



Test Administration Scripts

iMSSA

Grades 3–8



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For questions about the iMSSA testing program, information is available at newmexico.onlinehelp.cognia.org/imssa

Revised 08/20

Oral Directions for Test Administration

Directions for test administration are provided for each of the three content areas in iMSSA:

- Reading
- Language Usage, and
- Mathematics


These directions include the following test administration–related informational sections:

- Content Area Scripts
- Navigation

Begin the oral instructions with the General Script Directions, referring specifically to the content area you are testing. Next, use the oral directions specific to the Content Area Script you are administering. Once the students are in the test, the Navigation Scripts can be used to help your students become familiar with the testing environment. If students have already taken iMSSA or used the Student Tutorial, you can skip the Navigation section.

iMSSA also has a Student Tutorial test available for students to take before the operational test. Please use the tutorial to help familiarize students with the functionality of the online student testing interface and the item types within the test. It is recommended that the Navigation Script be used with the tutorial to help guide the students. To access the Student Tutorial, visit nmpracticetest.measuredprogress.org/student and select the tutorial with the appropriate grade level, content, and language. The Student Tutorials are at the bottom of the drop-down list.

Screen shots in the scripts are there for comparison to what the students should be seeing on their screen. You can use them if the student has questions. The following table describes the features of the directions:

Visual	Action
<i>Text in italics</i>	Instructions for the test administrator
	Indicates instructions that you may skip if other iMSSA tests have already been administered. This document has been designed so that you can easily skip directions that repeat.
SAY:	Read these instructions aloud.

For more specifics on the test navigation panel, refer to the following user guides located at newmexico.onlinehelp.cognia.org/imssa:


- *NMPED Assessments Quickstart Student Interface*
- *NMPED Assessments Browser Testing User Guide 2020–2021*

General Script

Provide the students with their printed Login ID tickets. Each ticket contains a unique username and password, which the students use to log into the tests. Students will also need a session access code for the specific test sessions assigned to them. This code is used by the whole class to access the sections of the test. These credentials are generated in the administration portal when the test session is created. You can find instructions for online test preparation in the *Portal User's Guide* found at newmexico.onlinehelp.cognia.org/cbt-guides.

Before beginning the test, distribute Student Test Login ID tickets, pencils, and unmarked scratch paper to each student.

SAY: Today, you will take the (reading, language usage, or mathematics) test. You are taking this test so that your teachers can see what you have learned. Teachers will use your tests to plan what they will be teaching you. You will not get a grade on this test.

 *If your students have already taken any of the other content area tests, you may SKIP the login directions below and proceed to your specific content area directions.*

“Reading—Sections 1 & 2” on page 5

“Language Usage—Sections 1 & 2” on page 7

“Mathematics—Section 1” on page 9

“Mathematics—Section 2” on page 10

SAY: You may not use any outside materials or technology during the test. You may use only your own knowledge and the materials I gave you: the Student Test Login ID ticket, a piece of scratch paper, and a pencil. If you should require additional scratch paper during the test session, please raise your hand at that time. It is okay to use the piece of paper as a tool to plan your response to a question.

Hold up these directions with the screenshot below as an example of a Student Test Login ID ticket and point to the student's name.

SAY: Look at your Student Test Login ID ticket. Your name should be on the top line. If your ticket does not have your name, correct date of birth, and grade on the top line, please raise your hand now.

Benuck, Lauren A

DOB: 10/5/04

Demo Math Gr 7

Username: 9000000522

Password: 5b5478d6

Pause. Make sure students check the name, date of birth, and grade on their tickets.

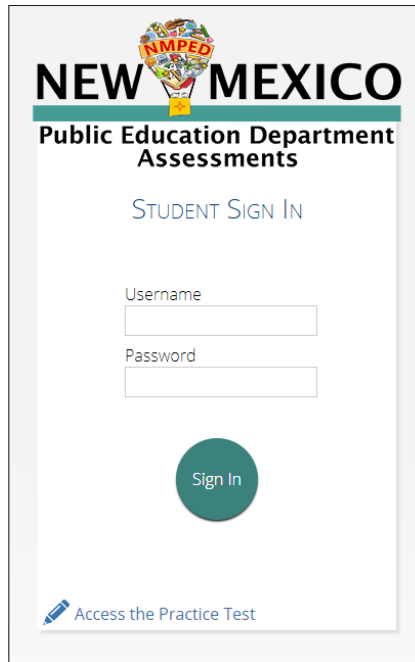
Your test coordinator will have provided information on how students will access the testing interface. If students are using the browser-based testing interface, you may wish to write the URL newmexico.measuredprogress.org/student on the board for students. If students are using the secure kiosk, they will need to launch the application to begin testing. Select the appropriate statement below based on use of browser or kiosk.

