# iMSSA Administration Training

Agenda

- Introduction – Julie DiBona, Lead Program Manager, Cognia
- PED welcome – Alicia Abney, Deputy Director of Assessment, NM PED
- Assessment Literacy – Gregory Howell, Client Services Director, Cognia
- iTester Training – William Kinnison and Kaelee Harper, eMetric

Before we begin…

Housekeeping

Audio · Questions · Recording

Closed Captioning is available
- Click on this icon
- Then, select "Show Subtitles"
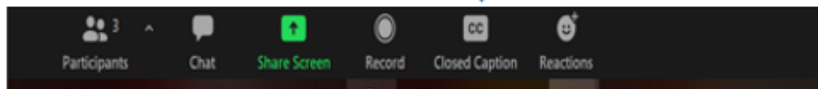
- Please remain on mute.
- Camera use is encouraged.
- We will use the Google Document to record questions and answers. The link is in chat.
- The meeting is being recorded.
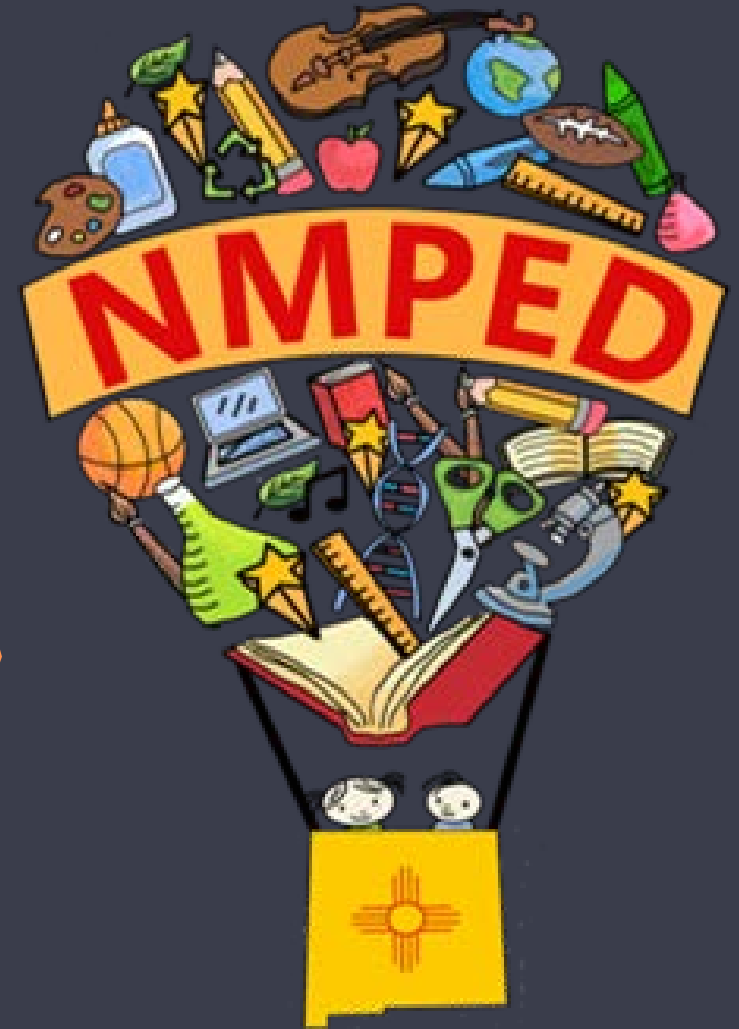- Both the presentation and the recording will be shared.

Balanced Assessment System & Interim Assessment for SY 2021-2022

August 6, 2021

Alicia Abney
Deputy Director of Assessment
New Mexico Public Education Department

Division of Teaching, Learning, and Assessment

Investing for tomorrow, delivering today.

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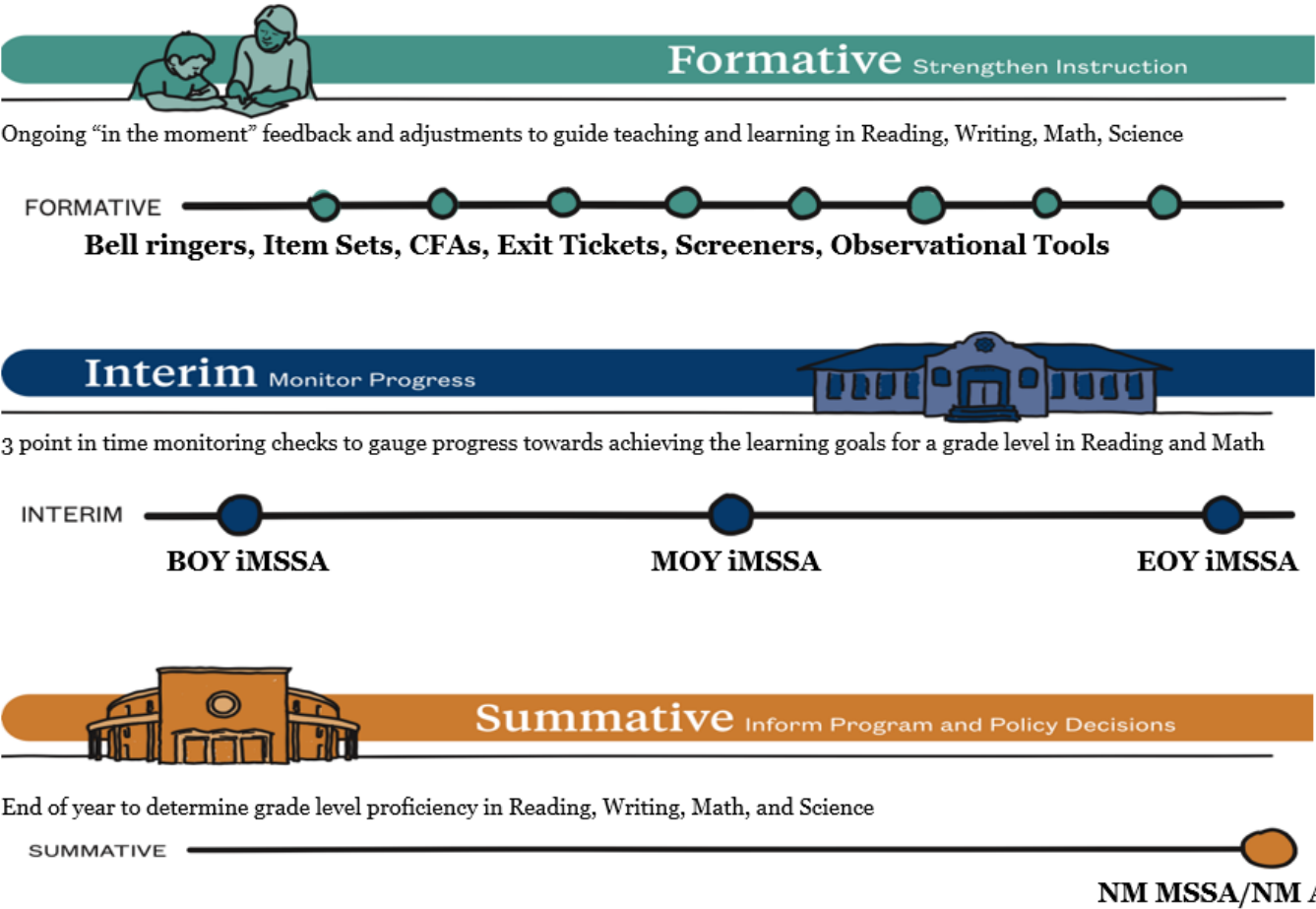
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Combining formative, **interim**, & summative assessments for grades 3-8 leads to a more balanced system for educators and learners

