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**

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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

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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

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

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

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iTester™

New Mexico Assessments Portal:

Online Test Administration System

New Mexico Assessments Student Test Interface:

Student Test Delivery System

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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

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iTester™

New Mexico Assessments Student Test Interface:

Student Test Delivery System

Two ways to access this:

1. Web browser:
https://newmexico.measuredprogress.org/student

Test from school

Test from home

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

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

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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…

DTC/STC

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

Next day

DTC/STC/TA

1. View Reports

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New Mexico Assessments Portal

Online Test Administration System

Orientation and New Features

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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***

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User Accounts

Access	DTC	STC (for orgs assigned)	TA (Teacher) (for orgs assigned)	RAO NEW!
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 NEW!	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

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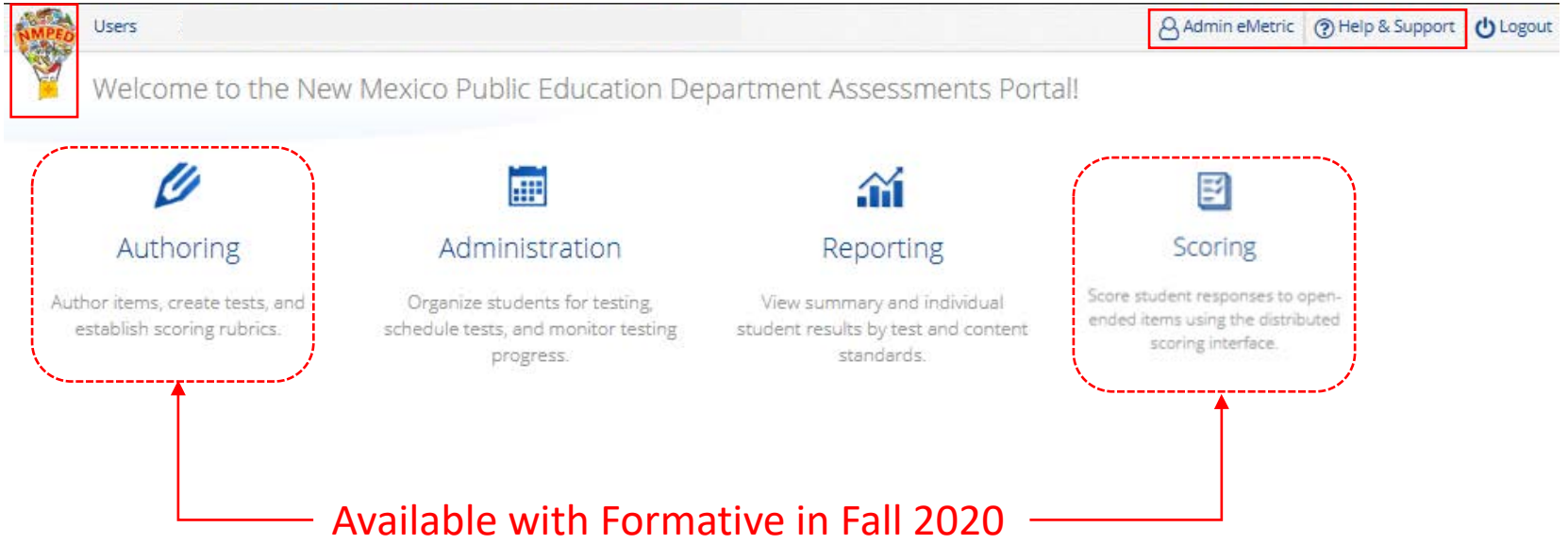
Portal Log-in

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

User Accounts and Access

Landing Page



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

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

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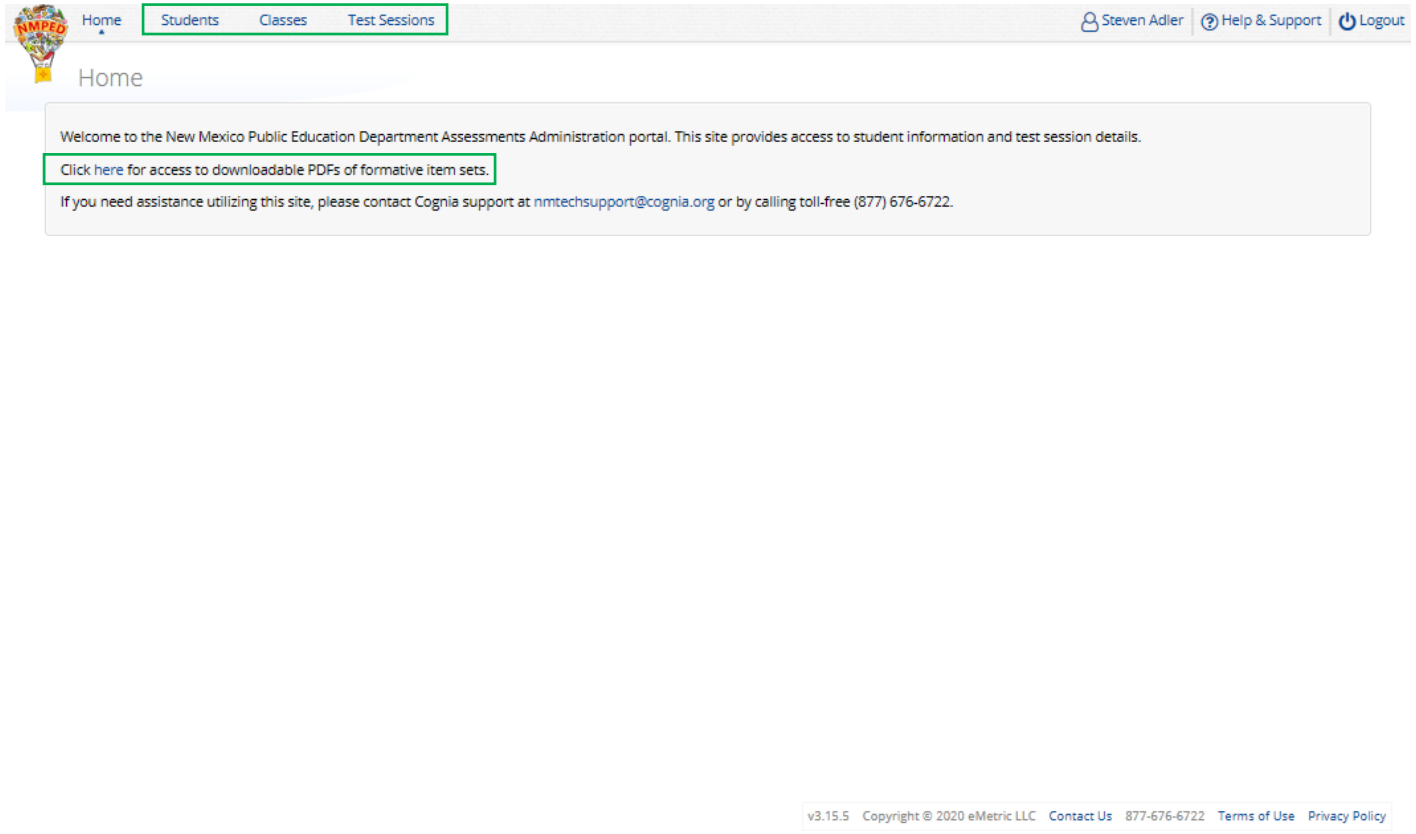
User Accounts and Access

Admin Page



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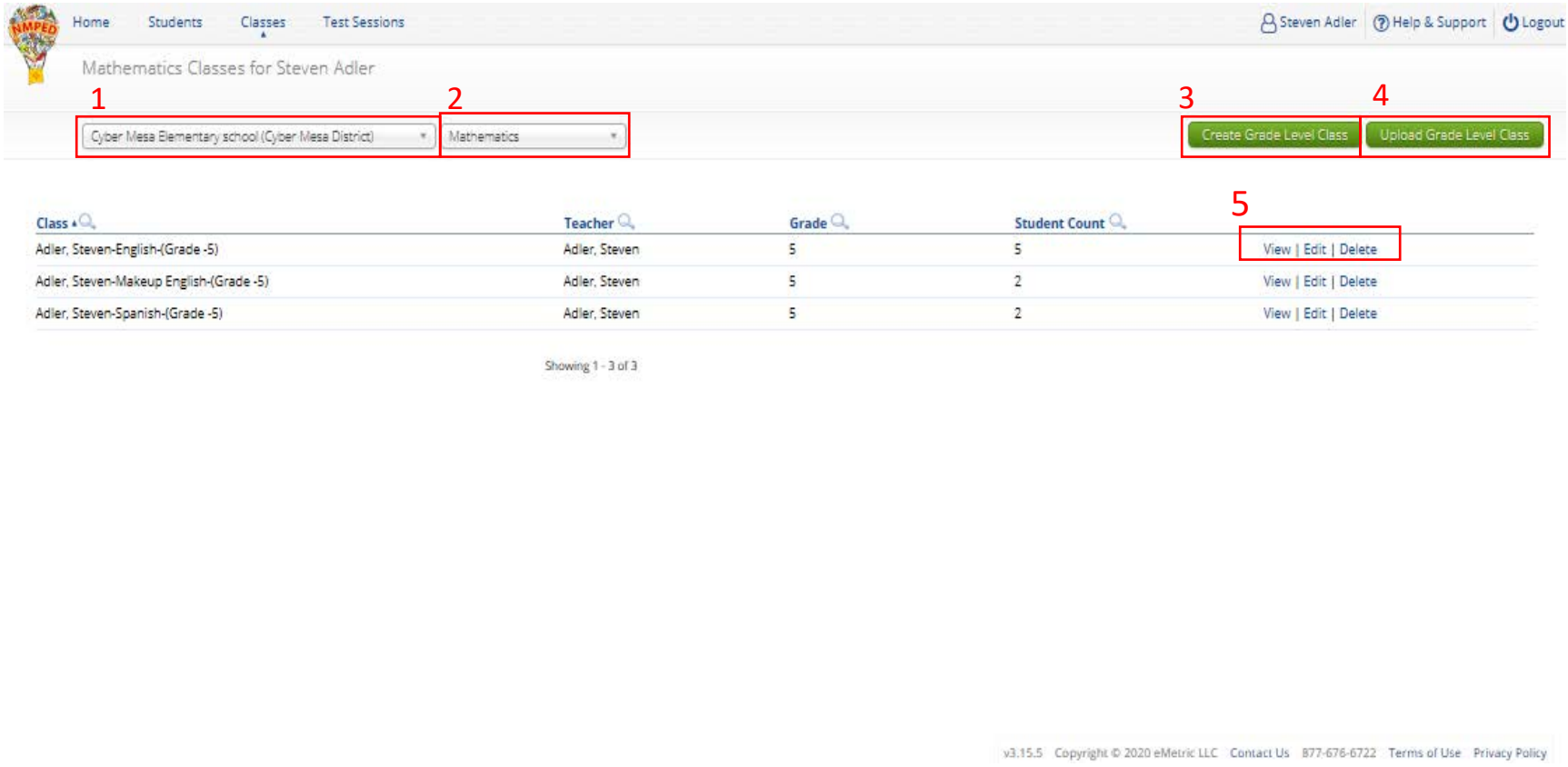
Classes

- 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

See online video tutorials for demonstrations!

Classes



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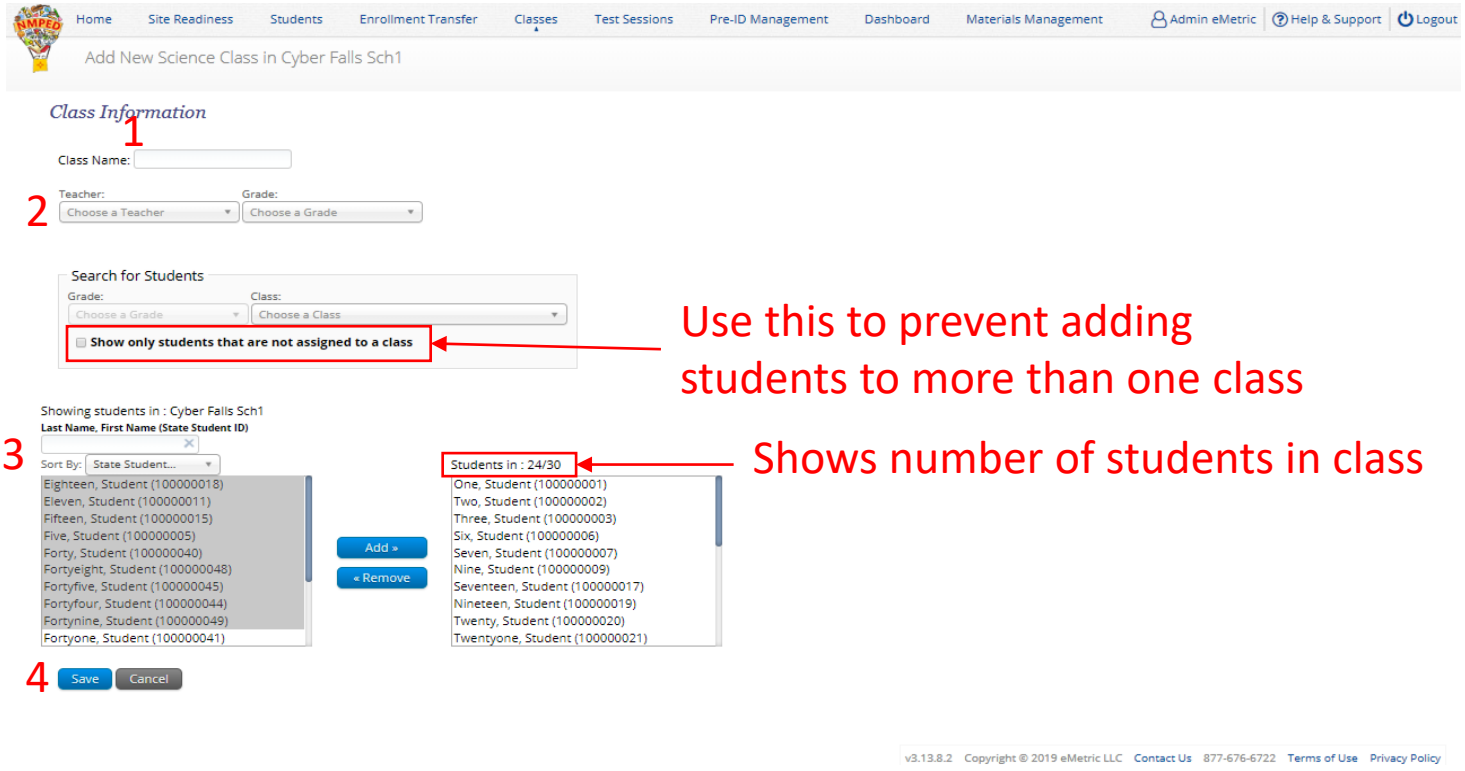
Classes

