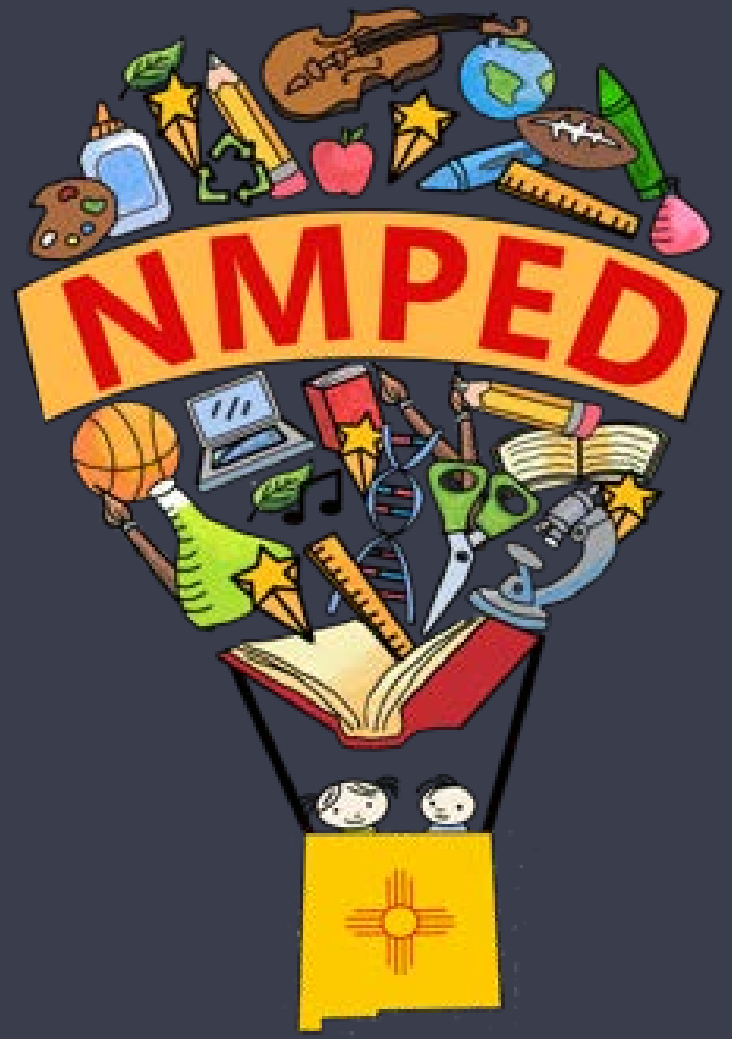
District Test Coordinator 101:

