NM PED Assessments Platform Overview Training Script

Part 2: Student Test Interface

1. Hello and welcome to the New Mexico Public Education Assessments training for the New Mexico MSSA, iMSSA, and Formative Assessments. Part 2 of this training will go over the Student Test Interface.
2. The agenda for the training is as follows; we will go over the training plan as well as training resources, provide an overview of the system and the testing process, then we will move into going through the Student Test Interface, from logging in & navigating, using the tools and features, and turning in a test. We will finish this part of the training by going over technical requirements, troubleshooting and practice testing.
3. End to end training of the platform has been broken into 3 parts, part 1 goes over Test administration, part 2 provides and overview of Student Test Interface, and part 3 is tailored to IT Coordinators and goes through Kiosk Installation and Site readiness. Video tutorials are also available on the New Mexico Help and Support Site, they provide step by step instruction and demonstration for specific tasks that we will go over in training. They are great for showing you exactly how to perform those tasks in the portal.
4. User guides are also available on the New Mexico Help and Support site, they cover all aspects of the online platform; the portal, the kiosk, reporting, and technical guidance. They are listed here for reference. Another training material available is the Portal Practice Site they URL is listed; this is a generic iTester portal site that allows users to view the meus and tabs and practice scheduling classes for a test. The practice site is cleaned up nightly.
5. Listed are some of the Terms and Acronyms that will be used throughout the training. iTester refers to the online platform that is used to administer and take the Cognia Assessments. When we state portal, we are talking about the New Mexico PED Assessments portal, the New Mexico PED Student Test interface is often referred to as the kiosk or kiosk application. Data Interaction is the online reporting component of the platform. The Family portal is where parents and legal guardians can view assessment results. And listed last are the user role abbreviations.
6. A few key differences between Summative (MSSA) and Interim (iMSSA)/Formative Item Sets:
   a. For Summative students must use a kiosk to assess the assessment, for Interim and Formative students can use a web browser or kiosk.
   b. Session Access codes are used for the Summative Assessment, but for Interim and Formative they are not used.
   c. ASL, Spanish Tests, Text to speech is available for the summative assessment, for interim and formative ASL is not available and Spanish & TTS are limited.
   d. For Summative assessments test scores will be populated in reporting after a scoring review and data clean up. For Interim, test scores will be reported the next day and for Formative machine & teacher scoring is used with results in near real time. See the formative user guide and tutorial for more information about formative items sets.

7. Listed is the typical test administration timeline for each year. A specific schedule will be published by PED each school year. But generally, in early summer the administration component of portal is closed for maintenance for about 3 weeks, the reporting component will remain open for users to view test scores. During maintenance all previous year's data is removed from the administration component. Mid-Summer the portal opens back up for Pre-ID and formative tests are available for the upcoming school year. In August new student test kiosks are available for download to install for the upcoming school year and the iMSSA Beginning of Year (BOY) window opens. In December the iMSSA Middle of the Year window opens. In January the State Accountability office will upload Pre-ID for any schools who have not uploaded any students. March is when the Pre-ID window will close, and the Summative testing will begin. The end of year iMSSA opens in April. In May both the MSSA and iMSSA EOY test windows will close. Late May/Early June early summative reporting is released, and Late June final summative reporting is released.

8. Moving on to the online system, there are two major components to the online system, the Portal which is used for administration and reporting and the Student Test interface which is used by students for test delivery. Within the portal users manage portal users, view reports, and working within the administration component to prepare for test administration. The student interface consists of the kiosk and browser.

9. There are two ways to access the student test interface, by using the Kiosk, which is required for Summative testing. The Kisok must be downloaded and installed on each device. The second option is using the web browser and navigating to newmexico.cognia.org/student, the web browser can be used for all practice tests and Interim & formative assessments.

10. Here is a quick overview of the test preparation process, after accounts have been created, IT Coordinators will be able to begin downloading and installing the kiosks and preparing the site for testing, meanwhile DTCs and STCs will begin to manage their student data, add accessibility feature and accommodations, and create classes. When the tests are available to schedule, they will then schedule the classes for a test and print student logins. When the test window opens, students will log into the kiosk to take the test. After testing if needed test report codes and invalidations can be added. Once the scores have been processed, reports can be viewed by those that have access.

11. For the remainder of the training, we will be focusing on the New Mexico Assessments Student Test Interface, the software your students will use for testing.

12. To log in to a test students will launch the kiosk and log in using the username and password on the student test ticket. If students are testing on a browser for formative or iMSSA they will navigate to the student test interface at newmexico.cognia.org/student and enter their username and password from their student test ticket.

13. Upon login students will be brought to the student profile page. On the page will be their student information as well as the test sessions within the test. When instructed they will select the session they are testing and then they will be prompted for the Session access code, they will enter it and click submit. If they are testing iMSSA or Formative assessments they will just select the session, neither of these programs use session access codes.

14. If your student has any accessibility features or accommodations assigned, they will see this options page, where they can make adjustments. If your student does not have accommodations

or accessibility features assigned, they will not see this page but head directly into the directions page. After clicking continue on the options page….

15. Your students will be on the directions page, the directions page is when the test content is downloaded to the student's testing device, the continue button becomes active after the test content has been downloaded, while the test content is being downloaded you will see a percentage counting from 0% to 100% then flipping to continue. When instructed your students will click continue to head into the test content.