- Limit of 90 students per class



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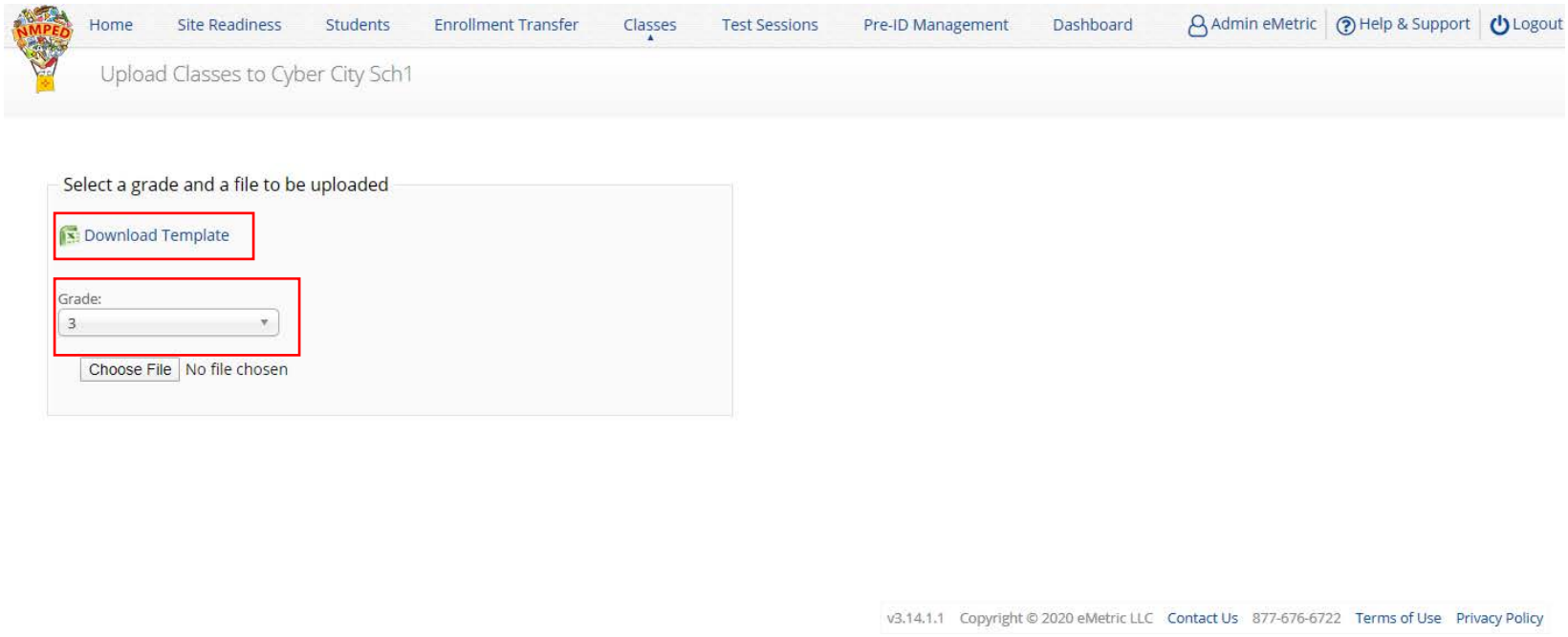
Classes

- 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



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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

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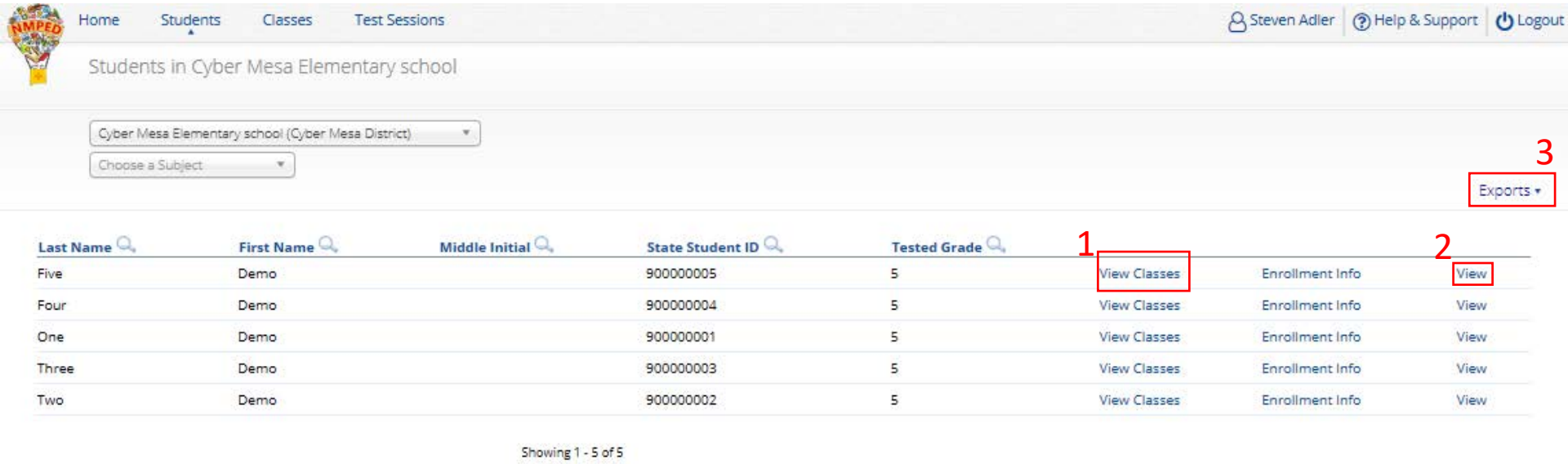
Students



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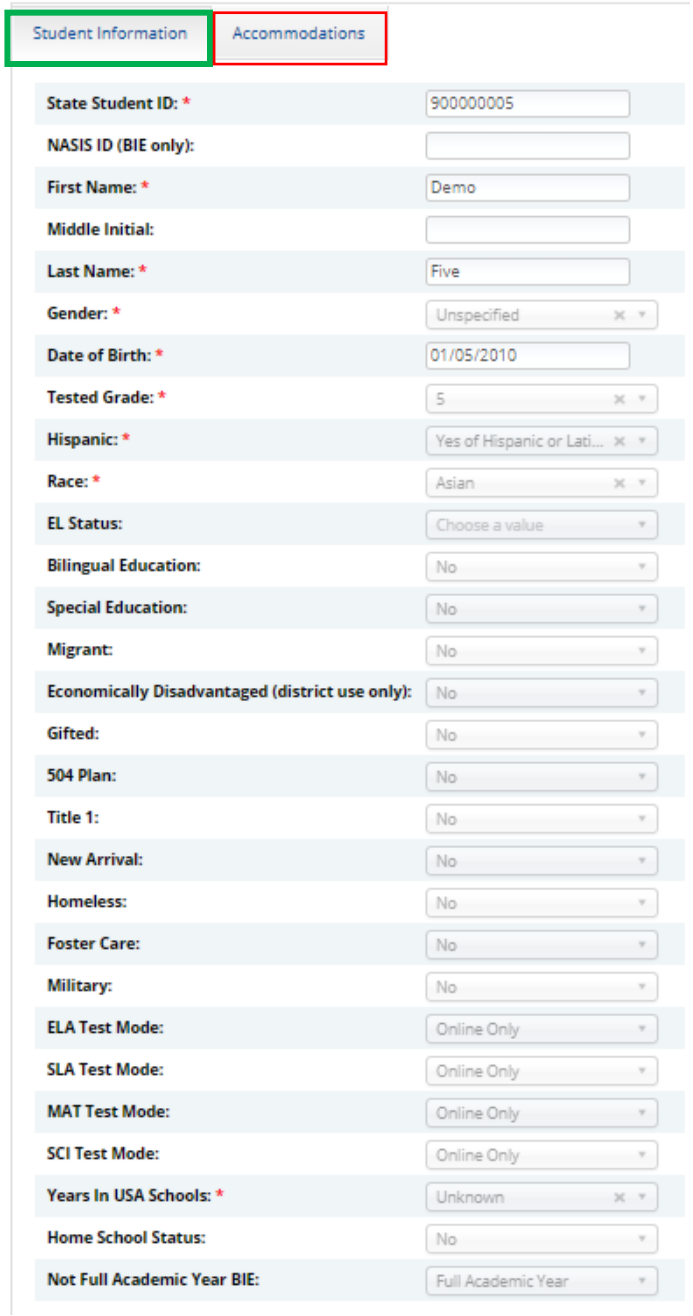
Students

- Student Information Tab



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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

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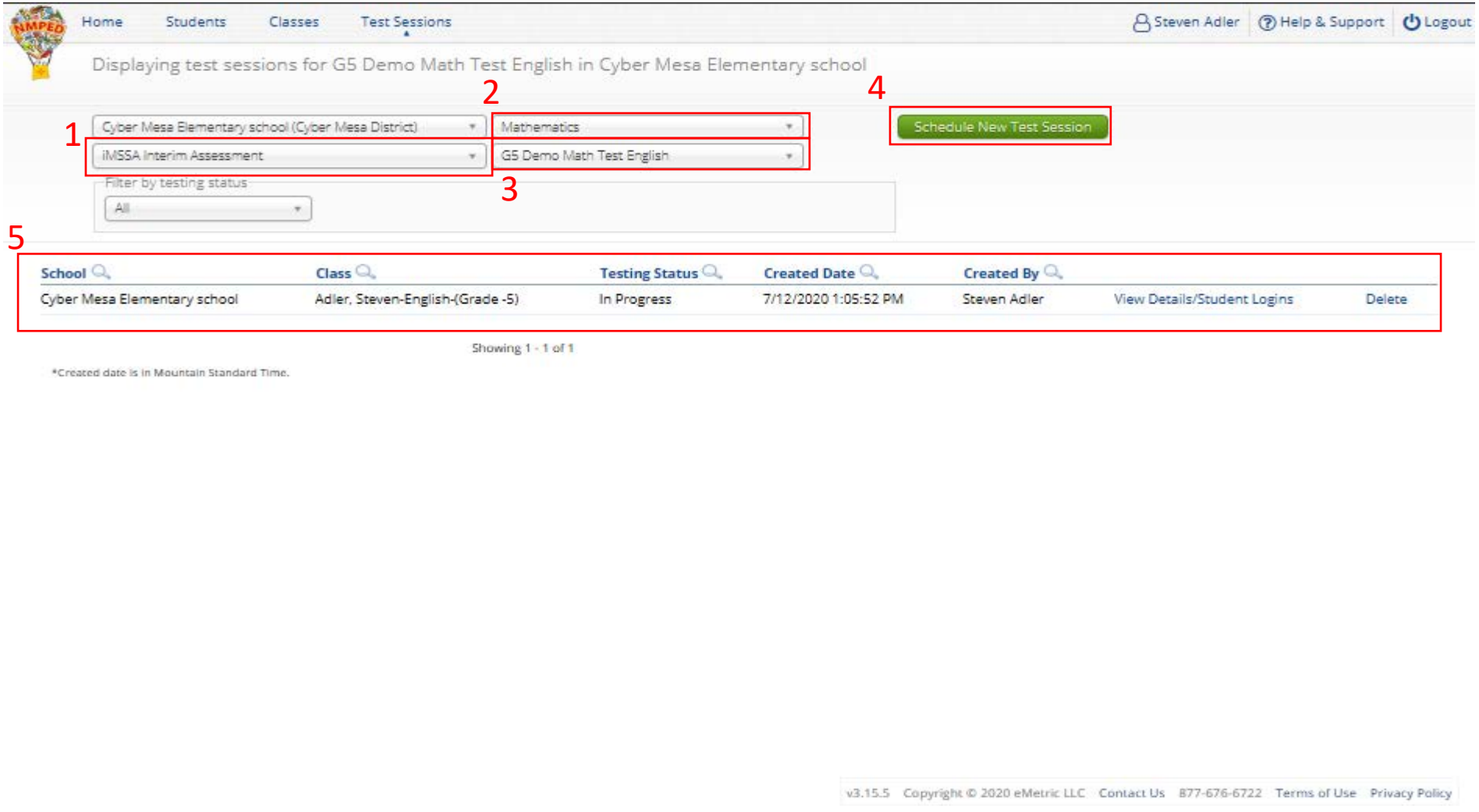
Test Sessions



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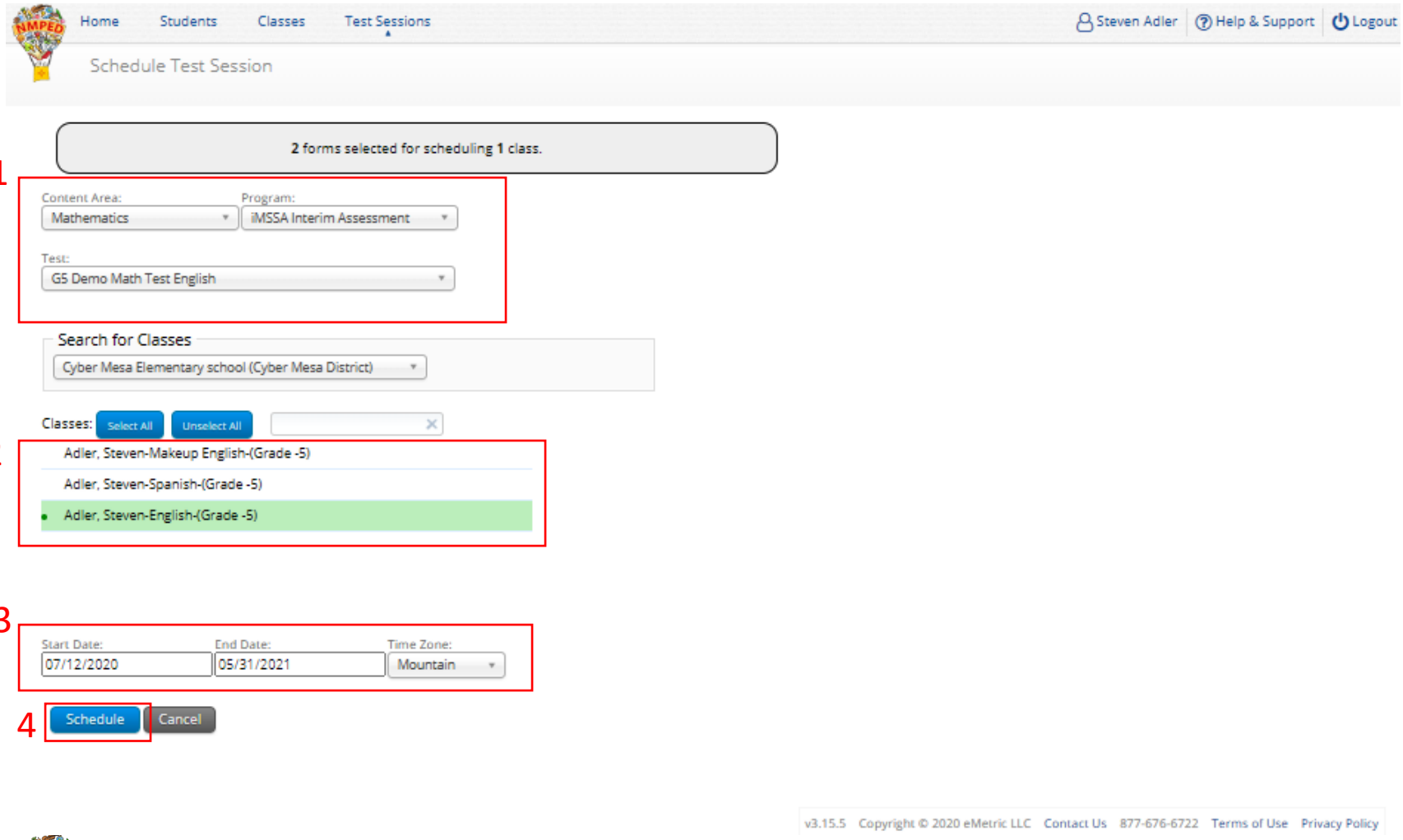
Test Sessions



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Test Session Details

District: Cyber Mesa District
School : Cyber Mesa Elementary school
Administration: NM Admin
Content Area: Mathematics
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

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
☐	Five	Demo	900000005	2CE79954	Demo Form English TTS	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
☐	Four	Demo	900000004	68CE5FD4	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
☐	One	Demo	900000001	A63FA87A	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
☐	Three	Demo	900000003	BE86BDFF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started			Invalidate
☐	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

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Test Sessions

Completing testing

Updates!

