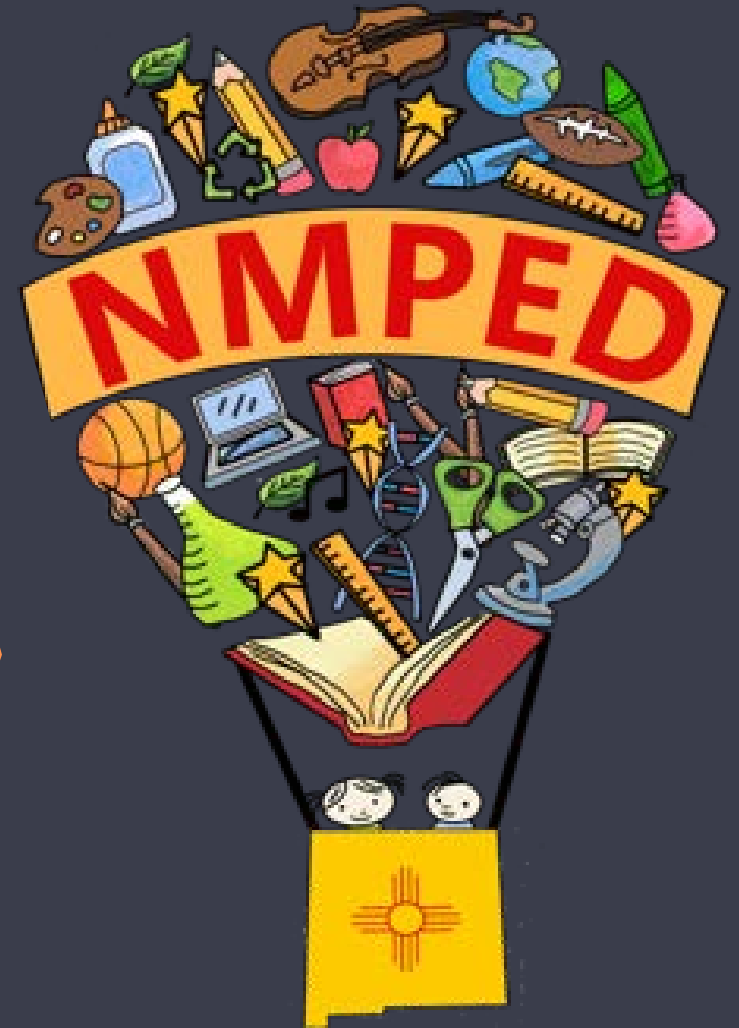


Fall 2020

Investing for tomorrow, delivering today.



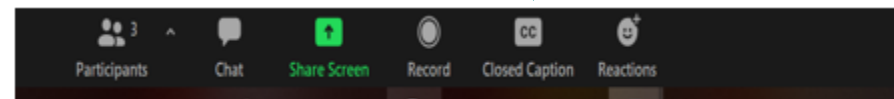
Housekeeping



- Please remain on mute when not speaking
- Camera use encouraged
- Chat questions encouraged
- The meeting is being recorded

Closed Captioning is available

- Click on this icon
- Then, select "Show Subtitles"



Getting to Know You!

