NEW MEXICO
Public Education Department

T C M

Test Coordinator's Manual

for Computer-Based and Paper-Based Tests

Spring 2025

NM-MSSA Grades 3–8

NM-MSSA

NEW MEXICO MEASURES
OF STUDENT SUCCESS AND
ACHIEVEMENT

PED and Vendor Contact Information

General Administration Questions	Policy Questions
Cognia New Mexico Client Care Center & Help Desk Team	New Mexico Public Education Department Assessment Bureau Helpdesk*
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*The PED should only be contacted by the district test coordinator (DTC). Test administrators (TAs) should contact their school test coordinator (STC) or DTC with any questions or concerns.

Note: This manual is available online at https://newmexico.onlinehelp.cognia.org/manuals-nm-mssa-summatives

Content and Copyright Information

This manual was developed by Cognia™ under a contract with the New Mexico Public Education Department (PED) to develop, administer, score, and create reports for the New Mexico Measures of Student Success and Achievement. While the PED has reviewed this manual and posted it on its website, Cognia is responsible for the editorial and technical content.

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Spring 2025 NM-MSSA Important Dates

Computer-Based Testing	
NM-MSSA Test Administrator's Manual (TAM) available online in the Help & Support Page	Monday, February 3, 2025
NM-MSSA Test Coordinator Manual (TCM) available online in the Help & Support Page	Monday, February 3, 2025
NM-MSSA Human Reader Test Administrator Script available online in the Help & Support Page	Monday, February 3, 2025
NM-MSSA Accessibility Features and Accommodations Manual (AFAM) available online in the Help & Support Page	Monday, February 10, 2025
Printed manuals for online testers delivered to districts/schools *two weeks* prior to testing	Friday, February 28, 2025
Additional Ordering Window for Manuals (TCM and/or TAM), if needed.	Monday, February 24, 7:00 a.m. MT – Thursday, April 24, 2025, 5:00 p.m. MT
Practice Tests available in Browser and PBT downloadable files in the Help & Support Page	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 10, 2025, 9:00 p.m. MT (right after MOY iMSSA testing administration window ends) – Wednesday, January 15, 2025, 5:00 p.m. MT
Online Portal REOPENS and 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 16, 2025, 7:00 a.m. MT
Inventory Enrollment Rosters *after* PED upload of additional students STARTS *(Reminder: What districts upload will override data already in system)*	Thursday, January 16, 2025, 7:00 a.m. MT
District PRE-ID Bulk Upload/Correction Window CLOSES	Friday, March 14, 2024, 5:00 p.m. MT
Manual/Bulk Upload of Online Student Roster CONTINUES *(anytime once portal re-opens after PED pre-ID upload)*	Thursday, January 16, 7:00 a.m. MT – Friday, May 2, 2025, 9:00 p.m. MT
Online Portal Ready for Test Scheduling *(one week prior to the start of the summative testing window)*	Monday, March 10, 2025, 7:00 a.m. MT
Online Testing Administration Window Begins	**Monday, March 17, 2025, 7:00 a.m. MT**
Online Testing Administration Window for Preliminary Reports Ends	**Thursday, April 10, 2025, 9:00 p.m. MT**
Online Testing Administration Window with No Preliminary Reports Ends	**Friday, May 2, 2025, 9:00 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 5, 7:00 a.m. MT – Wednesday, May 7, 2025, 5:00 p.m. MT
Online portal closes for NM-MSSA after completing online admin-related tasks	Wednesday, May 7, 2025, 5:00 p.m. MT
Online portal remains open for EOY iMSSA interim testing	Through Friday, May 23, 2025

Spring 2025 NM-MSSA Important Dates continued

Paper-Based Testing	
Initial Ordering Window *(for paper materials only)*	Monday, December 2, 2024, 7:00 a.m. MT – Friday, January 10, 2025, 5:00 p.m. MT
Additional Ordering Window *(for paper materials only)*	Monday, February 24, 7:00 a.m. – Thursday, April 24, 2025, 5:00 p.m.
All PBT Test Materials ordered in the initial ordering window and printed manuals delivered to districts/schools two weeks prior to testing	Friday, February 28, 2025
Paper Testing Administration Window *(This window is ending earlier to meet final reporting deadlines and allowing DTCs/STCs/LEAs to complete transcription of paper testers' responses into the online portal no later than 5/2/25.)*	March 17 - April 25, 2025
Paper-based testing students' response transcription into the online portal no later than: **Please note:** 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.	May 2, 2025

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1. Overview

1.1 About This Manual

This manual provides instructions for District Test Coordinators (DTCs) and School Test Coordinators (STCs) who are preparing for the spring 2025 New Mexico Measures of Student Success and Achievement (NM-MSSA). The manual includes the procedures and protocols for test administration, as well as the policies related to test security and test administration that all school staff must follow. The DTC is responsible for all aspects of test administration and test security in an LEA. For a detailed description of the roles and responsibilities of DTCs and STCs, please see the *NMPED District Test Coordinator Manual* (available at https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators).

Administration instructions for Test Administrators (TAs) are included in the NM-MSSA *Test Administrator's Manual* (TAM), which includes administration scripts.

1.2 About the Tests

The 2025 NM-MSSA assessments will be administered in either computer-based test (CBT) or paper-based test (PBT) formats. Only students with a need to test on paper documented in their IEP will be allowed to do so. All PBTs must be ordered directly through Cognia's online services site. English Language Arts (ELA) and Spanish Language Arts (SLA) assessments will focus on reading skills related to the comprehension and analysis of texts; the analysis of pieces of writing and knowledge of standard language conventions; and the production of writing while using standard language conventions. Mathematics assessments will focus on applying skills and concepts and understanding multi-step problems that require abstract reasoning and modeling real-world problems, precision, perseverance, and strategic use of tools. In both content areas, students will demonstrate their acquired skills and knowledge by answering items of various types, such as selected-response items, multiple-select items, evidence-based selected-response items, and open-response items.

Each NM-MSSA assessment comprises two sessions. During administration of Mathematics assessments, calculators are not allowed during the first session of the test, but all students are allowed to use calculators during the second session. Any formulas required to complete the Mathematics assessments are included within the prompts. No additional formula sheets or mathematics reference sheets will be provided. Refer to section 2.2.2 for additional information about the number of sessions for each assessment.

