

NM-MSSA

Accessibility Features and Accommodations Manual (AFAM)

2024-2025



Table of Contents

Table of Contents.....	i
Introduction	1
Purpose.....	1
Commitment to Accessibility	1
Accessibility for the NM-MSSA	1
Universal Tools, Accessibility Features, and Accommodations.....	2
Overview.....	2
Policies.....	2
Universal Tools	3
Accessibility Features and Accommodations – Kiosk/Browser	4
Accessibility Features and Accommodations – Non-Kiosk/Browser	5
Assigning Accessibility Features and Accommodations	7
Tips for Test Takers	8
Additional Support	9
Miscommunication Regarding Accommodations	9
Resources for District Test Coordinators	9
Technical and Customer Support.....	9
Additional Resources	9
Appendix A: Universal Tools, Accessibility Features, and Accommodations.....	10
Appendix B: Important Resources and References	11

Introduction

Purpose

The *2024-25 NM-MSSA Accessibility Features and Accommodations Manual (AFAM)* provides guidance and valuable planning information to districts and decision-making teams working with students with disabilities and English Learners (ELs) to ensure a fair testing environment for all participating students of the New Mexico Measures of Student Success and Achievement (NM-MSSA) Language Arts and Mathematics assessments.

Commitment to Accessibility

Cognia® is committed to support the state of New Mexico’s guidelines on accessibility in assessments and partners together with NMPED to provide a summative assessment that is for all New Mexico students. The New Mexico Department of Education offers a manual that provides policy and guidelines regarding accommodations, accessibility features, and universal tools – this manual, *NMPED Accessibility & Accommodations Manual: Supporting Students During Assessment*, is available on the NMPED website at <https://webnew.ped.state.nm.us/bureaus/assessment/accommodations-manuals/>.

Accessibility for the NM-MSSA

Accessibility in testing is crucial for providing all students with equal opportunities to demonstrate their knowledge and skills. A selection of accessibility features and accommodations are available to assist students with disabilities with navigating and interacting with the test – including a set of universal tools that are available to all students. The accessibility features, accommodations, and tools that are available vary based on the content area and allows for adjustments to be made to the testing environment or format for paper-based testing (PBT) or computer-based (CBT) testing based on the individual needs of the student.

District Test Coordinators (DTCs), School Test Coordinators (STCs), test administrators (TAs), classroom teachers, special educators, 504 plan coordinators, Individualized Education Program (IEP) team chairs, and school administrators should familiarize themselves with the NM-MSSA features, accommodations, and tools described in this manual to facilitate accessibility supports for students participating in the spring 2025 NM-MSSA Language Arts and Mathematics assessments.

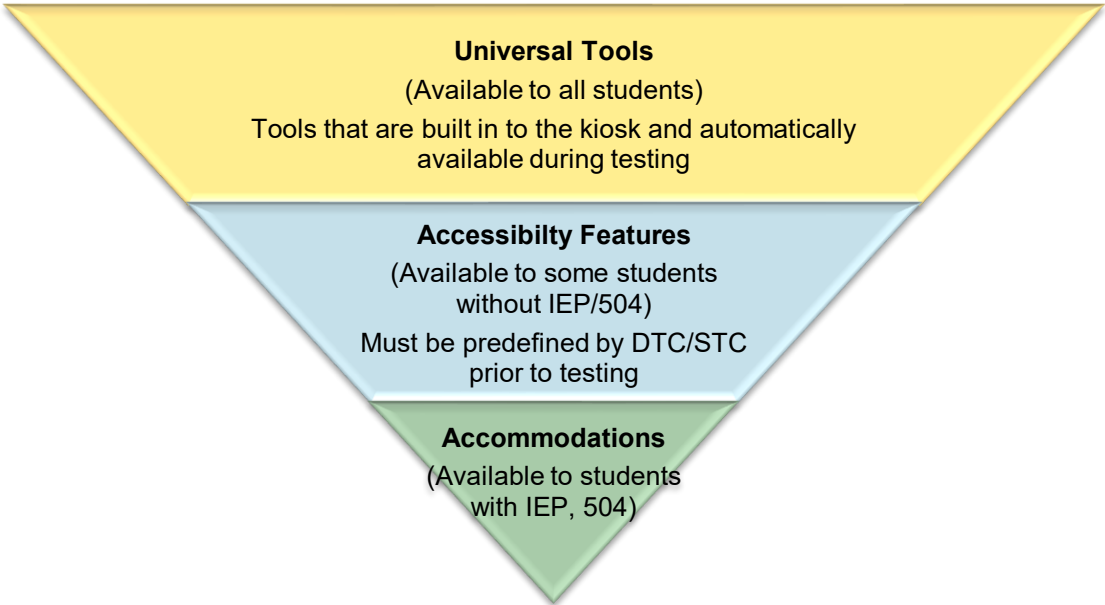
The accessibility features and accommodations described in this manual are also listed in the *2024-2025 NM-MSSA Test Administrator’s Manual (TAM)* available on the New Mexico Help and Support website at <https://newmexico.onlinehelp.cognia.org/manuals-nm-mssa-summatives/>.



