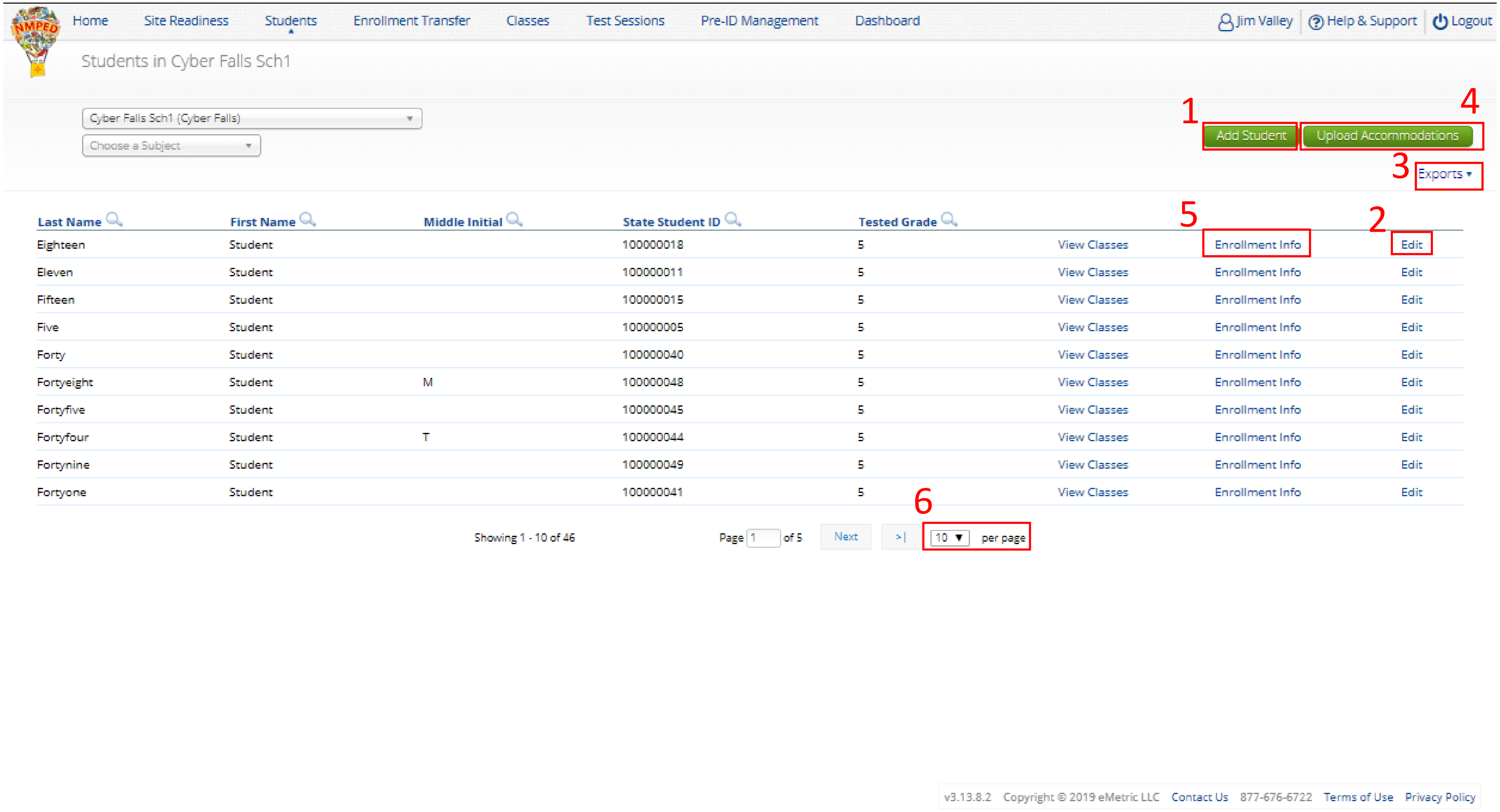
- Check student rosters
  - View or search students in a school
  - Download roster by selecting “Export Roster” under the “Exports” drop down
- Add, edit, un-enroll, or transfer students as needed
  - Can’t add student? They may be enrolled in different school – initiate transfer request
  - DTCs can transfer students between schools in their district
  - DTCs and STCs can unenroll students
  - DTCs and STCs can initiate transfer request for students outside of their district

NEW!

- Check/edit accommodations
  - State Pre-ID will not include accommodations assigned to students
  - You can use the *Export Accommodations* button to download list of all students and their currently assigned accommodations
  - Edit student accommodations individually or use *Upload Accommodations* to edit multiple student records at one time
  - Note: will not be available during testing hours (7am-9pm)

See online video tutorials for demonstrations!

Students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1
Add Student
4
Upload Accommodations
3
Exports ▾
5
2
6

Students in Cyber Falls Sch1

Cyber Falls Sch1 (Cyber Falls) ▾

Choose a Subject ▾

Last Name	First Name	Middle Initial	State Student ID	Tested Grade			
Eighteen	Student		100000018	5	View Classes	Enrollment Info	Edit
Eleven	Student		100000011	5	View Classes	Enrollment Info	Edit
Fifteen	Student		100000015	5	View Classes	Enrollment Info	Edit
Five	Student		100000005	5	View Classes	Enrollment Info	Edit
Forty	Student		100000040	5	View Classes	Enrollment Info	Edit
Fortyeight	Student	M	100000048	5	View Classes	Enrollment Info	Edit
Fortyfive	Student		100000045	5	View Classes	Enrollment Info	Edit
Fortyfour	Student	T	100000044	5	View Classes	Enrollment Info	Edit
Fortynine	Student		100000049	5	View Classes	Enrollment Info	Edit
Fortyone	Student		100000041	5	View Classes	Enrollment Info	Edit

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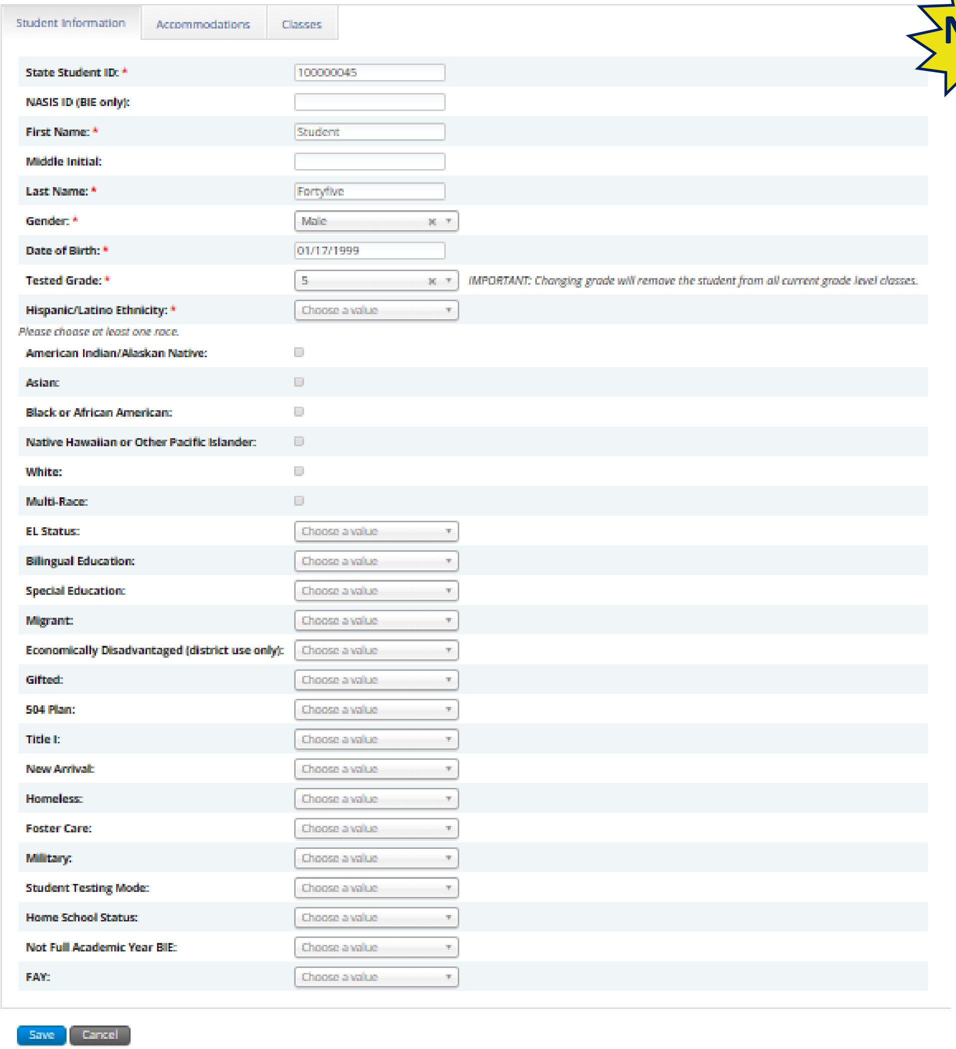
Students

- Updated Student Demographics Screen

NEW!



State Student ID: *	100000045
NASIS ID (BIE only):	
First Name: *	Student
Middle Initial:	
Last Name: *	Fortyfive
Gender: *	Male
Date of Birth: *	01/17/1999
Tested Grade: *	5 — *IMPORTANT: Changing grade will remove the student from all current grade level classes.*
Hispanic/Latino Ethnicity: *	Choose a value

Please choose at least one race.

American Indian/Alaskan Native:	☐
Asian:	☐
Black or African American:	☐
Native Hawaiian or Other Pacific Islander:	☐
White:	☐
Multi-Race:	☐
EL Status:	Choose a value
Bilingual Education:	Choose a value
Special Education:	Choose a value
Migrant:	Choose a value
Economically Disadvantaged (district use only):	Choose a value
Gifted:	Choose a value
504 Plan:	Choose a value
Title I:	Choose a value
New Arrival:	Choose a value
Homeless:	Choose a value
Foster Care:	Choose a value
Military:	Choose a value
Student Testing Mode:	Choose a value
Home School Status:	Choose a value
Not Full Academic Year BIE:	Choose a value
FAY:	Choose a value

District Pre-ID Upload

Updates!

- 31 Jan: Students Loaded from State Pre-ID (40 day)
    - Includes **ALL** students for Math and ELA as well as Science Assessments
    - Does not include accommodations assignments
- 3 Feb – 14 Feb: District Pre-ID Upload
- District Uploaded Pre-ID will OVERWRITE State Pre-ID loaded on 31 Jan
- Any subsequent district Pre-ID upload will OVERWRITE previous changes
    - Students **will not** be deleted
    - Students **will be** added or moved
- Record limit: 40,000
- Initial Validation: file format & layout, contains data within record limits
- Overnight Validation: valid values
- Upload by 5 pm mountain time
- Error file provided

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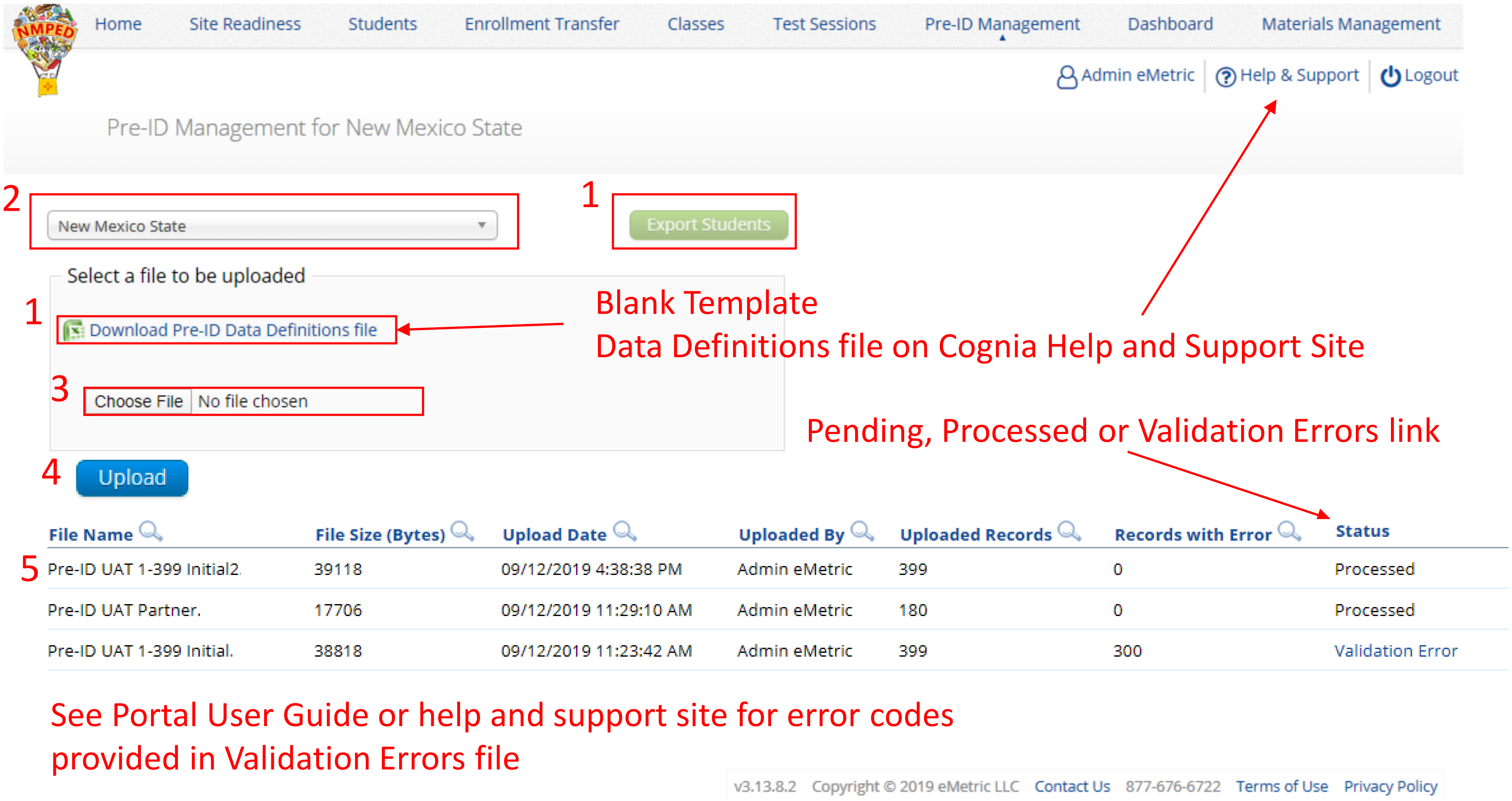
See online video tutorials for demonstrations!

District Pre-ID Upload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Pre-ID Management
Dashboard
Materials Management
Admin eMetric
Help & Support
Logout
Export Students
Upload

Pre-ID Management for New Mexico State

2 New Mexico State

1 Export Students

Select a file to be uploaded

1 Download Pre-ID Data Definitions file

Blank Template

Data Definitions file on Cognia Help and Support Site

3 Choose File No file chosen

4 Upload

Pending, Processed or Validation Errors link

File Name	File Size (Bytes)	Upload Date	Uploaded By	Uploaded Records	Records with Error	Status
5 Pre-ID UAT 1-399 Initial2.	39118	09/12/2019 4:38:38 PM	Admin eMetric	399	0	Processed
Pre-ID UAT Partner.	17706	09/12/2019 11:29:10 AM	Admin eMetric	180	0	Processed
Pre-ID UAT 1-399 Initial.	38818	09/12/2019 11:23:42 AM	Admin eMetric	399	300	Validation Error

See Portal User Guide or help and support site for error codes provided in Validation Errors file

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Enrollment Transfer Request

Request to transfer students into your school or district from another district

Permissions:

- DTC can initiate, approve, reject and view requests for all schools in their district *and* can transfer students within their district
- STCs can initiate request and view requests for their assigned school(s)
- State or Cognia help desk approves unenrolled students

Workflow:

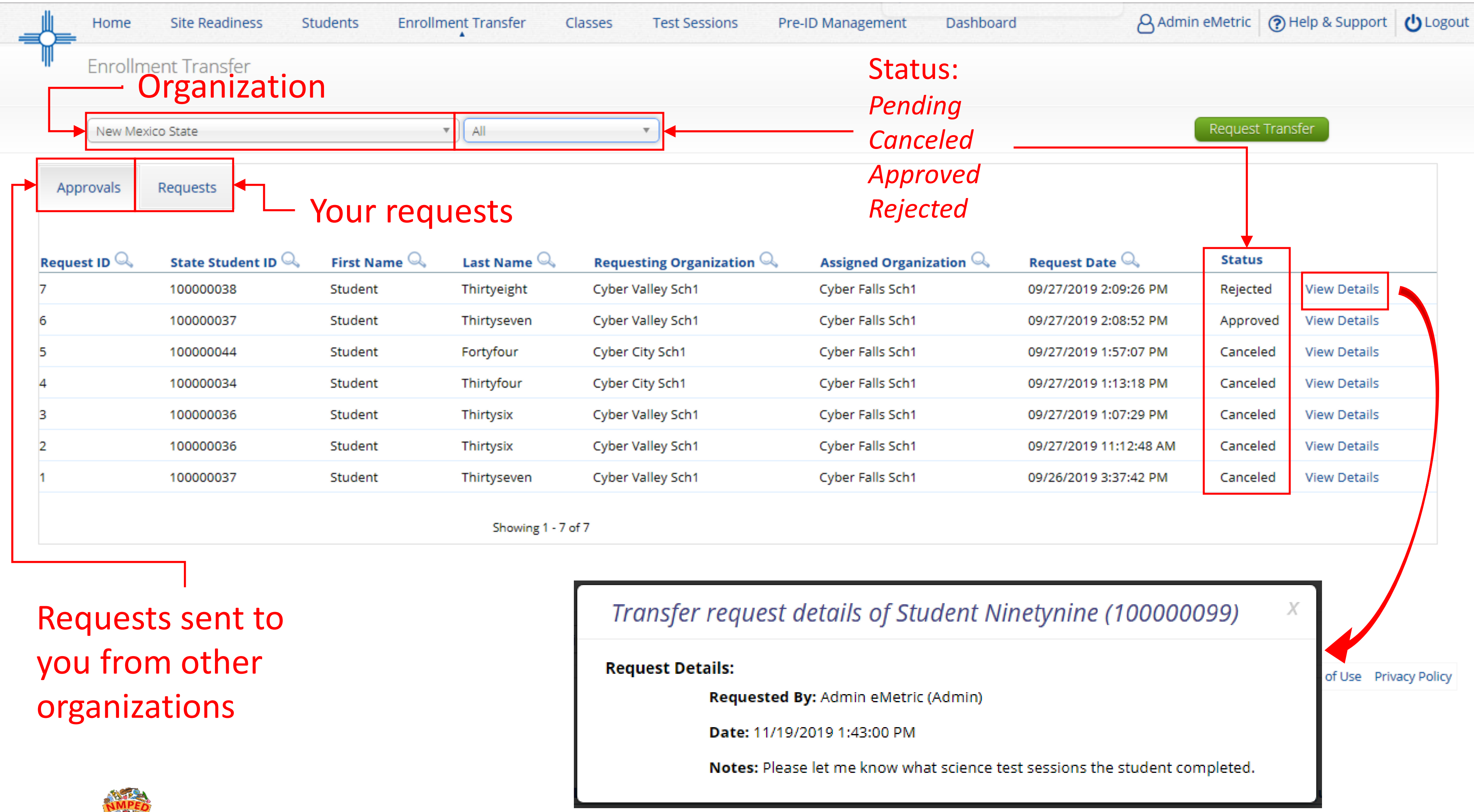
- Requestor: Search by student ID, last name and DOB
  - If student is located, request transfer, add optional note
- Receiver: e-mail and portal notification
  - Approve or Deny request (denial requires note)
- Requestor: e-mail notification of approval/denial

Note:

- All requests, approval, denials logged in Portal
- Test Sessions are *not* transferred, use notes to indicate what sessions a student has already completed.

See online video tutorials for demonstrations!

Enrollment Transfer Request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Request Transfer
Approvals
Requests
of Use
Privacy Policy
X

Organization: New Mexico State

All

Status:

Pending

Canceled

Approved

Rejected

Your requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
7	100000038	Student	Thirtyeight	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 2:09:26 PM	Rejected	View Details
6	100000037	Student	Thirtyseven	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 2:08:52 PM	Approved	View Details
5	100000044	Student	Fortyfour	Cyber City Sch1	Cyber Falls Sch1	09/27/2019 1:57:07 PM	Canceled	View Details
4	100000034	Student	Thirtyfour	Cyber City Sch1	Cyber Falls Sch1	09/27/2019 1:13:18 PM	Canceled	View Details
3	100000036	Student	Thirtysix	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 1:07:29 PM	Canceled	View Details
2	100000036	Student	Thirtysix	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 11:12:48 AM	Canceled	View Details
1	100000037	Student	Thirtyseven	Cyber Valley Sch1	Cyber Falls Sch1	09/26/2019 3:37:42 PM	Canceled	View Details

Showing 1 - 7 of 7

Transfer request details of Student Ninetynine (100000099)

Request Details:

Requested By: Admin eMetric (Admin)

Date: 11/19/2019 1:43:00 PM

Notes: Please let me know what science test sessions the student completed.