- 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

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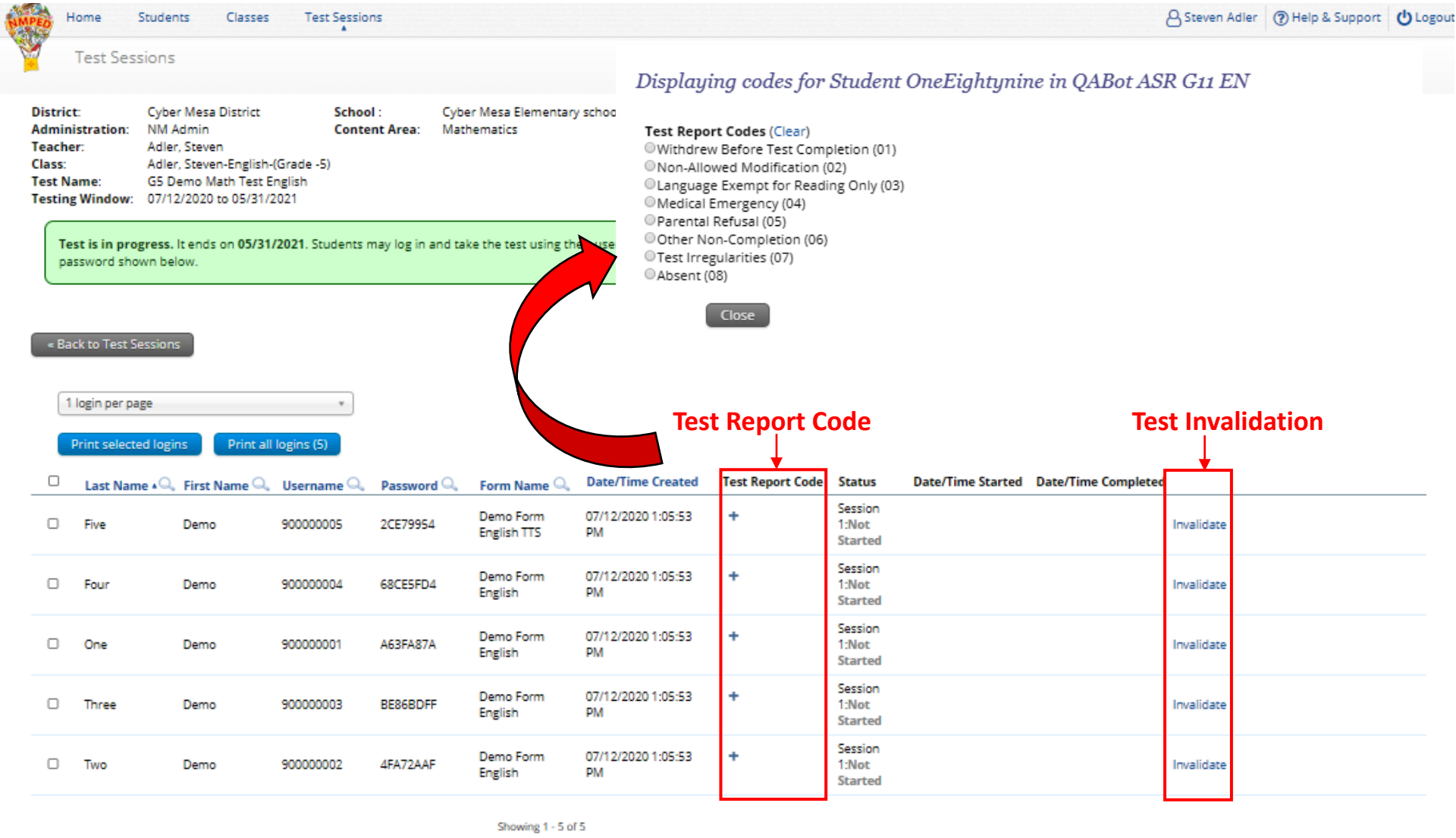
Test Session Details



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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 *with score* 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 *with score* 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 *with score* 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 *with score* 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

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
☐	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
☐	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
☐	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
☐	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
☐	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
☐	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
☐	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)

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Data Interaction™ for New Mexico Student Assessments

Help Recent Admin eMetric

Back to New Mexico Portal

Student List: iMSSA, Cyber City Sch3, 2020-2021, Beginning, Grade 03

Search: Mathematics Class Name contains 'ReportMath'

Options Save Download Print Roster Student

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

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Test Security

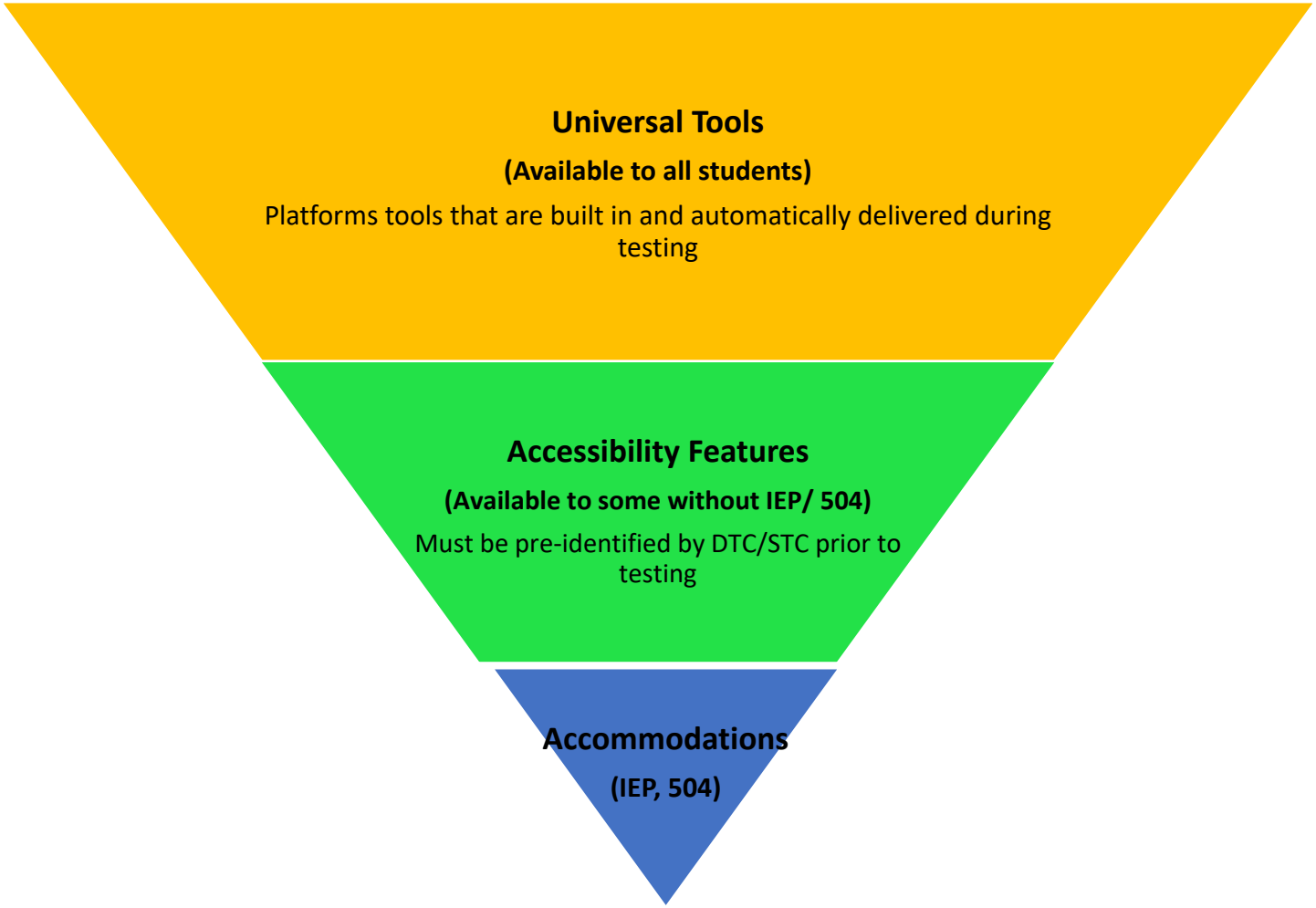
- Interim and Formative are lower stakes assessments with less stringent security requirements
- Kiosk is Optional
- Testing from home:
  - Distribute log-ins to students individually
  - Check test sessions details track who has/has not logged in to test
  - If a student does not take a test or does 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



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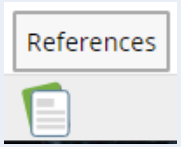
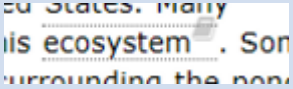
Universal Tools Delivered by Platform

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

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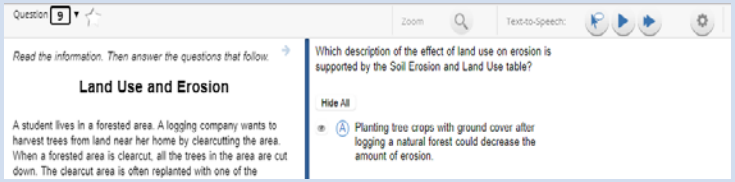
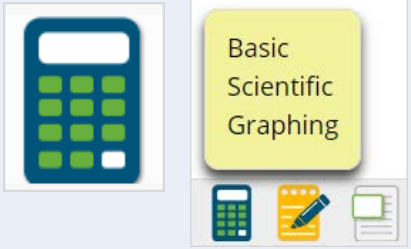
Universal Tools Delivered by Platform

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

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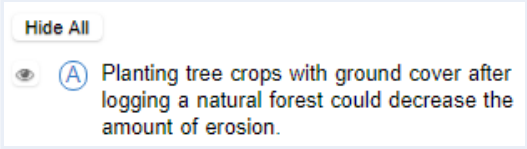
Accessibility Features Delivered by Platform

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

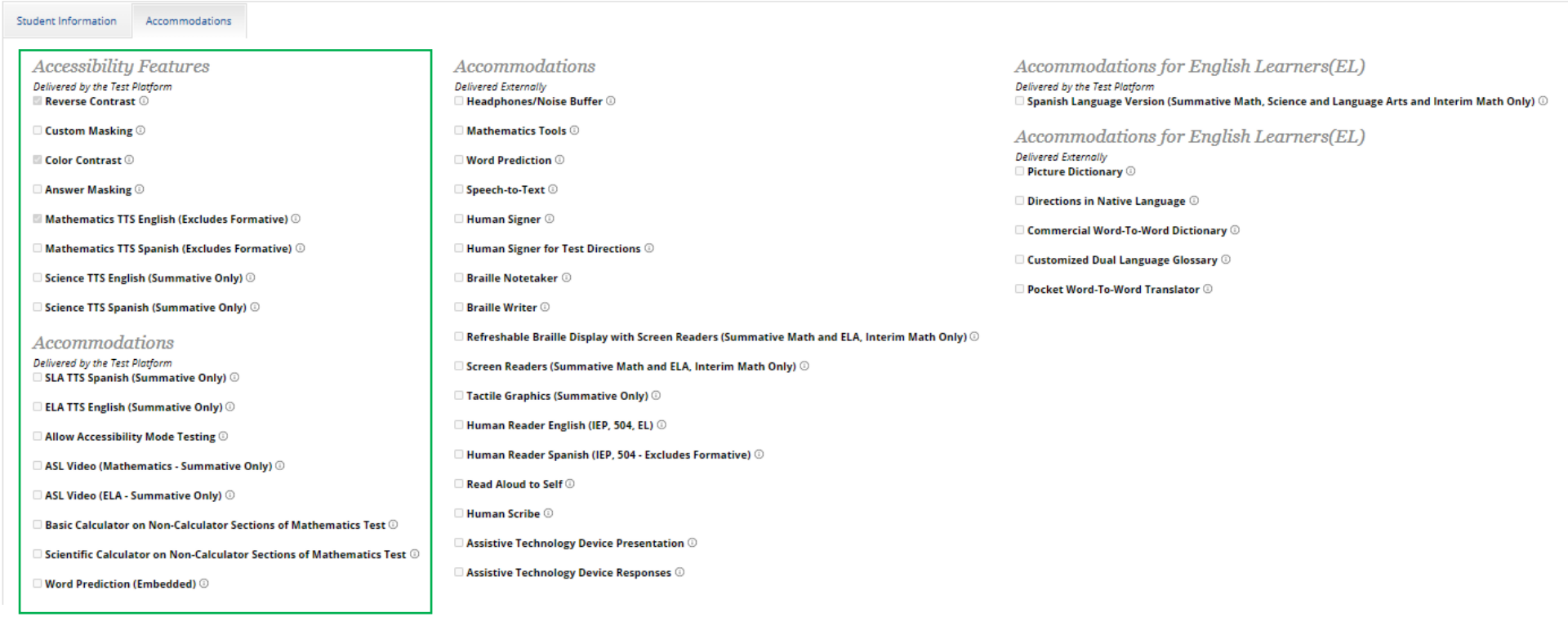
Name	Tool Icon
Reverse Contrast	
Custom Masking	
Color Contrast	
Answer Masking	
Mathematics Text-to-Speech English **Mathematics Text-to-Speech Spanish**	

Accommodations Delivered by Platform

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

Assigning Platform Delivered Accessibility and Accommodations

Ensure the accommodation is available in the assessment!



See online video tutorials for demonstrations!