DTC RESOURCES

October 2, 2020

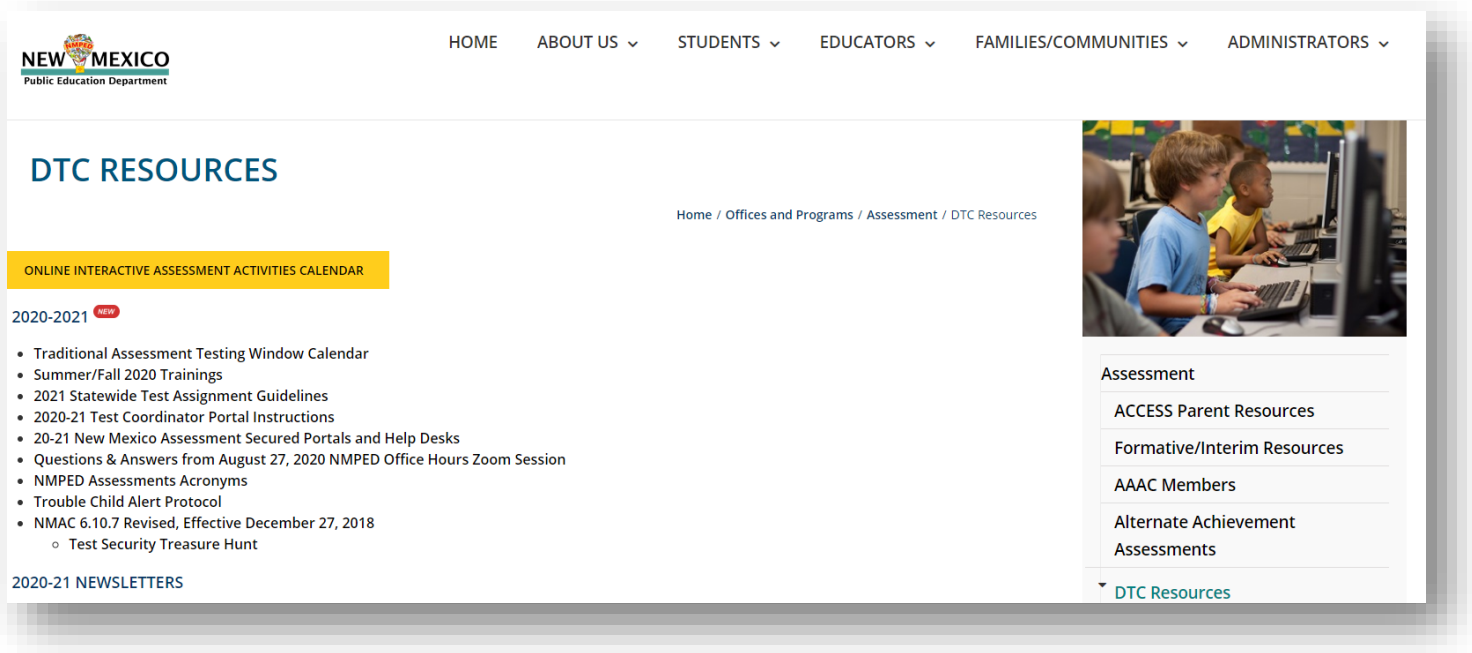
Xavier DeLeon
Assessment Coordinator
Assessment Bureau

Investing for tomorrow, delivering today.



DTC Resources Department Page

1. Online Interactive Assessment Activities Calendar
2. 2020-21 Newsletters
3. Test Coordinator Portal
4. Test Coordinator Forms
5. Cohort Resources
6. Lists of AAAC & TAC Members



