



# Agenda

- Introductions
- Session Outcomes
- Assessment Bureau Norms
- Minimum Federal Testing Requirements
- Federal Statute
- New Mexico Statute
- New Mexico Administrative Code
- Roles & Responsibilities
- Irregularities
- Site Monitoring Process

# Session Outcomes

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1. Understand policies pertaining to:
  - a. Test security
  - b. Testing irregularities
  - c. Test assignment
  - d. Test administration
2. Be prepared for test administration

# Assessment-Specific Manuals

**PLEASE NOTE:** This training does *not* take the place of reading and understanding **all** appropriate manuals and other test administration materials.

The following manuals also apply:

- Test Coordinator Manuals (TCMs)
- Test Administration Manuals/ Directions for Administration (TAMs/DFAs)
- Accommodations Manuals

# Assessment Bureau Norms

- We send out a bureau newsletter which gets distributed to Superintendents/Charter Leaders – COVID-19 Habit
  - Superintendents receive information twice a week
- Assessment bureau newsletters are distributed biweekly to Supts. first and then to DTCs; currently about 2 newsletter per month
- Emails from teachers, parents, STCs, or others will be redirected to the DTC; **However** if we do respond to an inquiry we will copy the DTC.
- Program managers have a 24 hr. response time

# Assessment Bureau Norms

- We hold monthly meetings with our [Assessment and Accountability Advisory Committee \(AAAC\)](#)
- We also have ad hoc meetings with our national [Technical Advisory Committee](#) that provide technical guidance to both assessment & accountability bureaus.
- Professional development opportunities are offered throughout the year; these are noted on an new interactive DTC calendar.
- Bureau program pages are updated regularly – check regularly for any updates and typically noted in newsletter.

# Federal and State Requirements



# Minimum Federal Testing Requirements

- Under the Every Student Succeeds Act (ESSA), states must administer annual tests in:
- **Reading and math** in grades 3-8 and once in high school
  - NM ESSA plan includes student growth, which means testing in grades 3-8 and 10-11
- **Science** in grade bands 3-5, 6-9, and 10-12
- **Alternate Assessments**
- **English language proficiency** assessment (ELPA) for English Learners (ELs)

**ESSA References:**  
1111(b)(2) Academic Assessments  
ESSA 1111(b)(2)(B)(vii) ELs and SWDs  
1111(b)(2)(G) ELPA



# Federal Statute

- Individuals with Disabilities in Education Act (IDEA)
- Rehabilitation Act (Section 504)
- Equal Educational Opportunities Act
- Civil Rights Act
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)

# New Mexico Statute

## NMSA 22-2C Assessment & Accountability Act

- Assessment system
- Accountability and reporting
- Adoption of content and performance standards

## NMSA 22-13-1.1 Graduation Requirements

- Coursework and competency requirements
- Competency: math, reading, writing, science, social studies

# New Mexico Administrative Code (NMAC)

## 6.10.7 NMAC Standardized Testing Procedures and Requirements

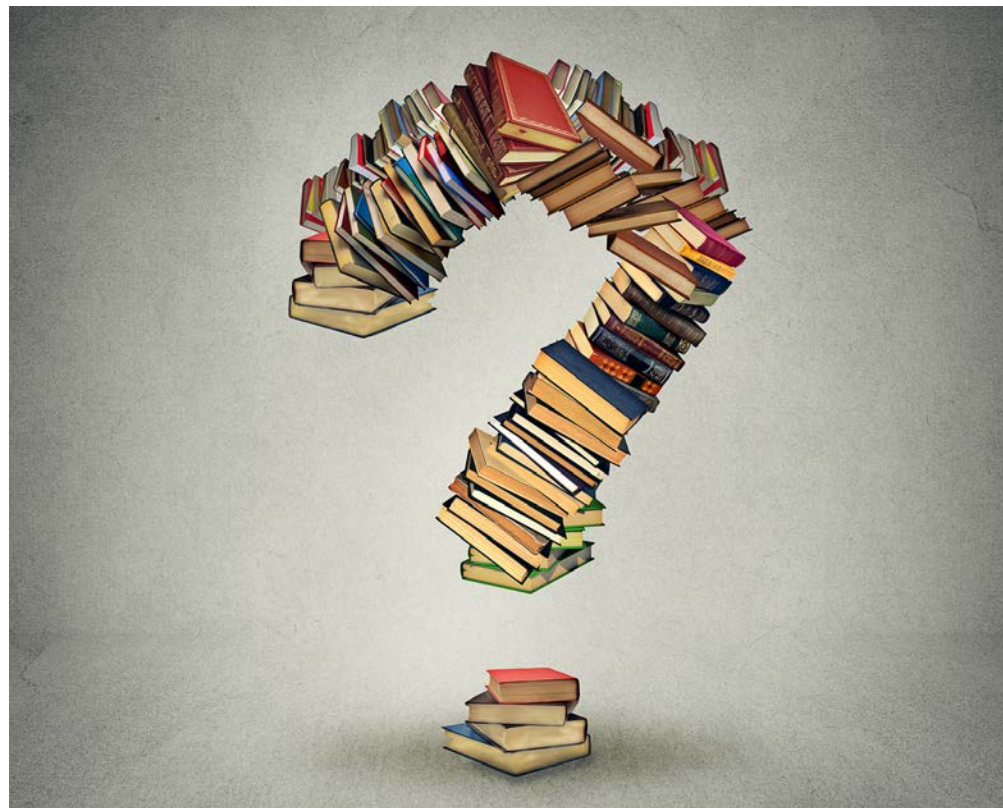
- Roles & responsibilities, licensing
- Test administration & security

