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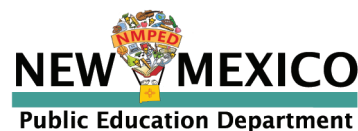
**2020**

**TEST  
COORDINATOR'S  
MANUAL**

**for Paper-Based Test (PBT) Administration**

**Grades 3–8 and  
High School**

**SPANISH READING**



This manual is not secure. Recycle this manual after the test administration window.

# PED and Vendor Contact Information

General Administration Questions	Policy Questions
Cognia New Mexico Customer Care Center & Help Desk Team	New Mexico Public Education Department Assessment Bureau Helpdesk*
<b>Telephone:</b> 877-676-6722 <b>Email:</b> <a href="mailto:nmhelp@cognia.org">nmhelp@cognia.org</a>	<b>Telephone:</b> 505-827-5861 <b>Email:</b> <a href="mailto:ped.assessment@state.nm.us">ped.assessment@state.nm.us</a>
<i>*The PED should only be contacted by the district test coordinator (DTC). Test administrators (TAs) should contact their school test coordinator (STC) or DTC with any questions or concerns.</i>	

**Note:** This manual is available online at [newmexico.onlinehelp.cognia.org](http://newmexico.onlinehelp.cognia.org).



## Content and Copyright Information

This manual was developed by Cognia™ under a contract with the New Mexico Public Education Department (PED) to develop, administer, score, and create reports for the New Mexico Spanish Reading Standards Based Assessment (SBA). While the PED has reviewed this manual and posted it on its website, Cognia is responsible for the editorial and technical content.

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## Spring 2020 Spanish Reading SBA Important Dates

<b>Event</b>	<b>Date</b>
Initial ordering window	January 13–February 28, 5 p.m. MT
Test materials ordered in the initial ordering window delivered to districts/schools	March 23
Additional ordering window	March 30–May 7 (Be sure to order test booklets and answer documents no later than May 3)
<b>Test administration window</b>	<b>April 6–May 8</b>
UPS pickup window	April 13–May 13
UPS pickup scheduling must occur no later than	May 11

# Test Security Guidelines

Before distributing any test materials to test administrators (TAs), district test coordinators (DTCs) and school test coordinators (STCs) must read all the directions in this manual and in the *2019-20 District Test Coordinator Manual* (available at [webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/](http://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/)).

The following measures are required to preserve the security of the New Mexico Spanish Reading Standards Based Assessment (SBA). District superintendents, charter directors, DTCs, STCs, building supervisors, TAs, and proctors are all charged with following these guidelines to preserve the integrity of the testing program.

## Security of Test Materials

The New Mexico Statewide Assessment Program requires the Spanish Reading SBA test to receive the highest level of test security and accountability. The security of the Spanish Reading SBA test materials must be maintained before, during, and after the test administration. Please follow the guidelines in this manual for distributing, collecting, and returning these materials. Be sure that all testing personnel have access to a central, locked storage space for safekeeping of test materials until the materials are returned to Cognia.

The Spanish Reading SBA test booklets and answer documents are secure. It is important that students are not provided access to any of these test materials except during test administration. Early exposure to secure test materials will invalidate the data results for the student's test.

The use of scratch paper is not permissible for students taking part in the administration of the Spanish Reading SBA.

Unauthorized reproduction of test materials is a violation of the Federal Copyright Act and of the New Mexico Public Education Department (PED) regulation 6.10.7 NMAC, which addresses testing security and administration of the New Mexico Statewide Assessment Program. One requirement of this regulation is that signs be posted near school copy machines prior to and during the test administration window to notify individuals that Spanish Reading SBA test materials may not be photocopied or reproduced in any fashion, including paraphrasing.

The test materials may not be provided to any persons not coordinating and administering the test or being tested. Test administrators should not receive a copy of the test booklet unless they are administering the read-aloud accommodation.

Test questions may not be taught in part or in whole prior to, during, or after testing. Test questions may only be presented to students during the test administration period via the standardized procedures described in this manual and the *Test Administration Manual*. The answers to questions may not be provided to students by any method (e.g., orally or in writing). Answers to test questions may not be erased or altered by anyone except the student while taking the test. Reading test questions aloud to students, except in instances specified by the *Test Administration Manual*, is only permitted if the student qualifies for such an accommodation. Please see the list of prohibited activities on page 4. Additional guidance is available on the PED website.