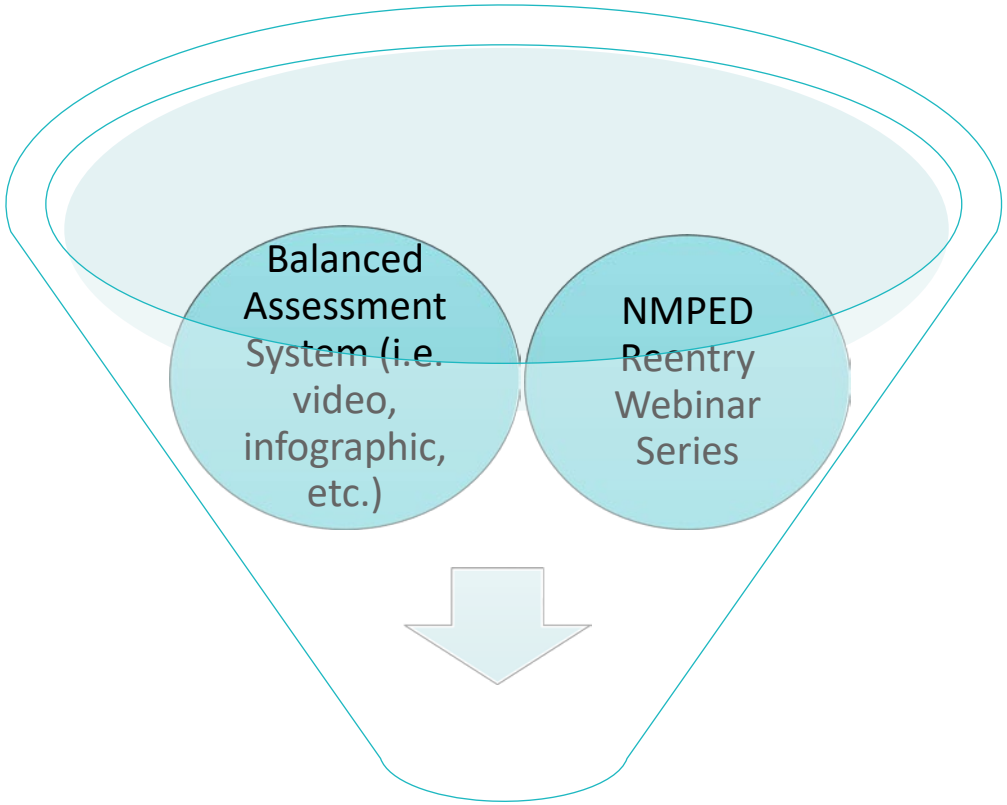
Secured Portals & Help Desks

Assessment Programs	Secured DTC Portals*	Public Websites	DTC Help Desk/Emails
SAT School Day **PSAT 10**	College Board https://digitaltesting.collegeboard.org/	https://collegereadiness.collegeboard.org/educators/k-12	NMSAT@collegeboard.org New Mexico School Day Support: 866-756-7346
NM-MSSA **NM-ASR** **SLA/SBA Reading** **i-MSSA** **Cognia Formative Item Sets**	iServices https://iservices.cognia.org/	https://newmexico.onlinehelp.cognia.org/	877-676-6722 NMHelp@cognia.org
ACCESS for ELLs **Alt-ACCESS** **WIDA Screener** **W-APT**	WIDA US https://wida.wisc.edu/ WIDA AMS https://www.wida-ams.us	https://wida.wisc.edu/memberships/consortium/nm	WIDA Support: help@wida.us 866-276-7735 DRC Support: WIDA@datarecognitioncorp.com 855-787-9615
Dynamic Learning Maps	KITE – DLM Portal https://educator.kiteaai.org	https://dynamiclearningmaps.org/newmexico	DLM-support@ku.edu DLM Support: 855-277-9751
Istation's Indicators of Student Progress	Reporting & Management System https://secure.istation.com	https://www.istation.com/newmexico	866-883-READ (7323) Support@Istation.com
NAEP *Pre-notified schools only*	MyNAEP Website https://www.mynaep.com	https://webnew.ped.state.nm.us/bureaus/assessment-3/naepnm/	800-283-6237 NAEPHelp@westat.com

PED Provided Portals	Description	Link	PED Help Desk/Emails
SharePoint	Used for Secure transfer of documents containing student confidential data (e.g., safe child alerts)	http://webed.ped.state.nm.us/_login/default.aspx?ReturnUrl=%2fsites%2fAssessment%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252Fsites%252FAssessment&Source=%2Fsites%2FAssessment	Ped.assessment@state.nm.us 505-827-5861
DTC/STC Portal	Used to complete required forms and irregularity reporting online	https://tcp.ped.state.nm.us/	

*The District Test Coordinator is responsible for adding, removing, and updating user access for their LEA portal users such as STCs. New DTCs roles must be communicated to PED through the submission of the Superintendent Designation of Test Coordinator Form to the DTC Portal (preferred) or to PED.assessments@state.nm.us

Assessment Literacy & Task Force



Assessment Literacy Resources

TASK FORCE INFORMATION

The Student Success Task Force has developed recommendations for the annual statewide student assessment. Their report is available for download under Task Force Resources. The work of the task force was informed by feedback received during community conversations held throughout the state. View the Student Success Task Force video to learn more.

TASK FORCE RESOURCES

- Student Success Task Force Report: Recommendations for a Balanced Assessment System (October 2019) NEW
- Student Success Task Force High-Level Recommendations – New Mexico (PDF)
- Re-envisioning New Mexico's Statewide Assessment System (PDF)
- Task Force Membership List (PDF)
- Schedule of Stakeholder Community Input Sessions (PDF)
- Summary of Community Conversations (PDF)

ASSESSMENT LITERACY RESOURCES

- NMPED Reentry Webinar Series
- The Balanced Assessment System – Quick Infographic (PDF)
- Nuevo México Sistema equilibrado de Evaluación (PDF)
- Balanced Assessment System Brochure (PDF)
- Sistema equilibrado de evaluación (PDF)
- Formative Assessment Practice – Student Needs Reentry Guide (PDF)
- Usando múltiples medidas y prácticas formativas – para identificar las necesidades de aprendizaje (PDF)

Manuals

DTCs are required to review all manuals before administering an assessment.