Requests sent to you from other organizations

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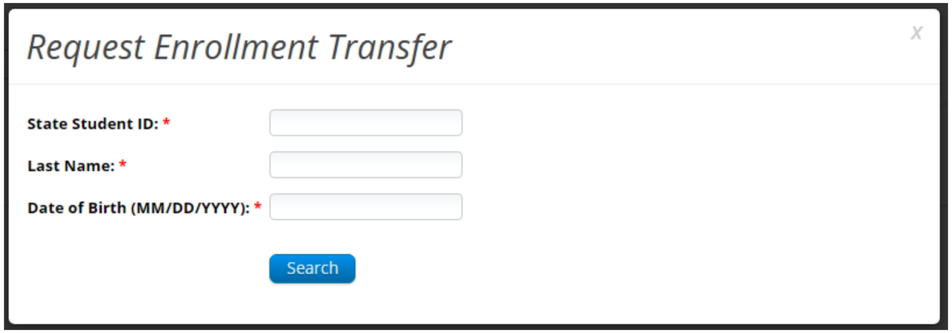
Enrollment Transfer Request

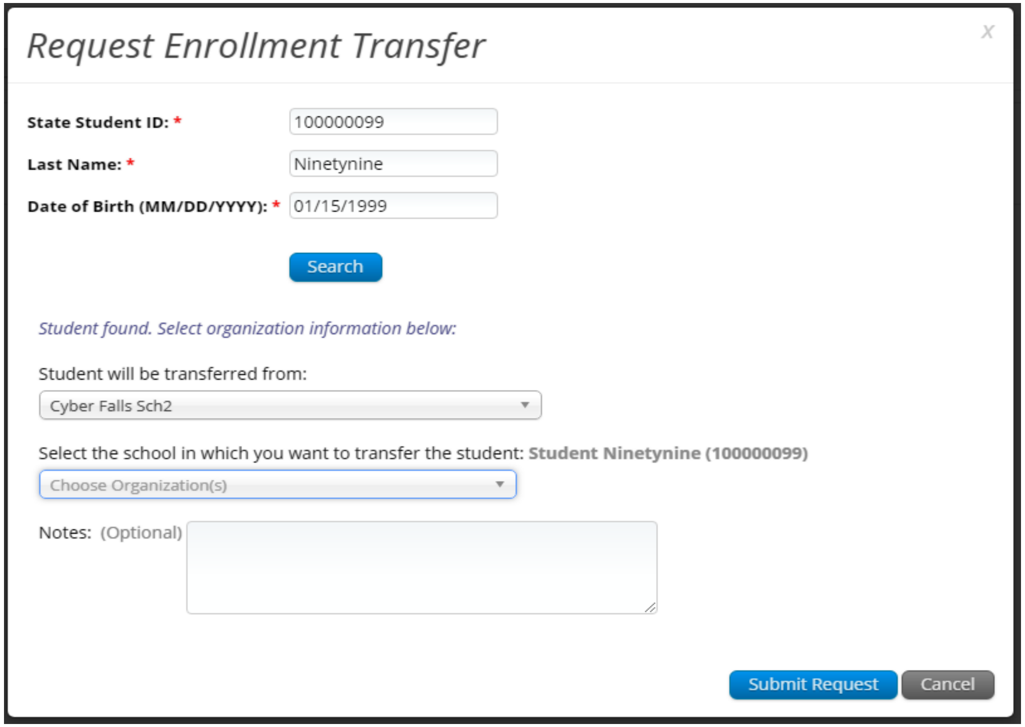


Request Enrollment Transfer

State Student ID: *

Last Name: *

Date of Birth (MM/DD/YYYY): *



Request Enrollment Transfer

State Student ID: * 100000099

Last Name: * Ninetynine

Date of Birth (MM/DD/YYYY): * 01/15/1999

Student found. Select organization information below:

Student will be transferred from: Cyber Falls Sch2

Select the school in which you want to transfer the student: **Student Ninetynine (100000099)**

Choose Organization(s)

Notes: (Optional)

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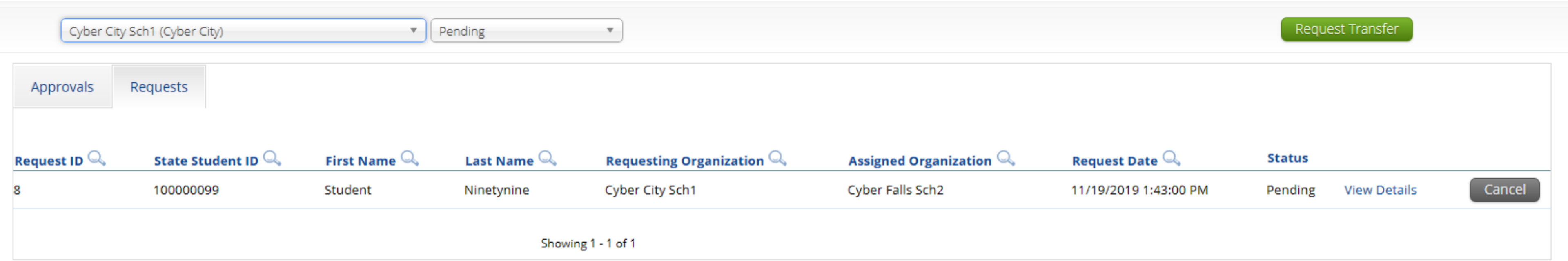
Enrollment Transfer Request

Enrollment request - requestor’s view



Cyber City Sch1 (Cyber City)
Pending

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status		
8	100000099	Student	Ninetynine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details	Cancel

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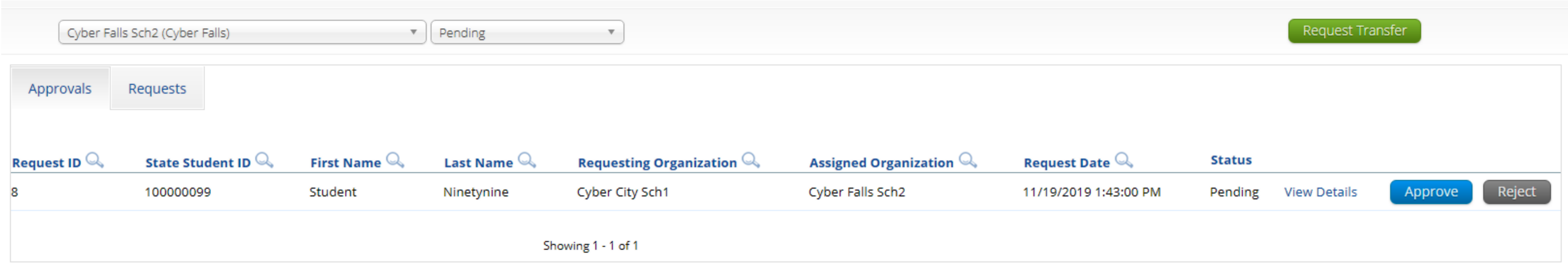
Enrollment request - receiver’s view



Cyber Falls Sch2 (Cyber Falls)
Pending

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status			
8	100000099	Student	Ninetynine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details	Approve	Reject

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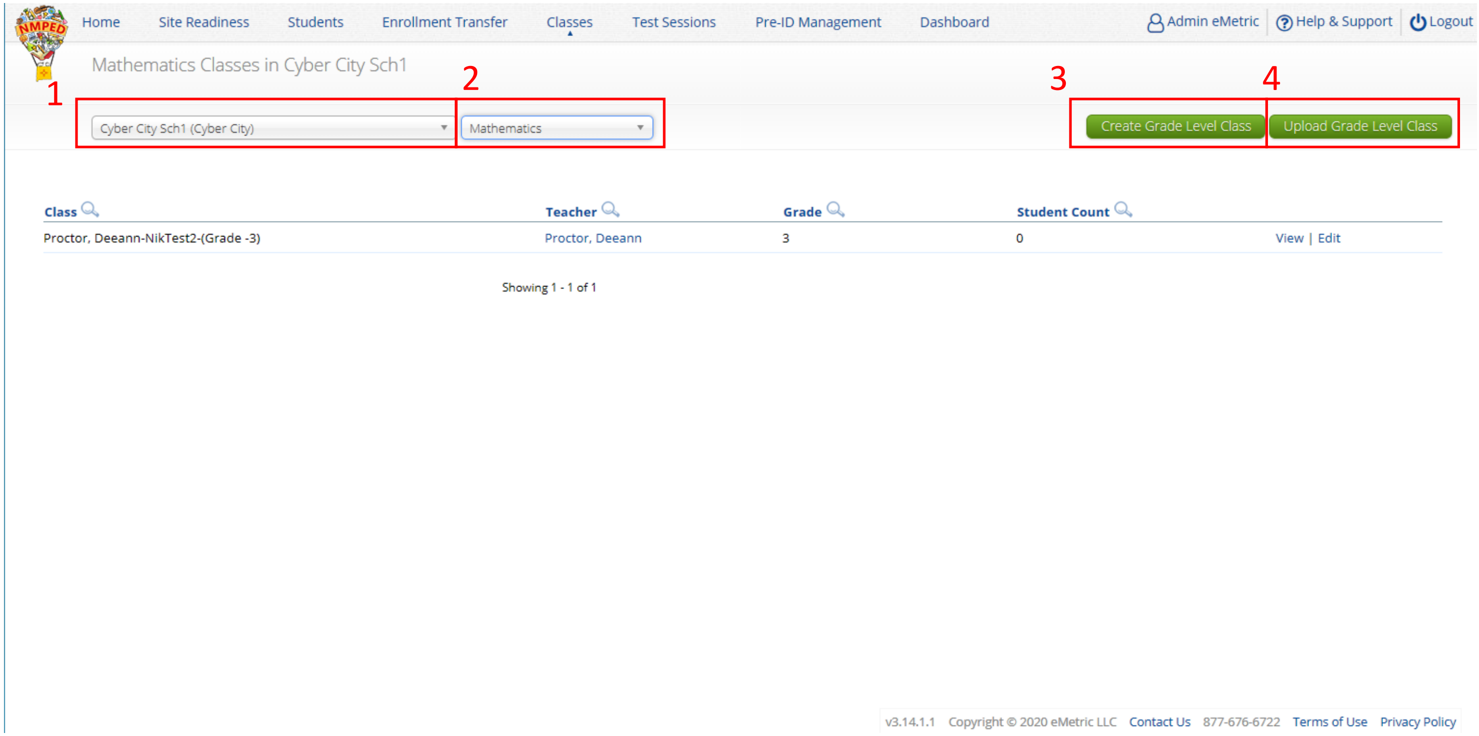
See online video tutorials for demonstrations!

Classes

Updates!

- Groups of one or more students who will take a test
  - Separate class needed for English and Spanish Testers
  - Create classes by grade and subject
  - Classes cannot be deleted once they have been saved



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Mathematics Classes in Cyber City Sch1

1 Cyber City Sch1 (Cyber City)

2 Mathematics

3 Create Grade Level Class

4 Upload Grade Level Class

Class	Teacher	Grade	Student Count	
Proctor, Deeann-NikTest2-(Grade -3)	Proctor, Deeann	3	0	View | Edit

Showing 1 - 1 of 1

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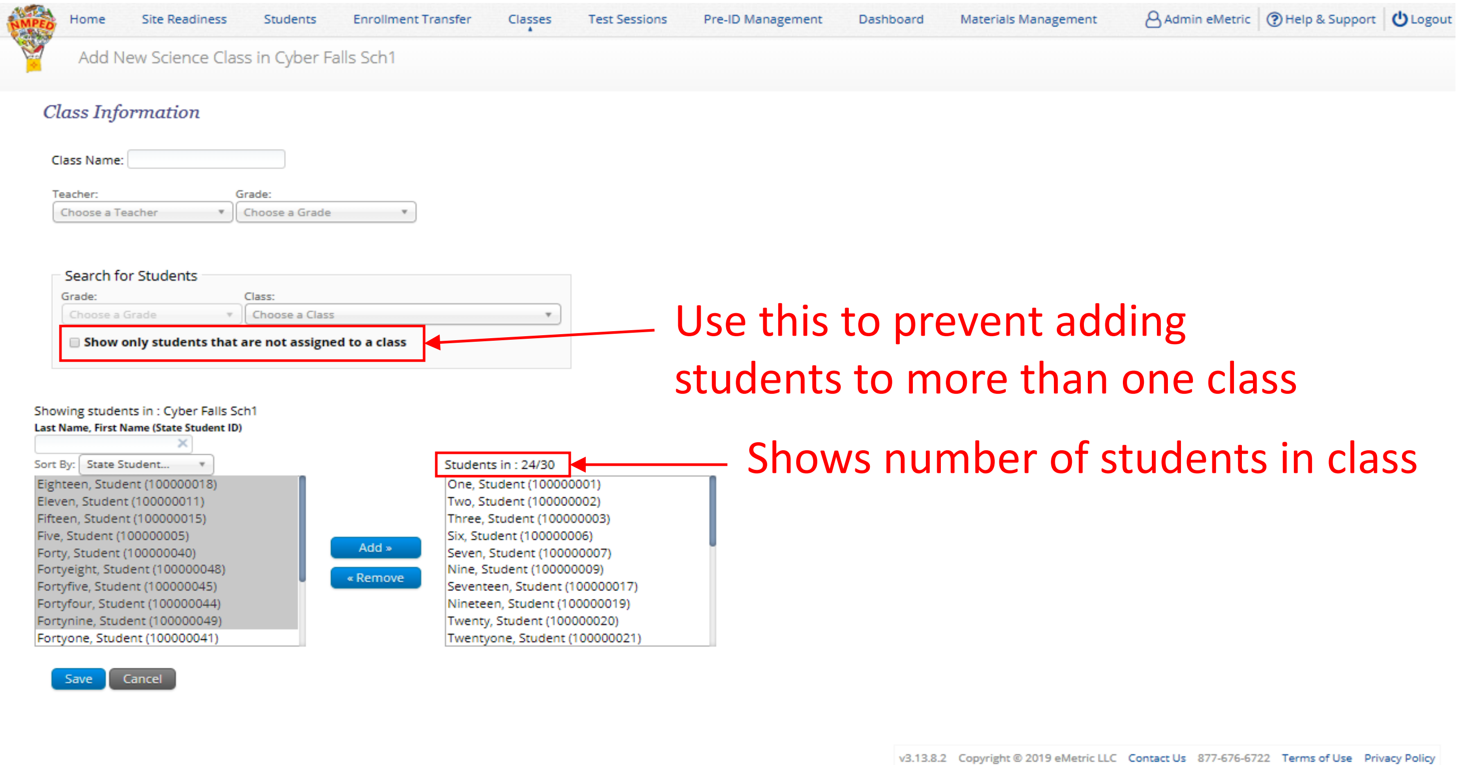
Classes

Updates!

- Groups of one or more students who will take a test
  - Students can be assigned to more than one class!
  - Limit of 90 students per class

NEW!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Add »
« Remove
Save
Cancel

Add New Science Class in Cyber Falls Sch1

Class Information

Class Name:

Teacher: Choose a Teacher

Grade: Choose a Grade

Search for Students

Grade: Choose a Grade

Class: Choose a Class

☐ **Show only students that are not assigned to a class**

Showing students in : Cyber Falls Sch1

Last Name, First Name (State Student ID)

Sort By: State Student...

Eighteen, Student (100000018)
Eleven, Student (100000011)
Fifteen, Student (100000015)
Five, Student (100000005)
Forty, Student (100000040)
Fortyeight, Student (100000048)
Fortyfive, Student (100000045)
Fortyfour, Student (100000044)
Fortynine, Student (100000049)
Fortyone, Student (100000041)

Students in : 24/30

One, Student (100000001)
Two, Student (100000002)
Three, Student (100000003)
Six, Student (100000006)
Seven, Student (100000007)
Nine, Student (100000009)
Seventeen, Student (100000017)
Nineteen, Student (100000019)
Twenty, Student (100000020)
Twentyone, Student (100000021)

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Use this to prevent adding students to more than one class

Shows number of students in class

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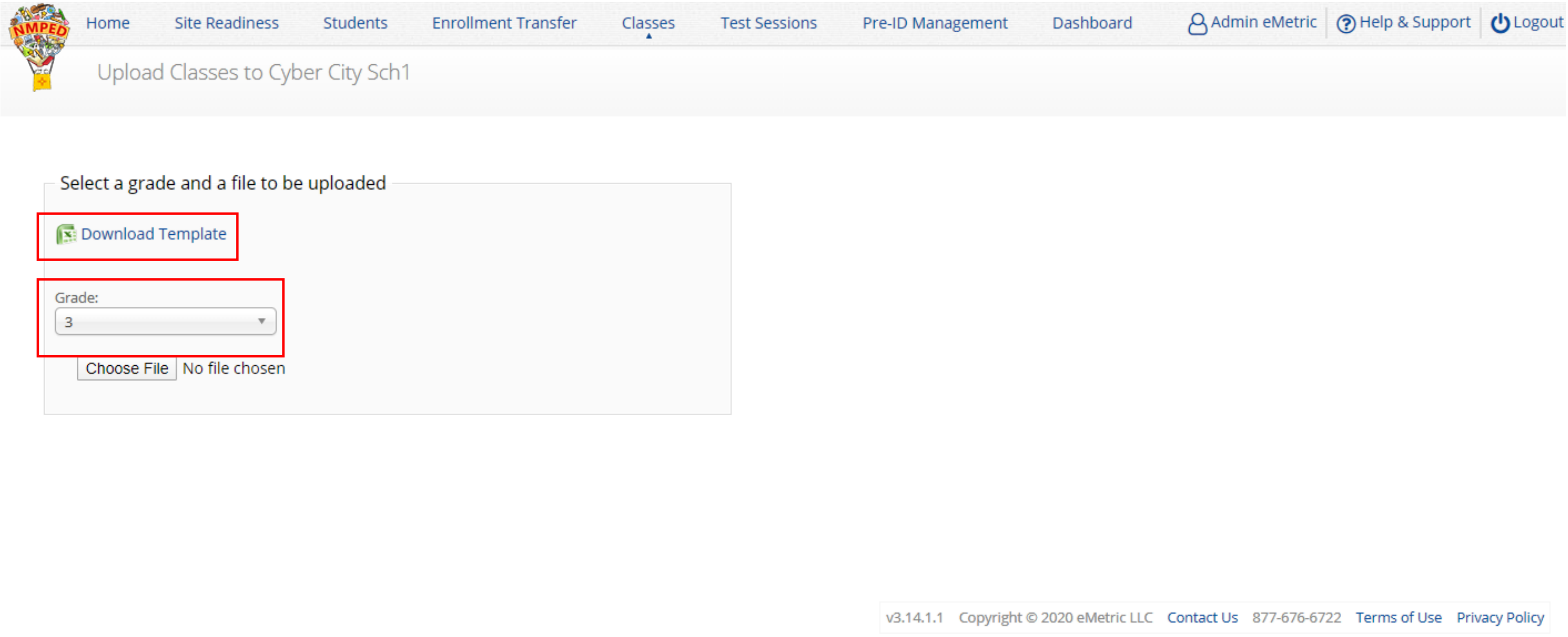
Classes

- Use class Upload to save time and stay organized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Upload Classes to Cyber City Sch1

Select a grade and a file to be uploaded

Download Template

Grade: 3

Choose File No file chosen

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See online video tutorials for demonstrations!

Test Sessions

Preparing for and monitoring testing

- Schedule a test session (assign class to test)

NEW!

  - Select program, subject, and then test
    - Science tests available 24 Feb
    - Math and ELA tests available 30 March
    - Check test name for language and grade
    - Note: No Spanish language test for ELA, students will take paper Spanish SBA Reading
  - Go to the scheduled test session to:
    - Access Session Access Codes
    - Review students in the test session
    - Check student forms (TTS)
    - Print test tickets with students’ usernames and passwords
    - Ensure student has accessibility and accommodations listed on test ticket
    - Monitor test sessions, download test session information

NEW!

  - Download list of students not scheduled for a test (available mid February)

See online video tutorials for demonstrations!

Test Sessions

Updates!

