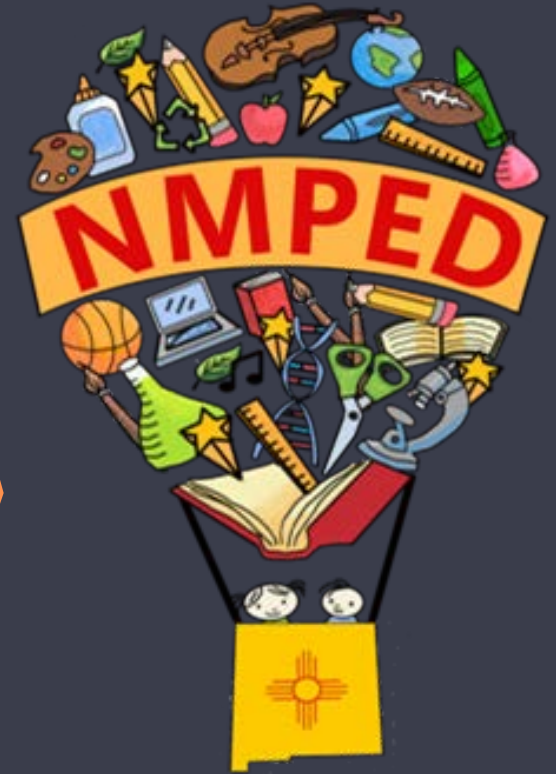# ASR Fall Administration Paper Materials

October 12, 2022

Investing for tomorrow, delivering today.

Housekeeping

Housekeeping

- Please remain on mute

- Camera use is encouraged

- Submit questions via Google document link

- The meeting is being recorded and available through Canvas.

Closed Captioning is available

- Click on this icon
- Then, select "Show Subtitles"

Presentation Team

PED Team

Nick Salazar: Assessment Coordinator

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Cognia Team

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NM-ASR Fall Administration

The Fall Administration is an opportunity for Seniors, who have NOT TAKEN the Grade 11 ASR – Science Summative Assessment.

Key Dates

- **Test Administration Window**
  - Begins October 3, 2022
  - Ends October 21, 2022

- Additional Materials ordering window closes October 20, 2022.

- UPS pick-up window for return of paper test materials is October 3 – October 24, 2022

- UPS pickup scheduling (in iServices) must occur no later than October 21, 2022 at 1 p.m. (MT).

Paper Testing Booklets

- Test booklet with inserted answer document within the test booklet
  - The test booklets contain "Spring 2022" on the front cover

- NM-ASR Special Forms: Large Print, Braille
  - Large Print kits contain:
    - ✓ Large Print Test Booklet
    - ✓ Regular size test booklet and answer document
    - ✓ Reference sheets as applicable by content and grade
    - ✓ Large Print Instructions
  - Braille kits contain:
    - ✓ Braille Test Booklet
    - ✓ Regular size test booklet and answer document
    - ✓ Reference sheets as applicable by content and grade
    - ✓ Braille Instructions

- All used and unused paper materials needs to be returned.

Paper Testing – Biogrid

- Pre-ID labels were not provided for the ASR Fall Administration

- Carefully fill in the student identification information using the biogrid on the last two pages of the answer document or integrated test booklet and answer document

  - Ensure all student information in the biogrid is accurate.

  - Errors in the biogrid will require clean-up of student data prior to reporting.

Test Report Codes/Test Completion Status

- For students who did not complete testing, it should indicate the reason.
  - Withdrew Before Completion
  - Non-Allowed Modification
  - Language Exempt for Reading Only
  - Medical Emergency
  - Parent Refusal
  - Other Non-Completion
  - Test Irregularity
  - Absent
  - COVID Exemption

- Paper Testing – Test Completion Status (Box G)

Paper Testing –Accommodarions

- IEP/504 Accommodation-indicate any Accommodations provided to the student based on their IEP/504

- EL Accommodations – indicate any EL Accommodations provided based on the their ELAP

