

New Mexico Assessments

Test Platform Orientation for Interim and
Formative (*available Fall 2020*) Assessments



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Agenda

Part 1

- How are Formative and Interim testing processes different from Summative?
- Key Dates
- Overview of System and Testing Process
- Portal Orientation and New Features
 - Teacher Access
 - Managing students, classes, test sessions for teachers, DTCs and STCs
 - Student and Class Management
 - Test Sessions
 - Test Security
 - Accommodations and Accessibility Features
 - Reports

Part 2

- Student Test Interface Orientation and New Features
 - Logging-in and Navigating a Test
 - Turning in the Test (student)
- Technical Requirements
- Testing from home
- Practice Testing
- Additional Training Resources
- **DTC and STC-specific updates**
 - **Account management**
 - **Pre-ID upload**
 - **Student transfers**

Terms and Acronyms

iTester: eMetric test administration system used with Cognia assessments (iMSSA, iMSSA Formative, NM-MSSA, NM-ASR)

- New Mexico PED Assessments Portal (aka “Portal”)
- New Mexico PED Assessments Student Test Interface
 - Web browser
 - Kiosk

Data Interaction: eMetric reporting system, accessed via the Portal

Roles:

- DTC: District Test Coordinator
- STC: School Test Coordinator
- TA: Test Administrator (or teacher)
- ITC: Information Technology Coordinator
- RAO: Report Access Only

Key differences between Summative (MSSA and ASR) and Interim/Formative (iMSSA)

Summative	Formative/Interim
STC/DTC manage testing	Teachers can manage testing using TA account
Students must use kiosk to access test	Students can access tests using a web browser or kiosk
Students cannot test from home	Students can test from home
State Pre-ID is loaded into portal	DTCs must upload Pre-IDs into portal
Session Access Codes and Proctor Passwords are used	Session Access Codes and Proctor Passwords are NOT used
ASL, Spanish tests and TTS available	No ASL, limited Spanish tests and TTS
Machine or professionally scored tests with later reporting	Interim: next day or near real-time results Formative: Custom tests, teacher scoring and next day or near real-time results

New for 2020-2021:

- Educator reports for all assessments
- Parent website for Interim and Summative Parent Reports

Spring 2020 Math, ELA, and Science Test Milestones

Test Preparation Key Dates	
Portal Opens, user accounts can be updated	13 July 2020
Pre-ID Upload window (2 hour processing, 7am-5pm)	27 July 2020 to 14 Aug 2020
Extended Pre-ID Upload window (5 hour processing, 7am-5pm)	17 Aug 2020 to 30 Sep 2020
Pre-ID upload window 2	9 Nov 2020 to 3 Dec 2020
Spring Kiosks Available to download	TBD, January 2021
State Pre-ID Upload	TBD
Pre-ID Window 3	TBD

Beginning of Year Interim Key Dates	
Beginning of Year Interim Window	17 Aug – 23 Oct 2020
Beginning of Year Interim Parent Reports Released	30 Oct 2020
Middle of Year Interim Key Dates	
Middle of Year Interim Window	7 Dec 2020 – 15 Jan 2021
Middle of Year Interim Parent Reports Released	22 Jan 2021
Formative (Fall 2020)	
Summative (MSSA, ASR, SLA) Key Dates	
Tests Ready to Schedule	22 March 2021
Summative Window	29 March – 7 May 2021
End of Year Interim Key Dates	
Middle of Year Interim Window	3 May – 28 May 2021
Middle of Year Interim Parent Reports Released	4 Jun 2021



Once a student is in the Portal, they can be used for all subsequent assessment windows.



New Mexico Assessments Portal:

Online Test Administration System



New Mexico Assessments Student Test Interface:

Student Test Delivery System





New Mexico Assessments Portal:

Online Test Administration System

<https://newmexico.measuredprogress.org/>

- Manage user account
- Add and update student (DTC/STC only)
- View student rosters
- Create classes
- Schedule classes for a test
- Print student log-in tickets
- Monitor student testing
- View reports

Fall 2020 ▶▶

- For Formative:
- Create tests
- Score human scored items

[See online video tutorials for demonstrations!](#)



New Mexico Assessments Student Test Interface:

Student Test Delivery System

Two ways to access this:

1. Web browser:

<https://newmexico.measuredprogress.org/student>

- ***Interim and Formative only!***
- See NMPED Assessments Technology Guidelines 2020-2021

Test from school



Test from home



2. New Mexico Public Education Department Assessments **Kiosk**

- ***Required*** for summative
- ***Optional*** for interim and formative
- Use Spring 2020 Kiosk Aug 2020 – January 2021
- New Kiosk for Spring 2021 will be required after January 2021
- Kiosk is more secure but must be downloaded and installed onto student test device

Test Preparation Process



- TA**
1. Get account



- DTC/STC**
1. Add/edit/transfer students
 2. Assign accessibility features and accommodations



- TA/STC**
1. Make classes
 2. Schedule classes for test
 3. Print/distribute log-in tickets

Students



1. Launch web browser (or kiosk)
2. Log-in and test

Test from school



Test from home



After testing...



1. If needed, add test report codes and invalidate tests

Next day



1. View Reports



New Mexico Assessments Portal

Online Test Administration System



Orientation and New Features





User Accounts

- Portal Opened 13 July, 2020
- New DTC: account will be created by Cognia & credentials e-mailed to you
- Already have a user account? Continue to use it!
- Not a DTC, don't have an account?
 - Teachers can request account through the Cognia Help and Support site or contact their STC to have an account created
 - Usernames must be unique
 - Your email address controls the account
 - New users will receive two automated emails, one with username and one with temporary password from nmtechsupport@cognia.org
- ***When an account is reactivated or deactivated, the user will receive an e-mail.***
- ***Portal will remain open all year***

User Accounts



Access	DTC	STC (for orgs assigned)	TA (Teacher) (for orgs assigned)	RAO 
Roster Management (Pre-ID Upload, student transfer or un-enrollment)	Yes	Limited	No	No
Edit Student Demographics	Yes	Yes	No	No
Edit Student Accommodations	Yes	Yes	No	No
Create/Edit Classes	Yes	Yes	Yes (I & F), No (S) for assigned classes	No
 Delete Classes	Yes	Yes	Yes (I & F), No (S) for assigned classes	No
Schedule Test Sessions	Yes	Yes	Yes (I & F), No (S) for assigned classes	No
Access Test Sessions	Yes	Yes	Yes (I & F), No (S) for assigned classes	No
Add Test Report Code & Invalidate Test Session	Yes	Yes	Yes (I & F), No (S) for assigned classes	No
View Reports	Yes	Yes	Yes (for their class)	Yes

Portal Log-in



Portal url: <https://newmexico.measuredprogress.org/>

NEW!

Welcome!

Important notices to the field will be displayed here!



Log In

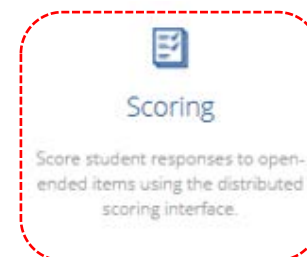
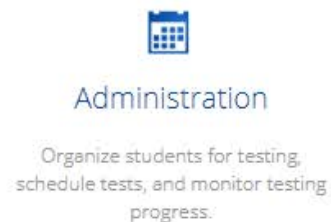
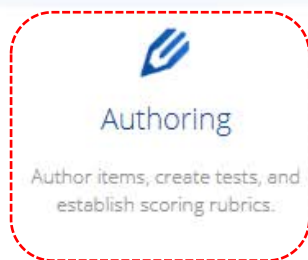
eMetric

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User Accounts and Access



Landing Page



Available with Formative in Fall 2020


Portal url: <https://newmexico.measuredprogress.org/>

Cognia Help and Support Site: <https://newmexico.onlinehelp.cognia.org/>

User Accounts and Access



Admin Page

HomeStudentsClassesTest Sessions

Steven Adler | Help & Support | Logout

Home

Welcome to the New Mexico Public Education Department Assessments Administration portal. This site provides access to student information and test session details.

[Click here](#) for access to downloadable PDFs of formative item sets.

If you need assistance utilizing this site, please contact Cognia support at nmtechsupport@cognia.org or by calling toll-free (877) 676-6722.

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Classes

- Groups of one or more students who will take a test
 - Create classes by grade and subject
 - (Grade 3 Math, Grade 3 ELA, Grade 4 Math, Grade 4 ELA, etc...)
 - Classes can be deleted if no one in the class has logged into a test
 - Separate class needed for English and Spanish Testers
 - Students can be assigned to more than one class
 - If any student needs to retake the test, you must create a new class and assign that class to the test
 - Reporting interface allows you to view data by class name, keep this in mind as you create classes in iTester to ensure the grouping of students in iTester classes will be reported in a logical manner

Classes



Home Students **Classes** Test Sessions

Steven Adler Help & Support Logout

Mathematics Classes for Steven Adler

1 Cyber Mesa Elementary school (Cyber Mesa District) 2 Mathematics

3 Create Grade Level Class 4 Upload Grade Level Class

Class	Teacher	Grade	Student Count	5
Adler, Steven-English-(Grade -5)	Adler, Steven	5	5	View Edit Delete
Adler, Steven-Makeup English-(Grade -5)	Adler, Steven	5	2	View Edit Delete
Adler, Steven-Spanish-(Grade -5)	Adler, Steven	5	2	View Edit Delete

Showing 1 - 3 of 3



Classes

- Limit of 90 students per class

Home Site Readiness Students Enrollment Transfer **Classes** Test Sessions Pre-ID Management Dashboard Materials Management Admin eMetric Help & Support Logout

Add New Science Class in Cyber Falls Sch1

Class Information

1 Class Name:

2 Teacher: Grade:
Choose a Teacher Choose a Grade

Search for Students

Grade: Class:
Choose a Grade Choose a Class

☒ Show only students that are not assigned to a class

Showing students in : Cyber Falls Sch1
Last Name, First Name (State Student ID)

3 Sort By: State Student...

Students in : 24/30

4 Save Cancel

Students in : 24/30

One, Student (100000001)
Two, Student (100000002)
Three, Student (100000003)
Six, Student (100000006)
Seven, Student (100000007)
Nine, Student (100000009)
Seventeen, Student (100000017)
Nineteen, Student (100000019)
Twenty, Student (100000020)
Twentyone, Student (100000021)

Use this to prevent adding students to more than one class

Shows number of students in class

[See online video tutorials for demonstrations!](#)



Classes

- Use Class Upload to save time and stay organized
- Upload separate file for each grade and subject
- Note: you cannot use Class Upload while the test window is open

The screenshot shows the top of the NMPED website. On the left is the NMPED logo. To its right is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes (highlighted with a mouse cursor), Test Sessions, Pre-ID Management, Dashboard, Admin eMetric, Help & Support, and Logout. Below the navigation bar is a sub-header that reads "Upload Classes to Cyber City Sch1".