Completing testing

- Check **student** test status for tests “not started” or “in progress”
  - In progress tests will still be scored if they are not invalidated with test completion code
- For students who cannot complete the test:
  - Invalidate each of the test sessions

    and
  - Enter a test report code

    When the test is ***both* invalidated *and* a test report code is entered**, the test ***will not be reported***
  - If a test is inadvertently invalidated or a test report code is entered, the test can be reactivated and the test report code can be removed
  - Note: Students can still log into a test regardless of the test invalidation or test report code
  - Note: PED will review all invalidated tests after the test window closes for final decision
- Complete the above activities prior to date of database snapshot (5pm on 3 April for Science, 5 pm on 13 May for Math and ELA)
- ***No other action is needed to complete the test administration!***

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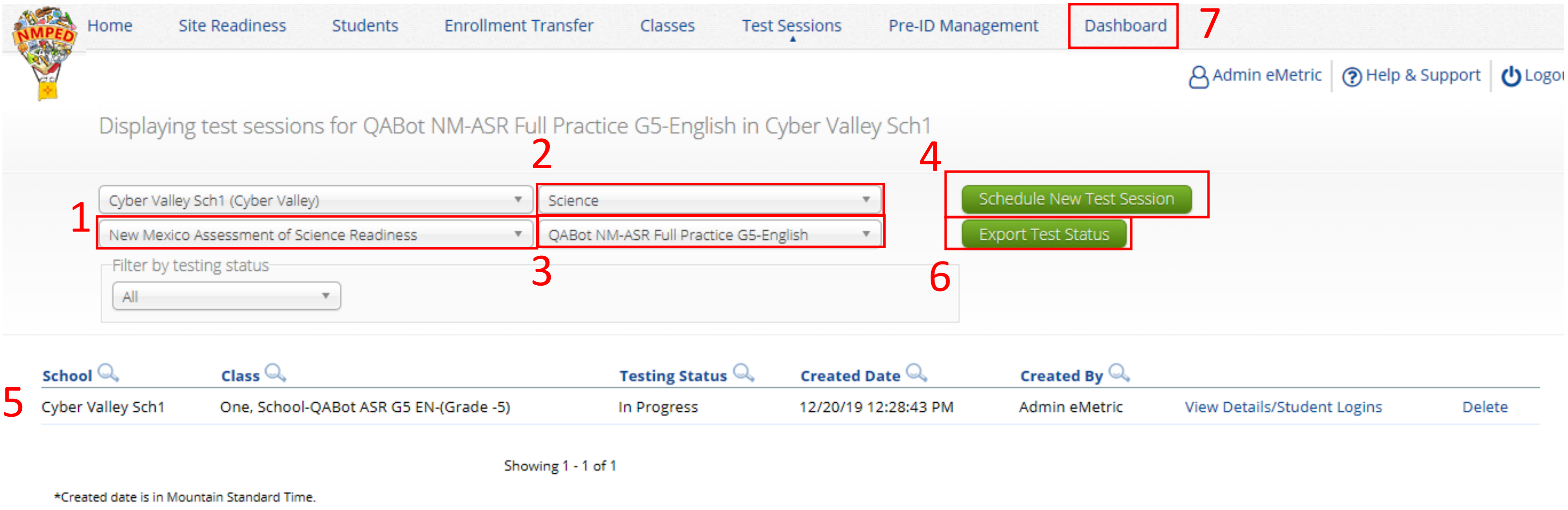
See online video tutorials for demonstrations!

Test Sessions

- District and School-level dashboard for monitoring testing

Not to be used for accountability purposes!

- Download list of students with their test completion status by school/test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Schedule New Test Session
Export Test Status

Displaying test sessions for QABot NM-ASR Full Practice G5-English in Cyber Valley Sch1

Cyber Valley Sch1 (Cyber Valley)

Science

New Mexico Assessment of Science Readiness

QABot NM-ASR Full Practice G5-English

Filter by testing status: All

School	Class	Testing Status	Created Date	Created By		
Cyber Valley Sch1	One, School-QABot ASR G5 EN-(Grade -5)	In Progress	12/20/19 12:28:43 PM	Admin eMetric	View Details/Student Logins	Delete

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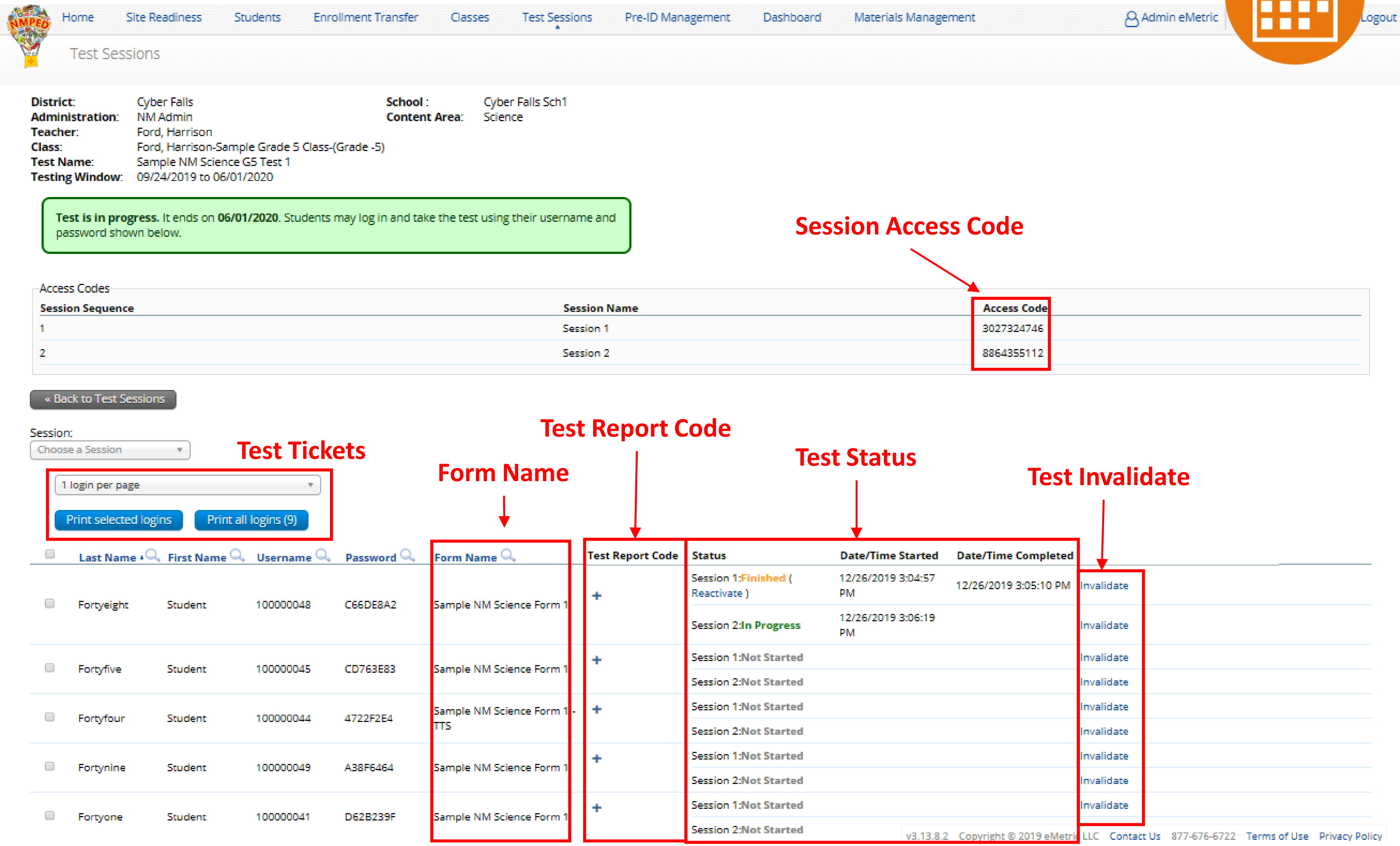
*Created date is in Mountain Standard Time.

See online video tutorials for demonstrations!

Test Session Details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District: Cyber Falls
Administration: NM Admin
Teacher: Ford, Harrison
Class: Ford, Harrison-Sample Grade 5 Class-(Grade -5)
Test Name: Sample NM Science G5 Test 1
Testing Window: 09/24/2019 to 06/01/2020
School : Cyber Falls Sch1
Content Area: Science

Test is in progress. It ends on **06/01/2020**. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	3027324746
2	Session 2	8864355112

« Back to Test Sessions
Session:
Choose a Session
1 login per page
Print selected logins
Print all logins (9)

☐	Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed	
☐	Fortyeight	Student	100000048	C66DE8A2	Sample NM Science Form 1	+	Session 1:Finished (Reactivate)	12/26/2019 3:04:57 PM	12/26/2019 3:05:10 PM	Invalidate
							Session 2:In Progress	12/26/2019 3:06:19 PM		Invalidate
☐	Fortyfive	Student	100000045	CD763E83	Sample NM Science Form 1	+	Session 1:Not Started			Invalidate
							Session 2:Not Started			Invalidate
☐	Fortyfour	Student	100000044	4722F2E4	Sample NM Science Form 1 - TTS	+	Session 1:Not Started			Invalidate
							Session 2:Not Started			Invalidate
☐	Fortynine	Student	100000049	A38F6464	Sample NM Science Form 1	+	Session 1:Not Started			Invalidate
							Session 2:Not Started			Invalidate
☐	Fortyone	Student	100000041	D62B239F	Sample NM Science Form 1	+	Session 1:Not Started			Invalidate
							Session 2:Not Started			

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Session Access Code

Test Report Code

Test Tickets

Form Name

Test Status

Test Invalidate

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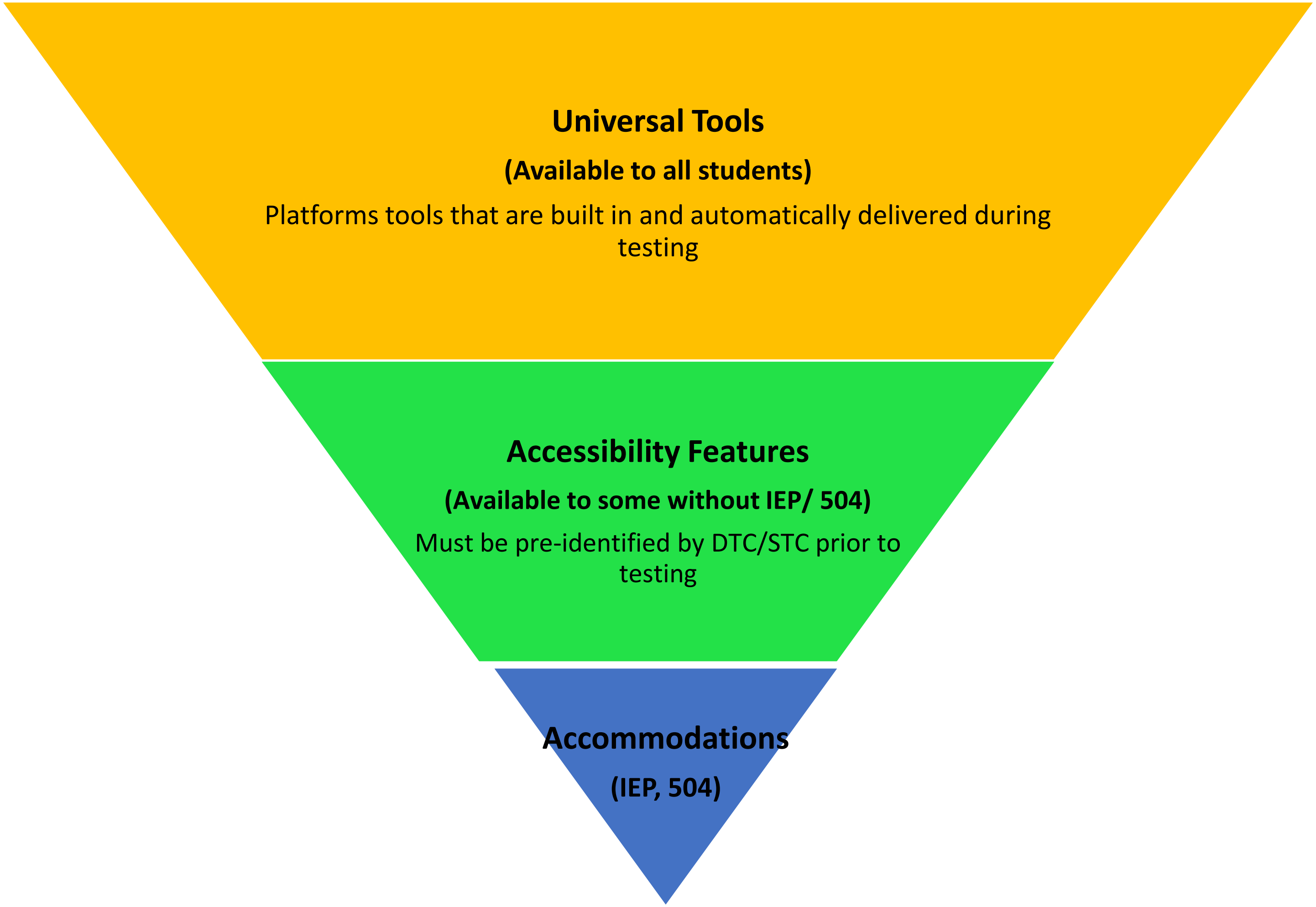
Public Education Department

See online video tutorials for demonstrations!

Student Tools, Accommodations and Accessibility Features



Universal Tools

(Available to all students)

Platforms tools that are built in and automatically delivered during testing

Accessibility Features

(Available to some without IEP/ 504)

Must be pre-identified by DTC/STC prior to testing

Accommodations

(IEP, 504)

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Student

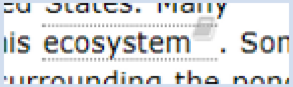
NEW!

- Student universal tools, accessibility features and accommodations options have changed
    - *Zoom View (Magnifier)* is now universal tool – all students will automatically have access to this
    - *Answer Masking* is now accessibility feature (**replaced by *Answer Eliminator* as universal tool**)
    - ASL Videos (Math and ELA)
    - Calculators on Non-Calculator sections of Math Test
    - Embedded word prediction (Chrome only, provides Co:Writer word prediction within text response items, may delay test log-in by ~1min)

- Accessibility features and accommodations for Science aligned with Math and ELA where possible
- Brief description added to each accommodation and accessibility feature (not intended to be comprehensive description of feature)

See online video tutorials for demonstrations!

Universal Tools Delivered by Platform

Name	Tool Icon
Sketch Tool ***(Not available on constructed response items)***	
Text Highlighter	abc Clear
Note Pad	
Line Reader	abc
Answer Eliminator NEW!	
Reference Sheet	References
Pop-up Glossary	 is ecosystem . Son

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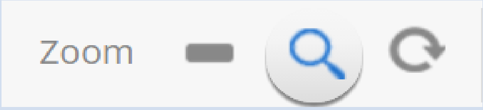
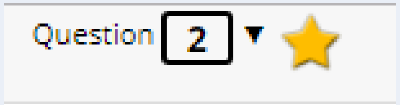
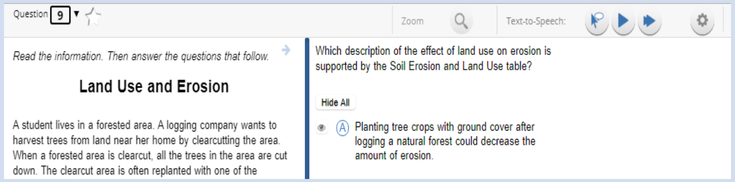
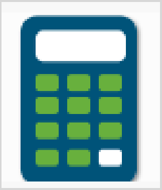
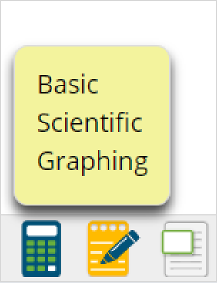
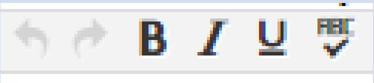
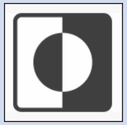
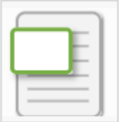
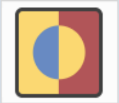
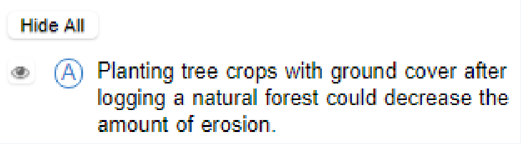
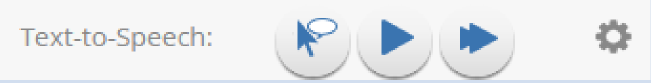
Universal Tools Delivered by Platform

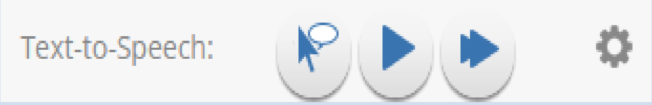
Name	Tool Icon
Zoom View (magnifier) NEW!	
Bookmark	
Expand Passage	 *Read the information. Then answer the questions that follow.* **Land Use and Erosion** A student lives in a forested area. A logging company wants to harvest trees from land near her home by clearcutting the area. When a forested area is clearcut, all the trees in the area are cut down. The clearcut area is often replanted with one of the Which description of the effect of land use on erosion is supported by the Soil Erosion and Land Use table? Ⓐ Planting tree crops with ground cover after logging a natural forest could decrease the amount of erosion.
Basic Calculator* **Scientific Calculator*** NEW! *Also available as accommodation on non-calculator portions of the Math test	 
Writing Tools NEW!	

Accessibility Features Delivered by Platform

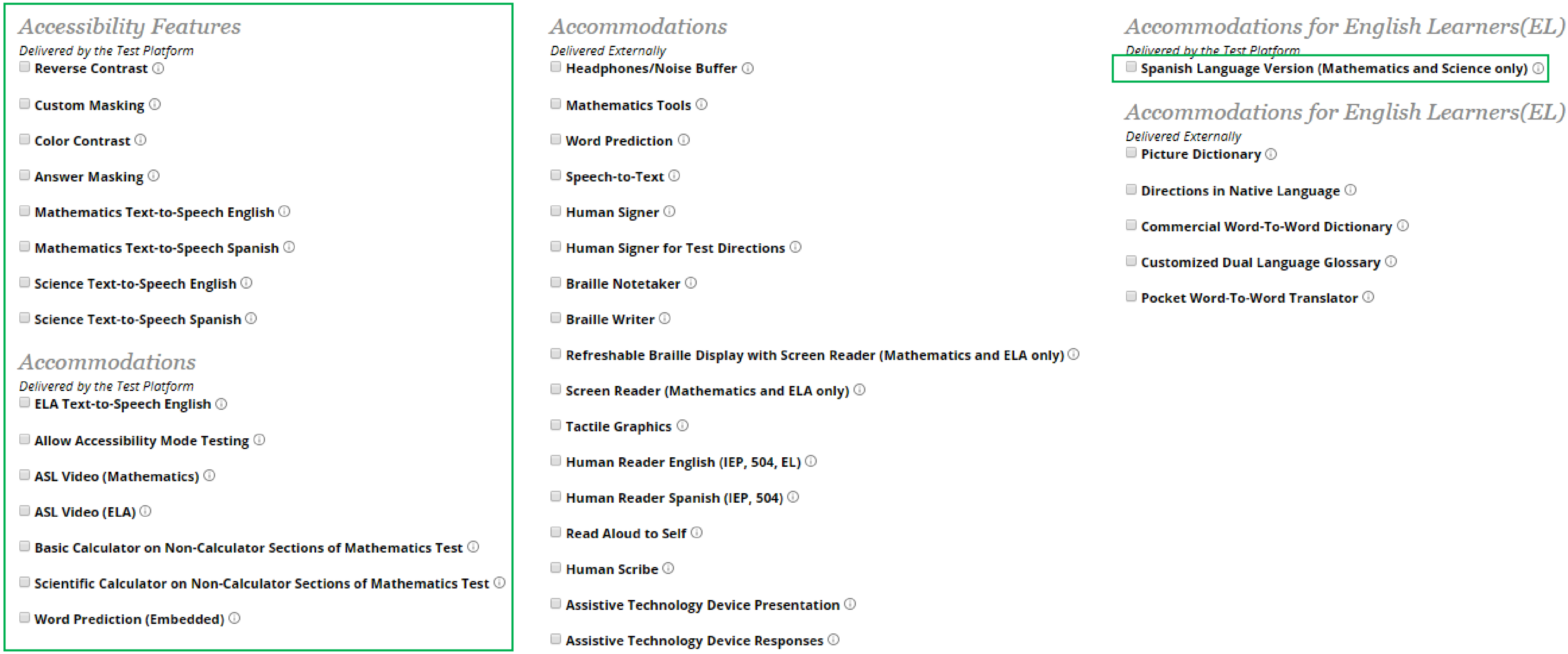
(Must be pre-identified before testing, but student does not need a legal plan to have accessibility features assigned to them for testing.)