Universal Tools, Accessibility Features, and Accommodations

Overview

Graphic 1: Universal Tools, Accessibility Features, Accommodations



Policies

Accessibility, accommodations, and participation decisions will be made by each student’s educational team. The team must ensure that the student receives the agreed-upon, allowable accommodation(s) in daily instruction and classroom assessments in the content area throughout the school year in order to use the accessibility features and accommodations during testing.

Students with documented disabilities or specific needs may request accommodations based on their local district guidelines and PED accommodations rules and regulations. The use of each accommodation in daily instruction must have written documentation in the student’s Individualized Education Program (IEP), 504, or EL plan. Only students on IEP, 504, or EL plans are eligible for accommodations. Students who have achieved fluent English proficiency are not eligible for EL accommodations. Administering a test without IEP-documented accommodations or administering a test with accommodations not documented in the IEP is a testing irregularity that will require an invalidation.

Ensuring Privacy and Confidentiality







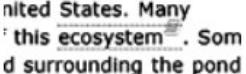

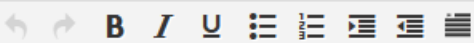




All accommodation requests and implementations should respect the confidentiality of individual test takers. Make sure that all test administrators and proctors comply with test security and confidentiality requirements based on local district policies and NMPED procedures.

For additional PED guidance concerning accommodations on the required summative assessments, refer to the *NMPED Accessibility & Accommodations Manual: Supporting Students During Assessment, 2024–2025*, available on the NMPED website at <https://webnew.ped.state.nm.us/bureaus/assessment/accommodations-manuals/>.

Universal Tools

[Available in the kiosk and browser.]









Table 1: Universal Tools

Name	Icon	Description
Answer Eliminator		Allows the student to cross off an answer option by placing a strike-through over it.
Basic / Scientific Calculator		Allows the student to use either a basic or scientific calculator on calculator portions of the MSSA Mathematics test.
Bookmark		Allows the student to bookmark an item as a reminder to return to it later.
Expand Passage		Allows the student to expand the view of the passage to full screen.
Line Reader		Allows the student to use a guideline tool while reading text.
Notepad		Allows the student to take notes for a question.
Popup Glossary		Allows the student to view definitions of preselected words.
Protractor		Allows the student to use a protractor for certain items of the MSSA Mathematics test.
Text Toolbar		Allows the student to format their text response in text entry items.
Ruler		Allows the student to use a ruler for certain items of the MSSA Mathematics test.
Sketch		Allows the student to sketch anywhere on the screen.
Text Highlighter		Allows the student to highlight text.
Zoom		Allows the student to magnify the screen in increments of 100%, 150%, 200%, or 300%.

Accessibility Features and Accommodations – Kiosk/Browser

Table 2: Accessibility Features and Accommodations – Kiosk/Browser

[Available in the kiosk or browser.]

Name	Icon	Description
Allow Accessibility Mode Testing	N/A	Allows the student to use third-party assistive technology software within the kiosk. (The proctor will be required to enter the proctor password on the Options page to enable Accessibility Mode.) Available in the kiosk only and on Windows operating systems only.
Answer Masking		Allows the student to “hide” an answer option.
ASL Videos		Allows the student to play a video with American Sign Language (ASL) interpretation of the item content.
Basic / Scientific Calculator		Allows the student to use either a basic or scientific calculator on non-calculator portions of the MSSA Mathematics test. Available for grade 8 only.
Color Contrast		Allows the student to select the text and background color of the test screen and content from a list of 12 predefined color combinations.
Masking		Allows the student to hide or mask certain parts of the test.
Reverse Contrast		Allows the student to invert the colors of the test screen.
Text-to-Speech (English / Spanish)		Allows the student to use text-to-speech (TTS). The student can select all or certain text to be read aloud and can set the speed and volume of the read aloud. Available in the kiosk only.
Word Prediction (English / Spanish)		Allows the student to access Co:Writer® word prediction in text entry items. Available in the kiosk only on Windows and MAC operating systems.