This is a form titled "Select a grade and a file to be uploaded". It contains a "Download Template" button with a green icon. Below that is a "Grade:" dropdown menu with "3" selected. At the bottom are two buttons: "Choose File" and "No file chosen".

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Students

- DTC/STC must add students, unenroll students, and transfer students
- Check students
 - STC can change demographic data
 - Download roster by selecting “Export Roster” under the “Exports” drop down
- Check accommodations
 - STC or DTC can add or remove accommodations
 - Accommodations applied to the student will be applied to any assessment the student takes unless the accommodation is removed before they log into the assessment

Students



Home Students Classes Test Sessions

Steven Adler Help & Support Logout

Students in Cyber Mesa Elementary school

Cyber Mesa Elementary school (Cyber Mesa District)

Choose a Subject

Exports

Last Name	First Name	Middle Initial	State Student ID	Tested Grade	1	2
Five	Demo		900000005	5	View Classes	Enrollment Info View
Four	Demo		900000004	5	View Classes	Enrollment Info View
One	Demo		900000001	5	View Classes	Enrollment Info View
Three	Demo		900000003	5	View Classes	Enrollment Info View
Two	Demo		900000002	5	View Classes	Enrollment Info View

Showing 1 - 5 of 5

[See online video tutorials for demonstrations!](#)

Students

- Student Information Tab



Student Information	Accommodations
State Student ID: *	900000005
NASIS ID (BIE only):	
First Name: *	Demo
Middle Initial:	
Last Name: *	Five
Gender: *	Unspecified x v
Date of Birth: *	01/05/2010
Tested Grade: *	5 x v
Hispanic: *	Yes of Hispanic or Lati... x v
Race: *	Asian x v
EL Status:	Choose a value v
Bilingual Education:	No v
Special Education:	No v
Migrant:	No v
Economically Disadvantaged (district use only):	No v
Gifted:	No v
504 Plan:	No v
Title 1:	No v
New Arrival:	No v
Homeless:	No v
Foster Care:	No v
Military:	No v
ELA Test Mode:	Online Only v
SLA Test Mode:	Online Only v
MAT Test Mode:	Online Only v
SCI Test Mode:	Online Only v
Years In USA Schools: *	Unknown x v
Home School Status:	No v
Not Full Academic Year BIE:	Full Academic Year v



Test Sessions

Preparing for and monitoring testing

- Schedule a test session (assign class to test)
 - Select program, subject, and then test
 - Check test name for language and grade
 - For iMSSA, Spanish test is only available for Math
 - Students who will take Spanish test must be scheduled separately
 - Go to the test session details page to:
 - Review students in the test session
 - Check student forms (TTS)
 - Print test tickets with students' usernames and passwords
 - Ensure student has accessibility and accommodations listed on test ticket
 - Monitor test sessions, download test session information
 - Students do not have to test at the same time
 - Log-ins can be used at anytime during the test window as long as the student has not turned in the test



Test Sessions

Home Students Classes Test Sessions Steven Adler Help & Support Logout

Displaying test sessions for G5 Demo Math Test English in Cyber Mesa Elementary school

1 Cyber Mesa Elementary school (Cyber Mesa District) 2 Mathematics 4 Schedule New Test Session

iMSSA Interim Assessment 3 G5 Demo Math Test English

Filter by testing status

5 All


School	Class	Testing Status	Created Date	Created By	
Cyber Mesa Elementary school	Adler, Steven-English-(Grade -5)	In Progress	7/12/2020 1:05:52 PM	Steven Adler	View Details/Student Logins Delete

Showing 1 - 1 of 1

*Created date is in Mountain Standard Time.



Test Sessions

 [Home](#) [Students](#) [Classes](#) [Test Sessions](#)

Steven Adler [Help & Support](#) [Logout](#)

Schedule Test Session

2 forms selected for scheduling 1 class.

1

Content Area: Program:

Test:

Search for Classes

2

Classes:

- Adler, Steven-Makeup English-(Grade -5)
- Adler, Steven-Spanish-(Grade -5)
- Adler, Steven-English-(Grade -5)

3

Start Date: End Date: Time Zone:

4

Test Session Details



Home Students Classes Test Sessions

Steven Adler Help & Support Logout

Test Sessions

District: Cyber Mesa District
Administration: NM Admin
Teacher: Adler, Steven
Class: Adler, Steven-English-(Grade -5)
Test Name: G5 Demo Math Test English
Testing Window: 07/12/2020 to 05/31/2021

Test is in progress. It ends on 05/31/2021. Students may log in and take the test using their username and password shown below.

Back to Test Sessions

Test Tickets Print Options

1 login per page

Print selected logins

Print all logins (5)

Time Student Added

Test Status

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Five	Demo	900000005	2CE79954	Demo Form English TTS	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Four	Demo	900000004	68CE5FD4	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	One	Demo	900000001	A63FA87A	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Three	Demo	900000003	BE86BDFF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Two	Demo	900000002	4FA72AAF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate

Showing 1 - 5 of 5

Login Credentials

Test Sessions

Completing testing



- Check student test status for tests “not started” or “in progress”
 - If test is “not started” or “in progress”, student can log in and finish it anytime during test window if they have log-in information
 - Once test in “Finished”, student cannot log in to test
- When students finish the test, scores will be reported the next day
- For students who cannot complete the test, there are two options:
 1. Remove student from the test session’s class -> cannot login, will not be reported
 2. Enter a test report code -> the test report code will be reported instead of a score
- Students who do not complete the test will be reported at the end of the test window unless they are removed from the test session’s class
- Test invalidation will NOT affect reporting
 - Test invalidation is used as note in test session to indicate a student should be removed from the test sessions class or have test report code assigned for reporting
 - Note: Students can still log into a test regardless of the test invalidation or test report code

Test Session Details



Home Students Classes Test Sessions

Steven Adler Help & Support Logout

Test Sessions

District: Cyber Mesa District
Administration: NM Admin
Teacher: Adler, Steven
Class: Adler, Steven-English-(Grade -5)
Test Name: G5 Demo Math Test English
Testing Window: 07/12/2020 to 05/31/2021

School : Cyber Mesa Elementary school
Content Area: Mathematics

Displaying codes for Student OneEightynine in QABot ASR G11 EN

Test Report Codes (Clear)

- ☐ Withdrew Before Test Completion (01)
- ☐ Non-Allowed Modification (02)
- ☐ Language Exempt for Reading Only (03)
- ☐ Medical Emergency (04)
- ☐ Parental Refusal (05)
- ☐ Other Non-Completion (06)
- ☐ Test Irregularities (07)
- ☐ Absent (08)

Test is in progress. It ends on 05/31/2021. Students may log in and take the test using the password shown below.

Close

< Back to Test Sessions

1 login per page

Print selected logins

Print all logins (5)

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Five	Demo	900000005	2CE79954	Demo Form English TTS	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
<input type="checkbox"/>	Four	Demo	900000004	68CE5FD4	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
<input type="checkbox"/>	One	Demo	900000001	A63FA87A	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
<input type="checkbox"/>	Three	Demo	900000003	BE86BDFF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
<input type="checkbox"/>	Two	Demo	900000002	4FA72AAF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate

Showing 1 - 5 of 5

Test Report Code

Test Invalidation



Reporting

Test Status	Test Invalidation	Test Report Code	Report Status
Not started	No	No	Will be reported with no score when window closes
Not Started	Yes	Yes	Will be reported with test report code displayed in score column when window closes
Not Started	Yes	No	Will be reported with no score when window closes
Not Started	No	Yes	Will be reported with test report code displayed in score column when window closes
In Progress	No	No	Will be reported <i>with score</i> when window closes
In Progress	Yes	Yes	Will be reported with test report code displayed in score column when window closes
In Progress	Yes	No	Will be reported <i>with score</i> when window closes
In Progress	No	Yes	Will be reported with test report code displayed in score column when window closes
Turned In	No	No	Will be reported <i>with score</i> next day/NRT
Turned In	Yes	Yes	Will be reported with test report code displayed in score column next day/NRT
Turned In	Yes	No	Will be reported <i>with score</i> next day/NRT
Turned In	No	Yes	Will be reported with test report code displayed in score column next day/NRT

- If student is enrolled but not scheduled for a test, they will not appear in the Data Interaction report
- If test report code is added or removed after student is reported in Data Interaction, it will be updated in reporting when test window closes
- If demographics or accommodations are updated after a student is reported in Data Interaction, they will be updated in reporting when test window closes

