

# Terms and Acronyms

iTester: eMetric test administration system used with Cognia assessments (iMSSA, Formative, NM-MSSA, NM-ASR)

- New Mexico PED Assessments (NMPEDA) Portal (aka “Portal”)
- New Mexico PED Assessments Student Test Interface
  - Kiosk (Web Browser option for Interim/Formative)

Data Interaction: eMetric reporting system for LEAs, accessed via the Portal

Family Portal: eMetric reporting system for parents

Roles:

- DTC: District Test Coordinator
- STC: School Test Coordinator
- TA: Test Administrator (or teacher)
- ITC: Information Technology Coordinator
- RA: Report Access



**New Mexico Assessments  
Portal:**  
Online Test Administration System



**New Mexico Assessments  
Student Test Interface:**  
Student Test Delivery System





## New Mexico Assessments Portal:

Online Test Administration System

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

- Manage user accounts
- Add and update students, assign accommodations (DTC/STC only)
- View student rosters
- Create classes
- Schedule classes for a test
- Print student log-in tickets
- Monitor student testing
- View and download reports in Data Interaction

[See online video tutorials for demonstrations!](#)



## New Mexico Assessments Student Test Interface: Student Test Delivery System

Two ways to access this:

### 1. New Mexico Public Education Department Assessments **Kiosk**

- Must be downloaded and installed onto each student test device
- ***Required for summative***
- ***Optional*** for interim and formative
- New Windows kiosk AY 2022-2023 released 11 Nov 2022
- New Mac kiosk release 12 Dec 2022
- Chrome and iPad Kiosks available from app stores, automatically updated after initial install

### 2. Web browser:

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

- ***Practice tests***
- ***Interim and Formative only!***

# Test Preparation Process

## ITC

1. Download and Install kiosks (if required)
2. Complete Site Readiness Test

## DTC/STC

1. Add/edit/transfer students
2. Assign accessibility features and accommodations

## DTC/STC

1. Make classes
2. Schedule classes for test (*20 March 2023*)
3. Print/distribute log-in tickets

## Students

*When test window opens on 27 March 2023*

1. Launch kiosk
2. Log-in and test

*During or after testing...*

## DTC/STC

1. If needed, add test report codes and invalidate tests

## DTC/STC/RAO

1. View Reports

# 2022-2023 Key Dates

- Annual system maintenance/cleanup window in June
- Previous school year students, classes, test sessions removed
- Upload 2022-2023 rosters anytime
- Once a student is in the Portal, they can be used for all subsequent assessment windows in the school year.
- Reporting data remains in Data Interaction in definitely



New <b><i>Windows</i></b> kiosk available to download	11 Nov 2022
New <b><i>Mac</i></b> kiosk available to download	12 Dec 2022
MOY Interim Window	5 December 2022 – 20 January 2023
State Pre-ID upload (Pre-ID window temporarily closed)	21 Jan – 25 Jan 2023
Window for identifying paper testers in the NMPEDA Portal	26 Jan – 3 Feb (5p.m. MT) 2023
MSSA/ASR tests available to schedule	20 March 2023
Pre-ID Upload Turned-off	24 March 2023
MSSA/ASR testing begins	27 March 2023

# Key differences between Summative (MSSA and ASR) and Interim/Formative (iMSSA)

Summative	Formative/Interim
Students must use kiosk to access test	Students can access tests using a web browser or kiosk
Session Access Codes and Proctor Passwords are used	Session Access Codes and Proctor Passwords are NOT used
ASL, Spanish tests and TTS available	No ASL, limited Spanish tests and TTS
Machine or professionally scored tests with later reporting	Interim: next day reporting Formative: teacher scoring and near real-time results

# User Accounts and Access



- New DTC: account will be created by Cognia & credentials e-mailed to you
- Already have a user account? Continue to use it!
- Not a DTC, don't have an account?
  - STC/ITC/RAO/TA: request account from your DTC
- Notes:
  - Usernames must be unique
  - New users will receive two automated emails, one with username and one with temporary password from [nmtechsupport@cognia.org](mailto:nmtechsupport@cognia.org)
  - When an account is reactivated or deactivated, the user will receive an e-mail
  - Know your username, ensure the e-mail address associated with the username is correct
  - *Users have access to all programs by default. Remove program access if the user should not have access to the program.*
    - *Programs: ASR, MSSA, iMSSA, Formative*
  - ***DTCs and STCs must review all accounts in their organization and deactivate any un-used accounts!***