All administrations of the tests are to be conducted under the standardized procedures described in this manual for DTCs and STCs and the *Test Administration Manual* provided to TAs. The New Mexico Public Education Department Confidentiality Agreement, available on the PED website, must be completed and signed by any person who is likely to come in contact with standardized testing materials, including teachers, aides, educational assistants, substitutes, volunteers, and licensed and unlicensed office staff.

All materials must be stored in a secure place before testing, at the end of each testing session, and after testing is complete. Materials should not leave the school except to be returned to a central location within the district. Test materials should not be taken off campus unless specifically authorized by the PED.

Districts are held responsible to the PED for all test materials; therefore, **all materials must be accounted for**. Test coordinators must use the serial number located on the front cover of each test booklet to keep records of all the test booklets. If a test booklet is missing following test administration, the DTC must ensure that a thorough search is undertaken to locate the booklet. If the booklet cannot be located, the DTC must report the loss within three business days to the Assessment Bureau of the PED and Cognia. This report must include all pertinent information regarding the incident. If the test booklet remains missing, the district will initiate a formal investigation into the loss and to submit a comprehensive report of the incident to the PED. Each district is responsible for developing and implementing a test security plan that fully addresses security and assigns responsibilities to school staff to meet all the requirements of the test administration. STCs, TAs, and proctors must be trained on all the test security requirements prior to the test administration.

### **Prohibited Activities**

It is unethical and shall be viewed as a violation of test security for any person to

- allow students to share information during the test administration.
- read any section of the Spanish Reading SBA to students **except** when indicated in the *Test Administration Manual*. (The read-aloud accommodation is not permissible for Reading. Assessment accommodations must have instructional relevance or be connected to a specific skill deficit determined by the student's educational team.)
- give special assistance of any kind that could influence students' responses to test questions.
- direct a student to change responses to test questions or suggest that he or she should.
- allow students access to Spanish Reading SBA test questions prior to testing.
- change a student's response to a test question.
- clean up stray marks, including, but not limited to, erasing double-marked, lightly erased, or lightly marked answers.
- photocopy, transcribe, or in any way duplicate any part of the Spanish Reading SBA.
- allow students to have cell phones or electronic devices not medically necessary during test sessions.
- fail to return all used and unused secure test materials.
- review the test questions for any reason.
- discuss the test with students/colleagues during or after the test administration.
- fail to report any violations of these test administration security measures.

**School and district staff are prohibited from studying or discussing test items in any manner, either among themselves or with students, before, during, or after testing.**

## Reporting a Test Irregularity or a Breach of Security

All administrations of the tests are to be conducted under the standardized procedures described in the *Test Administration Manual* provided to the DTCs, STCs, TAs, and proctors. Testing irregularities, such as potential cheating, and any suspected or actual breach of security should be reported immediately by the TA to the DTC or STC. Invalidation of tests due to testing irregularities or security breaches shall be determined after a thorough investigation and consultation between the DTC, STC, district/school superintendent, and the PED. As required by state regulations, the DTC must inform the Assessment Bureau of the PED of a testing irregularity or security breach within three business days of the occurrence (see contact information on the inside front cover). The DTC must follow up with a written response on the PED's Testing Irregularity Reporting Form (at <http://ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/index.html>) about the investigation within ten business days. The report must detail the allegation(s), finding(s), and corrective action(s). Anonymous reports may be considered if specific factual information is provided that describes the alleged incident in detail, including names of anyone involved or any observer, and dates, times and locations.

**If any certified school employee is involved with any of the unauthorized activities cited in the "Test Security Guidelines" section of this manual, that employee is in jeopardy of possible license revocation by the PED.**

## Student Confidentiality

Individual test scores, as well as all other aspects of a student's record, are confidential. Scores can only be released in instances of school staff having a need to know them, valid requests for transcripts, and the student enforcing his or her right to inspect and request explanations of his or her records. In some instances, a court order or subpoena may require the release of this information; however, the student/parent must be informed of this request before any information is released. Test scores may also be released to parents or guardians of all students enrolled in a New Mexico public school.

Researchers may obtain test scores from school districts provided the information requested is at the group or cohort level. No information may be reported for groups smaller than 10 students.

Those who work with student test scores are required to withhold confidential information unless proper release is granted by the caretaker of student records. School personnel are also charged with maintaining the results of standardized tests as part of student records.