*TTS is available only for Session 2 of the MSSA Language Arts test. If TTS is needed for Session 1 (Reading) of the MSSA Language Arts test, please follow PED’s policy procedures found in the *NMPED Accessibility & Accommodations Manual: Supporting Students During Testing* available on the NMPED website at <https://webnew.ped.state.nm.us/bureaus/assessment/accommodations-manuals>.

Accessibility Features and Accommodations – Non-Kiosk/Browser

Table 3: Accessibility Features and Accommodations – Non-Kiosk/Browser

[Available outside the kiosk and browser.]

Name	Description
Assistive Technology Device Presentation	Accommodation delivered externally. Students may use a range of assistive technologies including devices that are compatible with the online testing platform, and those that are used externally on a separate computer. For students with hearing impairments.
Assistive Technology Device Responses	Accommodation delivered externally. Students may use a range of assistive technologies including devices that are compatible with the online testing platform, and those that are used externally on a separate computer. For students with visual, hearing, fine motor, writing, or motor impairments who use special devices for instruction. See the <i>NMPED Accessibility & Accommodations Manual: Supporting Students During Assessment 2024-2025</i> available on the NMPED website for complete list.
Braille Notetaker	Accommodation delivered externally that students can be assigned per their IEP. A student who is blind or has a visual impairment may use an electronic-braille note-taker.
Braille Writer	Accommodation delivered externally. A student who is blind or has a visual impairment may use a braille writer.
Commercial Word-to-Word Dictionary	Accommodation for English Learners delivered externally. Commercially available dictionary gives work in English and desired language. No definitions are provided.
Customized Dual Language Glossary	Accommodation for English Learners delivered externally. Displays pre-identified words, customized for New Mexico, in English and desired language. No definitions are provided.
Directions in Native Language	Accommodation for English Learners delivered externally. TA reads test directions in student’s native language.
Headphones as Noise Buffer	Accessibility option delivered externally. Headphones used to access audio in CBT or to minimize distraction/filter external noise.
Human Reader	Accommodation delivered externally. TA reads the content in English. (English form must be assigned). Requires a one-on-one administration or small group with the same form.
Human Scribe	Accommodation delivered externally. TA reads the content in Spanish (Spanish form must be assigned). Requires a one-on-one administration or small group with the same form.
Human Signer	Accommodation delivered externally. A student’s response is captured by a scribe and entered into the online testing platform. Requires a one-on-one administration.
Human Signer for Test Directions	Accommodation delivered externally. TA signs the content. Requires a one-on-one administration or small group with the same form.
Paper Form	Accommodation delivered externally. A student that needs to take the paper-based version of the test per their IEP.

Paper form Braille	Accommodation delivered externally. A student that needs to take the braille version of the test.
Paper form Large Print	Accommodation delivered externally. A student that needs to take the large print version of the test.
Picture Dictionary	Accommodation for English Learners (EL). Dictionary that provides picture definitions of English words.
Pocket Word-to-Word Translator	Accommodation for English Learners (EL). Commercially available pocket word-to-word electronic translator allows user to enter word in English and displays corresponding word in desired language.
Refreshable Braille Display with Screen Reader	Accommodation delivered externally. A student who is blind or has a visual impairment takes the assessments using his or her preferred screen reader software with a refreshable braille display. This is available for the NM-MSSA Language Arts and Mathematics summative assessments as well as the math interim assessment only.
Screen Reader	Accommodation delivered externally. A student who is blind or has a visual impairment takes the assessments using his or her preferred screen reader software. This is available for the ELA and Math summative assessment as well as the math interim assessment only.
Spanish form with Text-to-Speech	Accessibility feature delivered by the test platform. Provides a read aloud of content in Spanish. Includes controls to manage the read aloud. Not intended to support students who are blind.
Speech-to-Text	Accommodation delivered externally. External device with voice recognition software that converts student responses to printed text. Student speaks into computer microphone and the computer enters the response. Use with human scribe.
Tactile Graphics	Accommodation delivered externally. A student who is blind or has a visual impairment who uses a screen reader or refreshable braille will also need a tactile graphics booklet, consisting only of the graphics portion of test questions, and visual descriptions of pictures and multimedia, where applicable. This is not supported for interim assessments. Indicates the test is being taken by the student using Tactile Graphics.

