

# New Mexico Assessments

Test Platform Orientation for Spring 2023  
MSSA/ASR (Summative) Assessments



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# Agenda

- Introduction
- Key Dates
- Overview of system and testing process
- Portal orientation and new features
  - User accounts
  - Managing student records and rosters
  - Setting up classes and test sessions
  - Accommodations and accessibility features
- Student Test Interface orientation and new features
  - Logging-in and navigating a test
  - Tools and features
  - Turning in the test
- Technical requirements
- Practice testing
- Additional training resources

# Terms and Acronyms

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

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

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

Family Portal: eMetric reporting website for parents and legal guardians

User Account Types:

- DTC: District Test Coordinator
- STC: School Test Coordinator
- TA: Test Administrator (teacher or test proctor)
- ITC: Information Technology Coordinator
- RAO: Report Access Only

# 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
Students cannot test from home	Students can test from home
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: machine scoring with next-day reporting Formative: machine/teacher scoring and near real-time results

# 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 indefinitely



New <b><u>Windows</u></b> kiosk available to download	11 Nov 2022
New <b><u>Mac</u></b> kiosk available to download	12 Dec 2022
MOY Interim Window	5 December 2022 – 20 January 2023
State Pre-ID upload (Admin component 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

# iTester Changes and Updates



- “Read Aloud to Self” is now an accessibility option (previously it was an accommodation).
- Students cannot access 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 2022 MSSA/ASR reports
- New Feature: Data Suppression option is available for summary reports



## New Mexico Assessments Portal: Online Test Administration System



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







## 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 released on 11 Nov 2022
- New Mac kiosk release on 12 Dec 2022
- Chrome and iPad Kiosks available from app stores, automatically updated after initial install

### 2. Web browser:

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

- Can use with ***all Practice tests***
- Can use with ***Interim and Formative operational tests***

# 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
3. Make classes

## DTC/STC

1. Schedule classes for test (*20 March 2023*)
2. 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 (*Preliminary reports available 26 June 2023*)



# New Mexico Assessments Portal

Online Test Administration System



## Orientation and New Features

# 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 [nmttechsupport@cognia.org](mailto:nmttechsupport@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)

# User Accounts and Access



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

**Welcome!**  
Important notices to the field will be displayed here!

**NEW MEXICO**  
Public Education Department  
Assessments

**Log In**

**NEW MEXICO**  
Public Education Department

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# User Accounts and Access



1



Users

Standards

Cybercity District

Help & Support

Logout

Welcome to the New Mexico Public Education Department Assessments Portal!



## Authoring

Access and customize item sets and tests using Cognia's exclusive item bank.



## Administration

Organize students for testing, schedule tests, and monitor testing progress.



## Reporting

View summary and individual student results by test and content standards.


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

Cognia Help and Support Site: <https://newmexico.onlinehelp.cognia.org/>

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# User Accounts and Access













 Users Groups Programs Standards Roles Configurations Admin eMetric Help & Support Logout


2 Users 3 4

Create New User Import Users ☐ Show Deactivated Accounts

Filter: Choose an Organization Choose a Role

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First Name	Last Name	Email *	Username	Role	1
Thelma	Lou	123zyx@emetric.net	Thelma	District Test Coordinator	 
Fred	Lou	123zyx@emetric.net	FredL	School Test Coordinator	 
Mike	Miller	abc@emetric.net	MikeM	District Test Coordinator	 
Katy	Perry	abc@emetric.net	PerryK	Test Administrator	 
wallace	breyer	abc_def@emetric.net	543fcfc	Test Administrator	 

 Users Groups Programs Standards Roles Configurations Admin eMetric Help & Support Logout

5 Users 1 user(s) selected Deactivate Export Users Cancel ☐ Show Deactivated Accounts

Filter: Choose an Organization Choose a Role

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First Name	Last Name	Email *	Username	Role
Thelma	Lou	123zyx@emetric.net	Thelma	District Test Coordinator
Fred	Lou	123zyx@emetric.net	FredL	School Test Coordinator
Mike	Miller	abc@emetric.net	MikeM	District Test Coordinator
Katy	Perry	abc@emetric.net	PerryK	Test Administrator
wallace	breyer	abc_def@emetric.net	543fcfc	Test Administrator



# User Accounts and Access



Users Groups Programs Standards Roles Configurations Admin eMetric Help & Support Logout

## Create New User

5

1 Save User Cancel

2 Roles & Organizations

New User has the following role:

No roles selected. Click here to choose role(s).

3 New User belongs to the following organizations:

No organizations selected. Click here to choose organization(s).

4 New User has access to the following programs:

New Mexico Measures of Student Success and Achievement

New Mexico Assessment of Science Readiness

iMSSA Interim Assessment

Formative Assessment

Click here to select program(s).

## TA Account:

- At least one account is needed to create classes
- Teachers using Formative
- Staff assisting with any assessment

# User Accounts and Access



## Landing Page

[Users](#)[Standards](#)[Cybercity District](#)[Help & Support](#)[Logout](#)

Welcome to the New Mexico Public Education Department Assessments Portal!



### Authoring

Access and customize item sets and tests using Cognia's exclusive item bank.



### Administration

Organize students for testing, schedule tests, and monitor testing progress.



### Reporting

View summary and individual student results by test and content standards.

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

Cognia Help and Support Site: <https://newmexico.onlinehelp.cognia.org/>

# User Accounts and Access



## Admin Page

 Home **Site Readiness** Students Enrollment Transfer Classes Test Sessions Pre-ID Management Dashboard

1

3

You have pending enrollment transfer requests. Go to the [Enrollment Transfer](#) page to view the requests.

Welcome to the New Mexico Public Education Department Assessments Administration portal. This site provides access to student information and test session details.

Based on device configurations at your facility, you or your IT coordinator need to download and install the appropriate student kiosk utilizing the links in the table below. Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	<a href="#">Student Kiosk for Windows</a>
Mac	<a href="#">Student Kiosk for Mac</a>

Click [here](#) for access to downloadable PDFs of formative item sets.

If you need assistance utilizing this site, please contact Cognia support at [nmtechsupport@cognia.org](mailto:nmtechsupport@cognia.org) or by calling toll-free (877) 676-6722.

2

**Proctor password for** Cyber Valley Sch1-990 (Cyber Valley-991)  
FSDN76ZF

**Site Readiness login for** Cyber Valley Sch1-990 (Cyber Valley-991)  
Username: WSR-990  
Password: YJ29VDGQ

# Managing Students



- Update rosters
  - DTCs may upload rosters in bulk during Pre-ID upload windows
  - DTCs may transfer students from one school to another within their district at any time
  - DTCs and STCs may request student transfer for students enrolled in other districts at any time
  - DTCs and STCs can add student individually at anytime
  - Check/update demographic information



## Tips:

- In students tab: Download roster in csv at any time by selecting “Export Roster” under the “Exports” drop down (contains name, State Student ID and Grade)
- In Pre-ID management tab (DTC only): Download roster in Pre-ID upload format by selecting “Export Students”
- Can’t add student? They may be enrolled in different school – initiate transfer request

# Managing Student Accommodations




- Check/edit accommodations
  - Can add accommodations in Pre-ID file during Pre-ID upload
  - Edit student accommodations individually or
  - Use *Upload Accommodations* to edit multiple student records at one time
  - You can use the *Export Accommodations* button to download list of all students and their currently assigned accommodations
  - Accommodations applied to the student will be applied to any assessment the student takes unless the accommodation is removed before they log into the assessment



# Managing Students



 [Home](#) [Site Readiness](#) **[Students](#)** [Enrollment Transfer](#) [Classes](#) [Test Sessions](#) [Pre-ID Management](#) [Dashboard](#) [Admin eMetric](#) [Help & Support](#) [Logout](#)

Students in Cyber City Sch1-998

1

3 Search by State Student ID:

[Add Student](#) [Upload Accommodations](#) 4 [Exports](#) !


