

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

Paper-Based Testing (PBT) Important Dates

Initial Ordering Window <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
Additional Ordering Window for paper ASR & MSSA <i>(for NM-ASR and NM-MSSA PBT only to meet reporting timeline)</i>	Monday, March 6 – May 2, 2023
All PBT Test Materials ordered in the initial ordering window and printed manuals delivered to districts/schools two weeks prior to testing	Monday, March 13, 2023
Paper Testing Administration Window Begins <i>(Same start date for both online and paper testers.)</i>	Monday, March 27, 2023
Paper Testing Administration Window Ends <i>(This window is ending earlier to meet final reporting deadlines. Must finish paper testing no later than this date.)</i>	Monday, March 27–Tuesday, May 9, 2023
UPS Pickup Window <i>(This window is ending earlier to meet final reporting deadlines. Please return paper materials as soon as you complete testing.)</i>	Monday, April 3 - Tuesday, May 9, 2023
UPS Pickup Scheduling (in iServices) must occur no later than	Monday, May 8, 2023, 1 p.m. MT

Computer-Based Testing (CBT) Important Dates

Initial Ordering Window <i>(for NM-ASR test materials only)</i>	Monday, December 5, 2022, 7:00 a.m. MT – Friday, February 10, 2023, 5:00 p.m. MT
Combined NM-ASR and NM-MSSA Test Administrator’s Manual (TAM) available online in the Help & Support Page	Wednesday, January 11, 2023
Combined NM-ASR and NM-MSSA Test Coordinator Manual (TCM) available online in the Help & Support Page	Wednesday, January 11, 2023
NM-MSSA Human Reader Test Administrator Script available online in the Help & Support Page	Monday, January 23, 2023
Combined Accessibility Features and Accommodations Manual (AFAM) available online in the Help & Support Page	Wednesday, January 11, 2023
Printed manuals delivered to districts/schools two weeks prior to testing	Monday, March 13, 2023

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

Computer-Based Testing (CBT) Important Dates

Additional Ordering Window for ASR Online Testing <i>(for NM-ASR CBT only)</i>	Monday, March 6, 7:00 a.m. MT - Thursday, May 11, 2023, 5:00 p.m. MT
NM-ASR and NM-MSSA Practice Tests available in Browser and PBT downloadable files in the Help & Support Page	24/7, all year round
Online Portal is CLOSED for PED loading of additional student Pre-ID data <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
Online Portal Ready for Administrative Work Pre-Online Testing Window <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
District Pre-ID Bulk Upload/Correction Window OPENS <i>(Reminder: what districts upload will override data already in system)</i>	Thursday, January 26, 2023, 7 a.m. MT
District PAPER TESTERS' Identification Window OPENS	Thursday, January 26, 2023, 7 a.m. MT
District PAPER TESTERS' Identification Window CLOSES	Friday, February 3, 2023, 5:00 p.m. MT
District PRE-ID Bulk Upload/Correction Window CLOSES	Friday, February 10, 2023, 5:00 p.m. MT
Manual Online Student Roster Updates <i>(anytime once portal re-opens for district pre-ID bulk upload correction window)</i>	Thursday, January 26 – Friday, May 12, 2023
Online Portal Ready for Test Scheduling <i>(one week prior to the start of the summative testing window)</i>	Monday, March 20, 2023, 7 a.m. MT
Online Testing Administration Window Begins	Monday, March 27, 2023, 7 a.m. MT
Online Testing Administration Window for Preliminary Reports Ends	Wednesday, April 19, 2023, 9 p.m. MT
Online Testing Administration Window with no Preliminary Reports Ends	Friday, May 12, 2023, 9 p.m. MT
Post-Online Testing Administrative Work Window <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
Online portal closes for NM-ASR and NM-MSSA post online admin related tasks	Wednesday, May 17, 2023, 5 p.m. MT
Online portal remains open for EOY iMSSA interim testing	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.*