# General Instructions and Test Information

Consider the following information when preparing to distribute test materials:

- Cognia will refer to the DTC as the person who is responsible for receiving and distributing all test materials used in this test administration in his or her district. The DTC is responsible for contacting the New Mexico Help Desk at Cognia when assistance, such as needing to order additional materials or report problems with shipments, is needed.
- The STC(s) is/are responsible for receiving test materials at the school level. The STC must report any shortage of test materials or missing test booklets and answer documents to the DTC.
- TA(s) and/or proctor(s) is/are responsible for the test materials during the actual test administration. The TAs must report any missing test booklets and answer documents to the STC.

## 2020 Test Design and Item Information

Content Area and Grade(s)	Languages Available	Number of Sessions	Estimated Time per Session (minutes)	Item Types <sup>1</sup>
READING <sup>2</sup> Grades 3–8 and HS (Grades 10 & 11)	Spanish	3	60	MC, SA, and OE
<sup>1</sup> MC = multiple-choice, 1 point each; SA = short-answer, 2 points each; OE = open-ended, 3 or 4 points each <sup>2</sup> Used in accountability (A–F School Rating System) calculations				

### Number of Forms and Types of Testing Materials

There are two forms of the Spanish test booklet for each grade. The grade 3 test booklets contain both the test questions and answer spaces in one integrated booklet. For grades 4–8 and high school, matching forms of the answer documents have been pre-inserted in each test booklet. The test booklet forms with matching inserted answer documents have been deliberately collated. **Do not** remove the answer documents from the test booklets or reorder the test booklets and answer documents before distributing the sets to students to begin testing. The TAs should always distribute, collect, and store each student’s test booklet and answer document together.

### Number of Test Questions

For all grade levels and content areas, the number of questions is similar from year to year, following the “blueprint” that was established for each content area for each grade at the beginning of the contract. The test booklets include the core questions that students can earn points for answering and Common Core State Standard items that are being field-tested. The Common Core State Standard field-test questions do not contribute to student scores. Approximately 20% of the total number of questions are short answer and open ended.

### Types of Test Questions

Spanish Reading SBA tests are composed of a combination of multiple-choice (1-point), short-answer (2-point), and open-ended (3- or 4-point) questions. The *Test Administration Manual* will specify the number of questions that are multiple-choice, short-answer, and open-ended and the number of points that can be earned for each type of question.



## Who Is to Be Tested?

The Spanish Reading SBA will be administered to all students enrolled in public schools, charter schools, and state educational institutions in grades 3–8 and 10–11 who require language arts testing in Spanish.

For additional information regarding participation requirements for the Spanish Reading SBA, please refer to the Testing Requirements section of the *Test Administration Manual*.

## Security

The Spanish Reading SBA test materials are secure. Keep all such materials in central, locked storage until the DTC is ready to either send them to school testing sites or return them to Cognia. For more information on keeping test materials secure, please read the section titled “Test Security Guidelines” beginning on page 3 of this manual.

## Number 2 Pencils Required

The scanner will only read marks from a soft-lead (No. 2) pencil. Failure to use a soft-lead (No. 2) pencil may result in a report of “no score.” **TAs must not allow students to use mechanical pencils.**

## Recommendation for Test Scheduling

There is no requirement to use a PED-approved schedule. Follow the scheduling guidelines to maintain standardized testing procedures and safeguard against a security breach. It is the STC’s responsibility to inform TAs and proctors about the testing schedule established by the district, charter, or BIE school.

The Spanish Reading SBA is an untimed test. The Reading Assessment consists of three sessions.

It is recommended that the schedule for each test session include 15 minutes for the TA to distribute the materials and read the test directions to the students. Recommended session times have been included in the *Test Administration Manual*. Students must be allowed to continue working as long as they are making progress.

## Testing Sessions May Not Be Interrupted

TAs must not begin testing if students will not be able to finish the session before their lunch break or the end of the school day. Once a testing session has begun, students must be allowed to finish. Except in the following circumstances, students are not allowed to stop in the middle of a session and resume at a later point.

- Sudden student illness
- Emergency evacuation
- Fire drill

In these circumstances, students may be allowed to complete the session later, but they **may not** change responses to any test questions already answered.