16. Here is a screenshot of the student interface, let's go over a few features. If you student clicks on the question number they will be able to view the test review screen also known as the test map, they can bookmark a question by clicking on the star next to the question number, Screen zoom functions will be on the top of the interface, if your student was assigned Text to Speech those functions will be next. The Green dot in the upper right-hand corner is the internet connectivity indicator. If it is green the student is connected to the internet if it is grey they are not. In the middle of the screen will be the test content that your students will interact with. In the lower left corner will be the students' tools and some accessibility features. As you can see some of these tools have been used in this screenshot, text was highlighted using the text highlight too, the blue pencil was used in the sketch tool to make a few marks, notes were taken in the note pad, answer eliminator was used to cross out a few answer choices and answer masking was used to hide one and custom masking was used to cover some test content. In the bottom right corner are the navigation buttons that will be used to navigate through the test. The clear button will clear all responses for the question, back will go to the previous question and next will move on to the next question. The Finish button will be available on the last question which we will go over in a minute.

17. Within the Student test interface all students will have access to the universal tools, these include the Sketch & Text Highlighter tools, Notepad, Answer eliminator, reference sheet, and pop-up glossary.

18. Continuing with the Universal tools, Zoom, the ability to bookmark and expand passages. Calculators on permitted sections and writing tools.

19. Accessibility features that can be assigned to students include reverse and color contrast, custom masking, answer masking and Mathematics text to speech.

20. Accommodations that can be assigned to students that require a 504 or IEP include ELA Text to Speech, Allow Accessibility mode, work prediction and ASL videos.

21. If your student needs to pause or exit the test they will click on Pause/Exit, this will pull up a screen giving them the option to pause, exit, or cancel.

22. When your student clicks on Pause the test will be paused for up to 60 min. When your student comes back, they would simply enter in their password, click resume and they will pick up right where they left off. Any notes they made on their note pad, sketches and highlights on test content will be retained. If the student does not return within the 60 min or exits the test before turning in those sketches/highlights and notes will not be retained upon next login.

23. On the last question the finish button will become active, students will click finish and be taken to the Test Review Screen, they will review the page to ensure they answered all of the questions, if they are satisfied they will click turn in, the will then be prompted again to make sure they are ready to turn in their test, they will click turn in again to submit their test. The

student will be returned to the profile page where would be able to select the next section or exit the kiosk.

24. Now that we have gone over the student test interface let's talk briefly about the kiosk and requirements.

25. The kiosks are available; windows and mac installers are in the New Mexico Assessment Portal new Windows and Mac kiosks are released at the beginning of each school year and PED will publish the release date. The Chromebook and iPad Apps are available in their respective app stores. Both of these apps will automatically update to the latest version of iTester. For browser testing students can use the latest version of Chrome, Safari, Firefox, and Microsoft edge. If the last kiosk application you installed was prior to the release dates provided by PED for the current school year, you need to download and install the newest version and complete site readiness testing with that version.

26. The kiosk hardware system requirements are listed on the screen, check the Cognia help and support site for support browser versions.

27. Desktop, laptop, and mobile device configurations are listed on the screen for the current versions supported view the Technical Guidelines document out on the Cognia help and support site.

28. Now we are going to talk about Network connectivity and the kiosk. There are 3 times that the kiosk needs to be connected to the internet. At the beginning of the test to authenticate the student login and download the test content and then again at the end of the test to submit the responses for scoring. So, what happens if a student loses their network connection in the middle of the test?

29. When a student is testing heartbeats with responses are sent to our servers every 45-90 second, if there is a disruption in the internet and it goes out, students will still be able to continue to test. Their Reponses during that time will be saved and stored in the Stored response folder. If the internet comes back up while the student is still in the test, then on the next successful heartbeat those stored responses will be synced up to our servers.

30. So, what happens when a student finishes a test but has no network connection? The student responses will continue to be stored in the stored response folder, the student will turn in the test and then they will receive an offline warning message, they will raise their hand for the proctor to come read the message, the proctor has a chance to try to send responses again in case the connection was intermittent, by clicking on the Send Responses button. If there is still no network connection the proctor will acknowledge the message and enter the proctor password and the student will be exited from the test. The proctor makes note of the device because this device has stored responses on it. The next step is to get the internet connection back to the device, once the device is connected to the internet, the kiosk just needs to be launched. The first thing the kiosk looks for when launched are stored responses, if the device has stored responses, those responses will be synced to our servers before the kiosk shows the student sign in page. Students do not need to log back in the device for the responses to sync, it happens automatically when the kiosk is launched. After the responses have been synced that students' progress in the test session in the Portal will change from in progress to finished.

31. This slide goes over exactly what we just walked through, if your student loses connectivity in the middle of the test they can continue to test and they finish their test before network connection is restored, they will submit their test offline and then that device needs to be

connected back to the internet and the kiosk will need to be relaunched. If you are ever unsure of the status of your student's responses call the help desk for assistance.

32. For the practice tests there are two options one is to use a web browser and navigate to the New Mexico Practice test site an nmpracticetest.cognia.org and the second option is to launch the NM Kiosk and then click on the access practice test link on the login page. Once on the site in both instances students will use the drop down to select the practice test and click go.

33. Here is a screenshot of the access practice test link on the kiosk sign in screen.

34. Some general reminders you will hear throughout our trainings:
    a. A few things to remember: DTCs/STCs
        i. Deactivate unused accounts.
        ii. Once a student has been added in a Pre-ID upload or manually, they can be used in any assessment.
    b. TAs/Proctors
        i. Ensure Students have TTS form BEFORE they log into test.
        ii. Spanish version of test must be scheduled separately – accommodation setting is for reporting only.
        iii. Do not schedule students for the Spanish version if they do not need the Spanish version.
        iv. Check for stored responses.
    c. ITCs
        i. Ensure you have the current kiosk version and complete site readiness testing.
        ii. Chrome LTS channel is strongly recommended!
        iii. Make sure network management tools don't delete stored response folder.

35. This concludes part two of the New Mexico Public Education Assessments online platform training. Thank you for viewing.