Name	Tool Icon
Reverse Contrast	
Custom Masking	
Color Contrast	
Answer Masking	 Hide All Ⓐ Planting tree crops with ground cover after logging a natural forest could decrease the amount of erosion.
Mathematics Text-to-Speech English **Mathematics Text-to-Speech Spanish** **Science Text-to-Speech English** **Science Text-to-Speech Spanish**	

Accommodations Delivered by Platform

Name	Tool Icon
ELA Text-to-Speech English (SWD, 504, EL)	 Text-to-Speech:
Allow Accessibility Mode Testing	No icon
Word Prediction (Embedded)	💭 **NEW!**
ASL Videos (Math and ELA)	ASL **NEW!**

Assigning Platform Delivered Accessibility and Accommodations



Accessibility Features

Delivered by the Test Platform

- ☐ **Reverse Contrast** ⓘ
- ☐ **Custom Masking** ⓘ
- ☐ **Color Contrast** ⓘ
- ☐ **Answer Masking** ⓘ
- ☐ **Mathematics Text-to-Speech English** ⓘ
- ☐ **Mathematics Text-to-Speech Spanish** ⓘ
- ☐ **Science Text-to-Speech English** ⓘ
- ☐ **Science Text-to-Speech Spanish** ⓘ

Accommodations

Delivered by the Test Platform

- ☐ **ELA Text-to-Speech English** ⓘ
- ☐ **Allow Accessibility Mode Testing** ⓘ
- ☐ **ASL Video (Mathematics)** ⓘ
- ☐ **ASL Video (ELA)** ⓘ
- ☐ **Basic Calculator on Non-Calculator Sections of Mathematics Test** ⓘ
- ☐ **Scientific Calculator on Non-Calculator Sections of Mathematics Test** ⓘ
- ☐ **Word Prediction (Embedded)** ⓘ

Accommodations

Delivered Externally

- ☐ **Headphones/Noise Buffer** ⓘ
- ☐ **Mathematics Tools** ⓘ
- ☐ **Word Prediction** ⓘ
- ☐ **Speech-to-Text** ⓘ
- ☐ **Human Signer** ⓘ
- ☐ **Human Signer for Test Directions** ⓘ
- ☐ **Braille Notetaker** ⓘ
- ☐ **Braille Writer** ⓘ
- ☐ **Refreshable Braille Display with Screen Reader (Mathematics and ELA only)** ⓘ
- ☐ **Screen Reader (Mathematics and ELA only)** ⓘ
- ☐ **Tactile Graphics** ⓘ
- ☐ **Human Reader English (IEP, 504, EL)** ⓘ
- ☐ **Human Reader Spanish (IEP, 504)** ⓘ
- ☐ **Read Aloud to Self** ⓘ
- ☐ **Human Scribe** ⓘ
- ☐ **Assistive Technology Device Presentation** ⓘ
- ☐ **Assistive Technology Device Responses** ⓘ

Accommodations for English Learners(EL)

Delivered by the Test Platform

- ☐ **Spanish Language Version (Mathematics and Science only)** ⓘ

Accommodations for English Learners(EL)

Delivered Externally

- ☐ **Picture Dictionary** ⓘ
- ☐ **Directions in Native Language** ⓘ
- ☐ **Commercial Word-To-Word Dictionary** ⓘ
- ☐ **Customized Dual Language Glossary** ⓘ
- ☐ **Pocket Word-To-Word Translator** ⓘ

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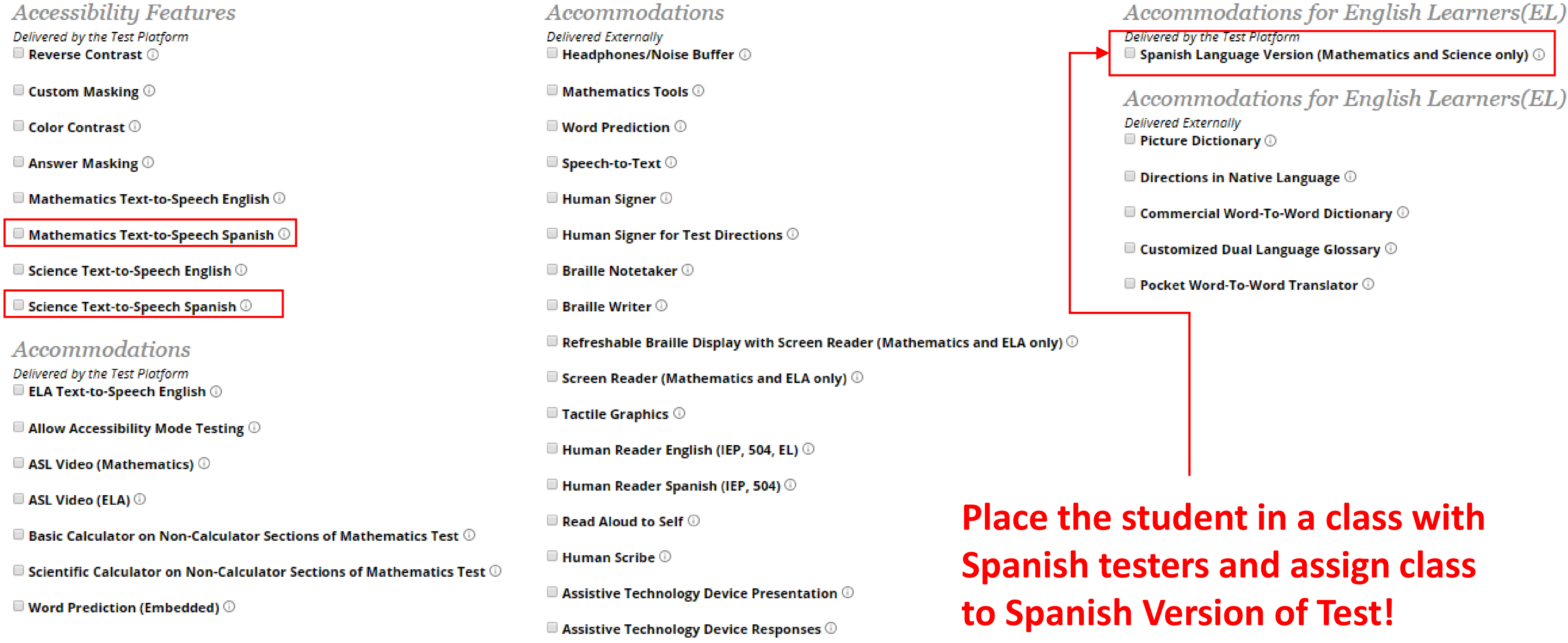
Public Education Department

Assigning Accessibility and Accommodations: Spanish Testers



Accessibility Features

Delivered by the Test Platform

- ☐ Reverse Contrast
- ☐ Custom Masking
- ☐ Color Contrast
- ☐ Answer Masking
- ☐ Mathematics Text-to-Speech English
- ☐ Mathematics Text-to-Speech Spanish
- ☐ Science Text-to-Speech English
- ☐ Science Text-to-Speech Spanish

Accommodations

Delivered by the Test Platform

- ☐ ELA Text-to-Speech English
- ☐ Allow Accessibility Mode Testing
- ☐ ASL Video (Mathematics)
- ☐ ASL Video (ELA)
- ☐ Basic Calculator on Non-Calculator Sections of Mathematics Test
- ☐ Scientific Calculator on Non-Calculator Sections of Mathematics Test
- ☐ Word Prediction (Embedded)

Accommodations

Delivered Externally

- ☐ Headphones/Noise Buffer
- ☐ Mathematics Tools
- ☐ Word Prediction
- ☐ Speech-to-Text
- ☐ Human Signer
- ☐ Human Signer for Test Directions
- ☐ Braille Notetaker
- ☐ Braille Writer
- ☐ Refreshable Braille Display with Screen Reader (Mathematics and ELA only)
- ☐ Screen Reader (Mathematics and ELA only)
- ☐ Tactile Graphics
- ☐ Human Reader English (IEP, 504, EL)
- ☐ Human Reader Spanish (IEP, 504)
- ☐ Read Aloud to Self
- ☐ Human Scribe
- ☐ Assistive Technology Device Presentation
- ☐ Assistive Technology Device Responses

Accommodations for English Learners(EL)

Delivered by the Test Platform

- ☐ Spanish Language Version (Mathematics and Science only)

Accommodations for English Learners(EL)

Delivered Externally

- ☐ Picture Dictionary
- ☐ Directions in Native Language
- ☐ Commercial Word-To-Word Dictionary
- ☐ Customized Dual Language Glossary
- ☐ Pocket Word-To-Word Translator

Place the student in a class with Spanish testers and assign class to Spanish Version of Test!

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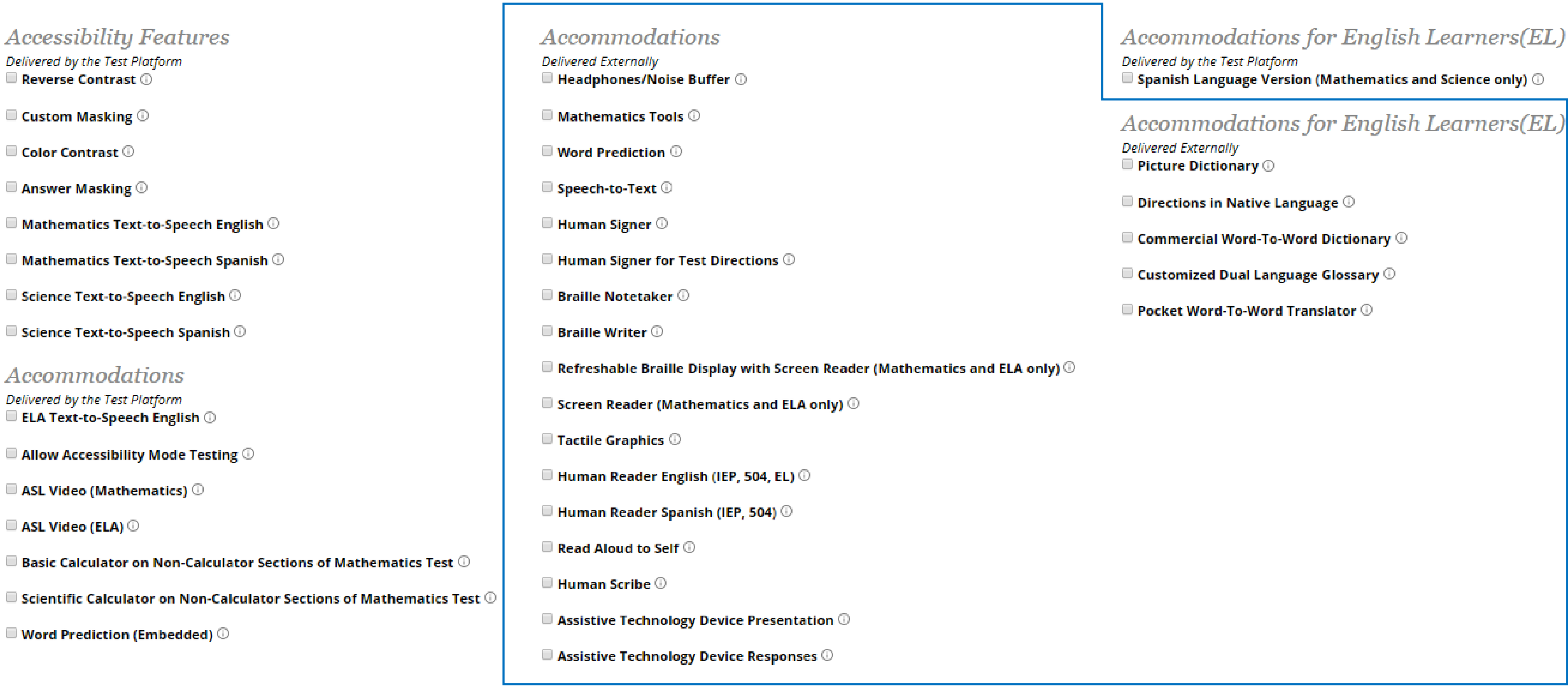
Assigning Externally Delivered Accessibility and Accommodations



Accessibility Features

Delivered by the Test Platform

- ☐ **Reverse Contrast**
- ☐ **Custom Masking**
- ☐ **Color Contrast**
- ☐ **Answer Masking**
- ☐ **Mathematics Text-to-Speech English**
- ☐ **Mathematics Text-to-Speech Spanish**
- ☐ **Science Text-to-Speech English**
- ☐ **Science Text-to-Speech Spanish**

Accommodations

Delivered by the Test Platform

- ☐ **ELA Text-to-Speech English**
- ☐ **Allow Accessibility Mode Testing**
- ☐ **ASL Video (Mathematics)**
- ☐ **ASL Video (ELA)**
- ☐ **Basic Calculator on Non-Calculator Sections of Mathematics Test**
- ☐ **Scientific Calculator on Non-Calculator Sections of Mathematics Test**
- ☐ **Word Prediction (Embedded)**

Accommodations

Delivered Externally

- ☐ **Headphones/Noise Buffer**
- ☐ **Mathematics Tools**
- ☐ **Word Prediction**
- ☐ **Speech-to-Text**
- ☐ **Human Signer**
- ☐ **Human Signer for Test Directions**
- ☐ **Braille Notetaker**
- ☐ **Braille Writer**
- ☐ **Refreshable Braille Display with Screen Reader (Mathematics and ELA only)**
- ☐ **Screen Reader (Mathematics and ELA only)**
- ☐ **Tactile Graphics**
- ☐ **Human Reader English (IEP, 504, EL)**
- ☐ **Human Reader Spanish (IEP, 504)**
- ☐ **Read Aloud to Self**
- ☐ **Human Scribe**
- ☐ **Assistive Technology Device Presentation**
- ☐ **Assistive Technology Device Responses**

Accommodations for English Learners(EL)

Delivered by the Test Platform

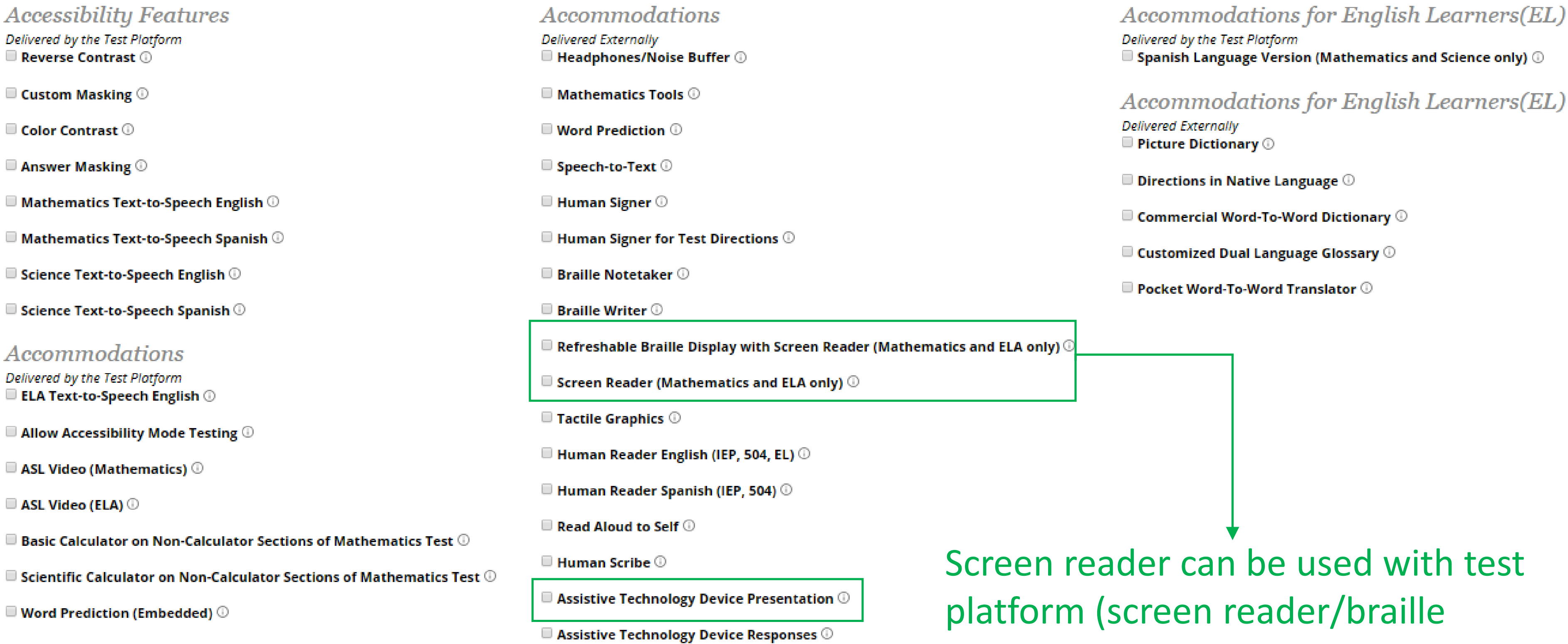
- ☐ **Spanish Language Version (Mathematics and Science only)**

Accommodations for English Learners(EL)

Delivered Externally

- ☐ **Picture Dictionary**
- ☐ **Directions in Native Language**
- ☐ **Commercial Word-To-Word Dictionary**
- ☐ **Customized Dual Language Glossary**
- ☐ **Pocket Word-To-Word Translator**

Assigning Accessibility and Accommodations: Screen Reader



Accessibility Features

Delivered by the Test Platform

☐ **Reverse Contrast** ⓘ

☐ **Custom Masking** ⓘ

☐ **Color Contrast** ⓘ

☐ **Answer Masking** ⓘ

☐ **Mathematics Text-to-Speech English** ⓘ

☐ **Mathematics Text-to-Speech Spanish** ⓘ

☐ **Science Text-to-Speech English** ⓘ

☐ **Science Text-to-Speech Spanish** ⓘ

Accommodations

Delivered by the Test Platform

☐ **ELA Text-to-Speech English** ⓘ

☐ **Allow Accessibility Mode Testing** ⓘ

☐ **ASL Video (Mathematics)** ⓘ

☐ **ASL Video (ELA)** ⓘ

☐ **Basic Calculator on Non-Calculator Sections of Mathematics Test** ⓘ

☐ **Scientific Calculator on Non-Calculator Sections of Mathematics Test** ⓘ

☐ **Word Prediction (Embedded)** ⓘ

Accommodations

Delivered Externally

☐ **Headphones/Noise Buffer** ⓘ

☐ **Mathematics Tools** ⓘ

☐ **Word Prediction** ⓘ

☐ **Speech-to-Text** ⓘ

☐ **Human Signer** ⓘ

☐ **Human Signer for Test Directions** ⓘ

☐ **Braille Notetaker** ⓘ

☐ **Braille Writer** ⓘ

☐ **Refreshable Braille Display with Screen Reader (Mathematics and ELA only)** ⓘ

☐ **Screen Reader (Mathematics and ELA only)** ⓘ

☐ **Tactile Graphics** ⓘ

☐ **Human Reader English (IEP, 504, EL)** ⓘ

☐ **Human Reader Spanish (IEP, 504)** ⓘ

☐ **Read Aloud to Self** ⓘ

☐ **Human Scribe** ⓘ

☐ **Assistive Technology Device Presentation** ⓘ

☐ **Assistive Technology Device Responses** ⓘ

Accommodations for English Learners(EL)

Delivered by the Test Platform

☐ **Spanish Language Version (Mathematics and Science only)** ⓘ

Accommodations for English Learners(EL)

Delivered Externally

☐ **Picture Dictionary** ⓘ

☐ **Directions in Native Language** ⓘ

☐ **Commercial Word-To-Word Dictionary** ⓘ

☐ **Customized Dual Language Glossary** ⓘ

☐ **Pocket Word-To-Word Translator** ⓘ

Screen reader can be used with test platform (screen reader/braille display on external device not needed)