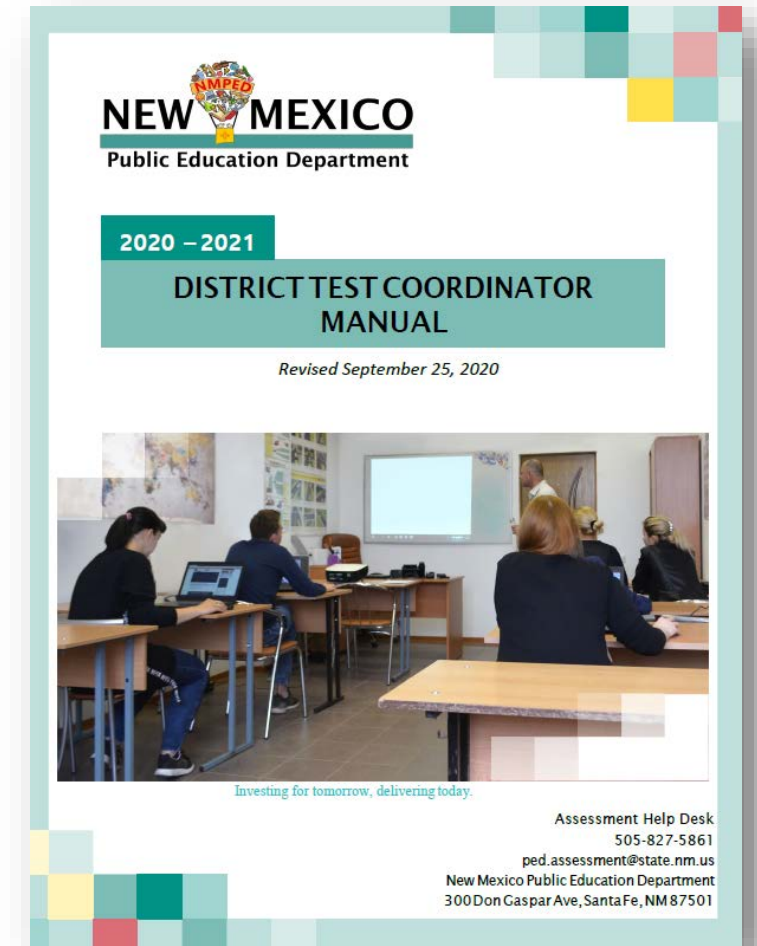


*Use one word that describes
your personality!*

<https://www.menti.com/n9k572f2xp>

References for Training

- ❑ DTCs are responsible for reading and understanding all appropriate rules, manuals, and other test administration materials.
 - 6.10.7 NMAC, Standardized Testing Procedures & Requirements (Filed December 7, 2018)
 - The following manuals also apply:
 - District Test Coordinator Manual
 - Accommodations Manuals
 - Test Coordinator Manuals (TCMs)
 - Test Administration Manuals/ Directions for Administration (TAMs/DFAs)



Participation in State Assessments

- ❑ The **Elementary and Secondary Education Act (ESEA)** of 1965, re-authorized as the **Every Student Succeeds Act (ESSA)** of 2015, requires (ESSA 1111(b)(2)(B)(v)) that states administer high quality academic assessments in:
 - Mathematics in grades 3-8 and once in high school,
 - Reading or language arts in grades 3-8 and once in high school, and
 - Science at least once in each grade band: 3-5, 6-9, and 10-12.
- ❑ The law requires that **all** students participate in these assessments, including students with disabilities (SWD) and English learners (ELs), who must be provided with appropriate accommodations (ESSA 1111(b)(2)(B)(vii)).

2020–2021 Updated 8.4.2020

STATEWIDE TEST ASSIGNMENT GUIDELINES
ESSA Required Assessment

Local education agencies (LEAs) are to use the following guidelines when assigning required statewide assessments.

Students with Significant Cognitive Disabilities

Students whose Individual Education Plan (IEP) teams have determined that the alternate assessment is appropriate will take the Dynamic Learning Maps (DLM) assessment in math and ELA in grades 3–8 and grades 10–11. These students will take the DLM in science in grades 5, 8, and 11.

English learners whose IEP teams have determined that the alternate assessment of English language proficiency is appropriate will take the Alternate ACCESS assessment starting with the grade in which identified (all-ACCESS available for grades 1–12), and until they achieve an overall composite score of P1 or higher.

Students with significant cognitive disabilities are exempt from the Istation Indicators of Progress (ISIP) assessment.

Required Test Assignments for General Education Student With or Without IEPs

English Learners

Students identified as English learners (ELs) by the WIDA or W-APT screening assessments will take the ACCESS for ELLs English language proficiency (ELP) assessment.

ELs enrolled in a U.S. school for less than a full academic year may be exempted from taking the ELA assessment during their first year in a U.S. school. They will take math, science, and ELP assessments as appropriate.

ELs enrolled in a U.S. school for less than three consecutive academic years may take the science, math, and language arts assessments in the home language of Spanish where those assessments are available.

ELs enrolled in a U.S. school for four to five consecutive academic years may apply for a [waiver](#) to assess in the home language of Spanish.

ELs enrolled in a U.S. school for more than five consecutive academic years must take all assessments in English.

High School Students

Students enrolled in grade 11 will participate in the SAT School Day with Essay and in the New Mexico Assessment of Science Readiness (NM-ASR).

Students enrolled in grade 10 will participate in the PSAT 10.

Students in Grades 3–8

Students in grades 3–8 must take their grade-level New Mexico Measures of Student Success and Achievement (NM-MSSA) test in ELA and math. This includes students enrolled in advanced math classes.

Students in grades 5 and 8 will take the NM-ASR for their grade level.