<input type="checkbox"/>	Last Name 🔍	First Name 🔍	Username 🔍	Password 🔍	Form Name 🔍	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Seventythree	Student	999990073	6296285D	Math Gr3 Form 1	08/12/2020 2:17:17 PM	+	Section 1 : Finished (Reactivate)	8/13/2020 9:20:24 AM	8/13/2020 9:21:47 AM	Invalidate
								Section 2 : Finished (Reactivate)	8/13/2020 9:21:51 AM	8/13/2020 9:22:54 AM	Invalidate
<input type="checkbox"/>	Seventyfour	Student	999990074	C4EEFA9F	Math Gr3 Form 1	08/12/2020 2:17:17 PM	+	Section 1 : Finished (Reactivate)	8/13/2020 9:23:41 AM	8/13/2020 9:24:52 AM	Invalidate
								Section 2 : Finished (Reactivate)	8/13/2020 9:24:56 AM	8/13/2020 9:26:04 AM	Invalidate
<input type="checkbox"/>	Seventyfive	Student	999990075	FEDBEEAB	Math Gr3 Form 1	08/12/2020 2:17:17 PM	+	Section 1 : Finished (Reactivate)	8/13/2020 9:26:30 AM	8/13/2020 9:27:09 AM	Invalidate
								Section 2 : Finished (Reactivate)	8/13/2020 9:27:14 AM	8/13/2020 9:27:52 AM	Invalidate
<input type="checkbox"/>	Seventysix	Student	999990076	6FC54ECC	Math Gr3 Form 1	08/12/2020 2:17:17 PM	+	Section 1 : In Progress	8/13/2020 9:28:14 AM		Invalidate
								Section 2 :Not Started			Invalidate
<input type="checkbox"/>	Seventyseven	Student	999990077	D795CB8B	Math Gr3 Form 1	08/12/2020 2:17:17 PM	04	Section 1 : In Progress	8/13/2020 9:29:22 AM		Invalidate
								Section 2 :Not Started			Invalidate
<input type="checkbox"/>	Seventyeight	Student	999990078	4BACED52	Math Gr3 Form 1 Text-to-Speech	08/12/2020 2:17:17 PM	+	Section 1 : Finished (Reactivate)	8/13/2020 9:30:51 AM	8/13/2020 9:31:45 AM	Invalidate
								Section 2 : Finished (Reactivate)	8/13/2020 9:31:50 AM	8/13/2020 9:32:49 AM	Invalidate
<input type="checkbox"/>	Seventynine	Student	999990079	BFA4CDF2	Math Gr3 Form 1 Text-to-Speech	08/12/2020 2:17:17 PM	08	Section 1 :Not Started			Invalidated (Validate)
								Section 2 :Not Started			Invalidated (Validate)

[Back to New Mexico Portal](#)
Student List: iMSSA, Cyber City Sch3, 2020-2021, Beginning, Grade 03

Search: Mathematics Class Name contains 'ReportMath'



Last Name	First Name	State Student ID	Mathematics	
			Scale Score	Achievement Level
Seventythree	Student	999990073	440	On Target
Seventyfour	Student	999990074	365	On Target
Seventyfive	Student	999990075	316	Needs Support
Seventysix	Student	999990076	323	Needs Support
Seventyseven	Student	999990077	Medical Emergency	Medical Emergency
Seventyeight	Student	999990078	379	On Target
Seventynine	Student	999990079	Absent	Absent



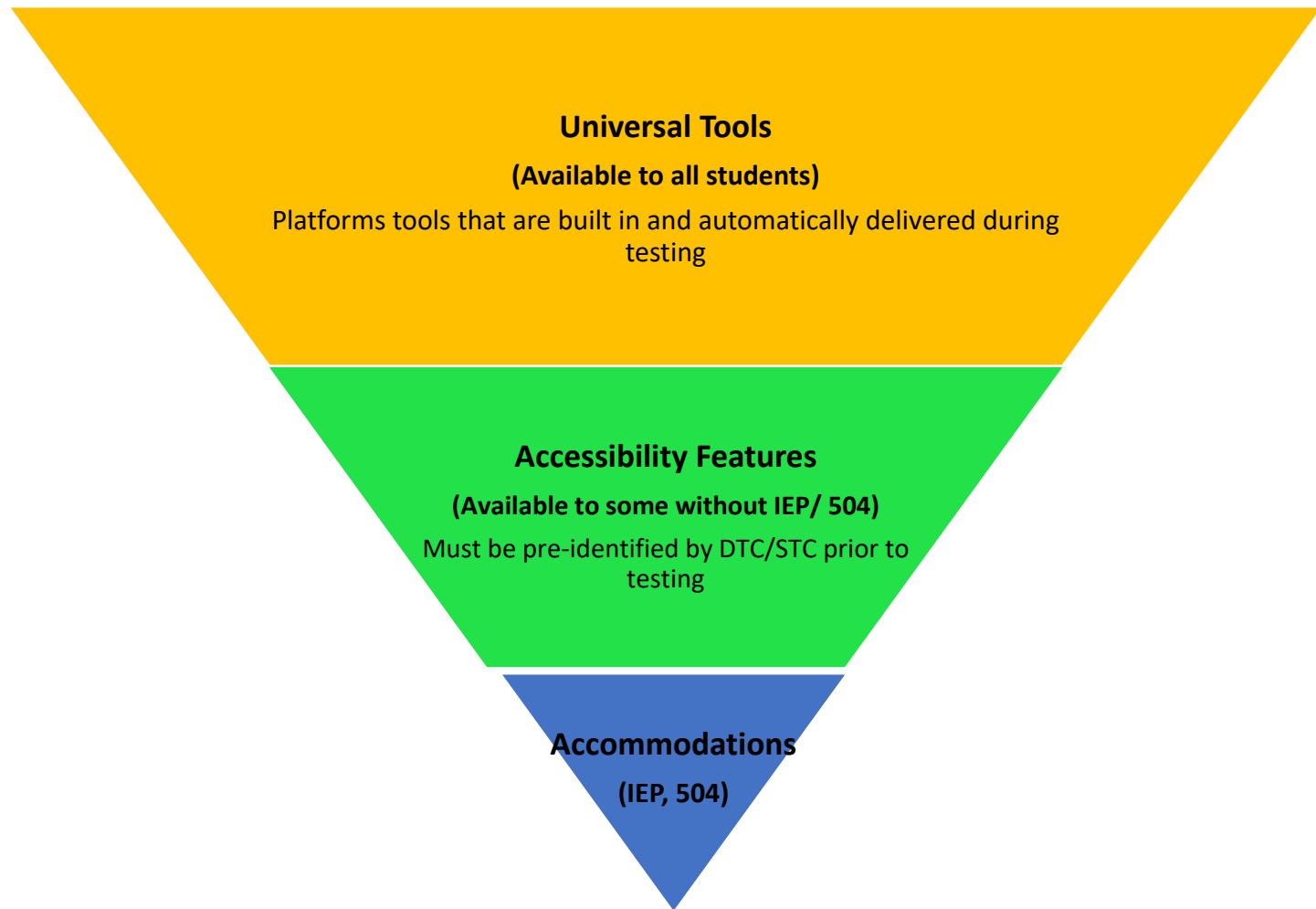
Test Security

- Interim and Formative are lower stakes assessments with less stringent security requirements
- Kiosk is Optional
- Testing from home:
 - Distribute log-ins to students individually
 - Check test sessions details track who has/has not logged in to test
 - If a student does not take a test or does not finish a test and you want to prevent them from logging in to the test in the future:
 1. Remove the student from the **class**

or






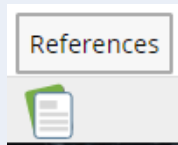
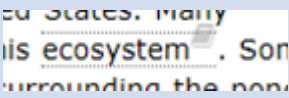
 2. Log in to the student's test and click "Turn-in"; enter test report code if desired

Student Tools, Accommodations and Accessibility Features




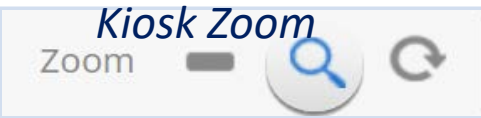

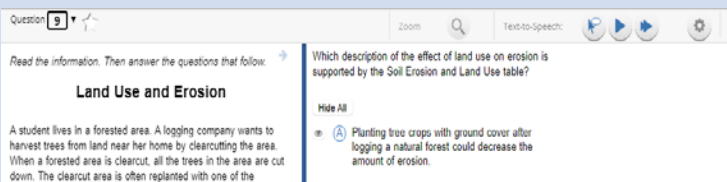
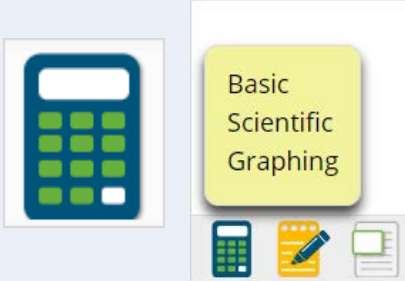

Universal Tools Delivered by Platform



Name	Tool Icon
Sketch Tool <i>(Not available on constructed response items)</i>	
Text Highlighter	
Note Pad	
Line Reader	
Answer Eliminator	
Reference Sheet	
Pop-up Glossary	

Universal Tools Delivered by Platform












Name	Tool Icon
Zoom View (magnifier) 	
Bookmark	
Expand Passage	
Basic Calculator* Scientific Calculator* <i>Texas Instruments Calculators are used on Interim and Summative</i> *Also available as accommodation on non-calculator portions of the Math test	
Writing Tools	






Accessibility Features Delivered by Platform

(Must be pre-identified before testing, but student does not need a legal plan to have accessibility features assigned to them for testing.)

Name	Tool Icon
Reverse Contrast	
Custom Masking	
Color Contrast	
Answer Masking	<div><div>Hide All</div><div>  Planting tree crops with ground cover after logging a natural forest could decrease the amount of erosion.</div></div>
Mathematics Text-to-Speech English Mathematics Text-to-Speech Spanish	<div>Text-to-Speech:    </div>

Accommodations Delivered by Platform



Name	Tool Icon
ELA Text-to-Speech English (SWD, 504, EL)	 <p><i>Not available on Interim and Formative</i></p>
Allow Accessibility Mode Testing	<p>No icon</p> <p><i>Not needed when using Browser</i></p>
Word Prediction (Embedded)	 <p><i>Not needed when using Browser</i></p>
ASL Videos (Math and ELA)	 <p><i>Not available on Interim and Formative</i></p>

Assigning Platform Delivered Accessibility and Accommodations

Ensure the accommodation is available in the assessment!