## Allowable Accommodations

Accommodations and participation decisions will be made by each student’s educational team. The team should have ensured that the student received the agreed-upon, allowable accommodation(s) in instruction and assessment in the content area for a sufficient amount of time prior to the Spanish Reading SBA administration so that the student will be comfortable with using it on the test. The use of each accommodation in daily instruction must have written documentation (in the IEP, 504, or ELL plan). Only students on IEP, 504, or ELL plans are eligible for accommodations. Students who have achieved

fluent English proficiency are not eligible for ELL accommodations. For a complete list of accommodations allowed on the Spanish Reading SBA, refer to the *2019-20 Assessment Accommodations & Accessibility Manual* (available at [webnew.ped.state.nm.us/bureaus/assessment-3/district-testcoordinator/](http://webnew.ped.state.nm.us/bureaus/assessment-3/district-testcoordinator/)). Fill in the bubble for all accommodations used during administration for each student in accommodations boxes H and I on the inside back cover of the answer document (or test booklet for grade 3), as applicable.

Prohibited modifications are changes in test administration that interfere with the comparability of scores. An example of such modifications include reading any portion of the reading test aloud to students.

**Non-allowed modifications are strictly prohibited on the Spanish Reading SBA.** Any content area in which non-allowed modifications are provided must be invalidated.

### Invalidating Tests

The test in a particular content area **must** be invalidated if there are unusual circumstances that prevent the proper completion of any test sessions. Circumstances that require test invalidation include, but are not limited to, students

- cheating,
- moving ahead to the next session before being directed to do so,
- taking the test with a prohibited modification, and
- making no effort to complete the test.

The TA should consult with the STC and/or DTC to resolve questions about whether a test should be invalidated. The TA will mark the appropriate bubble in the Test Completion Status (TCS) field located on the biogrid on the inside back cover of the answer document (on the inside back cover of the test booklet for grade 3) to indicate the content area that should be invalidated. The invalidated content area will **not** be scored, and the Student Report to Parents will indicate the proper TCS. Any questions related to invalidating a test should be directed to the PED.

### Voiding Tests

If student responses have been transcribed to a new answer document or to a scannable test booklet (for grade 3), the original document/booklet must be voided. To void the document/booklet, write VOID in large, dark print on the front cover and **fill in box J** on the biogrid. The voided document must be packed with the **used** test materials. If the TA is uncertain whether a test should be voided, please contact the New Mexico Help Desk at 1-877-676-6722.

# Roles and Responsibilities

In addition to the following general overview, detailed descriptions of the roles and responsibilities of DTCs, STCs, TAs, and proctors are provided in the *2019–20 District Test Coordinator Manual* (available at [webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/](http://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/)).

## District Test Coordinator

The DTC serves as the primary liaison with the PED Assessment Bureau and the testing vendors, and is responsible for all forms that must be submitted to the PED. The DTC is the primary source of assessment information for district staff, school staff, parents, and community. It is the DTC's responsibility to keep the local educational agency (LEA) informed about current assessment policy and changes, and to provide teachers with available resources for content area assessments.

## School Test Coordinator

The STC is appointed at the local level, and there is no need to inform PED. The STC's point of contact for matters relating to assessment is the DTC. In some smaller districts, the DTC serves as STC for one or more schools in the district. Some districts and some test vendors use the term Building Test Coordinator (BTC) but this manual uses the term STC.

## Test Administrator

The TA administers the assessment to the students by following the procedures provided in the TA manual.

## Proctor

Proctors assist TAs, but may not act as a TA. Proctors are generally Educational Assistants (EAs), but can be anyone who does not hold one of the approved PED licenses. No proctor should assist with a group that has a child who is a close relative (child, grandchild, niece/nephew, etc.).

# Before Testing

***DTCs and STCs: Please review this section before you distribute any test materials to TAs.***

***Refer also to the District Test Coordinator Manual (available at [webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/](http://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/)).***

## Preparing for Testing

- Announce the test window in advance: April 6–May 8, 2020. Instruct TAs to prepare students by explaining the purpose of the test.
- Provide training for all district personnel involved in test administration, preparation, and security in accordance with the PED regulation 6.10.7 NMAC.
- Review the *Test Administration Manual*.
- Follow the testing schedule selected by the district for your school.
- Gather all the test materials needed for test administration:
  - Sufficient soft-lead (No. 2) pencils with erasers to be able to provide two to each student—**DO NOT ALLOW STUDENTS TO USE MECHANICAL PENCILS DURING TESTING**
  - A sufficient number of integrated test booklets/answer documents for grade 3
  - A sufficient number of test booklets with inserted answer documents for grades 4–8 and high school
  - *Test Administration Manual*
  - A “Testing—Do Not Disturb” sign (not included with test materials)
  - A Security Checklist or another documentation method for STCs and TAs to use daily during test administration to check in and check out all test materials

