

# SPRING 2023 ADMINISTRATION OF NM-MSSA AND NM-ASR SUMMATIVE ASSESSMENTS

## Paper-Based Testing (PBT) Important Dates

<b>Initial Ordering Window</b> <i>(for NM-ASR CBT and PBT materials; for NM-MSSA paper materials only)</i>	Monday, December 5, 2022, 7:00 a.m. MT – Friday, February 10, 2023, 5:00 p.m. MT
<b>Additional Ordering Window</b> <i>(for NM-ASR CBT and PBT materials; for NM-MSSA and Spanish Reading SBA paper materials only)</i>	Monday, March 6 - Thursday, May 11, 2023
<b>All PBT Test Materials ordered in the initial ordering window and printed manuals delivered to districts/schools two weeks prior to testing</b>	Monday, March 13, 2023
<b>Testing Administration Window</b>	Monday, March 27–Friday, May 12, 2023
<b>UPS Pickup Window</b>	Monday, April 3 - Tuesday, May 16, 2023
<b>UPS Pickup Scheduling (in iServices) must occur no later than</b>	Monday, May 15, 2023, 1 p.m. MT

## Computer-Based Testing (CBT) Important Dates

<b>Initial Ordering Window</b> <i>(for NM-ASR and Spanish Reading SBA materials)</i>	Monday, December 5, 2022, 7:00 a.m. MT – Friday, February 10, 2023, 5:00 p.m. MT
<b>Combined NM-ASR and NM-MSSA Test Administrator’s Manual (TAM) available online in the <a href="#">Help &amp; Support Page</a></b>	Wednesday, January 11, 2023
<b>Combined NM-ASR and NM-MSSA Test Coordinator Manual (TCM) available online in the <a href="#">Help &amp; Support Page</a></b>	Wednesday, January 11, 2023
<b>NM-MSSA Human Reader Test Administrator Script available online in the <a href="#">Help &amp; Support Page</a></b>	Monday, January 23, 2023
<b>Combined Accessibility Features and Accommodations Manual (AFAM) available online in the <a href="#">Help &amp; Support Page</a></b>	Wednesday, January 11, 2023
<b>PBT Test Materials ordered in the initial ordering window and printed manuals delivered to districts/schools two weeks prior to testing</b>	Monday, March 13, 2023

# SPRING 2023 ONLINE ADMINISTRATION OF NM-MSSA AND NM-ASR SUMMATIVE ASSESSMENTS

## Computer-Based Testing (CBT) Important Dates

<b>Additional Ordering Window</b> <i>(for NM-ASR CBT/PBT materials, and for NM-MSSA manuals if needed)</i>	Monday, March 6, 7:00 a.m. MT - Thursday, May 11, 2023, 5:00 p.m. MT
<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> <i>(iTester portal is unavailable during this time)</i>	Friday, January 20, 2023; 9:00 p.m. MT <i>(right after MOY iMSSA testing administration window ends)</i> – Wednesday, January 25, 2023, 5:00 p.m. MT
<b>Online Portal Ready for Administrative Work Pre-Online Testing Window</b> <i>(i.e., create/edit/update users, inventory rosters, add students, enroll/unenroll students, assign accommodations, and create classes)</i>	Thursday, January 26, 2023, 7 a.m. MT
<b>District Pre-ID Bulk Upload/Correction Window OPENS</b> <i>(Reminder: what districts upload will override data already in system)</i>	Thursday, January 26, 2023, 7 a.m. MT
<b>District PAPER TESTERS' Identification Window OPENS</b>	Thursday, January 26, 2023, 7 a.m. MT
<b>District PAPER TESTERS' Identification Window CLOSES</b>	Friday, February 3, 2023, 5:00 p.m. MT
<b>District PRE-ID Bulk Upload/Correction Window CLOSES</b>	Friday, February 10, 2023, 5:00 p.m. MT
<b>Manual Online Student Roster Updates</b> <i>(anytime once portal re-opens for district pre-ID bulk upload correction window)</i>	Thursday, January 26 – Friday, May 12, 2023
<b>Online Portal Ready for Test Scheduling</b> <i>(one week prior to the start of the summative testing window)</i>	Monday, March 20, 2023, 7 a.m. MT
<b>Testing Administration Window Begins</b>	Monday, March 27, 2023, 7 a.m. MT
<b>Testing Administration Window Ends</b>	Friday, May 12, 2023, 9 p.m. MT
<b>Post-Online Testing Administrative Work Window</b> <i>(i.e., inventory roster to make sure every student who tested is accounted for; if anyone had absences, or other situations, assign the correct Test Completion Code)</i>	Monday, May 15 – Wednesday, May 17, 2023, 5 p.m. MT
<b>Online portal closes for NM-ASR and NM-MSSA post online admin related tasks</b>	Wednesday, May 17, 2023, 5 p.m. MT
<b>Online portal remains open for EOY iMSSA interim testing</b>	Through Friday, May 26, 2023

## Contact Information

### General Administration Questions

Cognia New Mexico Client 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@ped.nm.gov

*\*\*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.*