2020-21 Assessment Programs by Grade Level & Subject Area

	Math	ELA	SLA	Science	English Language Proficiency	Early Childhood
Istation	K-2	K-2	K-2			
Cognia	3-8	3-8	3-8,11	5,8,11		
College Board	10-11	10-11				
Dynamic Learning Maps	3-8 10-11	3-8 10-11		5,8,11		
ACCESS for ELLs					K-12	
Early Childhood Observation Tool						PreK-K

**National Assessment of Educational Progress (NAEP): 2020-21 is a main NAEP year grade 4 & 8 math and reading sample*

Bureau Website

Resources by Testing Programs

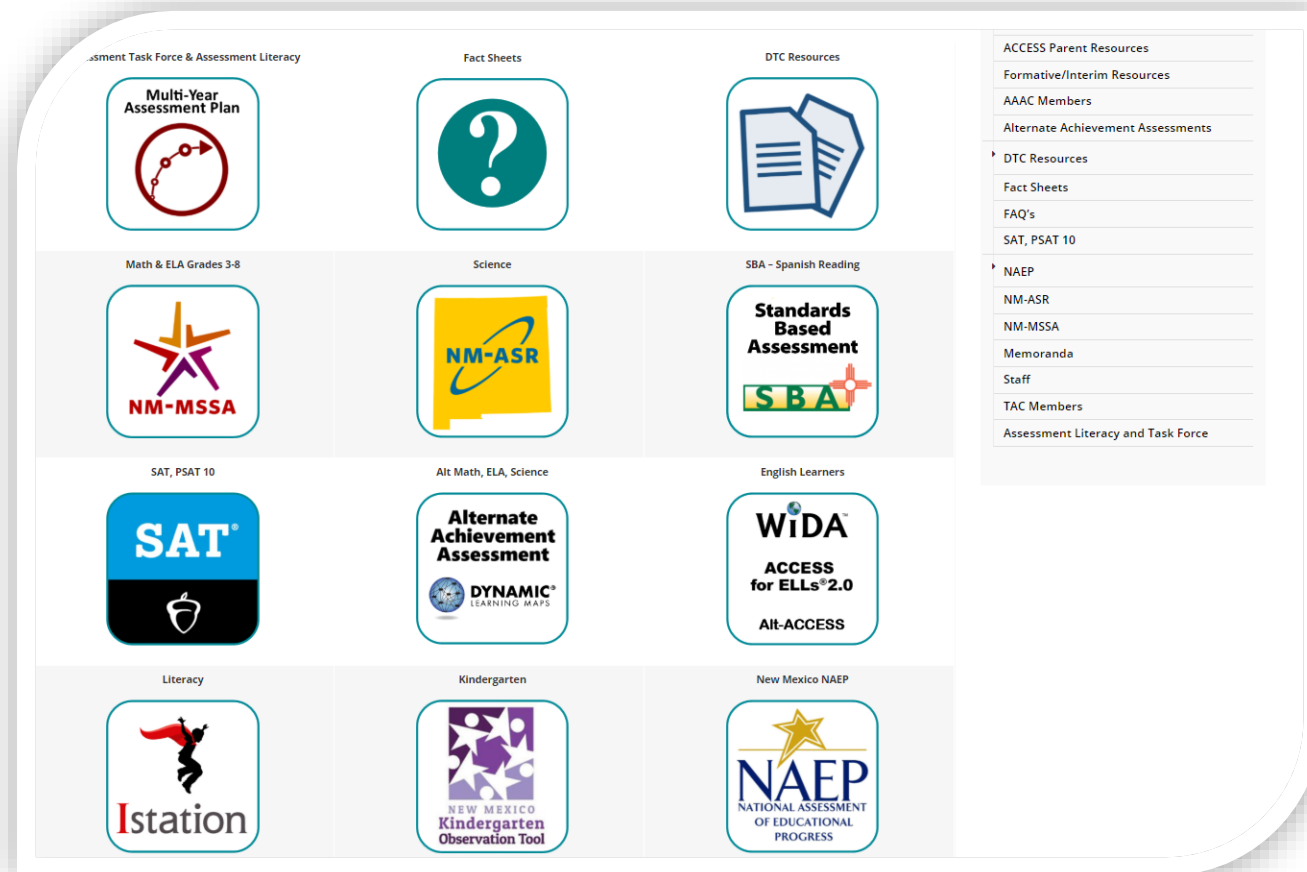
- FAQs
- Blueprints
- Test Specifications