## Receiving Test Materials

Follow this procedure when preparing to distribute test materials:

- Use the Packing List(s) to verify receipt of the entire order of test materials and the Security Checklist or the Local Inventory Tool (LIT) to verify receipt of each secure test booklet and answer document. Inventory test materials *immediately* upon receiving them. Report any discrepancies, shortages, or issues to the New Mexico Help Desk at Cognia by calling 1-877-676-6722 or emailing the help desk at [nmhelp@cognia.org](mailto:nmhelp@cognia.org).
- Boxes will be packed by order (usually at the school level) and shipped to the requested address entered by the DTC in the online ordering system.
  - Test booklets and answer documents are shrink-wrapped in sets of ten, five, or single packages.
  - Grade 3 consists of an integrated test booklet and answer document.
  - Grades 4–8 and high school consist of packages containing test booklets with pre-inserted answer documents.
  - Spanish Reading SBA *Test Administration Manual*.
  - Spanish Reading SBA Pre-ID labels.
- **Keep the boxes in which the test materials were shipped to you so that you may use them to return test booklets and answer documents to Cognia.**

## Distributing Test Materials

The following information should be considered when preparing for the distribution of test materials:

- TAs will receive test materials from the STCs.
- Each STC will keep a record of the number of test booklets and answer documents assigned to each TA. The provided Security Checklist or the Local Inventory Tool (LIT) may be used for this purpose. (An example of the Security Checklist is provided in Appendix B.) Writing on or applying locally made labels to the covers of the secure grade 4–8 and high school **test booklets** is permitted to aid in assigning and tracking them. Do not obscure barcodes already printed on the test booklets. **Caution:** Only the provided student Pre-ID label may be applied to the answer documents and the grade 3 test booklets after the testing is complete. Do not locally create any labels for answer documents and grade 3 test booklets because they may interfere when the answer documents/grade 3 test booklets are scanned and possibly result in a “no score” report for a student.
- TAs, in cooperation with the STC, must be able to account for the security of all test materials before, during, and after the test administration.
- Upon receipt of test booklets and answer documents, the TA should count the number of each type of booklet received and confirm inventory of the number of booklets that have been delivered by the STC.
- **Any discrepancies in numbers of test materials must be reported immediately to the STC.**
- All test materials must be kept in a securely locked central storage facility when the test is not being administered.

# Special Requirements for Large-Print and Braille Versions of the Test Forms

*DTCs and anyone else involved in administering these forms: Please read these directions carefully before you administer the test.*

## Test Security

All security measures outlined in the *Test Administration Manual* and in this manual are applicable and must be followed when testing with the large-print and Braille versions of the test. **Duplication or retention of any large-print or Braille test material is not permitted.**

## Administering the Large-Print Version

Students who are administered a large-print version of the Spanish Reading SBA must be given a large-print test material packet. The packet includes a large-print instructions sheet, a large-print test booklet, a standard-sized test booklet and answer document. Please consider the following when administering the large-print test:

- Test administrators should read the directions and scripts from the *Test Administration Manual* the same way as for a standard administration.
- The large-print test booklet is 11" × 17". It is recommended that these tests be administered to students at tables (perhaps library-sized) to allow for the booklet's size and to ensure student comfort.
- In addition to the materials in the large-print packet, students should also be provided with soft-lead No. 2 pencils.

## **Student Responses**

Only responses bubbled and written in the answer document/grade 3 test booklet or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document/grade 3 test booklet or typewritten **must** be transcribed into an answer document (or grade 3 test booklet) prior to shipping. The TA and the student should consider the following options to determine the best method for recording the student's responses:

- Students may use No. 2 soft-lead pencils to record their responses in the answer document. (Do not allow students to use mechanical pencils.)
- Students may respond to all items in the large-print test booklet. **Answers in the large-print test booklet will not be scored. Therefore, answers written in the large-print test booklet must be copied into the answer document/standard-sized grade 3 test booklet to be scored and reported. The scribe must be sure to transcribe exactly what the student has marked.**
- Students may type their responses with a word processor (without the aid of either a spelling or grammar check). **NOTE: All multiple-choice answers must be transcribed by the TA (or the proctor) into the answer document/standard-sized grade 3 test booklet.**
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document/standard-sized grade 3 test booklet.