Last Name	First Name	Middle Initial	State Student ID	Tested Grade			5	2
Nik	Mirc	M	845853594	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Hilstrom	Joanne	K	845853593	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Miller	Peter	M	845853592	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Nik	Mirc	M	845853591	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Nik	Mirc	M	845853590	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Howard	Robin	M	845853588	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Tyon	John	O	845853587	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Douglas	Miller	M	845853586	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Belinda	Carlie	M	845853585	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Robin	Michaels	M	845853584	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>

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# Managing Students



 Home Site Readiness **Students** Enrollment Transfer Classes Test Sessions Pre-ID Management Dashboard

Students in Cyber City Sch1-998

Cyber City Sch1-998 (Cyber City-999) Choose a Subject

Search By State Student ID:

Add Student Upload Accommodations Exports

Last Name	First Name	Middle Initial	State Student ID	Tested Grade	View Classes	View Test Sessions	Enrollment Info	Edit
Nik	Mirc	M	845853594	5	View Classes	View Test Sessions	Enrollment Info	Edit
Hilstrom	Joanne	K	845853593	5	View Classes	View Test Sessions	Enrollment Info	Edit
Miller	Peter	M	845853592	5	View Classes	View Test Sessions	Enrollment Info	Edit
Nik	Mi	M	845853591	5	View Classes	View Test Sessions	Enrollment Info	Edit
Nik	Mi	M	845853590	5	View Classes	View Test Sessions	Enrollment Info	Edit
Howard	Robin	M	845853588	5	View Classes	View Test Sessions	Enrollment Info	Edit
Tyon	John	O	845853587	5	View Classes	View Test Sessions	Enrollment Info	Edit
Douglas	Miller	M	845853586	5	View Classes	View Test Sessions	Enrollment Info	Edit
Belinda	Carlie	M	845853585	5	View Classes	View Test Sessions	Enrollment Info	Edit
Robin	Michaels	M	845853584	5	View Classes	View Test Sessions	Enrollment Info	Edit

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Test Sessions for Michaels Robin


Content area	Test name	Session name	Session status	Class name
Science	SciGr357	Session 1	Not Started	Jane, Sally-Science Class-(Grade -5)
Mathematics	no calc items2	Session 1	Not Started	brain, pinky-Math Class-(Grade -5)

Showing 1 - 2 of 2

Close

# Managing Students



 Home Site Readiness **Students** Enrollment Transfer Classes Test Sessions Pre-ID Management Dashboard Admin eMetric Help & Support Logout

Enrollment Information for Eighty, Student (999990080)

District	School	Grade	Enrollment Status				
Cyber City-999	Cyber City Sch3-996	3	Enrolled	1 Unenroll	View Classes	View Test Sessions	Edit

2 Enroll student in a different school

« Back

### Enroll Student

Use demographic and accommodation information from:

Cyber City Sch1-998

Select the school in which you want to enroll the student:  
EightEight, Student (999990808)


Choose Organization(s)

Enroll Student Cancel



# Managing Students



 [Home](#) [Site Readiness](#) **[Students](#)** [Enrollment Transfer](#) [Classes](#) [Test Sessions](#) [Pre-ID Management](#) [Dashboard](#) [Admin eMetric](#) [Help & Support](#) [Logout](#)

Students in Cyber City Sch1-998

1

3 Search by State Student ID:

[Add Student](#) [Upload Accommodations](#) 4 [Exports](#) !

Last Name	First Name	Middle Initial	State Student ID	Tested Grade			5	2
Nik	Mirc	M	845853594	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Hilstrom	Joanne	K	845853593	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Miller	Peter	M	845853592	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Nik	Mirc	M	845853591	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Nik	Mirc	M	845853590	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Howard	Robin	M	845853588	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Tyon	John	O	845853587	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Douglas	Miller	M	845853586	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Belinda	Carlie	M	845853585	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Robin	Michaels	M	845853584	5	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>

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# Managing Students

- Fields with “\*” are required
- “Grade” is Student’s enrolled grade
- “Tested Grade” is grade of assessment (used for 10<sup>th</sup> graders testing grade 11 ASR)
- “EL Status” and “Years in USA Schools” linked
- Cognia help desk must change State Student ID if that needs to be corrected
- Test Mode Options Updated: “Both” no longer an option



Student Information	Accommodations
State Student ID: *	999990811
NASIS ID (BIE only):	999990811
First Name: *	Student
Middle Initial:	
Last Name: *	EightEleven
Gender: *	Female ✕ ▼
Date of Birth: *	12/27/2000
Grade: *	8 ✕ ▼
Tested Grade: *	Choose a value ▼
Hispanic: *	Yes of Hispanic or Lat... ✕ ▼
Race: *	Asian ✕ ▼
EL Status: *	Initially Fluent English... ✕ ▼
<i>Required if "Current EL Student" is selected above.</i>	
Years In USA Schools:	Choose a value ▼
Bilingual Education:	Unknown ▼
Special Education:	Unknown ▼
Migrant:	Unknown ▼
Economically Disadvantaged (district use only):	Unknown ▼
Gifted:	Unknown ▼
504 Plan:	Unknown ▼
Title 1:	Unknown ▼
Homeless:	Unknown ▼
Foster Care:	Unknown ▼
Military:	Unknown ▼
ELA Test Mode:	Choose a value ▼
SLA Test Mode:	Choose a value ▼
MAT Test Mode:	Choose a value ▼
SCI Test Mode:	Choose a value ▼
Home School Status:	No ▼
Not Full Academic Year BIE:	Full Academic Year ▼



# Enrollment Transfer Requests



Request to transfer students into your school or district from another district

## Permissions:

- DTC can initiate, approve, reject and view requests for all schools in their district *and* can transfer students within their district
- STCs can initiate request and view requests for their assigned school(s)
- State or Cognia help desk approves unenrolled students

## Workflow:

- Requestor: Search by student ID, last name and DOB
  - If student is located, request transfer, add optional note
- Receiver: e-mail and portal notification
  - Approve or Deny request (denial requires note)
- Requestor: e-mail notification of approval/denial

## Note:

- All requests, approval, denials logged in Portal
- Test Sessions are *not* transferred, use notes to indicate what sessions a student has already completed.

# Enrollment Transfer Requests



Home Site Readiness Students **Enrollment Transfer** Classes Test Sessions Pre-ID Management Dashboard Admin eMetric Help & Support Logout

Enrollment Transfer

**Organization**

New Mexico State All

**Status:**  
Pending  
Canceled  
Approved  
Rejected

Request Transfer

Approvals Requests **Your requests**

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
7	100000038	Student	Thirtyeight	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 2:09:26 PM	Rejected	<a href="#">View Details</a>
6	100000037	Student	Thirtyseven	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 2:08:52 PM	Approved	<a href="#">View Details</a>
5	100000044	Student	Fortyfour	Cyber City Sch1	Cyber Falls Sch1	09/27/2019 1:57:07 PM	Canceled	<a href="#">View Details</a>
4	100000034	Student	Thirtyfour	Cyber City Sch1	Cyber Falls Sch1	09/27/2019 1:13:18 PM	Canceled	<a href="#">View Details</a>
3	100000036	Student	Thirtysix	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 1:07:29 PM	Canceled	<a href="#">View Details</a>
2	100000036	Student	Thirtysix	Cyber Valley Sch1	Cyber Falls Sch1	09/27/2019 11:12:48 AM	Canceled	<a href="#">View Details</a>
1	100000037	Student	Thirtyseven	Cyber Valley Sch1	Cyber Falls Sch1	09/26/2019 3:37:42 PM	Canceled	<a href="#">View Details</a>

Showing 1 - 7 of 7

Requests sent to you from other organizations

Transfer request details of Student Ninety-nine (100000099) X

**Request Details:**

**Requested By:** Admin eMetric (Admin)

**Date:** 11/19/2019 1:43:00 PM

**Notes:** Please let me know what science test sessions the student completed.

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# Enrollment Transfer Requests

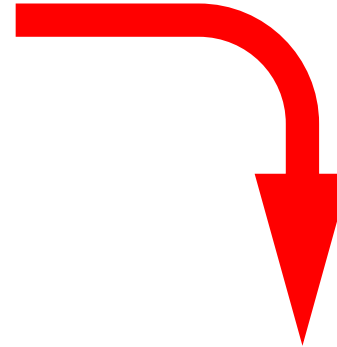


*Request Enrollment Transfer* ✕

State Student ID: \*

Last Name: \*

Date of Birth (MM/DD/YYYY): \*



*Request Enrollment Transfer* ✕

State Student ID: \*

Last Name: \*

Date of Birth (MM/DD/YYYY): \*

*Student found. Select organization information below:*

Student will be transferred from:

Select the school in which you want to transfer the student: **Student Ninetynine (100000099)**

Notes: (Optional)

# Enrollment Transfer Requests



## Enrollment request - requestor's view

Cyber City Sch1 (Cyber City)

Pending

Request Transfer

Approvals

Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	<a href="#">View Details</a> <a href="#">Cancel</a>

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## Enrollment request - receiver's view

Cyber Falls Sch2 (Cyber Falls)

Pending

Request Transfer

Approvals

Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	<a href="#">View Details</a> <a href="#">Approve</a> <a href="#">Reject</a>

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# Managing Classes



- Groups of one or more students who will take a test
  - Create classes by grade and subject
    - (Grade 3 Math, Grade 3 ELA, Grade 3 Science, Grade 4 Math, Grade 4 ELA, Grade 4 Science, etc...)
  - Class can be deleted if it has not been scheduled for a test
    - If test session scheduled and no student has logged in, delete test session, then class
  - Separate class needed for English and Spanish testers
  - Do not place students in a class scheduled to take the Spanish version of the test unless they will take the Spanish version of the test
  - Students can be assigned to more than one class
  - If any student needs to retake the test, you must create a new class, put the student(s) in that new class and schedule that class for the test