## 6.19.7 NMAC Demonstration of Competency for Graduation

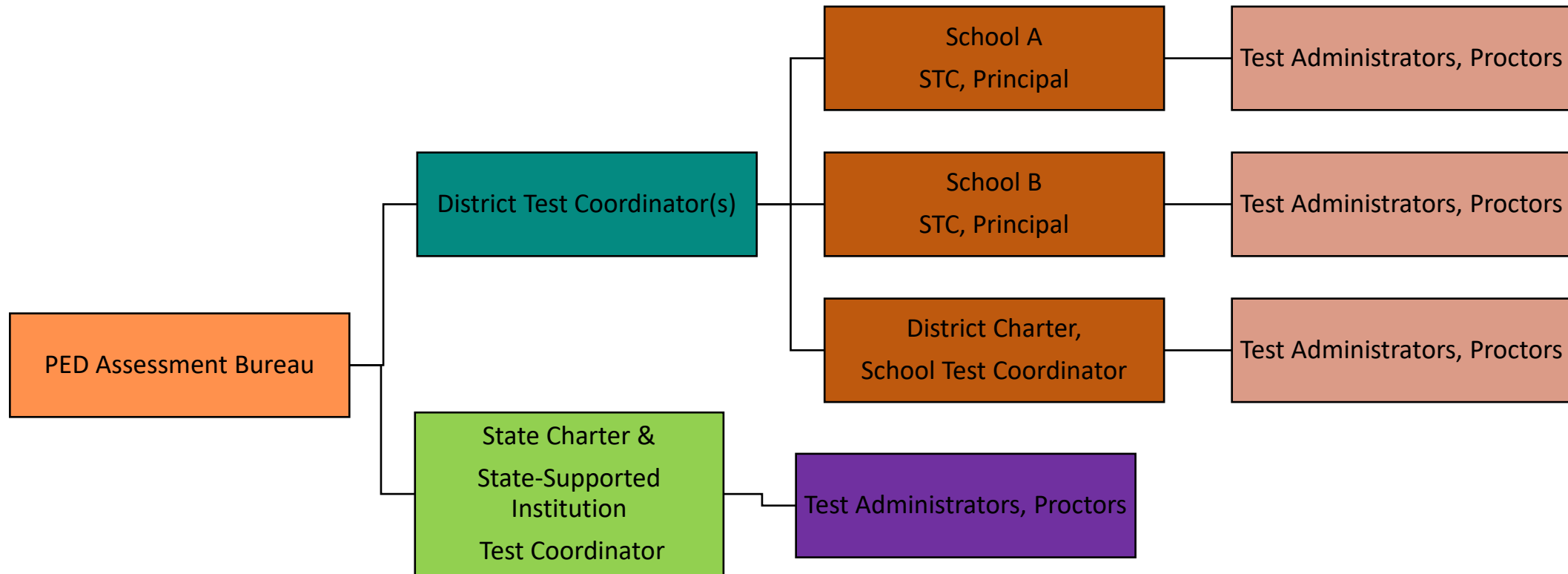
## 6.29.1 NMAC Standards for Excellence

- Section K, graduation requirements

# Any Questions?



# Roles & Responsibilities



## 6.10.7.7 NMAC

	PED License	Responsibilities
DTC District Test Coordinator	<ul style="list-style-type: none"> <li>Teacher</li> <li>Administrator</li> <li>Counselor</li> <li>Student success advisor</li> </ul>	<ul style="list-style-type: none"> <li>Liaison with PED, vendors, STCs</li> <li>Know 6.10.7 NMAC, manuals, PED trainings, technology specifications, accommodations</li> <li>District test security policy, train STCs, TAs</li> <li>Reports irregularities to PED</li> </ul>
STC School Test Coordinator	<ul style="list-style-type: none"> <li>DTC licenses or</li> <li>Instructional support provider</li> </ul>	<ul style="list-style-type: none"> <li>Know 6.10.7 NMAC, manuals, district policy</li> <li>Train TAs, proctors</li> <li>Secure test materials, testing environment</li> <li>Assigns Accommodations and accessibility features</li> </ul>
TA Test Administrator	<ul style="list-style-type: none"> <li>Same as STC</li> </ul>	<ul style="list-style-type: none"> <li>Administers tests, following security policy</li> <li>Ensures Accommodations and accessibility features are enabled</li> </ul>
Proctor	<ul style="list-style-type: none"> <li>Can be EA, administrator, or trained volunteer</li> </ul>	<ul style="list-style-type: none"> <li>Assist TA monitoring students</li> </ul>

# Superintendent's/Charter Director's Role

- Appoints DTC and Technology Coordinator
  - Designates every year and when DTC member changes
- Verifies that all test security, staff training, and accommodation requirements have been met each semester
- Submits verification form within 10 days after testing to DTC

# DTC's Role

- Serves as the primary liaison for PED and testing vendor communications
- Submits all forms
- Serves as source of assessment information for district and school staff, parents, community
