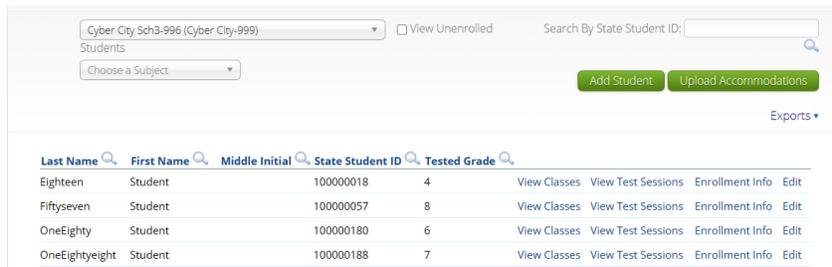


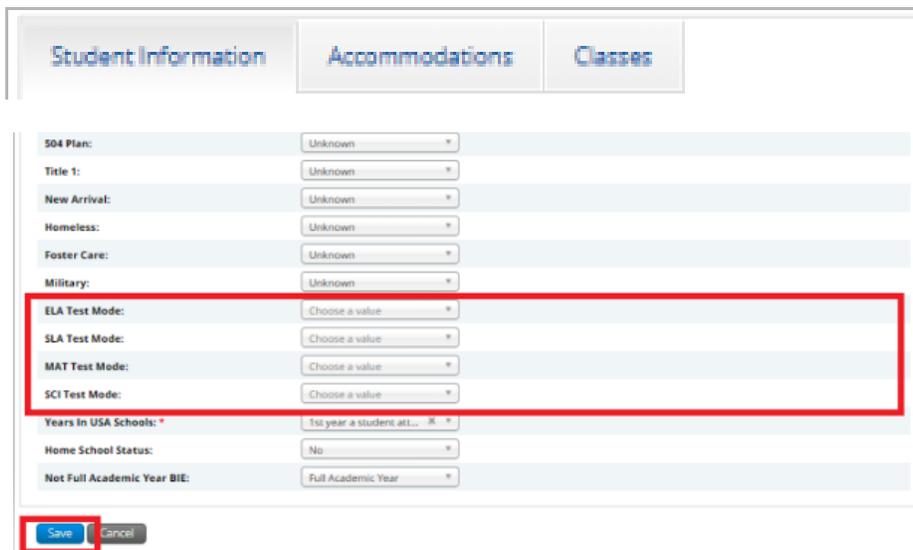
Identification of paper testers for Spring 2023 NM-MSSA and NM-ASR

Option 1: Individual Student Selection

1. Log into portal: newmexico.cognia.org
2. Click on the “Administration” icon from the homepage
3. Then select the “Students” tab on the top menu bar
4. Select, from the drop-down menu, the school the student is enrolled in if DTC/STC has access to more than one school; then, a list of all students in the school will appear
5. Search for the student either by state student ID or by last name and select the student who will test on paper
6. Then click the “Edit” link next to the student’s name (*all the way to the right-hand side of the row*)



7. On the student record “Student Information” tab, find the options for each content area’s test mode and change the mode to “Paper Only”. **You must do this for each content area.**



8. Click on the blue “Save” button at the bottom of the screen - **DON’T FORGET THIS STEP!** *Otherwise, the information will not be updated.*

- ❖ **IMPORTANT:** Although the current district pre-ID upload window for spring summative assessments is open from **1/24/2023-2/10/2023***, **this process MUST be completed by Friday, 2/3/2023**** in order to ensure that all paper testers receive printed answer document student pre-ID labels.

****Paper Identification Window is from 1/26-2/3**

*****The initial orders materials shipment will arrive in state two weeks prior to the start of the testing window.**

Option 2: Bulk Upload Pre-ID file

- During the Pre-ID district upload/correction window, you can also upload a Pre-ID file containing the students who will test paper and ensure the columns for each content area's testing mode (columns Z through AC) are changed to indicate that they are paper only.
- Please refer to the [Portal User Guide](#) and [the Pre-ID Bulk upload files information section](#) on the help and support page for more details on the Pre-ID upload.
- ❖ **IMPORTANT:** Although the current district pre-ID upload window for spring summative assessments is open from **1/24/2023-2/10/2023***, **this process MUST be completed by Friday, 2/3/2023**** in order to ensure that all paper testers receive printed answer document student pre-ID labels.

****Paper Identification Window is from 1/26-2/3**

*****The initial orders materials shipment will arrive in state two weeks prior to the start of the testing window.**

What happens if I cannot complete this process by **February 3**?

If you are not able to identify paper testers in the portal by the deadline, these students will not receive printed pre-ID labels for their answer documents. In those cases, you will need to manually "bubble" in the student information on the answer documents.

If you have any questions about the paper testers identification process, please contact the NM Service Desk/Client Care Center Team by calling 877-676-6722, emailing nmtechsupport@cognia.org, or utilizing the [live chat](#) feature.