# Managing Classes



Navigation: Home Students **Classes** Test Sessions

Steven Adler Help & Support Logout

Mathematics Classes for Steven Adler

1 Cyber Mesa Elementary school (Cyber Mesa District) 2 Mathematics

3 Create Grade Level Class 4 Upload Grade Level Class

Class	Teacher	Grade	Student Count	
Adler, Steven-English-(Grade -5)	Adler, Steven	5	5	5 View   Edit   Delete
Adler, Steven-Makeup English-(Grade -5)	Adler, Steven	5	2	View   Edit   Delete
Adler, Steven-Spanish-(Grade -5)	Adler, Steven	5	2	View   Edit   Delete

Showing 1 - 3 of 3



# Managing Classes



- Limit of 90 students per class

Home Site Readiness Students Enrollment Transfer **Classes** Test Sessions Pre-ID Management Dashboard Materials Management Admin eMetric Help & Support Logout

Add New Science Class in Cyber Falls Sch1

**Class Information**

1 Class Name:

2 Teacher:  Grade:

Search for Students

Grade:  Class:

☐ Show only students that are not assigned to a class

Showing students in : Cyber Falls Sch1

Last Name, First Name (State Student ID)

3 Sort By:

Students in : 24/30


One, Student (100000001)  
Two, Student (100000002)  
Three, Student (100000003)  
Six, Student (100000006)  
Seven, Student (100000007)  
Nine, Student (100000009)  
Seventeen, Student (100000017)  
Nineteen, Student (100000019)  
Twenty, Student (100000020)  
Twentyone, Student (100000021)

4 Save Cancel

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


# Managing Classes




- Use Class Upload to save time and stay organized
- Upload classes with different grades and subjects 
- DTC's: Classes can be uploaded at district level
- Grade 10 ASR Science Testers: create separate Grade 10 class
- Note: you cannot use Class Upload while the test window is open (M-F, 7am – 9 pm, 27 Mar – 12 May)

# Managing Classes



[Home](#) [Site Readiness](#) [Upload Classes to](#)

Select a file to be uploaded

 [Download Template](#) | [View](#)

No file chosen

## *Class Data Definitions Information*

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Science,Mathematics,English Language Arts,Social Studies
ClassType	grade
Grade	K,01,02,03,04,05,06,07,08,09,10,11,12
State Student ID	Existing state student id
TeacherUserName	Existing username of a teacher/test administrator

[Close](#)

[Help & Support](#) [Logout](#)

# Managing Classes



Upload Classes to Cylindus

Home Site Readiness Students Enrollment Transfer **Classes** Test Sessions Pre-ID Management Dashboard

Glen Hansard Help & Support Logout

Select a file to be uploaded

[Download Template](#) | [View Classes](#)

Choose File No file chosen

ClassName	ContentArea	ClassType	Grade/CourseCode	State Student ID	TeacherUserName
Period 1	Mathematics	grade	03	9999991234	TA_Jon
Period 1	Mathematics	grade	03	9999991235	TA_Jon
Period 1	Mathematics	grade	03	9999991236	TA_Jon
Period 2	Mathematics	grade	04	9999991237	TA_Jane
Period 2	Mathematics	grade	04	9999991238	TA_Jane
Period 2	Mathematics	grade	04	9999991239	TA_Jane
Period 3	Science	grade	05	9999991240	TA_Jon
Period 3	Science	grade	05	9999991241	TA_Jon
Period 3	Science	grade	05	9999991242	TA_Jon
Period 4	Science	grade	06	9999991243	TA_Jane
Period 4	Science	grade	06	9999991244	TA_Jane
Period 4	Science	grade	06	9999991245	TA_Jane



- Grade/CourseCode column should be changed to text type to ensue leading 0 in grade is retained
- Save as csv

# Managing Test Sessions



## Starting and monitoring testing

- Schedule a test session (assign class to test)
- Test available to schedule one week prior to admin window opening
  - Select program, subject, and then test
    - Check test name for language and grade
    - Students who will take Spanish test must be scheduled separately
  - Go to the test session details page to:
    - Review students in the test session
    - Check student forms (TTS)
    - Print test tickets with students' usernames and passwords
    - Ensure student has accessibility/accommodations listed on test ticket cover sheet
    - Monitor test sessions, download test session information
- Students do not have to test at the same time
- Log-ins can be used at anytime during the test window as long as the student has not turned in the test
- If a student inadvertently turns in a test early the help desk can reopen the session

# Managing Test Sessions



## Completing testing and invalidating tests

- Ensure all students have test status of “Finished” unless they did not finish
  - For students who cannot complete the test, invalidate using two-step process:
    - Enter a test report code
    - Select “invalidate” for **each test session**
  - If a student starts one session and the test is invalidated before they finish:
    - Invalidate the session and enter test report code
    - Put the student in a new class/test session and have them start from the first session
  - If a Student finished one or more sessions in a test but one or more sessions is invalidated:
    - Leave the completed and valid test sessions alone
    - Invalidate the invalid test session(s) and enter test report code
    - Put the student in a new class/test session and have them complete only the test session(s) that were invalidated in the original test session. Cognia will link the valid test sessions during post test data clean-up
  - If a Student does not start any test session:
    - Remove the student from the class
    - Invalidate each session and enter test report code
- ! ▪ Note: iMSSA (Interim) has slightly different rules for using Test Report Codes and Invalidation
- Note: Students cannot log into a test if the test has been invalidated
- Note: additional attemptedness and test void rules are applied after the test administration window and may impact reporting

# Managing Test Sessions



Home Site Readiness Students Enrollment Transfer Classes **Test Sessions** Pre-ID Management Dashboard Admin eMetric Help & Support Logout

Displaying test sessions for Grade 3 Math 2022 in Cyber City Sch6-993

1

Cyber City Sch6-993 (Cyber City-999)

3

Mathematics

5

Schedule New Test Session

Exports

New Mexico Measures of Student Success and Achiev...

Grade 3 Math 2022

2

Filter by testing status


4

All

There are no test sessions scheduled that match the selected criteria.

# Managing Test Sessions



 [Home](#) [Site Readiness](#) [Students](#) [Enrollment Transfer](#) [Classes](#) [Test Sessions](#) [Pre-ID Management](#) [Dashboard](#) [Admin eMetric](#) [Help & Support](#) [Logout](#)

Schedule Test Session

7 forms selected for scheduling 1 class.

Content Area:  Program:

Test:

Search for Classes

Classes:

☐ Cyber, City-G3 Math SP-(Grade -3)

☐ Cyber, City-G3 Math EN-(Grade -3)

☒ Cyber, City-2022 Demo-(Grade -3)

Start Date:  End Date:  Time Zone:

- Class must be same grade level as test
- If class has already been scheduled for a test, it cannot be scheduled again and will not show up in the classes list
- Test window cannot be edited



# Managing Test Sessions



Displaying test sessions for Grade 3 Math 2022 in Cyber City Sch6-993

Cyber City Sch6-993 (Cyber City-999) Mathematics

New Mexico Measures of Student Success and Achiev... Grade 3 Math 2022

Schedule New Test Session

Exports ▾

Filter by testing status

All ▾

School	Class	Testing Status	Created Date	Created By	View Details/Student Logins	Delete
Cyber City Sch6-993	Cyber, City-2022 Demo-(Grade -3)	In Progress	3/10/2022 3:24:19 PM	Admin eMetric		

Showing 1 - 1 of 1

\*Created date is in Mountain Standard Time.

# Managing Test Sessions



Home Site Readiness Students Enrollment Transfer Classes Test Sessions Pre-ID Management Dashboard

Admin eMetric Help & Support Logout

## Test Sessions

Back

**District:** Cyber City-999  
**Administration:** NM Admin  
**Teacher:** Cyber, City  
**Class:** Cyber, City-2022 Demo-(Grade -3)  
**Test Name:** Grade 3 Math 2022  
**Testing Window:** 03/10/2022 to 03/11/2022

**School:** Cyber City Sch6-993  
**Content Area:** Mathematics

Test is in progress. It ends on 03/11/2022. Students may log in and take the test using their username and password shown below.

Time Student  
was added

Session Access Code

Access Codes	Session Sequence	Session Name	Access Code
	1	Session 1	8858326380
	2	Session 2	3693107249

Form Name

Test Status

Filter by Session	Export Logins for Selected Students	Invalidate	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
Choose a Session			TwoEightyone	Student	999990281	645E3798	Grade 3 Math Form 6 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Not Started		Invalidate
			TwoEightytwo	Student	999990282	8CE52374	Grade 3 Math Form 4 Operational	03/10/2022 3:24:19 PM	+	Session 2 :Not Started		Invalidate
			TwoEightythree	Student	999990283	C25A7965	Grade 3 Math Form 3 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Not Started		Invalidate
			TwoEightyfour	Student	999990284	99634878	Grade 3 Math Form TTS ASL Operational	03/10/2022 3:24:19 PM	+	Session 2 :Not Started		Invalidate
			TwoEightyfive	Student	999990285	73D29335	Grade 3 Math Form 2 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Not Started		Invalidate
			TwoEightysix	Student	999990286	59AE955D	Grade 3 Math Form TTS ASL Operational	03/10/2022 3:24:19 PM	+	Session 2 :Not Started		Invalidate
			TwoEightyseven	Student	999990287	765C5D66	Grade 3 Math Form 5 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Not Started		Invalidate
										Session 2 :Not Started		Invalidate

Login Credentials

# Managing Test Sessions



## Test Sessions

Back

**District:** Cyber City-999  
**Administration:** NM Admin  
**Teacher:** Cyber, City  
**Class:** Cyber, City-G8 Math EN-(Grade -8)  
**Test Name:** QABot 2022 MSSA G8 Math  
**Testing Window:** 03/01/2022 to 03/25/2022

**School :** Cyber City-Sch 6-003  
**Content Area:** Mathem

Test is in progress. It ends on 03/25/2022. Students may log in and take the test using the password shown below.