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Assigning Accessibility and Accommodations: Spanish Testers

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

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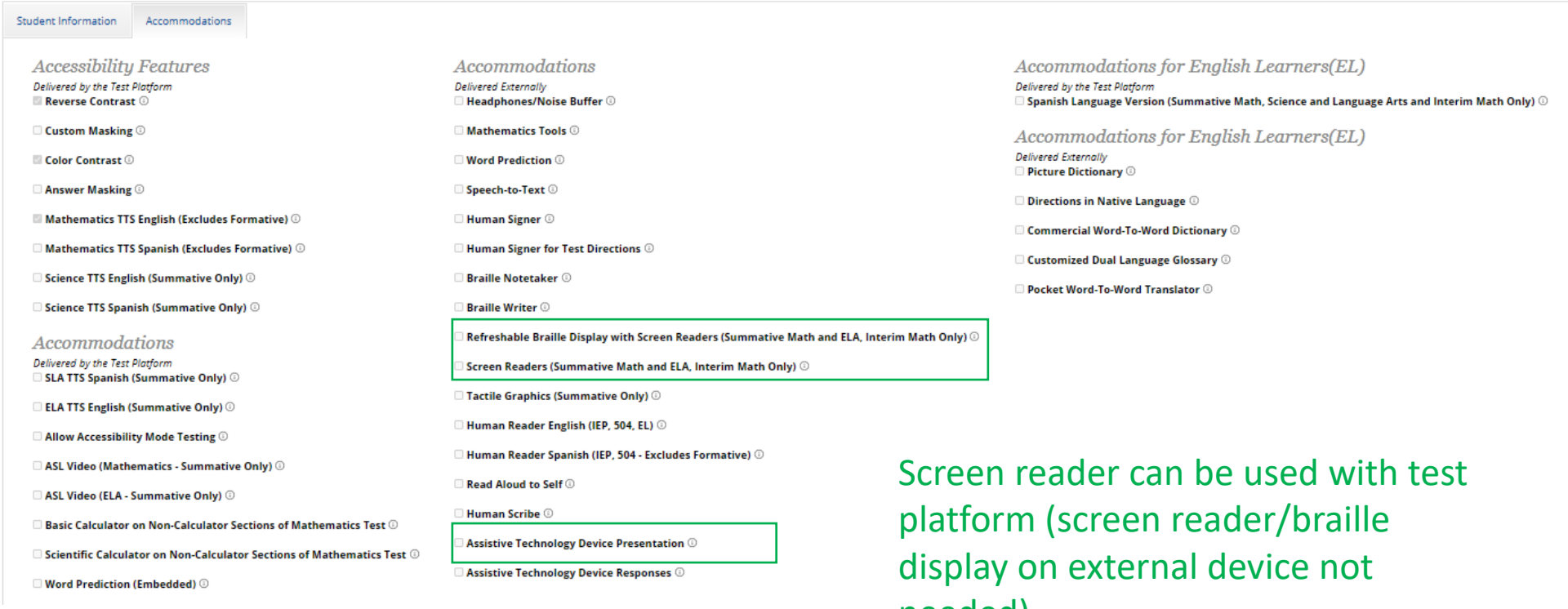
Assigning Accessibility and Accommodations: Screen Reader



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

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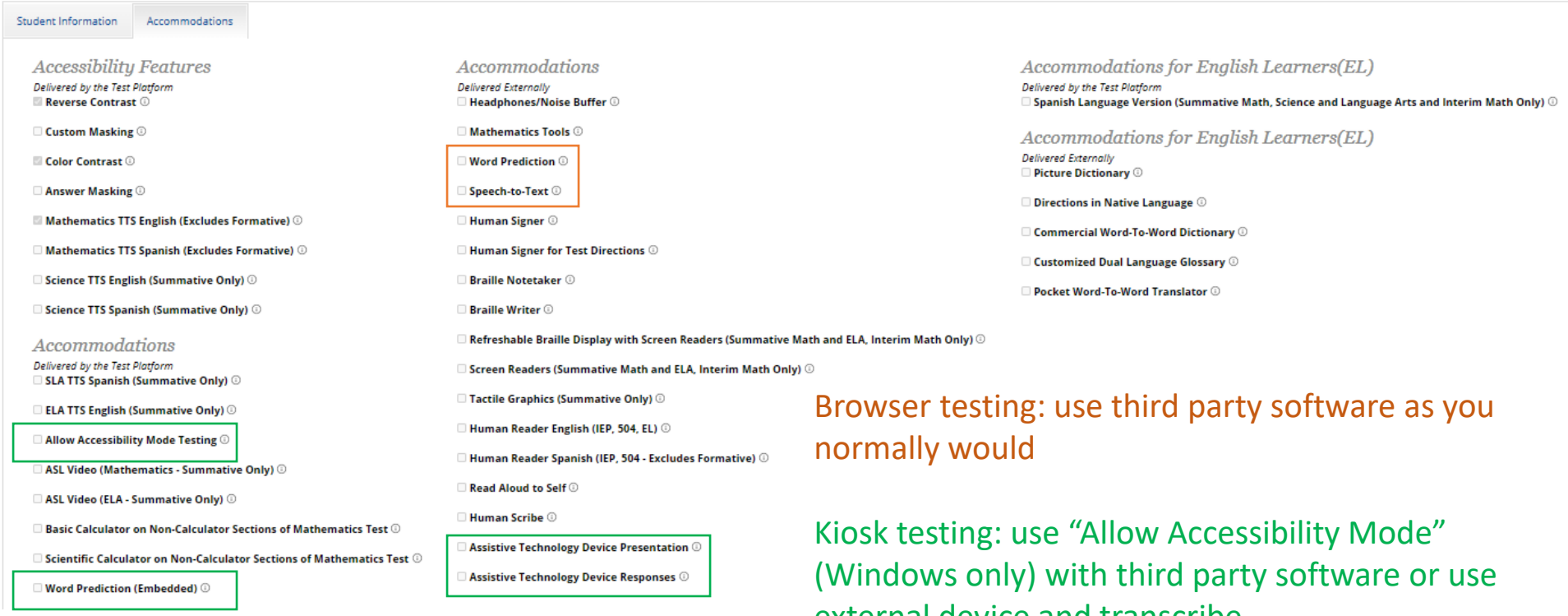
Assigning Accessibility and Accommodations: Other third party/external tools



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

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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
OneNinetyeight, Student E	4/24/99	100000198	4DAEB4F3	Text-To-Speech English (SWD, 504, EL)
OneNinetyseven, Student	4/23/99	100000197	85762DFC	Reverse Contrast, Custom Masking, Color Contrast, Picture Dictionary, Human Signer

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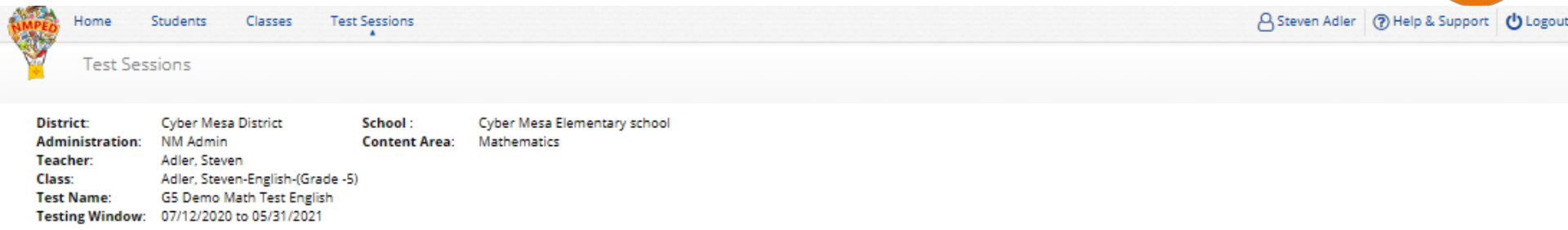
Test Session Details



District: Cyber Mesa District
School : Cyber Mesa Elementary school
Administration: NM Admin
Content Area: Mathematics
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

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

Showing 1 - 5 of 5

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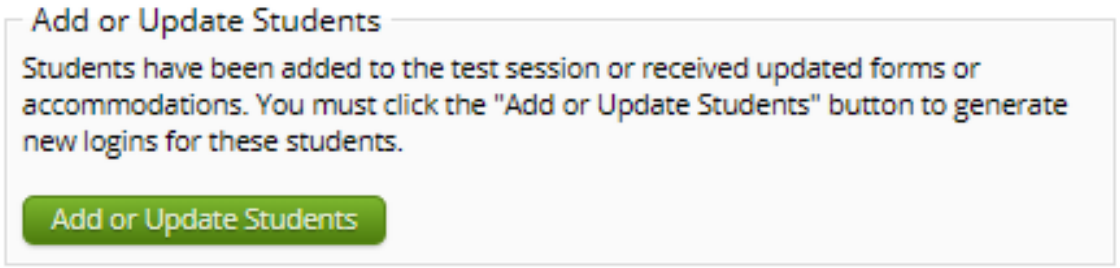
See online video tutorials for demonstrations!

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

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

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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

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Reporting (Data Interaction)

Demo

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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

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New Mexico Assessments

Student Test Delivery System

Orientation and New Features

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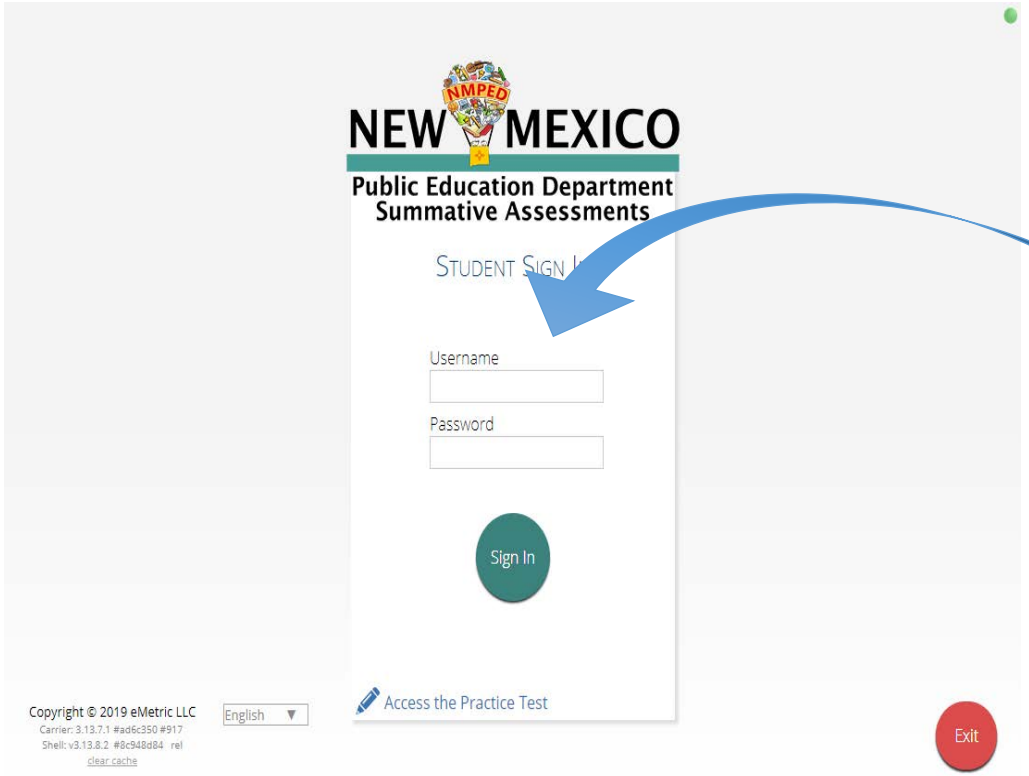
Logging in to a Test

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



Test from school
or
Test from home

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

Username: 2017011301

Password: c8fbebba

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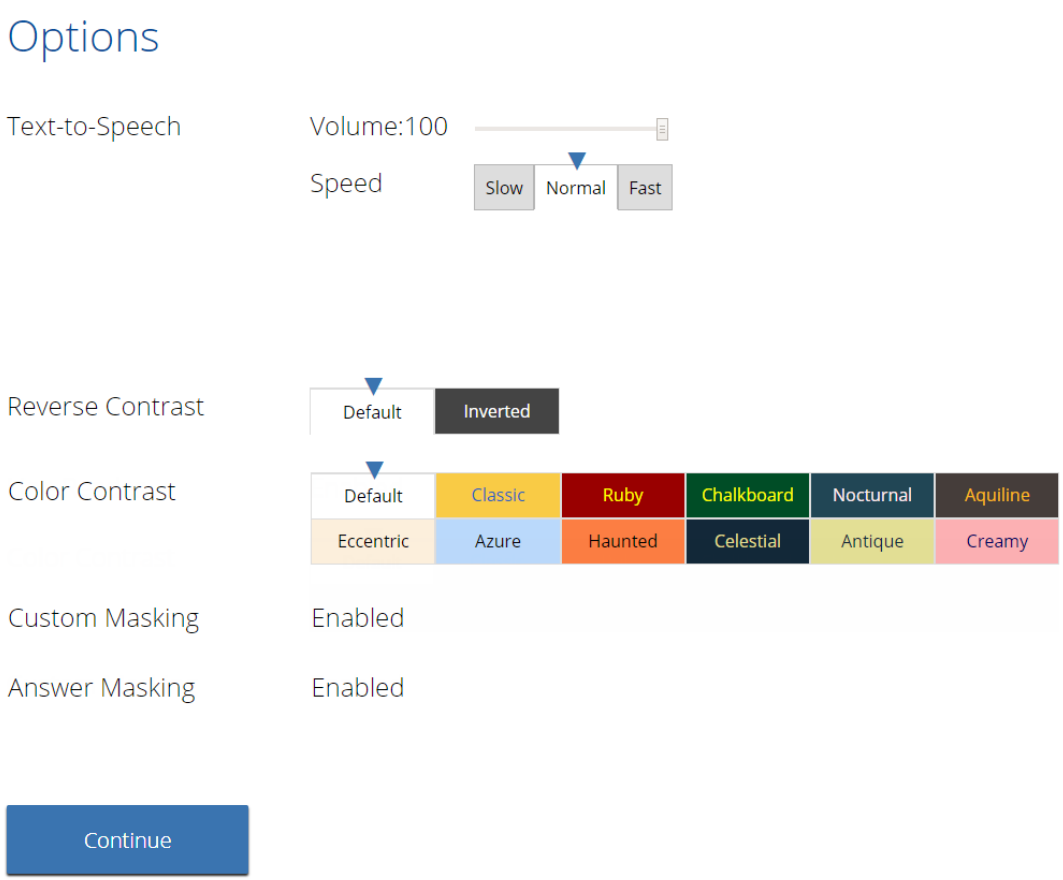
Logging in to a Test