- Attends all mandatory PED trainings
- Develops local district/charter test security policy
- Trains STCs and all personnel involved in testing



# DTC Role, cont.

- Ensures student pre-ID data is accurate and current;
- Ensures student accommodations have been assigned according to IEPs;
- Ensures TAs are licensed, certified, trained, and sign the required Confidentiality Agreement;
- Utilizes a secure area to store test materials;
- Receives and inventories all test materials according to the packing list; and
- Reports testing irregularities within the required timeframe in the Test Coordinator Portal (TCP)
- Retains all documentation for (5 years)

# Principal's Role

- Attends all trainings held by DTC or STC
- Verifies that all test security, staff training, and accommodation requirements have been met each semester
- Submits verification form within 10 days after testing to DTC

# STC's Role

- ❑ Attends trainings DTC deems mandatory
- ❑ Ensures district policy followed at all times
- ❑ Ensures TAs and proctors are licensed, certified, trained, and sign the required Confidentiality Agreement;

# STC, cont.

- ❑ Testing locations
  - ❑ 25:1 ratio (see pp. 9-10)
  - ❑ Materials removed (see p. 16)
- ❑ Utilizes a secure area to store test materials
- ❑ Ensures student accommodations have been assigned according to IEPs
- ❑ Verifies that all technical requirements have been met
- ❑ Verifies that students use correct tickets or labels
- ❑ Reports irregularities to principal and DTC

May want to revisit this given COVID 19 in Spring; health order and executive guidance would trump this ratio

# District Policy

- ❑ At least as rigorous as state
- ❑ Secure materials location and process identified
- ❑ Scheduling
  - ❑ Allow enough time with breaks
  - ❑ PBT: all schools in district follow same schedule to extent possible; follow order in booklets
  - ❑ CBT: schedule same content/grade as close together as resources permit