Filter by Session  
Choose a Session  
Export Logins for Selected Students

<input type="checkbox"/>	Last Name	First Name	Username	Password	Date/Time Created	Test Report Code	Status
<input type="checkbox"/>	ThreeThirtyfour	Student	999990334	9FD33F59			Invalidate
<input type="checkbox"/>	ThreeThirtyone	Student	999990331	98DA77D2			Invalidate
<input type="checkbox"/>	ThreeThirtythree	Student	999990333	34D788CF	Grade 8 Math Form 7 Operational	03/01/2022 11:52:27 AM	Session 1 :Not Started Session 2 :Not Started
<input type="checkbox"/>	ThreeThirtytwo	Student	999990332	44266E94	Grade 8 Math Form 4 Operational	03/01/2022 11:52:27 AM	Session 1 :Not Started Session 2 :Not Started

Showing 1 - 4 of 4

# Managing Test Sessions



Teacher Name: Smith, Jane  
Class Name: Smith, Jane-Period 2 Science-(Grade -08)  
Test Name: Demo Test G8  
Testing Window: 2/5/2022 to 7/1/2022

Student Name	Date of Birth	Username	Password	Accommodations
Eightytwo, Student T	1/26/1999	100000082	8836D6EE	Picture Dictionary,Color Contrast,Headphones /Noise Buffer,Science TTS English
Eightythree, Student	1/27/1999	100000083	5CFF5D27	
Eightyone, Student	1/25/1999	100000081	D82E55B7	
Eightyfour, Student	1/28/1999	100000084	6CEBC27D	
Eightyfive, Student	1/1/1999	100000085	DE897354	
Eighty, Student	1/24/1999	100000080	2D237ED3	

# Managing Test Sessions



Back

**District:** Cyber City-999  
**Administration:** NM Admin  
**Teacher:** Cyber, City  
**Class:** Cyber, City-2022 Demo-(Grade -3)  
**Test Name:** Grade 3 Math 2022  
**Testing Window:** 03/10/2022 to 03/11/2022

**School:** Cyber City Sch6-993  
**Content Area:** Mathematics

Test is in progress. It ends on 03/11/2022. Students may log in and take the test using their username and password shown below.

## Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	8858326380
2	Session 2	3693107249

## Filter by Session

Choose a Session

Export Logins for Selected Students

Invalidate

Validate

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	TwoEightyone	Student	999990281	645E3798	Grade 3 Math Form 6 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Finished	3/10/2022 3:27:57 PM	3/10/2022 3:28:18 PM
<input type="checkbox"/>	TwoEightytwo	Student	999990282	8CE52374	Grade 3 Math Form 4 Operational	03/10/2022 3:24:19 PM	+	Session 2 :Finished	3/10/2022 3:28:45 PM	3/10/2022 3:29:00 PM
<input type="checkbox"/>	TwoEightythree	Student	999990283	C25A7965	Grade 3 Math Form 3 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Finished	3/10/2022 3:29:57 PM	3/10/2022 3:30:15 PM
<input type="checkbox"/>	TwoEightyfour	Student	999990284	99634878	Grade 3 Math Form TTS ASL Operational	03/10/2022 3:24:19 PM	07	Session 2 :Not Started		
<input type="checkbox"/>	TwoEightyfive	Student	999990285	73D29335	Grade 3 Math Form 2 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Finished	3/10/2022 3:30:57 PM	3/10/2022 3:31:15 PM
<input type="checkbox"/>	TwoEightysix	Student	999990286	59AE955D	Grade 3 Math Form TTS ASL Operational	03/10/2022 3:24:19 PM	+	Session 2 :Not Started		
<input type="checkbox"/>	TwoEightyseven	Student	999990287	765C5D66	Grade 3 Math Form 5 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Finished	3/10/2022 3:32:02 PM	3/10/2022 3:32:17 PM
<input type="checkbox"/>								Session 2 :In Progress	3/10/2022 3:32:43 PM	
<input type="checkbox"/>								Session 1 :In Progress	3/10/2022 3:34:20 PM	
<input type="checkbox"/>								Session 2 :Not Started		
<input type="checkbox"/>								Session 1 :Not Started		
<input type="checkbox"/>								Session 2 :Not Started		
<input type="checkbox"/>								Session 1 :Not Started		
<input type="checkbox"/>								Session 2 :Not Started		

## Test Status

# Managing Test Sessions



Displaying codes for Terry Adams in Demo Math Test G8

## Test Report Codes (Clear)

- ☐ Withdrew Before Test Completion
- ☐ Language Exempt for Reading Only
- ☐ PED-Approved Medical Exemption - PED approval is not required for iMSSA or Formative
- ☐ Parental Refusal/Non-compliance
- ☐ PED-Approved Test Invalidation - PED approval is not required for iMSSA or Formative
- ☐ Absent During Window/Chronically Absent
- ☐ Other

Close

Filter by Session

Choose a Session

Export Logins for Selected Students

Invalidate

Validate

## Test Report Code

## Test Invalidation

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	TwoEightyone	Student	999990281	645E3798	Grade 3 Math Form 6 Operational		+	Session 1 :Finished	3/10/2022 3:27:57 PM	3/10/2022 3:28:18 PM	Invalidate
								Session 2 :Finished	3/10/2022 3:28:45 PM	3/10/2022 3:29:00 PM	Invalidate
<input type="checkbox"/>	TwoEightytwo	Student	999990282	8CE52374	Grade 3 Math Form 4 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Finished	3/10/2022 3:29:57 PM	3/10/2022 3:30:15 PM	Invalidate
								Session 2 :Not Started			Invalidate
<input type="checkbox"/>	TwoEightythree	Student	999990283	C25A7965	Grade 3 Math Form 3 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Finished	3/10/2022 3:30:57 PM	3/10/2022 3:31:15 PM	Invalida
								Session 2 :Not Started			Invalidate
<input type="checkbox"/>	TwoEightyfour	Student	999990284	99634878	Grade 3 Math Form TTS ASL Operational	03/10/2022 3:24:19 PM	07	Session 1 :Finished	3/10/2022 3:32:02 PM	3/10/2022 3:32:17 PM	Invalidate
								Session 2 :In Progress	3/10/2022 3:32:43 PM		Invalidated ( Validate )
<input type="checkbox"/>	TwoEightyfive	Student	999990285	73D29335	Grade 3 Math Form 2 Operational	03/10/2022 3:24:19 PM	+	Session 1 :In Progress	3/10/2022 3:34:20 PM		Invalidate
								Session 2 :Not Started			Invalidate
<input type="checkbox"/>	TwoEightysix	Student	999990286	59AE955D	Grade 3 Math Form TTS ASL Operational	03/10/2022 3:24:19 PM	+	Session 1 :Not Started			Invalidate
								Session 2 :Not Started			Invalidate
<input type="checkbox"/>	TwoEightyseven	Student	999990287	765C5D66	Grade 3 Math Form 5 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Not Started			Invalidate
								Session 2 :Not Started			Invalidate
<input type="checkbox"/>	TwoEightyeight	Student	999990288	6A78B463	Grade 3 Math Form 1 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Not Started			Invalidate
								Session 2 :Not Started			Invalidate
<input type="checkbox"/>	TwoEightynine	Student	999990289	7BDF89E2	Grade 3 Math Form 6 Operational	03/10/2022 3:24:19 PM	+	Session 1 :Not Started			Invalidate
								Session 2 :Not Started			Invalidate