Student Information Accommodations

Accessibility Features

Delivered by the Test Platform

- ☒ Reverse Contrast ⓘ
- ☐ Custom Masking ⓘ
- ☒ Color Contrast ⓘ
- ☐ Answer Masking ⓘ
- ☒ Mathematics TTS English (Excludes Formative) ⓘ
- ☐ Mathematics TTS Spanish (Excludes Formative) ⓘ
- ☐ Science TTS English (Summative Only) ⓘ
- ☐ Science TTS Spanish (Summative Only) ⓘ

Accommodations

Delivered by the Test Platform

- ☐ SLA TTS Spanish (Summative Only) ⓘ
- ☐ ELA TTS English (Summative Only) ⓘ
- ☐ Allow Accessibility Mode Testing ⓘ
- ☐ ASL Video (Mathematics - Summative Only) ⓘ
- ☐ ASL Video (ELA - Summative Only) ⓘ
- ☐ Basic Calculator on Non-Calculator Sections of Mathematics Test ⓘ
- ☐ Scientific Calculator on Non-Calculator Sections of Mathematics Test ⓘ
- ☐ Word Prediction (Embedded) ⓘ

Accommodations

Delivered Externally

- ☐ Headphones/Noise Buffer ⓘ
- ☐ Mathematics Tools ⓘ
- ☐ Word Prediction ⓘ
- ☐ Speech-to-Text ⓘ
- ☐ Human Signer ⓘ
- ☐ Human Signer for Test Directions ⓘ
- ☐ Braille Notetaker ⓘ
- ☐ Braille Writer ⓘ
- ☐ Refreshable Braille Display with Screen Readers (Summative Math and ELA, Interim Math Only) ⓘ
- ☐ Screen Readers (Summative Math and ELA, Interim Math Only) ⓘ
- ☐ Tactile Graphics (Summative Only) ⓘ
- ☐ Human Reader English (IEP, 504, EL) ⓘ
- ☐ Human Reader Spanish (IEP, 504 - Excludes Formative) ⓘ
- ☐ Read Aloud to Self ⓘ
- ☐ Human Scribe ⓘ
- ☐ Assistive Technology Device Presentation ⓘ
- ☐ Assistive Technology Device Responses ⓘ

Accommodations for English Learners(EL)

Delivered by the Test Platform

- ☐ Spanish Language Version (Summative Math, Science and Language Arts and Interim Math Only) ⓘ

Accommodations for English Learners(EL)

Delivered Externally

- ☐ Picture Dictionary ⓘ
- ☐ Directions in Native Language ⓘ
- ☐ Commercial Word-To-Word Dictionary ⓘ
- ☐ Customized Dual Language Glossary ⓘ
- ☐ Pocket Word-To-Word Translator ⓘ

Assigning Accessibility and Accommodations: Spanish Testers



Student Information Accommodations

Accessibility Features

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- ☐ Custom Masking ⓘ
- ☒ Color Contrast ⓘ
- ☐ Answer Masking ⓘ
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- ☒ Mathematics TTS Spanish (Excludes Formative) ⓘ
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- ☐ Science TTS Spanish (Summative Only) ⓘ

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- ☐ Basic Calculator on Non-Calculator Sections of Mathematics Test ⓘ
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- ☐ Pocket Word-To-Word Translator ⓘ

Place the student in a class with Spanish testers and assign class to Spanish Version of Test!

[See online video tutorials for demonstrations!](#)

Assigning Accessibility and Accommodations: Screen Reader



Student Information

Accommodations

Accessibility Features

Delivered by the Test Platform

- ☒ Reverse Contrast ⓘ
- ☐ Custom Masking ⓘ
- ☒ Color Contrast ⓘ
- ☐ Answer Masking ⓘ
- ☒ Mathematics TTS English (Excludes Formative) ⓘ
- ☐ Mathematics TTS Spanish (Excludes Formative) ⓘ
- ☐ Science TTS English (Summative Only) ⓘ
- ☐ Science TTS Spanish (Summative Only) ⓘ

Accommodations

Delivered by the Test Platform

- ☐ SLA TTS Spanish (Summative Only) ⓘ
- ☐ ELA TTS English (Summative Only) ⓘ
- ☐ Allow Accessibility Mode Testing ⓘ
- ☐ ASL Video (Mathematics - Summative Only) ⓘ
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- ☐ Scientific Calculator on Non-Calculator Sections of Mathematics Test ⓘ
- ☐ Word Prediction (Embedded) ⓘ

Accommodations

Delivered Externally

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- ☐ Mathematics Tools ⓘ
- ☐ Word Prediction ⓘ
- ☐ Speech-to-Text ⓘ
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- ☐ Commercial Word-To-Word Dictionary ⓘ
- ☐ Customized Dual Language Glossary ⓘ
- ☐ Pocket Word-To-Word Translator ⓘ

Screen reader can be used with test platform (screen reader/braille display on external device not needed)

See: *NMPED Assessments Testing with Third Party Assistive Technology 2020-2021* for more information

Assigning Accessibility and Accommodations: Other third party/external tools



Student Information Accommodations

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Delivered by the Test Platform

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- ☐ Custom Masking ⓘ
- ☒ Color Contrast ⓘ
- ☐ Answer Masking ⓘ
- ☒ Mathematics TTS English (Excludes Formative) ⓘ
- ☐ Mathematics TTS Spanish (Excludes Formative) ⓘ
- ☐ Science TTS English (Summative Only) ⓘ
- ☐ Science TTS Spanish (Summative Only) ⓘ

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- ☐ Mathematics Tools ⓘ
- ☐ Word Prediction ⓘ
- ☐ Speech-to-Text ⓘ
- ☐ Human Signer ⓘ
- ☐ Human Signer for Test Directions ⓘ
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- ☐ Customized Dual Language Glossary ⓘ
- ☐ Pocket Word-To-Word Translator ⓘ

Browser testing: use third party software as you normally would

Kiosk testing: use “Allow Accessibility Mode” (Windows only) with third party software or use external device and transcribe

*Word prediction available on Chrome

See: *NMPED Assessments Testing with Third Party Assistive Technology 2020-2021* for more information

Assigning Platform Delivered Accessibility and Accommodations



Teacher Name: One, School
Class Name: One, School-QABot ASR G11 EN-(Grade -HS)
Test Name: QABot NM-ASR Full Practice G11-English
Testing Window: 12/20/19 to 12/27/19

Student Name	Date of Birth	Username	Password	Accommodations
OneNineteight, Student E	4/24/99	100000198	4DAEB4F3	Text-To-Speech English (SWD, 504, EL)
OneNineteen, Student	4/23/99	100000197	85762DFC	Reverse Contrast, Custom Masking, Color Contrast, Picture Dictionary, Human Signer

Test Session Details



Home Students Classes Test Sessions

Steven Adler Help & Support Logout

Test Sessions

District: Cyber Mesa District
Administration: NM Admin
Teacher: Adler, Steven
Class: Adler, Steven-English-(Grade -5)
Test Name: G5 Demo Math Test English
Testing Window: 07/12/2020 to 05/31/2021

Test is in progress. It ends on 05/31/2021. Students may log in and take the test using their username and password shown below.

« Back to Test Sessions

1 login per page

Print selected logins

Print all logins (5)

Form Name

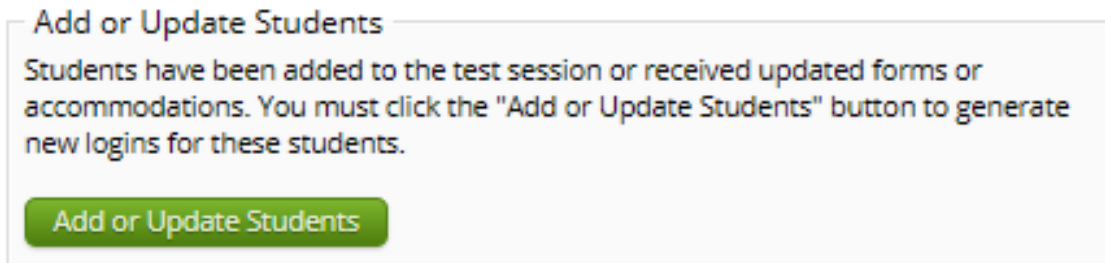
<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Five	Demo	900000005	2CE79954	Demo Form English TTS	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Four	Demo	900000004	68CE5FD4	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	One	Demo	900000001	A63FA87A	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Three	Demo	900000003	BE86BDFF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Two	Demo	900000002	4FA72AAF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate

Showing 1 - 5 of 5



Special Situations (TTS)

- The student test interface uses the default voice set on the student's workstation.
 - See *Kiosk Installation Guide* for specific steps on how to change the default voice.
- Assign all student text-to-speech accommodations PRIOR to student logging into tests.
 - If you must add accommodation after student is scheduled but before they log in, click on *Add or Update Students test Logins* button after TTS has been added:



- If student logs in and realizes they do not have TTS, you must assign accommodation and then place them in new/different class

Special Situations (Spanish Tests)



- Create separate class for Spanish test
- Schedule Spanish class for Spanish test
- Ensure Student changes Kiosk to Spanish version before they log-in
- Spanish TTS Accommodation
 - [Ensure Spanish TTS is selected](#)
 - Browser testing: Must be on Windows, Mac or Chromebook
 - Browser testing: Use Chrome browser (Edge is inconsistent, Firefox does not support Spanish)

Available on Interim Math Only!