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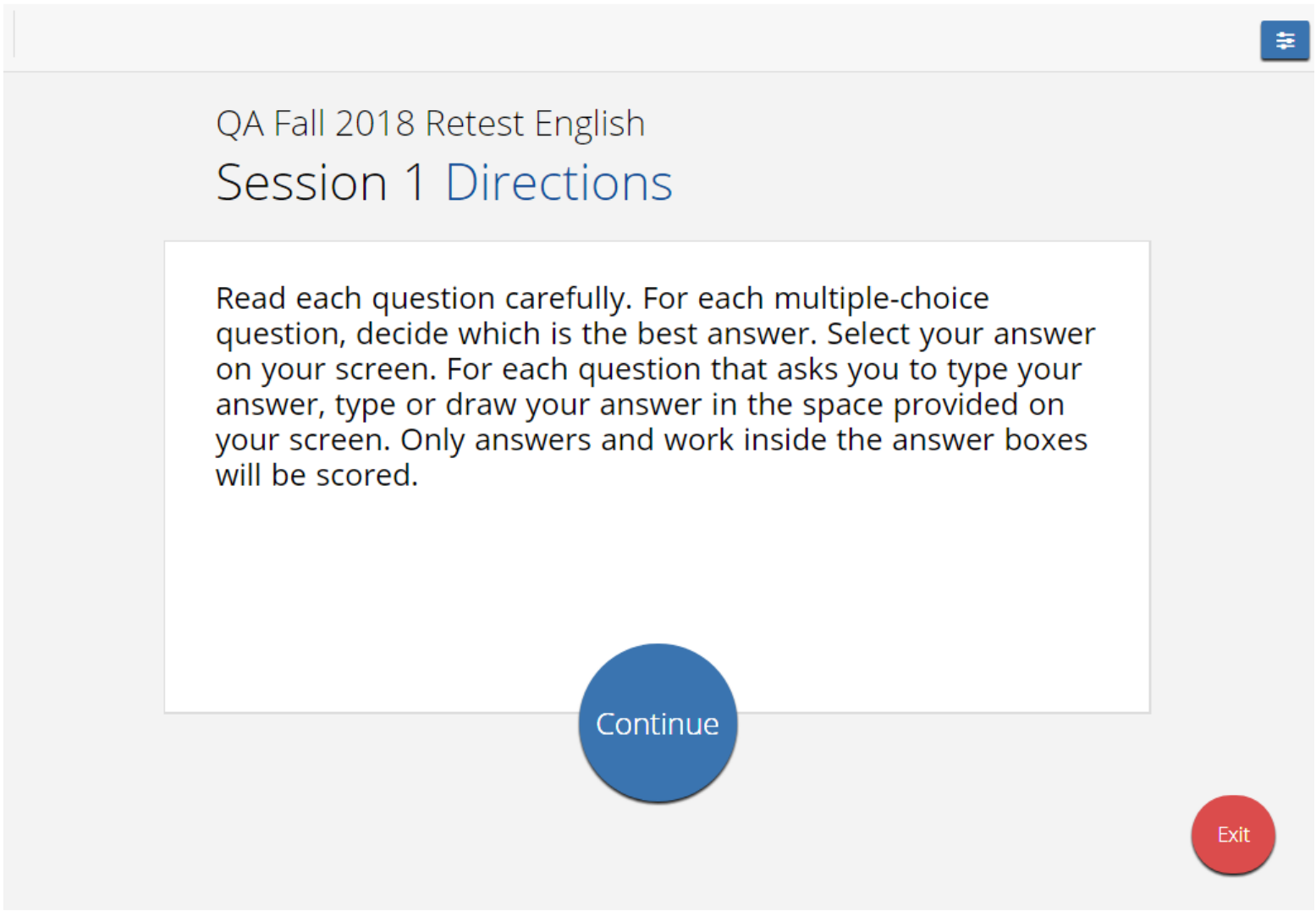
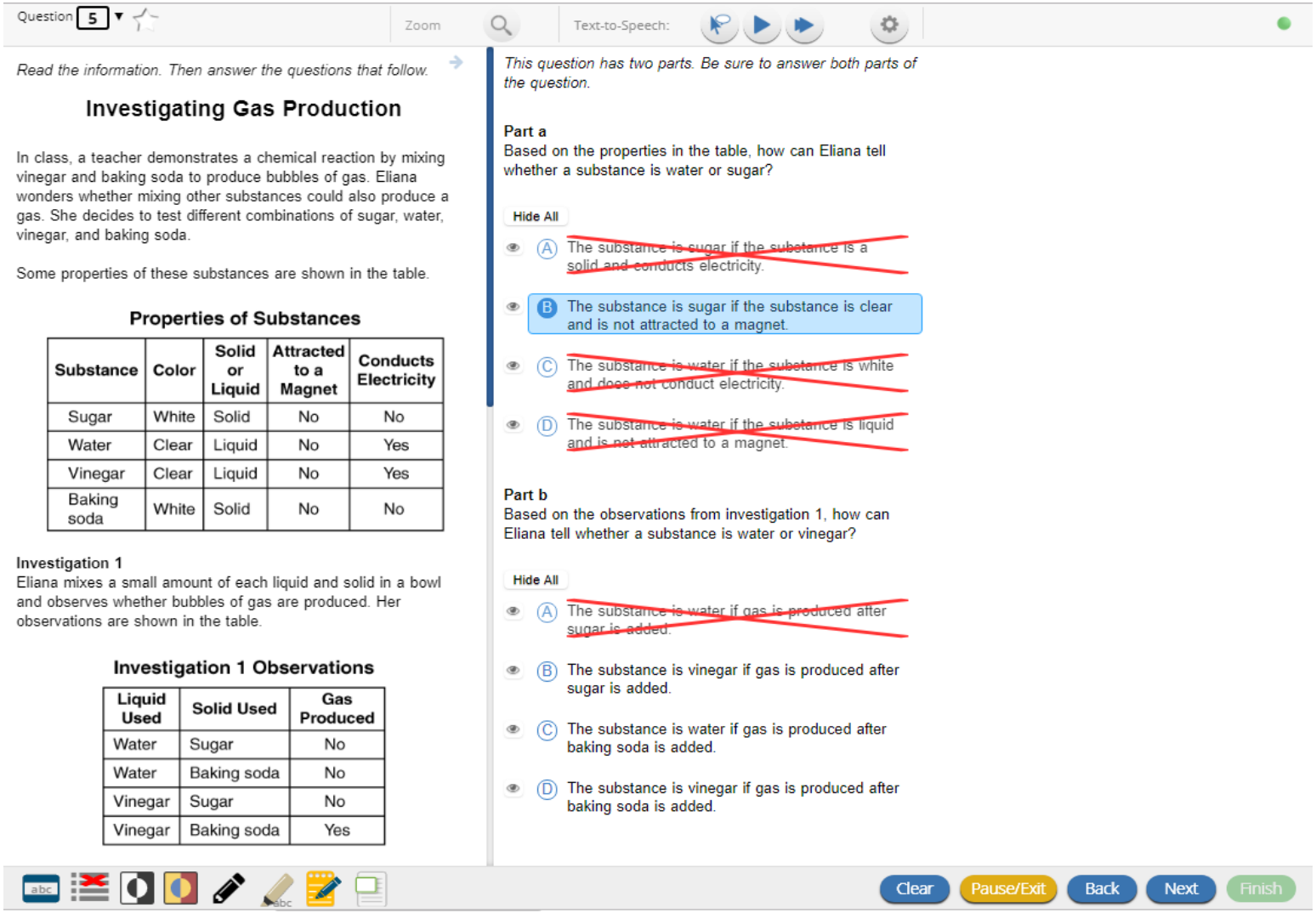
Logging in to a Test



Test Navigation



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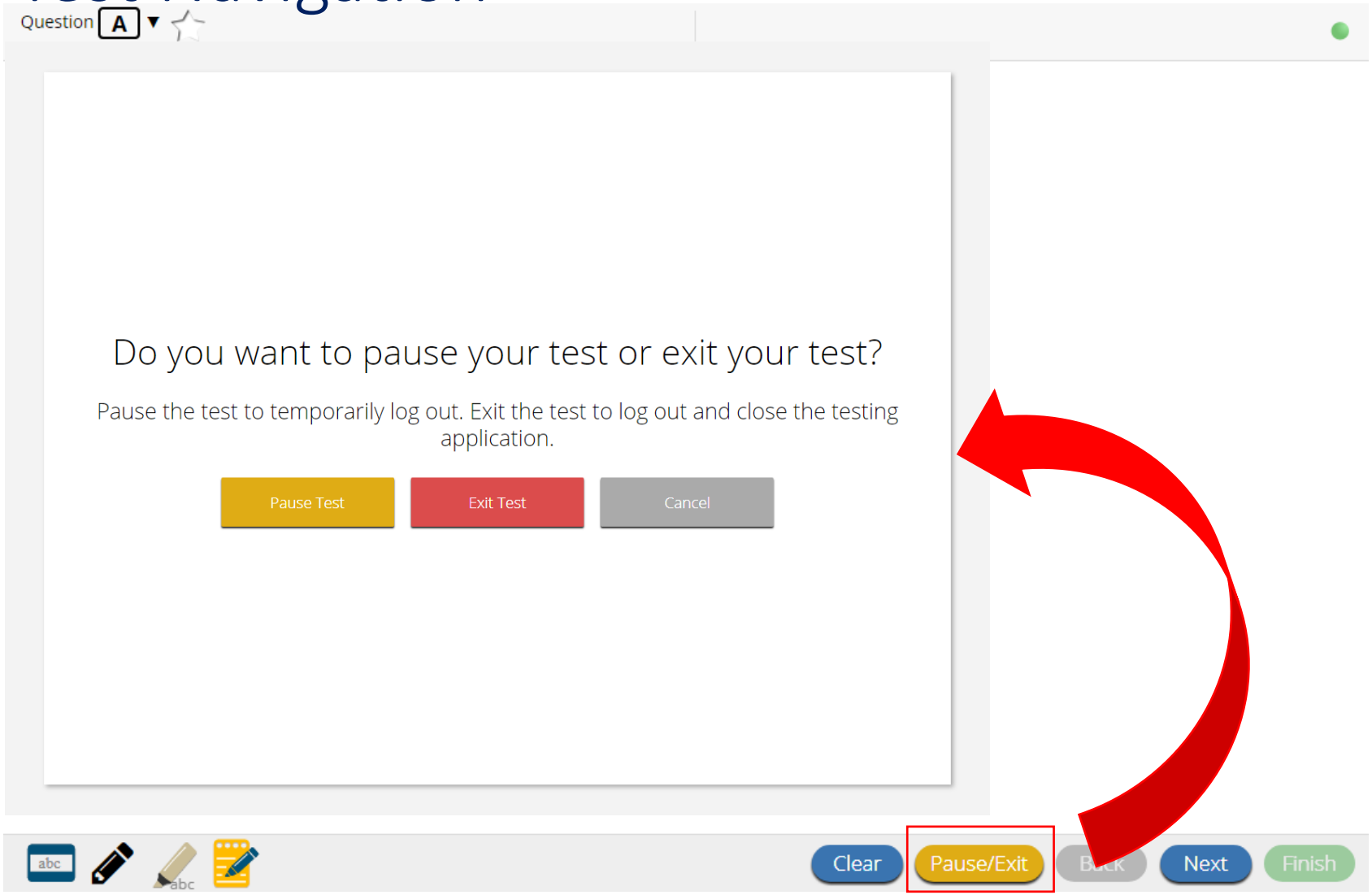
Test Navigation



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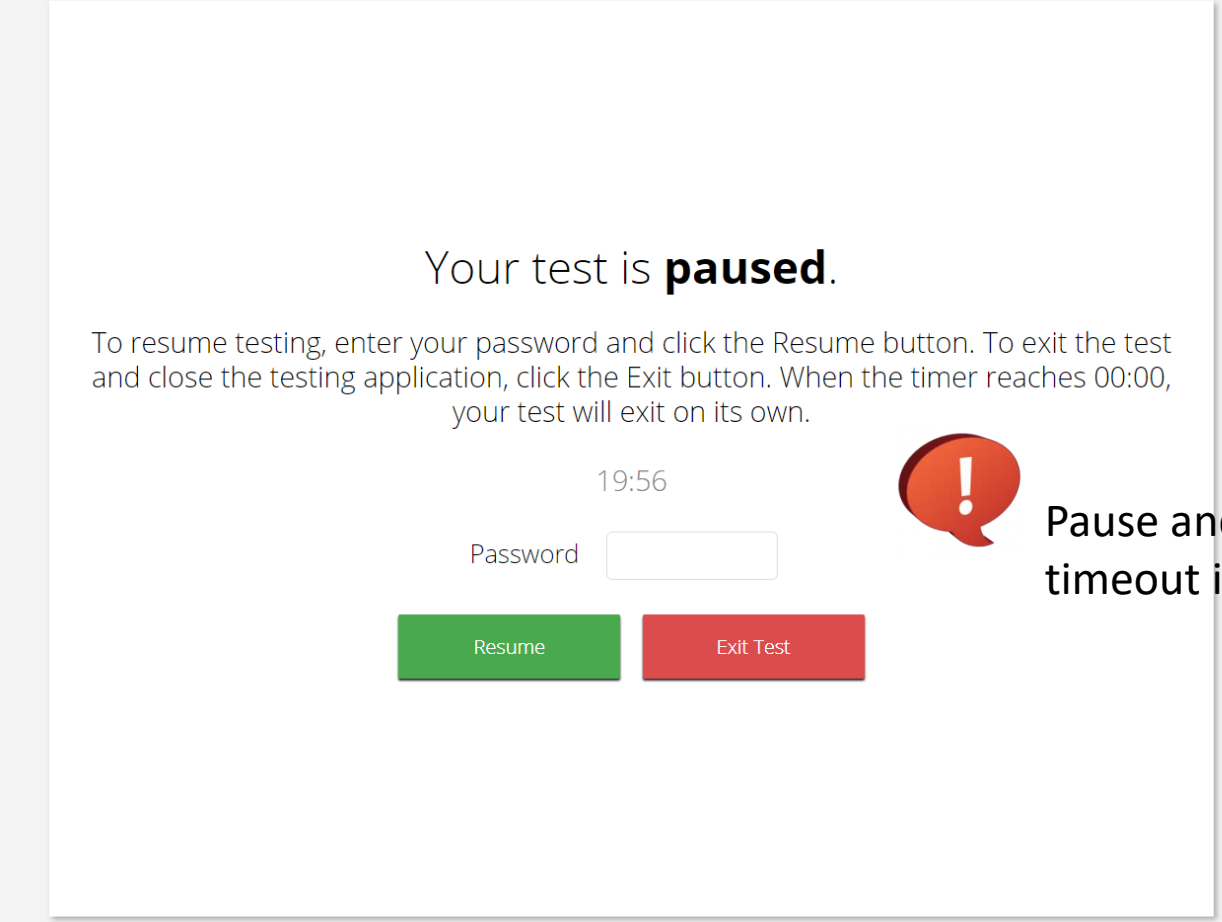
Test Navigation



Pause and inactivity timeout is 60 min

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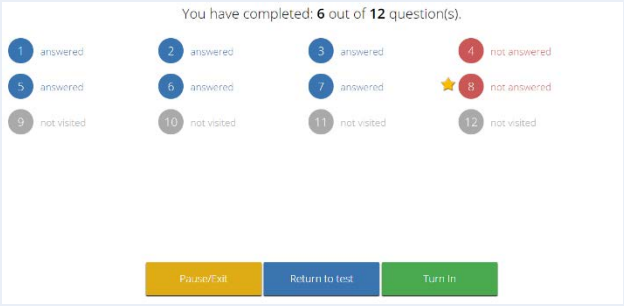
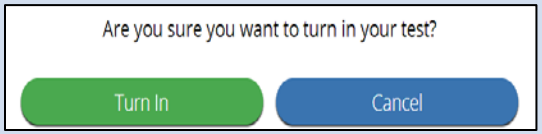
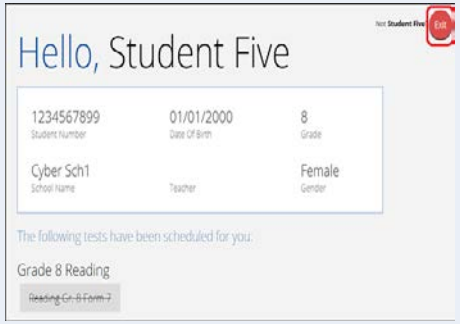
Test Turn-In

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.	