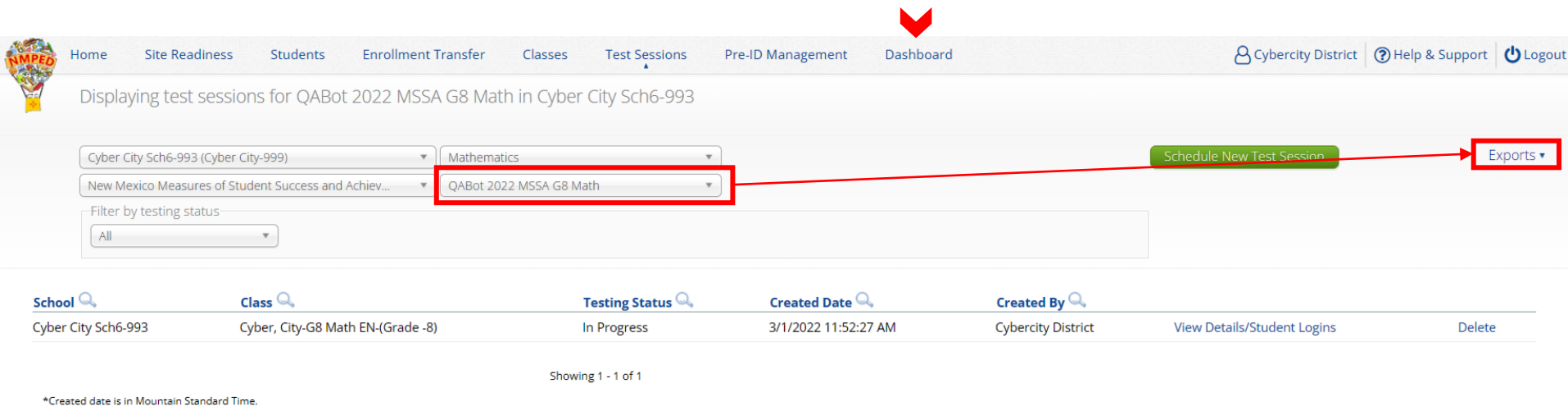
# Monitoring Testing



- Dashboard: District and School-level dashboard for monitoring testing

 ***Not to be used for accountability purposes!***

- “Export Test Status” Download list of all students with their test completion status by school/test (csv file)



The screenshot shows the NMPED Monitoring Testing Dashboard. The top navigation bar includes links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Sessions, Pre-ID Management, and Dashboard. The Dashboard link is highlighted with a red arrow. The main content area displays test sessions for QABot 2022 MSSA G8 Math in Cyber City Sch6-993. There are filters for School (Cyber City Sch6-993), Class (Mathematics), and Test (QABot 2022 MSSA G8 Math). A red box highlights the 'Exports' button in the top right corner. A red arrow points from the 'Exports' button to the 'QABot 2022 MSSA G8 Math' dropdown menu. Below the filters, there is a table with columns: School, Class, Testing Status, Created Date, Created By, and View Details/Student Logins. The table shows one entry for Cyber City Sch6-993, Class: Cyber, City-G8 Math EN-(Grade -8), Testing Status: In Progress, Created Date: 3/1/2022 11:52:27 AM, and Created By: Cybercity District. A 'Delete' button is also present. The footer includes the NMPED logo and the text 'NEW MEXICO Public Education Department'.

Displaying test sessions for QABot 2022 MSSA G8 Math in Cyber City Sch6-993

School: Cyber City Sch6-993 (Cyber City-999) | Class: Mathematics | Test: QABot 2022 MSSA G8 Math

Filter by testing status: All

Schedule New Test Session | Exports

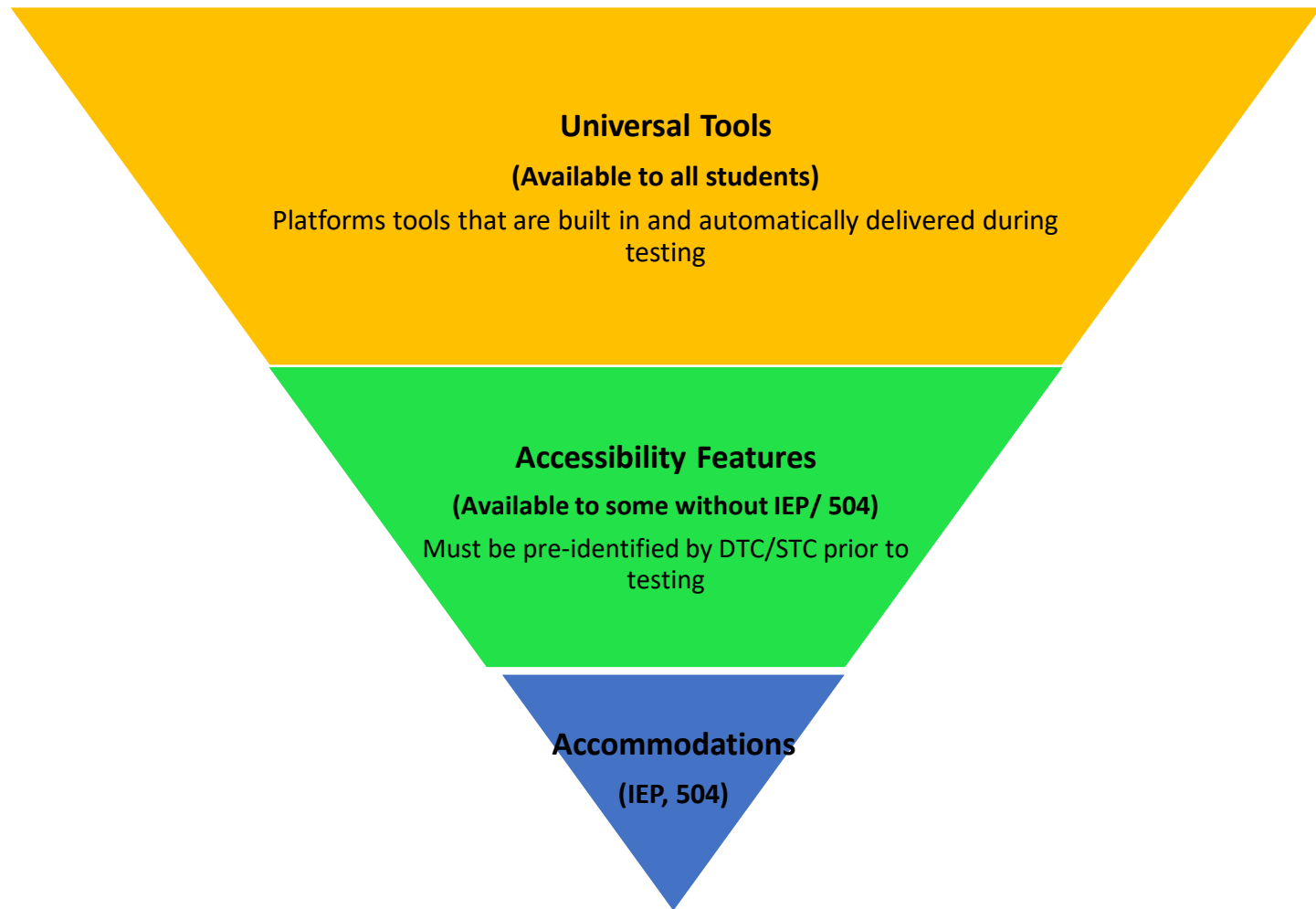
School	Class	Testing Status	Created Date	Created By	View Details/Student Logins	Delete
Cyber City Sch6-993	Cyber, City-G8 Math EN-(Grade -8)	In Progress	3/1/2022 11:52:27 AM	Cybercity District	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>

Showing 1 - 1 of 1

\*Created date is in Mountain Standard Time.



# Student Tools, Accommodations and Accessibility Features





# Assigning Platform Delivered Accessibility and Accommodations

*Ensure the accommodation is available in the assessment!*



Home Site Readiness **Students** Enrollment Transfer Classes Test Sessions Pre-ID Management Dashboard

Add a new student to Cyber City Sch1-998

Student Information

**Accommodations**

Classes

## 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) ⓘ

## Accessibility Options

Delivered Externally

- ☐ Headphones/Noise Buffer ⓘ
- ☐ Read Aloud to Self ⓘ



## 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) ⓘ

## Accommodations

Delivered Externally

- ☐ 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) ⓘ
- ☐ 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 ⓘ

# Assigning Accessibility and Accommodations: Spanish Testers



## 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) ⓘ

## Accessibility Options

Delivered Externally

- ☐ Headphones/Noise Buffer ⓘ
- ☐ Read Aloud to Self ⓘ

## 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) ⓘ

## Accommodations

Delivered Externally

- ☐ 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) ⓘ
- ☐ 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 ⓘ

**Place the student in a class with Spanish testers and assign class to Spanish Version of Test!**

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

# Assigning Accessibility and Accommodations: Screen readers



## 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) ⓘ

## Accessibility Options

Delivered Externally

- ☐ Headphones/Noise Buffer ⓘ
- ☐ Read Aloud to Self ⓘ

## 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) ⓘ

## Accommodations

Delivered Externally

- ☐ 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) ⓘ
- ☐ 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 ⓘ

Screen reader can be used with test platform for Math and ELA (screen reader/braille display on external device not needed)



*See the “Testing with Third Party Assistive Technology” guide for more information on using the test interface with screen readers, speech-to-text, text-to-speech and other assistive technologies.*



*Try-out your assistive technology using a Formative test with a kiosk*

# Assigning Accessibility and Accommodations: Special Supports



## 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) ⓘ

## Accessibility Options

Delivered Externally

- ☐ Headphones/Noise Buffer ⓘ
- ☐ Read Aloud to Self ⓘ

## 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) ⓘ

## Accommodations

Delivered Externally

- ☐ Mathematics Tools ⓘ
- ☐ Word Prediction ⓘ
- ☐ Speech-to-Text ⓘ
- ☐ Human Signer ⓘ
- ☐ Human Signer for Test Directions ⓘ
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- ☐ 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 ⓘ