1.3 About Roles

In addition to the following general overview, detailed descriptions of the roles and responsibilities of DTCs, STCs, Test Administrators (TAs), and proctors are provided in the *NMPED District Test Coordinator Manual* (available at https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators).

1.3.1 District Test Coordinator

The DTC serves as the primary liaison with the PED Assessment Bureau and the testing vendors and is responsible for all forms that must be submitted to the PED. The DTC is the primary source of assessment information for district staff, school staff, parents, and the community. It is the DTC's responsibility to keep the local educational agency (LEA) informed about current assessment policy and changes and to provide teachers with available resources for content area assessments.

1.3.2 School Test Coordinator

The STC is appointed at the local level, and there is no need to inform PED. The STC's point of contact for matters relating to assessment is the DTC. In some smaller districts, the DTC serves as STC for one or more schools in the district. Some districts and some test vendors use the term Building Test Coordinator (BTC) but this manual uses the term STC.

1.3.3 Test Administrator

The TA administers the assessment to the students by following the procedures provided in the TA manual.

Per 6.10.7 of the New Mexico Administrative Code (NMAC), only licensed school instructors, counselors, student success advisors, administrators, and instructional support providers shall administer a standardized test.

Substitutes, educational assistants, school nurses, and coaches shall not administer standardized tests unless the individual holds valid licensure to serve as a teacher, counselor, student success advisor, administrator, or instructional support provider.

Long-term substitutes who have taken over the teaching responsibilities of a class for a significant portion of time, been adequately trained in assessment security procedures, and maintained one of the allowable licenses, may serve as a test administrator.

1.3.4 Proctor

Proctors assist TAs but may not act as a TA. Proctors are generally Educational Assistants (EAs) but can include anyone who does not hold one of the approved PED licenses. No proctor should assist with a group that has a child who is a close relative (child, grandchild, niece/nephew, etc.).

EAs may be permitted to support testing accommodations for a one-to-one and small group (under 5 students) testing under the supervision of a test administrator.

2. Administration Policies

2.1 Security Guidelines

Before distributing any test materials to test administrators, DTCs and STCs must read all the directions in this manual (available at https://newmexico.onlinehelp.cognia.org/manuals-nm-mssa-summatives/) and in the *NMPED District Test Coordinator Manual* (available at https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators).

The following measures are required to preserve the security of the NM-MSSA. District superintendents, charter directors, DTCs, STCs, building supervisors, TAs, and proctors are all charged with following these guidelines to preserve the integrity of the testing program.

2.1.1 Security of Test Materials

The New Mexico Statewide Assessment Program requires that the NM-MSSA receives the highest level of test security and accountability. The security of NM-MSSA materials must be maintained before, during, and after the test administration. Please follow the guidelines in this manual for distributing, collecting, and returning these materials. Be sure that all testing personnel have access to a central, locked storage space for the safekeeping of test materials until the materials are returned to Cognia.

What Is Considered Secure Material?

For paper-based test (PBT) administration,

- test booklets, answer documents, and scratch paper written on by students are secure.
- students may be provided with scratch paper for their use on the test. All scratch paper must be collected and securely shredded at the school immediately following testing.

For computer-based test (CBT) administration,

- the Student Login Tickets, scratch paper written on by students, and human-reader scripts (if applicable) are secure.
- students may be provided with scratch paper for their use on the test. All scratch paper must be collected and securely shredded at the school immediately following testing.

Test Administrator and Test Coordinator Manuals are not considered secure, but still should be destroyed or recycled locally after testing, as they are updated yearly and should not be used in subsequent years.

It is important that students are not provided access to secure test materials except during test administration. Early exposure to secure test materials will invalidate the data results for the student's test.

Reproduction or Unauthorized Distribution of Secure Materials

Unauthorized reproduction of test materials is a violation of the Federal Copyright Act and of section 6.10.7 of the NMAC, which addresses testing security and administration of the New Mexico Statewide Assessment Program. One requirement of this regulation is that signs be posted near school copy machines before and during the test administration window to notify individuals that NM-MSSA materials may not be reproduced in any fashion, including paraphrasing.

The test materials may not be provided to any persons not coordinating and administering the test or being tested. TAs should not receive a copy of the test booklet unless they are administering the read-aloud accommodation.

Test questions may not be taught in part or in whole before, during, or after testing. Test questions may only be presented to students during the test administration period via the standardized procedures described in this manual and the TAM. The answers to questions may not be provided to students by any method (e.g., orally or in writing). Answers to test questions may not be deleted or altered by anyone except the student while taking the test. Reading test questions aloud to students, except in instances specified in this manual, is

only permitted if the student qualifies for such an accommodation. Please see the list of prohibited activities in section 2.1.2. Additional guidance is on the PED website.

Confidentiality Agreement

All administrations of the tests are to be conducted under the standardized procedures described in this manual for DTCs and STCs and the TAM provided to TAs. The PED Staff Confidentiality Agreement, available on the PED website (see link in Appendix A), must be completed and signed by any person who is likely to come in contact with standardized testing materials, including teachers, educational assistants, volunteers, proctors, and licensed and unlicensed office staff.

Test Security Plan

Each district is responsible for developing and implementing a test security plan that fully addresses security and assigns responsibilities to school staff to meet all the requirements of the test administration. STCs, TAs, and proctors must be trained on all the test security requirements before the test administration. Make sure to follow the security plan developed for your district or school.

All materials must be stored in a secure place before testing, at the end of each testing session, and after testing is complete. Materials should not leave the school except to be returned to a central location within the district. Test materials should not be taken off-campus unless specifically authorized by the PED.

Test coordinators must use the serial number located on the front cover of each test booklet to keep records of all the test booklets. If a test booklet is missing following test administration, the DTC must ensure that a thorough search is undertaken to locate the booklet. If the booklet cannot be located, the DTC must report the loss within three business days to the Assessment Bureau of the PED and Cognia. This report must include all pertinent information regarding the incident. If the test booklet remains missing, the district will initiate a formal investigation into the loss and submit a comprehensive report of the incident to the PED.

Districts are held responsible to the PED for all test materials; therefore, **all materials must be accounted for**.