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iTester™

Site Technology Preparation

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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!

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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 IE support has been dropped!	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

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

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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.

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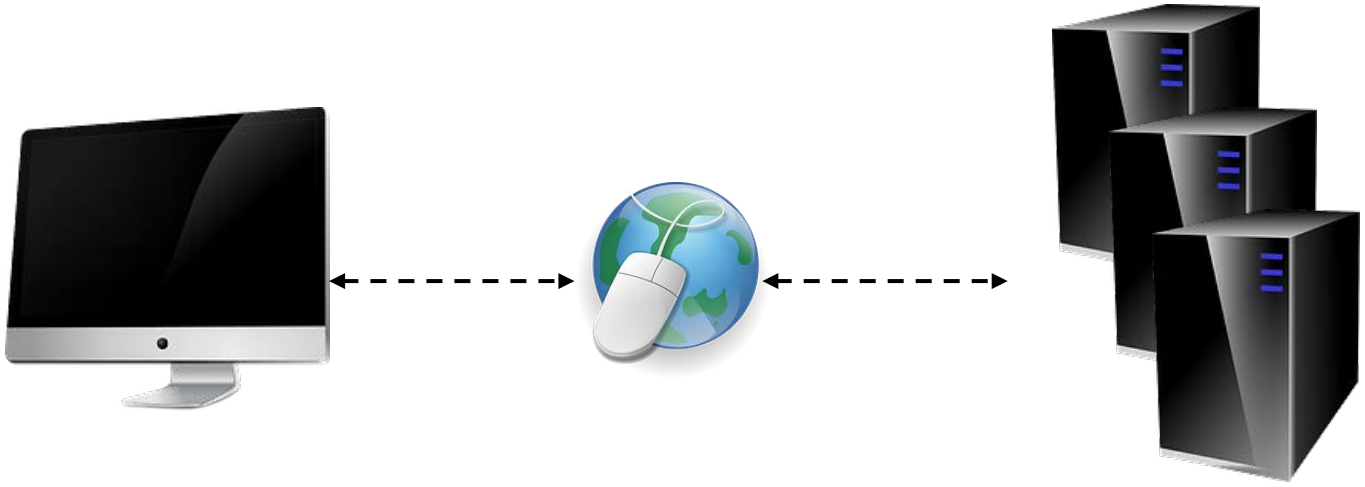
Browser Testing Requirements

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



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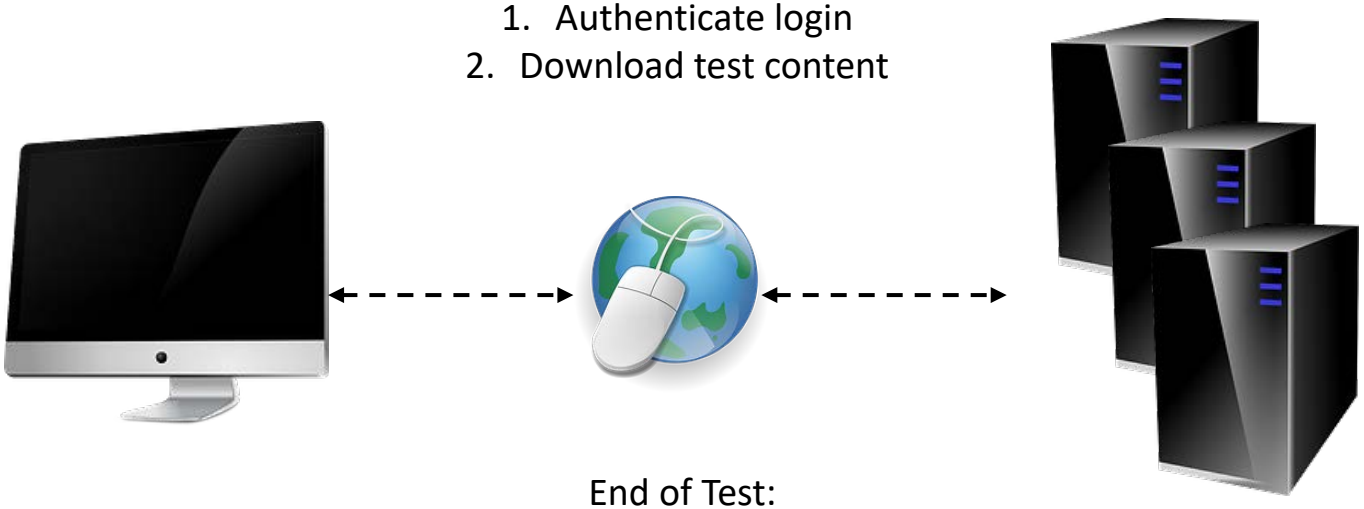
Browser/Kiosk Testing Requirements

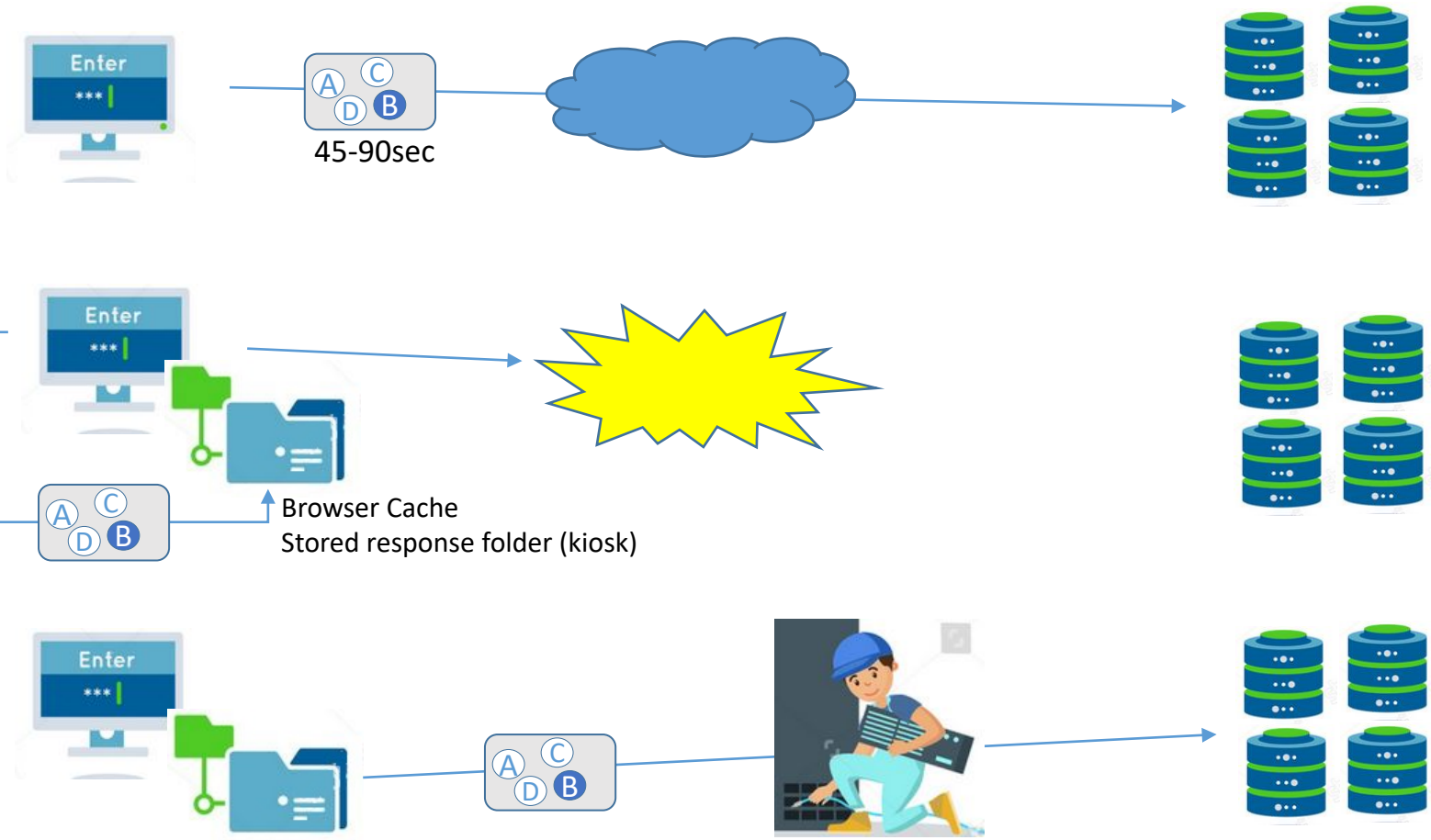
Beginning of Test:
1. Authenticate login
2. Download test content



End of Test:
1. Submit responses for scoring

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

Saving Responses



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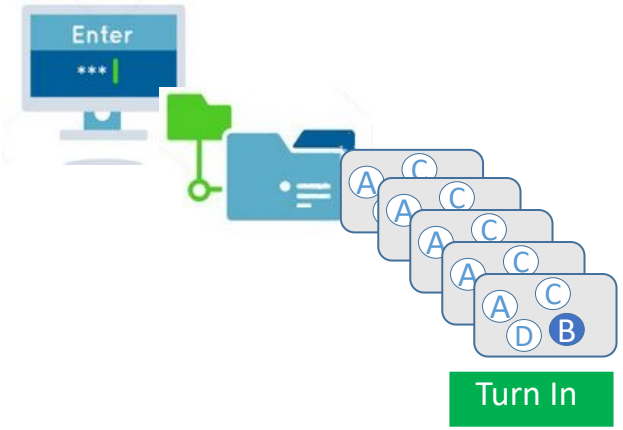
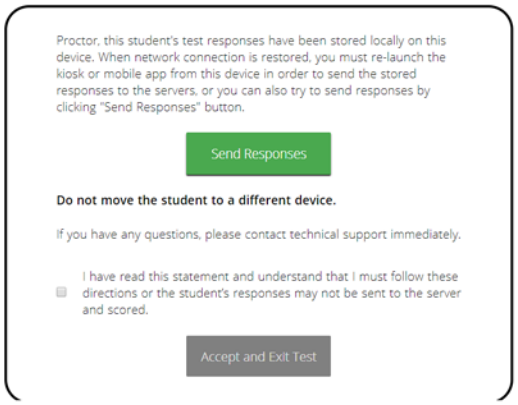
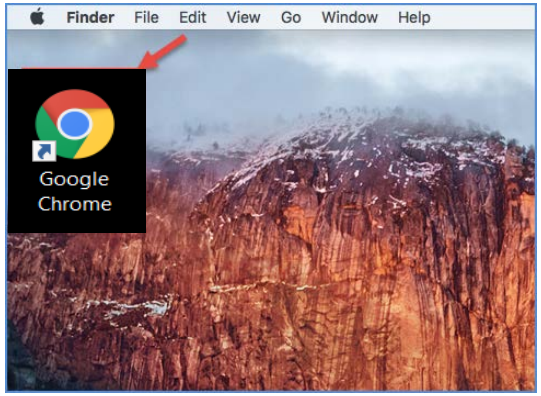
What if a student finishes a test but has no network connection?

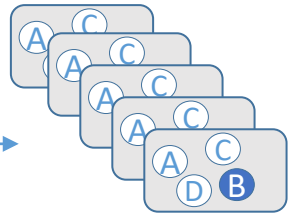


Please raise your hand and notify your proctor.

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







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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

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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**

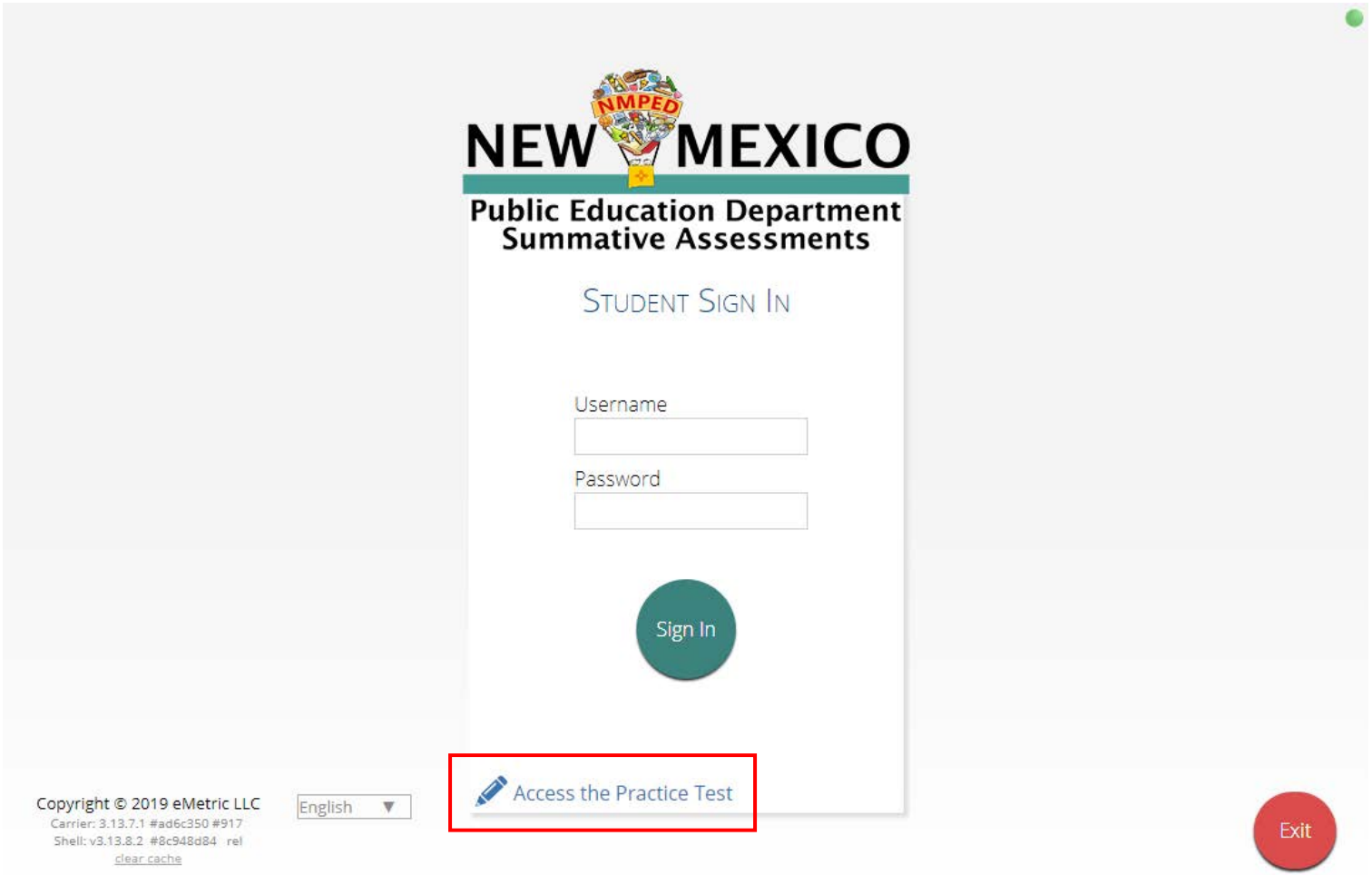
   Best option for:

   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



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*

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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)

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Questions?