SAY: Close all other programs running on your device. Open your Web browser. Type newmexico.measuredprogress.org/student into the browser, double check that the address matches exactly, and press **Enter** on your keyboard.

OR

Launch the secure application by double clicking the desktop icon (Mac or PC) or selecting the application from the App tray (Chromebook).

Once the application opens, you will see a student login page. Raise your hand if you do not see the login page.



The screenshot shows the login interface for the New Mexico Public Education Department Assessments. At the top, there is a logo for NMPED (New Mexico Public Education Department) featuring a hot air balloon. Below the logo, the text reads "NEW MEXICO Public Education Department Assessments". The main heading is "STUDENT SIGN IN". There are two input fields: "Username" and "Password". Below these fields is a green circular button labeled "Sign In". At the bottom left, there is a link with a pencil icon that says "Access the Practice Test".

Wait for all students to have the student login page displayed on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running at the same time as the student testing interface.

SAY: Your username and password are listed on your ticket. Carefully type the username and password when prompted on the login screen, double check that they match your ticket exactly, and then click Sign In. Your username and password are not case-sensitive so it does not matter if you use uppercase or lowercase letters. Keep your login ticket face down on your desk. It will be collected at the end of this test.

While taking the test, please do not close your browser or kiosk. If you do, you will need to raise your hand and ask for your account to be unlocked with a proctor password when you log back in.

Pause to allow students to log in.

SAY: When you have successfully logged in, you will see the word Hello followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information is not correct, raise your hand.

Available test sections are below the test name. Select [section] and enter the access code [written on the board or provided to you] in the text box below and click **Submit**.

Students with accommodations will see an Options page to set their settings. See the Student Interface Guide for more instructions.

SAY: When you have logged in to the test session, you will see the (reading, language usage, or mathematics) directions. The test content will download and the blue circle in the center of the page will display the download progress starting with 0% and increasing to 100%.



Go directly to the instructions for your specific content area. See links below:

[“Reading—Sections 1 & 2” on page 5](#)

[“Language Usage—Sections 1 & 2” on page 7](#)

[“Mathematics—Section 1” on page 9](#)

[“Mathematics—Section 2” on page 10](#)

Content Area Scripts

Reading—Sections 1 & 2

SAY: Now, take a moment and read the Reading Directions to yourself as I read them aloud.

“Today you will be taking a test in Reading. For this test, you will read passages and then answer questions about the passages. In some cases, you will read two passages and answer the questions that follow. Some of the questions may ask you to compare the two passages. Read Passage 1, and then click the Passage 2 tab at the top of the screen to read Passage 2.

Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it.”

When you finish reading the directions, click **Continue**. If you have any questions, raise your hand.

➔ *If you have administered another section of the reading test, SKIP to 1 on next page. Otherwise, continue.*

SAY: Once you enter the test, a reading passage will display on the left side of the screen. Question 1 should be on the right side of the screen. Read the passage or passages and answer the questions that follow. You will see different types of questions. Be sure to read any directions before answering the questions. There are multiple-choice questions where you will select one correct answer, and two-part multiple-choice questions where you will need to answer two questions that are related to each other. The directions will tell you if the question has more than one correct answer. In this case, select all answers that are correct.

When two passages appear with a question, the passages will be on the left side of the screen. Passage 1 and Passage 2 tabs are above the passage in the upper left of the screen. Click **Passage 2**. You will see the second passage. Whenever you want to change from one passage to another, click the passage number tab. To scroll through a passage, use the blue scroll bar to the right of the passage text.

You must read both passages in a set. Some of the questions will ask you to compare the two related passages.



The arrow to the right of the passages allows you to view the passage full screen. Clicking on the arrow again will return the passage to its original position.

Pause to answer questions.

SAY: As a reminder, click **Next** to go to the next question. Click **Previous** to go back to the previous question or screen.

You will be logged out of the testing interface if you do not do anything in the test within 60 minutes. If you are logged out, your answers will be saved, but I will need to log you back in to the test. Just moving the cursor, scrolling, or using the tools does **NOT** prevent you from being logged out. If you have any questions, raise your hand.

Pause to answer questions. If needed, go to the [Navigation Script](#) to provide students with more instruction on how to navigate within the test.

1

SAY: If there are no other questions, you may begin testing in Reading.

At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

When administering Reading Section 2, please follow the same directions as for Section 1.

