



iMSSA

# Accommodated Paper Test Administration

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User Guide

COGNIA ASSESSMENTS



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# Introduction

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This document is intended for district or school personnel responsible for preparing and/or administering accommodated paper versions of online iMSSA in reading, language usage, and mathematics across grades 3–8.

## Technical Support

If you experience any difficulty downloading or installing the kiosk, contact Cognia Technical Support at [nmtechsupport@cognia.org](mailto:nmtechsupport@cognia.org) or (877) 676-6722 or use the [live chat link](#) on the Cognia NMPED Assessments Help and Support Site.

|   |   |
|---|---|
| For technical questions about the installation of the kiosk   | <b>Cognia Technical Support</b><br>Toll free: 1 (877) 676-6722<br>Email: <a href="mailto:nmtechsupport@cognia.org">nmtechsupport@cognia.org</a>   |
| For questions about the test administration or other technical information  | <b>Cognia Client Care Center (aka Helpdesk)</b><br>Toll free: 1 (877) 676-6722<br>Email: <a href="mailto:nmtechsupport@cognia.org">nmtechsupport@cognia.org</a>   |
| For questions or information regarding New Mexico Public Education Department Assessments policy and testing procedures | <b>New Mexico Public Education Department</b><br>Phone: (505) 827-5861<br>Email: <a href="mailto:ped.assessment@state.nm.us">ped.assessment@state.nm.us</a><br>Website: <a href="http://ped.state.nm.us/ped">http://ped.state.nm.us/ped</a> |

# Test Preparation

Accommodated paper versions of the online Cognia Interim Assessments provide achievement tests in reading, language usage, and mathematics across grades 3–8.

## Student Accommodations

System, district, and school administrators and teachers should determine the expectations for student participation (voluntary or mandatory) in the iMSSA. Considerations should be in place to provide valid accommodations based on individual need as documented on an individualized education plan (IEP) or 504 plan and for English learners (ELs).

For online assessments, a set of universal tools is offered to all students. The tools that are available in a test depend on the type of test and session. These tools appear as additional buttons in the student testing interface. For more information about the tools available, refer to the *NM PED Assessments Browser Testing User Guide* available on the [CBT Guides](#) tab of the New Mexico Help and Support Site.

For students requiring accommodations, additional tools can be made available such as color contrast, magnification (Screen Zoom), a text-to-speech (TTS) tool for mathematics, reading, and language usage, and a masking tool to cover up portions of the screen. There are two ways to adjust a student's accommodations for Cognia Assessments taken online:

- Set the accommodations during initial user upload rostering process.
- Set the accommodations manually for a student within the online testing platform.

# Accommodated Form Administration

## Downloading Accommodated Forms

Accommodated forms are downloaded from the secure FTP (File Transfer Protocol) website. The available files will be PDFs that can be used for regular and large print and Braille ready files that can be printed. To request access to the accommodated forms, please fill out the request form located on the [iMSSA tab](#) of the New Mexico Help and Support site. Once you complete the request, you will be contacted when the forms are available to you.

To download a file from the FTP site:










1. Open the URL <https://transfer.cognia.org/>.
2. Enter the **Username** **A** and **Password** **B** provided by your Cognia Assessments Account Manager, and then click the **Sign In** **C** button. (If you do not have a username or password, please contact your Assessments Account Manager.)

The image shows the Cognia File Transfer login interface. On the left is the Cognia logo and the text "File Transfer". On the right is a login form with fields for "Username" (labeled A), "Password" (labeled B), and a "Language" dropdown menu currently set to "English". Below these fields is a "Remember me" checkbox and a black "Sign In" button (labeled C).

3. Once logged in available folders and documents will be visible.

| cognia File Transfer             |           |                     |
|----------------------------------|-----------|---------------------|
| Upload                           | Download  | Add folder          |
| Delete                           | Refresh   |                     |
| Name                             | Size      | Modified Date       |
| > iMSSA BOY Forms                |           |                     |
| Item Analysis Report_BOY_V2.xlsx | 83.09 KB  | 2021-09-28 09:42:29 |
| NM_Item Analysis Report_MOY.xlsx | 114.14 KB | 2021-12-06 06:50:25 |

