

New Mexico Summative Assessments

Technical Guide for Spanish Language Support Spring 2020

Technical Requirements

The New Mexico Summative Assessments online mathematics and science test administrations are available in Spanish. This guide explains how to set-up the Spanish language version of the test and ensure the student's test device can support Spanish Text-to-Speech if that accommodation is used.

NOTE: The Spanish *Text-to-Speech* accommodation is only available on the following operating systems:

Windows®: Windows 8.1, and 10

Macintosh®: OS X 10.13 - 10.15

Chrome OS™: 74 - 79

For more information on technical requirements for the English version of the test, see the New Mexico Science Assessment Help & Support Page: <http://newmexico.onlinehelp.cognia.org/> for additional technical questions about the installation of the New Mexico Summative Assessments Kiosk, contact Cognia at nmtechsupport@cognia.org or (877) 676-6722, option 2.

Step 1: Ensure Text-to-Speech Language is Installed (Windows and Mac)

Student assigned the Text-to-Speech accommodation on the Spanish test must use Windows, Mac or Chrome operating systems. For Windows and Mac devices, a Cepstral® Spanish language pack is required to be installed on the machine. Contact Cognia Technical Support for further directions. For Chromebooks, the New Mexico Summative Kiosk will use the native Spanish voice on the device.

Important: Licensing of the Cepstral language pack is limited; so, plan to cycle the students with this accommodation through your testing space to avoid the need for multiple installations of this language pack.

Note: For assistance, contact Cognia Technical Support at nmtechsupport@cognia.org or call (877) 676-6722.

Step 2: Assign Accommodations and Set-up Spanish Test Sessions

Before students can take the Spanish version of a test, the Test Coordinator must ensure that students are assigned the appropriate accommodations, create at least one class for Spanish testers, and schedule the class(s) for the Spanish-version test in the New Mexico Summative Assessments Portal.

Assign accommodations

All students requiring the Spanish version of the test should have the **Spanish Language Version** accommodation selected. Note that this accommodation option is for reporting purposes and will NOT assign the student the Spanish version of the test. The remaining tasks must be completed to assign the student to a Spanish test.

The student requiring a **Spanish Text-To-Speech** version of the test must be assigned the accommodation in the student's profile before you schedule the test session.

To assign the **Text-To-Speech Spanish** accommodation:

1. Go to <https://newmexico.measuredprogress.org> and log in to the New Mexico Summative Assessments Portal.
2. On the New Mexico Summative Assessments Portal home page, click **Administration**.
3. At the top of the Administration page, click **Students**.
4. From the drop-down menu at the top of the page, select the school where the student is currently enrolled.
5. Locate the student's name in the Student list and then click **Edit**.
6. Click the Accommodations tab to display the list of available accommodations, select **Text-to-Speech Spanish (Mathematics)** or **Text-to-Speech Spanish (Science)**.

Note: Only the Text-to-Speech Spanish language accommodation should be selected for Text-To-Speech, please ensure that none of the English TTS accommodations are selected.

7. Select any other accommodations required for the student.
8. When you are done, click **Save**.

Create a class

To create a class for Spanish test takers:

1. Go to <https://newmexico.measuredprogress.org> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Classes**.

4. From the organization drop-down list select the school where the students who will be taking the Spanish test are currently enrolled.
5. Select the **Subject** you are creating a class for.
6. Click **Create Grade Level Class**.
7. In the class name field, type the name of the new class for Spanish test takers.
8. Select the teacher or other Test Administrator from the **Choose a Test Administrator** drop-down list, and then select a grade from the **Choose a Grade** drop-down list.
9. In the Students in the Class section, filter the Student list by grade and/or class.

Tip: To further limit the results, select **Show only students that are not assigned to a class**.

10. To add students to the class, select one or more students from the students list. To select multiple students, press and hold **Ctrl** and then select student names from the list.
11. Click **Add** to move the students to the list on the right.

Student names appear dimmed or grayed out in the list on the left when they have been added to the list on the right.

12. To remove students from the class, select one or more students from the list on the right, and then click **Remove**.
13. When the class list is complete, click **Save** to create the class.

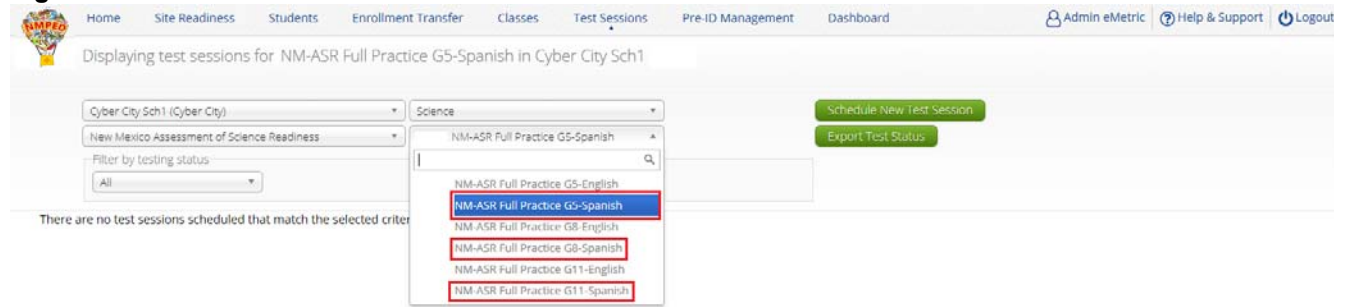
NOTE: Classes will be limited to a maximum of 30 students.