Resources for General Audiences

- Fact Sheets
- Assessment Literacy

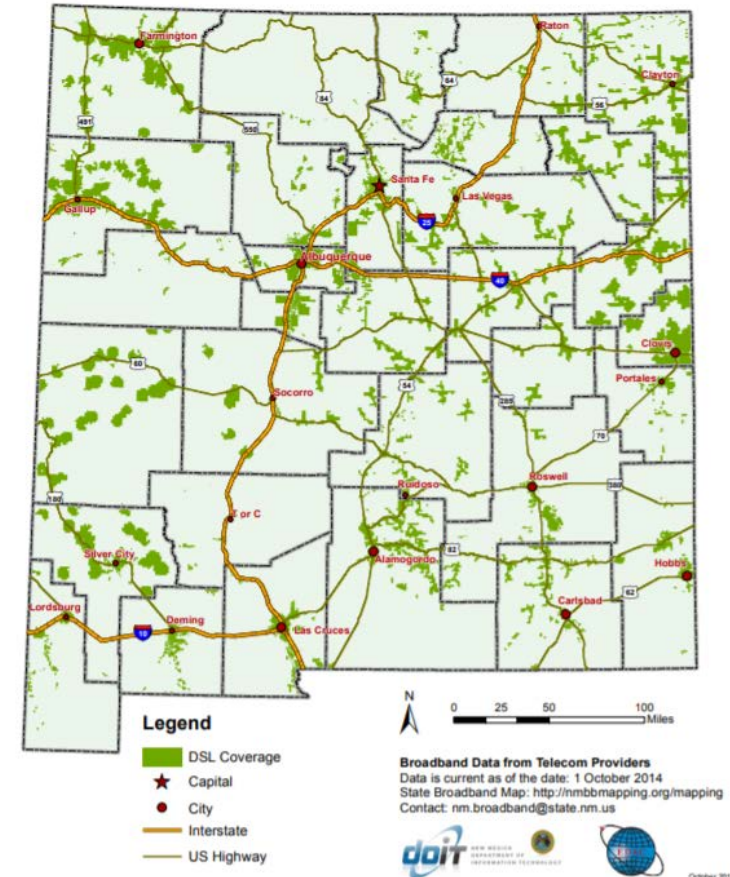
Resources to Support Role of the DTC

- Assessment Newsletter
- Memorandums
- DTC interactive calendar
- Test Assignment Guidance
- Secure Portal Links and Help Desk Lines
- DTC Training Manual and more



Participation/Testing Modes

- Fall SAT School Day is available as paper only
- Generally, schools will test using computer-based mode.
- Paper is always available option per IEP, 504 Plan
- 99% of our schools have internet access
- 25% of our students do not have internet access from home



Student Privacy

- ❑ The **Family Educational Rights and Privacy Act (FERPA)** of 1974 protects that privacy of all student data.
 - Use only the 9 digit SSID number for transmitting communication.
 - Personally identifiable information must be sent be secure file transfer
- ❑ The **Health Insurance Portability and Accountability Act (HIPAA)** of 1996 protects the privacy of all student medical records.
 - When Requests for Medical Exemptions are submitted to PED, the required medical documentation should be kept at the school district and not sent to PED in order to comply with HIPAA.