*Windows only! Proctor must enter proctor password when student logs in to test.*

*Student can use CoWriter® word-prediction; an additional file must download which may delay loading test by a minute.  
Update: available in Windows, Mac and Chrome, available in English and Spanish!*



*See the "Testing with Third Party Assistive Technology" guide for more information on using the test interface with screen readers, speech-to-text, text-to-speech and other assistive technologies.*



*Try-out your assistive technology using a Formative test with a kiosk*

# Assigning Accessibility and Accommodations



 ***Review the test ticket cover sheet!***

Teacher Name: Smith, Jane  
Class Name: Smith, Jane-Period 2 Science-(Grade -08)  
Test Name: Demo Test G8  
Testing Window: 2/5/2022 to 7/1/2022

Student Name	Date of Birth	Username	Password	Accommodations
Eightytwo, Student T	1/26/1999	100000082	8836D6EE	Picture Dictionary,Color Contrast,Headphones /Noise Buffer,Science TTS English
Eightythree, Student	1/27/1999	100000083	5CFF5D27	
Eightyone, Student	1/25/1999	100000081	D82E55B7	
Eightyfour, Student	1/28/1999	100000084	6CEBC27D	
Eightyfive, Student	1/1/1999	100000085	DE897354	
Eighty, Student	1/24/1999	100000080	2D237ED3	

# Assigning Accessibility and Accommodations



Students in Cyber City Sch6-993

Cyber City Sch6-993 (Cyber City-999)

Choose a Content Area

Add Student

Upload Accommodations

Exports

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	State Student ID	Reverse Contrast	Custom Masking	Color Contrast	Answer Masking	Mathematics TTS English	Mathematics TTS Spanish (Excludes Formative)
2	Gradeeight	SpStudenteleven	996990308						1
3	Gradeeight	SpStudenttwelve	995990308						
4	Gradefive	SpStudentfive	949990308						1
5	Gradefive	SpStudentsix	939990308						
6	Gradefour	SpStudentthree	969990308						1
7	Gradefour	SpStudentfour	959990308						
8	Gradeseven	SpStudentnine	998990308						1
9	Gradeseven	SpStudentten	997990308						
10	Gradesix	SpStudentseven	929990308						1
11	Gradesix	SpStudenteight	919990308						
12	Gradethree	SpStudentone	989990308						1
13	Gradethree	SpStudenttwo	979990308						

Gradesix

SpStudenteight

919990308

6

View Classes

View Test Sessions

Enrollment Info

Edit

# Text-To-Speech



Home Students Classes Test Sessions

Steven Adler Help & Support Logout

## Test Sessions

**District:** Cyber Mesa District  
**Administration:** NM Admin  
**Teacher:** Adler, Steven  
**Class:** Adler, Steven-English-(Grade -5)  
**Test Name:** G5 Demo Math Test English  
**Testing Window:** 07/12/2020 to 05/31/2021

**School:** Cyber Mesa Elementary school  
**Content Area:** Mathematics

Test is in progress. It ends on 05/31/2021. Students may log in and take the test using their username and password shown below.

< Back to Test Sessions

1 login per page

Print selected logins

Print all logins (5)

Form  
Name

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Five	Demo	900000005	2CE79954	Demo Form English TTS	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Four	Demo	900000004	68CE5FD4	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	One	Demo	900000001	A63FA87A	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Three	Demo	900000003	BE86BDF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Two	Demo	900000002	4FA72AAF	Demo Form English	07/12/2020 1:05:53 PM	+	Session 1:Not Started		Invalidate

Showing 1 - 5 of 5

# Text-To-Speech



- The student test interface uses the default voice set on the student's workstation.
  - See *Kiosk Installation Guide* for specific steps on how to change the default voice.
- Assign all student text-to-speech accommodations PRIOR to student logging into tests.
  - If you must add accommodation after student is scheduled but before they log in, click on *Add or Update Students test Logins* button after TTS has been added:

## 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

- If student logs in and realizes they do not have TTS, you must assign accommodation and then place them in new/different class



# Spanish Language Testing



- Create separate class for Spanish test
- Schedule Spanish class for Spanish test
- Ensure Student changes Kiosk to Spanish version before they log-in
- Spanish TTS Accommodation
  - Ensure Spanish TTS is selected
  - *Must use Cepstral Software when testing on Windows or Mac*
    - Available via the Cognia Help desk

! See *NMPED Assessments Technical Guide for Spanish Language Support 2022-2023* for more information

**Switch between English and Spanish Kiosk**

**NEW MEXICO**  
Public Education Department  
Summative Assessments

INICIO DE LA SESIÓN PARA  
ESTUDIANTES

Nombre de usuario

Contraseña

Iniciar sesión

Derechos de autor © 2019 eMetric LLC  
Carrier: 3.13.7.1 #ad6c350 #917  
Shell: v3.13.8.2 #8c948d84 rel  
[clear cache](#)

Español ▼

Acceder la prueba de práctica

Salir

# Break



# New Mexico Assessments

## Student Test Delivery System



## Orientation and New Features

# Logging into a Test





## NEW MEXICO

### Public Education Department Assessments

#### STUDENT SIGN IN

Username

Password

**Sign In**

 [Access the Practice Test](#)

Copyright © 2022 eMetric LLC  
Carrier: 3.19.1 #87e46d8 #960  
Shell: v3.22.0.9 #957f9d28 prd  
[Clear Cache](#)

English ▼

**Smith, Hayden R**  
DOB: 2/2/2001  
Multi-Subject Sample Test

Username: 2017011301

Password: c8fbefbba

**Exit**

# Logging into a Test



## Hello, Student

01010101  
State Student ID

Grand Canyon  
School Name

The following tests are available for you to take:

Demo Test 1

Session 1   Session 2   Session 3

**Test Sessions**

**District:** Cyber Falls  
**Administration:** NM Admin  
**Teacher:** Ford, Harrison  
**Class:** Ford, Harrison-Sample Grade 5 Class-(Grade-5)  
**Test Name:** Sample NM Science GS Test 1  
**Testing Window:** 09/24/2019 to 06/01/2020

**School:** Cyber Falls Sch1  
**Content Area:** Science

Test is in progress. It ends on 06/01/2020. Students may log in and take the test using their username and password shown below.

Session Sequence	Session Name	Access Code
1	Session 1	3027304746
2	Session 2	8864355112

Back to Test Sessions

Session:  
Choose a Session: 1 login per page

Print selected logins   Print all logins (9)

Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed	Engagement
Fortyeight	Student	100000048	C60DE8A2	Sample NM Science Form 1	+	Session 1:Finished (Reactivate)	12/26/2019 3:04:57 PM	12/26/2019 3:05:10 PM	Invalidate
Fortyfive	Student	100000045	CD763EB3	Sample NM Science Form 1	+	Session 2:In Progress	12/26/2019 3:06:19 PM		Invalidate
Fortyfour	Student	100000044	4722F2E4	Sample NM Science Form 1 - TTS	+	Session 1:Not Started			Invalidate
Fortynine	Student	100000049	A38F6464	Sample NM Science Form 1	+	Session 2:Not Started			Invalidate
Fortyone	Student	100000041	D62B239F	Sample NM Science Form 1	+	Session 1:Not Started			Invalidate
						Session 2:Not Started			Invalidate

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Session Access Code:

# Logging into a Test



## Options

Text-to-Speech

Volume:100 

Speed Slow Normal Fast

Reverse Contrast

Default Inverted

Color Contrast

Default	Classic	Ruby	Chalkboard	Nocturnal	Aquiline
Eccentric	Azure	Haunted	Celestial	Antique	Creamy

Custom Masking

Enabled


Answer Masking

Enabled

Continue

# Logging into a Test





QA Fall 2018 Retest English

Session 1 **Directions**

Read each question carefully. For each multiple-choice question, decide which is the best answer. Select your answer on your screen. For each question that asks you to type your answer, type or draw your answer in the space provided on your screen. Only answers and work inside the answer boxes will be scored.

Continue

Exit

# Test Navigation



Question **6** ★

Screen Zoom:

Text-to-Speech:

Read the information. Then answer the questions that follow. ➔

### Investigating Gas Production

In class, a teacher demonstrates a chemical reaction by mixing vinegar and baking soda to produce bubbles of gas. **Eliana wonders whether mixing other substances could also produce a gas.** She decides to test different combinations of sugar, water, vinegar, and baking soda.

Some properties of these substances are shown in the table.

#### Properties of Substances

Substance	Color	Solid or Liquid	Attracted to a Magnet	Conducts Electricity
Sugar	White	Solid	No	No
Water	Clear	Liquid	No	Yes
Vinegar	Clear	Liquid	No	Yes
Baking soda	White	Solid	No	No

**Investigation 1**  
Eliana mixes a small amount of each liquid and solid in a bowl and observes whether bubbles of gas are produced. Her observations are shown in the table.

