New Mexico Summative Assessments

Spring 2023 ITC Training

William Kinnison, eMetric
Kaelee Harper, eMetric

NEW MEXICO
Public Education Department

Agenda

- Overview of System and Testing Process
- ITC Account Management
- Site Technology Preparation and Network Requirements
  - Technology Requirements
  - Features for Reliable and Secure Testing
  - Site Readiness Procedure
- Additional Training Resources
- Reminders

NOTE: no online demos in this training, please see video tutorials at https://newmexico.onlinehelp.cognia.org/cbt-tutorials

See online video tutorials for demonstrations!

NEW MEXICO
Public Education Department

iTester™

New Mexico Assessments Portal:

Online Test Administration System

https://newmexico.cognia.org/

New Mexico Assessments Student Test Interface:

Student Test Delivery System

NEW MEXICO
Public Education Department

Test Preparation Process

1. New DTC accounts made
2. DTCs create subordinate accounts for new users
3. New/current users confirm log-in

ITCs

1. Review Kiosk Installation Guide
2. Download & install kiosk on test devices
3. Conduct integrated Site Readiness Test
4. Certify site is ready to test

DTC/STC

1. Add/Edit/Transfer Students
2. Assign Accessibility Features and Accommodations
3. Create classes
4. Assign classes to tests (Test Sessions)

DTC/STC/TA

1. Review test session (Classes & Accommodations)
2. Print Student Log-in tickets

Students

1. Launch kiosk
2. Log-in and test

At end of test…

DTC/STC/TA

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

NEW MEXICO
Public Education Department

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?
  - DTC's will create all new subordinate portal user accounts
  - New users will receive two automated emails, one with username and one with temporary password from *nmtechsupport@cognia.org*
  - *ITCs can edit ITC and TA accounts*
- ***Deactivate obsolete/unused accounts!***
  - When an account is reactivated or deactivated, the user will receive an e-mail.

NEW MEXICO
Public Education Department

See online video tutorials for demonstrations!

User Accounts and Access

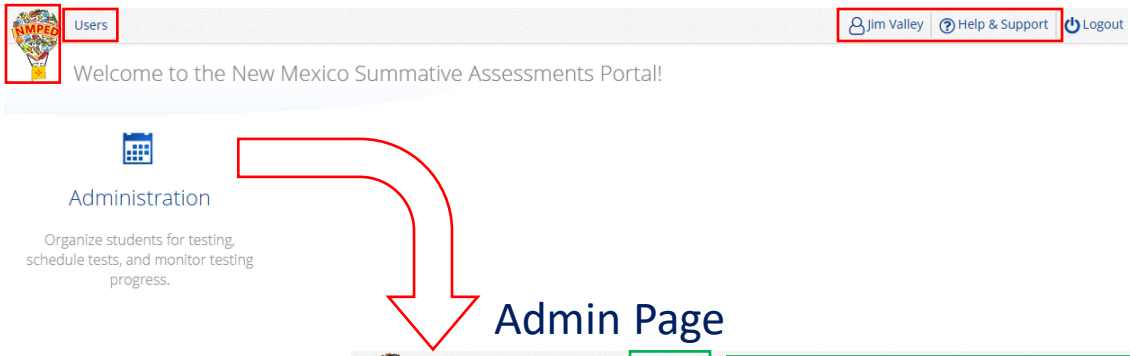
Access	DTC	STC (for orgs assigned)	ITC (for orgs assigned)	TA (for orgs assigned)	RAO
Manage Users	Yes	Yes	Yes	View TAs only	No
Access Site Readiness Links	Yes	Yes	Yes	No	No
Access Proctor Password	Yes	Yes	No	No	No
Access Students	Yes	Yes	No	Limited	No
Edit Student	Yes	Yes	No	No	No
Access Roster Upload	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)

NEW MEXICO
Public Education Department

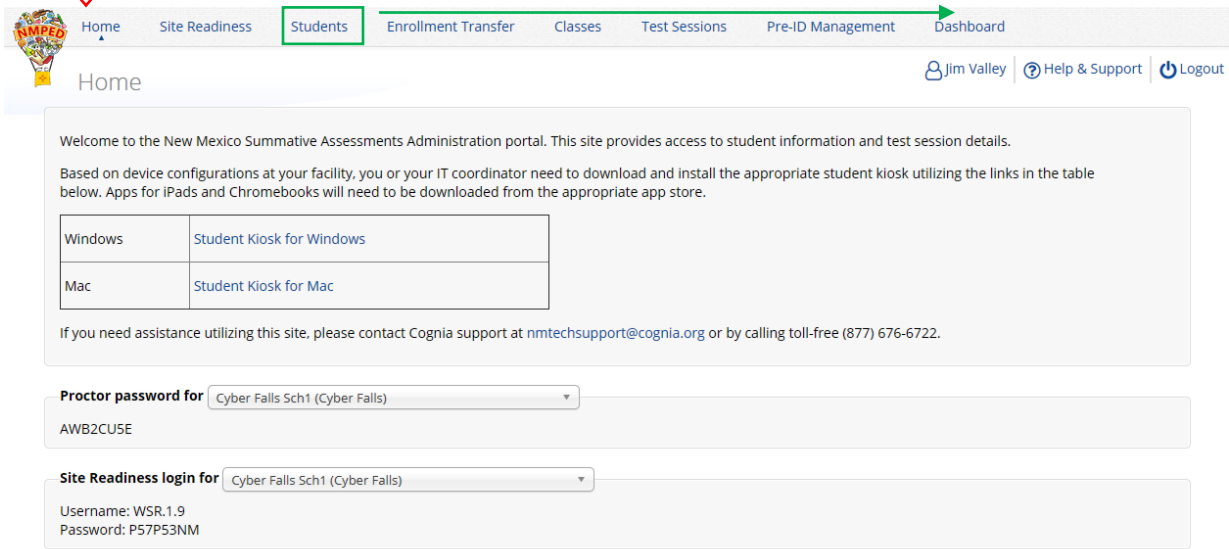
*DTCs can access all student enrollment transfer functions, STCs have limited permissions

User Accounts and Access (DTC)

Landing Page



Admin Page



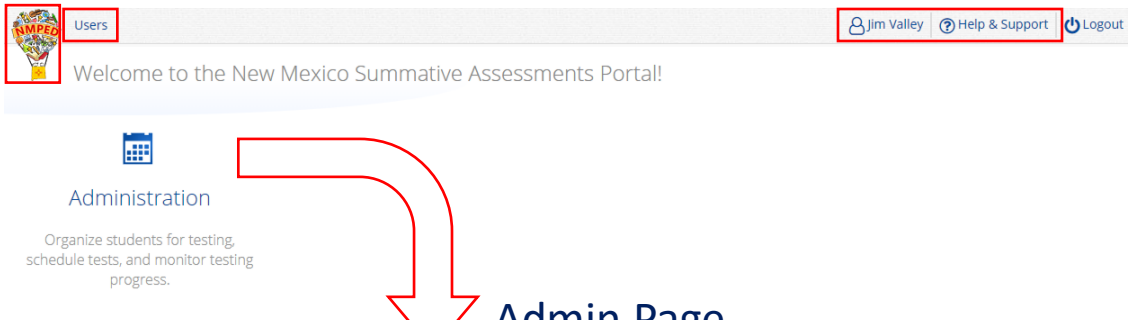
Portal url: https://newmexico.cognia.org/