Section 504

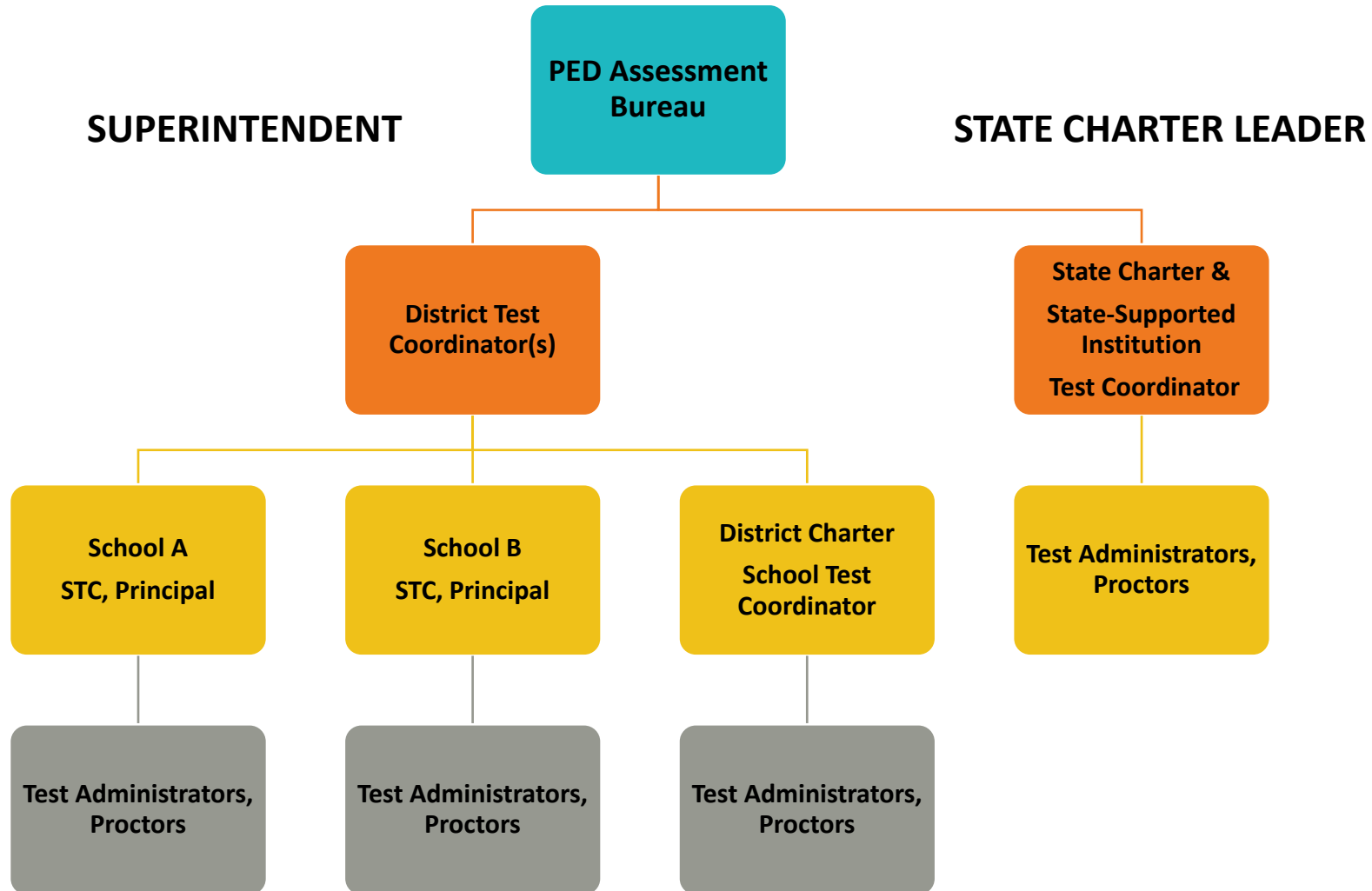
❑ **Section 504 of the Rehabilitation Act** of 1973 states that no otherwise qualified individual shall, solely by reason of her or his disability, be excluded from participation or subjected to discrimination under any program or activity receiving federal financial assistance.

- The Section 504 plan identifies the necessary accommodations and services for a student to access instruction and the plan may include accommodations in the classroom for local and state assessments.
- Provides services and changes to the learning environment to enable students to learn alongside their peers.

Students With Disabilities

- ❑ The **Individuals with Disabilities Act (IDEA)** of 2004 mandates that all SWD be included in all state assessment programs, including federal assessments required under ESSA (IDEA 612(a)(16)(A)).
 - Every SWD must be assigned the appropriate accommodations to participate in general and/or alternate assessments as indicated in the student's Individualized Education Program (IEP) (IDEA 612(a)(16)(A)).
 - IDEA also requires the state to develop guidelines for the use of appropriate testing accommodations and to use universal design principles in developing and administering assessments when feasible.

Assessment Roles and Training Model



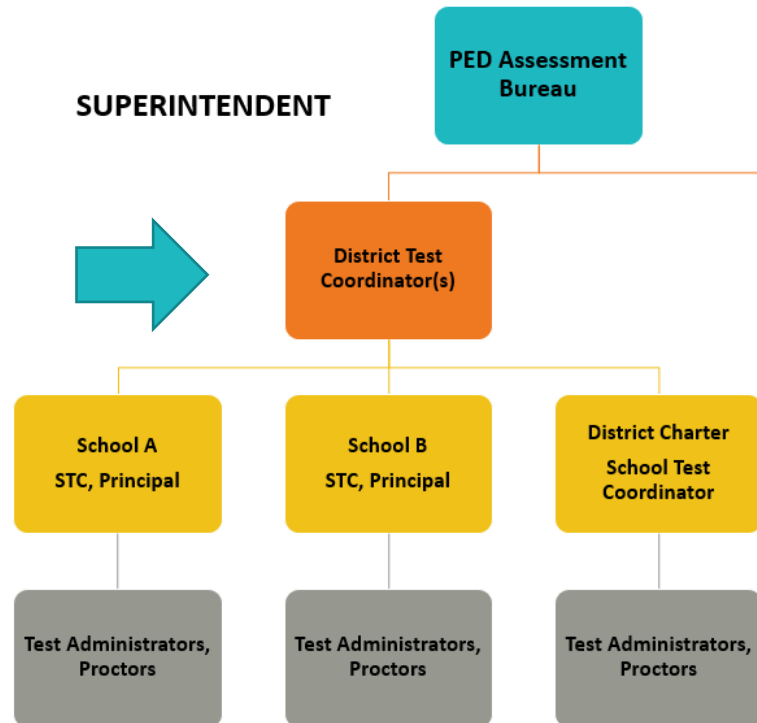
Superintendents/Charter Leader

- ❑ Designates District Test Coordinator
- ❑ Verifies that procedures are followed correctly and assessments were administered