2.1.2 Prohibited Activities

It is unethical and shall be viewed as a violation of test security for any person to

- allow students to share information during the test administration;
- provide assessment accommodations that do not have instructional relevance or are not connected to a specific skill deficit determined by the student's educational team (**Note:** Text-to-Speech is considered an accessibility feature for the NM-MSSA Mathematics assessment and an accommodation for the ELA assessment.);
- give special assistance of any kind that could influence students' responses to test questions;
- direct a student to change responses to test questions or suggest that they should;
- allow students access to NM-MSSA questions prior to testing;
- change a student's response to a test question;
- photocopy, transcribe, or in any way duplicate any part of the NM-MSSA;
- allow students to have cell phones or electronic devices not medically necessary during test sessions;
- fail to return all used and unused secure test materials;
- review the test questions for any reason;
- discuss the test with students/colleagues during or after the test administration; or
- fail to report any violations of these test administration security measures.

School and district staff are prohibited from studying or discussing test items in any manner, either among themselves or with students, before, during, or after testing.

2.1.3 Testing Irregularities and Security Breaches

All administrations of the tests are to be conducted under the standardized procedures described in the TAM provided to the DTCs, STCs, TAs, and proctors. Testing irregularities, such as potential cheating, and any suspected or actual breach of security should be reported immediately by the TA to the DTC or STC. Invalidation of tests due to testing irregularities or security breaches shall be determined after a thorough investigation and consultation between the DTC, STC, district/school superintendent, and the PED. As required by state regulations, the DTC must inform the Assessment Bureau of the PED of a testing irregularity or security breach as soon as possible. The DTC must complete the PED's Testing Irregularity Reporting Form. The report must detail the allegation(s), finding(s), location(s), and corrective action(s). Anonymous reports may be considered if specific factual information is provided that describes the alleged incident in detail, including names of anyone involved or any observer, and dates, times and locations. All Test Irregularity Reports should be completed and submitted via the DTC portal.

In the event of serious breaches of test security, the DTC or STC can recommend that a TA found to be involved with any of the unauthorized activities cited in section 2.1 of this manual be investigated by the PED legal team. This investigation is reserved for serious infractions and can place the employee in jeopardy of possible licensure revocation.

2.1.4 Student Confidentiality

The Family Education Rights and Privacy Act (FERPA) requires that access to individual students' information be restricted to the student, their parents/guardians, and authorized school personnel. All superintendents, principals, DTCs, and STCs are responsible for maintaining the privacy and security of all student records.

Individual test scores, as well as all other aspects of a student's record, are confidential. Scores can be released only in instances of school staff needing to know them, valid requests for transcripts, or the student/parent enforcing their right to inspect and request explanations of their records. In some instances, a court order or subpoena may require the release of this information; however, the student/parent must be informed of this request before any information is released. Test scores may also be released to parents or guardians of all students enrolled in a New Mexico public school.

Researchers may obtain test scores from school districts provided the information requested is at the group or cohort level. No information may be reported for groups smaller than 10 students.

Those who work with student test scores are required to withhold confidential information unless proper release is granted by the caretaker of student records. School personnel are also charged with maintaining the results of standardized tests as part of student records.

2.2 Administration Information

2.2.1 Testing Requirements

New Mexico will administer the NM-MSSA to all eligible students enrolled in grades 3–8. PED expects districts or charter schools to make every possible attempt to test a minimum of 95% of eligible students.

Students participate either under standard testing conditions or with accommodations that do not interfere with the comparability of scores. Exceptions to the requirement for all students to participate are permitted only in the following circumstances:

- Students with significant cognitive disabilities who meet the eligibility criteria established by the PED and participate in the Dynamic Learning Maps (DLM) assessment are not required to participate.
- Students with a PED-approved medical exemption are not required to participate.
- EL students who are enrolled in U.S. public schools for their first year, and whose home language is not Spanish, are exempt from the ELA portion of NM-MSSA.

- EL students who are enrolled in U.S. public schools for their first year must participate, with appropriate accommodations provided as needed.
- Foreign exchange students, private school students, homeschooled students, expelled students who have refused educational services, and those students who have withdrawn from the school or district are not required to participate.

For additional information about testing requirements, please contact the PED via e-mail at ped.assessment@ped.nm.gov.

2.2.2 Test Design and Durations

NM-MSSA Question Types

The NM-MSSA Mathematics assessment is composed of a variety of question types:

- 1-point machine-scored items (MS-1)
- 3-point constructed response items (CR-3)

The NM-MSSA ELA and SLA assessments are composed of the following question types:

- 1-point machine-scored items (MS-1)
- 2-point machine-scored items (MS-2)
- 7-point writing prompts (WP)

For more details on the test specifications, please refer to the test blueprint and test specifications for each subject available in the Help & Support Page at https://newmexico.onlinehelp.cognia.org/resources-nm-mssa/.

Administration Times

All test sessions, including make-up testing, must be completed during the test administration window. (Refer to the Important Dates table on the inside front cover of this manual.)

Administration time is the total time that schools should schedule for each test session. It includes the session testing time and the approximate times for administrative tasks such as reading directions, answering questions, and distributing and collecting test materials. See the following table.

Administration Time: Guidelines for Scheduling

Task	Time to be Allotted for Test Administration
1. Pre-administration tasks, including reading instructions to students and answering questions.	10 minutes
2. Distribution of test materials to students.	5 minutes
3. Administration of session.	Refer to the session testing timetables
4. End-of-session activities, including collecting test materials.	5–15 minutes

Testing Times

The NM-MSSA is an untimed test. Suggested times are provided to assist with scheduling. The suggested testing times for the 2025 assessments are listed in the following table.

Subject(s)	Session	Estimated Testing Time (Minutes)	Calculator Status by Section
Mathematics Grades 3–8	Session 1	60	Non-calculator
	Session 2	60	Calculator
ELA Grades 3–8	Session 1	60	
	Session 2	90	
SLA Grades 3–8	Session 1	60	
	Session 2	90	

For more information about the test design, refer to the NM-MSSA Summative Test Specifications available at newmexico.onlinehelp.cognia.org/resources-nm-mssa.

Calculators

For the second session of Mathematics assessments, the appropriate calculator will be available on the online platform for computer-based testing. Additionally, students may use hand-held calculators during computer-based testing as allowed by local policy. For paper-based testing, a hand-held calculator should be provided to each student.

- For grades 3–6, students may use only four-function calculators with square root and percentage functions for all calculator sections.
- For grades 7 & 8, students may use only scientific calculators for all calculator sections.