# Document Retention

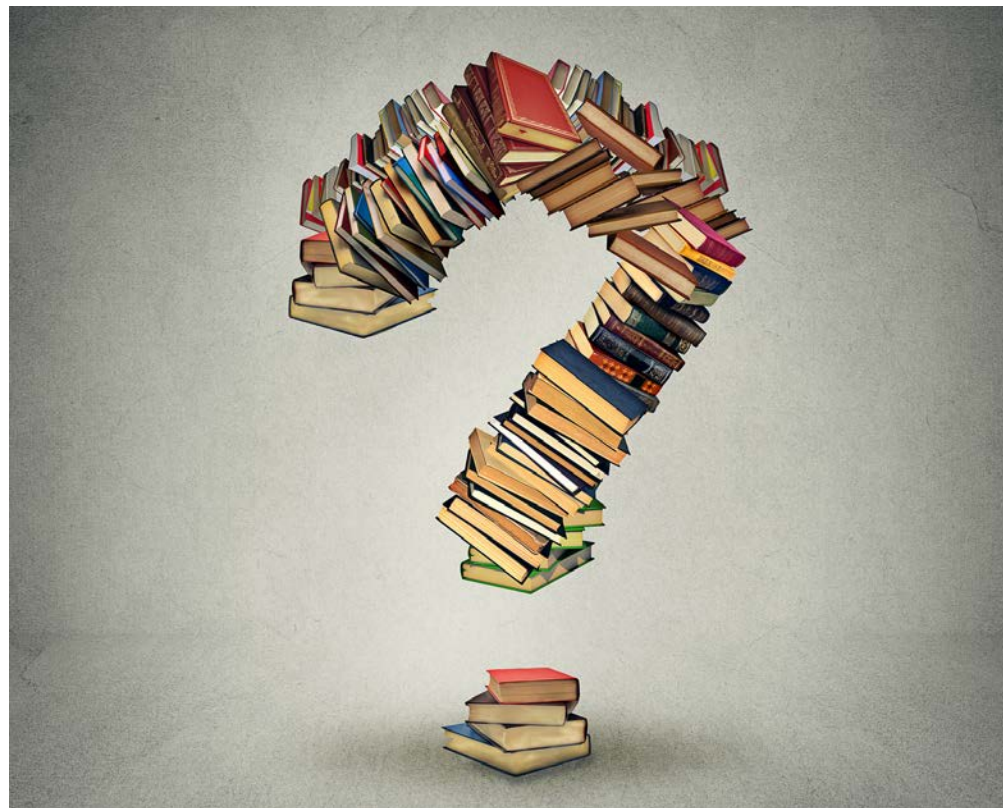
- Keep secure:
  - Paper forms and tickets should be locked and secured while in LEA possession.
- Keep for 5 years:
  - Forms related to DTC training (e.g., Confidentiality, Superintendent verification, training verification sheets/sign in documents, Medical Exemptions, Testing Irregularity Forms, and waivers)
- Destroy After Testing:
  - Scratch paper, test tickets, formula sheets if they have writing.
- Return on Time:
  - PED will be auditing schools/district with history of missing materials.
  - Proper packaging of paper test materials and scorable forms is the responsibility of the district.

# Missing Materials

Loss of state testing materials is a security breach.