Assessment throughout the year

Formative — Strengthen Instruction

Ongoing "in the moment" feedback and adjustments to guide teaching and learning in Reading, Writing, Math, Science

FORMATIVE

Bell ringers, Item Sets, CFAs, Exit Tickets, Screeners, Observational Tools

Interim — Monitor Progress

3 point in time monitoring checks to gauge progress towards achieving the learning goals for a grade level in Reading and Math

INTERIM

BOY iMSSA   **MOY iMSSA**   **EOY iMSSA**

Summative — Inform Program and Policy Decisions

End of year to determine grade level proficiency in Reading, Writing, Math, and Science

SUMMATIVE

NM MSSA/NM ASR

Beginning of Year Reminders

- **Visit the New Assessment Website**

- **Submit the annual Superintendent Designation form for DTCs and IT Coordinators**

- **Upload students during the pre-ID bulk for iMSSA and Formative Assessment Item Sets**
  - The window is currently open until 8/13

- **Attend the optional Data Interaction Reporting training on 8/10: 8-9 a.m.**
  - Access the portal and review student data SY 2020-2021
  - Formative office hours on 8/18: 1 p.m.
  - Reporting office hours on 8/23: TBD

- **Test when the BOY windows open: iMSSA / Istation 8/16**

- **Attend the optional Connecting iMSSA to Classroom Instruction Training on 8/25 from 1-2 p.m.**

- **Attend the DTC "Fall" training week of 9/13 – 9/15 as required by NMAC 6.10.7**

Interim (NM-iMSSA) Administration

All local education agencies (LEAs) have access to interim assessments aligned to the NM-MSSA summative ELA and math assessments in grades 3- 8.

Although their use is not required, the interim assessments are available to all LEAs at no cost.

Assessment Literacy

How do interim assessments fit into a Balanced Assessment System

Assessment Literate Educators...

- Implement assessments equitably making appropriate modifications based on student need.

- Use assessments to define next steps for student growth.

- Analyze the results of assessments given their knowledge of students, and make instructional adjustments based on those results.

National Task Force on Assessment Education for Teachers - 2016

Assessment helps...

Educators

- Identify students' skills, abilities, and instructional needs.
- Employ a variety of assessments that are appropriate for the students and learning targets.

Students

- Understand their own instructional strengths and challenges.
- Be motivated to maintain or improve their learning.

Balanced Assessment System

Formative Assessments	Interim Assessments	Summative Assessments
Descriptions		
A planned, ongoing process used by students and teachers to elicit and use evidence of student learning to improve student understanding of intended learning outcomes and support students to become self-directed learners.	**Assessments administered during instruction** to evaluate students' knowledge and skills relative to a specific set of academic goals, which inform educator and policymaker decisions at the classroom, school, and district levels.	**Assessments that support various types of determinations (e.g., proficiency, competency) at the end of a defined instructional period**, such as a unit of instruction or a school year, to evaluate students' performance against a set of learning targets for that period.
Use of the Results		
Teachers provide specific and timely feedback to students and adjust instruction "in the moment" or plan future instructional activities or units.	School and district instructional leaders, along with teachers, use the data to determine whether student growth toward grade-level expectations is adequate and set goals for future growth.	School and district instructional leaders plan resource allocation, evaluate programs, plan professional learning, and help select curriculum materials.

THE BALANCED ASSESSMENT SYSTEM?