For information on allowable calculator use and specifications for the NM-MSSA Mathematics assessment, grades 3–8, refer to the NM-MSSA Calculator Policy. (Appendix C)

Practice Tests

Administering the practice tests is an important preparation step for both administration staff and students. The practice tests allow students and staff to become familiar with the format and types of questions they will see on the operational NM-MSSA. Both computer-based and paper-based practice tests are available. The NM-MSSA *Practice Test Manual* provides more information, as well as practice test administration scripts and directions.

2.3 Technology Guidelines for Computer-Based Testing

There are two components of the New Mexico Public Education Assessments online testing platform: the online Portal, used by school, district, and state administrators for rostering students, assigning accommodations, creating classes and test sessions, and monitoring test status; and the Kiosk, used by students for testing. The technology specifications for each component are provided in the *NMPED Assessments Technology Guidelines* (available at newmexico.onlinehelp.cognia.org/cbt-guides).

2.3.1 Student Kiosk and Online Portal

Also available at newmexico.onlinehelp.cognia.org/cbt-guides are the *NMPED Assessments Kiosk Installation Guide* and *NMPED Assessments Kiosk User Guide,* which provide detailed instructions for installing and using the Kiosk, and the *NMPED Assessments Portal User Guide*, which provides instructions for using the online Portal.

3. Accessibility Features and Accommodations

3.1 Overview and Policies

Accommodations and participation decisions will be made by each student's educational team. The team should have ensured that the student received the agreed-upon, allowable accommodation(s) in instruction and classroom assessments in the content area for a sufficient amount of time before NM-MSSA administration so that the student will be comfortable with using it on the assessment. Unlike accessibility features, the use of each accommodation in daily instruction must have written documentation in the 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.

For a complete list of accommodations allowed on the NM-MSSA, refer to the *NMPED Accessibility & Accommodations Manual: Supporting Students During Testing*. To access this resource, please visit the PED website accommodations manual section (webnew.ped.state.nm.us/bureaus/assessment/accommodations-manuals).

For PBT administration, refer to Appendix E to learn how to handle student paper testing responses.

If typewritten responses to the short-answer and open-ended questions are permitted as an accommodation, follow the instructions in section 3.3.5.

For CBT administration, select each accommodation used for each student in the accommodations area.
Note: CBT accommodations should be assigned before computer-based test sessions are scheduled.

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. TAs should ensure that the appropriate assignment of accommodations is in place prior to the student completing a question on the assessment. Modifications are 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 assessment in which modifications are provided must be invalidated.**

More information on using accommodations and third-party assistive technology can be found in the *NM Testing with Third Party Assistive Technology* guide at newmexico.onlinehelp.cognia.org/cbt-guides.

A Note about Text-to-Speech

When taking the NM-MSSA ELA or SLA test, Text-to-Speech (TTS) is **only** available for Session 2, which covers Language Usage, including Writing Prompts.

TTS is **not** available and should **not** be available for Session 1 of the NM-MSSA ELA or SLA, which covers Reading, where the student is being tested on their ability to read.

It is important to note that when the student is assigned the TTS accommodation on the CBT, the Play button icon will show up in the entire MSSA ELA/SLA test. However, if the Play button is pressed, nothing will play because there is no alternate text assigned for that session.

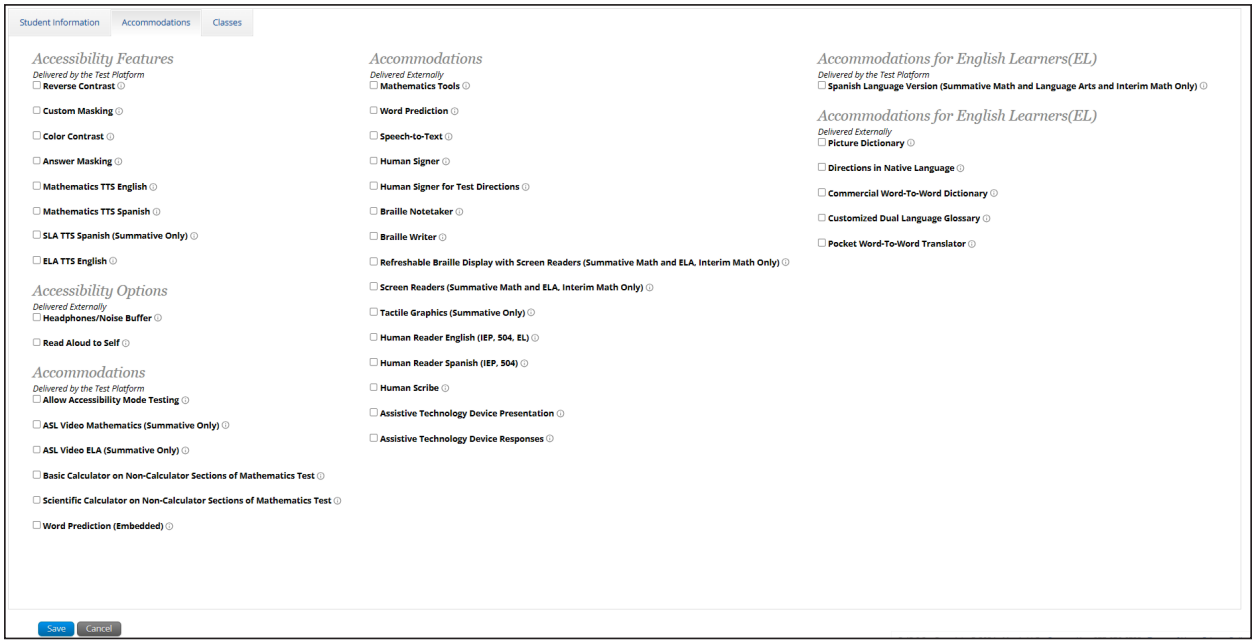
3.2 Requirements for Computer-Based Testing

3.2.1 Setting Accessibility Features and Accommodations

The DTC or STC **must** assign accessibility features and accommodations embedded in the iTester system before the start of testing. TAs cannot perform this task. For example, the TTS accessibility feature **must** be assigned before scheduling a test and **cannot** be assigned after the student has logged in to any session of any test without delaying your testing schedule. Other accommodations to be delivered locally are also documented in the Portal. Call the New Mexico Help Desk (877-676-6722) with any questions related to assigning accommodations in the iTester system.

To set accessibility features or accommodations, follow these steps:

- From the **Students** tab, select the student to set accommodations for by clicking **Edit**.
- On the **Accommodations** tab, click the check box next to each accessibility feature and/or accommodation you want to set.
- Click **Save**.



