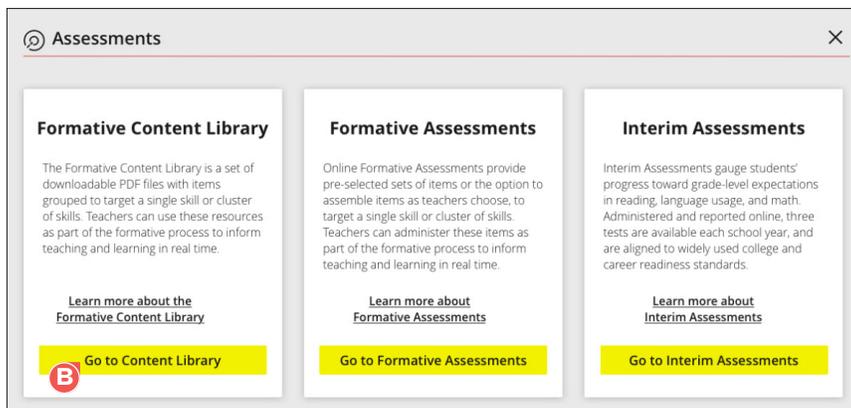
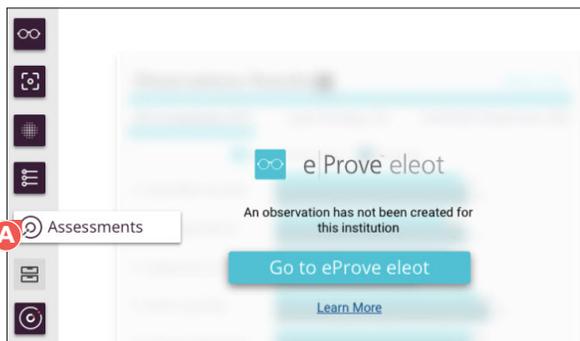


# Formative Assessment Administration

Cognia Formative item sets can be administered to students either on paper or online. Using the Formative Content Library search feature, you can identify the item set that will support student learning and inform your instruction by entering key concepts and skills, learning targets, or college and career readiness domain and cluster. English Language Arts and Math item sets are available on paper or online. STEM item sets are only available on paper.

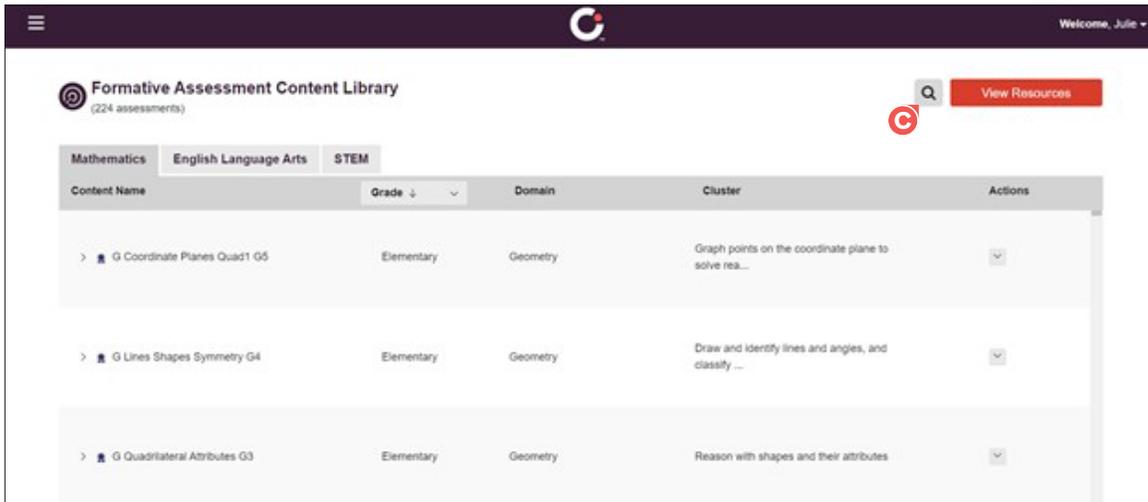
## Administering the Item Sets in Print Form (PDF)

1. Access the Formative Content Library through MyJourney by clicking the **Assessments** icon **A** on the left side of the myJourney dashboard, and then clicking **Go to Content Library** **B**.