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

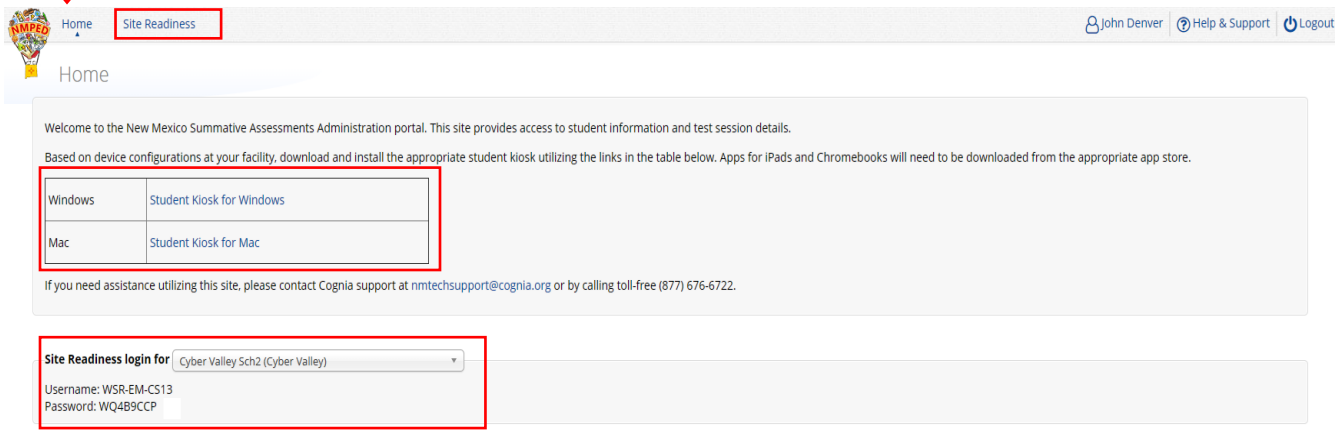
v3.13.8.2 Copyright © 2019 eMetric LLC Contact Us 877-676-6722 Terms of Use Privacy Policy

User Accounts and Access (ITC)

Landing Page



Admin Page



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

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

v3.13.9.3 Copyright © 2020 eMetric LLC Contact Us 877-676-6722 Terms of Use Privacy Policy

iTester™

Site Technology Preparation

NEW MEXICO
Public Education Department

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 1st 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.

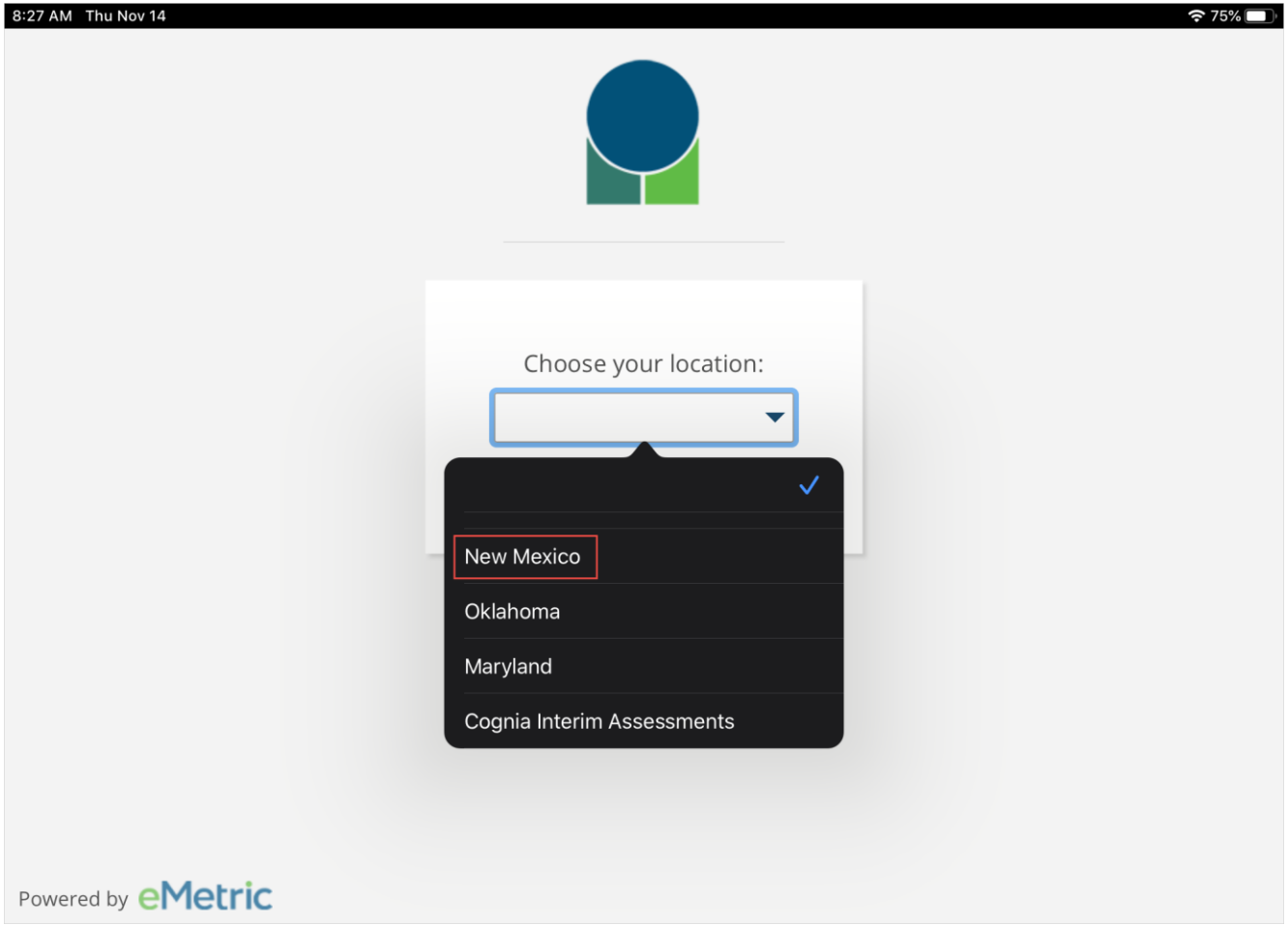
The newest Windows version is 3.28. Windows version 3.27 can also be used but this version does not have a feature that prevents a student from using Spanish TTS unless they have Cepstral installed.

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 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!

Kiosk Requirements

iPad App: “iTester”



NEW MEXICO
Public Education Department

System Requirements

Updated!

System Requirements – All Hardware	
Connectivity	Must be able to connect to the internet via wired or wireless networks
Screen Size	9.7” screen size or larger/ “10-inch class” tablets or larger
Screen Resolution	1024 X 768
Headphone/Earphone/Ear Buds	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 5th, 2022. Check the Cognia help and support site for more recent updates.

NEW MEXICO
Public Education Department

Desktop and Laptop Specific Requirements	Updated!
CPU	1.3 GHz
Memory	2 GB (4GB strongly recommended)
Input Device	Keyboard – wired or wireless/Bluetooth® mouse or touchpad
Windows®	Windows 10 (20H2; 21H1; 21H2), 11
Mac®	Mac OS® 11.6, 12.6, 13 (64-bit only)
Tablet and Chromebook Specific Requirements	
iPad®	iPadOS® 14, 15.7, 16.1
Chromebook™ notebook computer	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.

NEW MEXICO
Public Education Department

Technology Requirements

Important Reminders

- Students testing on devices that do not meet the Student Workstation Specifications are likely to encounter performance-related issues during testing.
- Technology Guidelines may be updated throughout the test administration window as new operating systems are released and tested.
- Do not update your test device OS until the Technology Guidelines have been updated.
- The same portal and kiosk are used for NM-ASR & NM-MSSA

Technology Requirements

- Windows:
  - MSI for distribution using GPOs
- Chrome:
  - Only the Long-Term Support channel is supported. The LTS channel offers more stability by reducing the frequency of version updates while continuing to receive regular security updates.
  - Students should launch app from App tray, they should NOT log in
  - For managed Chrome Books, ensure “Do not erase all local data” is selected in Device Settings/User Data
  - For managed Chrome Books, ensure “Allow App to manage power” is disabled in Device Settings/App Management
  - You must use as managed device to test
- iOS:
  - Use Automatic Assessment Configuration instead of Guided Access
  - External keyboard is optional
  - iPad 2 not supported