Text-to-Speech

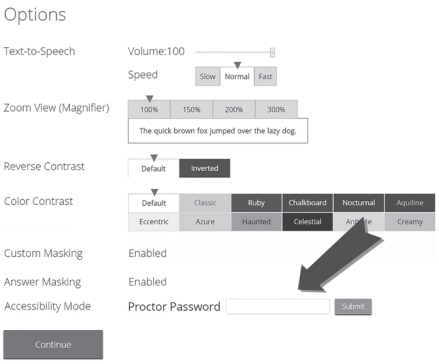
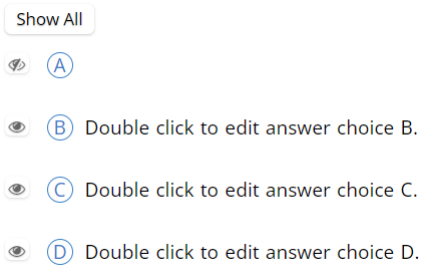
For TTS, you must select the **Text-to-Speech** option appropriate and applicable to the student to enable this accessibility feature.

Spanish Language Version

For students taking the Spanish version of the test, "Spanish Language Version" must be selected on the student accommodations menu and the students must be scheduled for a Spanish test when scheduling test sessions.

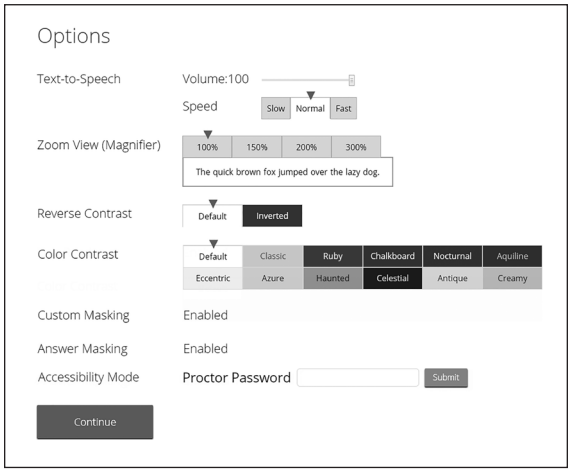
3.2.2 Online Portal Accessibility Features and Accommodations Chart

The following accessibility features and accommodations are delivered in the online testing platform if they are assigned to the student in the online Portal.

Feature/ Accommodation	Icon	Description/Action
Allow Accessibility Mode Testing		Allows students 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 on Windows operating systems only.
Answer Masking		The Answer Masking tool allows students to hide an answer option. This will help the students narrow down the correct answer. By clicking the eye icon again, it will display the answer option again.
Color Contrast		Students can choose a text and background color from a set of 12 predefined color combinations. Use this tool to change the background color and text color of the test content.
Custom Masking		Provides the ability to mask certain parts of the test interface or question. It can be re-sized, and it is draggable.
Reverse Contrast		Inverts color values on the screen.
Text-to-Speech English		Students can play, pause, skip, or stop audio. They can select specific text for on-demand audio, and the Gear icon allows students to change the volume or speed of the text being read aloud. **Note:** TTS is available only for Session 2 of MSSA ELA and MSSA SLA. If read aloud is needed for Session 1 (Reading) of the ELA or SLA test, please follow PED policy procedures.
Text-to-Speech Spanish		Students can play, pause, skip, or stop audio. They can select specific text for on-demand audio, and the Gear icon allows students to change the volume or speed of the text being read aloud. **Note:** TTS is available only for Session 2 of MSSA ELA and MSSA SLA. If read aloud is needed for Session 1 (Reading) of the ELA or SLA test, please follow PED policy procedures.

Feature/ Accommodation	Icon	Description/Action
Word Prediction (Embedded)		Students can access Co-Writer® word prediction function in text entry items. This function is available in Windows and Mac. It is also available in Spanish. It does NOT require a Co-Writer license.
ASL Videos		(Accommodation) Students can play a video with American Sign Language interpretation of item content.
Basic or Scientific Calculator (for non-calculator portions of the Mathematics tests)		(Math: Accommodation) Provides either a Basic or a Scientific calculator to assigned students on the non-calculator portions of the Mathematics test.

If selected in the portal, accessibility features (including TTS) will appear and can be adjusted on the student's test interface.



3.3 Requirements for Paper-Based Testing

DTCs and anyone else involved in administering these forms: Please read these directions carefully before you administer the test.

Refer also to the* NMPED District Test Coordinator Manual. *For access to this resource, please visit the PED website District Test Coordinators Page, https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators.

NOTE: Throughout this section, "answer document" refers to the grade 3 Mathematics (English and Spanish) and Language Arts (English [ELA] and Spanish [SLA]) integrated test and answer booklets as well as the standard answer documents for the grades 4–8 assessments.

3.3.1 Test Security

All security measures outlined in this manual and the TAM are applicable and must be followed when testing with the large-print, braille, and human reader versions of the test. **Duplication or retention of any large-print, braille, or human reader version of the test material is not permitted.**

3.3.2 Administering the Large-Print Version

Students who are administered a large-print version of the NM-MSSA must be given a large-print test material packet. The packet includes a large-print instructions sheet, a large-print test booklet, and a standard-sized test booklet and answer document.

Please consider the following when administering the large-print test:

- Test administrators should read the directions and scripts from the TAM the same way as for a standard administration.
- The large-print test booklet is 11″ × 17″. It is recommended that these tests be administered to students at tables (perhaps library-sized) to allow for the booklet's size and to ensure student comfort.
- In addition to the materials in the large-print packet, students should also be provided with pencils. The appropriate calculators should be made available for students taking the grades 6–8 Mathematics tests (see section 2.2.2 for details).

Student Responses

Refer to Appendix E to learn how to handle student paper testing responses.

If typewritten responses to short-answer and open-ended questions are permitted as an accommodation, follow the instructions in section 3.3.5.