4. Clicking on the iMSSA folder for the desired administration will open the folder.

| <div><div> Upload</div><div> Download</div><div> Add folder</div><div> Delete</div><div> Refresh</div></div> |   |          |                     |
|---|---|----------|---------------------|
| <input type="checkbox"/>  | Name  | Size     | Modified Date       |
| <input type="checkbox"/>  | ▼  iMSSA BOY Braille Language Usage Grade 3 Form 1       |          |                     |
| <input type="checkbox"/>  |  iMSSA BOY Braille Language Usage 3 Form 1 FINAL.BRF     | 8.39 KB  | 2022-07-27 17:45:17 |
| <input type="checkbox"/>  |  iMSSA BOY Braille Language Usage Grade 3 Supplement.prn | 77.21 KB | 2022-07-27 17:45:17 |
| <input type="checkbox"/>  |  Interim Math Gr4 Form 1 iMSSA.pdf                       | 1.49 MB  | 2022-06-13 12:04:20 |

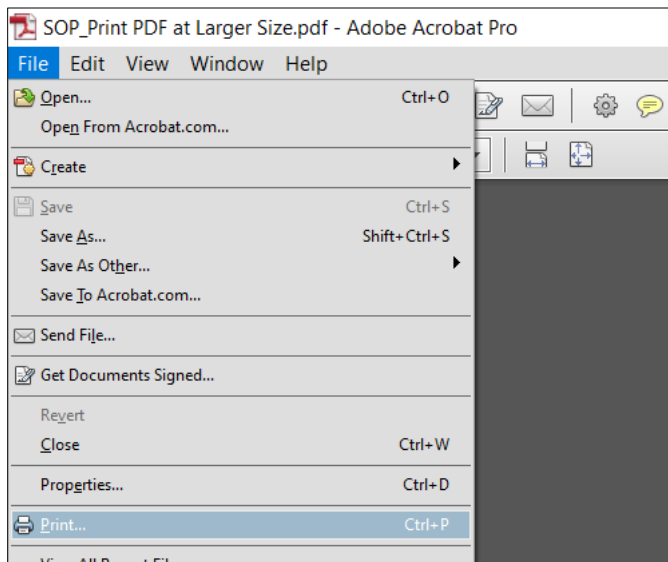
5. Clicking on an individual document file will download the document and will download to your device.

# Printing PDFs as Large-Print

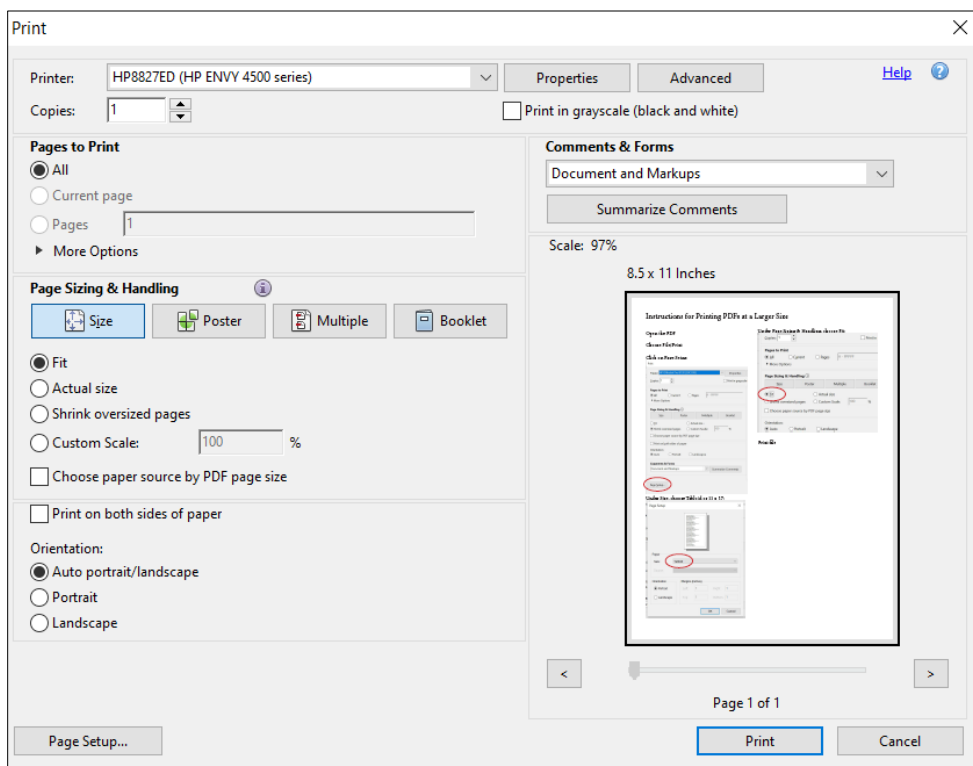
The accommodated form PDFs can be printed as regular or large-print.