1. District Test Coordinator Manual
2. Accommodations and Accessibility Manual

FAQs & Factsheets

FAQs

2020–2021

5 FACTS FOR PARENTS ABOUT STUDENT TESTING

Why Do We Test Students?

Summative assessments once a year show whether students across the state are mastering academic standards, while formative and interim assessments throughout the year tell teachers what individual students are struggling with so they can help them master those specific standards.

Assessing students is required by federal and state law. The Every Students Succeeds Act (ESSA) requires that, at a minimum, all students, including students with disabilities and English learners, be tested in:

- Reading and math in grades 3–8 and once in high school;
- Science once in elementary, middle, and high school;
- English proficiency if the student is an English learner.

What Is the Vision for Student Assessment in New Mexico?

In early 2019, the PED asked students, parents, teachers, and community members from around the state what they wanted in an assessment system. Based on that feedback, the Student Success Task Force recommended changes to the state assessment system. You can watch a short video about their work and read a brief summary of their recommendations at: https://webnew.ped.state.nm.us

What Math and Reading Test will Students Take?

In grades 3–8, students will take New Mexico's Measures of Student Success and Achievement (NM-MSSA). In grade 10, students will take PSAT 10; and in grade 11, students will take the ***SAT School Day with Essay***.

What Other Tests Will Students Be Required to Take?

- Students in grades 5, 8, and 11 will take the New Mexico Assessment of Science Readiness(NM-ASR).
- Students with significant cognitive disabilities will take the Dynamic Learning Maps test instead of NM-MSSA, NM-ASR, and the SAT.
- English learners will take ACCESS for ELLs to measure English proficiency.
- English learners with significant cognitive disabilities will take Alt-ACCESS instead of ACCESS.
- Students in grades K-2 will take the Istation early reading test.
- The Early Childhood Observation Tool is a tool used by teachers to see what Kindergarten and pre-K students know and can do.
- Please visit the Assessment web page to download Fact sheets for these tests at: https://webnew.ped.state.nm.us/bureaus/assessment-3/quick-communications/

Are These Tests Required to Graduate High School?

New Mexico law requires that high school students show competency in reading, writing, math, science, and social studies to graduate (22-13-1.1 NMSA). Passing the ESSA-required assessments is one way to do this, but there are other ways for students to show readiness for graduation. Details can be found at: https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/

Additional resources

- Balanced Assessment System Quick Infographic: https://webnew.ped.state.nm.us/wp-content/uploads/2020/07/The-Balanced-Assessment-System-Quick-Infographic.pdf
- Balanced Assessment System Brochure: https://webnew.ped.state.nm.us/wp-content/uploads/2020/07/NM_BAS_4-Page-Brochure.pdf

For additional information, visit the Assessment Bureau website at: https://webnew.ped.state.nm.us/bureaus/assessment-3/
Email: PED.Assessment@state.nm.us

2020–2021

STATE AND FEDERAL ASSESSMENT REQUIREMENTS FAQ

What Are the Federal Requirements for Participation in State Assessments?

The Every Students Succeeds Act (ESSA) 1111(c)(4)(E)(i) requires states to annually measure the achievement of not less than 95 percent of all students, and 95 percent of all students in each subgroup of students, who are enrolled in public schools. ESSA 1111(b)(2)(B) requires the assessment of all students, including students with disabilities and English learners, in:

- reading and/or language arts in grades 3–8 and once in high school;
- mathematics in grades 3–8 and once in high school; and
- science once in grades 3–5, once in grades 6–9, and once in grades 10–12

ESSA 1111(b)(2)(G)(i) requires an assessment of English language proficiency for all students identified as English learners.