# User Accounts and Access



Access	DTC	STC (for orgs assigned)	ITC (for orgs assigned)	TA (for orgs assigned)	RAO (for orgs assigned)
Manage Users	Yes	Yes	Yes	View TAs only	No
Access Site Readiness Links	Yes	Yes	Yes	No	No
Access Proctor Password	Yes	Yes	No	No	No
Access Students	Yes	Yes	No	Limited	No
Edit Student	Yes	Yes	No	No	No
Access Roster Upload	Yes	No	No	No	No
Access Classes	Yes	Yes	No	Yes	No
Access Test Sessions	Yes	Yes	No	Yes	No
Download Test Completion Status	Yes	Yes	No	No	No
Student Enrollment Transfer	Yes*	Yes*	No	No	No
Access Dashboard	Yes	Yes	No	No	No
Reports	Yes	Yes	No	Yes (classes only)	Yes (for assigned orgs)



## Site Technology Preparation

# Kiosk Requirements



- Windows and Mac Applications
  - Available to download in Portal
  - Newest Windows app version released 11 Nov 2022
  - Newest Mac app version to be released 12 Dec 2022
- iPad and Chromebook Applications
  - Download directly from App Stores
  - Download “iTester” iPad app and select state on 1<sup>st</sup> log-in
  - iPad and Chrome apps will auto-update to the newest iTester version
- Browser (practice test, interim and formative only)
  - Available on Chrome, Safari, Firefox, and Microsoft Edge



If the last kiosk application you installed was prior to the release dates above, you need to download and install the newest version and complete site readiness testing with that version.



The newest Windows version is 3.28. Windows version 3.27 can also be used but this version does not have a feature that prevents a student from using Spanish TTS unless they have Cepstral installed.

The newest Mac version is 3.29.2 Mac versions 3.27.2 and 3.28 can also be used but these versions do not have a feature that prevents a student from using Spanish TTS unless they have Cepstral installed and these versions do not have a bug fix that may fixes a bug that prevents network connection to the test servers on Mac OS 12.1 and above.

***We strongly recommend ITCs complete Site Readiness Testing prior to the MSSA/ASR testing!***

# System Requirements



## System Requirements – All Hardware

<b>Connectivity</b>	Must be able to connect to the internet via wired or wireless networks
<b>Screen Size</b>	9.7” screen size or larger/ “10-inch class” tablets or larger
<b>Screen Resolution</b>	1024 X 768
<b>Headphone/Earphone/Ear Buds</b>	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation

## Browser Requirements (Portal and Practice Tests)

Chrome™ 108 or newer  
Firefox® 107 or newer  
Safari® 16 or newer  
Microsoft Edge™ 107 or newer



Updated Dec 5<sup>th</sup>, 2022. Check the Cognia help and support site for more recent updates.



## Desktop and Laptop Specific Requirements

**Updated!**

<b>CPU</b>	1.3 GHz
<b>Memory</b>	2 GB (4GB strongly recommended)
<b>Input Device</b>	Keyboard – wired or wireless/Bluetooth® mouse or touchpad
<b>Windows®</b>	Windows 10 (20H2; 21H1; 21H2), 11
<b>Mac®</b>	Mac OS® 11.6, 12.6, 13 (64-bit only)

## Tablet and Chromebook Specific Requirements

<b>iPad®</b>	iPadOS® 14, 15.7, 16.1
<b>Chromebook™ notebook computer</b>	Chrome OS™ LTS 102 Chrome OS™ Stable channel 105, 106, 107



*Google releases new versions to the stable channel every four weeks and new versions to the Long-term Support (LTS) channel every six months. eMetric strongly recommends the use of the LTS channel. The LTS channel offers more stability with fewer releases but devices will continue to receive frequent security fixes.*

# Practice Test Options



## 1. Use **internet-based practice test** with **web browser**

Best option for:

Practice testing with browser or on devices that do not have a testing kiosk installed

Note: all accommodations *except* allow accessibility mode and screen zoom are available

### ■ To access the practice test in **web browser**:

1. Launch Browser
2. go to <https://nmpracticetest.cognia.org>
3. Use the drop-down menu to select the practice test and click on “Go” button

## 2. Use **internet-based practice test** with **student kiosk**

Best option for:

Realistic practice testing in secure kiosk

Note: all accommodations are available except allow accessibility mode

### ■ To access the practice test in **student testing kiosk**:

1. Launch Kiosk
2. Click on the “Access the Practice Test” link
3. Use the drop-down menu to select the practice test and click on “Go” button