Site/School Principals

- ❑ Attend local trainings led by DTC
- ❑ Verify that procedures are followed correctly
- ❑ Sign *Principal Verification* form and maintain at school/district for five years

Role & Responsibilities of the DTC



DTC Licensing Requirements

District or State Charter Test Coordinators **must**:

1. Hold a valid PED license
 - School Instructor
 - Administrator
 - Counselors & Student Success Advisors
2. Be designated by the Superintendent/State Charter Leader
3. Be officially registered with PED

DTC Leadership Responsibilities

- ❑ Attends PED training twice a year; prior to fall and spring windows
- ❑ Must be completely knowledgeable of 6.10.7 NMAC
- ❑ Communicates assessment information to district, schools, parents, and community
- ❑ Develops local district test security policy or checklist

DTC Leadership Responsibilities

- ❑ Responsible for test material orders, inventory, and security
- ❑ Ensures standardized test administration
- ❑ Serves as primary liaison with PED and testing vendors

DTC Training Responsibilities

- ❑ Provides training to local STCs and principals prior to fall and spring administrations
- ❑ Disseminates 6.10.7 NMAC to all staff
- ❑ Provides clear instructions on procedures and prohibited practices (refer to 6.10.7.12.C)
- ❑ Provides manuals in advance of training and reviews manuals during training

DTC Training Responsibilities

- ❑ Assists STCs with training school staff
- ❑ Provides and reviews testing schedules
- ❑ Coordinates availability of locally-provided test materials (e.g., calculators, scratch paper) to school staff
- ❑ Develops local secure tracking procedures

DTC Test Administration Responsibilities

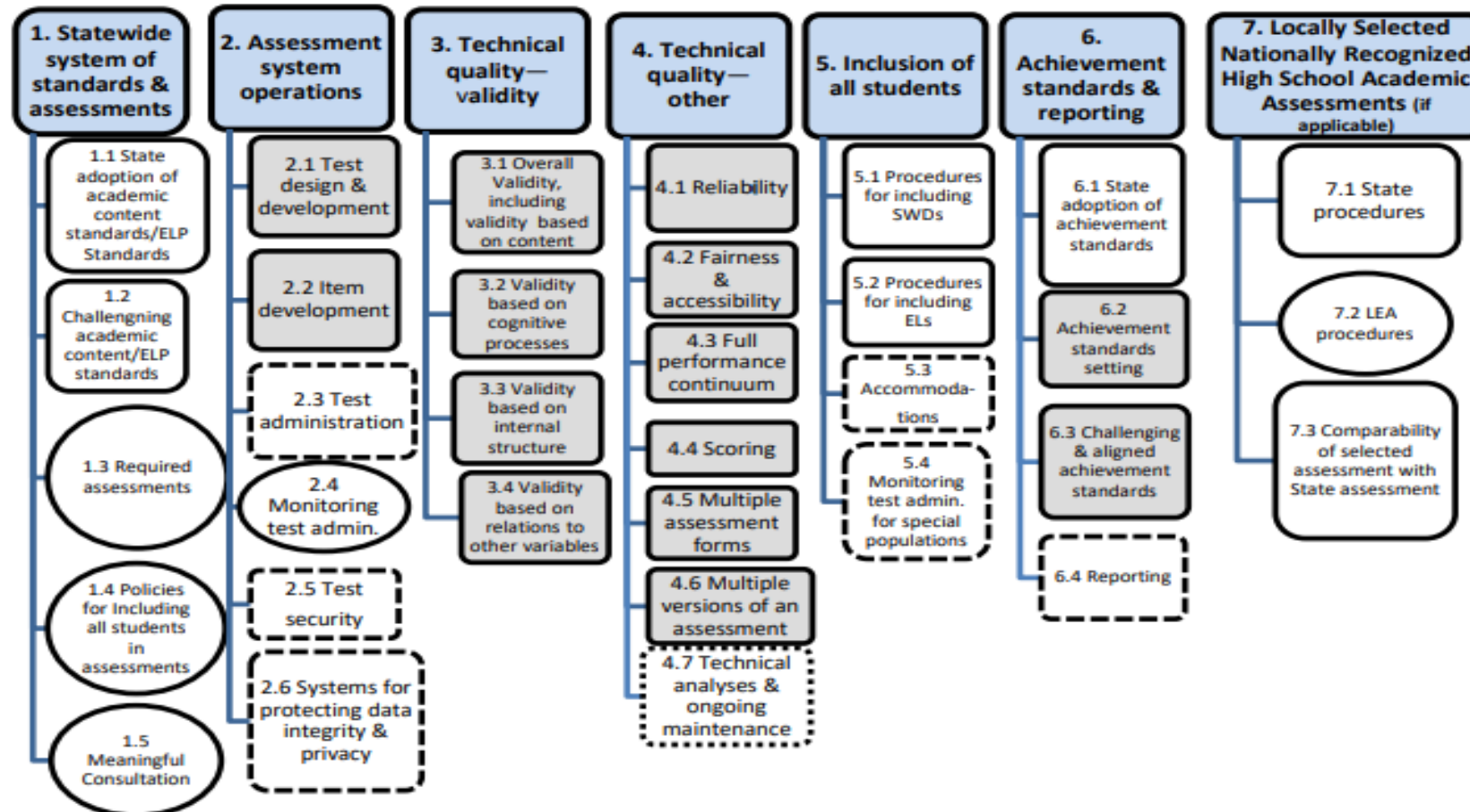
- ❑ Inspects schools' accommodations documents
- ❑ Ensures TAs and Proctors are certified, trained, and have signed Confidentiality Agreements
- ❑ Inspects schools to ensure secure storage of assessment materials and tracking procedures are followed
- ❑ Reports irregularities to PED and conducts investigations