Technology Requirements

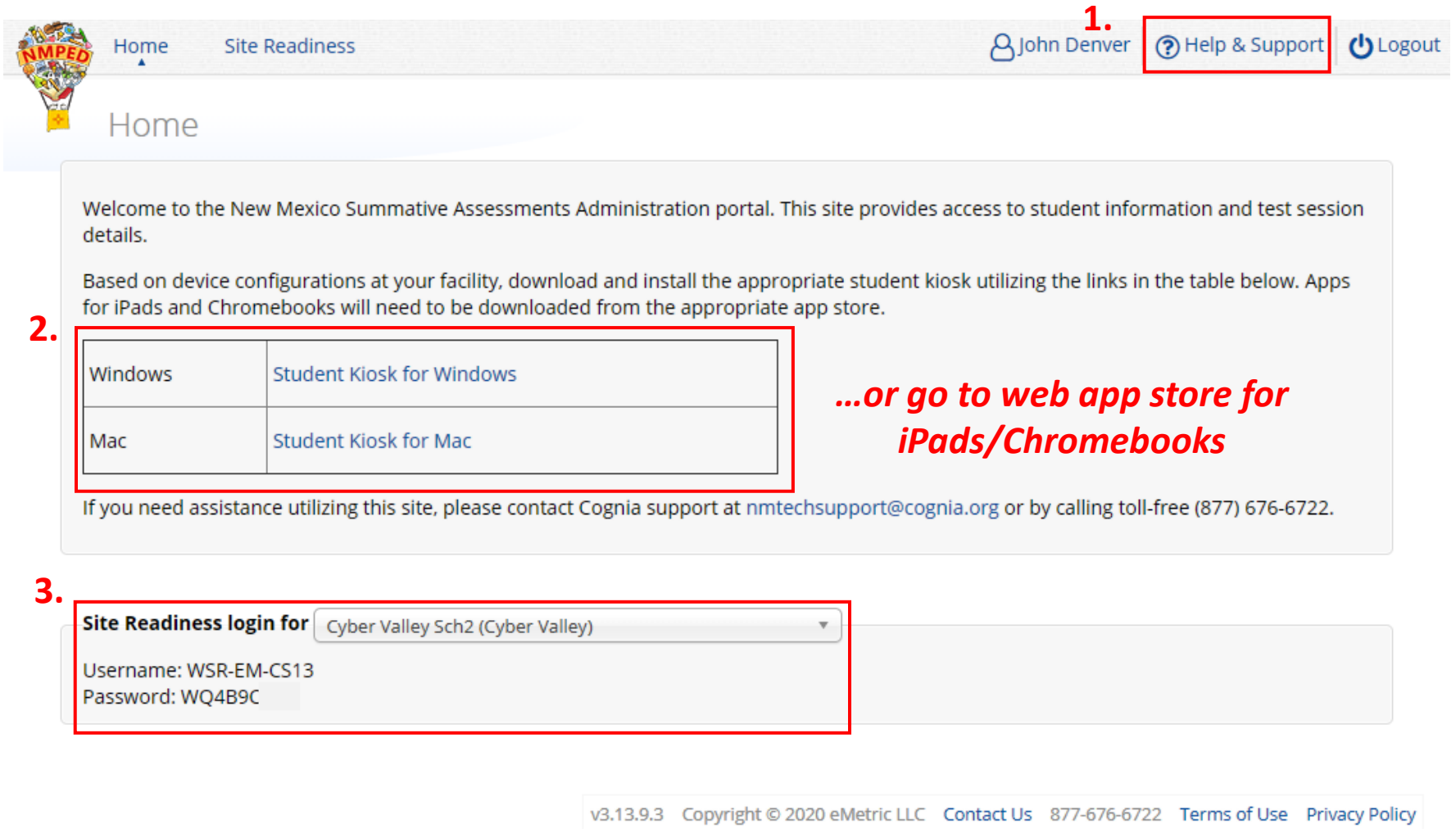
- **Firewalls**
  - Allow traffic through ports 80 and 443
- **Proxy and Content Filter Servers**
  - List of URLs to whitelist on ports 80 and 443 available in Kiosk Installation Guide
- **Sandboxing Applications (e.g. Deep Freeze)**
  - Choose network folder or local folder that is *not touched by the sandboxing applications*
  - Applicable for both stored response and kiosk installation folders
- **Thin Clients**
  - Ensure there is enough memory, CPU, and bandwidth on the server to accommodate multiple student test sessions.
  - Client requires a minimum of 80 MB per Client session.
- **Review Kiosk Installation Guide for further information**

Site Readiness Procedure

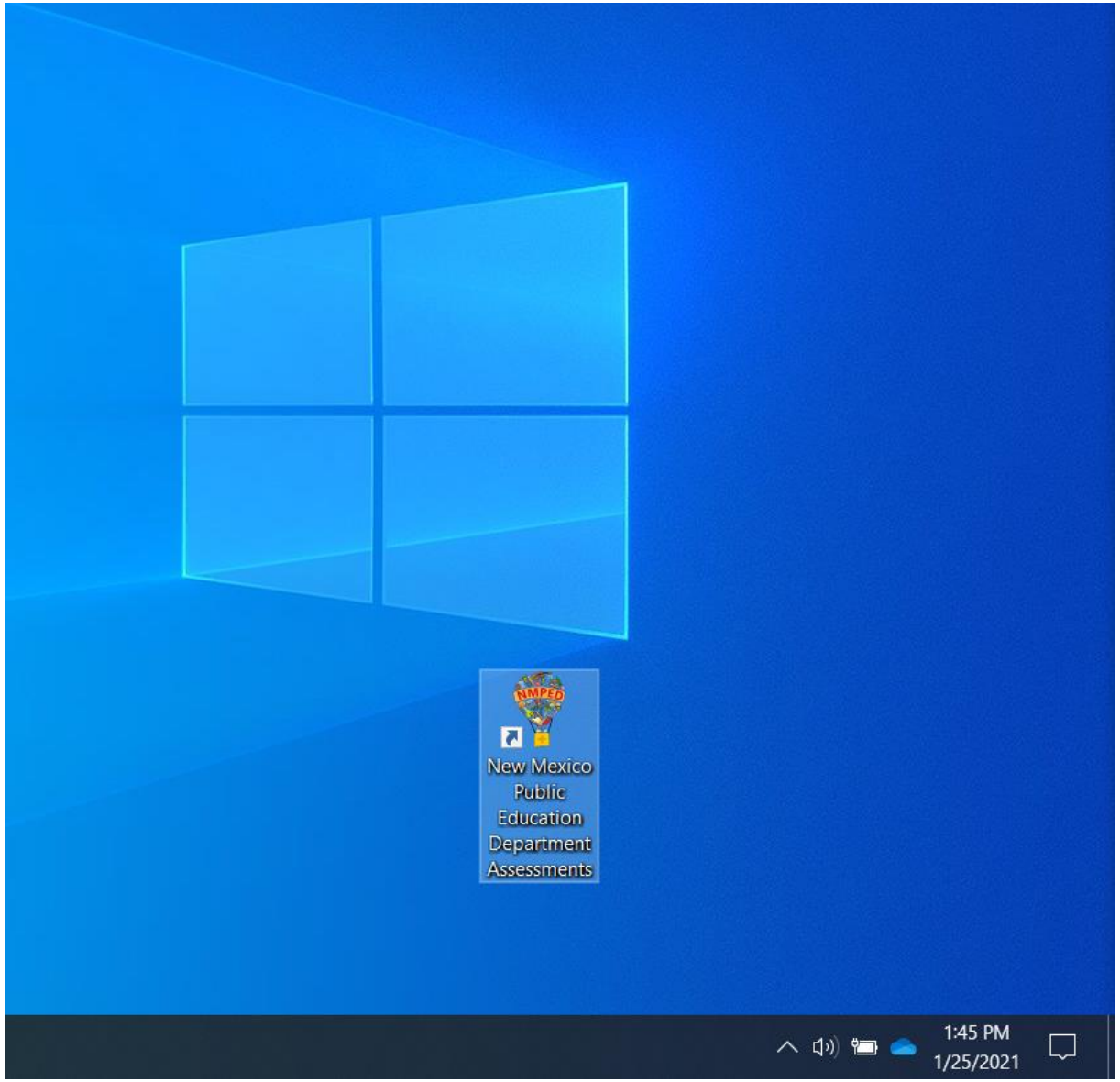
1. Review installation guide available at https://newmexico.onlinehelp.cognia.org/cbt-guides/
2. Download and install Kiosks on each test device
   - Download Windows or Mac kiosks from NMPED Assessments Portal
   - Download Chrome or iOS apps from appropriate app store
   - You do not need to un-install previous versions of the Kiosk
3. Conduct Site Readiness Testing on all device *configurations*
   - There are two tests (system set-up and student interface)
   - *Complete both tests to log results in Portal site readiness tab*
4. Certify site is ready for online testing