Schedule a test

To schedule the class for the Spanish version of the test:

1. Go to <https://newmexico.measuredprogress.org> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Test Sessions**.
4. Select the **Organization**, **Program** (NM-ASR or NM-MSSA), **Subject**, and then select a **Spanish version test** (see figure 1).
5. Click **Schedule New Test Session**.
6. In the classes list, select the class of Spanish test takers you just created.
7. When you are done, click **Schedule** to save the test session.

Figure 1

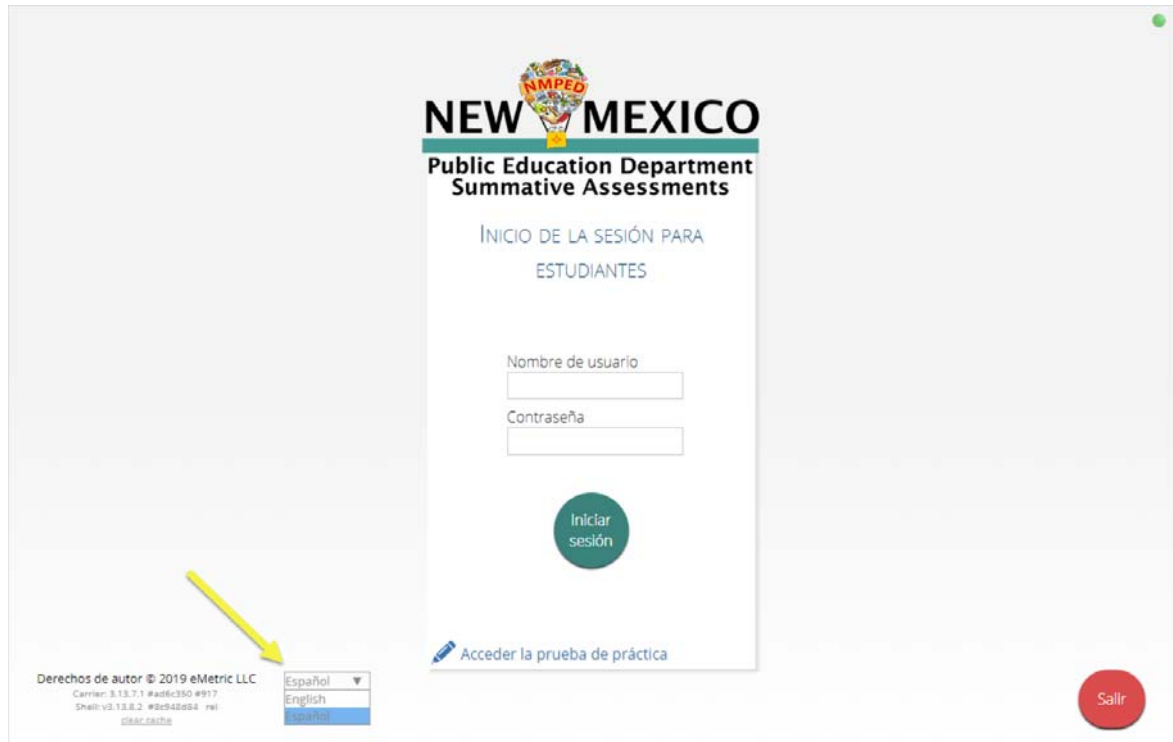


Step 3: Changing Language Settings on Student Kiosk

When the student is ready to test, the student should change the New Mexico Summative Assessments Kiosk to the Spanish Language version. This will ensure the log in screen, navigation buttons, tool and accommodations labels, and on-screen prompts are all Spanish. To do this:

1. Launch the New Mexico Summative Assessments Kiosk.
2. On the Sign in Screen select **Español** from the localization drop-down list at the bottom of the page (see figure 2).

Figure 2




Optional: Changing Language Settings on Student workstation

Windows workstations

1. From the **Control Panel**, click **Clock, Language, and Region**, and then click **Region and Language**.

Note: The Control Panel commands may differ slightly depending on which version of Windows you are using.

2. On the **Formats** tab, from the Format drop-down list, select **Spanish (United States)**. Click **Apply** and then click **OK**.
 If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
3. To change the keyboard setting, click the **Keyboard and Languages** tab. On the **General** tab, click **Change keyboards**, and then select **Spanish (United States)**. Click **Apply**, and then click **OK**.
4. To restart your computer, click **Restart now**.

Mac workstations

1. Choose **Apple menu > System Preferences**, then click **Language & Region** or **International**.
2. In the **Language** tab, choose **Spanish**.
3. In the **Region** menu, choose **United States**.
4. When you are done customizing formats, click **OK**.

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