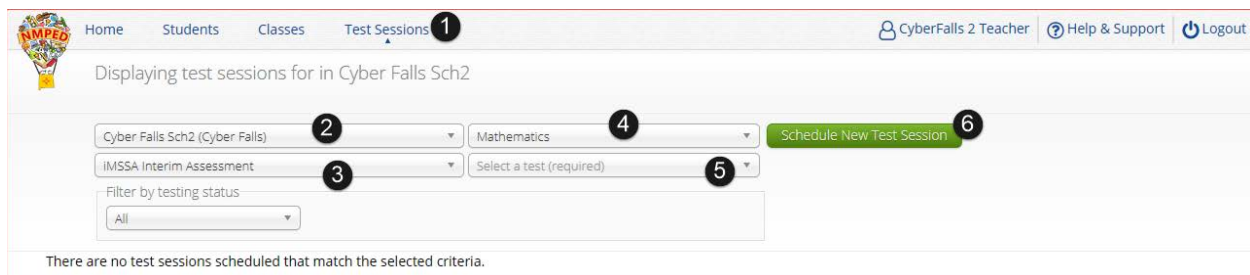


**WORKING WITH TEST SESSIONS**

DTCs, STCs, and Test Administrators (including Teachers assigned the TA Role) can schedule students to a test in the New Mexico Public Education Department Assessments Portal. Test sessions are scheduled in the Administration Component of the New Mexico Public Education Department Assessments Portal.



**SCHEDULING A TEST SESSION**



To schedule a test session:

1. In Administration click on **Test Sessions**.
2. Select your Organization from the organization drop-down menu.
3. Select the desired **program** (NM-ASR, NM-MSSA, iMSSA Interim Assessment, or Formative Assessment) from the program drop-down menu.
4. Select the **subject** from the subject drop-down menu.
5. Select a **test** from the test drop-down menu.
6. Click the green **Schedule New Test Session** button.

The **Schedule Test Session** page will display a list of classes available to schedule.

Home Students Classes Test Sessions CyberFalls 2 Teacher Help & Support Logout

Schedule Test Session

1 form selected for scheduling 1 class.

Content Area: Mathematics Program: iMSSA Interim Assessment

Test: Grade 05 Demo Math Test

Search for Classes: Cyber Falls Sch2 (Cyber Falls)

Classes: Select All Unselect All

- Teacher, CyberFalls 2-Demo 5th Gr Math-(Grade -5)

Start Date: 06/17/2020 End Date: 08/07/2020 Time Zone: Mountain

Schedule Cancel

7. Select one or more classes to schedule, click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test, and all forms within that test will be automatically spiraled for all students in the class(es).
8. Click **Schedule** when you are done to save the test session or **Cancel** to discard.

The start date and end date are fixed to the first and last day of the testing window for the iMSSA Interim Assessments and all Summative Assessments.