Switch between English and Spanish Kiosk

NEW MEXICO
Public Education Department
Summative Assessments

INICIO DE LA SESIÓN PARA
ESTUDIANTES

Nombre de usuario

Contraseña

Iniciar sesión

Español

Salir

Acceder la prueba de práctica

Derechos de autor © 2019 eMetric LLC
Carrier: 3.13.7.1 #ad6c350 #917
Shell: v3.13.8.2 #8c948d84 rel
[clear cache](#)

See *NMPED Assessments Technical Guide for Spanish Language Support 2020-2021* for more information



Reporting (Data Interaction)

- Interim, Formative and Summative will all be reported in same site.
- Beginning of Year Interim: Processed over night (available next day)
- Future Enhancement: Interim/Formative processed after testing ends (time TBD)
- DTCs can view iMSSA reports for districts and schools
- STCs can view iMSSA reports for schools
- TAs can view iMSSA reports for students in the classes



Reporting (Data Interaction)

- Reports available:
 - Individual Student Report
 - Student List
 - Achievement Summary
- Customizable, downloadable and printable reports
- Student Search
- Display, filter, sort:
 - demographic information
 - platform-delivered accommodations
 - score data
- Save reports and recent reports
- Perform Data Analytics on Score Variables
 - Summary
 - Distribution
 - Cross-Tab
 - Scatter Plot

Reporting (Data Interaction)



Demo



iMSSA Reporting (Parent Report)

- Interim reports available 1 week after close of window
- Access at url: nmparentportal.emetric.net
- Accessible on desktop and mobile device
- Spanish version available
- Account establishment: account is created using student state ID and student date of birth
- Interim Reports will provide:
 - student score and achievement level
 - growth (if student has taken previous assessment)
 - state, district and school score comparison
 - reporting category achievement levels



New Mexico Assessments

Student Test Delivery System



Orientation and New Features



Logging in to a Test

1. Launch web browser (or Kiosk)
2. Navigate to <https://newmexico.measuredprogress.org/student>
3. Login using the username and password from the student test ticket

NEW MEXICO
Public Education Department
Summative Assessments

STUDENT SIGN IN

Username

Password

Sign In

Copyright © 2019 eMetric LLC
Carrier: 3.13.7.1 #ad6c350 #917
Shell: v3.13.8.2 #8c948d84 rel
clear cache

English ▼

Access the Practice Test

Exit

Test from school
or
Test from home



Smith, Hayden R
DOB: 2/2/2001
Multi-Subject Sample Test

Username: 2017011301


Password: c8fbеbbа



Logging in to a Test

Options

Text-to-Speech

Volume:100 

Speed Slow Normal Fast

Reverse Contrast

Default Inverted

Color Contrast

Default Classic Ruby Chalkboard Nocturnal Aquiline

Eccentric Azure Haunted Celestial Antique Creamy

Custom Masking

Enabled


Answer Masking

Enabled

Continue



Logging in to a Test



QA Fall 2018 Retest English

Session 1 **Directions**

Read each question carefully. For each multiple-choice question, decide which is the best answer. Select your answer on your screen. For each question that asks you to type your answer, type or draw your answer in the space provided on your screen. Only answers and work inside the answer boxes will be scored.

Continue

Exit

Test Navigation



Question **5** ☆

Zoom 🔍

Text-to-Speech: 🔄 ▶ ⏸ ⏪ ⚙

●

Read the information. Then answer the questions that follow. ➔

Investigating Gas Production

In class, a teacher demonstrates a chemical reaction by mixing vinegar and baking soda to produce bubbles of gas. Eliana wonders whether mixing other substances could also produce a gas. She decides to test different combinations of sugar, water, vinegar, and baking soda.

Some properties of these substances are shown in the table.

Properties of Substances

Substance	Color	Solid or Liquid	Attracted to a Magnet	Conducts Electricity
Sugar	White	Solid	No	No
Water	Clear	Liquid	No	Yes
Vinegar	Clear	Liquid	No	Yes
Baking soda	White	Solid	No	No

Investigation 1
Eliana mixes a small amount of each liquid and solid in a bowl and observes whether bubbles of gas are produced. Her observations are shown in the table.

Investigation 1 Observations

Liquid Used	Solid Used	Gas Produced
Water	Sugar	No
Water	Baking soda	No
Vinegar	Sugar	No
Vinegar	Baking soda	Yes

This question has two parts. Be sure to answer both parts of the question.

Part a
Based on the properties in the table, how can Eliana tell whether a substance is water or sugar?

Hide All

- ☐ ~~A The substance is sugar if the substance is a solid and conducts electricity.~~
- ☒ **B The substance is sugar if the substance is clear and is not attracted to a magnet.**
- ☐ ~~C The substance is water if the substance is white and does not conduct electricity.~~
- ☐ ~~D The substance is water if the substance is liquid and is not attracted to a magnet.~~

Part b
Based on the observations from investigation 1, how can Eliana tell whether a substance is water or vinegar?

Hide All

- ☐ ~~A The substance is water if gas is produced after sugar is added.~~
- ☐ ~~B The substance is vinegar if gas is produced after sugar is added.~~
- ☐ ~~C The substance is water if gas is produced after baking soda is added.~~
- ☐ ~~D The substance is vinegar if gas is produced after baking soda is added.~~

abc ✖ 🔍 🗑 📌 📝 📄

Clear Pause/Exit Back Next Finish

Test Navigation



Question **A** ▼ ☆

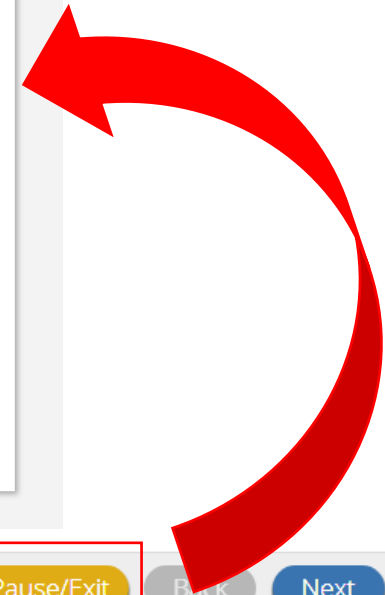
Do you want to pause your test or exit your test?

Pause the test to temporarily log out. Exit the test to log out and close the testing application.

Pause Test

Exit Test

Cancel



Clear

Pause/Exit

Back

Next

Finish



Test Navigation

Your test is **paused**.

To resume testing, enter your password and click the Resume button. To exit the test and close the testing application, click the Exit button. When the timer reaches 00:00, your test will exit on its own.

19:56

Password

Resume


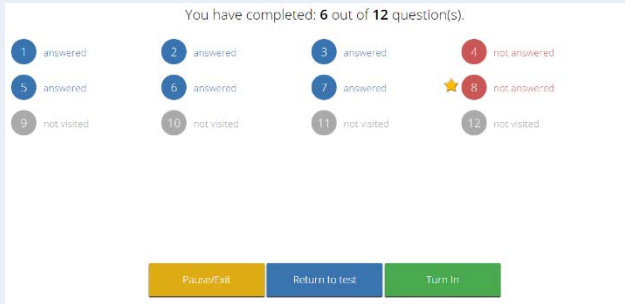
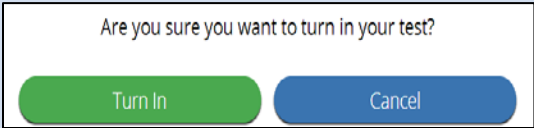

Exit Test



Pause and inactivity
timeout is 60 min



Test Turn-In

Steps	Button to Click
On the last item, students click Finish .	
On the test review screen, students click Turn In .	
Below the confirmation question, students click Turn In .	
Student returns to test section selection page and may select the next section or click Exit to exit the kiosk.	



Site Technology Preparation



Test Device Requirements

- **Browser (RECOMMENDED)**
 - Available on Chrome, Safari, Firefox, and Microsoft Edge
- **Windows and Mac Kiosk (Optional)**
 - Available to download in Portal
- **iPad and Chromebook Applications**
 - Download directly from App Stores
 - Download “iTester” iPad app and select state on 1st log-in



Use Spring 2020 “NM PED Summative Assessments” Kiosk!



System Requirements

Updated!

System Requirements – All Hardware

Connectivity	Must be able to connect to the internet via wired or wireless networks
Screen Size	9.7” screen size or larger/ “10-inch class” tablets or larger
Screen Resolution	1024 X 768
Browsers	Chrome™ 85 or newer Firefox® 79 or newer Safari® 13.6 or newer Microsoft Edge™ 84 or newer
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation

IE support has been dropped!

Updated August 28th, 2020. Check the Cognia help and support site for more recent updates.



Updated!



Desktop and Laptop Specific Requirements

CPU	1.3 GHz
Memory	2 GB (4GB strongly recommended)
Input Device	Keyboard – wired or wireless/Bluetooth® mouse or touchpad
Windows® operating system	Windows 8.1, 10 (32-bit and 64-bit)
Mac OS® operating system	10.13 – 10.15 (64-bit only)

Tablet/Netbook/2-in-1 Specific Requirements

iPad®	12.4, 13.1 – 13.6
Chromebook™ notebook computer	Chrome OS™ 74 – 84
Windows-based tablets/netbooks/2-in-1	Windows 10 (32-bit and 64-bit) (Windows 10S is not supported)

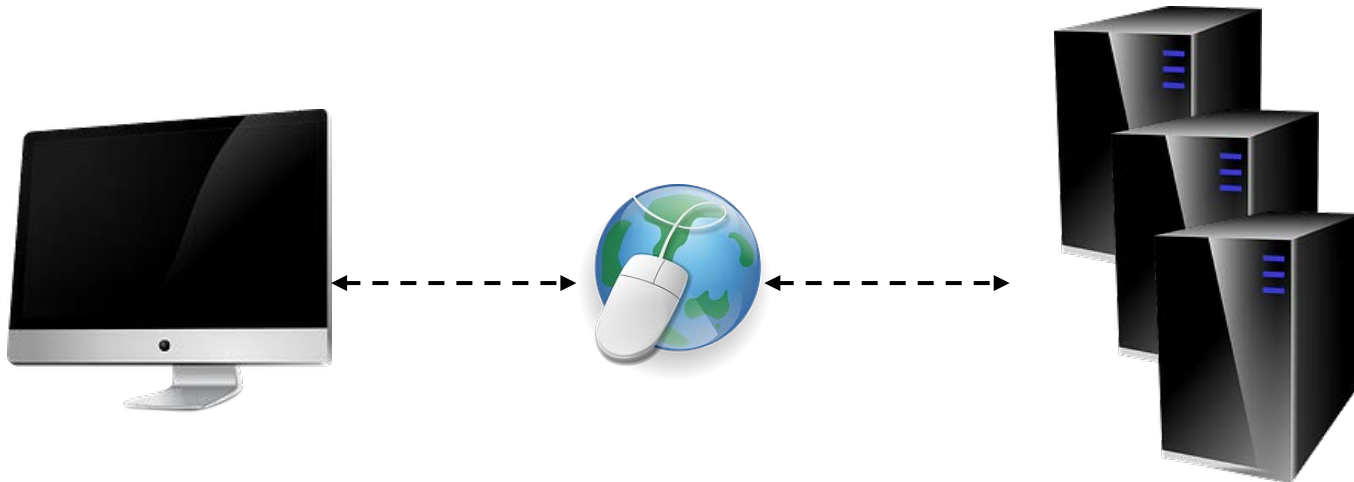


Updated August 28th, 2020. Check the Cognia help and support site for more recent updates.