What Assesments Does New Mexico Administer to Meet These Federal Requirements?

- New Mexico-Measures of Student Success and Achievement (NM-MSSA) to measure mastery of math and language arts in grades 3–8. NM-MSSA results will be comparable to those of the spring 2019 Standards Based Transition Assessment;
- The SAT to measure math and language arts in grade 11;
- New Mexico Assessment of Science Readiness (NM-ASR) to measure science proficiency in grades 5, 8, and 11; and
- ACCESS for ELLs to measure English language proficiency for students who are identified as English Learners.

ESSA 1111(b)(2)(B)(vii) requires that students with disabilities and English learners be provided appropriate accommodations on assessments, and that the state provide an alternate assessment (ESSA 1111(b)(2)(D)) for students with the most severe cognitive disabilities.

What Math and Reading Test will Students Take?

In grades 3–8, students will take New Mexico's Measures of Student Success and Achievement (NM-MSSA). In grade 10, students will take PSAT 10; and in grade 11, students will take the ***SAT School Day with Essay***.

Which Alternate Assessments do Students With Significant Cognitive Disabilities Take?

Students whose Individualized Education Program (IEP) teams have determined that the general education assessment is not appropriate, even with accommodations in place, will take the Dynamic Learning Maps (DLM) assessment. DLM is administered in the same subjects and grades as the general assessments. View the Alternate Assessment FAQ for more details.

English learners with significant cognitive disabilities will take the Alternate ACCESS in place of ACCESS.

What Additional Assessments Does the State Require?

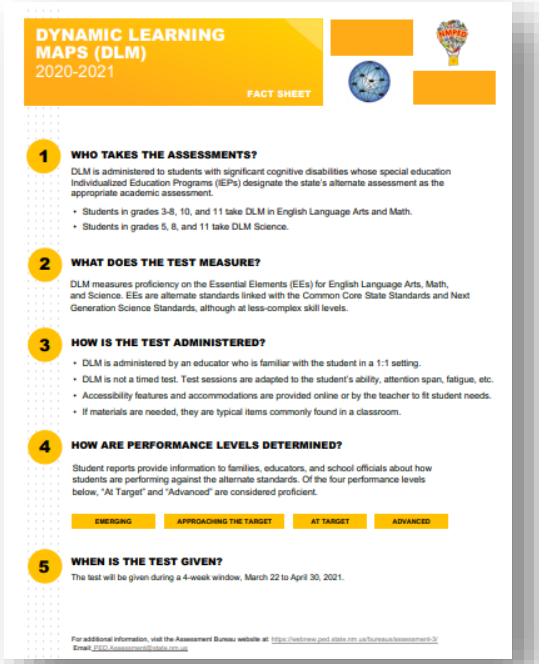
The New Mexico Statutes Annotated (NMSA) requires students to demonstrate competency in reading or language arts, writing, mathematics, science, and social studies to graduate high school (22-13-1.1 NMSA). Among a variety of options for demonstrating competency, students can demonstrate competency on the ESSA-required assessments.

The Istation early literacy assessment is required in grades K-2 for all students statewide (New Mexico Administrative Code (NMAC) 6.19.9).

The PSAT is required for students in grade 10.

For additional information, visit the Assessment Bureau website at: https://webnew.ped.state.nm.us/bureaus/assessment-3/
Email: PED.Assessment@state.nm.us
Updated 7/7/2020

Factsheets



DYNAMIC LEARNING MAPS (DLM)
2020-2021
FACT SHEET

1 WHO TAKES THE ASSESSMENTS?

DLM is administered to students with significant cognitive disabilities whose special education Individualized Education Programs (IEPs) designate the state's alternate assessment as the appropriate academic assessment.

- Students in grades 3-8, 10, and 11 take DLM in English Language Arts and Math.
- Students in grades 5, 8, and 11 take DLM Science.