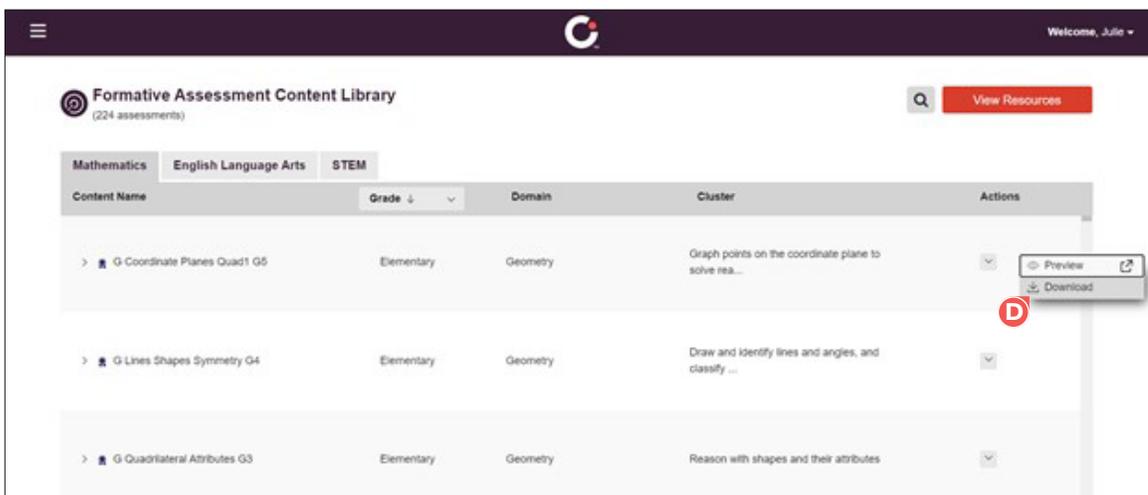
The Formative Content Library opens in a new tab in your browser.

2. Find the item set that matches your instruction by entering a keyword, learning target, domain, cluster, or grade level in the search bar. **C**



3. Download the item set to access the student forms **D** and print for students to record their responses.

**Note:** Preview allows you to ensure that you match the appropriate set of items with your specific instruction.



**Note:** Responses can be scored using the Scoring Guide, also included in the downloadable item set.

# Administer Item Sets using Online Forms

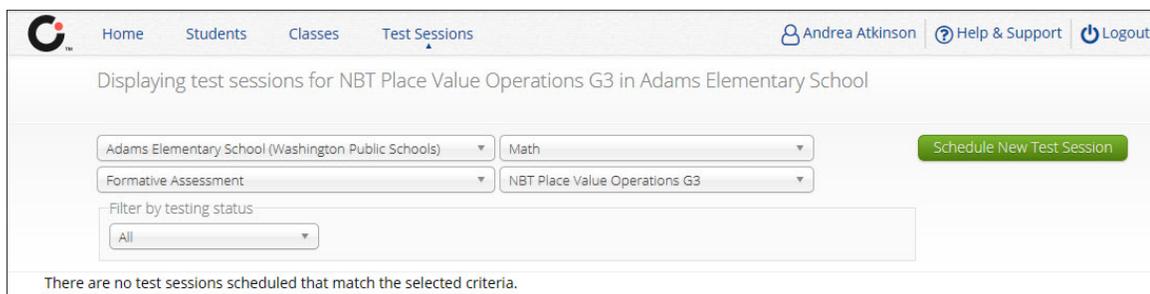
1. Access the Online Formative Assessments by logging into the [New Mexico online testing portal](#).

**Note:** Item sets found in the Formative Content Library can be matched to the online item sets.

2. Clicking on **Go to Formative Assessments** or **Go to online administration** will bring you to the login page for the iTester portal. Log in to begin scheduling students to access formative item sets. (If you do not have access, please contact the New Mexico Help Desk at 877-676-6722.)



3. Using the Administration module, schedule a test session for the item set you wish to administer to students. For more information on scheduling test sessions, refer to the *NM PED Assessment Portal User Guide* or the *Quick Start Guide: Scheduling Test Sessions* available on the CBT Guides page on the [New Mexico Help and Support site](#).



4. Machine-scored items are scored automatically and sent to the Reporting module. For items that need to be teacher scored, responses are scored using the Scoring module in the online testing platform. For more information on teacher scoring, refer to the *Scoring: User Guide*.

**For more information on test administration, the Formative Content Library, or online delivery, refer to the *NM PED Assessment Portal User Guide* available on the CBT Guides page on the [New Mexico Help and Support site](#).**