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Public Education Department

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

William Kinnison, eMetric
Kaelee Harper, eMetric

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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!

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New Mexico Assessments Portal:

Online Test Administration System

Orientation and New Features for DTCs and STCs

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User Accounts

- ***DTCs and STCs must review all accounts in their organization and deactivate any un-used accounts!***

- ***New account type: Reports Access Only***

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See online video tutorials for demonstrations!

User Accounts

Access	DTC	STC (for orgs assigned)	ITC (for orgs assigned)	TA (for orgs assigned)	RAO NEW!
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)

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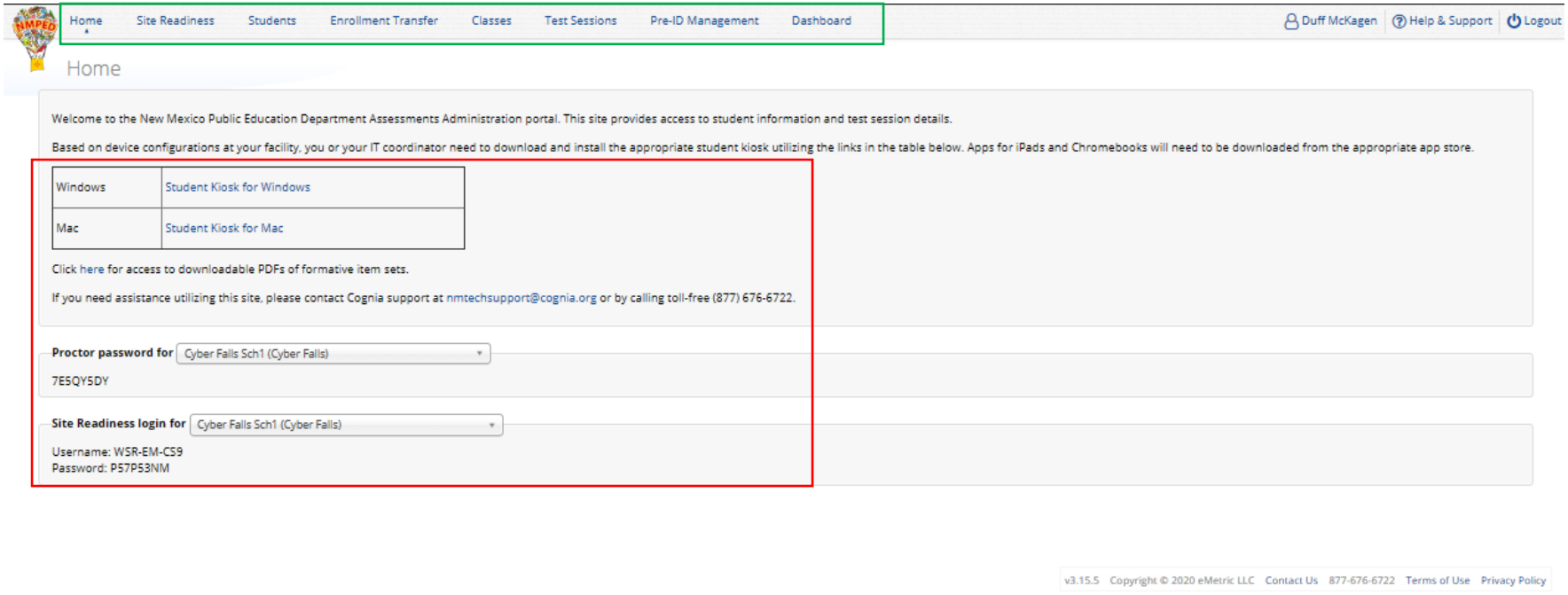
*DTCs can access all student enrollment transfer functions, STCs have limited permissions

User Accounts and Access

Admin Page



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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

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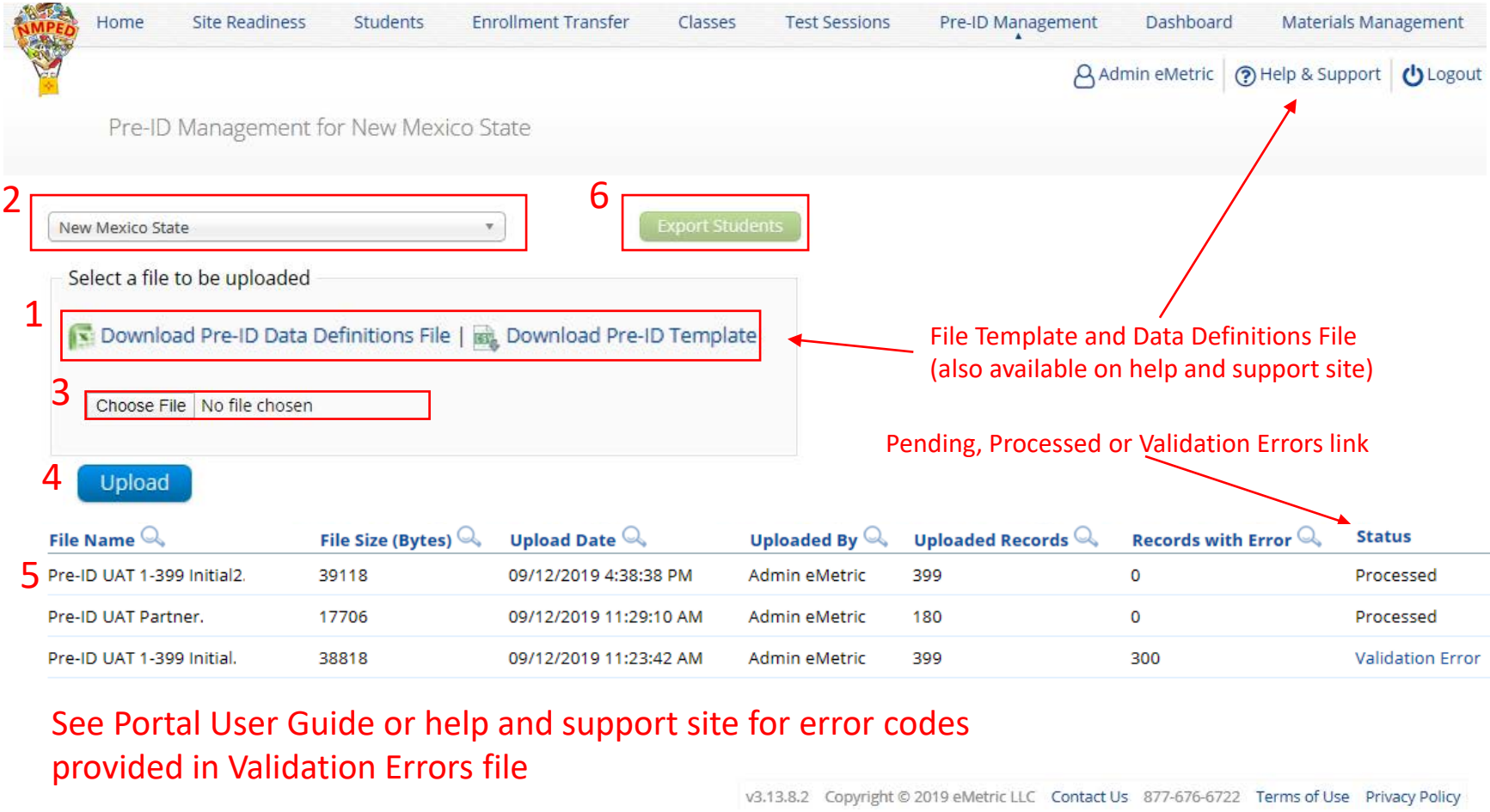
See online video tutorials for demonstrations!

District Pre-ID Upload



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

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See online video tutorials for demonstrations!

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

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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																								

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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.

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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

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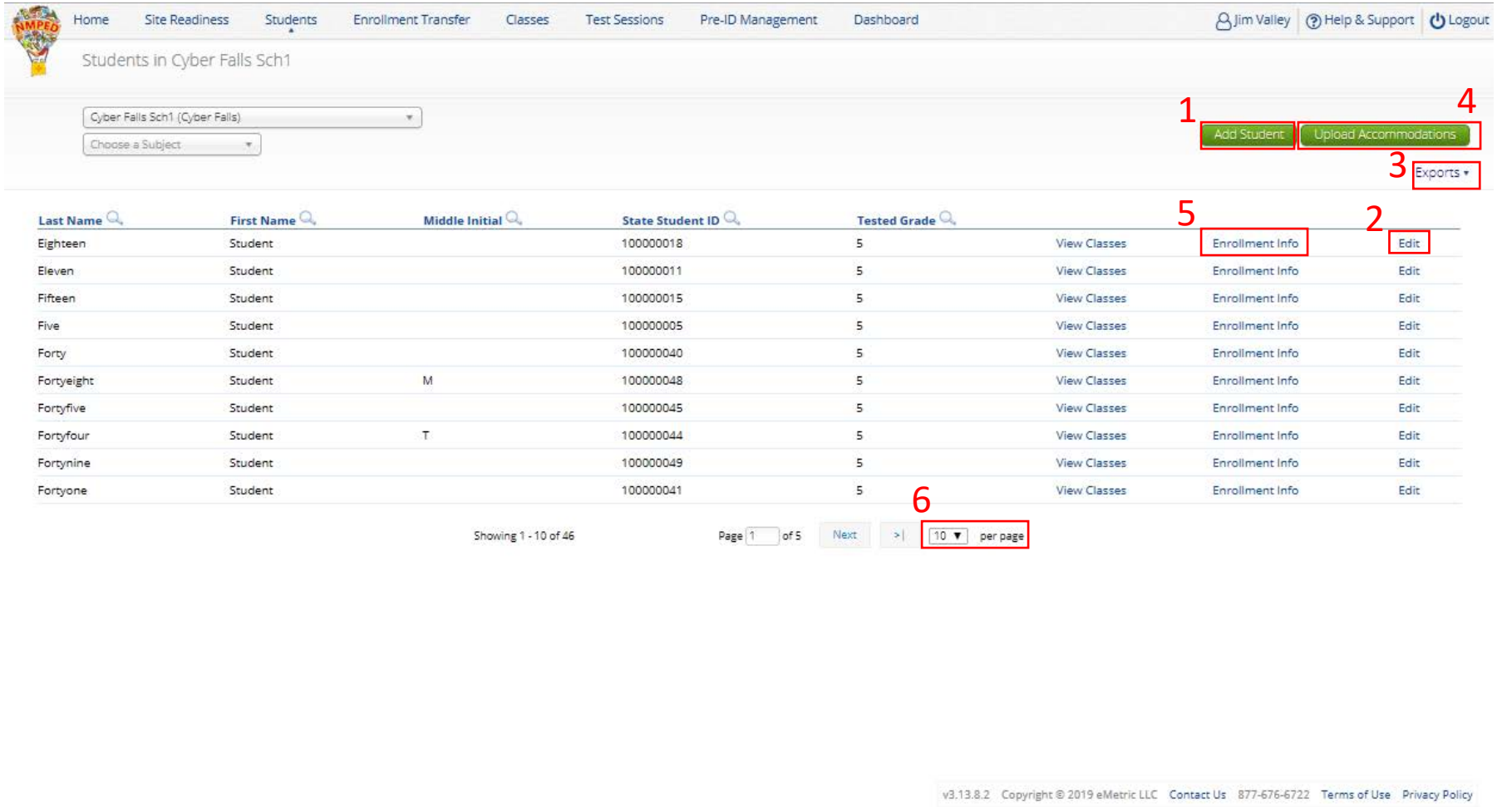
Students



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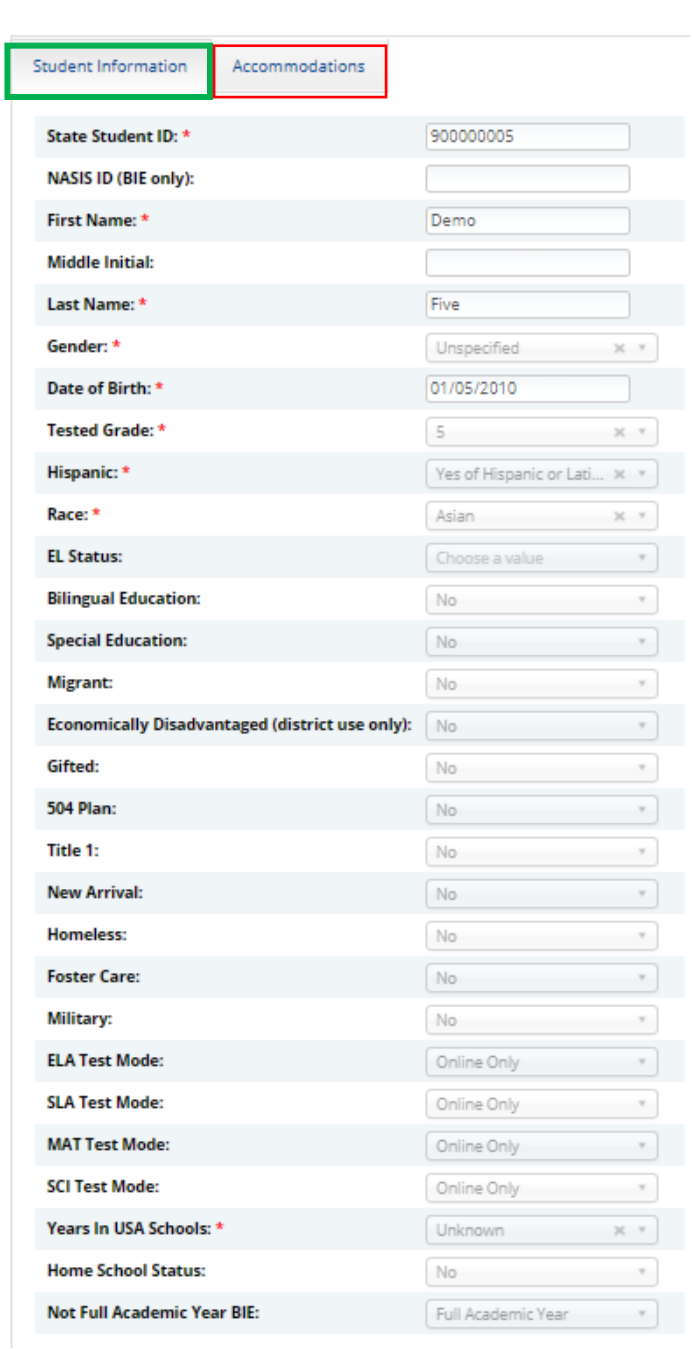
Students

- Student Information Tab



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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.