To print a PDF form as large-print:

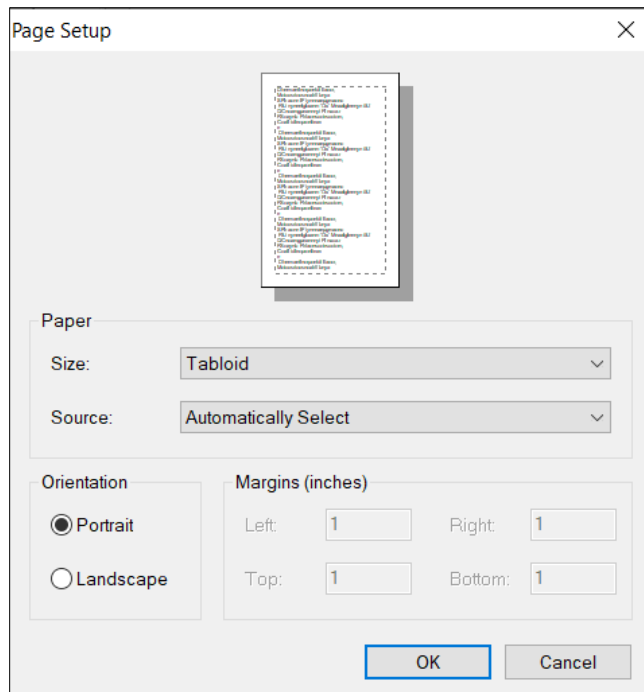
1. Open the PDF.
2. Select the **File** menu located in the upper left corner of the PDF, and then click **Print**.



3. Select **Fit** under the Page Size & Handling header.
4. Click the **Page Setup** button.



5. Select **Tabloid** or **11x17** from the **Size** drop-down, and then click the **OK** button.



6. Print the file.



# Viewing and Modifying Accommodations

## Adding Accommodations

If a student requires accommodations and/or accessibility features, click the **Accommodations** tab, and select the options that apply. Note that some accommodations and accessibility features vary by program and test subject.

Student Test Interface-embedded accommodations and accessibility features listed under the “Delivered by the Test Platform” headings **MUST be set before a test is scheduled**:

### *Accessibility Features*

*Delivered by the Test Platform*

- ☐ Reverse Contrast ⓘ
- ☐ Custom Masking ⓘ
- ☐ Color Contrast ⓘ
- ☐ Answer Masking ⓘ
- ☐ Mathematics TTS English ⓘ
- ☐ Mathematics TTS Spanish (Excludes Formative) ⓘ
- ☐ Science TTS English (Summative and Formative Only) ⓘ
- ☐ Science TTS Spanish (Summative Only) ⓘ
- ☐ Social Studies TTS English (Formative Only) ⓘ

### *Accommodations*

*Delivered by the Test Platform*

- ☐ SLA TTS Spanish (Summative Only) ⓘ
- ☐ ELA TTS English (Excludes Formative) ⓘ
- ☐ 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) ⓘ

The Allow Accessibility Mode Testing accommodations will allow students to use third party assistive technology software when testing with a **Windows** kiosk. Owing to iTester's secure kiosk feature and variability among assistive technologies, some assistive technologies may not be compatible with iTester, even with the "Allow Accessibility Mode Testing" accommodation activated. It is imperative that test coordinators utilize the practice test to ensure assistive technologies required by the student will work with iTester and that they provide the student an opportunity to familiarize themselves with the assistive technology as it is used within the iTester kiosk prior to the student beginning the operational test. If a test coordinator identifies an assistive technology that is not compatible with iTester, it is incumbent upon the test coordinator to identify an alternative devices or test delivery method. See the NMPED Assessments: Testing with Third Party Assistive Technology 2020-2021 guide for more information.

