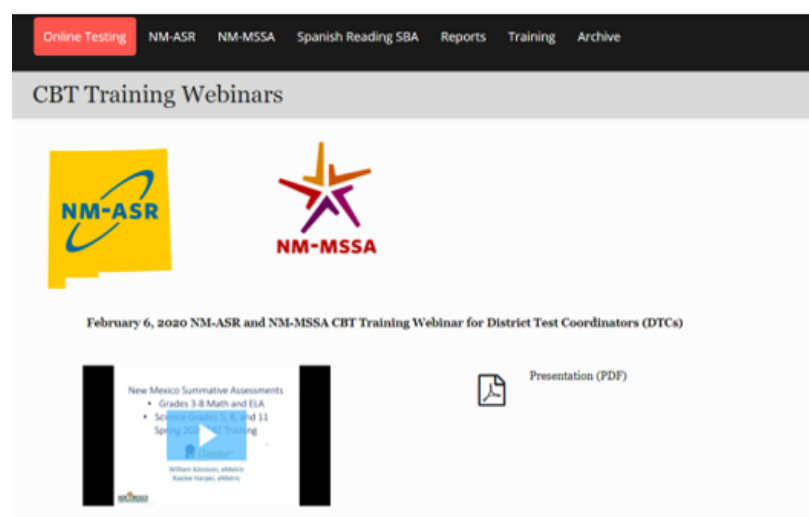


Spring 2020 NM-ASR & NM-MSSA CBT Training Webinar for DTCs

Questions and Answers

1. Will the webinar be recorded and posted for DTCs?

- It was recorded and posted to the Cognia Help & Support site: <https://newmexico.onlinehelp.cognia.org/cbt-training-webinars/>



2. Will the actual presentations be shared with participants?

- Yes, they are accessible in the [Cognia Help & Support site](https://newmexico.onlinehelp.cognia.org/wp-content/uploads/sites/10/2020/02/2020-Spring-NM-ASR-MSSA-DTC-CBT-Webinar.pdf) at: <https://newmexico.onlinehelp.cognia.org/wp-content/uploads/sites/10/2020/02/2020-Spring-NM-ASR-MSSA-DTC-CBT-Webinar.pdf>

3. For students who take the alternate assessment, how do we “remove” them from these tests?

- You are unable to “remove” or “delete” any student; you can instead “unenroll” them from the school so that they are not included in any class or test session.
- Unenrolling the students will not be assumed that they are no longer at that school; it is only for the purpose of not including them in either the NM-ASR or NM-MSSA tests.

4. Will state upload from the 40th day or 80th day STARS snapshot?

- The pre-ID student data provided by PED is the 40th day STARS snapshot.

5. Will the pre-ID upload into the portal also populate classes?
 - a. No, the pre-ID upload will place students into each school within a district. DTCs will need to inventory the rosters and ensure that they have all the students they know are enrolled within a school

6. I seem to recall that all the teachers and students were uploaded from STARS and almost everyone was in the right class to begin. Will it look like that again? Our teachers had a log in for that class. Will it work the same this year?
 - It sounds like that was for PARCC, using Pearson TestNav. With iTester, the platform for NM-ASR and NM-MSSA, the DTCs will have to create classes for the students after having inventoried rosters.

7. I am confused about the state Pre-ID upload. I went to the portal today and our rosters were not there. Does this mean that we will have to upload our own?
 - Cognia checked for this school and there were students for this school. DTC advised to contact the Helpdesk for receiving assistance on how to see the information in portal.
 - Cognia uploaded all students that were included in PED's 40-day student demographic data file into the iTester portal for both NM-ASR and NM-MSSA.

8. What are the dates we need to know when we cannot access the site?
 - The portal will be closed on January 31 for the pre-ID upload. Starting on February 3, the portal will be available for district pre-ID upload if district determines that is needed; alternatively, you can manually adjust your roster as needed.
 - The district pre-ID upload period is from February 3 through February 14 for both ASR and MSSA.
 - For NM-ASR: the portal will be available until April 3 for final administrative tasks.
 - For NM-MSSA: the portal will be available until May 13 for final administrative tasks.