DTC Post-Test Responsibilities

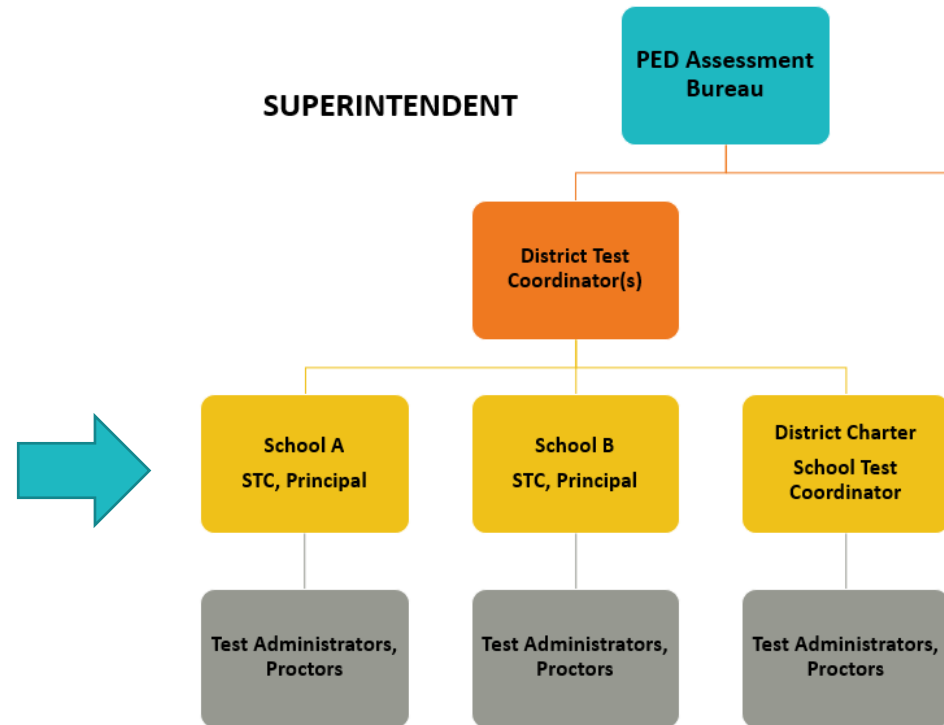
Works with STCs to ensure that:

- ☐ all students were tested
- ☐ all student data are complete and accurate
- ☐ all secure materials returned to vendors according to directions

PED Site Monitoring Requirement



Role & Responsibilities of the School Test Coordinator



School Test Coordinator (STC) Licensing Requirement

STCs must hold one of the following, valid PED licenses:

- School Instructor
- Administrator
- School Counselors
- (Including Student Success Advisors)
- Educational Diagnostician
- Interpreter for the Deaf
- Rehabilitation Counselor
- School Psychologist
- School Social Worker
- Speech Language Pathologist