3.3.3 Administering the Braille Version

Students who are administered a braille version of the NM-MSSA must be given a braille test material packet. The packet includes a braille instructions sheet, a braille test booklet and associated test administrator notes, a standard test booklet, and a standard answer document, as well as any content-appropriate ancillary materials. Please consider the following when administering the braille test:

- Test administrators should read the directions and scripts from the TAM the same way as for a standard administration. The TAs may make adjustments to the specific directions for administering a test as needed to ensure that students taking the braille version of the test understand the testing procedures. For example, you should tell students they do not need to read or pay attention to the copyright notice that appears in the braille version.
- Various materials (e.g., braille writers, slates and styluses, Cranmer modified abacuses, and word processors without the aid of spelling or grammar checks) may be required by the students and must be furnished before the appropriate subtest. Additionally, the TA should have available braille paper and placeholders.

Student Responses

Refer to Appendix E to learn how to handle student paper testing responses.

If typewritten responses to the short-answer and open-ended questions are permitted as an accommodation, follow the instructions in section 3.3.5.

3.3.4 Administering the Human-Reader Version

Students who are administered a human-reader version of the NM-MSSA must be given a human-reader test material packet. The packet includes a human-reader test administrator script, two standard-sized test booklets, and one answer document.

In addition to the materials in the human-reader packet, students should also be provided with pencils. The appropriate calculators should be made available for students taking the Mathematics tests. (See section 2.2.2 for details.)

Student Responses

Refer to Appendix E to learn how to handle student paper testing responses.

If typewritten responses to the short-answer and open-ended questions are permitted as an accommodation, follow the instructions in section 3.3.5.

3.3.5 Typed Responses for Paper-Based Testing

Typed responses to short-answer and open-ended questions may be submitted for those students who qualify for the Assistive Technology Devices Responses accommodation.

Each page of the typed response must contain 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, the TA collects all sheets of paper containing typewritten responses from each student and provides them to the STC and DTC along with the student's answer document. The TA must never staple, tape, or glue typed response pages into an answer document.

Refer to Appendix E to learn how to handle student paper testing responses.

4. Before Testing

4.1 Test Scheduling

Districts and charters can schedule tests in a way that best fits student needs within the published testing window. Follow the scheduling guidelines to maintain standardized testing procedures and safeguard against a security breach. It is the DTC/STC's responsibility to inform TAs and proctors about the testing schedule established by the district or charter school.

4.1.1 Testing Disruptions

TAs must not begin testing if students will not be able to finish the session before their lunch break or the end of the school day. Once a testing session has begun, students must be allowed to finish. Students should be allowed to leave the testing room to use the restroom as needed during the test session, provided they are escorted to the facility. Except in the following circumstances, students are not allowed to stop in the middle of a session and resume at a later point:

- Sudden student illness
- Emergency evacuation
- Fire drill

In these circumstances, students may be allowed to complete the session later, but they **may not** change responses to any test questions already answered.

4.1.2 Makeup Testing

If a student misses a session due to illness or some other legitimate reason, a makeup session must be held before the end of the testing window. Makeup tests may be administered throughout the main testing window except during regular testing. Makeup tests are considered valid so schools and districts are not penalized for legitimate student absences. Sessions do not necessarily have to be taken in order. There is no need to prevent a student from being administered a scheduled session until a previous one they missed is completed.

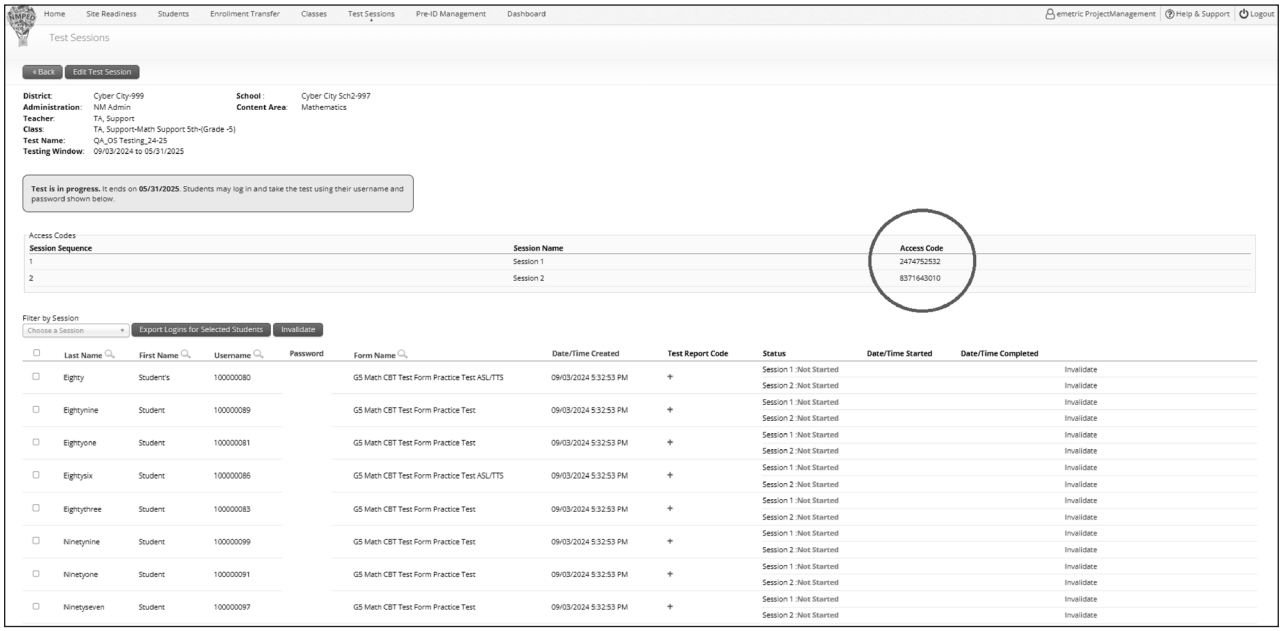
4.2 DTC & STC Task List

DTCs and STCs are responsible for the following tasks (**Note:** Please review this list before you distribute any test materials to TAs.):