The remaining accommodations are used for tracking accommodations delivered outside of the Student Test Interface:

### 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) ⓘ

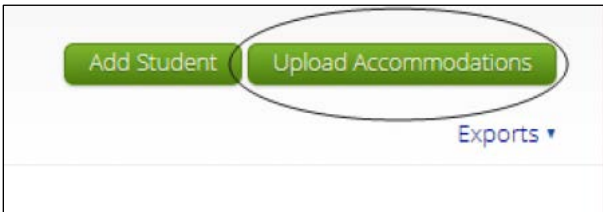
### Accommodations for English Learners(EL)

*Delivered Externally*

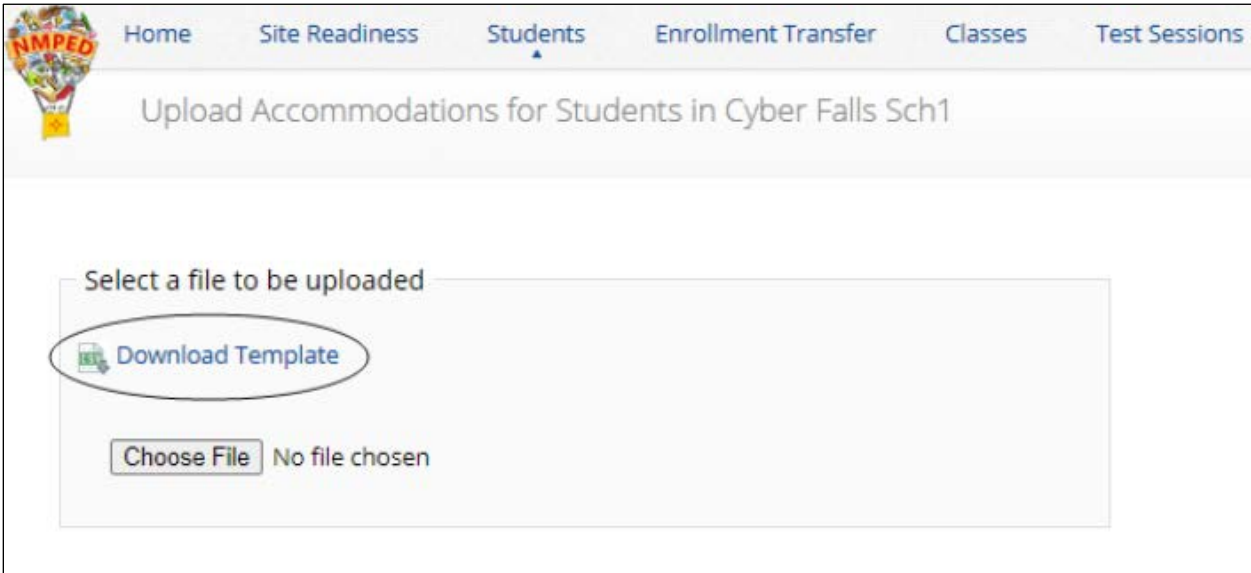
- ☐ Picture Dictionary ⓘ
- ☐ Directions in Native Language ⓘ
- ☐ Commercial Word-To-Word Dictionary ⓘ
- ☐ Customized Dual Language Glossary ⓘ
- ☐ Pocket Word-To-Word Translator ⓘ

# Upload Accommodations

Users may upload accommodations for multiple students using the **Upload Accommodations** feature within the Students tab.



The accommodations upload will be available throughout the day until the testing window opens. Once the operational test window opens, the accommodations upload will only be available between **6:00 PM to 7:00 AM MST**. Accommodations that need to be edited during the testing window (Monday – Friday, 7:00 AM MST – 6:00 PM MST) must be completed manually.



Click the **Download Template** link to download the file template needed to upload accommodations. The Accommodations Upload template will contain one column for the student ID number followed by a column for each accommodation.

|   | A                | B                | C              | D              | E              | F                       | G  |
|---|------------------|------------------|----------------|----------------|----------------|-------------------------|--|
| 1 | State Student ID | Reverse Contrast | Custom Masking | Color Contrast | Answer Masking | Mathematics TTS English | Mathematics TTS Spanish (Excludes Formative) |
| 2 |                  |                  |                |                |                |                         |  |
| 3 |                  |                  |                |                |                |                         |  |
| 4 |                  |                  |                |                |                |                         |  |
| 5 |                  |                  |                |                |                |                         |  |
| 6 |                  |                  |                |                |                |                         |  |
| 7 |                  |                  |                |                |                |                         |  |
| 8 |                  |                  |                |                |                |                         |  |

Below is table that contains fields, an explanation of the fields, and accepted values for the Accommodations Upload.