Assigning Accessibility Features and Accommodations

The DTC or STC must assign online accessibility features and accommodations for CBT test takers *before* the start of testing (TAs cannot perform this task). This is done from the Accommodations tab in a student's Portal account. Accommodations and accessibility features listed as *Delivered by the Test Platform* must be assigned *before* a test is scheduled. The accommodations and accessibility features listed as *Delivered Externally* are used for tracking accommodations and features delivered outside of the kiosk or browser.

The screenshot displays the 'Accommodations' tab in a student's Portal account. It is divided into three columns of options, each with a sub-header and a list of items, many of which are accompanied by a small circular icon.

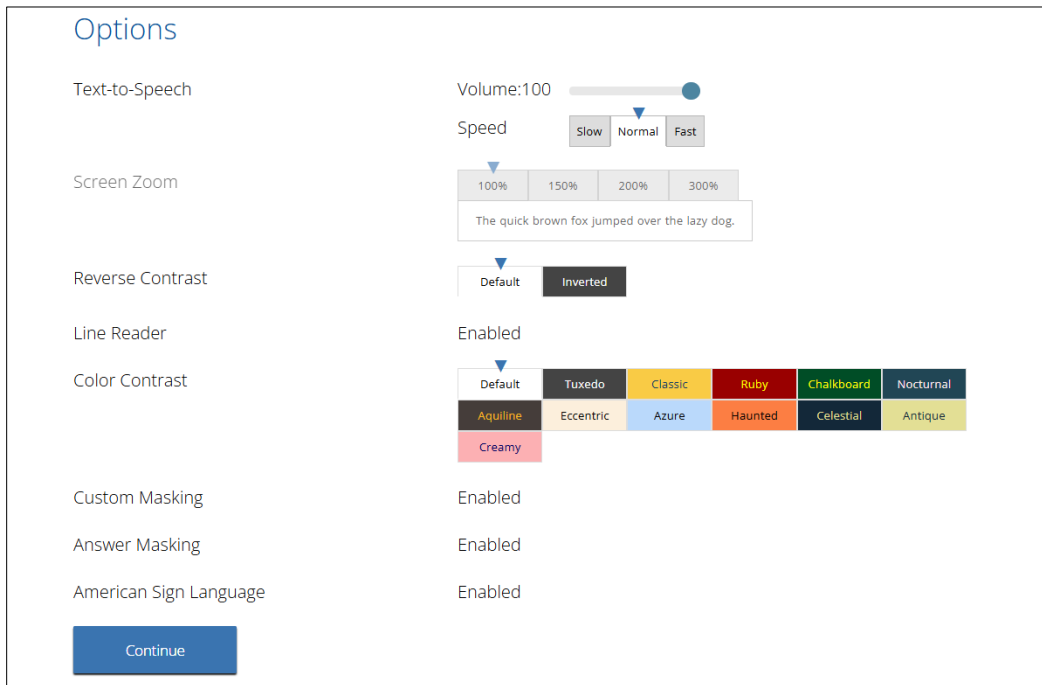
- Left Column:**
 - Accessibility Features** (Delivered by the Test Platform):
 - Reverse Contrast
 - Custom Masking
 - Color Contrast
 - Answer Masking
 - Mathematics TTS English
 - Mathematics TTS Spanish
 - SLA TTS Spanish (Summative Only)
 - ELA TTS English
 - Accessibility Options** (Delivered Externally):
 - Headphones/Noise Buffer
 - Read Aloud to Self
 - Accommodations** (Delivered by the Test Platform):
 - Allow Accessibility Mode Testing
 - ASL Video Mathematics (Summative Only)
 - ASL Video ELA (Summative Only)
 - Basic Calculator on Non-Calculator Sections of Mathematics Test
 - Scientific Calculator on Non-Calculator Sections of Mathematics Test
 - Word Prediction (Embedded)
- Middle Column:**
 - Accommodations** (Delivered Externally):
 - Mathematics Tools
 - Word Prediction
 - Speech-to-Text
 - Human Signer
 - Human Signer for Test Directions
 - Braille Notetaker
 - Braille Writer
 - Refreshable Braille Display with Screen Readers (Summative Math and ELA, Interim Math Only)
 - Screen Readers (Summative Math and ELA, Interim Math Only)
 - Tactile Graphics (Summative Only)
 - Human Reader English (IEP, 504, EL)
 - Human Reader Spanish (IEP, 504)
 - Human Scribe
 - Assistive Technology Device Presentation
 - Assistive Technology Device Responses