If typewritten responses to short-answer and open-ended questions are permitted as an accommodation, follow the instructions on page 14 under "Typed Responses."

## Administering the Braille Version

Students who are administered a Braille version of the Spanish Reading SBA must be given a Braille test material packet. The packet includes a Braille instructions sheet, a Braille test booklet and test administrator notes, a standard test booklet, and a standard answer document. Please consider the following when administering the Braille test:

- Test administrators should read the directions and scripts from the *Test Administration Manual* the same way as for a standard administration. The TAs may make adjustments to the specific directions for administering a test as needed to ensure that students taking the Braille version of the test understand the testing procedures. For example, you should tell students they do not need to read or pay attention to the copyright notice that appears in the Braille version.
- Various materials (e.g., Braille writers, slates and styluses, Cranmer modified abacuses, and word processors without the aid of spelling or grammar checks) may be required by the students and must be furnished prior to the appropriate subtest. Additionally, the TA should have available Braille paper and placeholders.

### **Student Responses**

Only responses bubbled and written inside an answer document or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document or typewritten must be transcribed into an answer document prior to shipping. The TA and the student should consider the following options to determine the best method for recording the student's responses. Students may use any combination of these options to answer test items.

- Students may record their responses using Braille on a separate Braille sheet of paper.
- Students may record their responses directly in the Braille version of the test booklet.
- Students may respond to the short-answer and open-ended questions using a word processor (without a spelling or grammar check) and respond to the multiple-choice questions directly in the Braille version of the test booklet.
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

The student's Braille responses and all other responses in the Braille test booklet must be transcribed verbatim into the student's answer document by the TA (or the proctor) at the end of each subtest or after testing is completed. Only answers copied into the answer document will be scored and reported.

If typewritten responses to the short-answer and open-ended questions are permitted as an accommodation, follow the instructions on page 14 under "Typed Responses."

## Typed Responses

Typed responses to short-answer and open-ended questions may be submitted for those students who qualify for the Assistive Technology Devices Responses accommodation. For more information about this accommodation, refer to the *2019-20 Assessment Accommodations & Accessibility Manual* (available at [webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/](http://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/)).

Each page of the typed response must contain the following information:

- Student's first and last name
- Student's state student ID number (which also appears on the student's ID label) or NASIS ID
- Unique answer document number (or test booklet number for grade 3 students) found on each page inside the student's answer document (found inside the student's test booklet for grade 3)
- District name
- School name
- Session name (e.g., Reading Session 1)
- Question number (e.g., #6)

At the end of testing, the TA collects all sheets of paper containing typewritten responses from an individual student, fastens them together with a paper clip, and provides them to the STC and DTC with the answer document or grade 3 test booklet at the end of testing. The TA must never staple, tape, or glue typed response pages into an answer document or test booklet.

**NOTE: All multiple-choice answers must be transcribed by the TA (or proctor) into the answer document (or test booklet for grade 3).**



# Preparing Materials for Return

## Checking Answer Documents

**NOTE:** “Answer document” in this section refers to the grades 4–8 and high school answer documents as well as the grade 3 integrated test and answer booklets.

1. **Only responses bubbled and written inside the answer document or typewritten responses to short-answer and open-ended questions will be scored.** Following each large-print or Braille testing is completed, the TA or proctor must confirm that 1) all biogrid information and responses to multiple-choice questions are completed in the answer document; 2) all typewritten responses are clearly labeled and prepared for return with the answer documents in the Special Handling envelope; and 3) any responses that have not been completed directly in the answer document or included on typewritten pages are transcribed exactly into the student’s answer document. If responses in test booklets are not transcribed into the student’s answer document, they will not be scored.
2. Pre-ID labels have been provided for most students taking the Spanish Reading SBA based on a recent STARS file download. Check the Pre-ID labels to ensure the information is accurate. If any of the three essential identifiers are not accurate or the student did not participate in this administration, shred the label and do not use it. The presence of inaccurate information should indicate to you that the information in STARS or NASIS may need to be updated as they are the sources for the demographic information on the labels.
3. For each answer document, match the Pre-ID label with the name the student wrote on the front cover and apply the label to the bottom right corner on the back cover. Remember, if any of the three essential identifiers (student’s name, date of birth, or state/NASIS identification number) on the label is inaccurate, do not use the label. Instead, determine whether STARS or NASIS should be updated. **Caution:** Make certain to apply the correct label to each answer document so the correct student will be given credit for participation in the Spanish Reading SBA.
4. If there is no label for a student, it is critical that a test coordinator verify all the bubbles are filled in accurately in all the boxes on the back cover of the answer document. This includes the bubbles for the student’s full name, the district code, the school code, the student’s birth date, the state student ID or NASIS ID number, and the student’s gender. Without a Pre-ID label, these pieces of information are the vital link between the student’s test scores and his or her demographic information. Ensuring all these fields are bubbled accurately gives the PED the best opportunity to match the test results to the student demographic information in STARS and NASIS, and therefore, to give the student credit for passing the Spanish Reading SBA subtests.
5. Be sure to complete sections 1, 2, and 3 for all students, as applicable, on the inside back cover. See the Rules for Completing Biogrids section of the *Test Administration Manual* for more detailed instructions on completing the biogrid.

