

# SPRING 2022 ADMINISTRATION OF NM-MSSA, NM-ASR AND SPANISH READING SBA HIGH SCHOOL SUMMATIVE ASSESSMENTS

## Paper-Based Testing (PBT) Important Dates Updated

*(Please note the changes in red font)*

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|--|---|
| <b>Initial Ordering Window</b><br><i>(for NM-ASR CBT and PBT materials; for NM-MSSA and Spanish Reading SBA paper materials only)</i>  | Monday, December 6, 2021 – Friday, February 18, 2022  |
| <b>Spanish Reading SBA Test Coordinator Manual (TCM) and Test Administrator’s Manual (TAM) available online in the <a href="#">Help and Support Page</a></b>   | <b>Tuesday, February 15-Monday, February 21, 2022</b><br><i>(notification will be sent as soon as it is posted)</i> |
| <b>Additional Ordering Window</b><br><i>(for NM-ASR CBT and PBT materials; for NM-MSSA and Spanish Reading SBA paper materials only)</i>   | Monday, March 14 - Thursday, May 5, 2022  |
| <b>All PBT Test Materials ordered in the initial ordering window and printed manuals delivered to districts/schools <i>one week</i> prior to testing</b><br><i>(only one week prior to the start of the administration window instead of two weeks due to the MOY iMSSA extension)</i> | <b>Monday, March 21, 2022</b>   |
| <b>Testing Administration Window</b>   | Monday, March 28–Friday, May 6, 2022  |
| <b>UPS Pickup Window</b>   | Monday, April 4 - Tuesday, May 10, 2022   |
| <b>UPS Pickup Scheduling (in iServices) must occur no later than</b>   | Monday, May 9, 2022, 1 p.m. MT  |

## NM-ASR and NM-MSSA Computer-Based Testing (CBT) Important Dates

*(Please note the changes in red font)*

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| <b>Initial Ordering Window</b><br><i>(for NM-ASR and Spanish Reading SBA materials)</i>  | Monday, December 6, 2021 – Friday, February 18, 2022  |
| <b>Combined NM-ASR and NM-MSSA Test Administrator’s Manual (TAM) available online in the <a href="#">Help &amp; Support Page</a></b>   | <b>Tuesday, February 15-Monday, February 21, 2022</b><br><i>(notification will be sent as soon as it is posted)</i> |
| <b>Combined NM-ASR and NM-MSSA Test Coordinator Manual (TCM) available online in the <a href="#">Help &amp; Support Page</a></b>   | <b>Tuesday, February 15-Monday, February 21, 2022</b><br><i>(notification will be sent as soon as it is posted)</i> |
| <b>NM-MSSA Human Reader Test Administrator Script available online in the <a href="#">Help &amp; Support Page</a></b>  | <b>Tuesday, February 15-Monday, February 21, 2022</b><br><i>(notification will be sent as soon as it is posted)</i> |
| <b>Combined Accessibility Features and Accommodations Manual (AFAM) available online in the <a href="#">Help &amp; Support Page</a></b>  | <b>Tuesday, February 15-Monday, February 21, 2022</b><br><i>(notification will be sent as soon as it is posted)</i> |
| <b>PBT Test Materials ordered in the initial ordering window and printed manuals delivered to districts/schools <i>one week</i> prior to testing</b><br><i>(only one week prior to the start of the administration window instead of two weeks due to the MOY iMSSA extension)</i> | <b>Monday, March 21, 2022</b>   |

# SPRING 2022 ONLINE ADMINISTRATION OF NM-MSSA AND NM-ASR SUMMATIVE ASSESSMENTS

## Computer-Based Testing (CBT) Important Dates

*(Please note the changes in red font)*

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| <b>Additional Ordering Window</b><br>(for NM-ASR CBT and PBT materials, and for NM-MSSA manuals if needed)   | Monday, March 14 - Thursday, May 5, 2022   |
| <b>NM-ASR and NM-MSSA Practice Tests available in Browser and PBT downloadable files in the <a href="#">Help &amp; Support Page</a></b>  | 24/7, all year round   |
| <b>Online Portal is CLOSED for PED loading of additional student Pre-ID data</b><br><i>(iTester portal is unavailable during this time)</i>  | <b>Friday, January 21 (right after MOY iMSSA revised administration window ends) – Sunday January 23, 2022</b> |
| <b>Online Portal Ready for Administrative Work Pre-Online Testing Window</b><br><i>(i.e., create/edit/update users, inventory rosters, add students, enroll/unenroll students, assign accommodations, and create classes)</i>      | <b>Monday, January 24, 2022, 7 a.m. MT</b>   |
| <b>District Pre-ID Bulk Upload/Correction Window OPENS</b><br><i>(Reminder: what districts upload will override data already in system)</i>  | <b>Monday, January 24, 2022</b>  |
| <b>District PAPER TESTERS' Identification Window</b>   | <b>Monday, January 24 – Wednesday, February 2, 2022</b>  |
| <b>District PRE-ID Bulk Upload/Correction Window CLOSES</b>  | <b>Friday, February 11, 2022</b>   |
| <b>Manual Online Student Roster Updates</b><br><i>(anytime once portal re-opens for district pre-ID bulk upload correction window)</i>   | <b>Monday, January 24 – Friday, May 6, 2022</b>  |
| <b>Online Portal Ready for Test Scheduling</b><br><i>(one week prior to the start of the summative testing window)</i>   | <b>Monday, March 21, 2022, 7 a.m. MT</b>   |
| <b>Testing Administration Window begins</b>  | <b>Monday, March 28, 2022, 7 a.m. MT</b>   |
| <b>Testing Administration Window ends</b>  | <b>Friday, May 6, 2022, 9 p.m. MT</b>  |
| <b>Post-Online Testing Administrative Work Window</b><br><i>(i.e., inventory roster to make sure every student who tested is accounted for; if anyone had absences, or other situations, use the correct Test Completion code)</i> | <b>Monday, May 9 – Wednesday, May 11, 2022, 5 p.m. MT</b>  |
| <b>Online portal closes for NM-ASR and NM-MSSA post online admin related tasks</b>   | <b>Wednesday, May 11, 2022, 5 p.m. MT</b>  |
| <b>Online portal remains open for EOY iMSSA interim testing</b>  | <b>Through Friday, May 27, 2022</b>  |

# Contact Information

## General Administration Questions

Cognia New Mexico Customer Care Center / Help Desk Team

**\*Telephone:** 1-877-676-6722

**\*Email:** nmtechsupport@cognia.org

## Policy Questions

New Mexico Public Education Department (PED)  
Assessment Bureau Helpdesk

**\*Telephone:** 505-827-5861

**\*Email:** ped.assessment@state.nm.us

*\*\*The PED should only be contacted by the DTC. Test administrators (TAs) should contact their school test coordinator (STC) or DTC with any questions or concerns.*