MEASURES AT CLASSROOM & LOCAL DISTRICT LEVEL

FORMATIVE PRACTICES

e.g. Exit Tickets Quick Checks for Understanding During Classroom Instruction

LOCAL ASSESSMENTS

e.g.. Interims, Projects Performance-based Tasks

END OF YEAR STATE SUMMATIVE ASSESSMENT

IMPROVEMENT

ACCOUNTABILITY
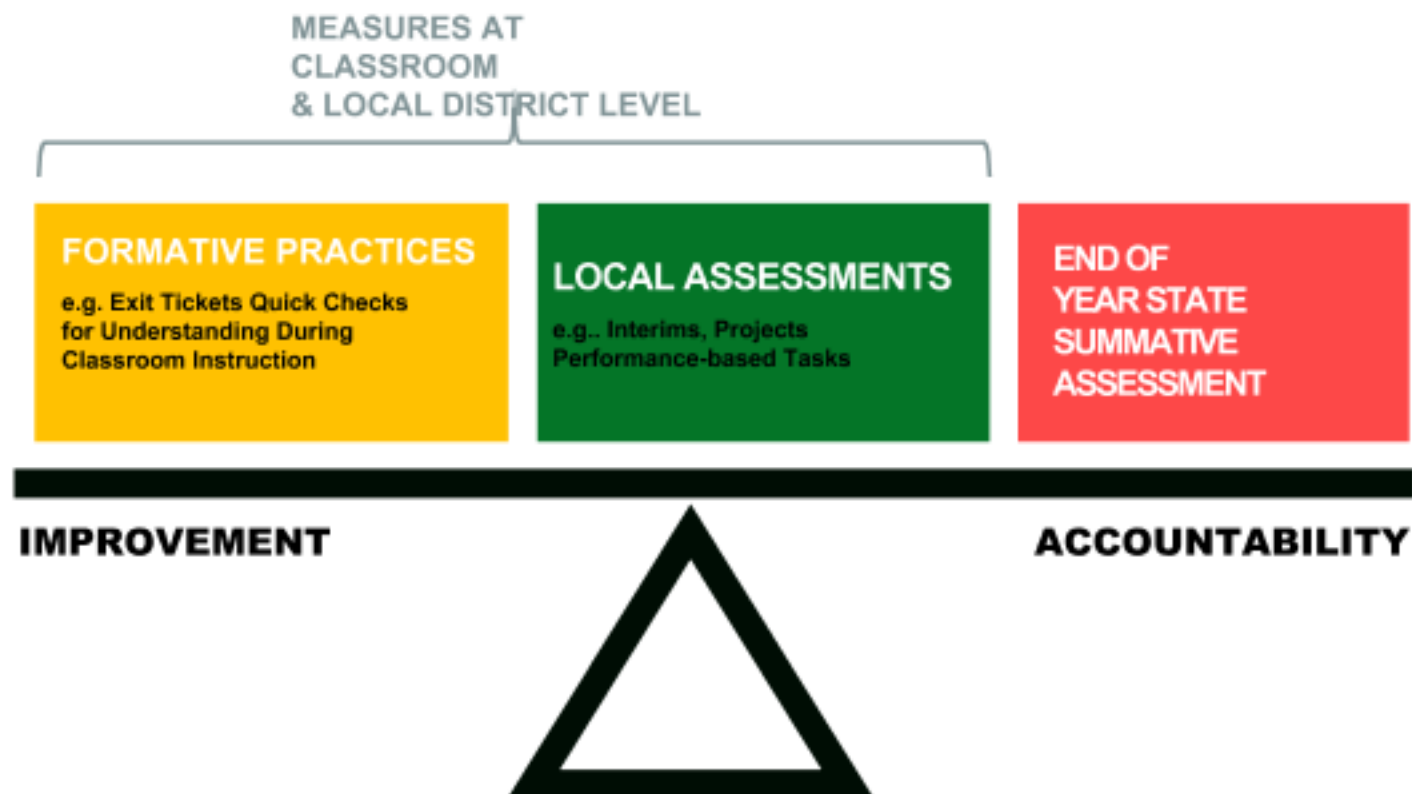
Please visit https://webnew.ped.state.nm.us/bureaus/assessment-3/ for more information on New Mexico's balanced assessment system

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Establishing an Academic Baseline

- As students reenter New Mexico schools this fall, they will arrive with varying degrees of emotional needs, instructional needs, and learning needs.

- It is more imperative than ever that multiple measures of student understanding are utilized to identify needs and monitor supports and interventions for students.

- Schools must employ a toolkit of resources and supports to elicit student thinking, identify learning needs and misconceptions, and measure progress in relation to priority standards and learning targets.

Teaching and Learning Guidance

- Determine appropriate Interim assessments (local and/or PED provided) to make strategic instructional adjustments.

- Use ongoing progress monitoring tools to inform curricular decision making in the classroom.

- Address skill deficits in context of current-grade level work.

- Identify priority standards to accelerate student learning.

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The Charge....

Acceleration not remediation

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Interim Assessments as Acceleration Supports

Interim Assessments should...

- provide information about student learning needs.
- help identify students in need of additional support.
- more broadly inform areas of strength, improvement, and trends in student performance, informing instructional shifts.

Interim Assessment: Definition

Assessments administered during instruction periodically at set points of the year (BOY, MOY, EOY) to evaluate students' knowledge and skills relative to a specific set of academic goals, which inform educator and policymaker decisions at the classroom, school, and district levels.

Interim Assessments

Interim assessments provide a roadmap to rigorous teaching and learning, and measure student progress while there is still time to act and impact student achievement.

iTester Online Platform

William Kinnison, eMetric

Kaelee Harper, eMetric

New Mexico Assessments

Test Platform Orientation for Interim Assessments, 2021-2022

William Kinnison, eMetric

Kaelee Harper, eMetric

Agenda

Part 1
- Overview:
  - Terms and Acronyms
  - How is the interim testing processes different from summative?
  - 2021 -2022 Updates & Key Dates
  - Overview of System and Testing Process
- Portal Orientation and New Features
  - Account management
  - Pre-ID upload
  - Student transfers
  - Managing students, classes and test sessions
  - Reports

Part 2
- Student Test Interface Orientation and New Features
  - Tools, Accommodations and Accessibility Features Available to the Student
  - Logging-in and Navigating a Test
  - Turning in the Test
- Technical Requirements
- Testing from Home
- Practice Testing
- Additional Training Resources

See online video tutorials for demonstrations!

Terms and Acronyms

iTester: eMetric online test administration system used with Cognia assessments (iMSSA, Cognia 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 for educators, accessed via the Portal

Parent Portal: web portal for student test results; accessible by parents

Roles:

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

See online video tutorials for demonstrations!

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

Summative	Interim
Students must use kiosk to access test	Students can access tests using a web browser or kiosk NOTE: this year student are not permitted to take iMSSA from home per PED policy
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 TTS only available for Math Spanish version only available for Math
Math, ELA, SLA, Science content	Math and ELA only
Machine or professionally scored tests with later reporting	Interim: next day reporting

2021-2022 Program and Platform Updates

Updated urls
- https://newmexico.cognia.org/
- https://newmexico.cognia.org/student

New Kiosks
- New kiosks/apps for Windows, Chrome and iOS available now
- *New kiosk for Mac available later this fall (Continue using the current kiosk)*
- No new kiosks are planned for the remained for the year

Other:
- Minor pre-id file layout updates
- Summative (MSSA and CB SAT) reporting
- District-level class upload

See online video tutorials for demonstrations!

Fall 2021 Key Test Dates

2020-2021 School year data has been removed
- Annual system maintenance/cleanup window in June
- Previous school year students, classes, test sessions removed
- Upload 2021-2022 rosters in designated Pre-ID upload windows
- Reporting data remains in Data Interaction in definitely

District Pre-ID Upload Window #1	21 June – 2 July 2021
District Pre-ID Upload Window #2	26 July – 13 August 2021
New kiosks available to download *(Windows, Chrome and iOS only)*	3 August 2021
BOY Interim Window	16 Aug – 30 Sep 2021
District Pre-ID Upload Window #3	15 Nov – 3 Dec 2021
MOY Interim Window	6 Dec 2021 – TBD 2022

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

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.Cognia.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

See online video tutorials for demonstrations!

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New Mexico Assessments Student Test Interface: Student Test Delivery System

Two ways to access this:

1. Web browser:

https://newmexico.cognia.org/student

- ***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)
- New Windows, Chrome and iOS Kiosk for 2021-2022, available *NOW*
  - *Continue to use Spring 2020 Mac Kiosk until Fall 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

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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User Accounts and Access

- 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?

    - STC/ITC/RAO/TA: request account from your DTC

- Notes:

    - Usernames must be unique

    - 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

    - Know your username, ensure the e-mail address associated with the username is correct

    - _Users have access to all programs by default. Remove program access if the user should not have access to the program._

        - _Programs: ASR, MSSA, iMSSA, Formative_

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

See online video tutorials for demonstrations!