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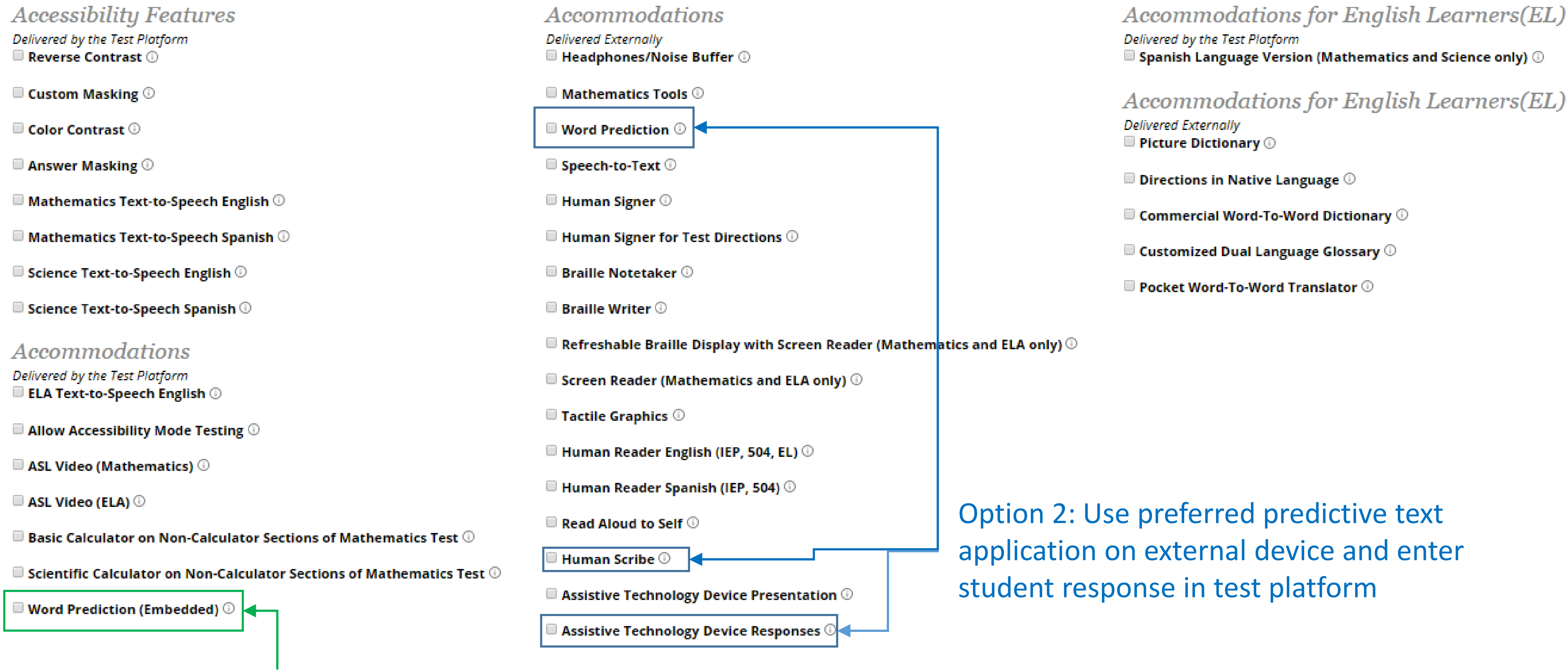
Assigning Accessibility and Accommodations: Word Prediction



Accessibility Features

Delivered by the Test Platform

- ☐ Reverse Contrast ⓘ
- ☐ Custom Masking ⓘ
- ☐ Color Contrast ⓘ
- ☐ Answer Masking ⓘ
- ☐ Mathematics Text-to-Speech English ⓘ
- ☐ Mathematics Text-to-Speech Spanish ⓘ
- ☐ Science Text-to-Speech English ⓘ
- ☐ Science Text-to-Speech Spanish ⓘ

Accommodations

Delivered by the Test Platform

- ☐ ELA Text-to-Speech English ⓘ
- ☐ Allow Accessibility Mode Testing ⓘ
- ☐ ASL Video (Mathematics) ⓘ
- ☐ ASL Video (ELA) ⓘ
- ☐ Basic Calculator on Non-Calculator Sections of Mathematics Test ⓘ
- ☐ Scientific Calculator on Non-Calculator Sections of Mathematics Test ⓘ
- ☐ Word Prediction (Embedded) ⓘ

Accommodations

Delivered Externally

- ☐ Headphones/Noise Buffer ⓘ
- ☐ Mathematics Tools ⓘ
- ☐ Word Prediction ⓘ
- ☐ Speech-to-Text ⓘ
- ☐ Human Signer ⓘ
- ☐ Human Signer for Test Directions ⓘ
- ☐ Braille Notetaker ⓘ
- ☐ Braille Writer ⓘ
- ☐ Refreshable Braille Display with Screen Reader (Mathematics and ELA only) ⓘ
- ☐ Screen Reader (Mathematics and ELA only) ⓘ
- ☐ Tactile Graphics ⓘ
- ☐ Human Reader English (IEP, 504, EL) ⓘ
- ☐ Human Reader Spanish (IEP, 504) ⓘ
- ☐ Read Aloud to Self ⓘ
- ☐ Human Scribe ⓘ
- ☐ Assistive Technology Device Presentation ⓘ
- ☐ Assistive Technology Device Responses ⓘ

Accommodations for English Learners(EL)

Delivered by the Test Platform

- ☐ Spanish Language Version (Mathematics and Science only) ⓘ

Accommodations for English Learners(EL)

Delivered Externally

- ☐ Picture Dictionary ⓘ
- ☐ Directions in Native Language ⓘ
- ☐ Commercial Word-To-Word Dictionary ⓘ
- ☐ Customized Dual Language Glossary ⓘ
- ☐ Pocket Word-To-Word Translator ⓘ

Option 2: Use preferred predictive text application on external device and enter student response in test platform

Option 1: Use with CoWriter in testing platform – only available on Chromebooks

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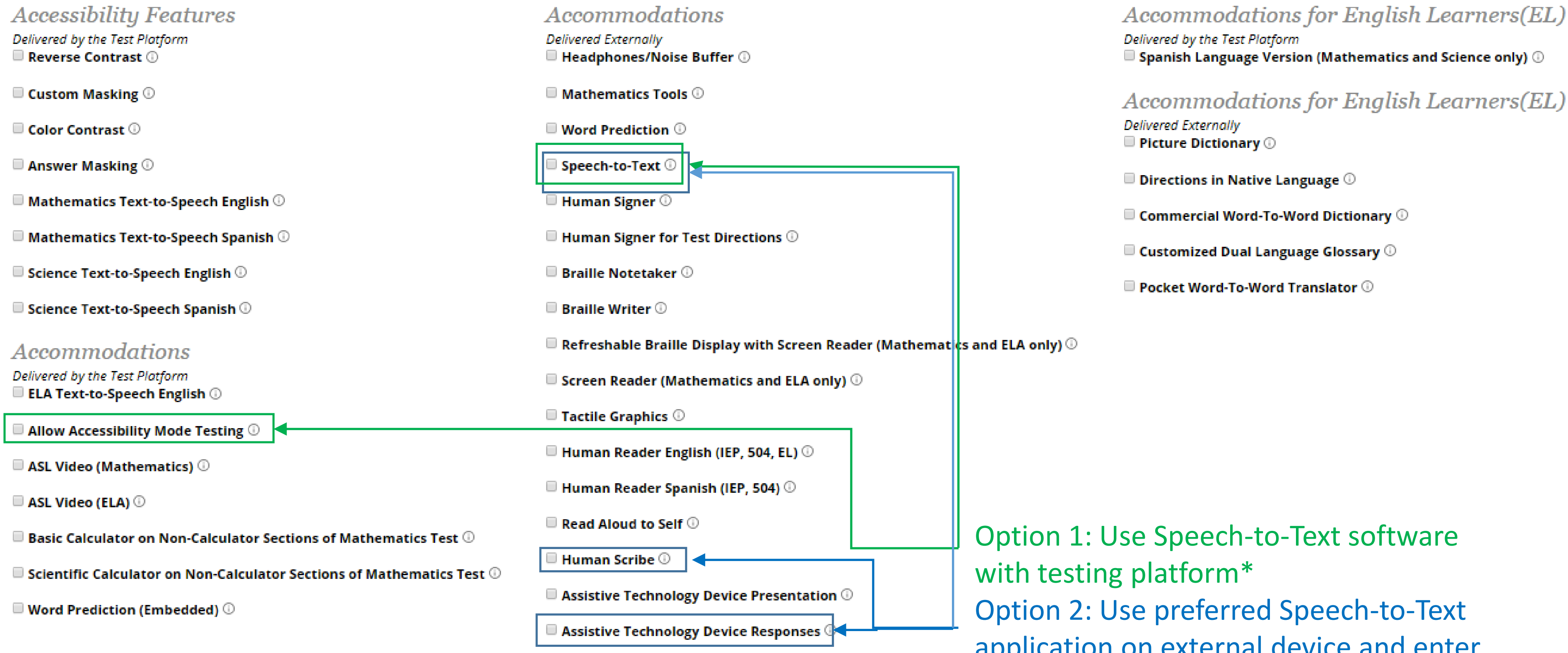
Public Education Department

Assigning Accessibility and Accommodations: Speech-to-Text



Accessibility Features

Delivered by the Test Platform

- ☐ **Reverse Contrast** ⓘ
- ☐ **Custom Masking** ⓘ
- ☐ **Color Contrast** ⓘ
- ☐ **Answer Masking** ⓘ
- ☐ **Mathematics Text-to-Speech English** ⓘ
- ☐ **Mathematics Text-to-Speech Spanish** ⓘ
- ☐ **Science Text-to-Speech English** ⓘ
- ☐ **Science Text-to-Speech Spanish** ⓘ

Accommodations

Delivered by the Test Platform

- ☐ **ELA Text-to-Speech English** ⓘ
- ☐ **Allow Accessibility Mode Testing** ⓘ
- ☐ **ASL Video (Mathematics)** ⓘ
- ☐ **ASL Video (ELA)** ⓘ
- ☐ **Basic Calculator on Non-Calculator Sections of Mathematics Test** ⓘ
- ☐ **Scientific Calculator on Non-Calculator Sections of Mathematics Test** ⓘ
- ☐ **Word Prediction (Embedded)** ⓘ

Accommodations

Delivered Externally

- ☐ **Headphones/Noise Buffer** ⓘ
- ☐ **Mathematics Tools** ⓘ
- ☐ **Word Prediction** ⓘ
- ☐ **Speech-to-Text** ⓘ
- ☐ **Human Signer** ⓘ
- ☐ **Human Signer for Test Directions** ⓘ
- ☐ **Braille Notetaker** ⓘ
- ☐ **Braille Writer** ⓘ
- ☐ **Refreshable Braille Display with Screen Reader (Mathematics and ELA only)** ⓘ
- ☐ **Screen Reader (Mathematics and ELA only)** ⓘ
- ☐ **Tactile Graphics** ⓘ
- ☐ **Human Reader English (IEP, 504, EL)** ⓘ
- ☐ **Human Reader Spanish (IEP, 504)** ⓘ
- ☐ **Read Aloud to Self** ⓘ
- ☐ **Human Scribe** ⓘ
- ☐ **Assistive Technology Device Presentation** ⓘ
- ☐ **Assistive Technology Device Responses** ⓘ

Accommodations for English Learners(EL)

Delivered by the Test Platform

- ☐ **Spanish Language Version (Mathematics and Science only)** ⓘ

Accommodations for English Learners(EL)

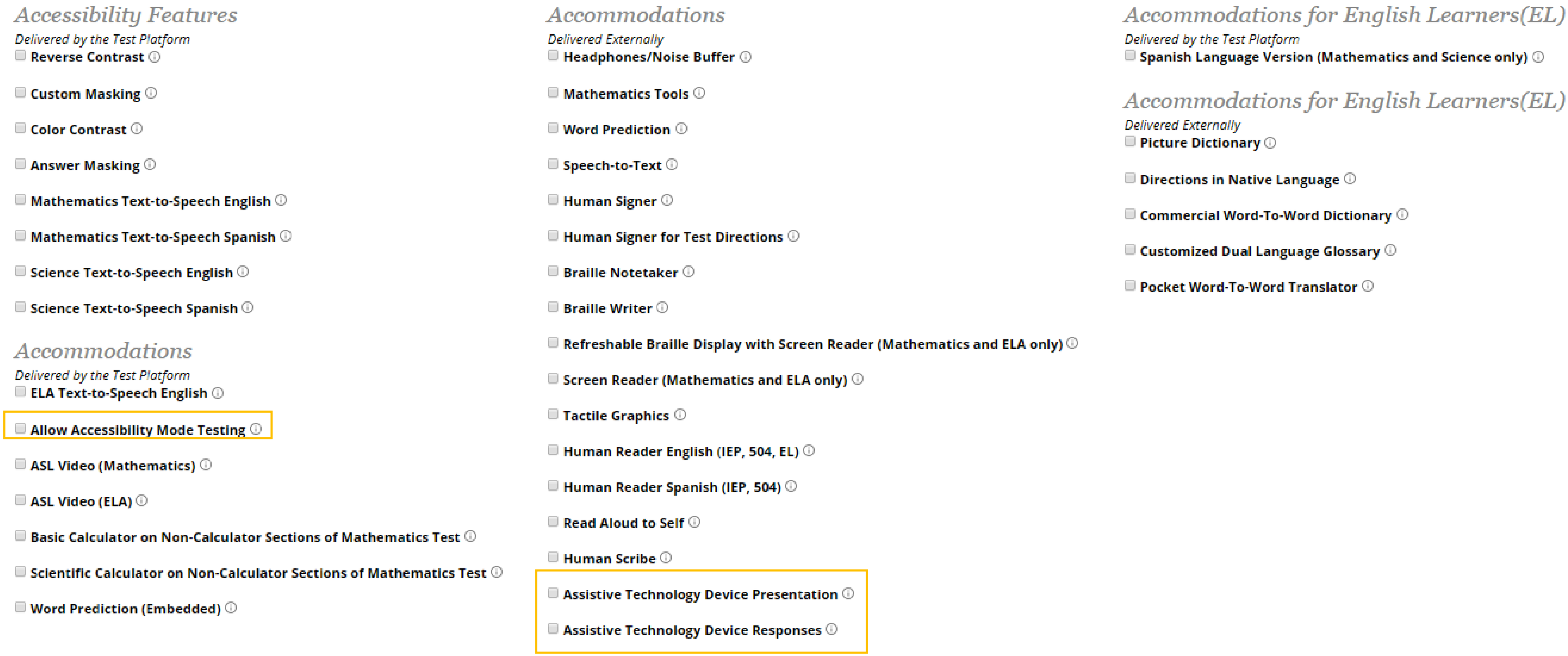
Delivered Externally

- ☐ **Picture Dictionary** ⓘ
- ☐ **Directions in Native Language** ⓘ
- ☐ **Commercial Word-To-Word Dictionary** ⓘ
- ☐ **Customized Dual Language Glossary** ⓘ
- ☐ **Pocket Word-To-Word Translator** ⓘ

Option 1: Use Speech-to-Text software with testing platform*

Option 2: Use preferred Speech-to-Text application on external device and enter student response in test platform

Assigning Accessibility and Accommodations: Other Augmentive Devices and Assistive Technology Software



Accessibility Features

Delivered by the Test Platform

- ☐ Reverse Contrast ⓘ
- ☐ Custom Masking ⓘ
- ☐ Color Contrast ⓘ
- ☐ Answer Masking ⓘ
- ☐ Mathematics Text-to-Speech English ⓘ
- ☐ Mathematics Text-to-Speech Spanish ⓘ
- ☐ Science Text-to-Speech English ⓘ
- ☐ Science Text-to-Speech Spanish ⓘ

Accommodations

Delivered by the Test Platform

- ☐ ELA Text-to-Speech English ⓘ
- ☐ Allow Accessibility Mode Testing ⓘ
- ☐ ASL Video (Mathematics) ⓘ
- ☐ ASL Video (ELA) ⓘ
- ☐ Basic Calculator on Non-Calculator Sections of Mathematics Test ⓘ
- ☐ Scientific Calculator on Non-Calculator Sections of Mathematics Test ⓘ
- ☐ Word Prediction (Embedded) ⓘ

Accommodations

Delivered Externally

- ☐ Headphones/Noise Buffer ⓘ
- ☐ Mathematics Tools ⓘ
- ☐ Word Prediction ⓘ
- ☐ Speech-to-Text ⓘ
- ☐ Human Signer ⓘ
- ☐ Human Signer for Test Directions ⓘ
- ☐ Braille Notetaker ⓘ
- ☐ Braille Writer ⓘ
- ☐ Refreshable Braille Display with Screen Reader (Mathematics and ELA only) ⓘ
- ☐ Screen Reader (Mathematics and ELA only) ⓘ
- ☐ Tactile Graphics ⓘ
- ☐ Human Reader English (IEP, 504, EL) ⓘ
- ☐ Human Reader Spanish (IEP, 504) ⓘ
- ☐ Read Aloud to Self ⓘ
- ☐ Human Scribe ⓘ
- ☐ Assistive Technology Device Presentation ⓘ
- ☐ Assistive Technology Device Responses ⓘ

Accommodations for English Learners(EL)

Delivered by the Test Platform

- ☐ Spanish Language Version (Mathematics and Science only) ⓘ

Accommodations for English Learners(EL)

Delivered Externally

- ☐ Picture Dictionary ⓘ
- ☐ Directions in Native Language ⓘ
- ☐ Commercial Word-To-Word Dictionary ⓘ
- ☐ Customized Dual Language Glossary ⓘ
- ☐ Pocket Word-To-Word Translator ⓘ

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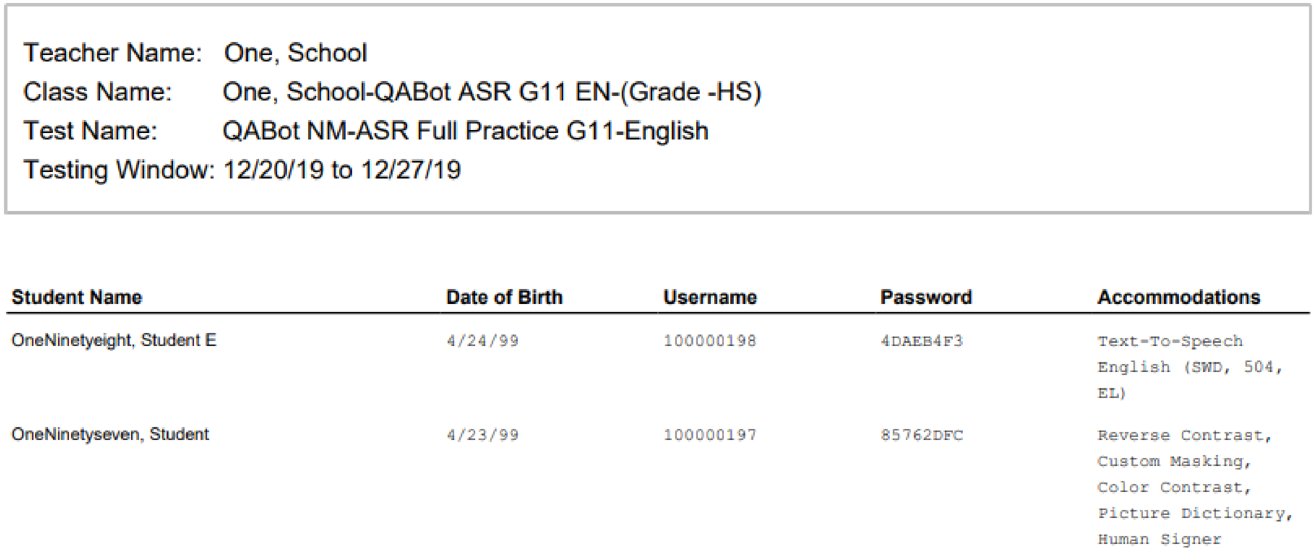
Assigning Platform Delivered Accessibility and Accommodations



Teacher Name: One, School
Class Name: One, School-QABot ASR G11 EN-(Grade -HS)
Test Name: QABot NM-ASR Full Practice G11-English
Testing Window: 12/20/19 to 12/27/19

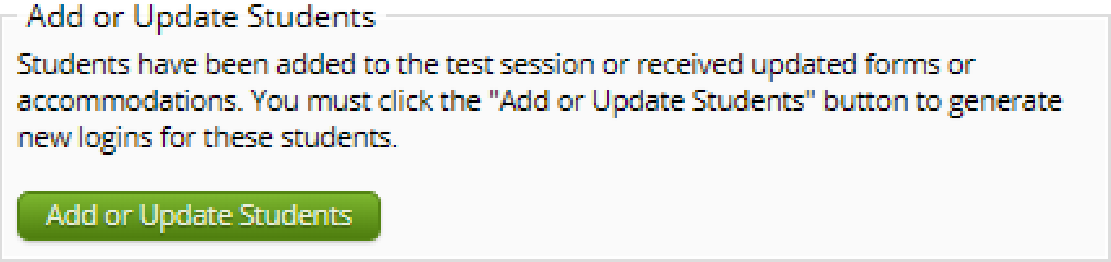
Student Name	Date of Birth	Username	Password	Accommodations
OneNinetyeight, Student E	4/24/99	100000198	4DAEB4F3	Text-To-Speech English (SWD, 504, EL)
OneNinetyseven, Student	4/23/99	100000197	85762DFC	Reverse Contrast, Custom Masking, Color Contrast, Picture Dictionary, Human Signer

Special Situations (TTS/ASL)

Updates!

