



NEW MEXICO MEASURES
OF STUDENT SUCCESS AND
ACHIEVEMENT

Spring 2024 NM-MSSA

ATTENTION: TEST ADMINISTRATORS

SPECIAL INSTRUCTIONS FOR STUDENTS USING HUMAN READER VERSION OF THE NM-MSSA ELA, SLA, AND MATH (ENGLISH AND SPANISH)

This Human Reader version of the test material packet—whether it is the English Language Arts (ELA), Spanish Language Arts (SLA), or Math (English or Spanish) version of the test—includes a human-reader test administrator script and two standard-sized test booklets and one answer document for grades 4, 5, 6, 7, and 8. The human-reader test material packet for grade 3 includes the same materials but combines the test booklet and answer document into an integrated test booklet and answer document. Please consider the following when administering the Braille test:

- Read the directions and scripts from the *Test Administrator's Manual* (TAM) the same way as for standard administration.
- You may make adjustments to the specific directions for administering a test as needed to ensure the students taking the Human Reader version of the test understand the testing procedures.
- You may also refer to the NMPED's *Accessibility Features and Accommodations Manual* (AFAM) for details on using a Human Reader version of the test.

Student Responses

All responses must be transcribed into an answer document prior to shipping. Consider the following options with the student to determine the best method for recording the student's responses. Students may use any combination of these options to answer test items.

- Students may use soft-lead No. 2 pencils to record their responses in the answer document. (Do not allow students to use mechanical pencils.)
- Students may respond to all questions in the standard-sized answer document. **Answers in the test booklet will not be scored. Therefore, answers written in the test booklet must be copied into the answer document for grades 4-8 or within the standard-sized grade 3 integrated test booklet to be scored and reported. Be sure to transcribe exactly what the student has marked.**
- Students may type their responses with a word processor (without the aid of either a spelling or grammar check). **NOTE: You (or the proctor) must transcribe all multiple-choice answers into the answer document.**
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document for grades 4-8, or within the standard-sized grade 3 integrated test booklet and answer document provided.
- If typewritten responses to short-answer and open-ended questions are permitted as an accommodation, each sheet of paper must include the following information:
 - Student's first and last name
 - Student's state student ID number (which also appears on the student's ID label)
 - Unique answer document number found on each page inside the student's answer document
 - District name
 - School name
 - Session name (e.g., ELA Session 1)
 - Question number (e.g., #6)

At the end of testing, staple all sheets of paper containing typewritten responses from an individual student together once in the top left corner and provide them to the STC and DTC with the answer document. Never staple, tape or glue typed response pages into an answer document.

Note: You must transcribe all multiple-choice answers into the answer document.