User Accounts and Access

Access	DTC	STC (for orgs assigned)	TA (Teacher) (for orgs assigned)	ITC	RAO
Roster Management (Pre-ID Upload, student transfer or un-enrollment)	Yes	Limited	No	No	No
Access Site Technology Readiness Features	Yes	Yes	No	Yes	No
Edit Student Demographics	Yes	Yes	No	No	No
Edit Student Accommodations	Yes	Yes	No	No	No
Create/Edit/Delete Classes	Yes	Yes	Yes (if TA user is assigned TA for the class)	No	No
Schedule Test Sessions	Yes	Yes	Yes (If TA user is given access to the Test Program)	No	No
Access Test Sessions Add Test Report Code & Invalidate Test Session	Yes	Yes	Yes (If TA user is given access to the Test Program and TA is assigned TA for the test sessions class)	No	No
View Reports	Yes	Yes	Yes (for their class)	Yes	Yes

User Accounts and Access

User Accounts and Access

User Accounts and Access

- A TA can add any student in their school to their class

- A TA can only view the student record for any student in one of their classes

  - A TA cannot edit the student record

- A TA can view, edit or delete any class to which they have been designated the TA

- A TA can schedule their class to any program that that have access to

  - Programs: Formative, iMSSA Interim, ASR, MSSA

- A TA can view, edit or delete a test session if they are the TA for the class in the test session *and* they have access to the program (MSSA, ASR, iMSSA, Formative)

- A TA can view Interim and Formative test results in Reporting for any class they are assigned to

- *Program access does not determine Reporting access*

User Accounts and Access

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

User Accounts and Access

Landing Page

Used for Formative Only
(Only TA will see
"Scoring" menu)

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

User Accounts and Access

Admin Page

District Pre-ID Upload

- 23 July – 13 Aug: District Pre-ID Upload Window – processing at 9 & 11am; 1, 3, 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 (every 2 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

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

				For more information on accomodations, their definitions, and their availabilities please see the following resources:			
				New Mexico Assessments: Universal Tools, Accessibility Features, and Accommodations			
				2022 Assessment Accommodations and Accessibility Manual			
				Note: Fields that have changed since the 2020-2021 school year are highlighted and notes on the change are in the notes field.			
	Length	Required	Permitted Values	Description		Definition	Notes on field changes
StateID	9	Y	numeric	State student ID Permitted values are 0-9 Length must be 9		State issued student identification number. Must be valid New Mexico State Student ID. Student ID and DOB must match data contained in State ID system and STARS. It is used in Parental Portal for guardians to access results and by Accountability to match databases.	
NASISID	9	N	numeric, blank	NASIS ID (BIE only) Permitted values are 0-9 Length must be 9		Leave it blank as it is only applicable to BIE.	
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		PED defined three character district code. If district code is less than 3 characters, then add leading zeros. Example: 001.	
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		PED defined three character location code. If location code is less than 3 characters, then add leading zeros. Example: 021.	
TestedGrade	2	Y	01,02,03,04,05,06,07,08,09,10,11,12,K	Tested Grade Permitted values are 01,02,03,04,05,06,07,08,09,10,11,12, K		Students may test out of grade in Formative. Grade 10 Students may obtain a waiver to take the grade 11 NM-ASR. Accountability will orient on 120D Snapshot value or timely submitted and approved waiver to up-test.	Over the course of the year there will be additional grade levels available in the formative content library, these expanded grades are available for that purpose. Interim and Summative assessments will still be restricted to the allowable grade levels.
Grade	2	Y	01,02,03,04,05,06,07,08,09,10,11,12,K	Student Grade Permitted values are 001,02,03,04,05,06,07,08,09,10,11,12, K		Current grade level as reflected in the most recent STARS snapshot.	Over the course of the year there will be additional grade levels available in the formative content library, these expanded grades are available for that purpose. Interim and Summative assessments will still be restricted to the allowable grade levels.
LName	20	Y	Alpha, special characters	Student name: last name Permitted Values are a-z, A-Z, space, special characters		Student's Last Name as in STARS, truncated from the right side if exceeds 20 characters (this is current vendor's requirement).	

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
1	StateID	NASISID	DisCode	SchCode	TestedGrade	Grade	LName	FName	MI	DOB	Gender	Hispanic	Race	EL	Bilingual	SpecialED	Migrant
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	

- Changes:
  - Grade = Student enrolled grade
  - Tested Grade = Grade Tested
  - Added all grades (K-12)
  - Removed "New Arrival"
  - "EL Status" is now required field
  - If "EL Status" = "Current EL Student", then "Years in USA Schools" must have value
  - "Years in USA Schools" permitted values changed to match STARS values

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See online video tutorials for demonstrations!

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

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See online video tutorials for demonstrations!

Students

Students

See online video tutorials for demonstrations!

Students

- "Grade" is Student's enrolled grade
- "Tested Grade" is grade of assessment (used for 10th graders testing grade 11 ASR)
- Fields with "*" are required
- "EL Status" and "Years in USA Schools" linked
- Cognia help desk must change State Student ID if that needs to be corrected

Updated!

Enrollment Transfer Requests

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 directly 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.

See online video tutorials for demonstrations!

Enrollment Transfer Requests

Organization

Status:
Pending
Canceled
Approved
Rejected

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

Enrollment Transfer

New Mexico State | All | **Request Transfer**

Approvals | **Requests**

Your requests

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

Showing 1 - 7 of 7

Requests sent to you from other organizations

Transfer request details of Student Ninetynine (100000099) X

Request Details:

Requested By: Admin eMetric (Admin)

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

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

of Use   Privacy Policy

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See online video tutorials for demonstrations!

Enrollment Transfer Requests

Enrollment Transfer Requests

Enrollment request - requestor's view

| | Cyber City Sch1 (Cyber City) ▼ | | Pending ▼ | | | | Request Transfer |

| Approvals | Requests |

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

Showing 1 - 1 of 1

Enrollment request - receiver's view

| | Cyber Falls Sch2 (Cyber Falls) ▼ | | Pending ▼ | | | | Request Transfer |

| Approvals | Requests |

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

Showing 1 - 1 of 1

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See online video tutorials for demonstrations!

Classes

- **Groups of one or more students who will take a test**
  - Create classes by grade, subject and language (if applicable)
    - Ms Smith Grade 3 Math (English), Ms Smith Grade 3 Math (Spanish), Ms Smith Grade 3 ELA, Period 1 G4 Math (English), Period 1 G4 Math (Spanish), 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
    - Minimize duplicate testing!
  - 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

See online video tutorials for demonstrations!