- The New Mexico Summative Assessments Kiosk uses the default voice set on the student's workstation.
  - See *Kiosk Installation Guide* for specific steps on how to change the default voice.

- Assign all student text-to-speech or ASL accommodations PRIOR to student logging into tests.
  - If you must add accommodation after student is scheduled but before they log in, click on *Generate Missing Student test Logins* button after TTS or ASL has been added:



Add or Update Students

Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

- If student logs in and realizes they do not have TTS or ASL, you must assign accommodation and then place them in new/different class

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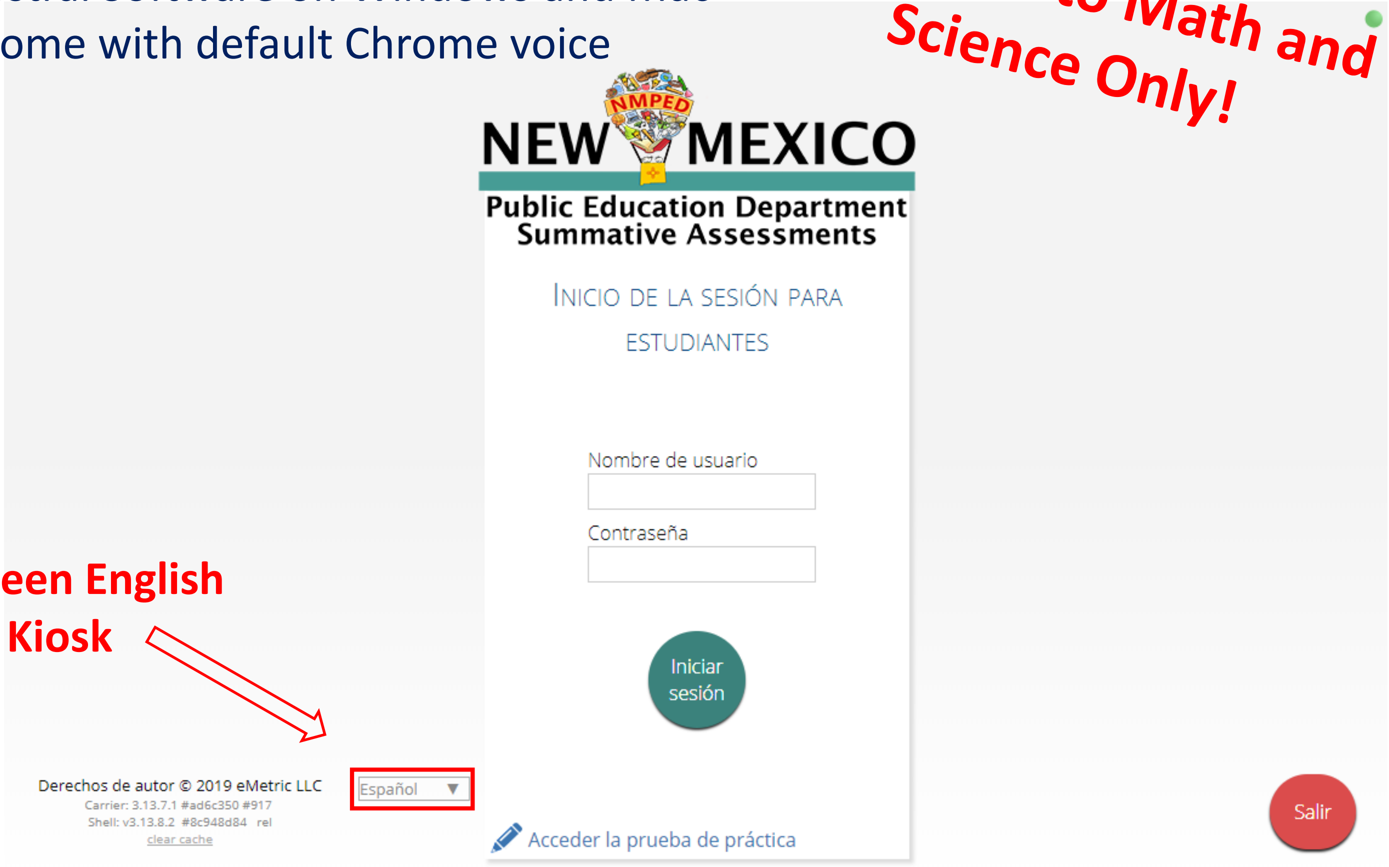
Special Situations (Spanish Tests)

- Create separate class for Spanish test
- Schedule Spanish class for Spanish test
- Ensure Student changes Kiosk to Spanish version before they log-in
- Spanish TTS Accommodation
  - [Ensure Spanish TTS is selected]()
  - Use Cepstral Software on Windows and Mac
  - Use Chrome with default Chrome voice

NEW!

Applicable to Math and Science Only!



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Summative Assessments

INICIO DE LA SESIÓN PARA ESTUDIANTES

Nombre de usuario

Contraseña

Derechos de autor © 2019 eMetric LLC
Carrier: 3.13.7.1 #ad6c350 #917
Shell: v3.13.8.2 #8c948d84 rel

Switch between English and Spanish Kiosk

New Mexico Science Assessment Kiosk:

Student Test Delivery System

Orientation and New Features

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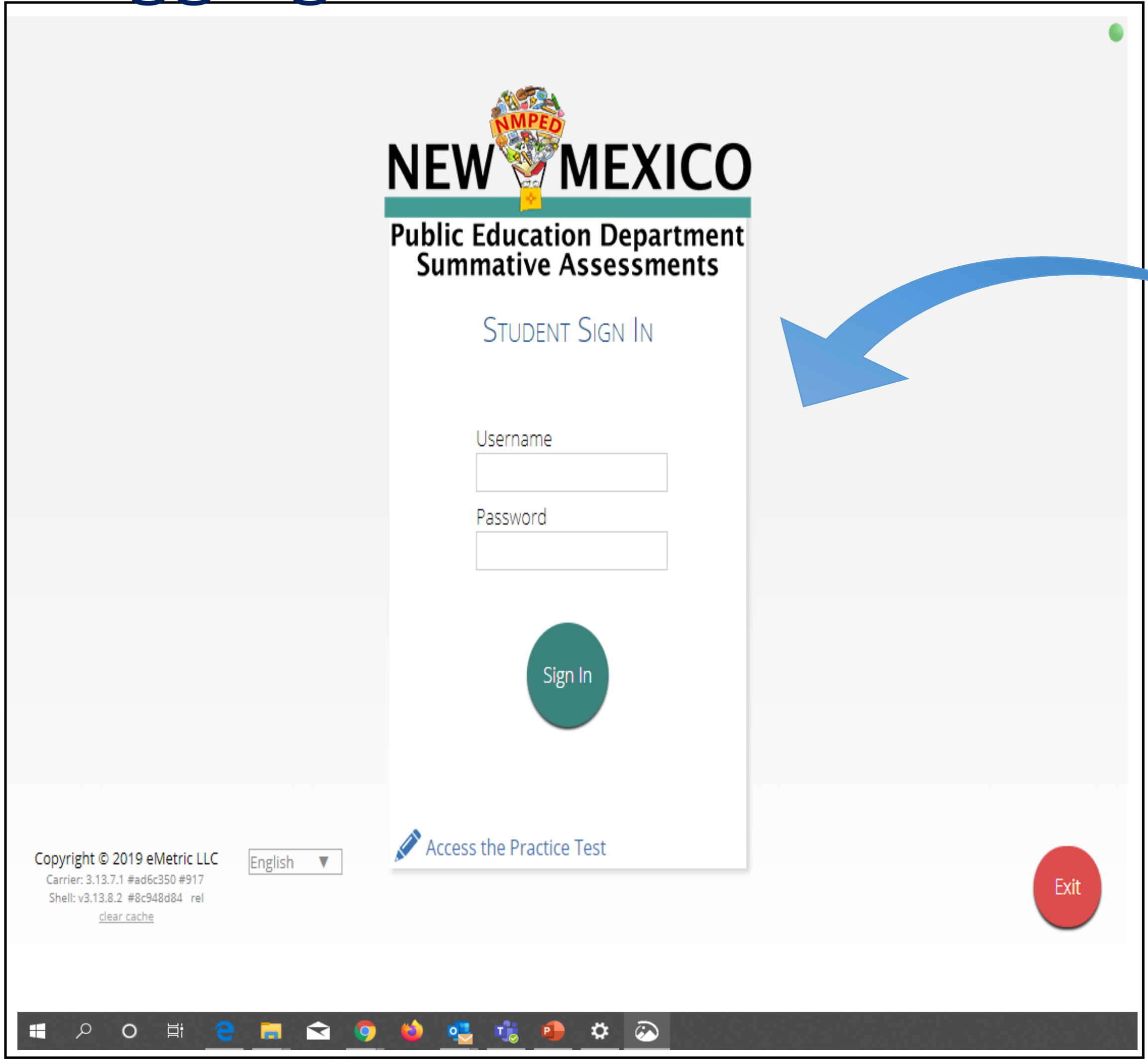
Logging in to a Test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NMPED
Public Education Department
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Student Sign In
Username
Password
Sign In
Access the Practice Test
English
Exit

Copyright © 2019 eMetric LLC
Carrier: 3.13.7.1 #ad6c350 #917
Shell: v3.13.8.2 #8c948d84 rel
clear cache

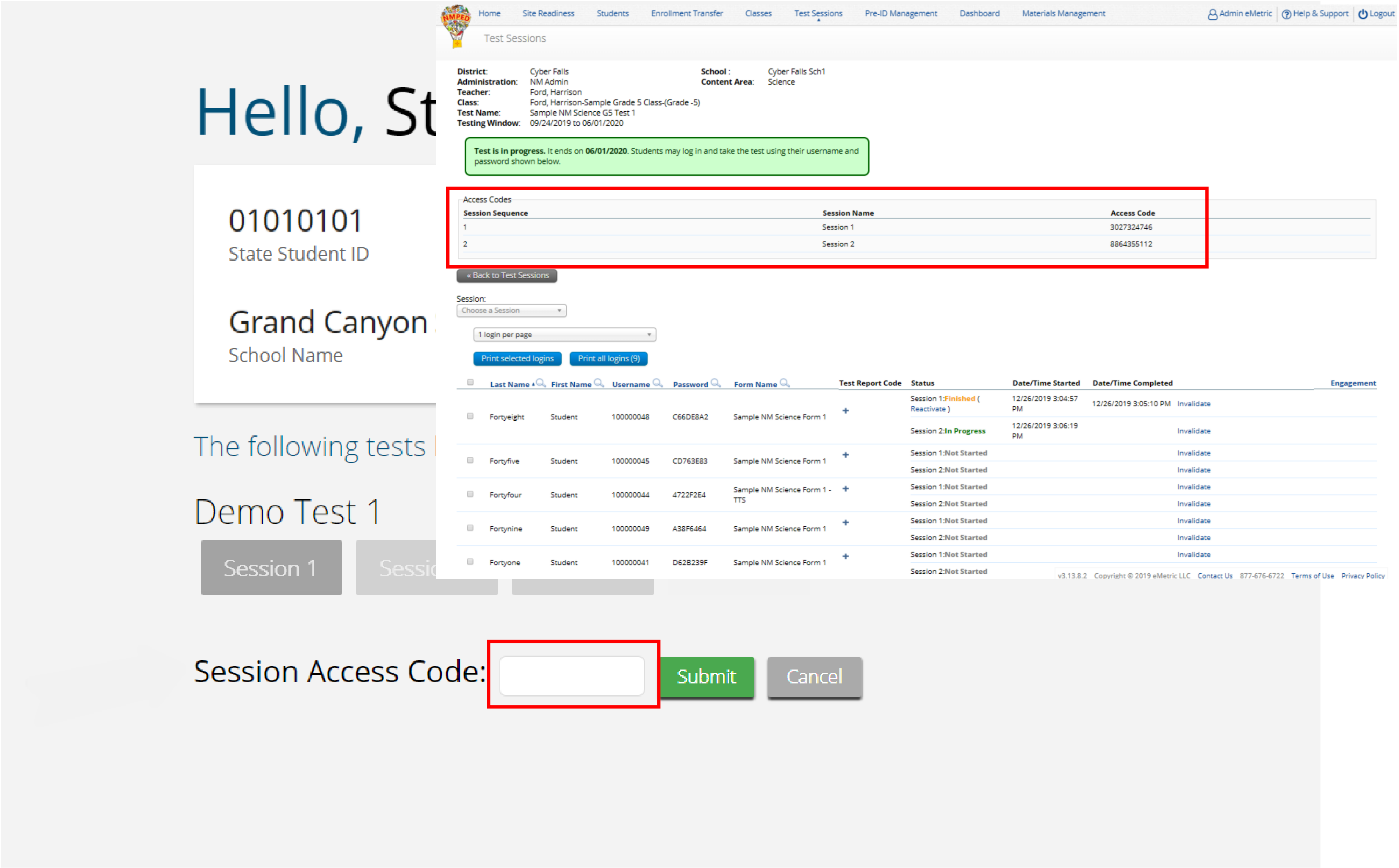
Smith, Hayden R
DOB:2/2/2001
Multi-Subject Sample Test

Username: 2017011301

Password: c8fbebba

If the kiosk is out-of-date, an alert will be displayed

Logging in to a Test



Home
Site Readiness
Students
Enrollment Transfer
Classes
Test Sessions
Pre-ID Management
Dashboard
Materials Management
Admin eMetric
Help & Support
Logout

Test Sessions

District: Cyber Falls
Administration: NM Admin
Teacher: Ford, Harrison
Class: Ford, Harrison-Sample Grade 5 Class-(Grade -5)
Test Name: Sample NM Science G5 Test 1
Testing Window: 09/24/2019 to 06/01/2020
School : Cyber Falls Sch1
Content Area: Science

Test is in progress. It ends on **06/01/2020**. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	3027324746
2	Session 2	8864355112

« Back to Test Sessions

Session: Choose a Session

1 login per page

Print selected logins
Print all logins (9)

☐	Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed		Engagement
☐	Fortyeight	Student	100000048	C66DE8A2	Sample NM Science Form 1	+	Session 1:Finished (Reactivate)	12/26/2019 3:04:57 PM	12/26/2019 3:05:10 PM	Invalidate	
							Session 2:In Progress	12/26/2019 3:06:19 PM		Invalidate	
☐	Fortyfive	Student	100000045	CD763E83	Sample NM Science Form 1	+	Session 1:Not Started			Invalidate	
							Session 2:Not Started			Invalidate	
☐	Fortyfour	Student	100000044	4722F2E4	Sample NM Science Form 1 - TTS	+	Session 1:Not Started			Invalidate	
							Session 2:Not Started			Invalidate	
☐	Fortynine	Student	100000049	A38F6464	Sample NM Science Form 1	+	Session 1:Not Started			Invalidate	
							Session 2:Not Started			Invalidate	
☐	Fortyone	Student	100000041	D62B239F	Sample NM Science Form 1	+	Session 1:Not Started			Invalidate	
							Session 2:Not Started				

v3.13.8.2 Copyright © 2019 eMetric LLC Contact Us 877-676-6722 Terms of Use Privacy Policy

Hello, St

01010101
State Student ID

Grand Canyon
School Name

The following tests

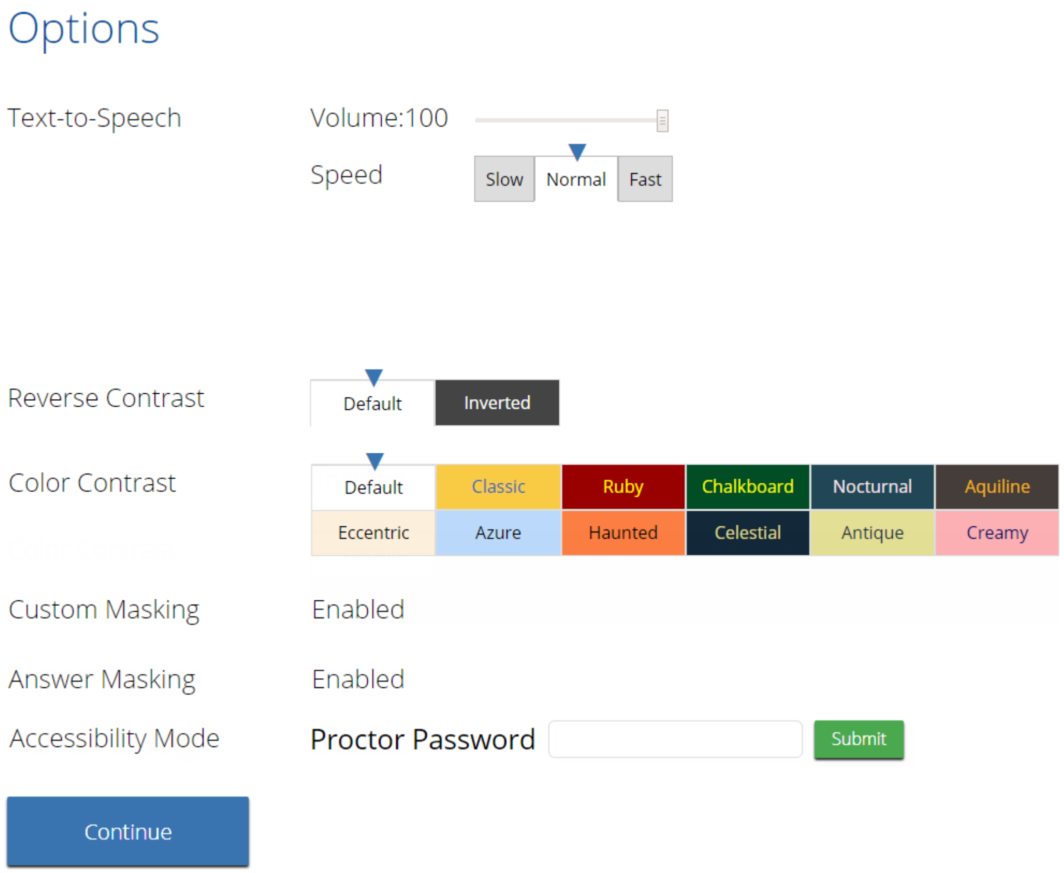
Demo Test 1

Session 1
Sessi

Session Access Code:

Submit
Cancel

Logging in to a Test



Options

Text-to-Speech
Volume:100
Speed: Slow | Normal | Fast

Reverse Contrast: Default | Inverted

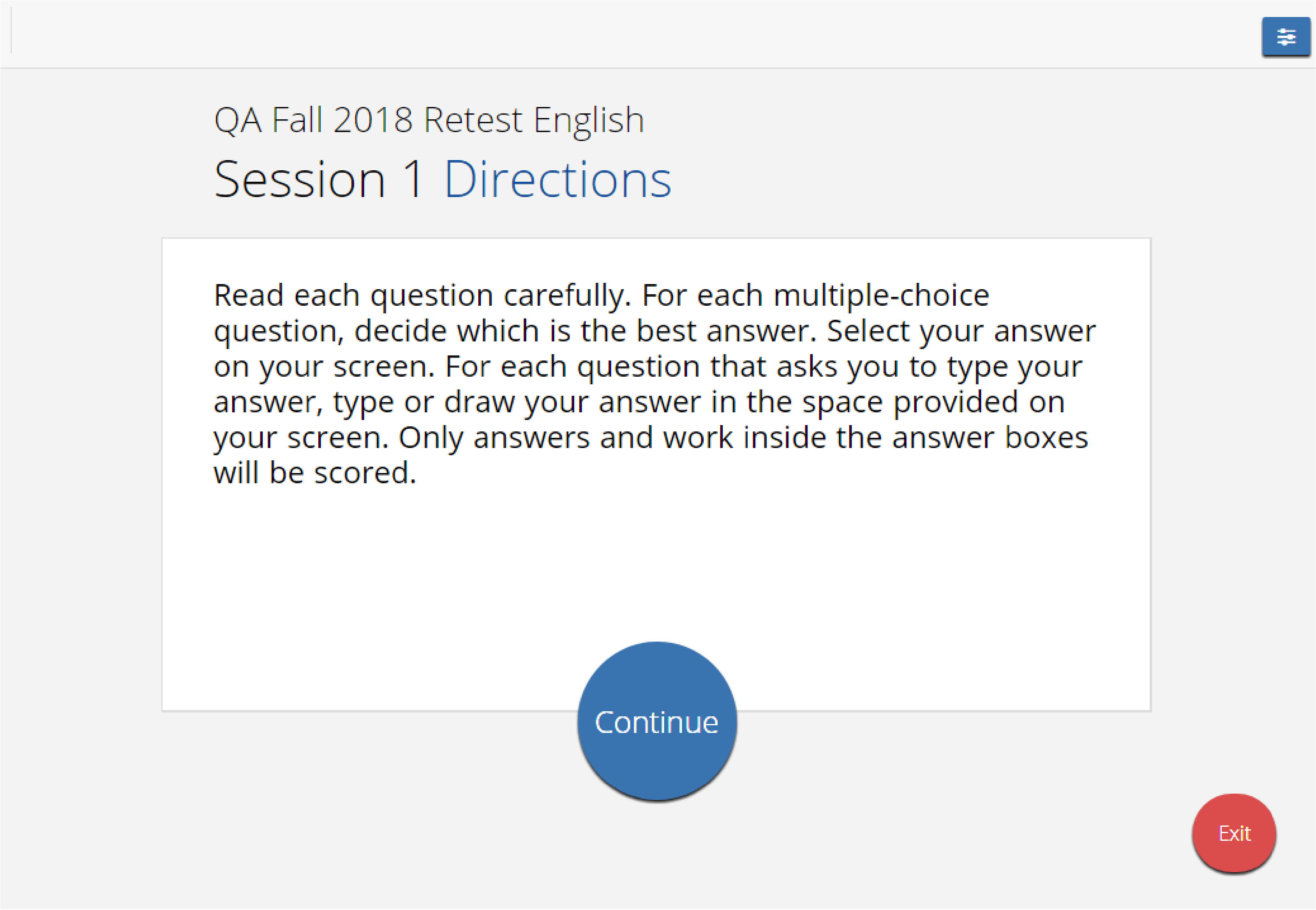
Color Contrast: Default | Classic | Ruby | Chalkboard | Nocturnal | Aquiline | Eccentric | Azure | Haunted | Celestial | Antique | Creamy

