

Handling Spring 2025 NM-MSSA Students' Paper Testing Responses

Starting in spring 2025 for the NM-MSSA, the New Mexico Public Education Department (NMPED) has decided that no paper test materials—this includes standard print, large print, braille, and human reader kits for all subjects and grades 3-8—will be returned to Cognia. Instead, the Local Education Agencies (LEAs) or District Test Coordinators (DTCs) will be responsible for destroying secure testing materials locally. As a result, there will be no UPS pickups for any paper test materials.

If a student is allowed to take a paper test as part of their accommodations, the DTC will ensure that their responses are accurately transcribed into the online testing portal. The following sections outline the changes that have been made and provide instructions on how to enter the students' responses into the online portal.

2025 Changes for NM-MSSA Paper Testing

- Paper test materials and student responses will no longer be returned to Cognia
- No pre-ID labels or rosters will be provided for paper-accommodated test forms
- Paper testing student responses will be **scribed** into the iTester portal by authorized LEA staff for scoring and reporting
- Paper test materials will be retained or destroyed by the LEA based on the PED policy
- UPS Return Service Labels and Return Envelopes will not be provided as No UPS pickup will be necessary

NMPED Policy Changes for MSSA Paper-Based Testing

- Two staff members will be required to input and verify students' responses as they are entered into the [NMPED Assessments Portal](#).
- Staff members must be qualified to serve as Test Administrators.
- Both staff members must sign the NM-MSSA Paper-Based Testing [Verification Agreement](#) for each student.
- Secure test materials must be retained for five years.
- For Grade 3 standard print and Large Print, the *Verification Form* will be stapled to the integrated test booklet and answer document (since there is no separate answer sheet), and these integrated booklets must be retained.
- For Grades 4-8, all subjects, standard print, large print and braille, the *Verification Form* will be stapled to the respective answer sheet, and the answer sheets must be retained. The test booklets will need to be destroyed locally and securely by each LEA.
- For human reader kits, large print kits, and braille kits, all grades, only the student's answer documents or integrated test booklets for grade 3 will need to be retained following the same procedures outlined above. The remainder of the kit contents will be destroyed securely locally.

Scribing NM-MSSA Paper Testing Student Responses

- Students taking a Paper Based Test will be added to the eMetric testing system along with all other students.
- Students taking a Paper Based Test **must be assigned the Human Scribe accommodation before creating the test session** on the Accommodations Tab of the Student information section.



If the *Human Scribe* accommodation is not assigned **BEFORE** creating the test session, the student's online form **WILL NOT** match the student's paper test.

Snapshot of the area where to indicate the use of a Human Scribe on the student portal accommodations tab

The screenshot shows the 'Accommodations' tab in the student portal. The 'Human Scribe' option is highlighted with a red box. The interface includes sections for 'Accessibility Features', 'Accessibility Options', and 'Accommodations'. The 'Human Scribe' option is located under the 'Accommodations' section, which is delivered externally. Other options include 'Mathematics Tools', 'Word Prediction', 'Speech-to-Text', 'Human Signer', 'Human Signer for Test Directions', 'Braille Notetaker', 'Braille Writer', 'Refreshable Braille Display with Screen Readers', 'Screen Readers', 'Tactile Graphics', 'Human Reader English', 'Human Reader Spanish', 'Assistive Technology Device Presentation', and 'Assistive Technology Device Responses'. There are also sections for 'Accommodations for English Learners(EL)' and 'Accommodations for English Learners(EL)'.

- Create Classes and Test Sessions as you would for students taking a Computer Based Test. Instructions and details about this are found in the Help & Support site [CBT Guides section](#) within the *NMPED Portal User Guide 2024-2025*
- The scribe will log into the iTester system as the student using the student's username and password
- The scribe will enter the student responses exactly as they appear in the student's test booklet or answer document
- The scribe will submit the test as the student
- The DTC/STC will retain the student responses per PED policy and destroy all other secure materials