| Field Name  | Description  | Accepted Values   |
|---|--|---|
| <b>State Student ID*</b>                                  | Student's state identification number.                           | Up to 9 digits  |
| <b>Reverse Contrast</b>                                   | Reverse Contrast accommodation                                   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Custom Masking</b>                                     | Custom Masking accommodation                                     | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Color Contrast</b>                                     | Color Contrast accommodation                                     | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Answer Masking</b>                                     | Answer Masking accommodation                                     | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Mathematics TTS English</b>                            | Mathematics TTS English accommodation                            | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Mathematics TTS Spanish (Excludes Formative)</b>       | Mathematics TTS Spanish (Excludes Formative) accommodation       | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Science TTS English (Summative and Formative Only)</b> | Science TTS English (Summative and Formative Only) accommodation | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Science TTS Spanish (Summative Only)</b>               | Science TTS Spanish (Summative Only) accommodation               | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Social Studies TTS English (Formative Only)</b>        | Social Studies TTS English (Formative Only) accommodation        | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>SLA TTS Spanish (Summative Only)</b>                   | SLA TTS Spanish (Summative Only) accommodation                   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>ELA TTS English (Summative Only)</b>                   | ELA TTS English (Summative Only) accommodation                   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |

| Field Name  | Description  | Accepted Values   |
|---|--|---|
| <b>Allow Accessibility Mode Testing</b>                                     | Allow Accessibility Mode Testing accommodation                                     | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>ASL Video Mathematics (Summative Only)</b>                               | ASL Video Mathematics (Summative Only) accommodation                               | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>ASL Video ELA (Summative Only)</b>                                       | ASL Video ELA (Summative Only) accommodation                                       | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Basic Calculator on Non-Calculator Sections of Mathematics Test</b>      | Basic Calculator on Non-Calculator Sections of Mathematics Test accommodation      | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Scientific Calculator on Non-Calculator Sections of Mathematics Test</b> | Scientific Calculator on Non-Calculator Sections of Mathematics Test accommodation | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Word Prediction (Embedded)</b>   | Word Prediction (Embedded) accommodation   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Headphones/Noise Buffer</b>  | Headphones/Noise Buffer accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Mathematics Tools</b>  | Mathematics Tools accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Word Prediction</b>  | Word Prediction accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Speech-to-Text</b>   | Speech-to-Text accommodation   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Human Signer</b>   | Human Signer accommodation   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |

| Field Name   | Description   | Accepted Values   |
|--|---|---|
| <b>Human Signer for Test Directions</b>  | Human Signer for Test Directions accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Braille Notetaker</b>   | Braille Notetaker accommodation   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Braille Writer</b>  | Braille Writer accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Refreshable Braille Display with Screen Readers (Summative Math and ELA, Interim Math Only)</b> | Refreshable Braille Display with Screen Readers (Summative Math and ELA, Interim Math Only) accommodation | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Screen Readers (Summative Math and ELA, Interim Math Only)</b>                                  | Screen Readers (Summative Math and ELA, Interim Math Only) accommodation                                  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Tactile Graphics (Summative Only)</b>   | Tactile Graphics (Summative Only) accommodation   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Human Reader English (IEP, 504, EL)</b>   | Human Reader English (IEP, 504, EL) accommodation   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Human Reader Spanish (IEP, 504 - Excludes Formative)</b>  | Human Reader Spanish (IEP, 504 - Excludes Formative) accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Read Aloud to Self</b>  | Read Aloud to Self accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Human Scribe</b>  | Human Scribe accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Assistive Technology Device Presentation</b>  | Assistive Technology Device Presentation accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |

| Field Name   | Description   | Accepted Values   |
|--|---|---|
| <b>Assistive Technology Device Responses</b>   | Assistive Technology Device Responses accommodation   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Spanish Language Version (Summative Math, Science, and Language Arts and Interim Math Only)</b> | Spanish Language Version (Summative Math, Science, and Language Arts and Interim Math Only) accommodation | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Picture Dictionary</b>  | Picture Dictionary accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Directions in Native Language Accommodations</b>  | Directions in Native Language Accommodations accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Commercial Word-To-Word Dictionary</b>  | Commercial Word-To-Word Dictionary accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Customized Dual Language Glossary</b>   | Customized Dual Language Glossary accommodation   | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Pocket Word-To-Word Dictionary</b>  | Pocket Word-To-Word Dictionary accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |
| <b>Pocket Word-To-Word Dictionary</b>  | Pocket Word-To-Word Dictionary accommodation  | 0—Remove accommodation 1—Add accommodation Blank—No change in accommodation |

\* Required Field

After uploading the accommodations file, a green confirmation message will pop-up with the date and time of the file upload.