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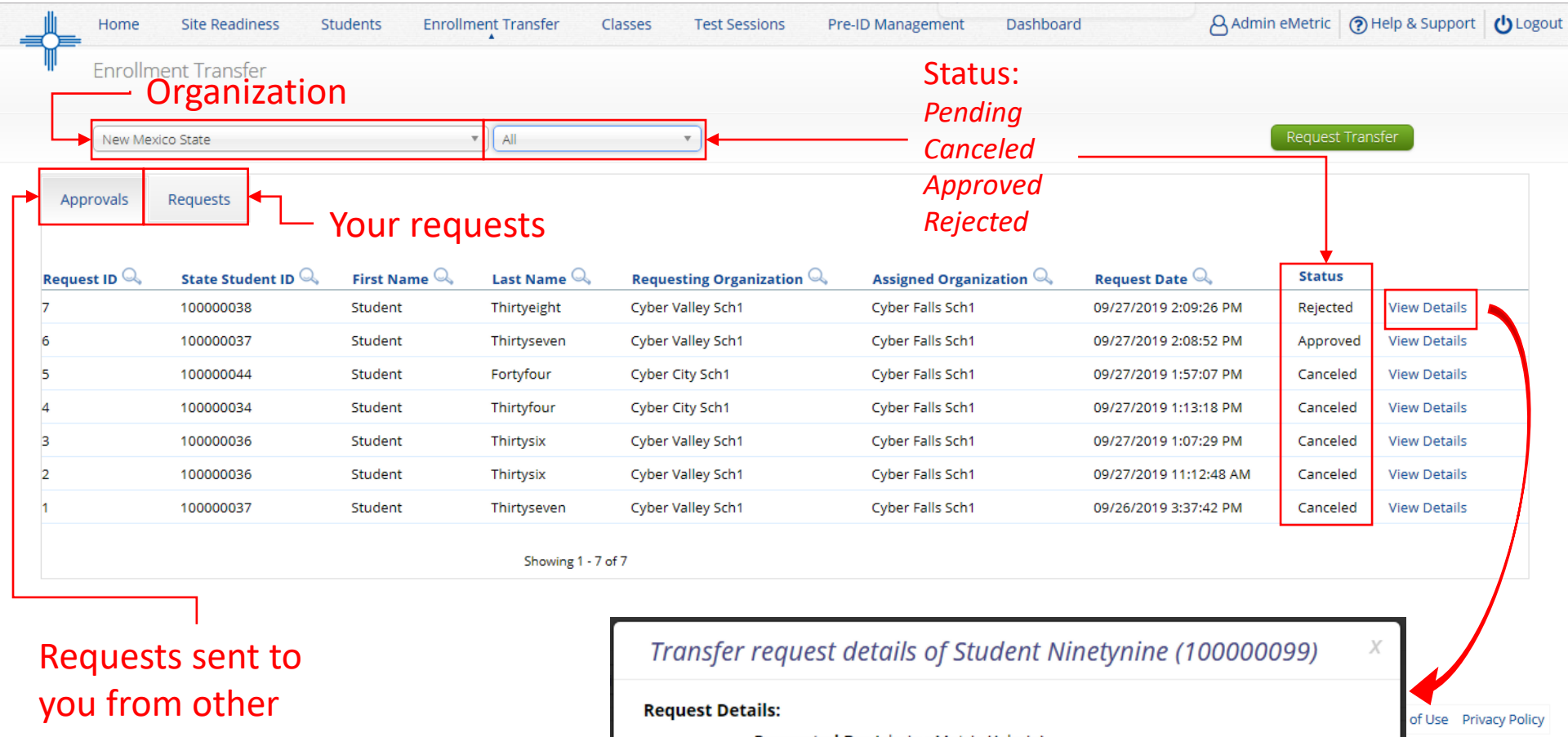
Enrollment Transfer Request



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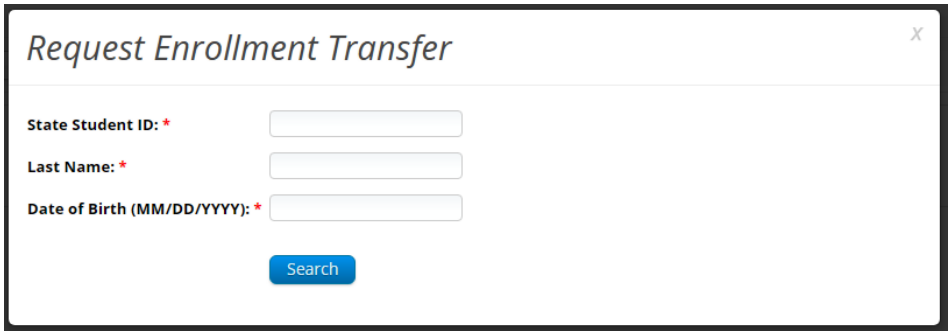
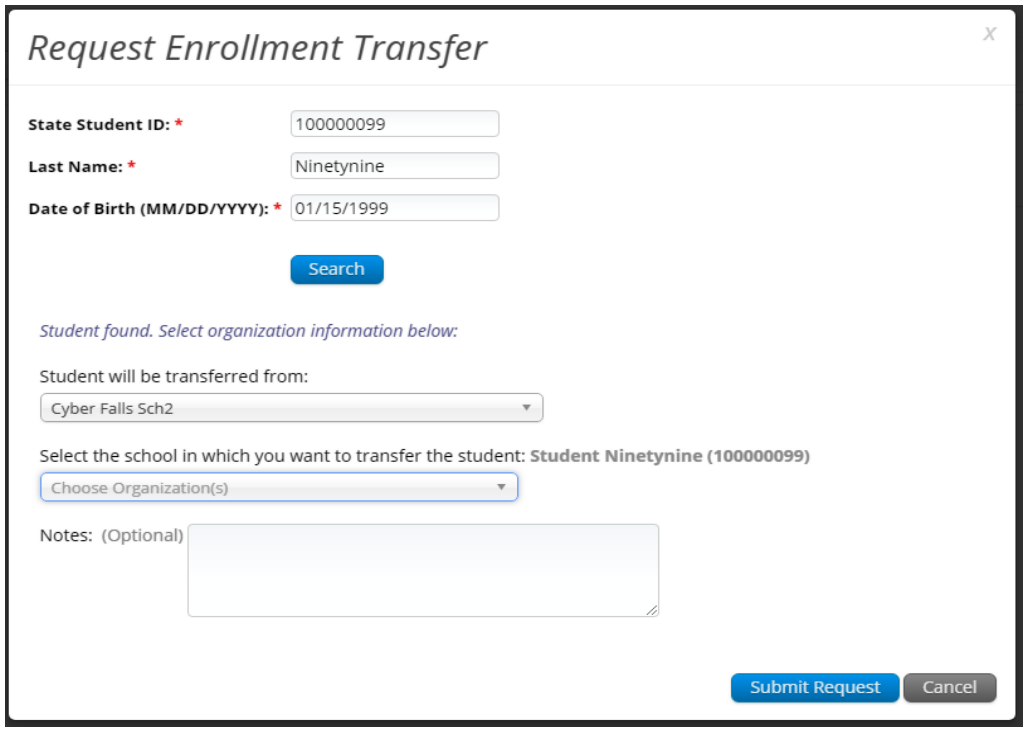
Enrollment Transfer Request





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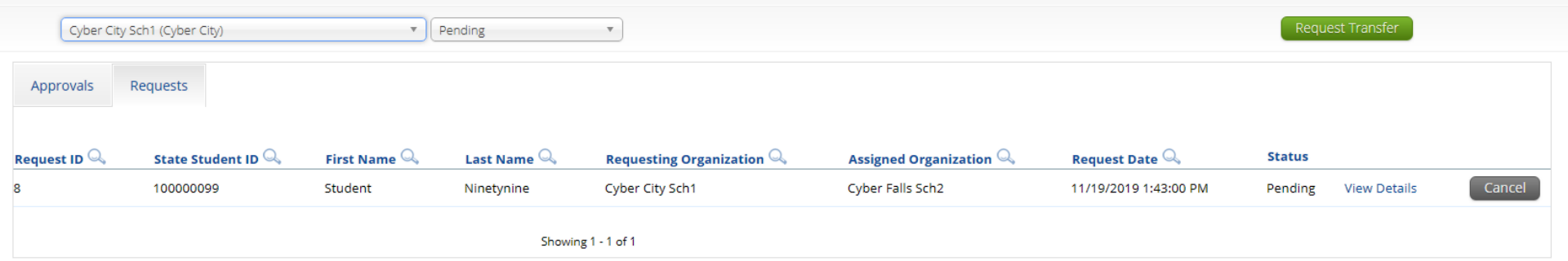
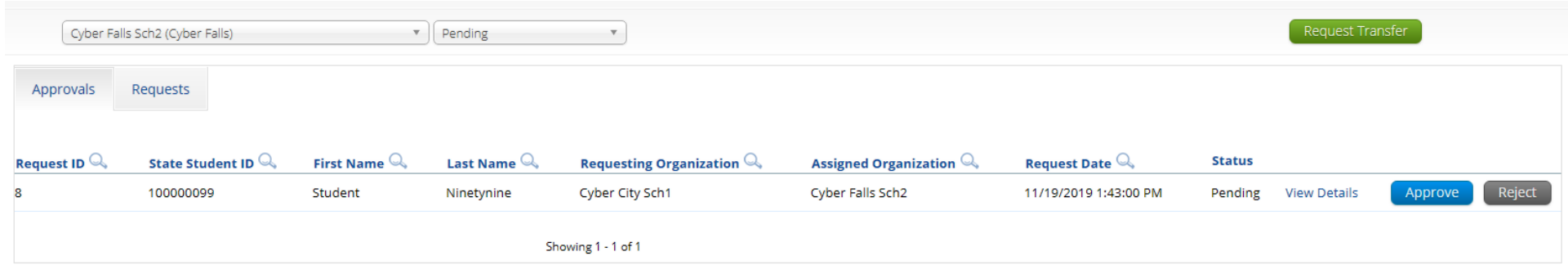
Enrollment Transfer Request

Enrollment request - requestor's view



Enrollment request - receiver's view



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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

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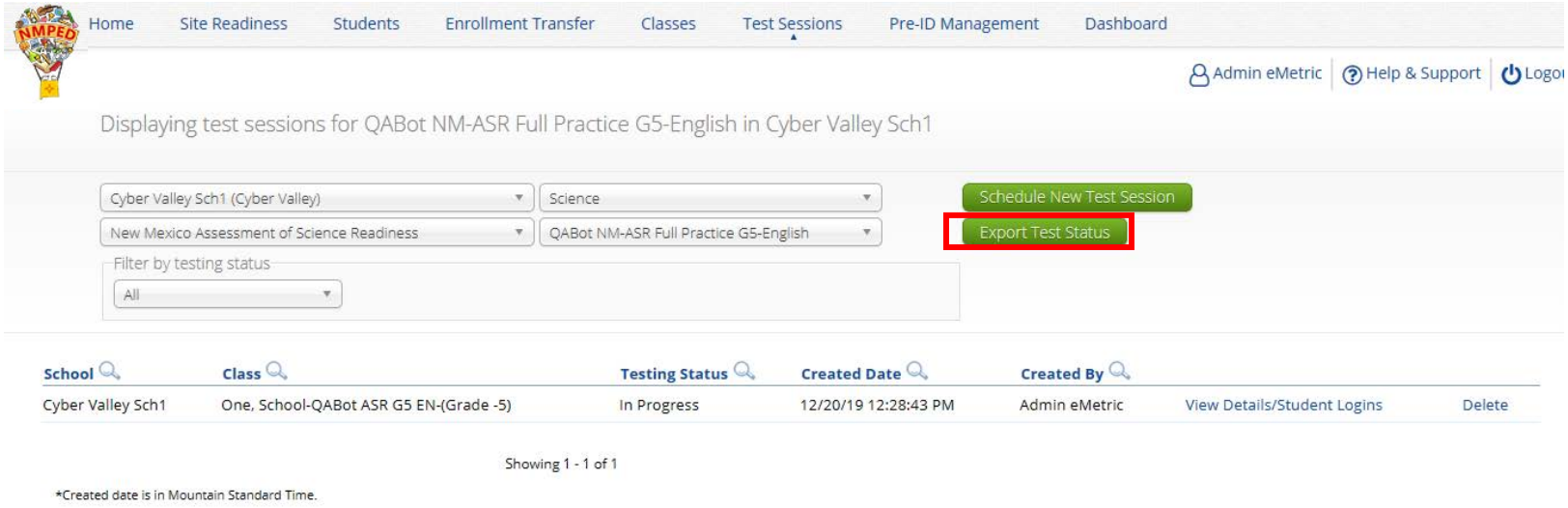
Test Sessions

- 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



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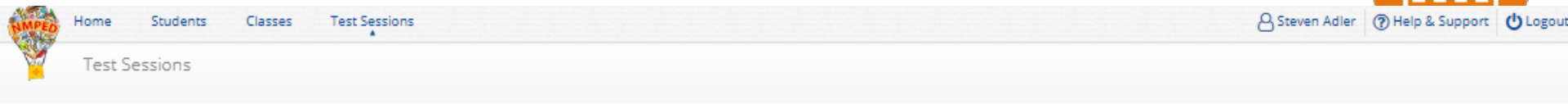
Test Session Details



District: Cyber Mesa District
School : Cyber Mesa Elementary school
Administration: NM Admin
Content Area: Mathematics
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**

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

Showing 1 - 5 of 5

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iTester™

Site Technology Preparation

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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?

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