Classes

- Limit of 90 students per class

See online video tutorials for demonstrations!

Classes

- Use class upload to save time and stay organized
- Upload separate file for each grade and subject
- DTCs: upload classes at district-level (select the district instead of a school and then click on "Upload Grade Level Class for District"

New!

See online video tutorials for demonstrations!

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 <u>language</u> and <u>grade</u>
    - 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

See online video tutorials for demonstrations!

Test Sessions

See online video tutorials for demonstrations!

Test Sessions

See online video tutorials for demonstrations!

Test Sessions

Test Sessions

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

See online video tutorials for demonstrations!

Test Sessions

See online video tutorials for demonstrations!

Test Sessions

Updates!

Completing testing

- Check student test status for tests "not started" or "in progress"
  - If test is "not started" or "in progress", student can log in and finish it anytime during test window if they have log-in information
  - Once test in "Finished", student cannot log in to test
  - ***Ensure all student are "Finished"!***

- When students finish the test, scores will be reported the next day

- For students who cannot complete the test:
  - 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 as "incomplete" at the end of the test window unless they have test report code entered

- 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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See online video tutorials for demonstrations!

Reporting

Updates!

Test Status	Test Invalidation	Test Report Code	Report Status
Not started	No	No	Not Reported
Not Started	Yes	Yes	Will be reported with test report code displayed in score column next day
Not Started	Yes	No	Not Reported
Not Started	No	Yes	Will be reported with test report code displayed in score column next day
In Progress	No	No	Will be reported *as incomplete* when window closes
In Progress	Yes	Yes	Will be reported with test report code displayed in score column next day
In Progress	Yes	No	Will be reported *as incomplete* when window closes
In Progress	No	Yes	Will be reported with test report code displayed in score column next day
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
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
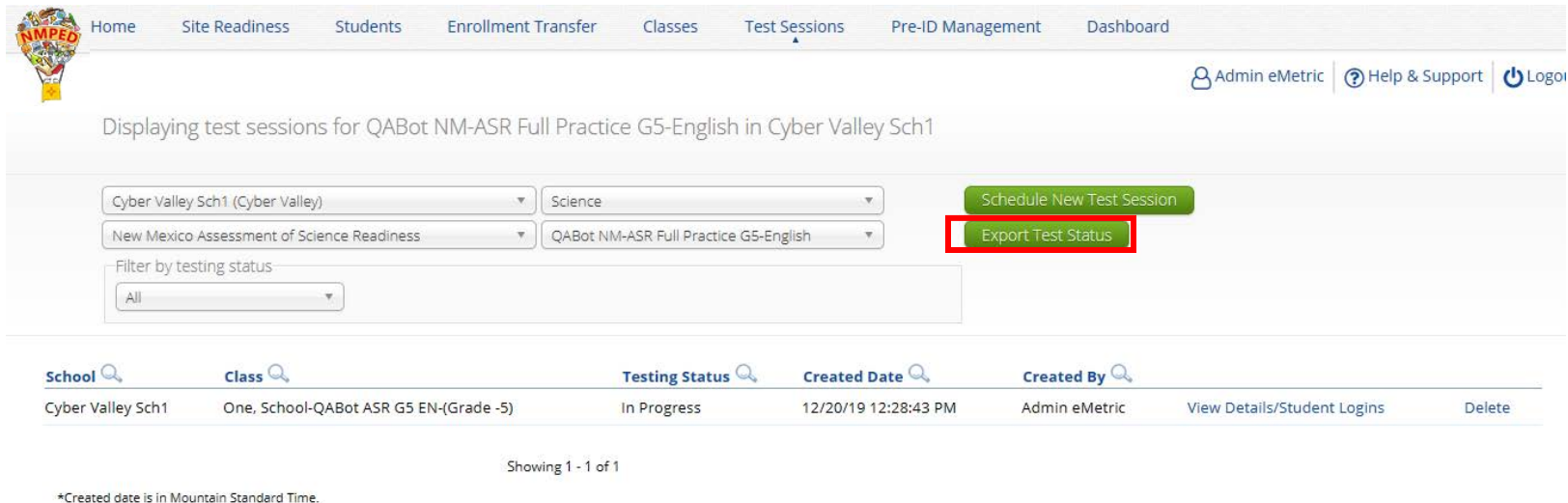
- If student is enrolled but not scheduled for a test, they will not appear in the Data Interaction report

- 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 ("final DB synch")

- If demographics or accommodations are updated after a student is reported in Data Interaction, they will be updated in reporting when test window closes ("final DB synch")

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Reporting rules are different for Formative and Summative!

Additional DTC/STC Tools

- District and School-level dashboard for monitoring testing
  - ⚠️ *Not to be **u**sed for accountability purposes!*
- 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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New Mexico Assessments

Student Test Delivery System

Orientation and New Features

Student Tools, Accommodations and Accessibility Features

Universal Tools

(Available to all students)

Platforms tools that are built in and automatically delivered during testing

Accessibility Features

(Available to some without IEP/ 504)

Must be pre-identified by DTC/STC prior to testing

Accommodations

(IEP, 504)