NEW MEXICO
Public Education Department

Site Readiness Procedure

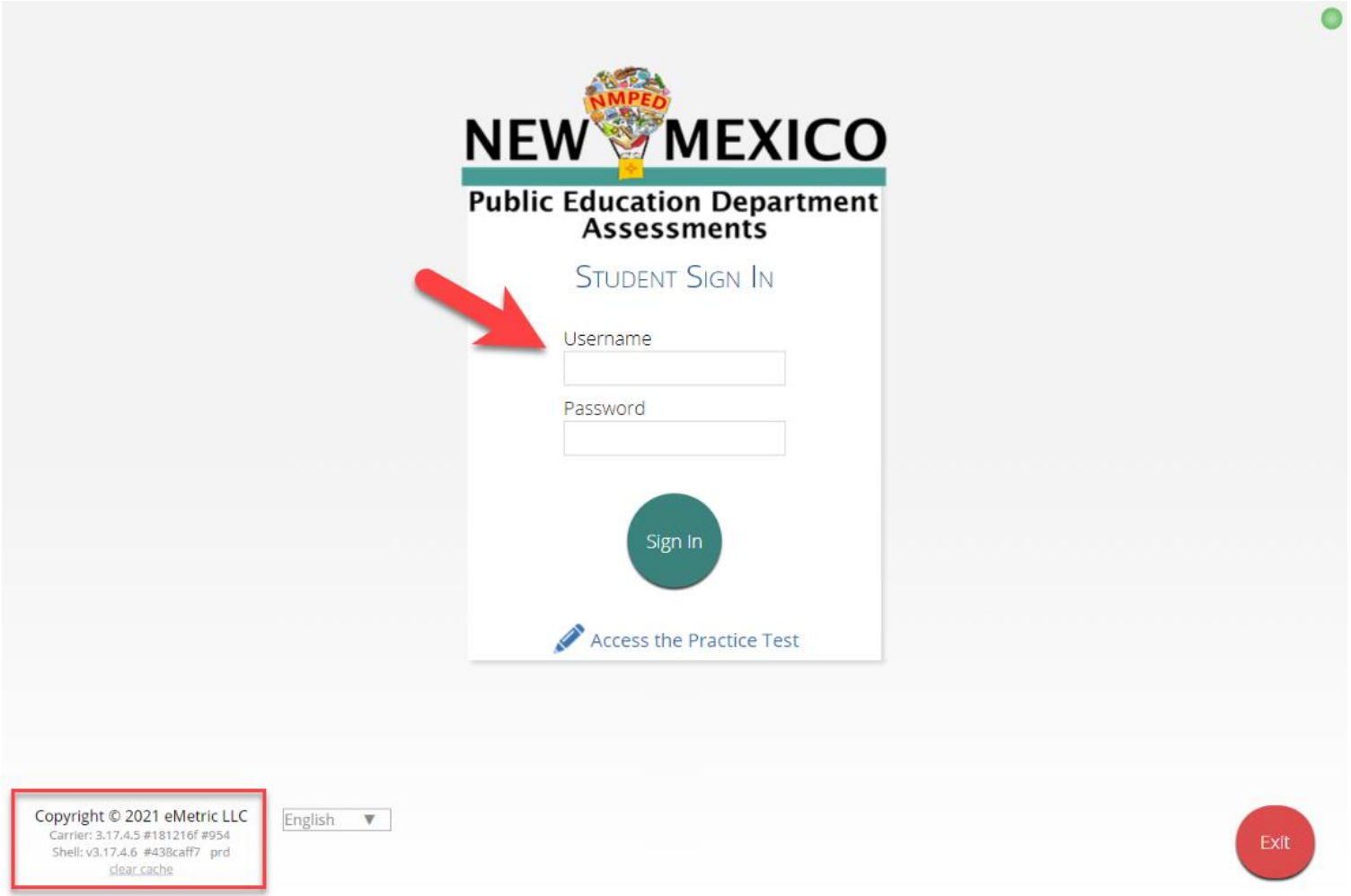


NEW MEXICO
Public Education Department



NEW MEXICO
Public Education Department

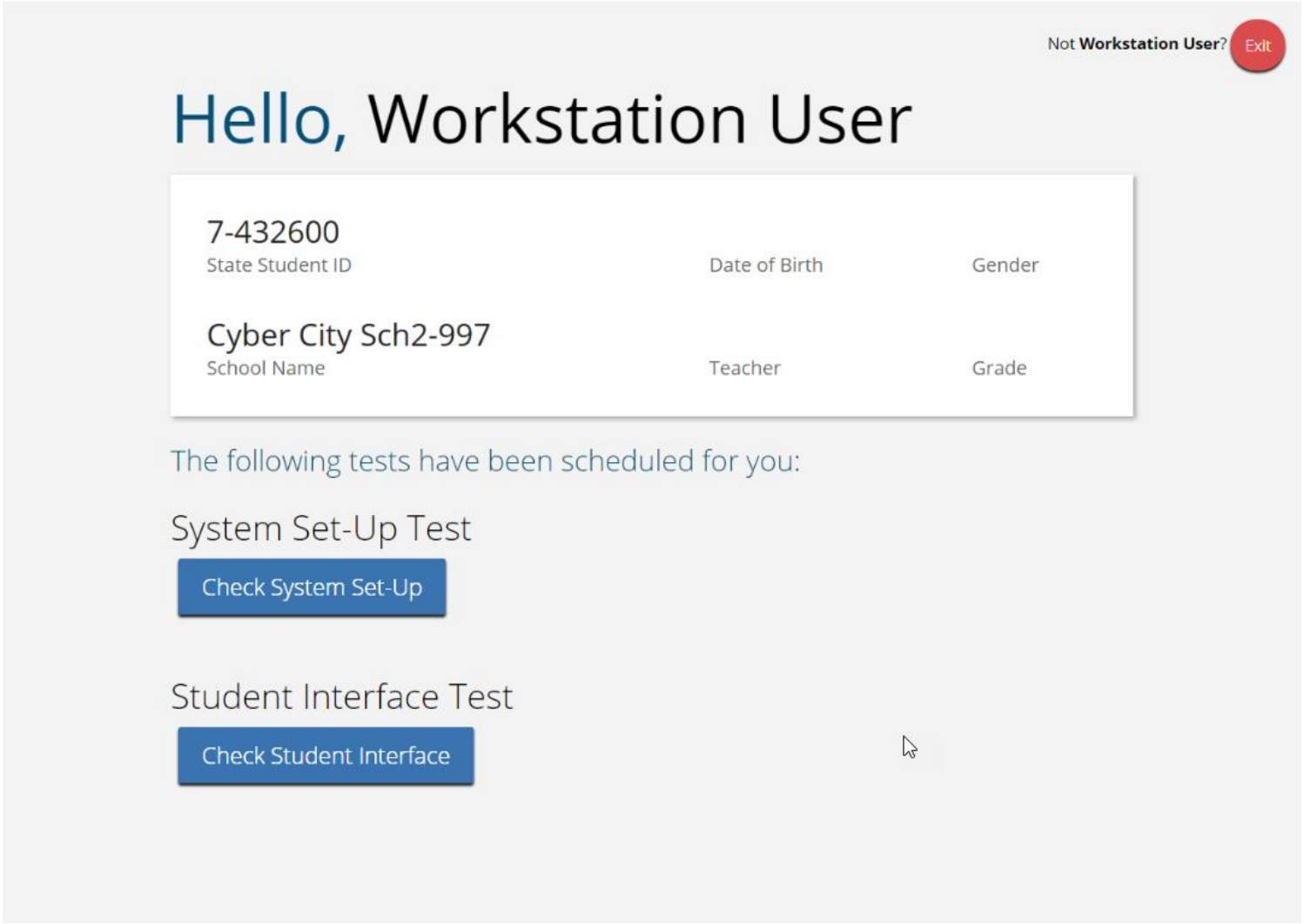
Site Readiness Procedure



If the kiosk is out-of-date, an alert will be displayed (except for iOS app)