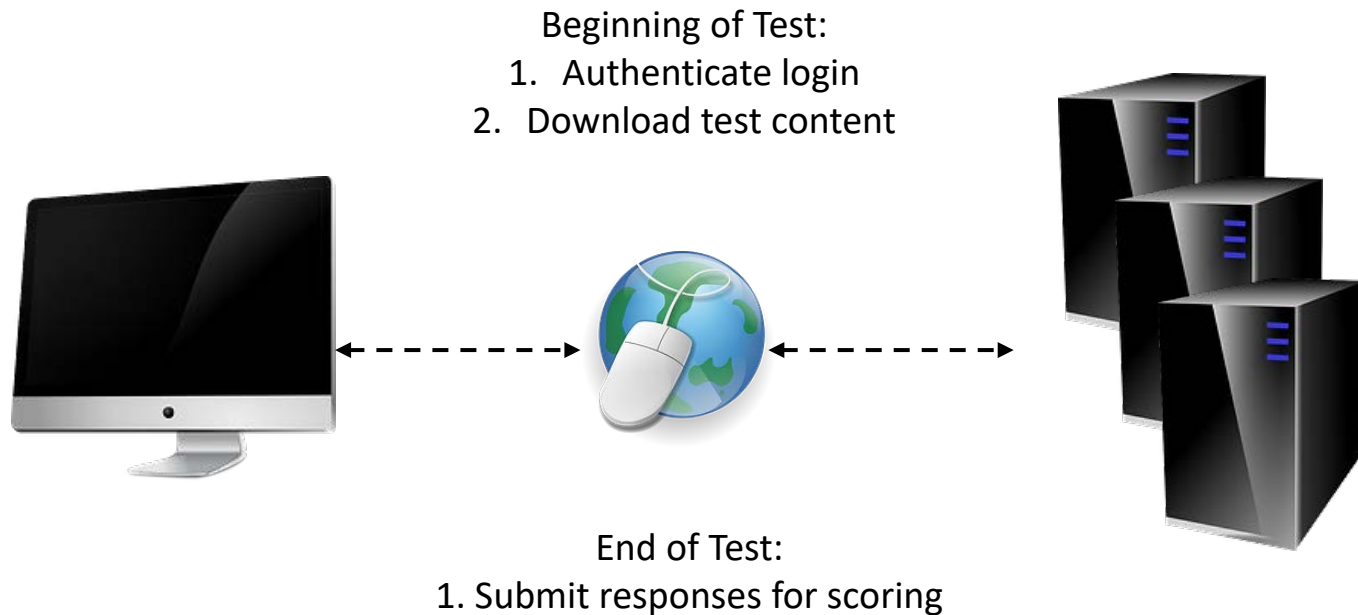
Browser Testing Requirements

- Do not use browser in private or incognito mode
- Do not delete browsing history or browser cache!





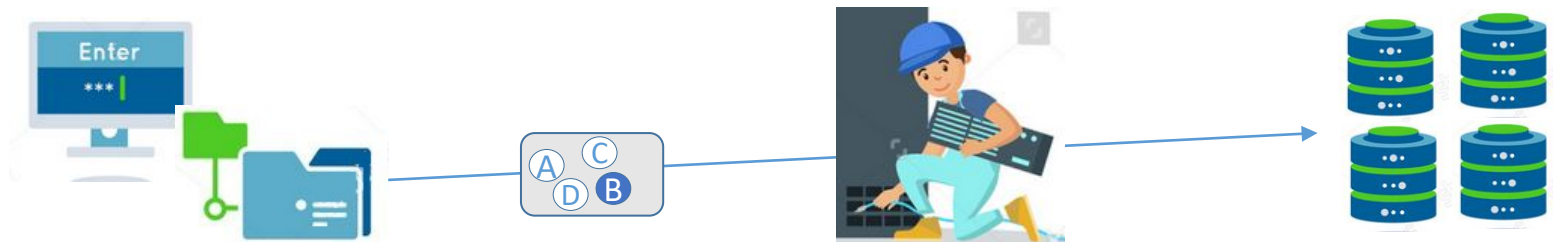
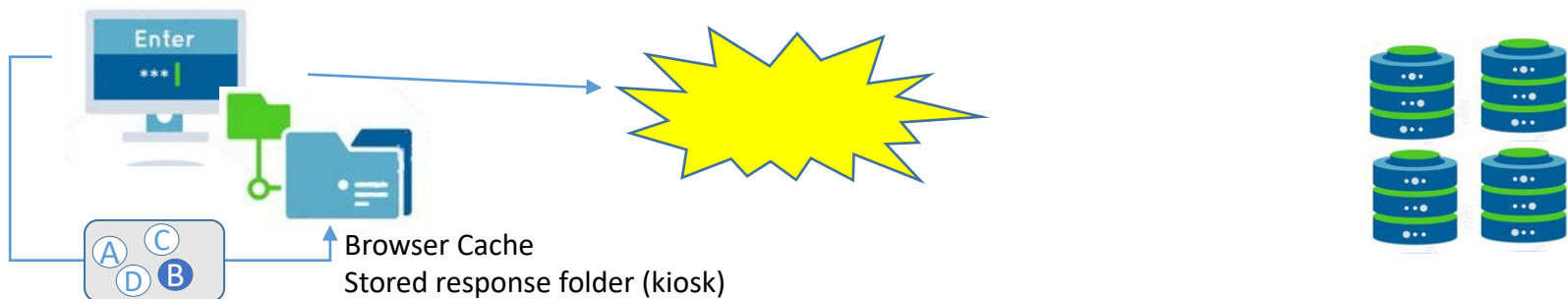
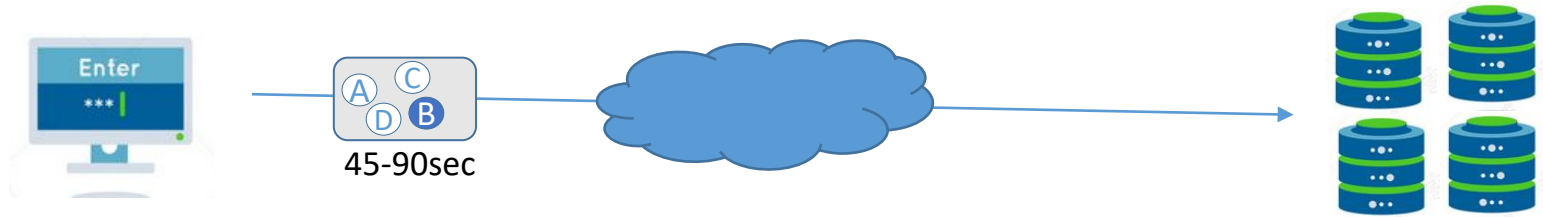
Browser/Kiosk Testing Requirements



What happens if a student loses network connection in the middle of a test?



Saving Responses

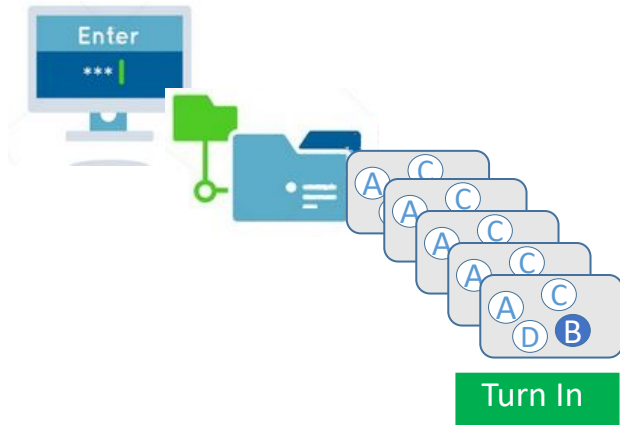


What if a student finishes a test but has no network connection?



Please raise your hand and notify your proctor.

A connection to the network could not be established. Your test has been saved offline.



Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button.

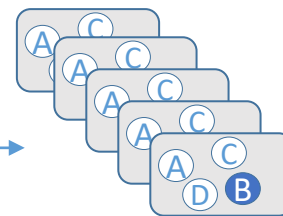
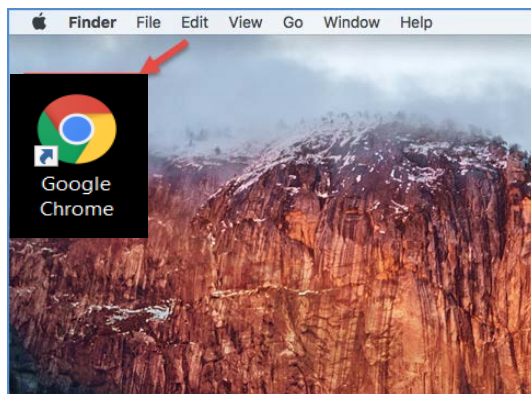
Send Responses

Do not move the student to a different device.

If you have any questions, please contact technical support immediately.

I have read this statement and understand that I must follow these directions or the student's responses may not be sent to the server and scored.