- Right Column:**
- Accommodations for English Learners(EL)** (Delivered by the Test Platform):
 - Spanish Language Version (Summative Math and Language Arts and Interim Math Only)
- Accommodations for English Learners(EL)** (Delivered Externally):
 - Picture Dictionary
 - Directions in Native Language
 - Commercial Word-To-Word Dictionary
 - Customized Dual Language Glossary
 - Pocket Word-To-Word Translator

TAs should ensure that the appropriate assignment of accessibility features and accommodations are in place *prior* to the student completing a question on the test. Modifications made *after* the student has already completed a question are considered changes in test administration that interfere with the comparability of scores. Examples of such modifications include giving students test administration directions that are not included in this manual. Any test in which modifications are provided must be invalidated.

For more details on assigning accommodations and accessibility features, please refer to the *NMPED Assessments Portal User Guide 2024-2025* available on the New Mexico Help and Support website at <https://newmexico.onlinehelp.cognia.org/cbt-guides/>.

When a student is assigned an accommodation or accessibility feature, these can be adjusted on the Options page after the student has logged in to the test and selected a Session.



Text-to-Speech

When taking the NM-MSSA Language Arts test, text-to-speech (TTS) is only available for Session 2, which covers Language Usage, including Writing Prompts. TTS is not available for Session 1, which covers Reading, where the student is being tested on their ability to read. However, when the student is assigned TTS, the Play button will show in both Sessions, but if the Play button is pressed in Session 1, no TTS will play because there is no TTS available for that session.

Video tutorials for text-to-speech functionality as well as specific online portal tasks such as assigning accessibility features and accommodations are available on the on the New Mexico Help and Support website at <https://newmexico.onlinehelp.cognia.org/cbt-tutorials/>.

Tips for Test Takers

Familiarize yourself with all available features, accommodations, and tools in advance of computer-based testing to optimize your testing experience. Cognia offers year-round computer-based practice tests for the NM-MSSA that can be taken in the browser or kiosk to allow you to practice navigating and using the system ahead of testing. When using the kiosk, please make sure the most recent version is installed on the device.

For students taking the paper-based version of the NM-MSSA, please refer to the instructions in the *Test Administrator Manual (TAM)* on how to support the scribing of student responses into the portal. The TAM is available on the on the New Mexico Help and Support website at <https://newmexico.onlinehelp.cognia.org/manuals-nm-mssa-summatives/>.

Additional Support

Miscommunication Regarding Accommodations

Clarify any misunderstandings before the test date to ensure proper arrangements.

Resources for District Test Coordinators

Please refer to the resources available on the NMPED website at <https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators/>.

Technical and Customer Support

Cognia Service Desk

Phone: 877-676-6722

Email: nmtechsupport@cognia.org

Live chat: [Chat Now](#)