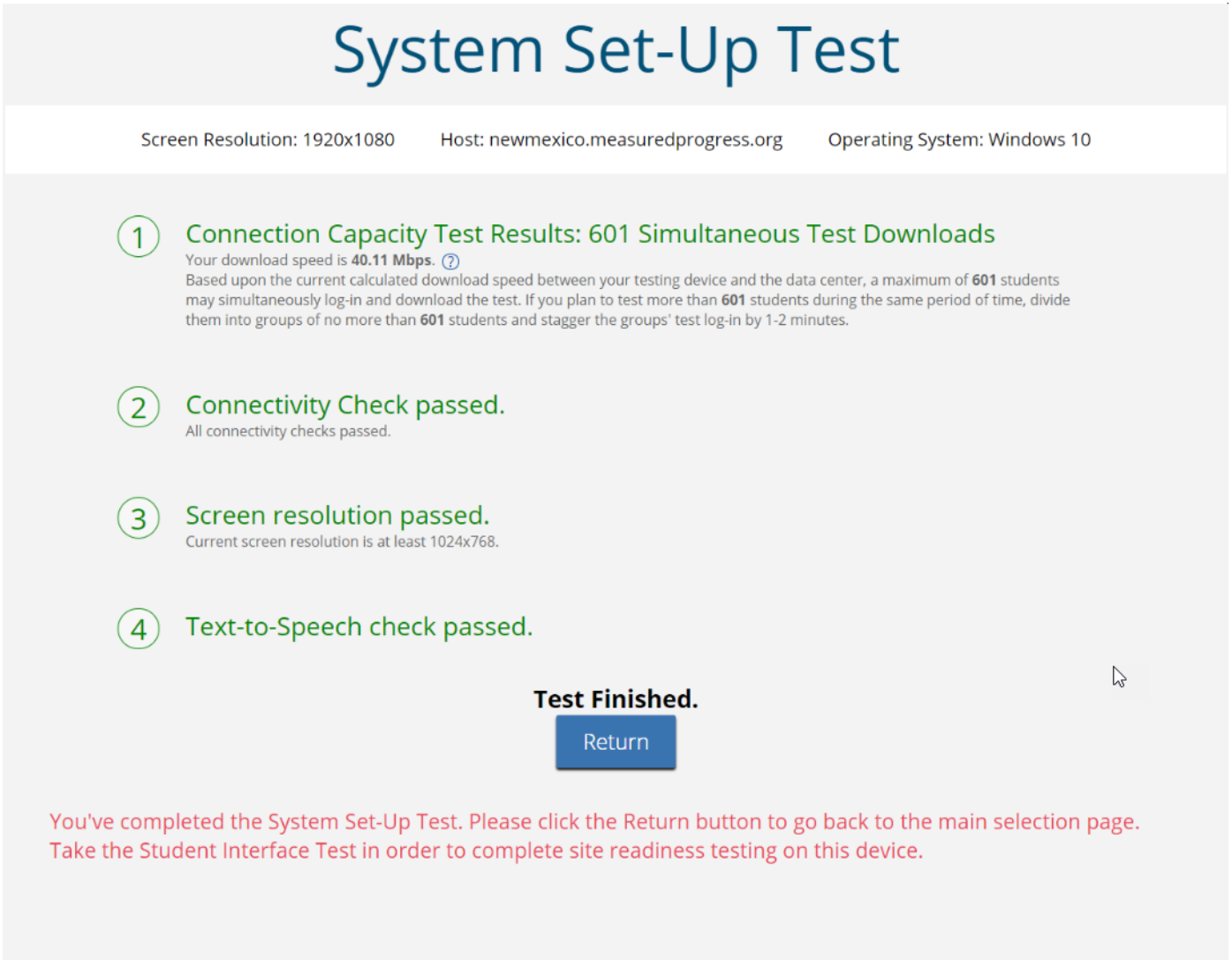
NEW MEXICO
Public Education Department

Site Readiness Procedure



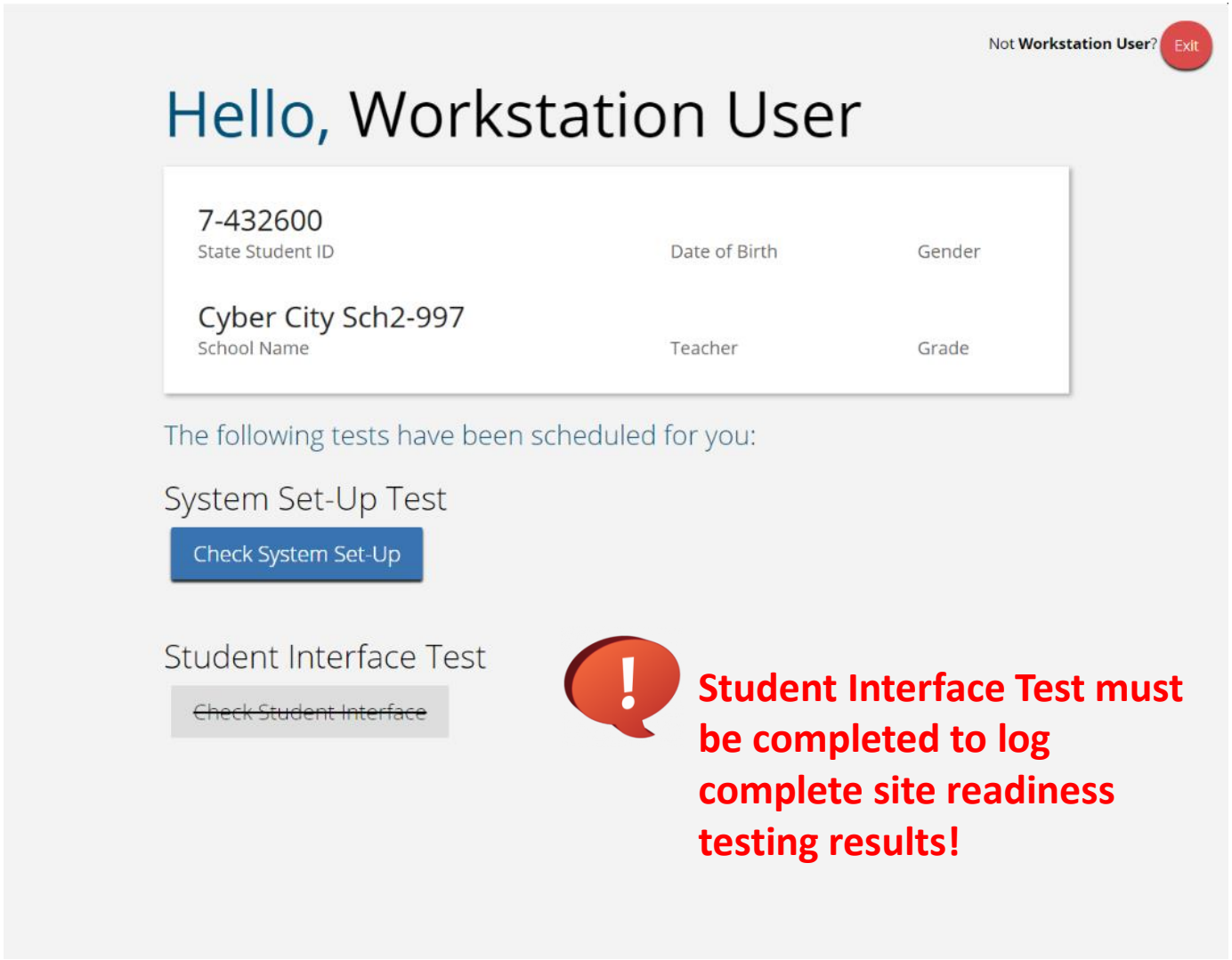
NEW MEXICO
Public Education Department

Site Readiness Procedure



NEW MEXICO
Public Education Department

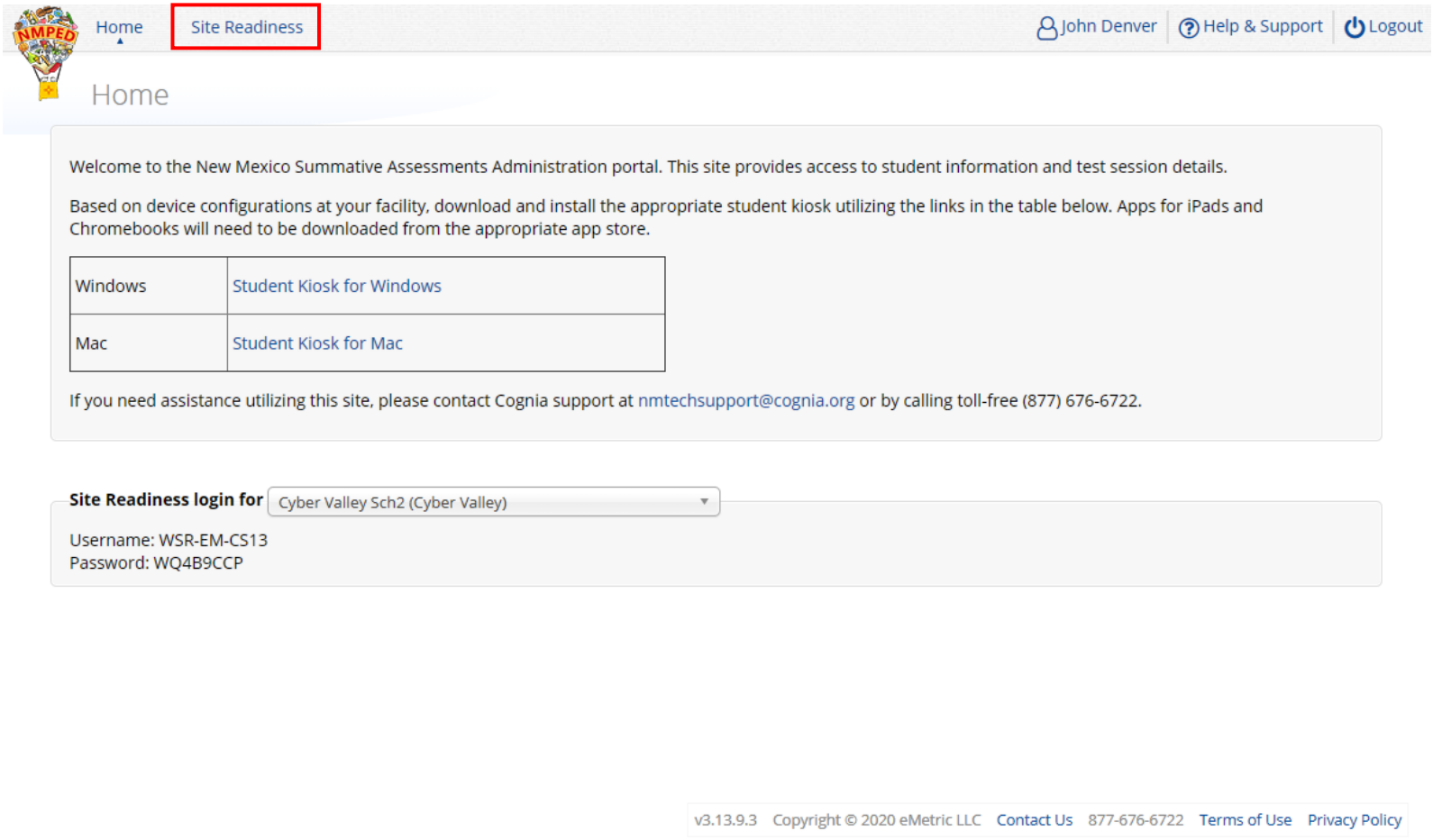
Site Readiness Procedure



Student Interface Test must be completed to log complete site readiness testing results!