- Void – used only if the test should not be scored

IEP/504 ACCOMODATIONS

Human Reader English	○
Human Reader Spanish	○
Read Aloud to Self	○
Human Signer	○
Selected Response Human Scribe	○
Constructed Response Human Scribe	○
Assistive Technology Devices Presentation	○
Assistive Technology Devices Responses	○
Allow Accessibility Mode Testing	○
Large-print	○
Braille	○

EL ACCOMMODATIONS

Spanish Language Version	○
Picture Dictionary	○
Directions in Native Language	○
Commercial Word-to-Word Dictionary	○
Customized Dual Language Glossary	○
Pocket Word-to-Word Translator	○

VOID-DO NOT SCORE
- Void this answer document

Paper Testing – Contaminated Materials

- Secure materials that have been contaminated by biohazardous materials should not be returned to Cognia.

- Complete the *Contaminated Booklet Report Form* found in the Help & Support site here: *https://newmexico.onlinehelp.cognia.org/handling-contaminated-pbt-materials/*
  - Please follow the instructions provided in "How to Handle Contaminated PBT Materials" document to complete this form and return to Cognia.

- If the contaminated test material is a used answer document, transcribe the answers from the contaminated answer document into a fresh document.

- Securely destroy the contaminated material(s).

- Complete instructions on handling contaminated secure materials are located on the Help and Support site Contaminated Materials section.

Returning Paper Materials

- Envelopes are provided with the shipment of paper test materials.
  - Used, Partially Used, and Voided Answer Document Envelope(s)
  - Special Handling Envelope
    - Should contain any damaged used answer documents or answer documents with typed pages.
    - A memo on district or school letterhead explaining why each used answer document is included in this envelope.
    - This envelope may be empty
  - Unused, Blank Answer Documents Envelope(s)

Paper Testing – Returning Materials

- Envelopes should be sealed and placed in the box to return to Cognia in the following order:

Top of box
Used, Partially Used, and Voided Answer Documents envelope(s)
Special Handling envelope – it may be empty
Unused, Blank Answer Documents envelope(s)
All grades test booklets, including English, Spanish, Braille, and large-print versions
Bottom of box

- Materials not boxed in the appropriate order will cause delay in scanning student responses

- Manuals or any ancillary materials that accompanied tests should not be returned to Cognia. Please recycle these materials at your school or district. Manuals should not be saved for future administrations as directions may change.

Paper Testing – Scheduling UPS Pickup

- UPS will not automatically pick up your test materials at the end of the window.

- UPS pickup requests must be submitted through iServices during the secure materials pickup window
  - Closes October 21, 2022, 1pm MT

- **All secure materials must be picked up for return no later than October 24, 2022**

- If you hand your box(es) to your regular UPS driver without scheduling the pickup in iServices, you will need to notify the Cognia New Mexico Help Desk by phone or email when the box(es) have been handed off to the UPS driver.

Testing Irregularities and Security Breaches

- Testing Irregularity
  - Any incident in the handling or administration of a test that results in questioning the accuracy of the data or security of the test.
  - May or may not result in a test invalidation.
  - DTCs must report testing irregularities to PED by phone/email within 3 days and complete the Testing Irregularity Report Form in the Test Coordinator Portal with 10 days.

- Security Breaches
  - An incident where a large-scale breaches in test security where the integrity of the tests have been compromised.
  - If a security breach is suspected, the DTC should contact the PED by phone/email as soon as the breach is discovered. A Testing Irregularity Form should also be completed.
    - PED will provide guidance and next steps if a Large-Scale Breach has been identified.

How Are Reports Provided and When?

- Student Reports will be provided in three formats:
  - Online for educators using Data Interaction
  - Online for families using the Family Portal
  - Student Results labels for student cumulative file
  - Paper family reports will not be provided

Where do I Find Resources or Ask for Help?

Link to the Cognia NM Help & Support site: https://newmexico.onlinehelp.cognia.org/

Q & A

PED Team

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Mara Allaire: Program Manager

Mara.Allaire@Cognia.org

Sarah Owens: Senior Program Manager

Sarah.Owens@Cognia.org

Questions

- If time allows, we will identify a few questions
- We will review questions during Q & A session in the afternoon
- Questions submitted into Google docs will be posted as FAQs in Canvas