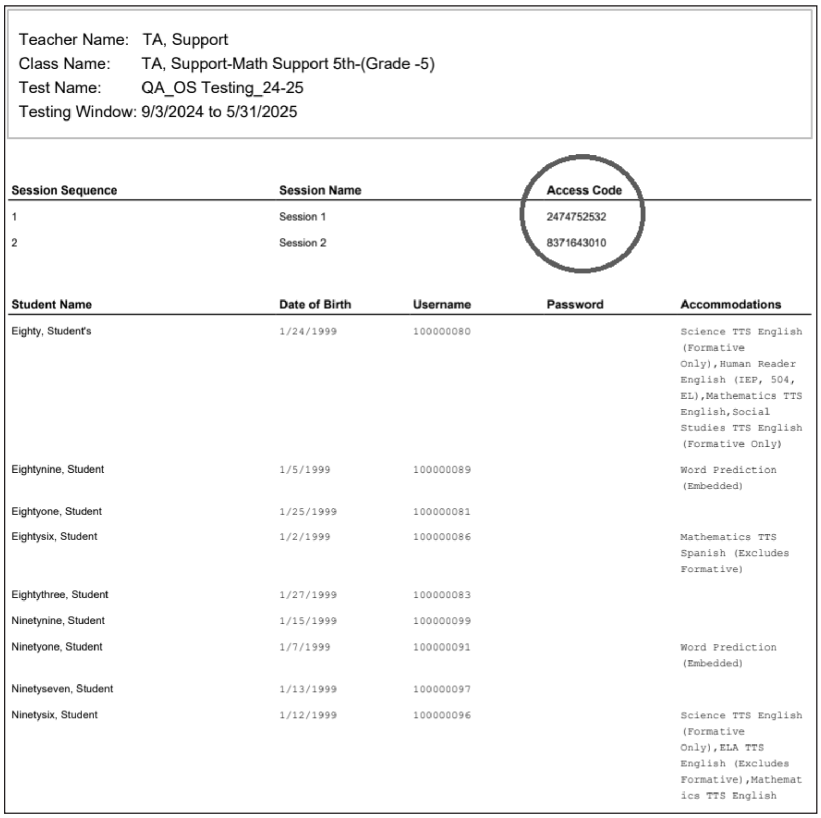
- Announce the test window in advance. Instruct TAs to prepare students by explaining the purpose of the NM-MSSA.
- Provide training for all district personnel involved in test administration, preparation, and security in accordance with the PED regulation 6.10.7 of the NMAC.
- Review the NM-MSSA TAM, as applicable.
- Follow the testing schedule selected by the district for your school.
- Gather all the test materials needed for test administration, including the following:
  - NM-MSSA TAM
  - A "Testing—Do Not Disturb" sign (not included with test materials)
  - A Security Checklist or another documentation method for STCs and TAs to use daily during test administration to maintain a tracking log to account for collecting and securely destroying secure test materials, such as Student Login Tickets and scratch paper written on by students.

4.3 Session Access Codes for Computer-Based Testing

DTCs or STCs schedule tests via the Test Sessions tab in the online Portal. After scheduling the test, DTCs/STCs will go to the "View Details/Student Logins" page for the applicable class scheduled for the test. On this page DTCs/STCs will see access codes for each session of the test.



The session access codes are also displayed on the PDF with student test tickets.



Teacher Name: TA, Support
Class Name: TA, Support-Math Support 5th-(Grade -5)
Test Name: QA_OS Testing_24-25
Testing Window: 9/3/2024 to 5/31/2025

Session Sequence	Session Name	Access Code
1	Session 1	2474752532
2	Session 2	8371643010

Student Name	Date of Birth	Username	Password	Accommodations
Eighty, Student's	1/24/1999	100000080		Science TTS English (Formative Only),Human Reader English (IEP, 504, EL),Mathematics TTS English,Social Studies TTS English (Formative Only)
Eightynine, Student	1/5/1999	100000089		Word Prediction (Embedded)
Eightyone, Student	1/25/1999	100000081		
Eightysix, Student	1/2/1999	100000086		Mathematics TTS Spanish (Excludes Formative)
Eightythree, Student	1/27/1999	100000083		
Ninetynine, Student	1/15/1999	100000099		
Ninetyone, Student	1/7/1999	100000091		Word Prediction (Embedded)
Ninetyseven, Student	1/13/1999	100000097		
Ninetysix, Student	1/12/1999	100000096		Science TTS English (Formative Only),ELA TTS English (Excludes Formative),Mathematics TTS English

5. During Testing

All TAs, STCs, and DTCs are responsible for knowing and applying the following general testing protocols:

- Minimally, there must be one TA in each testing room at all times.
- When more than 25 students are in one testing room, the ratio of students to TAs must not exceed 25 to 1. For example, when 26 students are in a testing room, there **must** be two TAs or a TA and a proctor.
- TAs and proctors must remain attentive in the room during the entire testing session. They should circulate throughout the room during the testing session. They are **not** to read, grade papers, or do other work.
- The use of cellphones or any electronic device during a testing session is strictly prohibited.
- Identifying and pointing out test questions students did not complete either during or after the test session is **not** allowed. TAs should remind students as part of the general instructions to complete all of the test questions and to check to be sure they have completed each session.
- The DTC or the STC must train all TAs and proctors.
- The TA should be a certified staff member who has received training from the DTC/STC. If schools require additional staff to administer the test, other staff members (who have received training and are certified) may be used to provide one-on-one accommodations. Please contact PED with questions.
- According to NMAC 6.10.7.12, TAs and proctors must **not** be assigned to a room in which a relative is being tested. In small districts, there may be only one teacher in a specified grade (e.g., fourth grade). This teacher may have their child in the classroom because it is the only grade 4 classroom. In this case, it is important to make other arrangements for test administration to ensure the integrity of the test administration.
- (Specifically for paper-based testing) Stray mark cleanup is not permitted. The scripts that are read aloud to students in the TAM include directions for students to avoid making extra marks in the answer document, to erase completely any changes that are made, and to clearly fill in their intended answers.
- For instructions on how to input student responses into the online portal upon test completion, please refer to Appendix E.

6. After Testing

6.1 After Computer-Based Testing

6.1.1 Applying Test Report Codes and Invalidating Tests

DTCs have limited ability to invalidate a test without prior PED approval.

A DTC or STC can only invalidate and reassign a session IF the student has been assigned the wrong form (e.g., wrong grade-level, incorrect accommodation) and has completed three or fewer questions.

The DTC would mark this invalidation as a testing irregularity under the test report code.

All invalidations, whether entered by the DTC or the PED, require a testing invalidation form to be submitted from the DTC using the online form provided by the PED. All testing irregularities deemed as being impactful will be handled by PED. PED will work with Cognia directly to complete the invalidation.

6.1.2 Dispose of Physical Test Materials

All secure materials (including used scratch paper and Student Login Tickets) must be collected and securely shredded at the school immediately following testing following PED's guidelines for secure destruction of paper test materials.