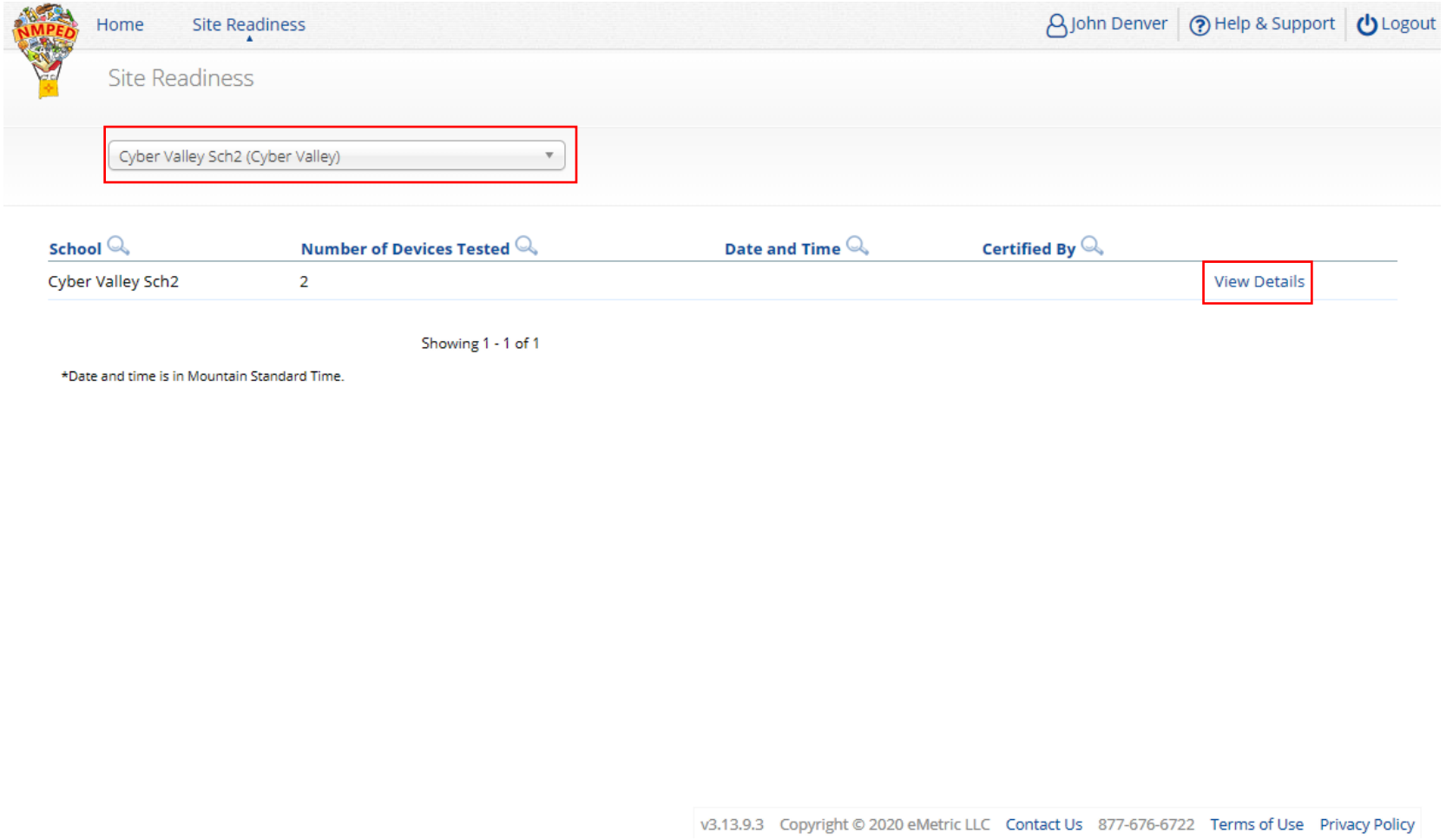
NEW MEXICO
Public Education Department

Site Readiness Procedure



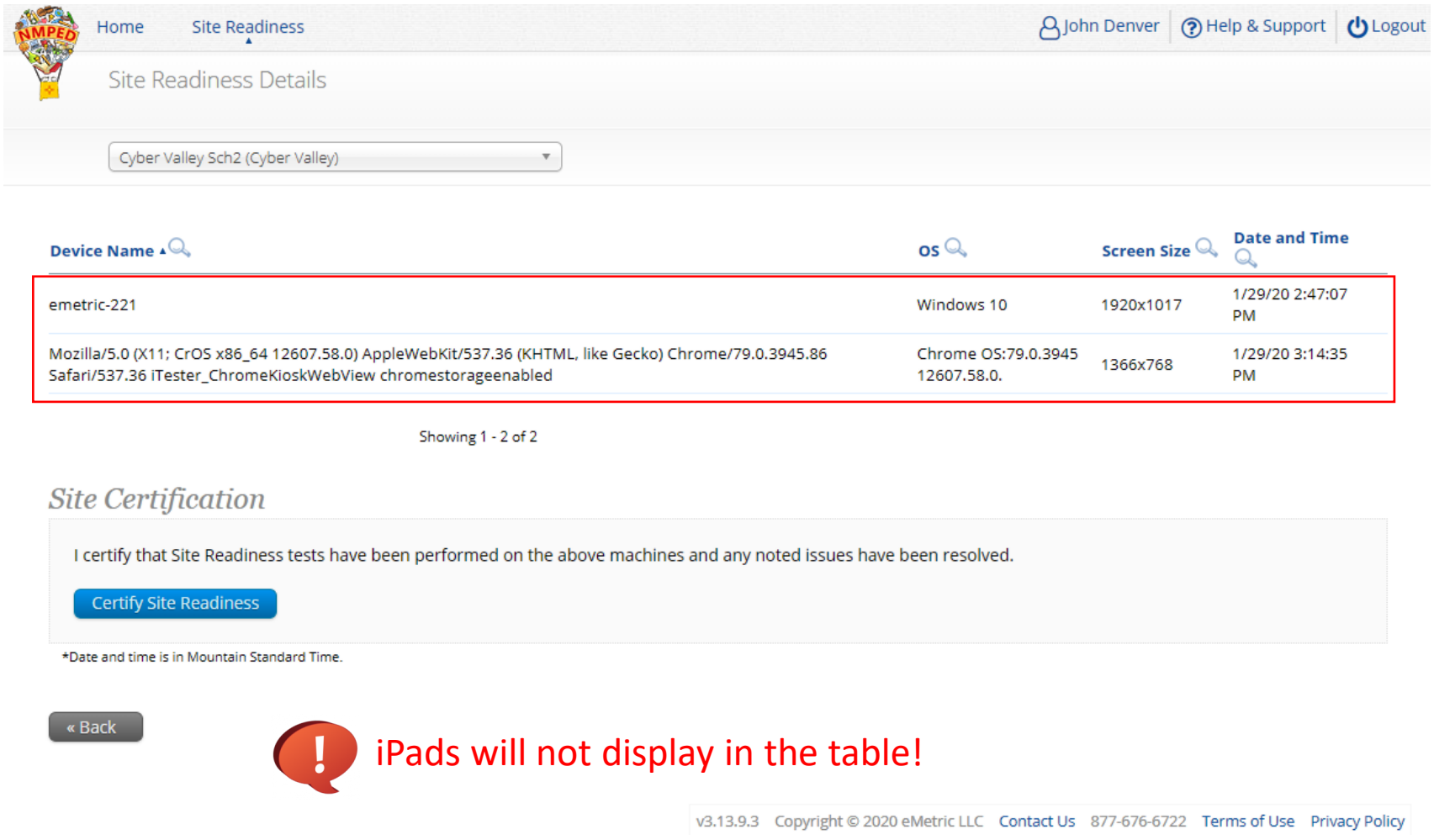
NEW MEXICO
Public Education Department

Site Readiness Procedure



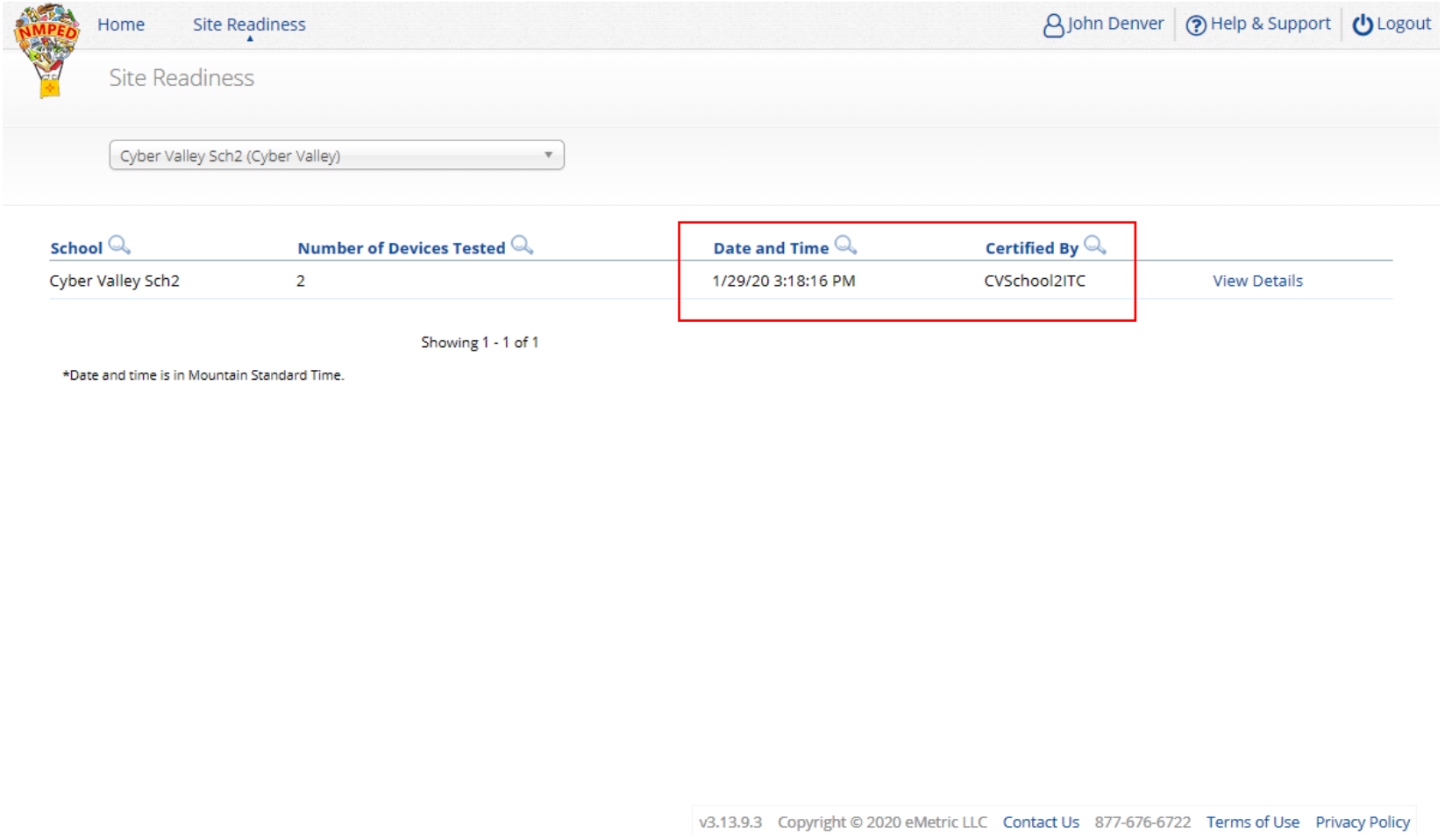
NEW MEXICO
Public Education Department

Site Readiness Procedure



NEW MEXICO
Public Education Department

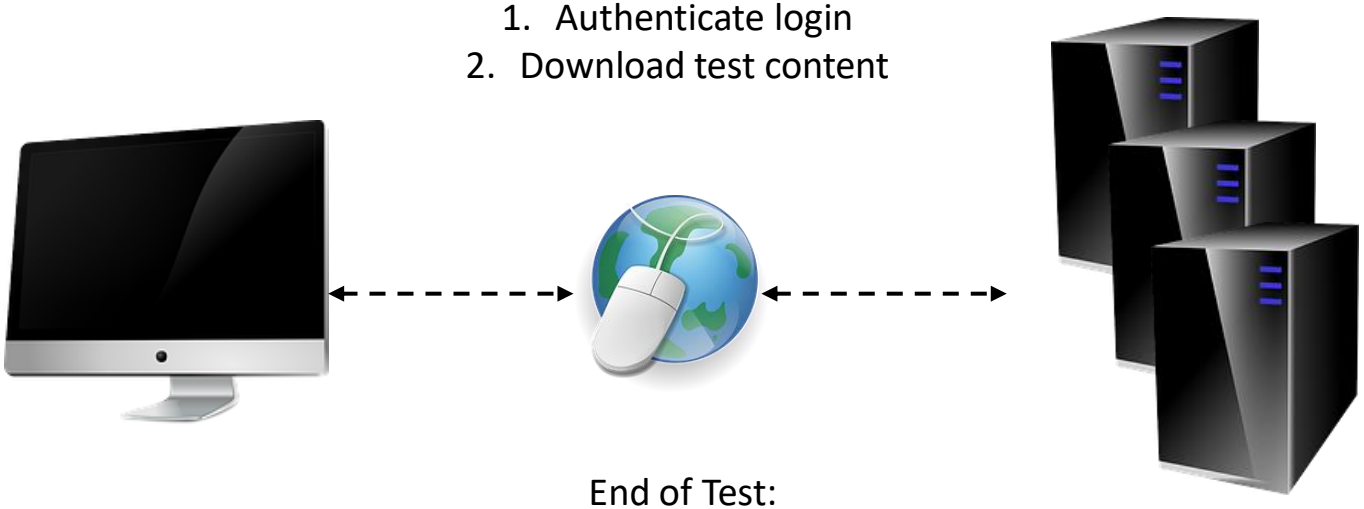
Site Readiness Procedure



NEW MEXICO
Public Education Department

Kiosk Requirements (network)

Beginning of Test:
1. Authenticate login
2. Download test content

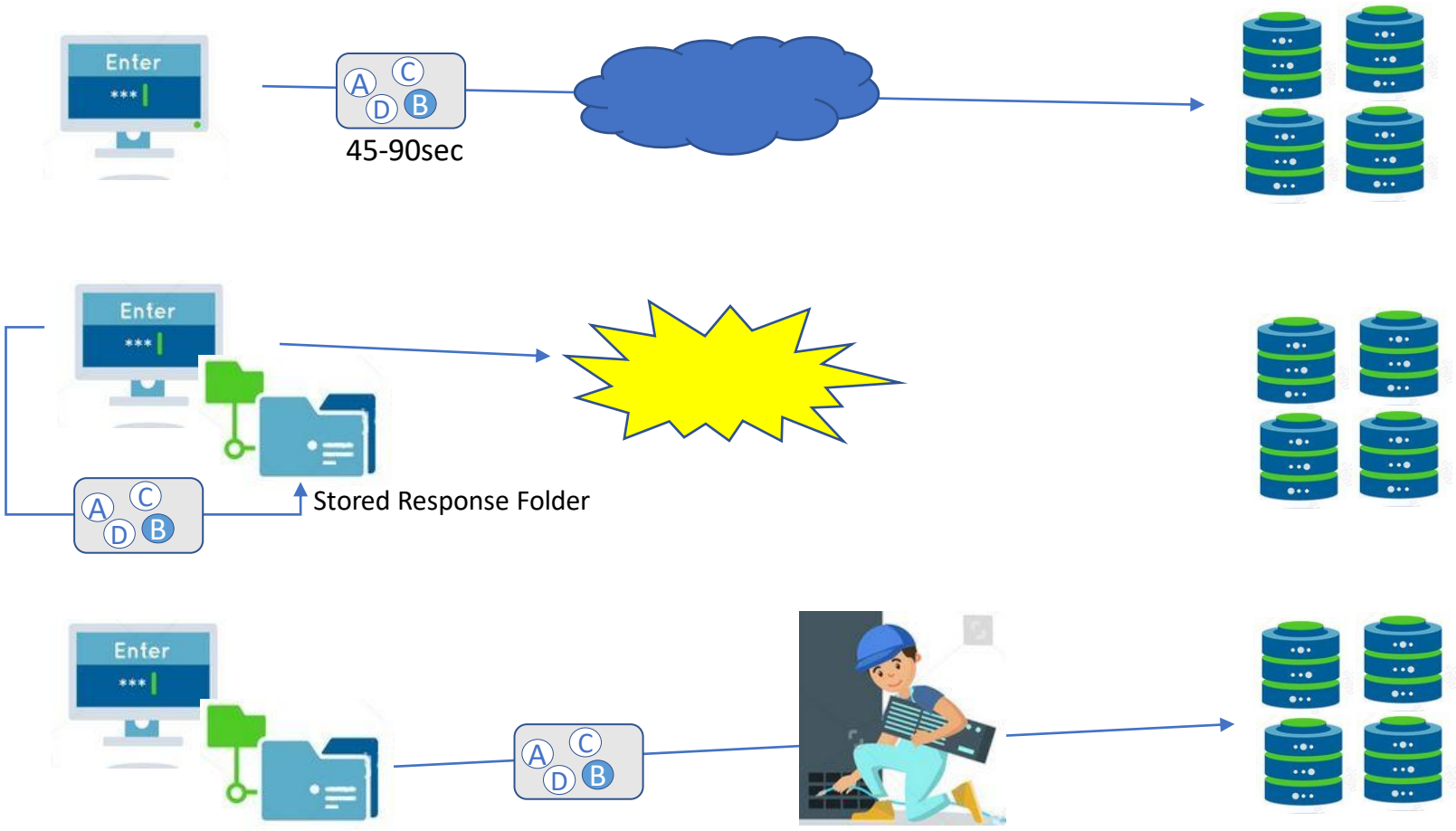


End of Test:
1. Submit responses for scoring