2 WHAT DOES THE TEST MEASURE?

DLM measures proficiency on the Essential Elements (EEs) for English Language Arts, Math, and Science. EEs are alternate standards linked with the Common Core State Standards and Next Generation Science Standards, although at less-complex skill levels.

3 HOW IS THE TEST ADMINISTERED?

- DLM is administered by an educator who is familiar with the student in a 1:1 setting.
- DLM is not a timed test. Test sessions are adapted to the student's ability, attention span, fatigue, etc.
- Accessibility features and accommodations are provided online or by the teacher to fit student needs.
- If materials are needed, they are typical items commonly found in a classroom.

4 HOW ARE PERFORMANCE LEVELS DETERMINED?

Student reports provide information to families, educators, and school officials about how students are performing against the alternate standards. Of the four performance levels below, "At Target" and "Advanced" are considered proficient.

EMERGING | APPROACHING THE TARGET | AT TARGET | ADVANCED

5 WHEN IS THE TEST GIVEN?

The test will be given during a 4-week window, March 22 to April 30, 2021.

For additional information, visit the Assessment Bureau website at: https://webnew.ped.state.nm.us/bureaus/assessment-3/
Email: PED.Assessment@state.nm.us

NEW MEXICO'S MEASURES OF STUDENT SUCCESS & ACHIEVEMENT (MSSA)
2020-2021
FACT SHEET
NM-MSSA

WHO TAKES THE NM-MSSA?

Students in grades 3-8 will take the NM-MSSA in Spring 2021. **The Every Student Succeeds Act** (ESSA) requires that every state assess all students in language arts or reading and math each year in grades 3-8 and once in high school. The NM-MSSA, a summative statewide assessment, will be administered to meet the grade 3-8 component of this requirement.

WHAT DOES TEST MEASURE?

The NM-MSSA is aligned to the New Mexico Common Core State Standards (NMCCSS) for math and language arts. The NM-MSSA is intended to provide evidence to determine a student's grade level proficiency and progress toward college and/or career readiness. The Spring 2021 NM-MSSA blueprint and design will be available soon.

HOW IS THE TEST ADMINISTERED?

The test will be computer-based, and paper-based tests will be made available by request. The assessment will include accessibility features and accommodations to support diverse student needs. The NM-MSSA in NOT a timed test; unit times on blueprints are estimates to assist schools plan testing schedules.

HOW ARE PERFORMANCE LEVELS DETERMINED?

1	2	3	4
NOVICE	NEARING PROFICIENCY	PROFICIENT	ADVANCED

WHEN IS THE TEST GIVEN?

The NM-MSSA administration window will be March 29 – May 7, 2021.

- Schools are encouraged to maximize instructional time and create efficient testing schedules during the window.
- Schools administering paper forms will need to synchronize schedules to ensure test security.

For additional information, visit the Assessment Bureau website at: https://webnew.ped.state.nm.us/bureaus/assessment-3/nm-mssa/

DTC Forms

TEST COORDINATOR FORMS

Local Demonstration of Competency Form

Testing in English Waiver ★

Superintendent Designation of Test Coordinator (for use only if Test Coordinator Portal is unavailable) ★

Superintendent Verification (for use only if Test Coordinator Portal is unavailable) ★

Medical Exemption Request (for use only if Test Coordinator Portal is unavailable) ★

Testing Irregularity Reporting (for use only if Test Coordinator Portal is unavailable) ★