After the students complete and submit Section 1, they will return to the profile page. Until you provide the session access code for Section 2, students will not be able to enter and continue testing.

Language Usage—Sections 1 & 2

SAY: Now, take a moment and read the Language Usage Directions to yourself as I read them aloud.

“Today you will take a test in Language Usage. For this test, you will read passages and answer questions. Some questions might ask about how to improve the passage. Other questions might ask you to correct errors in the passage. Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it.”

When you finish reading the directions, click **Continue**. If you have any questions, raise your hand.



*If you have administered another section of the Language Usage test, SKIP to **2** below. Otherwise, continue.*

SAY: Once you enter the test, a passage should be displayed on the left side of the screen. Question 1 should be on the right side of the screen. Read the passage and answer the questions that follow. You can scroll down through a passage using the blue scroll bar to the right of the passage text. You will see different types of questions. Be sure to read any directions before answering the questions. There are multiple-choice questions where you will select one correct answer. There are also two-part multiple-choice questions where you will need to answer two questions that are related to each other.

Language Usage questions might ask how words or passage parts can be changed. In these questions, sometimes the first answer choice is **NO CHANGE**. Select **NO CHANGE** when you think the best answer is to leave the word or sentence the way that it is shown.

As a reminder, click **Next** to go to the next question. Click **Previous** to go back to the previous question or screen.

You will be logged out of the testing interface if you do not do anything in the test within 60 minutes. If you are logged out, your answers will be saved, but I will need to log you back in to the test. Just moving the cursor, scrolling, or using the tools does **NOT** prevent you from being logged out. If you have any questions, raise your hand.

Pause to answer questions. If needed, go to the [Navigation Script](#) to provide students with more instruction on how to navigate within the test.

2

SAY: If there are no other questions, you may begin testing in Language Usage.

At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

When administering Language Usage Section 2, please follow the same directions as for Section 1.

After the students complete and submit Section 1, they will return to the profile page. Until you provide the session access code for Section 2, students will not be able to enter and continue testing.

Mathematics—Section 1

SAY: Now, take a moment and read the Mathematics Section 1 Directions to yourself as I read them aloud.

“Today you will take a test in mathematics. For this test, you will answer selected-response questions. Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it. You may NOT use a calculator to answer the questions in this session.”

When you finish reading the directions, click **Continue** to go to the first question. Once in the test you can click **Next** to go to the next question or click **Previous** to go back to the previous question or screen. If you have any questions, raise your hand.

Once you enter the test, Question 1 should appear on the screen. You will see different types of questions. Be sure to read any directions before answering the questions. There are multiple-choice questions where you will select one correct answer, and there are also multiple-select questions where there will be more than one correct answer. The directions will tell you if the question has more than one correct answer. In this case, select all answers that are correct. There may be information on the left side of the screen that is used for more than one question.

You will be logged out of the testing interface if you do not do anything in the test within 60 minutes. If you are logged out, your answers will be saved, but I will need to log you back in to the test. Just moving the cursor, scrolling, or using the tools does NOT prevent you from being logged out. If you have any questions, raise your hand.

Pause to answer questions. If needed, go to the [Navigation Script](#) to provide students with more instruction on how to navigate within the test.

SAY: If there are no other questions, you may begin testing Mathematics Section 1.

At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

When the students complete and submit Section 1, they will return to the profile page. Until you provide the session access code for Section 2, students will not be able to enter and continue testing.

Mathematics—Section 2

SAY: Now, take a moment and read the Mathematics Section 2 Directions to yourself as I read them aloud.

“Today you will take a test in mathematics. For this test, you will answer selected-response questions. Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it. You **MAY** use a calculator to answer the questions in this session.”

When you finish reading the directions, click **Continue** to go to the first question. Mathematics Section 2 is a calculator section, which means you can use the online calculator to answer the questions. The calculator can be found in the tool bar in the bottom left of the screen.



*If you have already administered Mathematics Section 1 of the mathematics test, SKIP to **3** below. Otherwise, continue.*

SAY: Once you enter the test, Question 1 should appear on the screen. You will see different types of questions. Be sure to read any directions before answering the questions. There are multiple-choice questions where you will select one correct answer, and there are also multiple-select questions where there will be more than one correct answer. The directions will tell you if the question has more than one correct answer. In this case, select all answers that are correct. There may be information on the left side of the screen that is used for more than one question. As a reminder, click **Next** to go to the next question.

You will be logged out of the testing interface if you do not interact with the application in any way within 60 minutes. If you are logged out, your answers will be saved, but I will need to log you back in to the test. Just moving the cursor, scrolling, or using the tools does **NOT** prevent you from being logged out. If you have any questions, raise your hand.