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

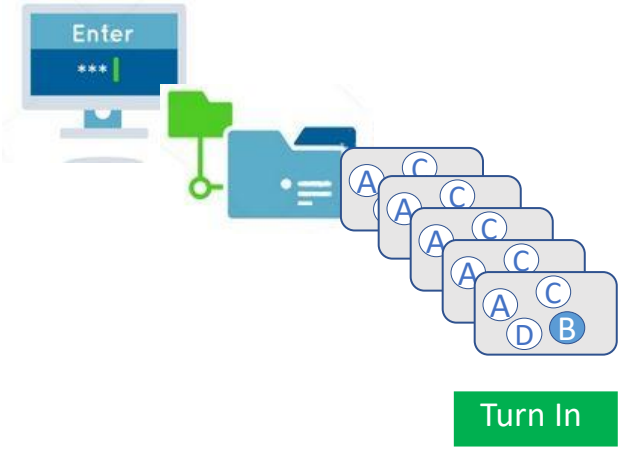
NEW MEXICO
Public Education Department

Kiosk Test Integrity



NEW MEXICO
Public Education Department

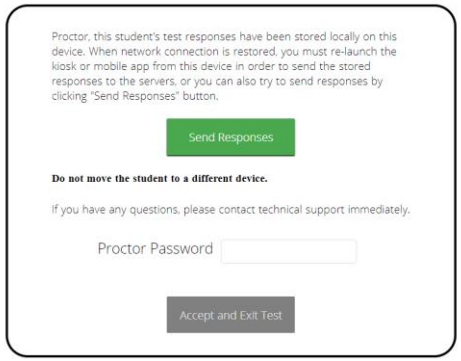
What if a student finishes a test but has no network connection?

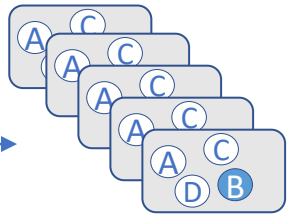


Turn In

Please raise your hand and notify your proctor.

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





NEW MEXICO
Public Education Department

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

Additional Training Resources

- Help Guides
  - Kiosk Installation Guide
  - Portal User Guide
  - Kiosk User's Guide
  - Testing with Third Party Accessibility Software
  - Technical Guide for Spanish Language Support
  - Training videos
    https://newmexico.onlinehelp.cognia.org/cbt-tutorials
- Support Desk
  - Call-in Information Sheet

NEW MEXICO
Public Education Department

Remember!

ITCs:

- Use the current Windows and Mac kiosks
- Make sure network management tools don't delete stored response folder
- Communicate with Proctors/Test Administrators!
  - Are there limits to number of students who should log in simultaneously?
  - Do they know the procedure for recovering stored responses?
  - Do they have basic information required by the support center if they call in?

Questions?

NEW MEXICO
Public Education Department