#### Investigation 1 Observations

Liquid Used	Solid Used	
Water	Sugar	
Water	Baking soda	No

This question has two parts. Be sure to answer both parts of the question.

**Part a**  
Based on the properties in the table, how can Eliana tell whether a substance is water or sugar?

Hide All

- ☒ A The substance is sugar if the substance is a solid and conducts electricity.
- ☐ B ~~The substance is sugar if the substance is clear and is not attracted to a magnet.~~
- ☐ C The substance is water if the substance is white and does not conduct electricity.
- ☐ D ~~The substance is water if the substance is liquid and is not attracted to a magnet.~~

**Part b**  
Based on the observations from investigation 1, how can Eliana tell whether a substance is water or vinegar?

Show All

- ☐ A
- ☒ B The substance is vinegar if gas is produced after sugar is added.
- ☐ C The substance is water if gas is produced after baking soda is added.

You can type notes here.....  
Last Saved: 2-7-2022 9:7:36 AM

ClearPause/ExitBackNextFinish



# Universal Tools



Name	Tool Icon
<b>Sketch Tool</b> <i>(Not available on constructed response items)</i>	
<b>Text Highlighter</b>	
<b>Note Pad</b>	
<b>Line Reader</b>	
<b>Answer Eliminator</b>	
<b>Reference Sheet</b>	
<b>Pop-up Glossary</b>	

# Universal Tools




Name	Tool Icon
Zoom View (magnifier)	
Bookmark	
Expand Passage	
<b>Basic Calculator*</b> <b>Scientific Calculator*</b> <i>Texas Instruments™ Calculators are used on Interim and Summative</i> *Also available as accommodation on non-calculator portions of the Math test	
Writing Tools	

# Accessibility Features Delivered by Test Platform




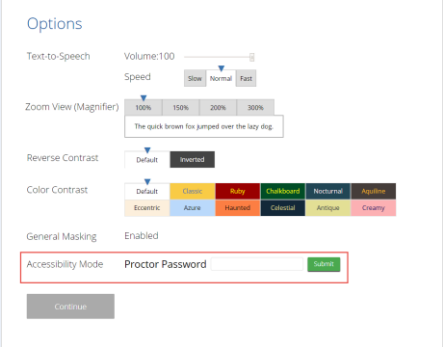


(Must be pre-identified before testing, but student does not need a legal plan to have accessibility features assigned to them for testing.)

Name	Tool Icon
Reverse Contrast	
Custom Masking	
Color Contrast	
Answer Masking	<div><div>Hide All</div><div>  Planting tree crops with ground cover after logging a natural forest could decrease the amount of erosion.</div></div>
Mathematics Text-to-Speech English Mathematics Text-to-Speech Spanish	<div>Text-to-Speech:    </div>

# Accommodations Delivered by Test Platform



(Must be pre-identified before testing, student needs a legal plan to have accommodations assigned to them for testing.)

Name	Tool Icon
ELA Text-to-Speech English (SWD, 504, EL)	
Allow Accessibility Mode Testing	
Word Prediction (Embedded)	 <div> <b>*English only</b>  <b>*Chrome OS only</b> </div>
ASL Videos (Math and ELA)	

# Test Navigation



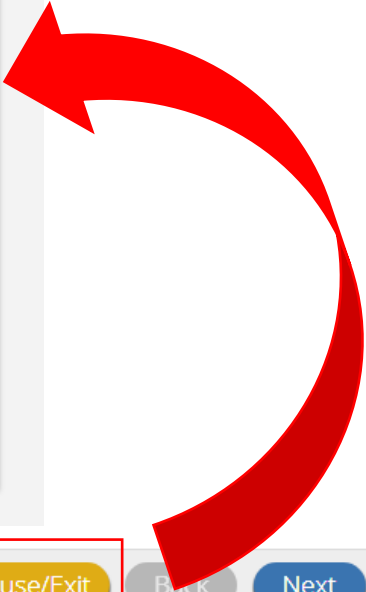
Question **A** ▼ ☆

Do you want to pause your test or exit your test?

Pause the test to temporarily log out. Exit the test to log out and close the testing application.

**Pause Test** **Exit Test** Cancel

Clear **Pause/Exit** Back Next Finish



# Test Navigation



Your test is **paused**.

To resume testing, enter your password and click the Resume button. To exit the test and close the testing application, click the Exit button. When the timer reaches 00:00, your test will exit on its own.

19:56

Password

Resume

Exit Test

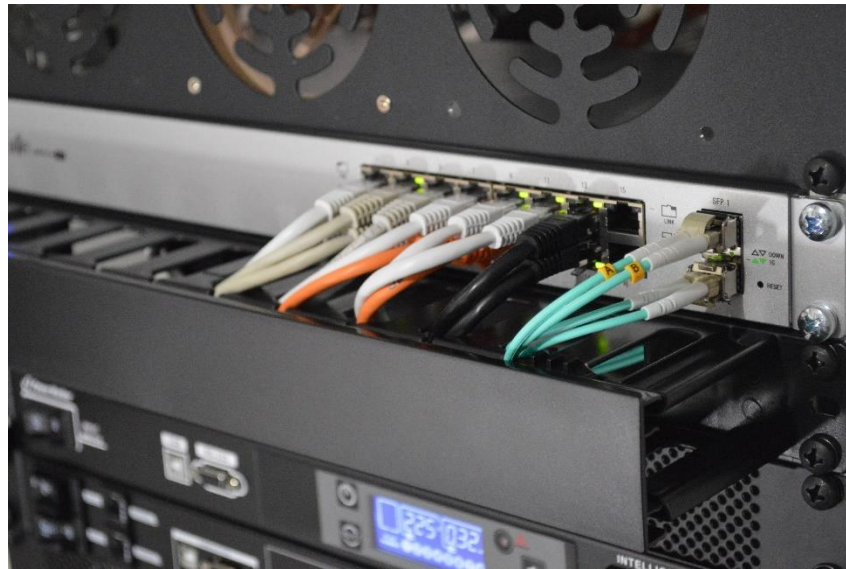


Pause and inactivity  
timeout is 60 min

# Test Turn-In



Steps	Button to Click
On the last item, students click <b>Finish</b> .	
On the test review screen, students click <b>Turn In</b> .	
Below the confirmation question, students click <b>Turn In</b> .	
Student returns to test section selection page and may select the next section or click <b>Exit</b> to exit the kiosk.	



## 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. 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 prevent 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)

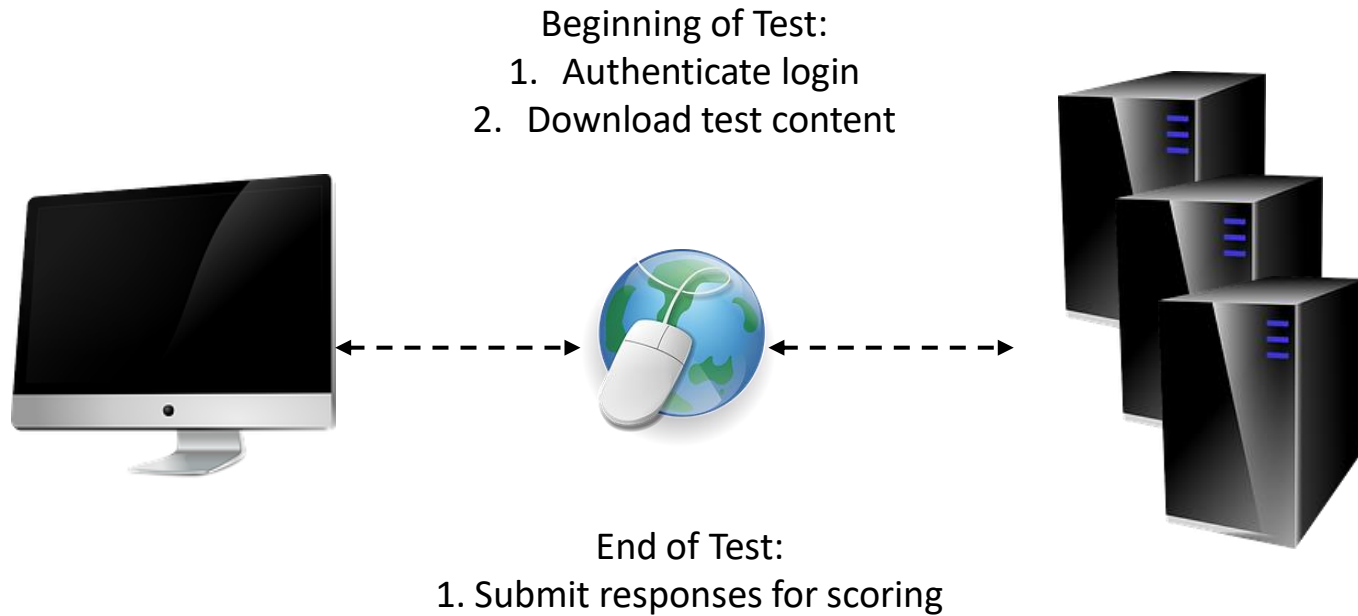
## Tablet and Chromebook Specific Requirements