Additional Resources

NM Help & Support Website

<https://newmexico.onlinehelp.cognia.org/>

Appendix A: Universal Tools, Accessibility Features, and Accommodations

Content Area	Feature <i>(Features available in the iTester platform are highlighted blue. All other features are available outside of the testing platform.)</i>	Tool usage			
		Universal Tool	Accessibility Feature (Assigned)	Accommodation (IEP, 504)	Accommodation (EL)
Language Arts (English, Spanish), Math	Allow Accessibility Mode Testing *			x	x
Language Arts (English, Spanish), Math	Answer Eliminator	x			
Language Arts (English, Spanish), Math	Answer Masking		x		
Language Arts (English, Spanish), Math	ASL Videos			x	x
Language Arts (English, Spanish), Math	Assistive Technology Device Presentation			x	
Language Arts (English, Spanish), Math	Assistive Technology Device Responses			x	
Math (calculator unit)	Basic Calculator/Scientific Calculator	x			
Math (non-calculator unit)	Basic Calculator/Scientific Calculator, Gr8 only			x	
Language Arts (English, Spanish), Math	Bookmark	x			
Language Arts (English, Spanish), Math	Braille Notetaker			x	
Language Arts (English, Spanish), Math	Braille Writer			x	
Language Arts (English, Spanish), Math	Co:Writer			x	
Language Arts (English, Spanish), Math	Color Contrast		x		
Language Arts (English, Spanish), Math	Commercial Word-to-Word Dictionary				x
Language Arts (English, Spanish), Math	Custom Masking		x		
Language Arts (English, Spanish), Math	Customized Dual Language Glossary				x
Language Arts (English, Spanish), Math	Directions in Native Language				x
Language Arts (English, Spanish), Math	Expand Passage	x			
Language Arts (English, Spanish), Math	Headphones as Noise Buffer		x		
Language Arts (English, Spanish)	Human Reader			x	
Language Arts (English, Spanish), Math	Human Scribe			x	
Language Arts (English, Spanish), Math	Human Signer			x	
Language Arts (English, Spanish), Math	Human Signer for Test Directions			x	
Language Arts (English, Spanish), Math	Line Reader	x			
Language Arts (English, Spanish), Math	Note Pad	x			
Language Arts (English, Spanish), Math	Paper form			x	
Language Arts (English, Spanish), Math	Paper form Braille			x	
Language Arts (English, Spanish), Math	Paper form Large Print			x	
Language Arts (English, Spanish), Math	Picture Dictionary				x
Language Arts (English, Spanish), Math	Pocket Word-to-Word Translator				x
Language Arts (English, Spanish), Math	Pop-up Glossary	x			
Math	Protractor	x			
Language Arts (English, Spanish), Math	Read Aloud to Self	x			
Language Arts (English, Spanish), Math	Refreshable Braille Display with Screen Reader			x	
Language Arts (English, Spanish), Math	Reverse Contrast		x		
Language Arts (English, Spanish), Math	Rich Text Response Tools	x			
Math	Ruler	x			
Language Arts (English, Spanish), Math	Screen Reader			x	
Language Arts (English, Spanish), Math	Sketch Tool (unavailable on constructed response items)	x			
Mathematics	Spanish form with Text-to-Speech				x
Language Arts (English, Spanish), Math	Speech-to-Text			x	
Language Arts (English, Spanish), Math	Tactile Graphics			x	
Language Arts (English, Spanish), Math	Text highlighter	x			
Language Arts (English, Spanish)	Text-to-Speech**			x	x
Math	Text-to-Speech (English or Spanish)		x		
Language Arts (English, Spanish), Math	Word Prediction			x	
Language Arts (English, Spanish), Math	Word Prediction (Embedded) * (English only)			x	x
Language Arts (English, Spanish), Math	Zoom view (magnifier)	x			

* These are only relevant for students testing on Kiosk.

**NM-MSSA Language Arts (English & Spanish versions have 2 test sessions: (1) Reading, and (2) Language Usage/Writing Prompt. Text-To-Speech (TTS) is unavailable for Reading, Session 1. TTS is only available for Session 2, Language Usage.



Appendix B: Important Resources and References

Table 4: Important Resources and References

Resource	Location
Guides and Training	
<i>NMPED Assessments Kiosk Installation Guide</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>NMPED Assessments Kiosk User Guide</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>NMPED Assessments Portal User Guide</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>NMPED Assessments Technical Guide for Spanish Language Support</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>NMPED Assessments Technology Guidelines</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>NMPED Assessments Testing with Third Party Assistive Technology</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>CBT Tutorials</i>	https://newmexico.onlinehelp.cognia.org/cbt-tutorials/
Quick Start Guides	
<i>Creating Classes</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>Scheduling Test Sessions</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>Printing Student Logins</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>Student Interface</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>Practice Site</i>	https://newmexico.onlinehelp.cognia.org/cbt-guides/
<i>Short CBT Video Tutorials*</i>	https://newmexico.onlinehelp.cognia.org/cbt-tutorials/
Other	
<i>NM-MSSA Test Administrator's Manual (including test administration scripts)</i>	https://newmexico.onlinehelp.cognia.org/manuals-nm-mssa-summatives/
<i>NM-MSSA Test Coordinators Manual</i>	https://newmexico.onlinehelp.cognia.org/manuals-nm-mssa-summatives/
<i>NM-MSSA Universal Tools, Accessibility Features, and Accommodations Table</i>	https://newmexico.onlinehelp.cognia.org/accommodations/
<i>NM-MSSA Accommodations & Accessibility Features Manual</i>	https://newmexico.onlinehelp.cognia.org/accommodations/
<i>NMPED Accessibility & Accommodations Manual</i>	https://webnew.ped.state.nm.us/bureaus/assessment/accommodations-manuals

*Includes: Text-to-Speech Functionality During Online Testing, Assigning Accessibility Features & Accommodations, Invalidating and Assigning Test Report Codes, Manually Assigning Accessibility Features & Accommodations, Uploading & Exporting Accessibility & Accommodations.



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