

# SPRING 2024 ADMINISTRATION OF NM-MSSA ELA, SLA, MATH SUMMATIVE ASSESSMENTS

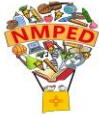
## Paper-Based Testing (PBT) Important Dates

<b>Initial Ordering Window</b> (for NM-MSSA paper materials only)	<b>Monday, December 4, 2023, 7:00 a.m. MT – Friday, February 9, 2024, 5:00 p.m. MT</b>
<b>Additional Ordering Window for paper NM-MSSA</b> (for NM-MSSA PBT only to meet reporting timeline)	<b>Monday, March 4, 7:00 a.m. MT – April 29, 2024, 5:00 p.m. MT</b>
<b>All PBT Test Materials ordered in the initial ordering window and printed manuals delivered to districts/schools two weeks prior to testing</b>	<b>Monday, March 11, 2024</b>
<b>Paper Testing Administration Window Begins</b> (Same start date for both online and paper testers.)	<b>Monday, March 25, 2024</b>
<b>Paper Testing Administration Window Ends</b> (This window is ending earlier to meet final reporting deadlines. Must finish paper testing no later than this date.)	<b>Monday, March 25–Friday, May 3, 2024</b>
<b>UPS Pickup Window</b> (This window is ending earlier to meet final reporting deadlines. Please return paper materials as soon as you complete testing.)	<b>Monday, April 1 - Tuesday, May 7, 2024</b>
<b>UPS Pickup Scheduling (in <u>iServices</u>) must occur no later than</b>	<b>Monday, May 6, 2024, 1 p.m. MT</b>

## Computer-Based Testing (CBT) Important Dates

<b>NM-MSSA Test Administrator’s Manual (TAM) available online in the <u>Help &amp; Support Page</u></b>	<b>Wednesday, January 31, 2024</b>
<b>NM-MSSA Test Coordinator Manual (TCM) available online in the <u>Help &amp; Support Page</u></b>	<b>Wednesday, January 31, 2024</b>
<b>NM-MSSA Human Reader Test Administrator Script available online in the <u>Help &amp; Support Page</u></b>	<b>Thursday, February 1, 2024</b>

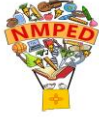




## Computer-Based Testing (CBT) Important Dates

<b>NM-MSSA Accessibility Features and Accommodations Manual (AFAM) available online in the <a href="#">Help &amp; Support Page</a></b>	<b>Wednesday, January 31, 2024</b>
<b>Printed manuals delivered to districts/schools two weeks prior to testing</b>	<b>Monday, March 11, 2024</b>
<b>Additional Ordering Window for MSSA ELA, SLA, MATH Online Testing</b> (for manuals (TCM, TAM) only)	<b>Monday, March 4, 7:00 a.m. MT - Monday, April 29, 2024, 5:00 p.m. MT</b>
<b>NM-MSSA Practice Tests available in Browser and PBT downloadable files in the <a href="#">Help &amp; Support Page</a></b>	<b>24/7, all year round</b>
<b>Online Portal is CLOSED for PED loading of additional student Pre-ID data</b> (iTester portal is unavailable during this time)	<b>Friday, January 19, 2024; 9:00 p.m. MT (right after MOY iMSSA testing administration window ends) – Wednesday, January 24, 2024, 5:00 p.m. MT</b>
<b>Online Portal Ready for Administrative Work Pre-Online Testing Window</b> (i.e., create/edit/update users, inventory rosters, add students, enroll/unenroll students, assign accommodations, and create classes)	<b>Thursday, January 25, 2024, 7 a.m. MT</b>
<b>Inventory Enrollment Rosters <u>After</u> PED Upload of Additional Students Window OPENS</b> (Reminder: what districts upload will override data already in system)	<b>Thursday, January 25, 2024, 7 a.m. MT</b>
<b>District PAPER TESTERS' Identification Window OPENS</b>	<b>Thursday, January 25, 2024, 7 a.m. MT</b>
<b>District PAPER TESTERS' Identification Window CLOSES</b>	<b>Thursday, February 1, 2024, 5:00 p.m. MT</b>
<b>District Enrollment Rosters Inventory Window CLOSES</b>	<b>Friday, February 9, 2024, 5:00 p.m. MT</b>
<b>Manual Online Student Roster Updates/Bulk Upload of Online student Roster CONTINUES</b> (anytime once portal re-opens for district pre-ID bulk upload correction window)	<b>Thursday, January 25 – Friday, May 10, 2024</b>





## Computer-Based Testing (CBT) Important Dates

<b>Online Portal Ready for Test Scheduling</b> (one week prior to the start of the summative testing window)	<b>Monday, March 18, 2024, 7 a.m. MT</b>
<b>Online Testing Administration Window Begins</b>	<b>Monday, March 25, 2024, 7 a.m. MT</b>
<b>Online Testing Administration Window for Preliminary Reports Ends</b>	<b>Thursday, April 18, 2024, 9 p.m. MT</b>
<b>Online Testing Administration Window with no Preliminary Reports Ends</b>	<b>Friday, May 10, 2024, 9 p.m. MT</b>
<b>Post-Online Testing Administrative Work Window</b> (i.e., inventory roster to make sure every student who tested is accounted for; if anyone had absences, or other situations, assign the correct Test Completion Code)	<b>Monday, May 13 – Wednesday, May 15, 2024, 5 p.m. MT</b>
<b>Online portal closes for NM-MSSA post online admin related tasks</b>	<b>Wednesday, May 15, 2024, 5 p.m. MT</b>
<b>Online portal remains open for EOY iMSSA interim testing</b>	<b>Through Friday, May 24, 2024</b>

## Contact Information

General Administration Questions	Policy Questions
Cognia New Mexico Client Care Center / Help Desk  <b>*Telephone:</b> 1-877-676-6722 <b>*Email:</b> nmtechsupport@cognia.org	New Mexico Public Education Department (PED) Assessment Bureau Helpdesk  <b>*Telephone:</b> 505-827-5861 <b>*Email:</b> ped.assessment@ped.nm.gov

**\*\*The PED should only be contacted by the DTC. Test administrators (TAs) should contact their school test coordinator (STC) or DTC with any questions or concerns.**