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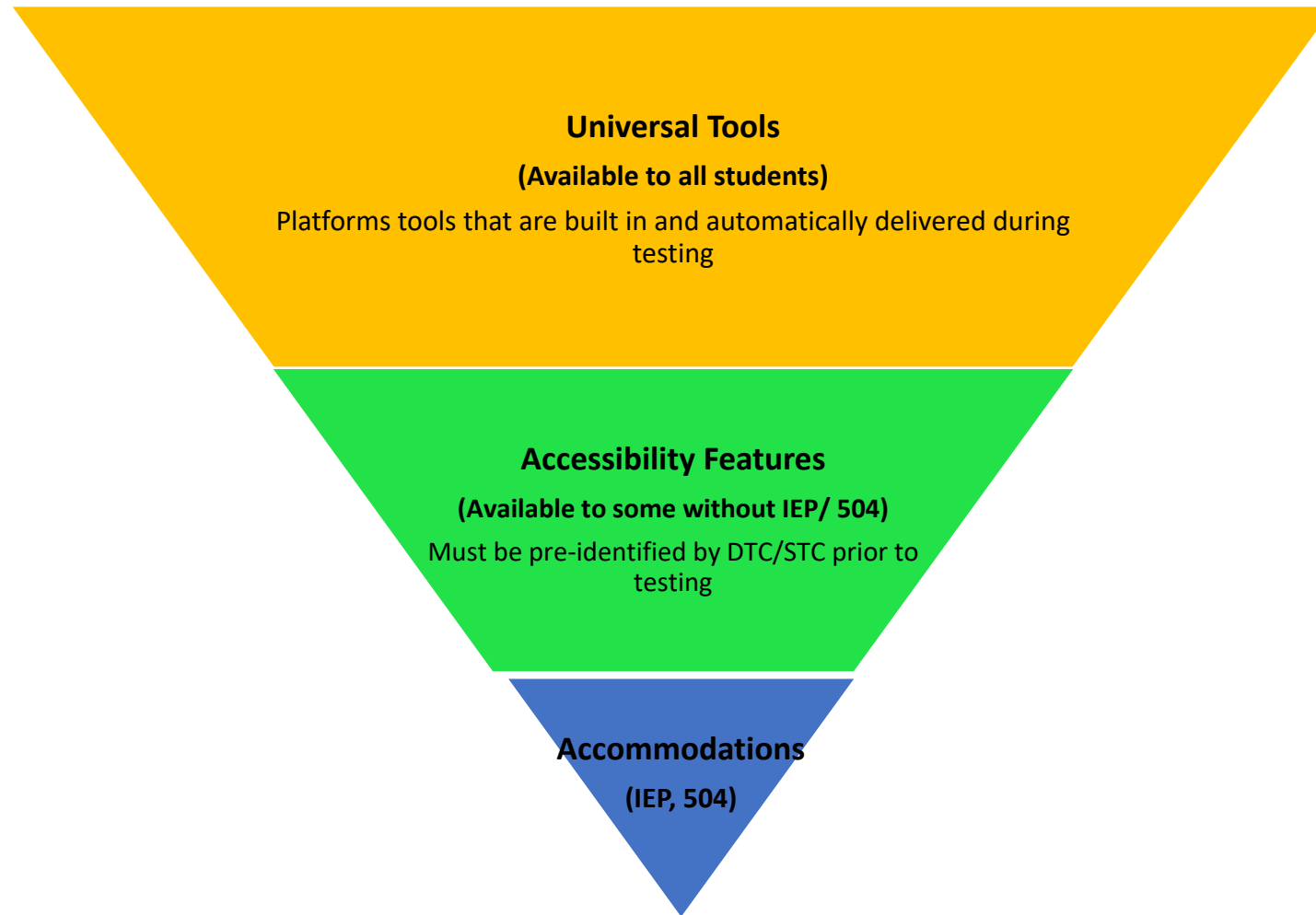
Universal Tools Delivered by Platform

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

Universal Tools Delivered by Platform

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

Accessibility Features Delivered by Platform

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

Name	Tool Icon
Reverse Contrast	
Custom Masking	
Color Contrast	
Answer Masking	Hide All — Ⓐ Planting tree crops with ground cover after logging a natural forest could decrease the amount of erosion.
Mathematics Text-to-Speech English **Mathematics Text-to-Speech Spanish**	Text-to-Speech: ▶ ⏩ ⚙

Accommodations Delivered by Platform

Name	Tool Icon
ELA Text-to-Speech English (SWD, 504, EL)	*Not available on Interim*
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*

If a program does not support an accommodation, the accommodation must be removed before a student can be included in a test session.
i.e. students taking an Interim assessment must not have ELA TTS or ASL Videos selected when they are scheduled for an Interim test session.

Students

Assigning Platform Delivered Accessibility and Accommodations

Ensure the accommodation is available in the assessment!

Student Information | **Accommodations**

Accessibility Features
Delivered by the Test Platform
- Reverse Contrast ⓘ
- Custom Masking ⓘ
- Color Contrast ⓘ
- Answer Masking ⓘ
- Mathematics TTS English (Excludes Formative) ⓘ
- Mathematics TTS Spanish (Excludes Formative) ⓘ
- Science TTS English (Summative Only) ⓘ
- Science TTS Spanish (Summative Only) ⓘ

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

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

Accommodations for English Learners(EL)
Delivered by the Test Platform
- Spanish Language Version (Summative Math, Science and Language Arts and Interim Math Only) ⓘ

Accommodations for English Learners(EL)
Delivered Externally
- Picture Dictionary ⓘ
- Directions in Native Language ⓘ
- Commercial Word-To-Word Dictionary ⓘ
- Customized Dual Language Glossary ⓘ
- Pocket Word-To-Word Translator ⓘ

See online video tutorials for demonstrations!

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Assigning Accessibility and Accommodations: Spanish Testers

Student Information | Accommodations

Accessibility Features
Delivered by the Test Platform
- Reverse Contrast
- Custom Masking
- Color Contrast
- Answer Masking
- Mathematics TTS English (Excludes Formative)
- Mathematics TTS Spanish (Excludes Formative)
- Science TTS English (Summative Only)
- Science TTS Spanish (Summative Only)

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

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

Accommodations for English Learners(EL)
Delivered by the Test Platform
- Spanish Language Version (Summative Math, Science and Language Arts and Interim Math Only)

Accommodations for English Learners(EL)
Delivered Externally
- Picture Dictionary
- Directions in Native Language
- Commercial Word-To-Word Dictionary
- Customized Dual Language Glossary
- Pocket Word-To-Word Translator

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

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

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

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 <u>PRIOR to student logging into tests.</u>
  - 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:

  Add or Update Students

  Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

  Add or Update Students

- 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

Logging in to a Test

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

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

Username: 2017011301

Password: c8fbebba

Logging in to a Test

Options

Text-to-Speech	Volume:100
Speed	Slow | Normal | Fast

Reverse Contrast	Default | Inverted
Color Contrast	Default | Classic | Ruby | Chalkboard | Nocturnal | Aquiline | Eccentric | Azure | Haunted | Celestial | Antique | Creamy
Custom Masking	Enabled
Answer Masking	Enabled

Continue

Logging in to a Test

QA Fall 2018 Retest English
Session 1 Directions

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

Continue

Exit

Test Navigation

Read the information. Then answer the questions that follow.

Investigating Gas Production

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

Some properties of these substances are shown in the table.

Properties of Substances

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

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

Investigation 1 Observations

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

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

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

Hide All

A. The substance is sugar if the substance is a solid and conducts electricity.

B. The substance is sugar if the substance is clear and is not attracted to a magnet.

C. The substance is water if the substance is white and does not conduct electricity.

D. The substance is water if the substance is liquid and is not attracted to a magnet.

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

Hide All

A. The substance is water if gas is produced after sugar is added.

B. The substance is vinegar if gas is produced after sugar is added.

C. The substance is water if gas is produced after baking soda is added.

D. The substance is vinegar if gas is produced after baking soda is added.

Test Navigation
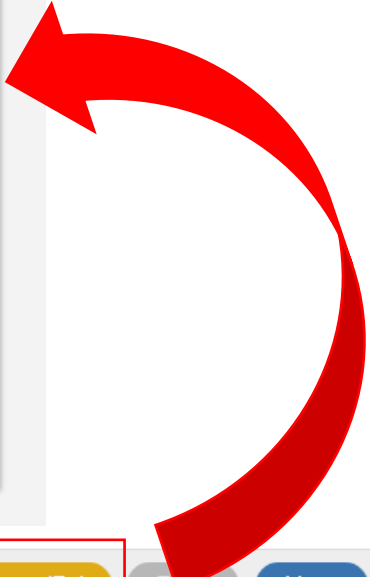
Test Navigation

Your test is **paused**.

