



# SPRING 2025 ADMINISTRATION OF NM-MSSA ELA, SLA, MATH SUMMATIVE ASSESSMENTS

## Paper-Based Testing (PBT) Important Dates

<b>Initial Ordering Window</b> <i>(for NM-MSSA paper materials only)</i>	<b>Monday, December 2, 2024, 7:00 a.m. MT – Friday, January 10, 2025, 5:00 p.m. MT</b>
<b>Additional Ordering Window for paper NM-MSSA</b> <i>(for NM-MSSA PBT only to meet reporting timeline)</i>	<b>Monday, February 24, 7:00 a.m. MT – April 24, 2025, 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>Friday, February 28, 2025</b>
<b>Paper Testing Administration Window Begins</b> <i>(Same start date for both online and paper testers.)</i>	<b>Monday, March 17, 2025</b>
<b>Paper Testing Administration Window Ends</b> <i>(This window is ending earlier to meet final reporting deadlines. Must finish paper testing no later than this date.)</i>	<b>Friday, April 25, 2025</b>
<b>TRANSCRIBE PAPER TESTERS' RESPONSES INTO ITESTER PLATFORM: If you have not started yet, make sure to complete this before the portal closes on</b>	<b>May 2, 2025</b> <i>(Be sure to follow instructions for properly transcribing paper responses onto iTester online portal)</i>
<b>NO PAPER TEST MATERIALS RETURN</b> <i>(Because there is no return of paper test materials, there is NO UPS pickup available. Refer to the instructions on how to securely destroy paper test materials after finishing paper testing.)</i>	<b>Must destroy/store paper materials locally &amp; securely per PED instructions</b>

## Computer-Based Testing (CBT) Important Dates

<b>NM-MSSA Test Administrator's Manual (TAM) available online in the <a href="#">Help &amp; Support Page</a></b>	<b>Monday, February 3, 2025</b>
<b>NM-MSSA Test Coordinator Manual (TCM) available online in the <a href="#">Help &amp; Support Page</a></b>	<b>Monday, February 3, 2025</b>

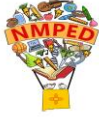




## Computer-Based Testing (CBT) Important Dates

<p><b>NM-MSSA Human Reader Test Administrator Script available online in the <a href="#">Help &amp; Support Page</a></b></p>	<p><b>Monday, February 3, 2025</b></p>
<p><b>NM-MSSA Accessibility Features and Accommodations Manual (AFAM) available online in the <a href="#">Help &amp; Support Page</a></b></p>	<p><b>Monday, February 10, 2025</b></p>
<p><b>Printed manuals delivered to districts/schools two weeks prior to testing</b></p>	<p><b>Friday, February 28, 2025</b></p>
<p><b>Additional Ordering Window for MSSA ELA, SLA, MATH Online Testing</b> <i>(for manuals (TCM, TAM) only)</i></p>	<p><b>Monday, February 24, 7:00 a.m. MT - Thursday, April 24, 2025, 5:00 p.m. MT</b></p>
<p><b>NM-MSSA Practice Tests available in Browser and PBT downloadable files in the <a href="#">Help &amp; Support Page</a></b></p>	<p><b>24/7, all year round</b></p>
<p><b>Online Portal is CLOSED for PED loading of additional student Pre-ID data</b> <i>(iTester portal is unavailable during this time)</i></p>	<p><b>Friday, January 10, 2025; 9:00 p.m. MT (right after MOY iMSSA testing administration window ends) – Wednesday, January 15, 2025, 5:00 p.m. MT</b></p>
<p><b>Online Portal REOPENS and Ready for Administrative Work Pre-Online Testing Window</b> <i>(i.e., create/edit/update users, inventory rosters, add students, enroll/unenroll students, assign accommodations, and create classes)</i></p>	<p><b>Thursday, January 16, 2025, 7 a.m. MT</b></p>
<p><b>Inventory Enrollment Rosters <u>After</u> PED Upload of Additional Students Window OPENS</b> <i>(Reminder: what districts upload will override data already in system)</i></p>	<p><b>Thursday, January 16, 2025, 7 a.m. MT</b></p>
<p><b>District Enrollment Rosters Inventory/Pre-ID Bulk Upload/Correction Window CLOSES</b></p>	<p><b>Friday, March 14, 2025, 5:00 p.m. MT</b></p>
<p><b>Manual Online Student Roster Updates/Bulk Upload of Online student Roster CONTINUES</b> <i>(anytime once portal re-opens for district pre-ID bulk upload correction window)</i></p>	<p><b>Thursday, January 16 – Friday, May 2, 2025</b></p>
<p><b>Online Portal READY for Test Scheduling</b> <i>(one week prior to the start of the summative testing window)</i></p>	<p><b>Monday, March 10, 2025, 7 a.m. MT</b></p>





## Computer-Based Testing (CBT) Important Dates

<b>Online Testing Administration Window Begins</b>	<b>Monday, March 17, 2025, 7 a.m. MT</b>
<b>Online Testing Administration Window for Preliminary Reports ENDS</b> ( <i>*This includes any paper testers whose responses were transcribed into iTester by the deadline for preliminary reports</i> )	<b>Thursday, April 10, 2025, 9 p.m. MT</b>
<b>Online Testing Administration Window <u>with no Preliminary Reports</u> ENDS</b>	<b>Friday, May 2, 2025, 9 p.m. MT</b>
<b>Post-Online Testing Administrative Work Window</b> <i>(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 for both online and paper testers)</i>	<b>Monday, May 5 – Wednesday, May 7, 2025, 5 p.m. MT</b>
<b>Paper Testers’ responses transcribed into Portal No later than</b>	<b>Friday, May 2, 2025, 9 p.m. MT</b>
<b>Online portal closes for NM-MSSA post online admin related tasks</b>	<b>Wednesday, May 7, 2025, 5 p.m. MT</b>
<b>Online portal remains open for EOY iMSSA interim testing</b>	<b>Through Friday, May 23, 2025</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>*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.**