## Returning Test Materials

1. **Do not** return test materials that are contaminated with biohazardous materials such as blood or vomit. Please contact the New Mexico Help Desk at Cognia by calling 1-877-676-6722 or by emailing [nmhelp@cognia.org](mailto:nmhelp@cognia.org) for directions.
2. Place all test booklets including large-print and Braille versions, whether used or unused, on the bottom of a Cognia box in which you received test materials.

3. Review the answer documents carefully, noting any damage such as tears or holes. Make separate piles for used and unused answer documents. Turn every page of the unused answer documents to make sure there is no student work in them. Pack unused answer documents inside the “Unused, Blank Answer Documents” envelope(s). Seal the envelope and pack it in the box on top of the test booklets.
4. Place only damaged, used answer documents or answer documents with typed pages in the white plastic envelope labeled “Special Handling.” Please include a brief memo on district or school letterhead that explains why each used answer document is included in the Special Handling envelope to ensure that Cognia staff understands the situation and treats the answer document accordingly. (You may have nothing to return in this envelope.) Seal the Special Handling envelope and place it on top of the “Unused, Blank Answer Documents” envelope(s), even if there is nothing in the envelope.
5. Pack all of the undamaged used answer documents in the white plastic envelope labeled “Used, Partially Used, and Voided Answer Documents.” Seal the envelope and pack it in the box on top of the “Special Handling” envelope.
6. The return address will be to a Cognia facility in New Hampshire. Seal the box(es) with packing tape and reinforce the box corners and the bottom seal. Apply the return shipping label provided with the shipment directly on top of the white delivery label. Please stack materials in the box in the following order, starting at the bottom of the box with all test booklets including large-print versions and working up to used answer documents.

Used, Partially Used, and Voided Answer Documents envelope(s)
Special Handling envelope – it may be empty
Unused, Blank Answer Documents envelope(s)
All test booklets including large-print and Braille versions

7. Do not return *Test Administration Manuals* or *Test Coordinator’s Manuals* to Cognia. Please recycle these materials at your school or district. Do not save manuals for the next administration as directions may change.

UPS has been contracted by Cognia to pick up the Spring 2020 Spanish Reading SBA test materials. When your materials are ready to be returned to Cognia, you may request a UPS pickup at <http://iservices.cognia.org>.

- Select “New Mexico” from the dropdown menu and click “Enter.”
- Select “UPS Pickup Request” on the left-hand side of the screen.
- In the “RS Tracking #” box, enter the tracking number printed on the UPS return service label that was included in your shipment of test materials. Then click “Login.”
- Complete your contact information, the date you request UPS to pick up your test materials, the pickup location, and the total number of boxes you are returning. Select “Place Pickup Request” to submit the request.

UPS will **not** automatically pick up your test materials at the end of the test administration window. **You must submit a request for a UPS pickup by Monday, May 11, 2020. All secure materials must be picked up for return to Cognia no later than Wednesday, May 13, 2020.** You may also hand your box(es) to your regular UPS driver if you have a regularly scheduled UPS pickup at your location. If you do not use the iServices link, you will need to notify the Cognia New Mexico Help Desk by phone or email when boxes have been handed off to a regularly scheduled UPS driver. For assistance with submitting a UPS pickup request online, contact the New Mexico Help Desk at 1-877-676-6722 or [nmhelp@cognia.org](mailto:nmhelp@cognia.org).