The screenshot shows the NMPED portal interface. At the top, there is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes, and Test Sessions. Below the navigation bar, the page title is "Upload Accommodations for Student and Site File Upload". A green confirmation message box is displayed, stating: "Successfully uploaded the file Accommodations\_Upload\_Demo.csv to the server at 2/5/2020 2:15:55 PM". Below the message, there is a section titled "Select a file to be uploaded" which includes a "Download Template" link and a "Choose File" button. At the bottom, a summary of the upload results is shown:

|  |   |
|--|---|
| <b>Total number of records present in the uploaded file:</b> | 6 |
| <b>Number of records processed successfully:</b>             | 0 |
| <b>Number of error records present in the file:</b>          | 6 |

A summary of the file upload will also be provided. The summary will display the number of records that were successfully uploaded and the number of records that were not uploaded due to errors in the file.

The following table contains pop-up messages that will appear after an uploaded accommodation file fails the initial validations. If one of the following red error messages appears after clicking **Upload**, the accommodations file will not be uploaded to the portal.

| Pop-Up Message  | Result   | Next Steps  |
|---|--|---|
| <b>The uploaded file is not in the expected .CSV format. Please update the file and try again.</b>                                    | The file is not in the required CSV format.  | Open your original Accommodations file. Click Save As, select a file location, click on the Save as type: drop down menu, select CSV (Comma delimited), and click Save. |
| <b>The uploaded file is empty.</b>  | The file is a CSV file and in the correct format, but no records have been entered into the file.  | Upload a file that contains student records.  |
| <b>The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.</b> | The CSV file does not match the required template provided by clicking the Download Template link. | Click the Download Template link and save as a CSV to your device. Enter the student and accommodations data into this template.  |



| Pop-Up Message  | Result  | Next Steps   |
|---|---|--|
| The uploaded file cannot be processed because the maximum number of records in the file cannot exceed 1000. | There are more than 1000 records being uploaded at one time which exceeds the system limit. | Break your accommodations upload file into multiple files, each containing less than or equal to 1000 records. |

## Accommodations Upload Error Messages

Any records that were not successfully uploaded will be assigned an error message in the Type of Error section of the Error file. The records containing errors may be downloaded as a CSV file by clicking the **Download records with errors** link.


**Total number of records present in the uploaded file:** 6

**Number of records processed successfully:** 2

**Number of error records present in the file:** 4

**Errors**

| Type of Error                      | Number of Records With Errors |
|------------------------------------|-------------------------------|
| Empty Student Id                   | 1                             |
| Invalid Student Id                 | 1                             |
| Duplicate Student Id               | 1                             |
| Incorrect value for accommodations | 1                             |

 [Download records with errors](#)

[« Back to Students](#)

The Error file can contain one or more of the errors shown in the following table:

| Pop-Up Message                           | Result  | Next Steps  |
|--|---|---|
| <b>Empty Student ID</b>                  | Student ID field was left blank   | Add correct Student ID.   |
| <b>Invalid Student ID</b>                | Student ID value does not exist.  | Correct the student ID in the upload file. Save and upload the updated file.                          |
| <b>Duplicate Student ID</b>              | Student ID value was listed multiple times  | Remove rows that contain a duplicate student ID.  |
| <b>Incorrect Value for Accommodation</b> | A value other than, 0, 1, or a blank was placed in one or more of the accommodations columns. | Remove or replace the invalid values with values of 0, 1, or blank. Save and upload the updated file. |

The error file will contain two columns: **State Student ID**, the number associated with the records that are in error, and **Type of Error**, the error associated with the record.

|   | A                | B                                  | C |
|---|------------------|------------------------------------|---|
| 1 | State Student ID | Type of Error                      |   |
| 2 |                  | Empty Student Id (1)               |   |
| 3 | 12897893         | Invalid Student Id                 |   |
| 4 | 914139331        | Duplicate Student Id               |   |
| 5 | 914844410        | Incorrect value for accommodations |   |

## Entering Student Responses Online

Once a paper form has been administered to a student, the teacher must enter the student's responses into the online student test delivery system by logging in as the student. Student test logins can be exported from the Test Session details page as a PDF or CSV file. If students were added to the class, or if the text-to-speech accommodation was changed for a student in the class, **after** the test session was scheduled, the **Add or Update Students** button will appear at the top of the test session details page. Click the **Add or Update Students** button to update the test session with the new or updated students.