Custom Masking: Enabled

Answer Masking: Enabled

Accessibility Mode: Proctor Password

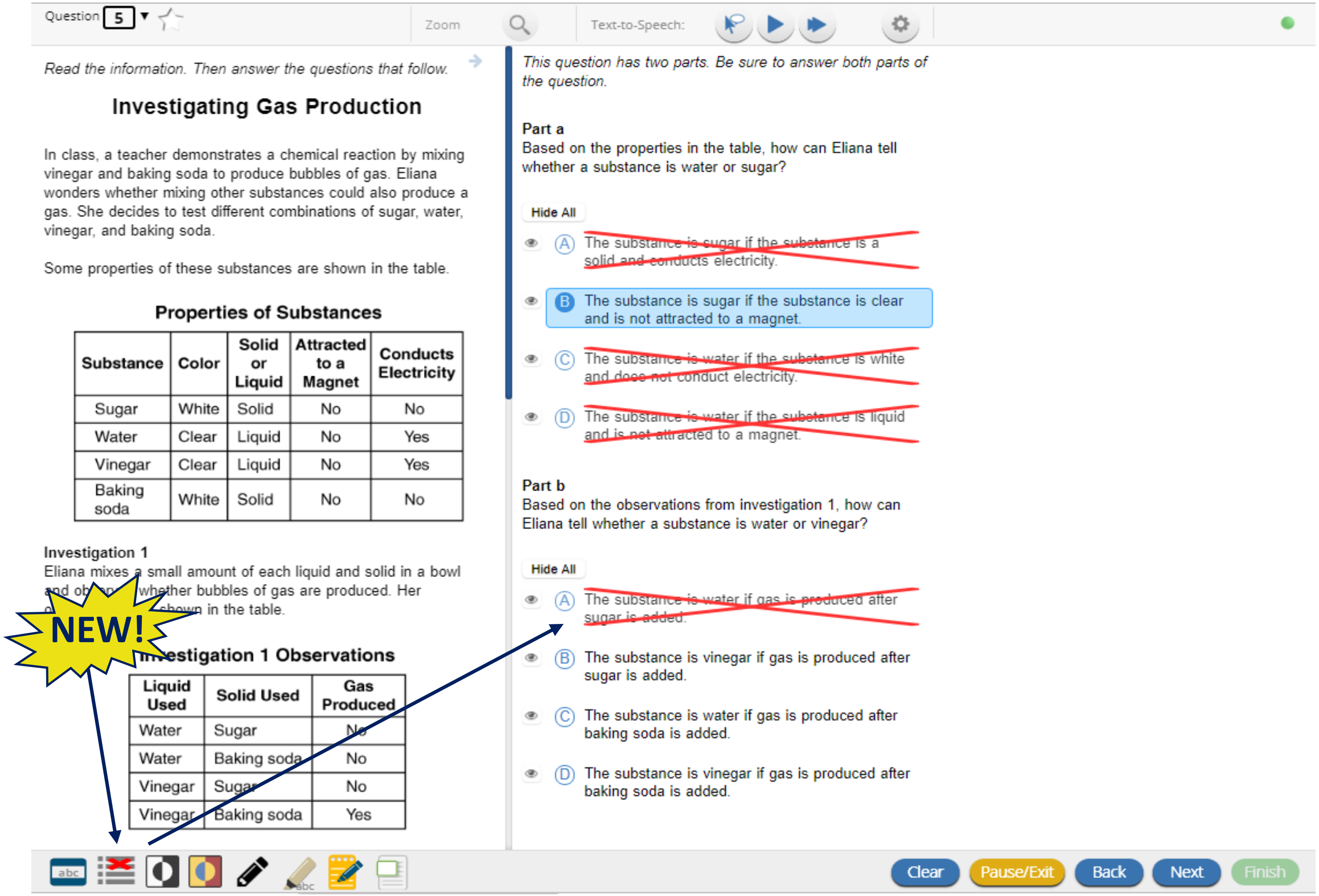
Logging in to a Test


QA Fall 2018 Retest English

Session 1 Directions

Read each question carefully. For each multiple-choice question, decide which is the best answer. Select your answer on your screen. For each question that asks you to type your answer, type or draw your answer in the space provided on your screen. Only answers and work inside the answer boxes will be scored.

Test Navigation



Read the information. Then answer the questions that follow.

Investigating Gas Production

In class, a teacher demonstrates a chemical reaction by mixing vinegar and baking soda to produce bubbles of gas. Eliana wonders whether mixing other substances could also produce a gas. She decides to test different combinations of sugar, water, vinegar, and baking soda.

Some properties of these substances are shown in the table.

Properties of Substances

Substance	Color	Solid or Liquid	Attracted to a Magnet	Conducts Electricity
Sugar	White	Solid	No	No
Water	Clear	Liquid	No	Yes
Vinegar	Clear	Liquid	No	Yes
Baking soda	White	Solid	No	No

Investigation 1

Eliana mixes [illegible] small amount of each liquid and solid in a bowl and ob[illegible] whether bubbles of gas are produced. Her [illegible] shown in the table.

[illegible]estigation 1 Observations

Liquid Used	Solid Used	Gas Produced
Water	Sugar	No
Water	Baking soda	No
Vinegar	Sugar	No
Vinegar	Baking soda	Yes

This question has two parts. Be sure to answer both parts of the question.

Part a

Based on the properties in the table, how can Eliana tell whether a substance is water or sugar?

- A ~~The substance is sugar if the substance is a solid and conducts electricity.~~
- B The substance is sugar if the substance is clear and is not attracted to a magnet.
- C ~~The substance is water if the substance is white and does not conduct electricity.~~
- D ~~The substance is water if the substance is liquid and is not attracted to a magnet.~~

Part b

Based on the observations from investigation 1, how can Eliana tell whether a substance is water or vinegar?

- A ~~The substance is water if gas is produced after sugar is added.~~
- B The substance is vinegar if gas is produced after sugar is added.
- C The substance is water if gas is produced after baking soda is added.
- D The substance is vinegar if gas is produced after baking soda is added.

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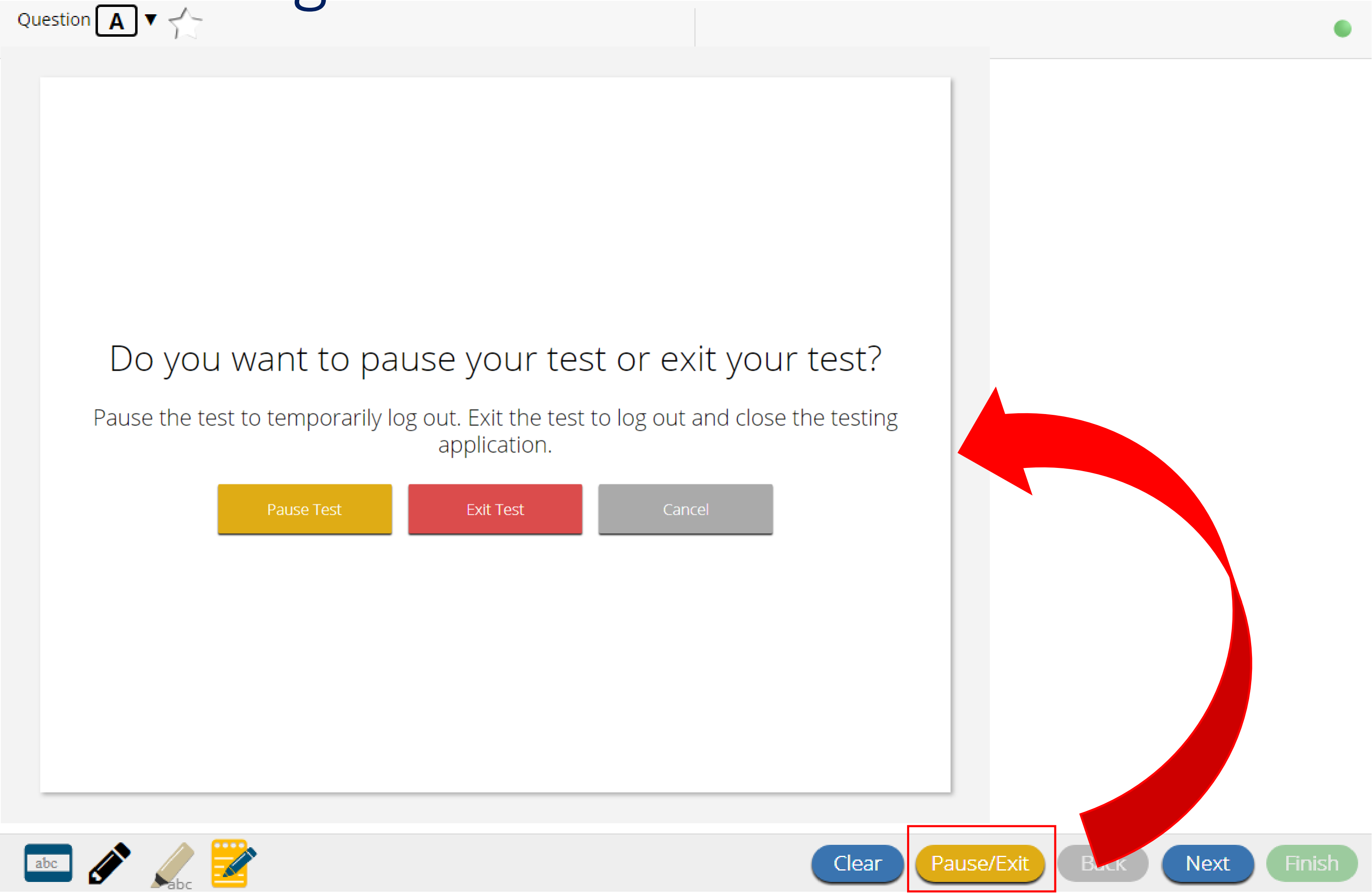
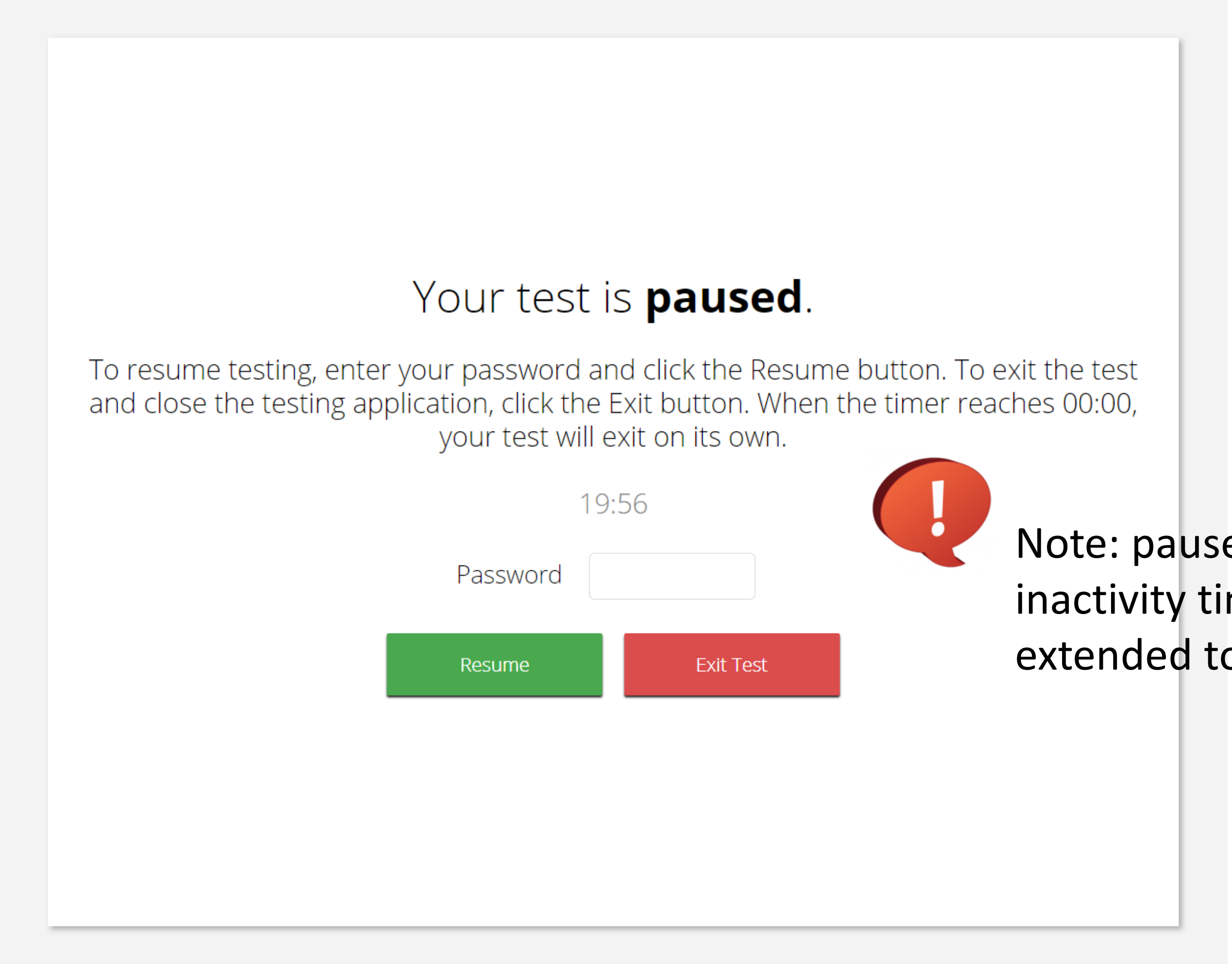
Test Navigation


Question
A
Pause Test
Exit Test
Cancel
abc
Clear
Pause/Exit
Back
Next
Finish

Do you want to pause your test or exit your test?

Pause the test to temporarily log out. Exit the test to log out and close the testing application.

Test Navigation



Your test is **paused**.

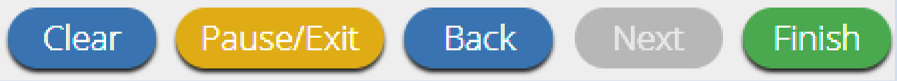
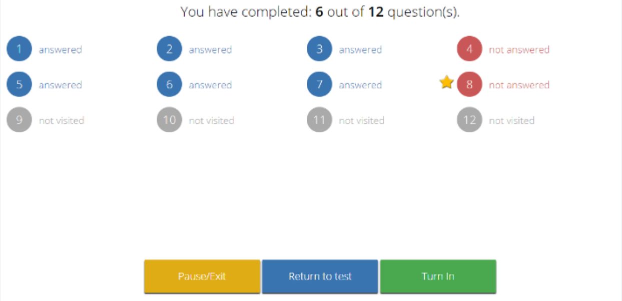
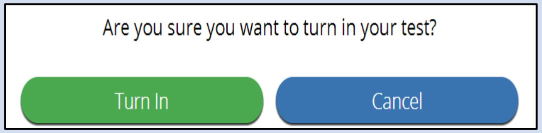
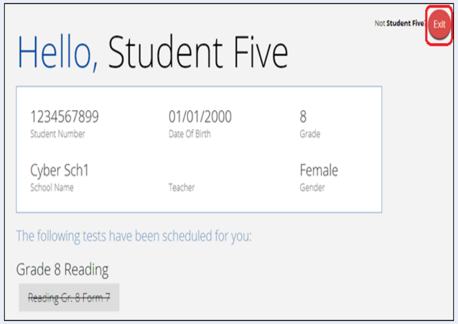
To resume testing, enter your password and click the Resume button. To exit the test and close the testing application, click the Exit button. When the timer reaches 00:00, your test will exit on its own.

19:56

Password

Note: pause and inactivity timeout extended to 60 min

Test Turn-In

Steps	Button to Click
On the last item, students click **Finish.**	
On the test review screen, students click **Turn In**.	You have completed: **6** out of **12** question(s). 1 answered 2 answered 3 answered 4 not answered 5 answered 6 answered 7 answered ★ 8 not answered 9 not visited 10 not visited 11 not visited 12 not visited
Below the confirmation question, students click **Turn In**.	Are you sure you want to turn in your test?
Student returns to test section selection page and may select the next section or click **Exit** to exit the kiosk.	Not **Student Five?** Hello, Student Five Student Number: 1234567899 Date Of Birth: 01/01/2000 Grade: 8 School Name: Cyber Sch1 Teacher: Gender: Female The following tests have been scheduled for you: Grade 8 Reading ~~Reading Gr. 8 Form 7~~

Finishing Testing

1. Ensure no students are still “in progress”
   - Use “Download Test Session Details” in Portal main test session tab for complete list!
   - For students who did not complete test, add test report codes and invalidate tests in accordance with PED policy
   - Note: students in progress will still be reported unless test report code is added and all test sessions are invalidated
2. Ensure any workstation that had stored responses was relaunched after the network connection has been restored (see “Test Kiosk Integrity”)

Special Situations (Proctor Password)

Type of Password	Utilization	Entered By
Student Password	Used to log the student into the appropriate test	Student
Session Access Code	Used to log the student into the appropriate session of the test	Student
Proctor Password**	Required if: 1. Student has been paused test for more than 60 minutes 2. Student has been inactive for more than 60 minutes 3. Student has the Allow Accessibility Mode accommodation 4. If the student has saved responses on their device (see “Test Kiosk Integrity”, slides 56-59)	Proctor

! Proctor password must be kept confidential.

iTester™

Site Technology Preparation

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Kiosk Requirements

Updates!