**Thank you for your assistance with the administration of the Spanish Reading SBA.**



Next-to-Last Page of Answer Document

**SECTION 1: TESTING:** If student did not test all sessions, mark the appropriate Test Completion Status in Box **G**. Bubble accommodations used in Box **H** and Box **I**. Bubbling Box **J** will void the entire answer document.  
**Caution:** Filling in the bubble in Box **J** will result in all of the answer document not being scored.

<b>G TEST COMPLETION STATUS</b>	
<i>(Mark one bubble for each content)</i>	
Withdrawn Before Test Completion	<input type="radio"/> ①
Non-Allowed Modification	<input type="radio"/> ②
Language Exempt for Reading Only	<input type="radio"/> ③
Medical Emergency	<input type="radio"/> ④
Parental Refusal	<input type="radio"/> ⑤
Other Non-Completion	<input type="radio"/> ⑥
Test Irregularities	<input type="radio"/> ⑦
Absent	<input type="radio"/> ⑧

<b>H IEP/504 ACCOMMODATIONS</b>	
Human Reader English	<input type="radio"/>
Human Reader Spanish	<input type="radio"/>
Read Aloud to Self	<input type="radio"/>
Human Signer	<input type="radio"/>
Selected Response Human Scribe	<input type="radio"/>
Constructed Response Human Scribe	<input type="radio"/>
Assistive Technology Devices Presentation	<input type="radio"/>
Assistive Technology Devices Responses	<input type="radio"/>
Allow Accessibility Mode Testing	<input type="radio"/>
Large-print	<input type="radio"/>
Braille	<input type="radio"/>

<b>I EL ACCOMMODATIONS</b>	
Spanish Language Version	<input type="radio"/>
Picture Dictionary	<input type="radio"/>
Directions in Native Language	<input type="radio"/>
Commercial Word-to-Word Dictionary	<input type="radio"/>
Customized Dual Language Glossary	<input type="radio"/>
Pocket Word-to-Word Translator	<input type="radio"/>

<b>J VOID-DO NOT SCORE</b>	
<input type="radio"/> Void this answer document	

**SECTION 2: BIE: (BIE schools only.)** Box **K** must be bubbled for ALL BIE students. Bubble Box **L** for BIE students that are Not Full Academic Year.

<b>K</b>	<b>NASIS ID</b>									
0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9

<b>L NOT FULL ACADEMIC YEAR</b>	
<input type="radio"/> Not Full Academic Year School	

For Internal Use Only					
A	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
B	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9	<input type="radio"/> 10
C	<input type="radio"/> 11	<input type="radio"/> 12	<input type="radio"/> 13	<input type="radio"/> 14	<input type="radio"/> 15
D	<input type="radio"/> 16	<input type="radio"/> 17	<input type="radio"/> 18	<input type="radio"/> 19	<input type="radio"/> 20
E	<input type="radio"/> 21	<input type="radio"/> 22	<input type="radio"/> 23	<input type="radio"/> 24	<input type="radio"/> 25

# Appendix B: Sample Security Checklist



50 Education Way  
Dover, NH 03820

## New Mexico Student Assessment Program

### Security Checklist

**Ship To:**

<b>MP Ship Code:</b>	00000000357225	<b>Date Packed:</b> 03/13/2019
<b>Contract:</b> 130409	<b>Contract Name:</b> New Mexico Spanish Reading SBA	<b>Administration:</b> 2019–2020
<b>County Code:</b> 00	<b>County Name:</b> New Mexico County	<b>SU Code:</b>  <b>Superintendent Unit Name:</b>
<b>District Code:</b> 123	<b>District Name:</b> New Mexico Public Schools	
<b>School Code:</b> 456	<b>School Name:</b> New Mexico Elementary	<b>Grade:</b> 03

Use the information in the table below to track the secure test materials. Retain this document for your records after testing has been completed.

Description												Qty Shipped				
Gr 3 Integrated Test Book - Spanish Reading												77				
CPI	Booklet Numbers	Student name	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN
0505689	1301001733															
0505689	1303001995															
0505689	1304002026															
0505689	1302003921															
0505689	1301005713															
0505690	1301001563															
0505690	1303003756															
0505690	1304003890															
0505690	1304003979															
0505690	1302005764															
0505692	1303001993															
0505692	1304002017															
0505692	1302003932															
0505692	1302003939															
0505692	1301005522															

MP Ship Code:

**\*00000000357225\***

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FPO BARCODE