<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



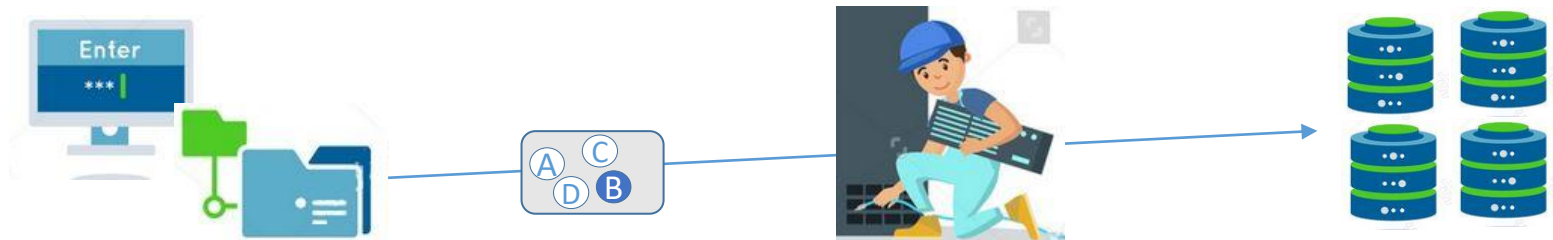
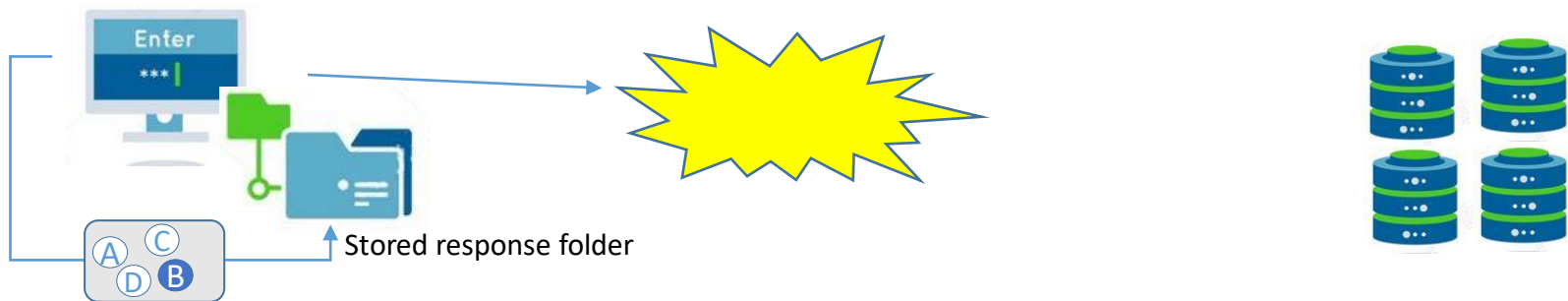
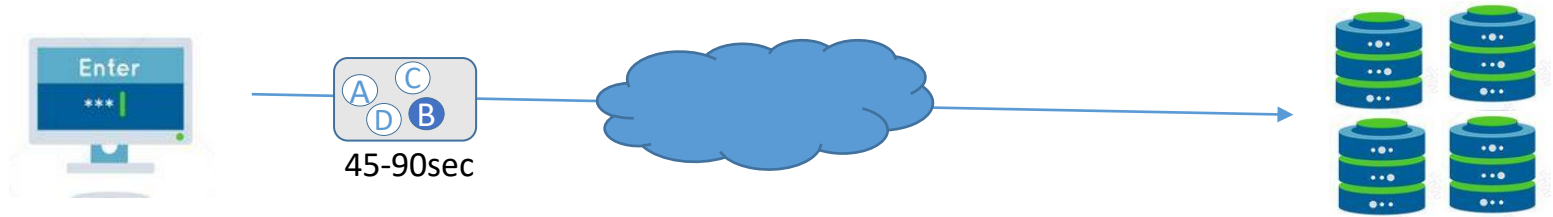
*Google releases new versions to the stable channel every four weeks and new versions to the Long-term Support (LTS) channel every six months. eMetric strongly recommends the use of the LTS channel. The LTS channel offers more stability with fewer releases but devices will continue to receive frequent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

# Kiosk Requirements (network)



*What happens if a student loses network connection in the middle of a test?*

# Kiosk Test Integrity

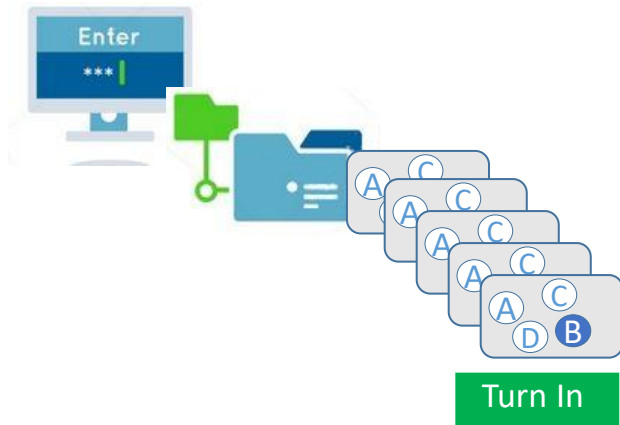


# What if a student finishes a test but has no network connection?



## Please raise your hand and notify your proctor.

A connection to the network could not be established. Your test has been saved offline.



Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button.

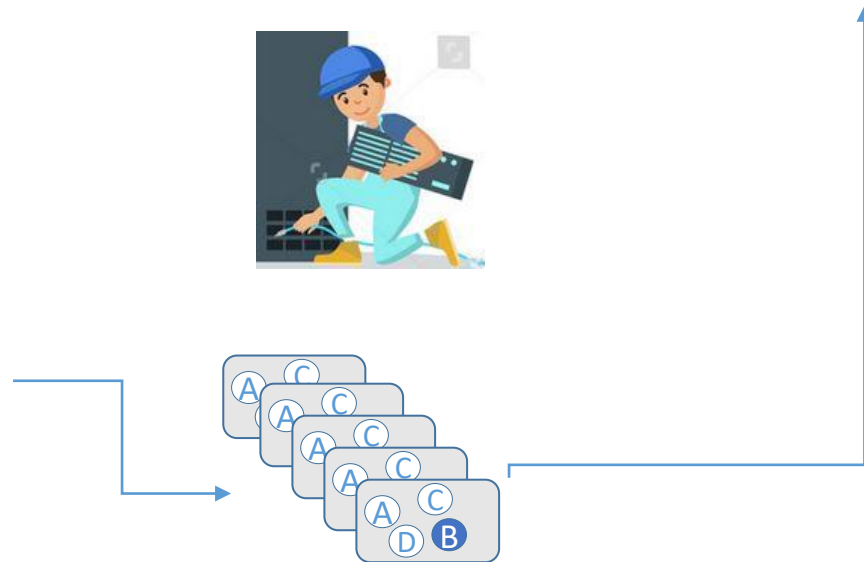
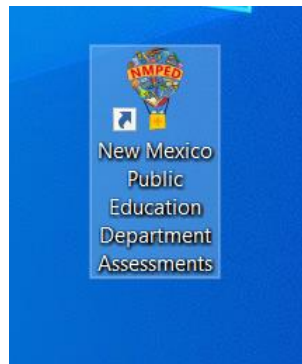
**Send Responses**

**Do not move the student to a different device.**

If you have any questions, please contact technical support immediately.

Proctor Password

**Accept and Exit Test**



# Kiosk Test Integrity



## Loss of Network Connectivity Procedure Summary

- If a student loses network connectivity in the middle of a test:
  - Keep testing on that device
  - Test content and responses are stored securely on the test device
  - Responses will be sent when network is restored
- If student finishes and is ready to turn in test prior to network being restored:
  - Allow student to turn in test
  - Record the exact device the student is testing on
  - Ensure no network management tools or system maintenance will alter that devices files or configuration
  - When network connectivity is restored, return to that exact device and relaunch the kiosk
- If you are unsure of the status of the student responses, call the help desk

# Practice Test Options



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

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





# NEW MEXICO


## Public Education Department Summative Assessments

### STUDENT SIGN IN

Username

Password

Sign In

 [Access the Practice Test](#)

Copyright © 2019 eMetric LLC  
Carrier: 3.13.7.1 #ad6c350 #917  
Shell: v3.13.8.2 #8c948d84 rel  
[clear cache](#)

English ▼

Exit

# Additional Training Resources



## Help Guides

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

# 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*

# Remember!



## DTCs/STCs:

- 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)

## TAs/Proctors:

- Ensure Students have TTS form BEFORE they log into test (see *TTS* slide)
- Spanish version of test must be scheduled separately – accommodation setting is for reporting only (see *Spanish Test* slide & Spanish Testing Guide)
- Do not schedule students for the Spanish version if they do not need the Spanish version
- Check for stored responses (see *What happens if student finishes test and network connection has not been restored?* Slide)

## 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?