9. So universal tools that are text to speech, for general ed students, do we have to click on universal tools? Or are they automatically set for all students?
 - Universal tools are available for all students.
 - Accessibility features delivered in the online testing platform will need to be assigned before the student is scheduled for a test.
 - Accessibility features in the platform are:
 - i. Reverse Contrast
 - ii. Custom Masking
 - iii. Color Contrast
 - iv. Answer Masking
 - v. Mathematics Text-to-Speech English
 - vi. Mathematics Text-to-Speech Spanish
 - vii. Science Text-to-Speech English
 - viii. Science Text-to-Speech Spanish

10. If they are universal for ALL students, why do they have to be assigned for students without accommodations?
- In the portal & online platform this year there are Universal Tools, Accessibility Features, and Accommodations. Universal Tools do not need to be assigned. Accessibility features and Accommodations will need to be assigned. Text to Speech for Math and Science is an Accessibility Feature this year and will need to be assigned to your students who may need it prior to testing.
11. We have not gotten the error file with our uploads. Is that expected? Or when should we estimate we will receive the error file?
- The process is not automatic. We must wait 24 hours prior to receiving any confirmation.
12. What is the benefit to uploading a district pre-ID file?
- If you need to update student information, add new students to your district, add accommodations (those can also be added with the accommodations upload or manually).
13. Can the class upload be used for a district or individually per school?
- Class uploads are created by school and subject.
14. What is the accommodation that requires the Proctor Passcode?
- Allow Accessibility Mode.
15. So, the Proctor Passcode must be entered if any accessibility feature is assigned?
- No, the accommodation Allow Accessibility mode requires the proctor password when logging into a test because it allows 3rd party software to be used. Basic accessibility features selected do not require a proctor password.
16. Are there instructions for test administrators who have to scribe for students with this accommodation on their IEP?
- Yes, the TAM includes instructions for administration in Braille, large-print and for human reader administrations.
17. Once we check our roster that were pre uploaded, we can make adjustments without having to do a complete upload again?
- Yes, 2 ways:
 - upload one preID file with records you want to change (to be added or updated and upload only those.
OR
 - manually enter them
18. And if we get a new enrollee can we add them manually?
- Yes, you can.

19. Is there a deadline for uploading accommodations file like the pre-id file deadline of 2/14?
- There is no deadline for uploading accommodations, but the upload is limited during the testing window.
20. If a student was listed in there previously (in 2019) will they have accommodations scheduled?
- Students that were added to the portal via State Pre-ID were added without accommodations, so those will need to be added for all students that require them.
21. Will the eyeball for the answer masking still show? I thought I saw that has to be enabled now. Am I correct?
- Answer masking is now an Accessibility Feature, so yes it will need to be assigned to the student prior to testing. So, the eyeball will not show unless the accessibility feature is assigned to the student. All students will have the new Answer Eliminator Tool.
22. It seemed last year like the student also needed to login to their account, not just start the iTester kiosk.
- When there are stored responses on a device and that device has been reconnected to the internet, all that needs to happen is launching the kiosk. Once the kiosk is launched the first thing it does before getting to the login screen is send any stored responses to our servers.
23. If I only need to add about 7 students, can I just do it manually? Do I have to create the Excel sheet?
- Yes, you can add them manually. If adding manually, no need to use the Excel sheet.
24. I've uploaded several pre-id templates today. When I view my files tomorrow can I just fix the errors and only upload the errors to be fixed?
- Yes, you can upload just the records with errors.
25. Listening to Liam I'm positive I'm going to get all my files back with errors because I left most of the required fields (accommodations) blank. Am I understanding correctly that those fields should have something in them to complete the process? At our district I'm just uploading students, we are then expecting STCs to process an accommodations upload.
- Then if that is the case for the accommodations for those students you can enter 0 for those fields since they are required fields. Then your STC can go in and edit or update them. So, most likely in your error files you will have error codes for all those fields.

26. Is there any way to speed up the authorization process? Waiting 24 hours is painful. Please keep in mind I alone have 14 schools I have responsibility for. With this being a new process, mistakes will be made. Having to wait the 24 hours for the validation process, I'm not exactly sure I'll have all my files validated by the 2/14 deadline.

- Since this is a new process, the 24-hour processing time is in place. Will add it to the wish list for the future. If anything could be done sooner, will do our best to do so.