Pause to answer questions. If needed, go to the [Navigation Script](#) to provide students with more instruction on how to navigate within the test.

3

SAY: If there are no other questions, you may begin testing in Mathematics.

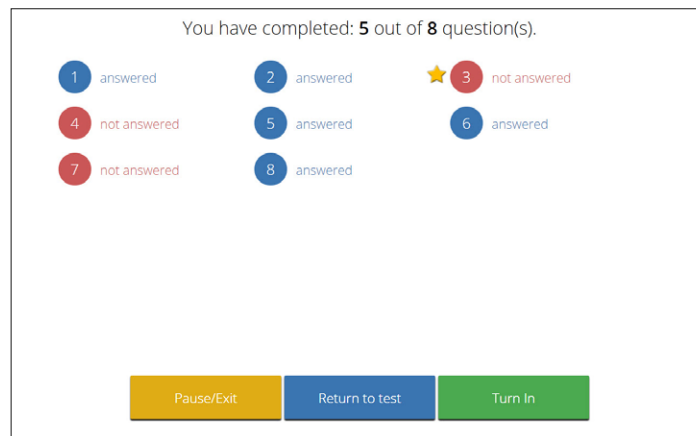
At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

Navigation Script

SAY: Now look at the buttons at the lower right side of your screen. This is called the navigation panel and it will guide you through the test. Click the blue **Next** button to move from question to question through the test.



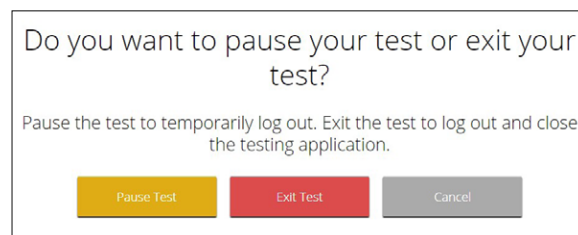
If you click on the question number at the upper left of the screen, a list of questions in the test session is presented. If you click on any number on the page, you will automatically be taken to that question on the test.



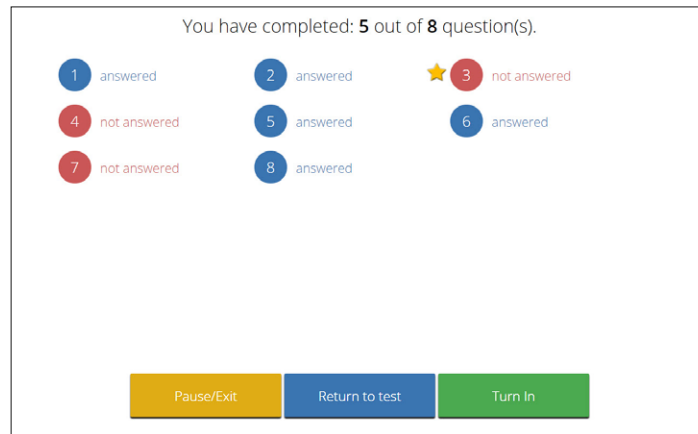
As you move through the test, you will also have a blue **Back** button. Selecting this option moves you back to the previous question in your test.

Pause to answer questions.

SAY: Use the Pause & Exit button if you need to briefly leave the test and return to it later. You should do this only if you need to leave the room during testing. Before you click this button, you should tell your teacher that you will be pausing the test. If you select this button, the test will ask you to confirm that you want to pause or exit. Select **Pause Test** to pause, or **Cancel** to return to the test. Once you pause the test, you will have 1 hour to resume testing.



SAY: When you have reached the last question on your test, the **Next** button is grayed out and a **Finish** button is active. The **Finish** button will take you to the test review page.



The test review page shows you all the questions on the test. The page shows you the questions that you have answered, the questions you have not answered, and the questions that you have bookmarked. To go back to a question in the test, click the question number.

At the bottom of the page you will see three buttons. The Return to test option will return you to the last question in the test. If you are finished with the test, click the **Turn in** button. You will then see a message stating: “Are you sure you want to turn in your test?”

You should only turn in the section when you are completely finished with it. Once you click **Turn in**, you will not have the chance to go back to the page and continue to work on the test.

If you have any questions, raise your hand.

Additional details on test navigation, tools, and accommodations can be found in the NMPED Assessments Quickstart Student Interface and NMPED Assessments Browser Testing User Guide 2020–2021 located at newmexico.onlinehelp.cognia.org/cbt-guides.

Pause to answer questions. When there are no more questions, continue.



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