# Practice Test



The screenshot shows a web page for the New Mexico Public Education Department Summative Assessments. At the top center is the NMPED logo, which is a hot air balloon filled with various educational icons. Below the logo, the text reads "NEW MEXICO" in large, bold, black letters, followed by "Public Education Department" and "Summative Assessments" in smaller black text. Underneath is a white box titled "STUDENT SIGN IN". Inside this box are two input fields: "Username" and "Password", each with a corresponding text box. Below the input fields is a green circular button labeled "Sign In". At the bottom left of the page, there is copyright information: "Copyright © 2019 eMetric LLC", "Carrier: 3.13.7.1 #ad6c350 #917", "Shell: v3.13.8.2 #8c948d84 rel", and a link for "clear cache". To the right of the copyright is a language dropdown menu currently set to "English". A red rectangular box highlights a blue link with a pencil icon that says "Access the Practice Test". At the bottom right of the page is a red circular button labeled "Exit".

# Additional Training Resources



## Help Guides

Name
<a href="#">NMPED Assessments Portal User Guide</a>
<a href="#">NMPED Assessments Kiosk Installation Guide</a>
<a href="#">NMPED Assessments Technology Guidelines</a>
<a href="#">NMPED Assessments Quickstart Scheduling Test Sessions</a>
<a href="#">NMPED Assessments QuickStart Printing Student Log-ins</a>
<a href="#">NMPED Assessments QuickStart Student Interface</a>
<a href="#">NMPED Assessments QuickStart Practice Site</a>
<a href="#">NMPED Assessments Kiosk User Guide</a>
<a href="#">NMPED Assessments Testing with Third Party Assistive Technology</a>
<a href="#">NMPED Assessments Technical Guide for Spanish Language Support</a>
<a href="#">NMPED Reporting Guide</a>



# Additional Resources



- **Tutorial videos** (<https://newmexico.onlinehelp.cognia.org/cbt-tutorials>)
  - Certifying Your Site
  - Adding Students & Downloading School Rosters
  - Creating and Editing Portal User Accounts
  - Deactivating User Accounts
  - Uploading and Exporting User Accounts
  - Uploading Pre-ID Files
  - Resolving Pre-ID Errors
- Support Desk
- Portal Practice Site:
  - url: <https://intro.emetric.net/>
  - DTC login: NMADTC/N3wM3xico!
  - STC login: NMASTC/N3wM3xico!
  - TA login: NMATA/N3wM3xico!
  - View various menus and tabs
  - Pre-loaded students and classes
  - Can schedule classes for a test
  - Nightly Clean-up
  - *Not New Mexico-specific*

# iTester Changes and Updates



- “Read Aloud to Self” is now an accessibility option (previously it was an accommodation).
- Students cannot log in to invalidated test sessions. If a test session is invalidated the student will receive an error message when they select the test session after logging into the student test interface.
- On the student record information tab, the Test Mode option “Both” has been removed.
  - The test mode options for ELA Test Mode, SLA Test Mode, Math Test Mode, and Science Test Mode are now “Paper”, “Online”, or “Not Applicable”.
  - “Both” is also no longer a valid option on Pre-ID upload files.
- Test Report Codes have been updated as follows:

Test Report Code	Number Displayed
Withdrew Before Test Completion	01
Language Exempt Reading Only	03
PED-Approved Medical Exemption - PED approval is not required for iMSSA or Formative	04
Parental Refusal/Non-compliance	05
PED-Approved Test Invalidation - PED approval is not required for iMSSA or Formative	07
Absent During Window/Chronically Absent	08
Other	10

# Data Interaction Changes and Updates



- “All Grades Report” is available – DTCs can view and download roster report with multiple/all grades in one report
- BOY and MOY iMSSA Projection Level adjusted to project MSSA performance
- ASR Fall Retest reports are available - select 2022-2023 admin, Fall window
- Total points possible and total points earned are now available in MSSA/ASR reports
- New Feature: Data Suppression option is available for summary reports

# Remember!



## DTCs/STCs:

- Review accounts and deactivate unused accounts
- Once a student has been added in a Pre-ID upload or manually, they can be used in any assessment (MSSA, ASR, iMSSA, Cognia Formative)

## ITCs:

- New Windows kiosk released 11 Nov 2022
- New Mac release 12 Dec 2022
- Chrome LTS channel is strongly recommended!
- Make sure network management tools don't delete stored response folder

# Questions?