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

19:56

Password [   ]

Resume   Exit Test

Pause and inactivity timeout is 60 min

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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.	

Site Technology Preparation

Test Device Requirements

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

Mac: Use Spring 2020 "NM PED Summative Assessments" Kiosk!

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 New 2021 Kiosk (Mac users: 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.

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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
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation

Browser Requirements (Portal and Practice Tests)

Chrome™ 92 or newer
Firefox® 89 or newer
Safari® 14 or newer
Microsoft Edge™ 91 or newer

IE support has been dropped!

Updated August 3rd, 2021. Check the Cognia help and support site for more recent updates.

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	10.14 – 11.5 (64-bit only)
Tablet and Chromebook Specific Requirements	
iPad®	13.1 – 14.7
Chromebook™ notebook computer	Chrome OS™ 80 – 91
Windows-based tablets/netbooks/2-in-1	Windows 10 (32-bit and 64-bit) (Windows 10S is not supported)

Updated!

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Updated August 3rd, 2021. Check the Cognia help and support site for more recent updates.

Browser Testing Requirements

- Do not use browser in private or incognito mode
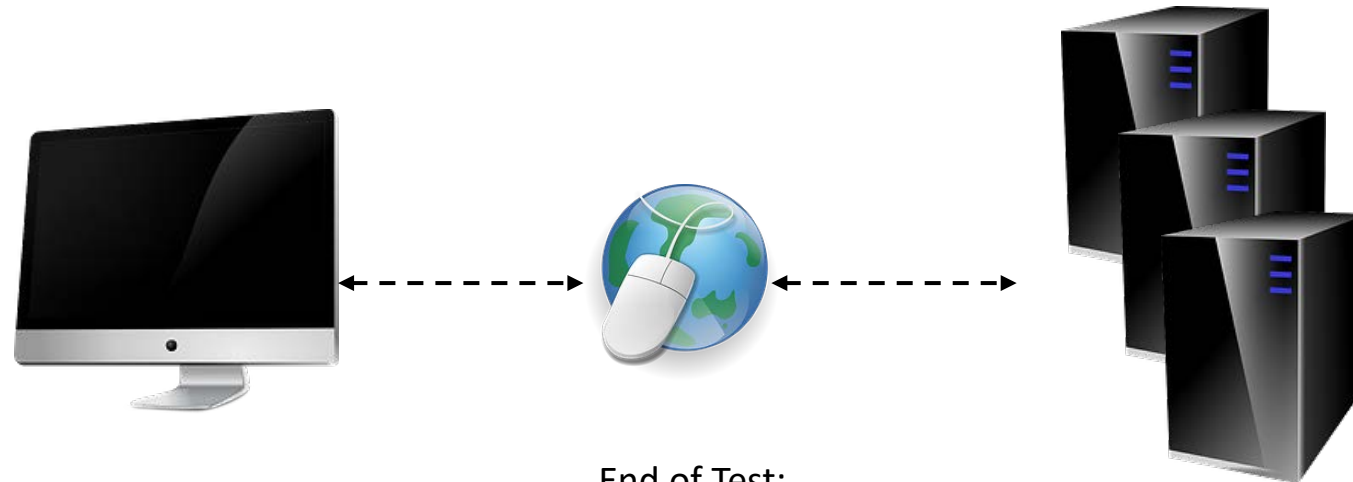- Do not delete browsing history or browser cache!
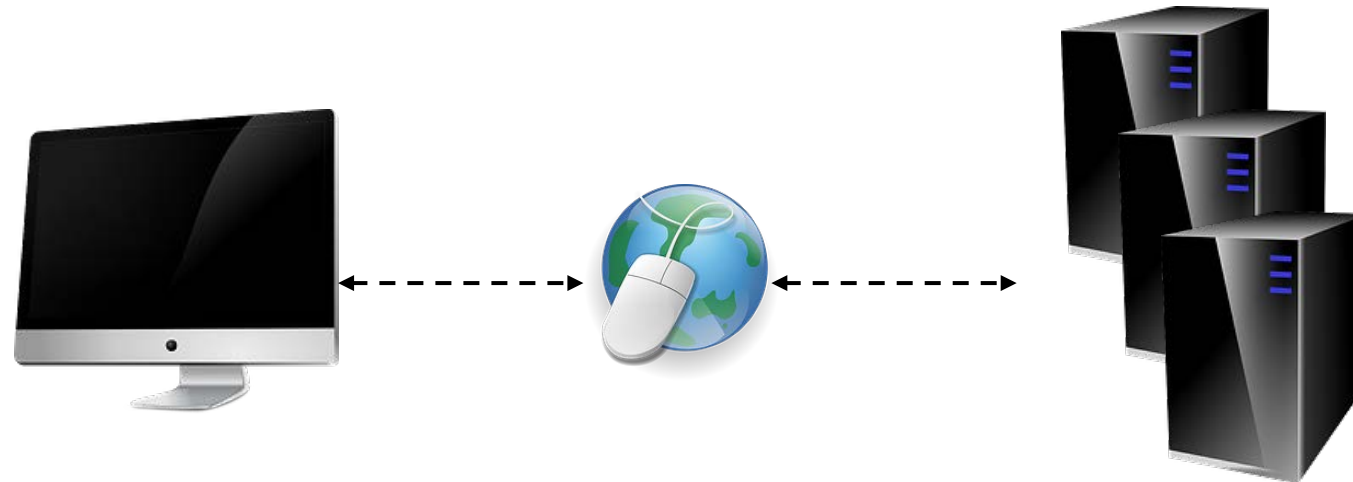
Browser/Kiosk Testing Requirements