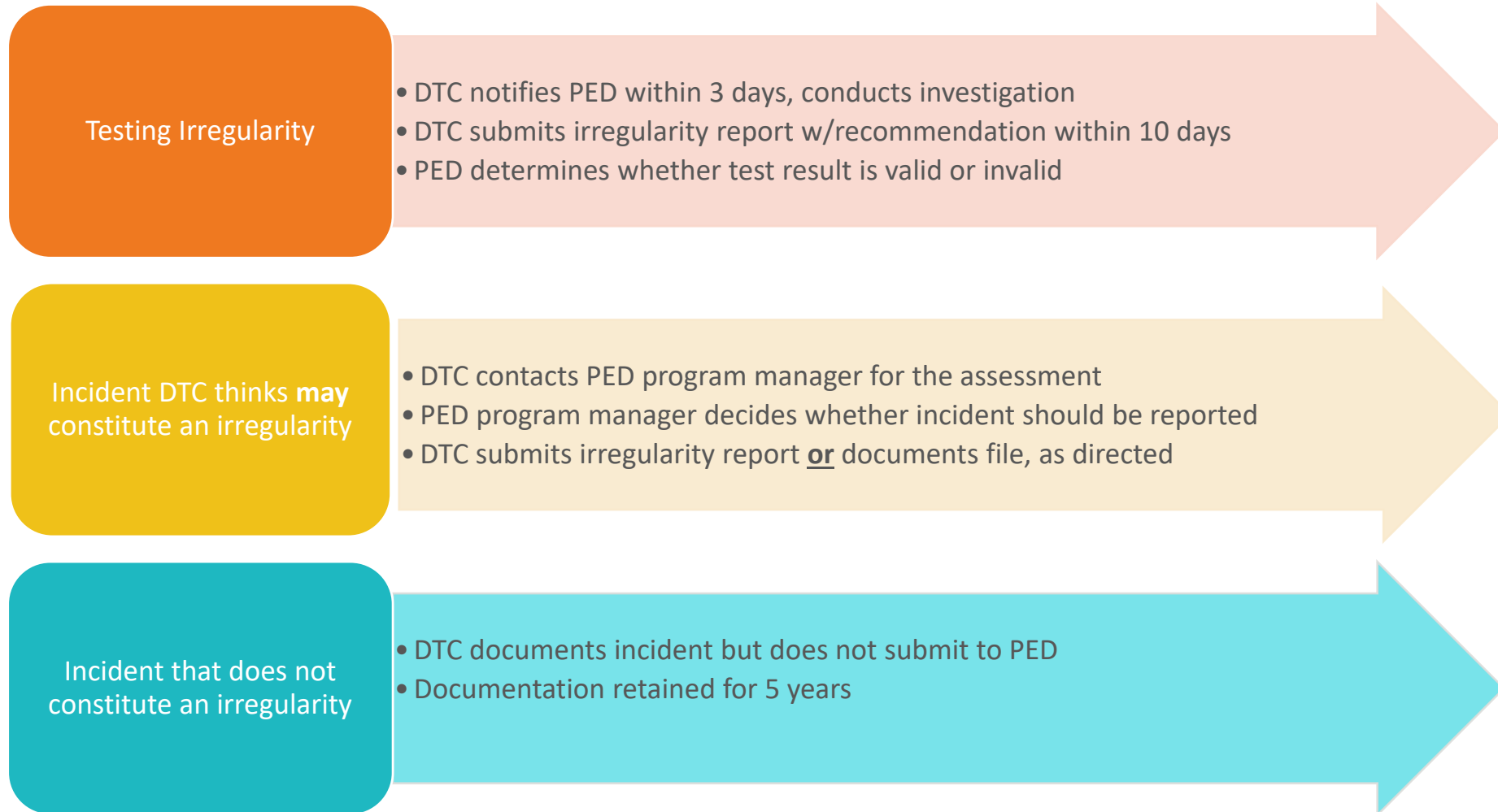
- TA must report missing materials to STC.
- DTC must also notify the vendor's help desk and PED
- Missing test materials should be reported as an irregularity
  - Exception to this would be ACCESS; WIDA has their own testing materials form

# Any Questions?





# Testing Irregularities: Is every incident an irregularity?



# Examples of Irregularities

- Cell phones or other non-allowable electronic devices
- Student is sick and needs to leave during the test
- Starting a test without the proper accommodations or accessibility features in place or given the wrong accommodation based on the IEP
- Students move past the current test session
- TAs deviate from administration directions or script
- TA or proctor is not present while student's are taking the test

# Avoiding Irregularities Before They Happen

- Scheduling
  - Sufficient time to complete test sessions before lunch or by end of day
  - Routine Breaks
- Before testing
  - students correctly matched to the SSID on the label or ticket
  - accommodations and accessibility features assigned
  - technology and materials ready and working properly
  - students do not have unauthorized electronic devices
- Monitor **actively** during and after test sessions

# Reporting Irregularities

- Testing Irregularities must be reported through the PED [Test Coordinator Portal](#).
- Please contact PM within 3 days with any concerns.
- Submit form within 10 days of incident.
- Only in extreme cases will PED allow irregularity forms to be submitted through email.



[Home](#)

[How to?/FAQs](#)

[Contact Us](#)



**Test Coordinator Portal**

## LOGIN

Email\*

Password\*

[Login](#)

[Forgot Password?](#)

[Request Access](#)

\*Required

# Void/Invalidate

- Void/Invalidate locally: **if test is not submitted**
  - Wrong test started
  - Inappropriate accommodation
  - Must complete an irregularity form and retain locally for 5 yrs.
- Void/Invalidate by PED: **if test has been submitted**
  - Contact PED who will contact the vendor
  - Will work with accountability and vendor to process invalidations
  - Must submit an irregularity form to PED

# Site Monitoring Process

- Monitoring visits ensure that all state and federally required assessment programs are conducted according to state and federal regulations.
- The assessment bureau conducts visits as needed, and will contact you prior to scheduling a visit
- DTCs will be asked a series of interview questions, and be required to provide documentation for communication, staff training, test security, test environment, and participation.

# Any Questions?