**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**

## Accessing Student Login Information

Select the students whose login information will be exported. To select all the students in the table, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

| Export Logins                       |           |            |           |          |              |                        |                  |                       |                     |
|-------------------------------------|-----------|------------|-----------|----------|--------------|------------------------|------------------|-----------------------|---------------------|
| <input checked="" type="checkbox"/> | Last Name | First Name | Username  | Password | Form Name    | Date/Time Created      | Test Report Code | Status                | Date/Time Completed |
| <input checked="" type="checkbox"/> | SixEight  | Student    | 999990608 | E375DBBE | G3 Math Test | 07/21/2021 12:49:54 PM | +                | Session 1:Not Started |                     |
| <input checked="" type="checkbox"/> | SixNine   | Student    | 999990609 | B9CA83DC | G3 Math Test | 07/21/2021 12:49:54 PM | +                | Session 1:Not Started |                     |
| <input checked="" type="checkbox"/> | SixSeven  | Student    | 999990607 | F299DF99 | G3 Math Test | 07/21/2021 12:49:54 PM | +                | Session 1:Not Started |                     |
| Showing 1 - 3 of 3                  |           |            |           |          |              |                        |                  |                       |                     |

To export the logins, click the **Export Logins** button. A pop-up box will appear with the option to choose a PDF or CSV version of the export.

### Export Logins

Select a format of the export:

☐ PDF ☐ CSV

**Export** **Cancel**

Selecting PDF will require you to choose the number of logins to be printed per page (1, 8, or 27 logins per page). Make your selection and then click **Export**.

### Export Logins

Select a format of the export:

☒ PDF ☐ CSV

Select the number of logins to be printed:

8 logins per page

**Export** **Cancel**

The student login information (names, usernames, passwords, and accommodations) and test tickets are exported to a PDF file. Open the PDF file and print the student labels. The logins are formatted to print on plain paper or on Avery® #5160 labels (Easy Peel® White Address Labels for Laser Printers).

Each label displays the student's name, date of birth, test name, username, and password.

|   |  |
|---|--|
| <b>Sixeight, Student</b><br><b>DOB:6/7/2000</b><br><b>G3 Math Test 2</b><br><br>Username: 999990608<br>Password: E375DBBE | <b>Sixnine, Student</b><br><b>DOB:6/8/2000</b><br><b>G3 Math Test 2</b><br><br>Username: 999990609<br>Password: B9CA83DC |
| <b>Sixseven, Student</b><br><b>DOB:6/6/2000</b><br><b>G3 Math Test 2</b><br><br>Username: 999990607<br>Password: F299DF99 |  |

The printout also includes test details, the session access codes, and a master list of student login information and accommodations for the test proctor. Test proctors should review this to ensure students have the correct accommodations before students log into the test.

| <b>Teacher Name:</b> Citee, Rey<br><b>Class Name:</b> Citee, Rey-Grade 3 Math-(Grade -3)<br><b>Test Name:</b> G3 Math Test 2<br><b>Testing Window:</b> 7/21/2021 to 10/31/2021 |               |           |          |                |
|--|---------------|-----------|----------|----------------|
| Student Name   | Date of Birth | Username  | Password | Accommodations |
| SixEight, Student  | 6/7/2000      | 999990608 | E375DBBE |                |
| SixNine, Student   | 6/8/2000      | 999990609 | B9CA83DC |                |
| SixSeven, Student  | 6/6/2000      | 999990607 | F299DF99 |                |

If choosing to export student logins as a CSV, select CSV and click **Export**.



*Export Logins*

Select a format of the export:

☐ PDF ☒ CSV

**Export** **Cancel**

A CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

|   | A         | B          | C              | D        | E         | F        | G              | H              |
|---|-----------|------------|----------------|----------|-----------|----------|----------------|----------------|
| 1 | Last Name | First Name | Middle Initial | DOB      | Username  | Password | Test Name      | Accommodations |
| 2 | SixEight  | Student    |                | 6/7/2000 | 999990608 | E375DBBE | G3 Math Test 2 |                |
| 3 | SixNine   | Student    |                | 6/8/2000 | 999990609 | B9CA83DC | G3 Math Test 2 |                |
| 4 | SixSeven  | Student    |                | 6/6/2000 | 999990607 | F299DF99 | G3 Math Test 2 |                |
| 5 |           |            |                |          |           |          |                |                |
| 6 |           |            |                |          |           |          |                |                |