Beginning of Test:
1. Authenticate login
2. Download test content
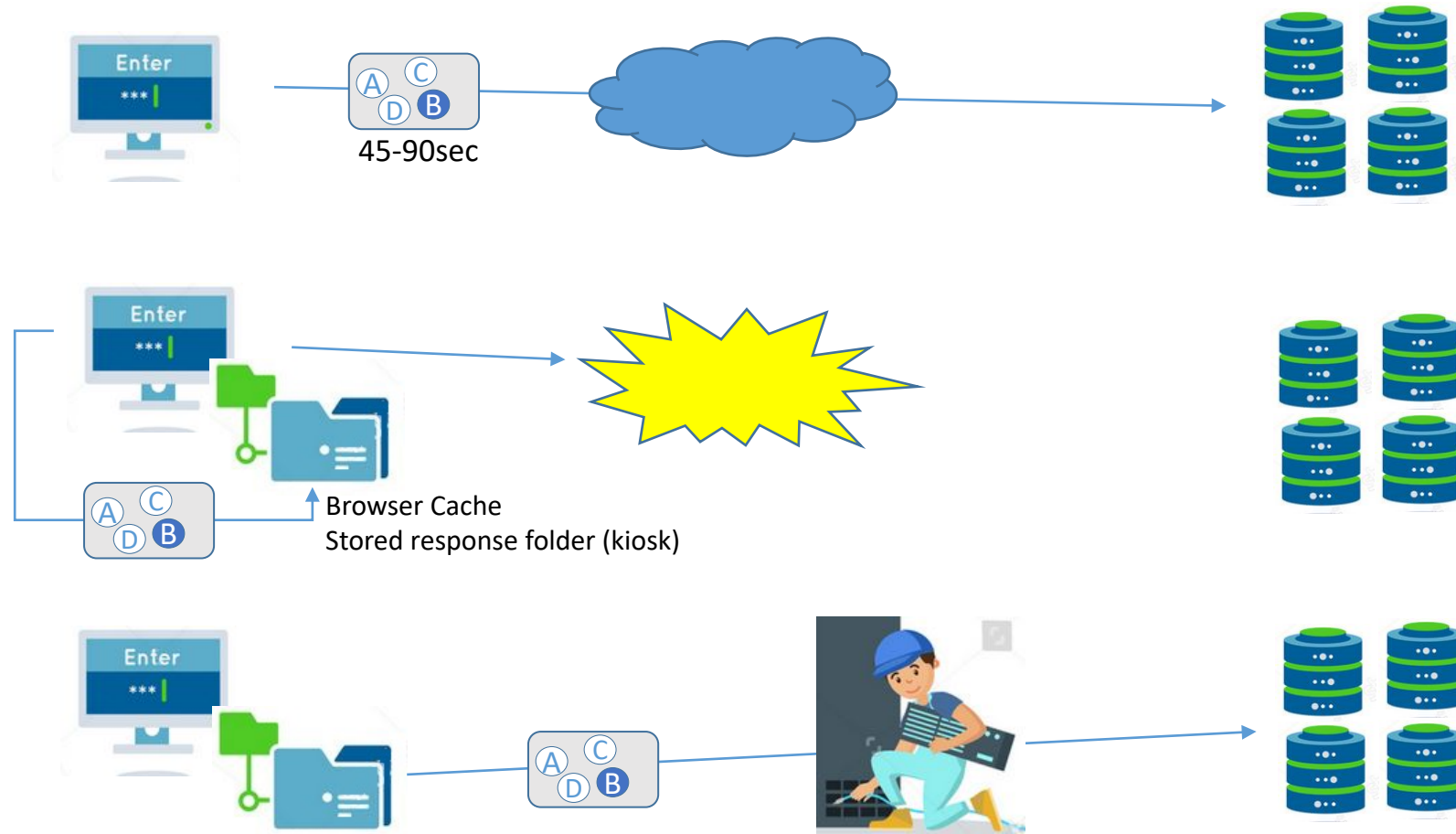
End of Test:
1. Submit responses for scoring

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

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Saving Responses

45-90sec

Browser Cache
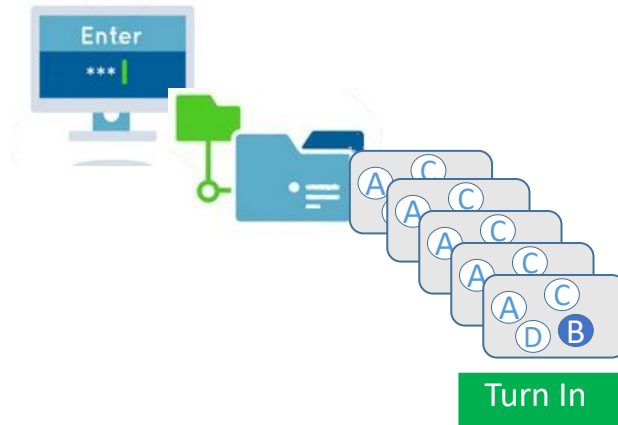Stored response folder (kiosk)

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

Please raise your hand and notify your proctor.

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

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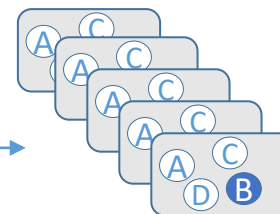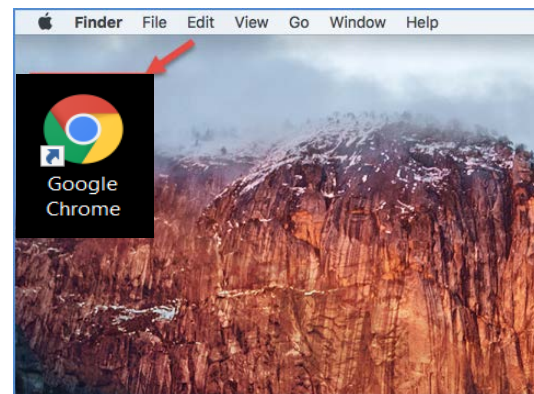
Send Responses

Do not move the student to a different device.

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

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

Accept and Exit Test

Turn In

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

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.cognia.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

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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 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

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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
- Portal Practice Site:
  - url: https://intro.emetric.net/
  - DTC login: NMADTC/N3wM3xico!
  - STC login: NMASTC/N3wM3xico!
  - TA login: NMATA/N3wM3xico!
  - View various menus and tabs
  - Pre-loaded students and classes
  - Can schedule classes for a test
  - Nightly Clean-up
  - *Not New Mexico-specific*

Remember!

DTCs/STCs:

- Deactivate unused accounts
- Ensure TAs have access to the correct programs
- Enter Test Report Code if student can't complete test or its invalidated
- Ensure student's tests are in the "Finished" status
- 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 (iMSSA)
- 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 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)

ITCs:

- Make sure network management tools don't enforce private mode or delete cache/history
- New Windows Kiosks and Chrome Apps DO need to be downloaded if they are used, mac Kiosk will be updated later this fall

Questions?

Thank you

Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.