SPRING 2024 ADMINISTRATION OF NM-MSSA ELA, SLA, MATH SUMMATIVE ASSESSMENTS
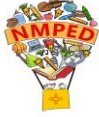
Paper-Based Testing (PBT) Important Dates

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

Computer-Based Testing (CBT) Important Dates

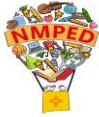|	
NM-MSSA Test Administrator's Manual (TAM) available online in the Help & Support Page	**Wednesday, January 31, 2024**
NM-MSSA Test Coordinator Manual (TCM) available online in the Help & Support Page	**Wednesday, January 31, 2024**
NM-MSSA Human Reader Test Administrator Script available online in the Help & Support Page	**Thursday, February 1, 2024**

Computer-Based Testing (CBT) Important Dates

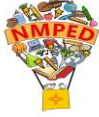|	
NM-MSSA Accessibility Features and Accommodations Manual (AFAM) available online in the <u>Help & Support Page</u>	**Wednesday, January 31, 2024**
Printed manuals delivered to districts/schools two weeks prior to testing	**Monday, March 11, 2024**
Additional Ordering Window for MSSA ELA, SLA, MATH Online Testing (for manuals (TCM, TAM) only)	**Monday, March 4, 7:00 a.m. MT - Monday, April 29, 2024, 5:00 p.m. MT**
NM-MSSA Practice Tests available in Browser and PBT downloadable files in the <u>Help & Support Page</u>	**24/7, all year round**
Online Portal is CLOSED for PED loading of additional student Pre-ID data (iTester portal is unavailable during this time)	**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**
Online Portal Ready for Administrative Work Pre-Online Testing Window (i.e., create/edit/update users, inventory rosters, add students, enroll/unenroll students, assign accommodations, and create classes)	**Thursday, January 25, 2024, 7 a.m. MT**
Inventory Enrollment Rosters <u>After</u> PED Upload of Additional Students Window OPENS (Reminder: what districts upload will override data already in system)	**Thursday, January 25, 2024, 7 a.m. MT**
District PAPER TESTERS' Identification Window OPENS	**Thursday, January 25, 2024, 7 a.m. MT**
District PAPER TESTERS' Identification Window CLOSES	**Thursday, February 1, 2024, 5:00 p.m. MT**
District Enrollment Rosters Inventory Window CLOSES	**Friday, February 9, 2024, 5:00 p.m. MT**
Bulk Upload of Online student Roster CLOSES (anytime once portal re-opens for district pre-ID bulk upload correction window through right before summative start)	**Friday, March 22, 2024**
Manual Online Student Roster Updates CONTINUES (anytime once portal closes for district pre-ID bulk upload correction window)	**Friday, May 10, 2024**

Computer-Based Testing (CBT) Important Dates

Online Portal Ready for Test Scheduling (one week prior to the start of the summative testing window)	**Monday, March 18, 2024, 7 a.m. MT**
Online Testing Administration Window Begins	**Monday, March 25, 2024, 7 a.m. MT**
Online Testing Administration Window for Preliminary Reports Ends	**Thursday, April 18, 2024, 9 p.m. MT**
Online Testing Administration Window <u>with no Preliminary Reports</u> Ends	**Friday, May 10, 2024, 9 p.m. MT**
Post-Online Testing Administrative Work Window (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)	**Monday, May 13 – Wednesday, May 15, 2024, 5 p.m. MT**
Online portal closes for NM-MSSA post online admin related tasks	**Wednesday, May 15, 2024, 5 p.m. MT**
Online portal remains open for EOY iMSSA interim testing	**Through Friday, May 24, 2024**

NM-MSSA Reporting Important Dates

Go Live: Preliminary Data Files in Data Interaction (DI)	**Friday, May 24, 2024**
Go Live: Final Data Files & Item Analysis Report in Data Interaction (DI)	**Friday, June 28, 2024**
Go Live: Static ISR PDFs in DI Download Hub	**Friday, July 19, 2024**
Go Live: Family Portal	**Friday, July 19, 2024**
Printed ISRs and results labels in site for districts/schools	**Friday, August 9, 2024**

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