Accept and Exit Test





Saving Responses

Loss of Network Connectivity Procedure Summary

- If a student loses network connectivity in the middle of a test:
 - Keep testing on that device
 - Test content and responses are stored in the browser cache
 - Do not close browser or pause/exit test!
 - Responses will be sent when network is restored
- If student finishes and is ready to turn in test prior to network being restored:
 - Allow student to turn in test
 - Student will see offline message, acknowledge offline message and exit
 - Student will be taken back to login page
 - Restore network
 - Return to same workstation and relaunch browser
 - (student can log-in to confirm session is done (session button will be greyed out))
- If you are unsure of the status of the student responses, call the help desk



Testing From Home

- Student test device/browser should meet the published technology requirements
- Students and parents need to understand accommodations requirements and limitations
- Testing in the school with a Kiosk may be preferable in some situations (accommodations, security concerns)
- In the event of a technology/test issue, student's school is first point of contact
- Student/Parent will need:
 - log-in ticket/information (username/password)
 - Testing interface url <https://newmexico.measuredprogress.org/student>
 - access to relevant user guides/Cognia Help and Support site
- The test window is Mon-Fri 7am – 9pm
- Once student has log in credentials, they can log in to the test anytime within that window unless they finish the test or are removed from the class



Practice Test Options

1. Use **internet-based practice test** with **web browser (recommended)**

Best option for:

Practice testing with browser or on devices that do not have a testing kiosk installed

Note: all accommodations *except* allow accessibility mode and screen zoom are available

■ To access the practice test in **web browser**:

1. Launch Browser
2. go to <https://nmpracticetest.measuredprogress.org>
3. Use the drop-down menu to select the practice test and click on “Go” button

2. Use **internet-based practice test** with **student kiosk**

Best option for:

Realistic practice testing in secure kiosk

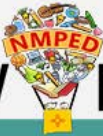
Note: all accommodations are available except allow accessibility mode

■ To access the practice test in **student testing kiosk**:

1. Launch Kiosk
2. Click on the “Access the Practice Test” link
3. Use the drop-down menu to select the practice test and click on “Go” button

Practice Test





NEW MEXICO


Public Education Department Summative Assessments

STUDENT SIGN IN

Username

Password

Sign In

 [Access the Practice Test](#)

Copyright © 2019 eMetric LLC
Carrier: 3.13.7.1 #ad6c350 #917
Shell: v3.13.8.2 #8c948d84 rel
[clear cache](#)

English ▼

Exit



Additional Training Resources

- Help Guides

Name	Availability
NMPED Assessments Portal User Guide 2020-2021	Now
NMPED Assessments Browser Testing User Guide 2020-2021	Now
NMPED Assessments Technology Guidelines 2020-2021	Now
NMPED Assessments Quickstart Scheduling Test Sessions	Now
NMPED Assessments Quickstart Printing Student Log-ins	Now
NMPED Assessments Quickstart Student Interface	Now
NMPED Assessments Quickstart Practice Site	Now
NMPED Assessments Quickstart Testing From Home	Now
NMPED Assessments Kiosk Installation Guide 2020-2021	Now
NMPED Assessments Kiosk User Guide 2020-2021	Now
NMPED Assessments Testing with Third Party Assistive Technology 2020-2021	Fall
NMPED Assessments Technical Guide for Spanish Language Support 2020-2021	Now
NMPED Reporting Guide	Now



Additional Training Resources

- Tutorial videos (<https://newmexico.onlinehelp.cognia.org/cbt-tutorials>)
- Support Desk
 - Call-in Information Sheet
- Additional Training Fall 2020
 - Reporting Platform Demonstration
 - Creating Tests and Scoring Formative Tests
- Portal Practice Site:
 - url: <https://intro.emetric.net/>
 - DTC login: NMADTC/N3wM3xico!
 - STC login: NMASTC/N3wM3xico!
 - TA login: NMATA/N3wM3xico!
 - View various menus and tabs
 - Pre-loaded students and classes
 - Can schedule classes for a test
 - Nightly Clean-up
 - *Not New Mexico-specific*



Remember!

- Ensure browser is not in incognito or private mode when students test
- Ensure Students have TTS form BEFORE they log into test (see *TTS* slide)
- Spanish version of test must be scheduled – accommodation setting is for reporting only (see *Spanish Test* slide & Spanish Testing Guide)

Questions?

New Mexico Interim and Formative Assessments Grades 3-8 Math and ELA DTC/STC



William Kinnison, eMetric
Kaelee Harper, eMetric

Agenda

- Portal Orientation for DTCs and STCs
 - User Accounts
 - Student Roster Management
 - Classes
 - Test Sessions
 - Other Features
- Technical Requirements Overview
- Additional Training Resources
- Reminders

[See online video tutorials for demonstrations!](#)



New Mexico Assessments Portal:

Online Test Administration System



Orientation and New Features for
DTCs and STCs

User Accounts



- ***DTCs and STCs must review all accounts in their organization and deactivate any un-used accounts!***
- ***New account type: Reports Access Only***

User Accounts




Access	DTC	STC (for orgs assigned)	ITC (for orgs assigned)	TA (for orgs assigned)	RAO
Manage Users	Yes	Yes	Yes	View TA	No
Access Site Readiness Links	Yes	Yes	Yes	No	No
Access Proctor Password	Yes	Yes	No	No	No
Access Students	Yes	Yes	No	Limited	No
Access Roster Upload	Yes	No	No	No	No
Access Classes	Yes	Yes	No	Limited	No
Access Test Sessions	Yes	Yes	No	Yes for assigned test sessions	No
Download Test Completion Status	Yes	Yes	No	No	No
Student Enrollment Transfer	Yes*	Yes*	No	No	No
Access Dashboard	Yes	Yes	No	No	No
Reports	Yes	Yes	No	Yes (classes only)	Yes (for assigned orgs)

*DTCs can access all student enrollment transfer functions, STCs have limited permissions

User Accounts and Access



Admin Page



HomeSite ReadinessStudentsEnrollment TransferClassesTest SessionsPre-ID ManagementDashboard

Duff McKagenHelp & SupportLogout

Home

Welcome to the New Mexico Public Education Department Assessments Administration portal. This site provides access to student information and test session details.

Based on device configurations at your facility, you or your IT coordinator need to download and install the appropriate student kiosk utilizing the links in the table below. Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac

Click [here](#) for access to downloadable PDFs of formative item sets.

If you need assistance utilizing this site, please contact Cognia support at nmtechsupport@cognia.org or by calling toll-free (877) 676-6722.

Proctor password for

Cyber Falls Sch1 (Cyber Falls)

7ESQYSDY

Site Readiness login for

Cyber Falls Sch1 (Cyber Falls)

Username: WSR-EM-CS9
Password: P57P53NM

District Pre-ID Upload



- 27 July – 14 Aug: District Pre-ID Upload Window – processing at 9 & 11am; 1, 3, 5pm
- 17 Aug – 30 Sep: District Pre-ID Upload Window – processing at 12 and 5pm
- Any subsequent district Pre-ID upload will **OVERWRITE** previous changes
 - Students **will not** be deleted
 - Students **will be** added or moved
- Record limit: 40,000
- Initial Validation: file format & layout, contains data within record limits
- Second Validation (2 or 5 hours): valid values
- Error file provided
- File layout, data definitions templates in Portal on Pre-ID Management Page and on Cognia help and support site
- Error codes for error file in Portal User Guide and Cognia help and support site

District Pre-ID Upload



Pre-ID Management for New Mexico State

2

6

1

3

4

File Template and Data Definitions File
(also available on help and support site)

Pending, Processed or Validation Errors link

File Name	File Size (Bytes)	Upload Date	Uploaded By	Uploaded Records	Records with Error	Status
5 Pre-ID UAT 1-399 Initial2.	39118	09/12/2019 4:38:38 PM	Admin eMetric	399	0	Processed
Pre-ID UAT Partner.	17706	09/12/2019 11:29:10 AM	Admin eMetric	180	0	Processed
Pre-ID UAT 1-399 Initial.	38818	09/12/2019 11:23:42 AM	Admin eMetric	399	300	Validation Error

See Portal User Guide or help and support site for error codes
provided in Validation Errors file

District Pre-ID Upload

NM Pre-ID Data Definitions File:

- Field Name
- Length of the field
- Required Fields indicated with a Y
- Permitted Values listed
- Brief Description

Field Name	Length	Required	Permitted Values	Description
StateID	9	Y	numeric	State student ID Permitted values are 0-9 Length must be 9
NASISID	9	N	numeric, blank	NASIS ID (BIE only) Permitted values are 0-9 Length must be 9
DisCode	3	Y	numeric	District code Must be valid District code Permitted values are 0-9 Length must be 3 or district code is invalid
SchCode	3	Y	numeric	School code Must be valid School code within District Permitted values are 0-9 Length must be 3 or school code is invalid
StuGrade	2	Y	03,04,05,06,07,08,09,10,11,12,3,4,5,6,7,8,9	Student Grade Permitted values are 03,04,05,06,07,08,09,10,11,12,3,4,5,6,7,8,9
Grade	2	Y	03,04,05,06,07,08,09,10,11,12,3,4,5,6,7,8,9	Tested Grade Permitted values are 03,04,05,06,07,08,09,10,11,12,3,4,5,6,7,8,9
LName	20	Y	Alpha, special characters	Student name: last name Permitted Values are a-z, A-Z, space, special characters Max length is 20 characters
FName	16	Y	Alpha, special characters	Student name: first name Permitted Values are a-z, A-Z, space, special characters Max length is 16 characters
MI	1	N	Alpha, blank	Student name: middle initial Permitted Values are a-z, A-Z Max length is 1 character
DOB	10	Y	MM/DD/YYYY	Date of birth Date format is MM/DD/YYYY
Gender	1	Y	M, F, U	Gender M = Male F = Female U = Unknown
Hispanic	1	Y	Y,N	Y = Yes N = No
Race	1	Y	A,B,C,P,I,M	A = Asian, B = Black, C = Caucasian/White, P = Native Hawaiian/Other Pacific Islander, I = American Indian/Alaska Native, M = Multirace



District Pre-ID Upload



NM Pre-ID Template:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	StateID	NASISID	DisCode	SchCode	StuGrade	Grade	LName	Fname	MI	DOB	Gender	Hispanic	Race	EL	Bilingual	SpecialED	Migrant	EconDis	Gifted	Plan504	Title1	NewArrival	Homeless	Foster Care
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								

District Pre-ID Upload



A few Common Mistakes:

- Leading zeros for District Code, School Code, and student Date of Birth
- Not populating the accommodation fields
 - if accommodation status is unknown at the time of Pre-ID upload a 0 can be entered in those fields
 - DTCs & STCs can add accommodations later using the accommodation upload or manually.