Student Confidentiality Form

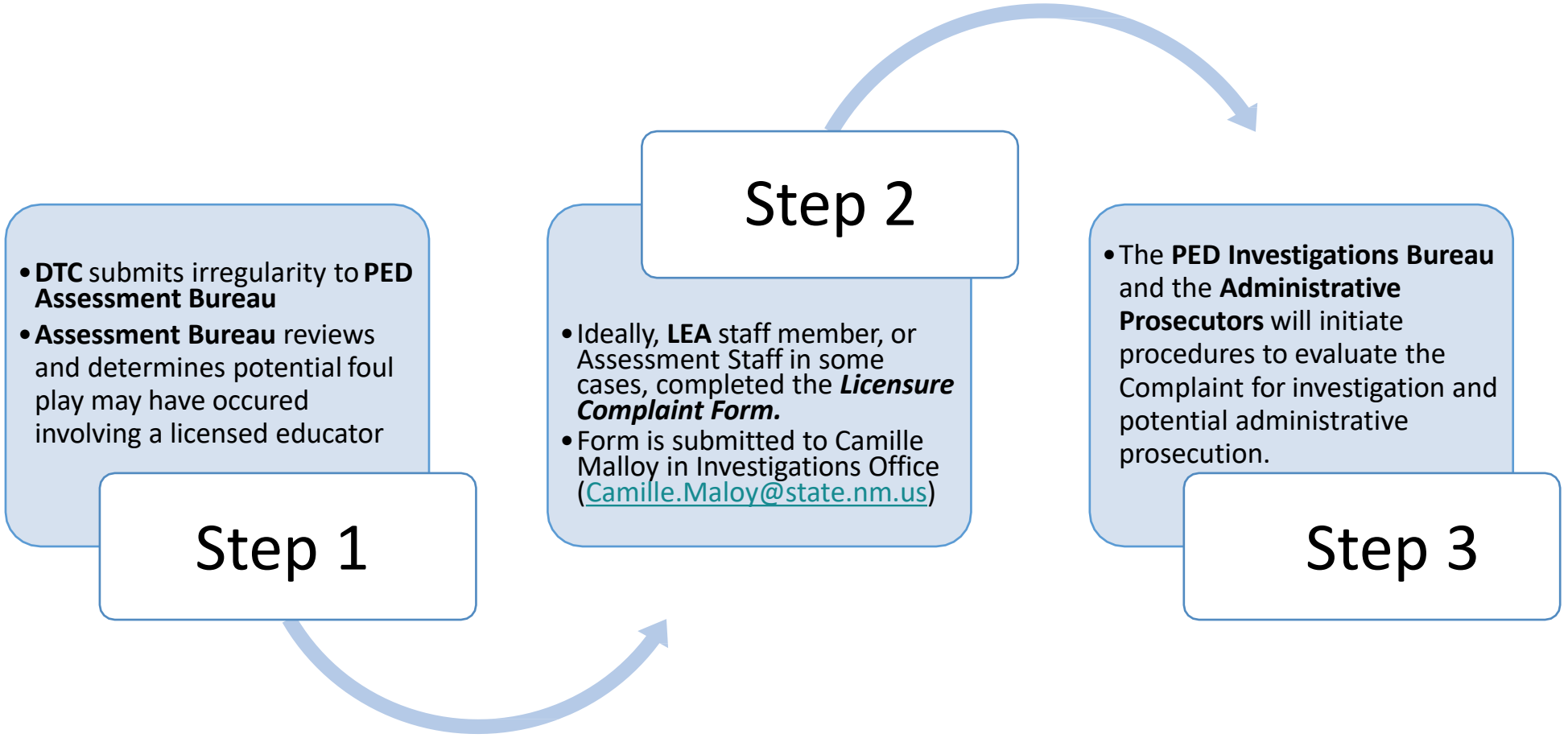
Staff Confidentiality Form

Principal Verification

Retain locally; need not submit to PED ★

Nonstandard Accommodations Request (for use only if Test Coordinator Portal is unavailable)

Flowchart: Irregularity Submission to Investigation



Licensure Complaint form: https://webnew.ped.state.nm.us/bureaus/general-counsel/general-counsel-documents-and-forms/

Safe/Troubled Child Alert Protocol

Vendors contact PED Assessment Coordinator **(PED AC)**

PED AC downloads the trouble child alerts from vendor secured portal and places it in the districts SharePoint folder.

PED AC calls the District Test Coordinator **(DTC)** and sends an email with the SharePoint URL.

DTC notifies principal, counselor, or other personnel at the school to do a wellness check.

The **PED AC** will contact **CYFD at 1-855-333-SAFE [7233] or #SAFE**

DTC will report to **PED AC** about the status of wellness check without needing to provide additional information.