## Logging in as a Student and Taking a Test

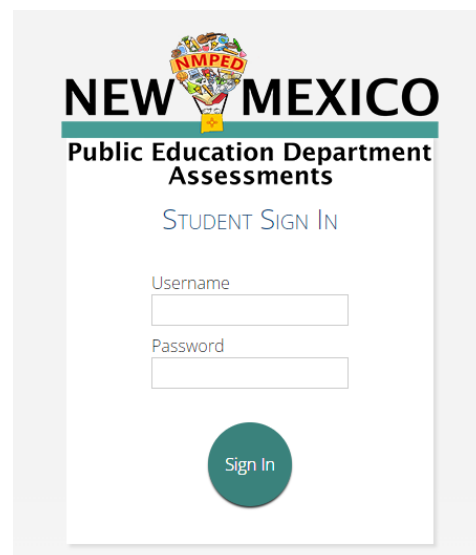
The student testing interface can be accessed using either the browser-based testing interface or the secure kiosk

The browser-based testing interface can be accessed using this URL:

<https://newmexico.cognia.org/student/login>

The secure kiosk is accessed from any device the kiosk has been downloaded to. To launch the kiosk, double click the desktop icon (Mac or PC) or select the application from the App tray (Chromebook).

Once the application or browser-based interface are open, the student login page will appear.



**NEW MEXICO**  
Public Education Department  
Assessments

STUDENT SIGN IN

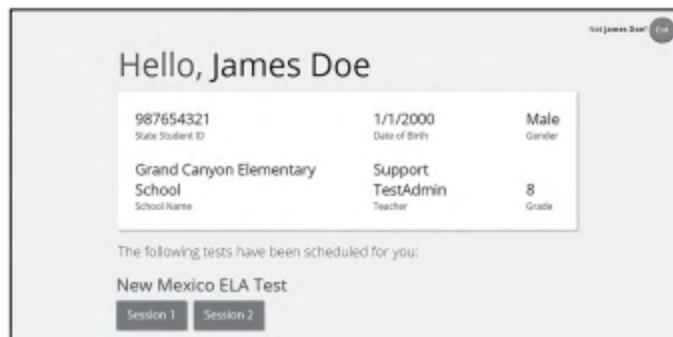
Username

Password

**Sign In**

Carefully enter the student's Username and Password then click **Sign In**.

Once you have successfully logged in, you will see the word Hello followed by the student's name. Be sure that the name, student testing ID number, and date of birth of the student is correct.



The screenshot shows a web interface for a student login. At the top, it says "Hello, James Doe" in a large font. Below this, there is a table with student information. The table has three columns: Student ID, Date of Birth, and Gender. The first row contains the values 987654321, 1/1/2000, and Male. Below the table, there is a section titled "The following tests have been scheduled for you:" followed by "New Mexico ELA Test". At the bottom, there are two buttons labeled "Session 1" and "Session 2".

|   |  |                               |
|---|--|-------------------------------|
| 987654321<br><small>State Student ID</small>          | 1/1/2000<br><small>Date of Birth</small>       | Male<br><small>Gender</small> |
| Grand Canyon Elementary<br><small>School Name</small> | Support<br>TestAdmin<br><small>Teacher</small> | 8<br><small>Grade</small>     |

The following tests have been scheduled for you:

New Mexico ELA Test

Session 1 Session 2

Available test sections are below the test name. Select the section of the test that the student responses are being entered and click **Submit**.

When you have logged into the test session, you will see the content directions (reading, language usage, or mathematics). The test content will download and the blue circle in the center of the page will display the download progress. Once the test content is fully downloaded, click **Continue**.

Navigate through the test carefully entering the student's responses for each test question. On the final question of the section, the **Finish** button will be available. Select the **Finish** button and confirm by selecting **Turn In**.

To enter student responses for the next section of the test, repeat the login instructions above. Sessions previously completed will be greyed out when the test

## Securely Destroying Paper Forms

As with online administration of Cognia Interim Assessments, we take test security seriously for our accommodated forms. The accommodated forms are considered secure materials and must be treated as such. The following are guidelines for using the printed accommodated forms:

- Access to the forms on the secure file transfer site should be limited to a district or system administrator.
- When downloaded to a local computer or server, access should be limited to a district or system administrator and be password protected.
- After printing, test forms should be kept locked in secure location.
- Test forms should be provided to students only during a supervised test session.
- Once a student has completed the paper form, it should be stored again in a secure location until answers are entered into online student test delivery system.

- After entry into the online student test delivery system, the form with student responses must be destroyed in an appropriate manner to maintain the security of Cognia Interim Assessments and student information. Destruction methods include shredding within the building or disposal in a locked bin to be securely destroyed by external vendor or at separate location.



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