STC Pre-Testing Responsibilities

- ❑ Provides training to TAs and Proctors twice a year
- ❑ Reviews 6.10.7 NMAC with TAs and Proctors
- ❑ Disseminates materials and trains TAs and Proctors
- ❑ Provides manuals to TAs in advance of training
- ❑ Trains TAs on local secure tracking procedures
- ❑ Provides student and room testing assignments
- ❑ Ensures proper administration of accommodations (Section 504 Plans, IEPs, ELL Plans)
- ❑ Provides TAs clear instructions on proper procedures and prohibited practices

STC Responsibilities During Testing

- ❑ Ensures Posting of “Testing, do not disturb” signage
- ❑ **Actively monitors** for proper and standardized administration and appropriate use of accommodations (visiting classrooms during test sessions)
- ❑ Distributes allowable support materials/tools to TAs (calculators, scratch paper, No. 2 pencils, etc.)

STC Responsibilities During Testing

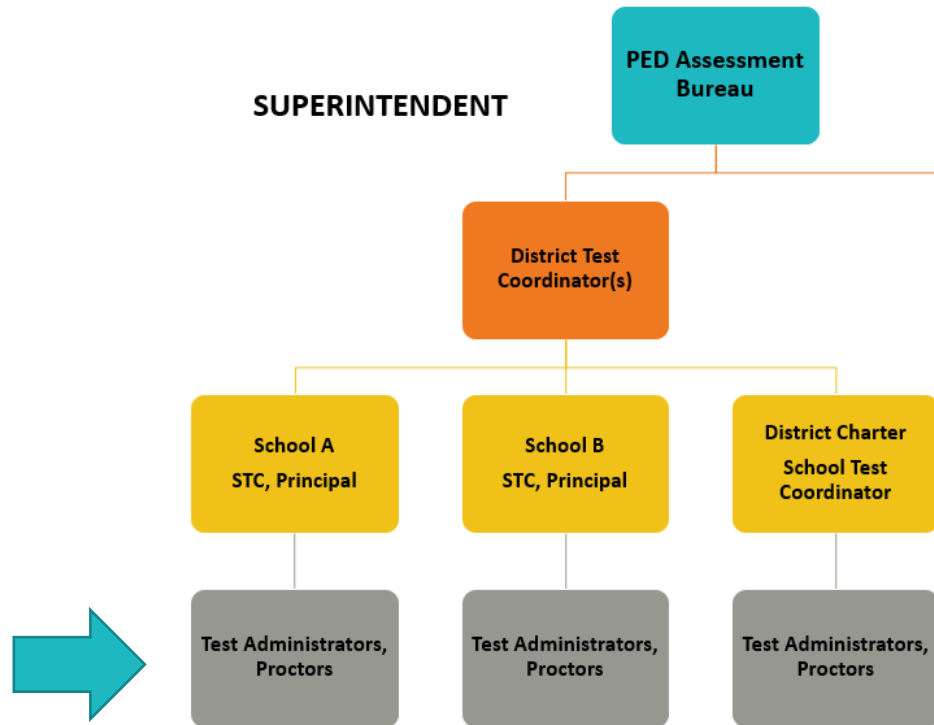
- ❑ Securely stores assessment materials (including student testing tickets) following DTC's tracking procedures
- ❑ Reports irregularities to DTC and supports DTC's investigation of irregularities, as appropriate

STC Post-Testing Responsibilities

- ❑ Ensures all students were tested
- ❑ Verifies student data in the online administrator portal (CBT) or on students' PBT materials
- ❑ Returns all secure materials to DTC
- ❑ Securely destroys all scratch paper and recycles manuals

Role & Responsibilities of the Test Administrator/Proctor*

**Term used in SAT and PSAT 10 administration*



Test Administrator Licensing Requirements

- school instructor
- administrator
- school counselor
- student success advisor
- instructional support providers (e.g., educational diagnostician, psychologist, social worker)
- Long-term substitutes holding a current PED license may serve as TAs.
- Short-term substitutes, educational assistants (EAs), school nurses, and coaches may not serve as TAs, unless they also have another valid license listed on the previous slide.

Test Administrator Responsibilities

- ☐ Administers assessments to assigned students according to TAM/DFA
- ☐ Reads scripts to students as written
- ☐ Provides accommodations as directed
- ☐ Strictly monitors students during testing
- ☐ Maintains security of assessment materials
- ☐ Reports irregularities immediately to STC and principal
- ☐ Sign *Confidentiality Agreement*

Proctors/Educational Assistants

Proctors are generally EAs/IAs but can be any trained staff or community member

- Assist TAs; *active monitoring* of room
- Trained by STC in proper test administration and test security
- Must sign the *Confidentiality Agreement*
- Hall monitor/restroom escort
- No parents in child's or relative's room