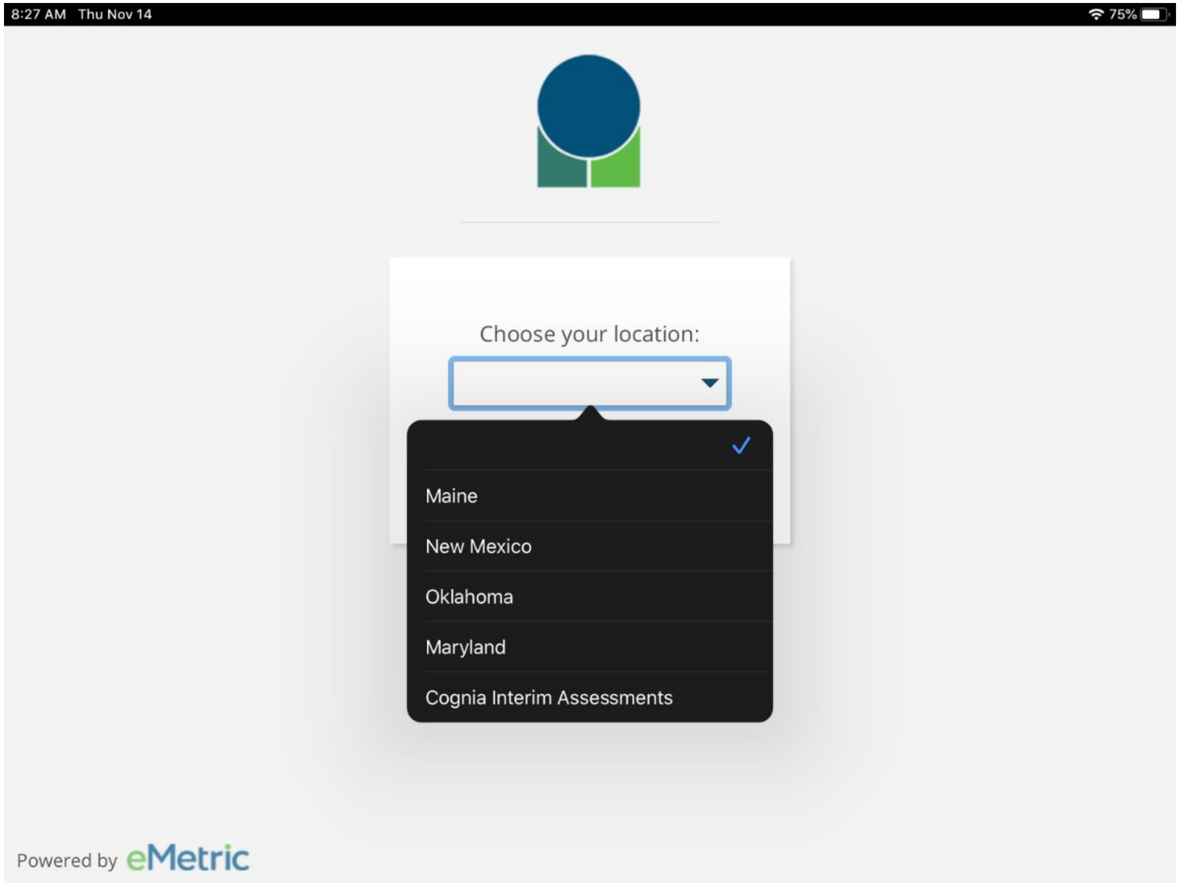
- Windows and Mac Applications
  - Available to download in Portal (21 Jan 2020)
- iPad and Chromebook Applications
  - Download directly from App Stores
  - NEW! Download “iTester” iPad app and select state on 1st log-in
- Browser (practice test only)
  - Available on Chrome, Safari, Internet Explorer, Firefox, and Microsoft Edge

! New kiosks are ***ARE*** required for Spring 2020!

Kiosk Requirements

- iPad App: “iTester”

NEW!


8:27 AM Thu Nov 14
75%
Choose your location:
✓
Maine
New Mexico
Oklahoma
Maryland
Cognia Interim Assessments
Powered by eMetric

Kiosk Requirements

Updated!

System Requirements – All Hardware	
Connectivity	Must be able to connect to the internet via wired or wireless networks
Screen Size	9.7” screen size or larger/ “10-inch class” tablets or larger
Screen Resolution	1024 X 768
Browsers (Practice Test ONLY)	Chrome™ 79 or newer Firefox® 70 or newer Safari® 13 or newer Internet Explorer® 11 Microsoft Edge™ 44.18 or newer
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation

Updated 26 Dec 2019. Check the Cognia help and support site for more recent updates.

Updated!

Desktop and Laptop Specific Requirements

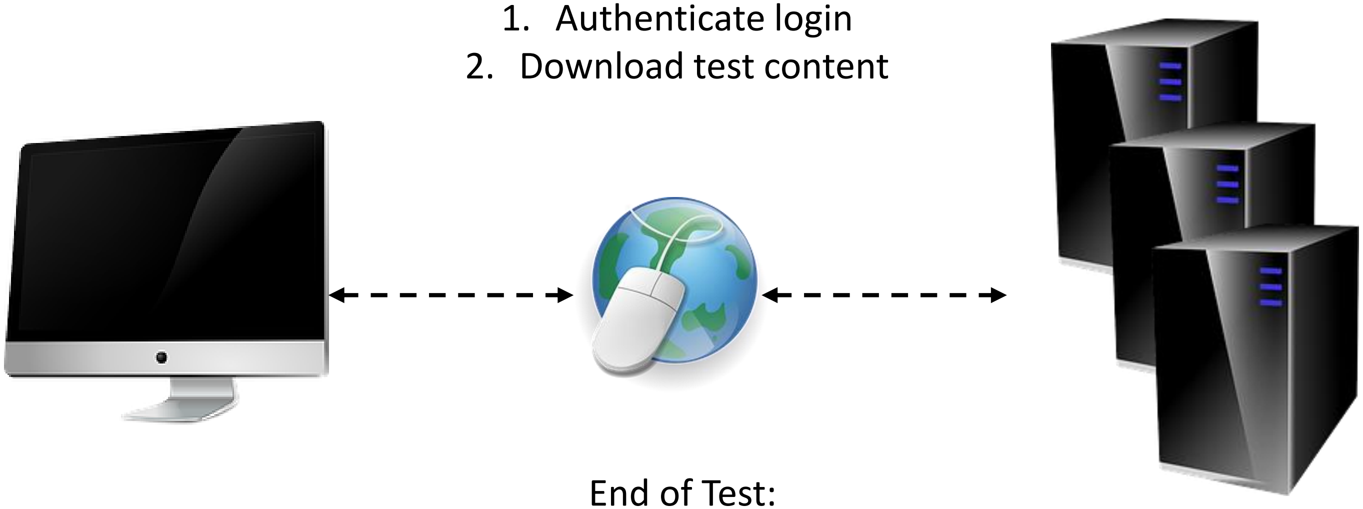
CPU	1.3 GHz
Memory	2 GB (4GB strongly recommended)
Input Device	Keyboard – wired or wireless/Bluetooth® mouse or touchpad
Windows® operating system	Windows 8.1, 10 (32-bit and 64-bit)
Mac OS® operating system	10.13 – 10.15 (64-bit only)

Tablet/Netbook/2-in-1 Specific Requirements

iPad®	13.1 – 13.3
Chromebook™ notebook computer	Chrome OS^{TM} 77 – 79
Windows-based tablets/netbooks/2-in-1	Windows 10 (32-bit and 64-bit) (Windows 10S is not supported)

Updated 26 Dec 2019. Check the Cognia help and support site for more recent updates.

Kiosk Requirements (network)



Beginning of Test:

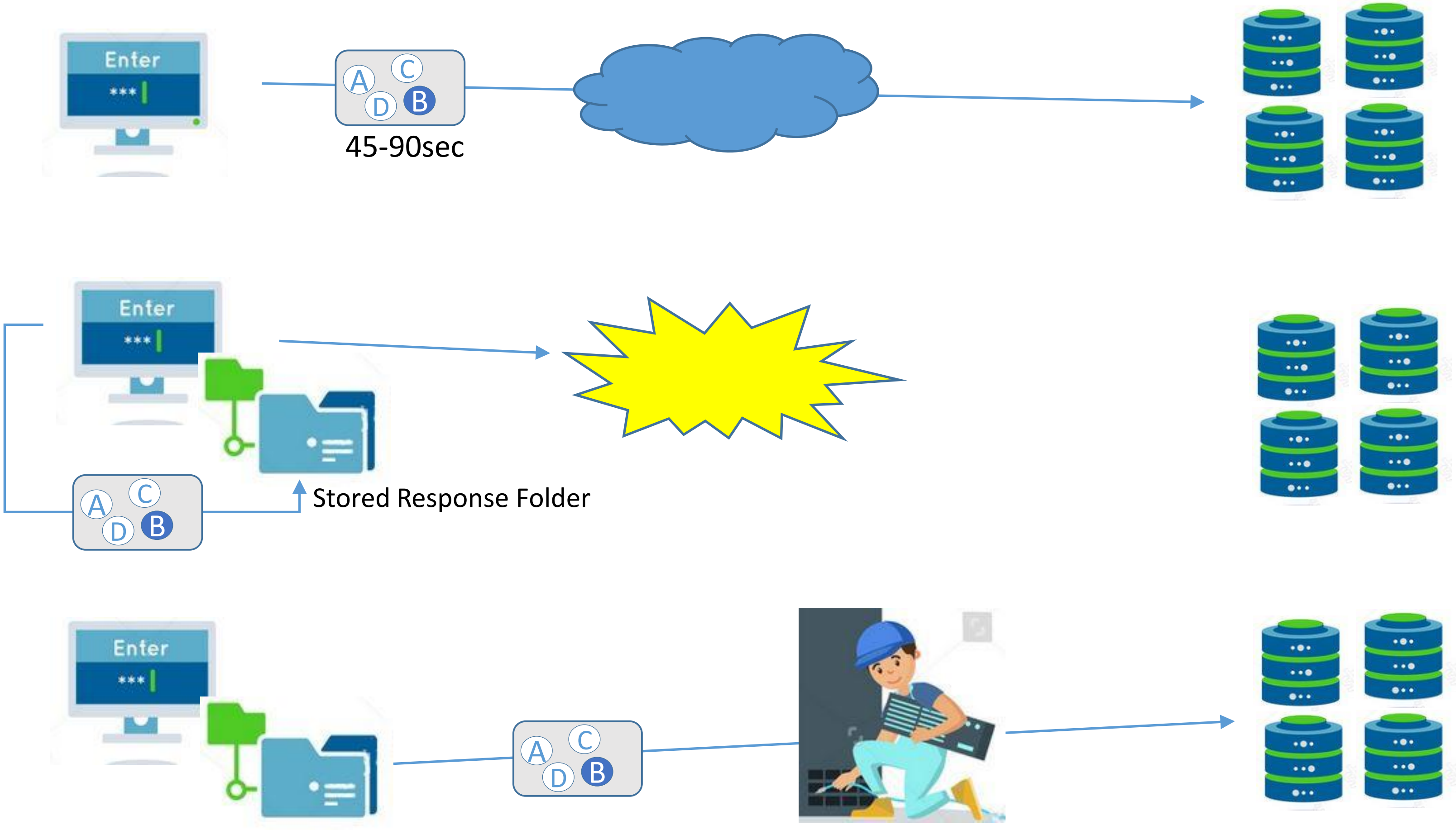
1. Authenticate login
2. Download test content

End of Test:

1. Submit responses for scoring

What happens if a student loses network connection in the middle of a test?

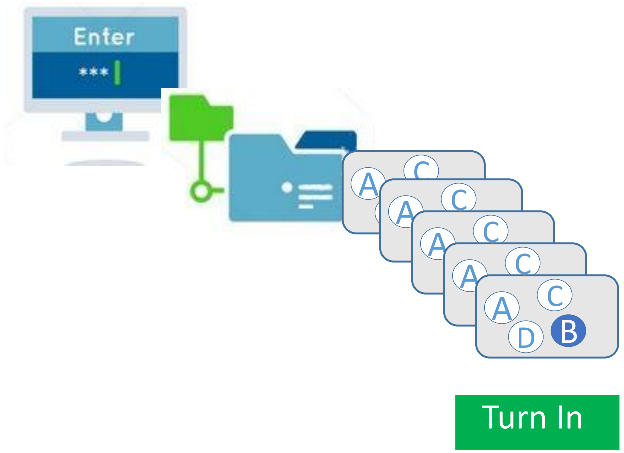
Kiosk Test Integrity

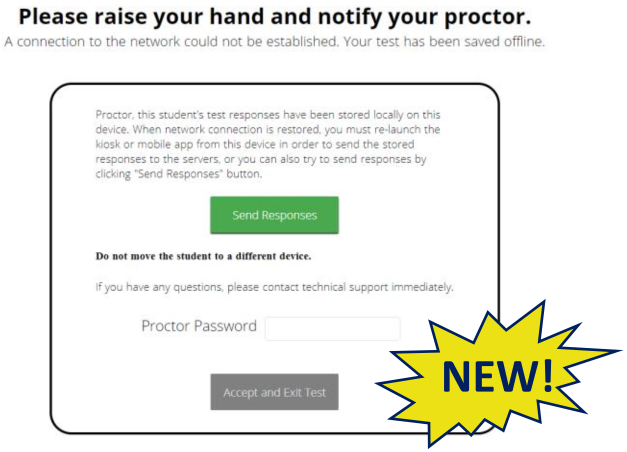

Enter
***
A
C
D
B
Enter
***
A
C
D
B
Enter
***
A
C
D
B

45-90sec

Stored Response Folder

What if a student finishes a test but has no network connection?


Enter
***
A
C
D
B
Turn In



Please raise your hand and notify your proctor.

A connection to the network could not be established. Your test has been saved offline.

Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button.

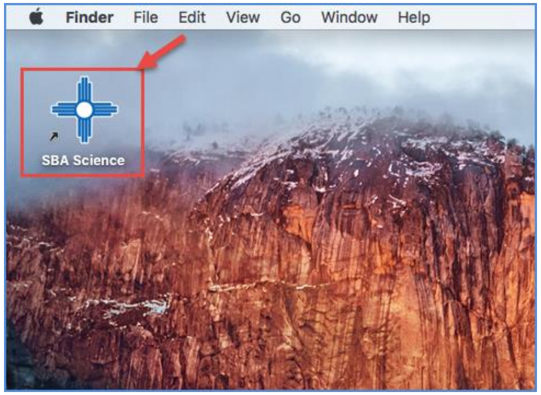
Send Responses

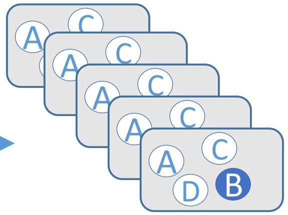
Do not move the student to a different device.

If you have any questions, please contact technical support immediately.

Proctor Password

Accept and Exit Test


Finder
File
Edit
View
Go
Window
Help
SBA Science



Kiosk Test Integrity

Loss of Network Connectivity Procedure Summary

- If a student loses network connectivity in the middle of a test:
  - Keep testing on that device
  - Test content and responses are stored securely on the test device
  - Responses will be sent when network is restored
- If student finishes and is ready to turn in test prior to network being restored:
  - Allow student to turn in test
  - Record the exact device the student is testing on
  - Ensure no network management tools or system maintenance will alter that devices files or configuration
  - When network connectivity is restored, return to that exact device and relaunch the kiosk
- If you are unsure of the status of the student responses, call the help desk

Practice Test Options

1. ~~Use **demo students in the portal with student kiosk**. Between **21 Jan and 30 Jan**, demo students and a practice test will be available in the portal for each school.~~
   - ~~a) Assign accommodations to demo students, create classes, schedule test sessions and print log-in tickets for your students.~~
   - ~~b) Have student launch the test kiosk and log in to the practice test with the test ticket log in information.~~

   ~~Best option for:~~
   - ~~Practice end-to-end process of editing students, creating classes and scheduling test in the portal~~
   - ~~Assigning specific accommodations to specific students for practice testing~~
2. Use **internet-based practice test** with **web browser**

   Best option for:
   - Practice testing on devices that do not have a testing kiosk installed
   - Note: kiosk is not secure, all accommodations *except* allow accessibility mode and screen zoom are available
3. Use **internet-based practice test** with **student kiosk**

   Best option for:
   - Realistic practice testing in secure kiosk without setting-up tests with demo students in portal and practice after demo students have been removed
   - Note: all accommodations are available except allow accessibility mode

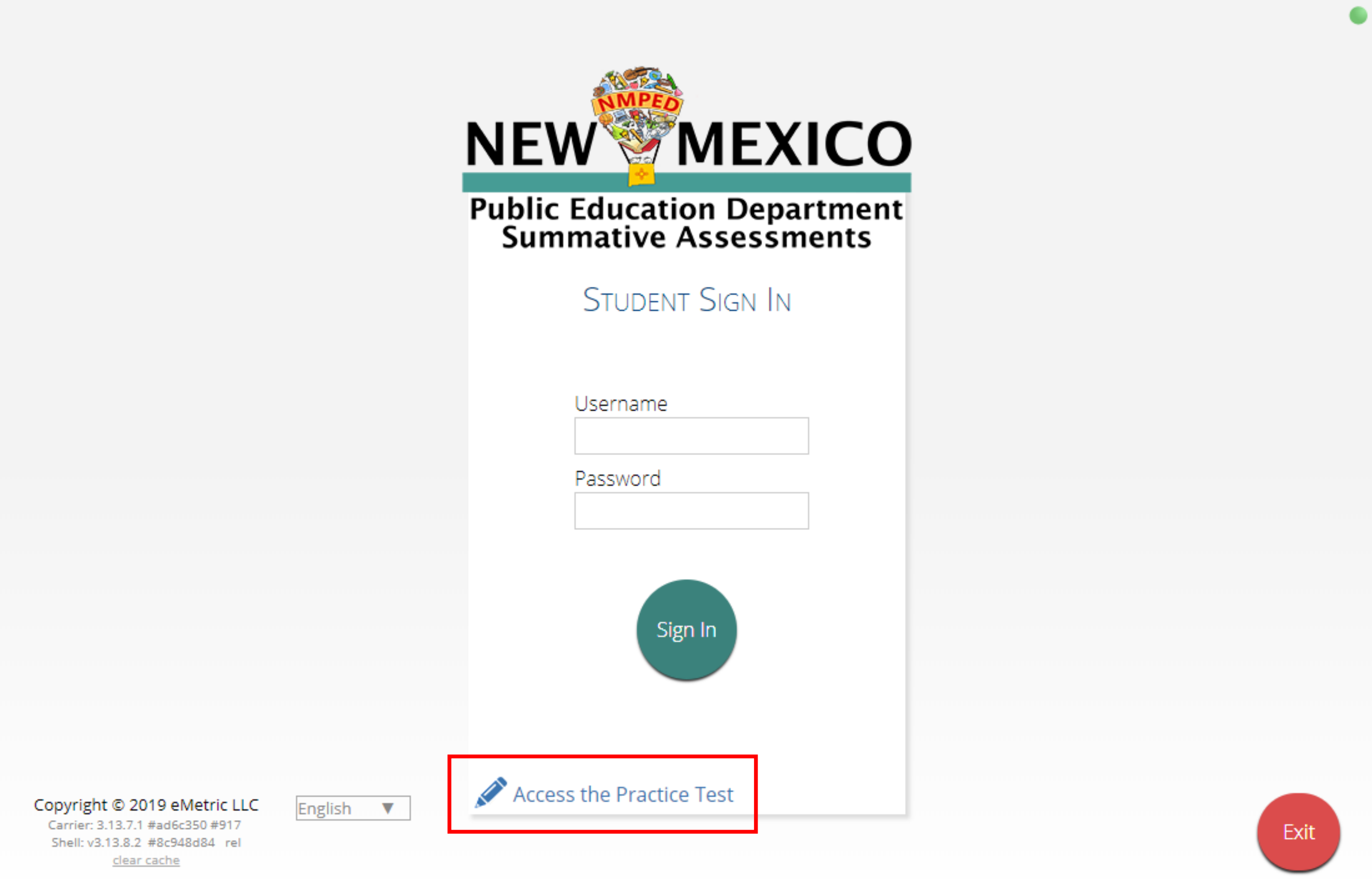
Practice Test Options

(Internet-based practice test)

- To access the practice test in **web browser**:
    1. Launch Browser
    2. go to https://nmpracticetest.measuredprogress.org
    3. Use the drop down menu to select the practice test and click on “Go” button

- To access the practice test in **student testing kiosk**:
    1. Launch Kiosk
    2. Click on the “Access the Practice Test” link
    3. Use the drop down menu to select the practice test and click on “Go” button

Practice Test



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Summative Assessments

Student Sign In

Username
Password
Sign In
Access the Practice Test
English
Exit

Copyright © 2019 eMetric LLC
Carrier: 3.13.7.1 #ad6c350 #917
Shell: v3.13.8.2 #8c948d84 rel
clear cache

Additional Training Resources

- Help Guides
    - Kiosk Installation Guide
    - Portal User Guide
    - Kiosk User’s Guide
    - **NEW!** Testing with Third Party Accessibility Software
    - Technical Guide for Spanish Language Support
    - Training videos (https://newmexico.onlinehelp.cognia.org/training/)
- Support Desk
    - Call-in Information Sheet

Remember!

Updates!

DTCs/STCs:

- Deactivate unused accounts
- Test report codes/ test invalidation will not prevent student from logging in to test but will prevent test from being scored
- Download student test status before June 1st to keep record of test status

TAs:

- Ensure Students have TTS form BEFORE they log into test (see *TTS* slide)
- Check for stored responses (see *What happens if student finishes test and network connection has not been restored?* slide)

ITCs:

- New Kiosks DO need to be downloaded
- Turn-off operating system auto updates
- Make sure network management tools don't delete stored response folder
- Communicate with Proctors/Test Administrators!
    - Are there limits to number of students who should log in simultaneously?
    - Do they know the procedure for recovering stored responses?
    - Do they have basic information required by the support center if they call in?

Spanish Testers:

- Spanish version of test must be scheduled – accommodation setting is for reporting only (see *Spanish Test* slide & Spanish Testing Guide)

Questions?

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