Students

- Review student rosters
 - Only DTCs & STCs can add or remove accommodations and demographic information
 - Download roster by selecting “Export Roster” under the “Exports” drop down
- Add, edit, un-enroll, or transfer students as needed
 - Add student individually at anytime
 - Can’t add student? They may be enrolled in different school – initiate transfer request
 - DTCs can transfer students between schools in their district
 - DTCs and STCs can unenroll students
 - DTCs and STCs can initiate transfer request for students outside of their district
- Check/edit accommodations
 - Can add accommodations during Pre-ID upload
 - You can use the *Export Accommodations* button to download list of all students and their currently assigned accommodations
 - Edit student accommodations individually or use *Upload Accommodations* to edit multiple student records at one time
 - Note: will not be available during testing administration hours (7am-9pm) - check
 - WILL be available outside of Pre-ID window

Students



Cyber Falls Sch1 (Cyber Falls)

Choose a Subject

1 Add Student

4 Upload Accommodations

3 Exports

Last Name	First Name	Middle Initial	State Student ID	Tested Grade		5	2
Eighteen	Student		100000018	5	View Classes	Enrollment Info	Edit
Eleven	Student		100000011	5	View Classes	Enrollment Info	Edit
Fifteen	Student		100000015	5	View Classes	Enrollment Info	Edit
Five	Student		100000005	5	View Classes	Enrollment Info	Edit
Forty	Student		100000040	5	View Classes	Enrollment Info	Edit
Fortyeight	Student	M	100000048	5	View Classes	Enrollment Info	Edit
Fortyfive	Student		100000045	5	View Classes	Enrollment Info	Edit
Fortyfour	Student	T	100000044	5	View Classes	Enrollment Info	Edit
Fortynine	Student		100000049	5	View Classes	Enrollment Info	Edit
Fortyone	Student		100000041	5	View Classes	Enrollment Info	Edit

Showing 1 - 10 of 46

Page 1 of 5

[Next](#)

[>](#)

6 10 per page

Students

- Student Information Tab

Student Information	Accommodations
State Student ID: *	900000005
NASIS ID (BIE only):	
First Name: *	Demo
Middle Initial:	
Last Name: *	Five
Gender: *	Unspecified x v
Date of Birth: *	01/05/2010
Tested Grade: *	5 x v
Hispanic: *	Yes of Hispanic or Lati... x v
Race: *	Asian x v
EL Status:	Choose a value v
Bilingual Education:	No v
Special Education:	No v
Migrant:	No v
Economically Disadvantaged (district use only):	No v
Gifted:	No v
504 Plan:	No v
Title 1:	No v
New Arrival:	No v
Homeless:	No v
Foster Care:	No v
Military:	No v
ELA Test Mode:	Online Only v
SLA Test Mode:	Online Only v
MAT Test Mode:	Online Only v
SCI Test Mode:	Online Only v
Years In USA Schools: *	Unknown x v
Home School Status:	No v
Not Full Academic Year BIE:	Full Academic Year v





Enrollment Transfer Request

Request to transfer students into your school or district from another district

Permissions:

- DTC can initiate, approve, reject and view requests for all schools in their district *and* can transfer students within their district
- STCs can initiate request and view requests for their assigned school(s)
- State or Cognia help desk approves unenrolled students

Workflow:

- Requestor: Search by student ID, last name and DOB
 - If student is located, request transfer, add optional note
- Receiver: e-mail and portal notification
 - Approve or Deny request (denial requires note)
- Requestor: e-mail notification of approval/denial

Note:

- All requests, approval, denials logged in Portal
- Test Sessions are *not* transferred, use notes to indicate what sessions a student has already completed.

Enrollment Transfer Request



Enrollment Transfer

Organization

Status:

Pending
Canceled
Approved
Rejected

Request Transfer

Approvals

Requests

Your requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
7	100000038	Student	Thirtyeight	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 2:09:26 PM	Rejected	View Details
6	100000037	Student	Thirtyseven	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 2:08:52 PM	Approved	View Details
5	100000044	Student	Fortyfour	Cyber City Sch1	Cyber Falls Sch1	09/27/2019 1:57:07 PM	Canceled	View Details
4	100000034	Student	Thirtyfour	Cyber City Sch1	Cyber Falls Sch1	09/27/2019 1:13:18 PM	Canceled	View Details
3	100000036	Student	Thirtysix	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 1:07:29 PM	Canceled	View Details
2	100000036	Student	Thirtysix	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 11:12:48 AM	Canceled	View Details
1	100000037	Student	Thirtyseven	Cyber Valley Sch1	Cyber Falls Sch1	09/26/2019 3:37:42 PM	Canceled	View Details

Showing 1 - 7 of 7

Requests sent to
you from other
organizations

Transfer request details of Student Ninety-nine (100000099)

Request Details:

Requested By: Admin eMetric (Admin)

Date: 11/19/2019 1:43:00 PM

Notes: Please let me know what science test sessions the student completed.

[of Use](#) [Privacy Policy](#)

Enrollment Transfer Request

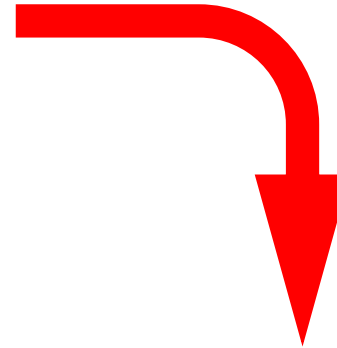


Request Enrollment Transfer X

State Student ID: *

Last Name: *

Date of Birth (MM/DD/YYYY): *



Request Enrollment Transfer X

State Student ID: *

Last Name: *

Date of Birth (MM/DD/YYYY): *

Student found. Select organization information below:

Student will be transferred from:

Select the school in which you want to transfer the student: **Student Ninetynine (100000099)**

Notes: (Optional)



Enrollment Transfer Request

Enrollment request - requestor's view

Cyber City Sch1 (Cyber City) Pending

Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details Cancel

Showing 1 - 1 of 1

Enrollment request - receiver's view

Cyber Falls Sch2 (Cyber Falls) Pending

Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details Approve Reject

Showing 1 - 1 of 1



Classes

- Groups of one or more students who will take a test
 - Separate class needed for English and Spanish Testers
 - Create classes by grade and subject
- Classes can be deleted if no student in that class has logged in to a test

NEW!



Test Sessions

- District and School-level dashboard for monitoring testing
 - ! ***Not to be used for accountability purposes!***
- DTC/STC Only: Download list of students with their test completion status by school/test
 - Interim Test Session Data will be removed from Portal after window closes
 - Data will be in Reporting for the remainder of the contract

The screenshot shows the 'Test Sessions' dashboard for 'Cyber Valley Sch1'. The header includes navigation links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Sessions (active), Pre-ID Management, and Dashboard. User options for 'Admin eMetric', 'Help & Support', and 'Logout' are on the right. The main content area displays filters for School (Cyber Valley Sch1), Class (Science), Testing Status (New Mexico Assessment of Science Readiness), and Created Date (QABot NM-ASR Full Practice G5-English). A 'Filter by testing status' dropdown is set to 'All'. Two green buttons are visible: 'Schedule New Test Session' and 'Export Test Status' (highlighted with a red box). Below the filters is a table with one row of test session data.

School	Class	Testing Status	Created Date	Created By	
Cyber Valley Sch1	One, School-QABot ASR G5 EN-(Grade -5)	In Progress	12/20/19 12:28:43 PM	Admin eMetric	View Details/Student Logins Delete

Showing 1 - 1 of 1

*Created date is in Mountain Standard Time.

Test Session Details



Home Students Classes Test Sessions

Steven Adler Help & Support Logout

Test Sessions

District: Cyber Mesa District
Administration: NM Admin
Teacher: Adler, Steven
Class: Adler, Steven-English-(Grade -5)
Test Name: G5 Demo Math Test English
Testing Window: 07/12/2020 to 05/31/2021

Test is in progress. It ends on 05/31/2021. Students may log in and take the test using their username and password shown below.

« Back to Test Sessions

Test Tickets Print Options

1 login per page

Print selected logins

Print all logins (5)

Form Name

Test Report Code

Test Status

Test Invalidation

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Five	Demo	900000005	2CE79954	Demo Form English TTS	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
<input type="checkbox"/>	Four	Demo	900000004	68CE5FD4	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
<input type="checkbox"/>	One	Demo	900000001	A63FA87A	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
<input type="checkbox"/>	Three	Demo	900000003	BE86BDFF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
<input type="checkbox"/>	Two	Demo	900000002	4FA72AAF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate

Showing 1 - 5 of 5



Site Technology Preparation

Site Technology Preparation

If using Browser:

- Ensure no network settings enforce private browsing or history/cache delete
- No need to run Site Readiness Testing, can use practice test to check test devices

If using Kiosk:

- Use Spring 2020 Kiosk
- Have ITC run through Site Readiness test again



If a situation arises where a parent needs to install the Kiosk on one of their personal devices this can be accommodated for iPads, Windows, and Mac devices.



Remember!

DTCs/STCs:

- Deactivate unused accounts
- Test report codes and test invalidation will not prevent student from logging in to test but *test report code* will prevent test from being scored
- Pre-ID Upload: ensure there are no blank fields in file unless data definitions explicitly allows it (most fields require 1 or 0, or Y, N, U (unknown))
- Pre-ID Upload: ensure leading zeros are not dropped in organization codes and DOBs

TAs:

- Ensure Students have TTS form BEFORE they log into test (see *TTS* slide)
- Spanish version of test must be scheduled – accommodation setting is for reporting only (see *Spanish Test* slide & Spanish Testing Guide)

ITCs:

- Make sure network management tools don't enforce private mode or delete cache/history
- New Kiosks DO NOT need to be downloaded if they are used

Questions?