6.2 After Paper-Based Testing – NEW FOR 2025

Beginning in 2025, student responses recorded in the paper-based materials (standard, large print, or braille), including multiple-choice and constructed-response items, MUST be entered into the iTester online student testing platform to be submitted for scoring and reporting. Student PBT materials must be securely stored until the student responses are recorded and submitted in the iTester Portal. Paper-based materials are not returned to Cognia, as it was done in the past, and must be securely destroyed. Refer to Appendix E for more details on this process.

6.3 Final Reminders

1. Please remember that student information you add or edit in the student tab (for new students or students whose uploaded demographic information is not valid) will not update or be automatically uploaded to NOVA. Corrections to NOVA must be made by school administrators. Be sure to make these corrections or updates before the close of the testing window (May 2, 2025) to ensure reporting accuracy.
2. Personnel at all schools--public and charter--need to conduct a final check of all the students' demographic data in the iTester system to verify that the information has been recorded accurately and the information has been applied before NM-MSSA student data is transferred from the iTester portal for final scoring and reporting.

Appendix A: Important Resources & References

Resource	Location
Forms and Checklists	
Staff Confidentiality Form	https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators
Student Confidentiality Form	
Testing in English Waiver	
Principal Post Testing Verification Form	
Superintendent's Designation of DTC and IT Coordinator	
Superintendent Post Testing Verification Form	
Medical Exemption Request Form	
Testing Irregularity Reporting Form	
Nonstandard Accommodations Request	
Pandemic Related Non-Standard Assessment and Screener Waiver	
Guides and Training	
NMPED Assessments Kiosk Installation Guide	https://newmexico.onlinehelp.cognia.org/cbt-guides
NMPED Assessments Kiosk User Guide	
NMPED Assessment Portal User Guide	
NMPED Assessments Technical Guide for Spanish Language Support	
NMPED Assessments Technology Guidelines	
NMPED Assessments Testing With Third Party Assistive Technology	
CBT Tutorials	https://newmexico.onlinehelp.cognia.org/cbt-tutorials
Quick Start Guides	
Creating Classes	https://newmexico.onlinehelp.cognia.org/cbt-guides
Scheduling Test Sessions	
Printing Student Logins	
Student Interface	Plus CBT Tutorials section (from the H&S Page): https://newmexico.onlinehelp.cognia.org/cbt-tutorials
Practice Site	
Other	
NM-MSSA Test Administrator's Manual (including test administration scripts) and *Test Coordinator's Manual*	https://newmexico.onlinehelp.cognia.org/manuals-nm-mssa-summatives
NM-MSSA Universal Tools, Accessibility Features, and Accommodations table	https://newmexico.onlinehelp.cognia.org/accommodations
NMPED Accessibility & Accommodations Manual	https://webnew.ped.state.nm.us/bureaus/assessment/accommodations-manuals
NMPED District Test Coordinators Manual	https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators

Appendix B: Security Checklists for Paper-Based Testing

Cognia
Login Manager
22 Marin Way Unit 2B
Stratham, NH 03885

New Mexico Measures of Student Success and Achievement (NM-MSSA) Security Checklist

Ship To:

Ship Code:	000000000357225		**Date Packed:** 2/21/2025
Contract: 120800	**Contract Name:** NM-MSSA Grades 3–8 Language Arts & Mathematics		**Administration:** 2024-2025
County Code: 00	**County Name:** New Mexico County	**SU Code:**	**Superintendent Unit Name:**
District Code: 123	**District Name:** New Mexico Public Schools		
School Code: 456	**School Name:** New Mexico School		**Grade:** XX

Use the information in the table below to track the secure test materials. Retain this document for your records after testing has been completed.

Description																**Qty Shipped**			
Gr XX NM-MSSA Test Booklets with ADs inserted																**77**			
CPI	**Booklet Numbers**	**Student name**	**OUT**	**IN**	**OUT**	**IN**	**OUT**	**IN**	**OUT**	**IN**	**OUT**	**IN**	**OUT**	**IN**	**OUT**	**IN**	**OUT**	**IN**	**OUT**	**IN**
0505689	1301001733																			
0505689	1303001995																			
0505689	1304002026																			
0505689	1302003921																			
0505689	1301005713																			
0505690	1301001563																			
0505690	1303003756																			
0505690	1304003890																			
0505690	1304003979																			
0505690	1302005764																			
0505692	1303001993																			
0505692	1304002017																			
0505692	1302003932																			
0505692	1302003939																			
0505692	1301005522																			

Ship Code: **Page: 1 of 4**

000000000357225

Appendix C: Calculator Policy

2024-2025 NM-MSSA Calculator Policy

NM-MSSA Calculator Use in Mathematics		
Grade	**Session 1**	**Session 2**
3	None	Basic
4	None	Basic
5	None	Basic
6	None	Basic
7	None	Scientific
8	None	Scientific

Students should be thoroughly familiar with the operation of the calculator they plan to use on the assessment.

Paper-Based Test (PBT)

Students in grades 3–5 who are taking the PBT can use a school provided or personal four-function calculator with a square root key during Session 2. Students in grade 6 who are taking the PBT can use their own four-function calculator with a square root key during Session 2. *This is a change from previous years.* Students in grades 7–8 who are taking the PBT can use their own scientific calculator during Session 2. The memory on any hand-held calculator **must be cleared** before the test begins.

Computer-Based Test (CBT)

A calculator is available online in the eMetric platform. Students in grades 3–5 who are taking the CBT can use a school provided or personal four-function calculator with a square root key during Session 2. Students in grade 6 who are taking the CBT can use a school provided or personal four-function calculator with a square root key during Session 2. *This is a change from previous years.* Students in grades 7–8 who are taking the CBT can use a school provided or personal scientific calculator during Session 2. The memory on any hand-held calculator **must be cleared** before the test begins. You can clear the memory on the TI-30XS by:

Reset the TI-30XS MultiView

- You can ensure that everyone starts at the same point by having students reset the calculator: Press [on] and [clear] simultaneously or press [2nd] [reset] and then select **2** (Yes).

The images below show the calculators that are available for use in the online testing platform.

Calculator Accommodations

For students with Individualized Education Programs (IEPs), follow each child's documented and required accommodations.

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This document is available in the Help & Support Page at https://newmexico.onlinehelp.cognia.org/resources-nm-mssa.

Universal Tools, Accessibility Features, and Accommodations Available on Spring 2025 NM-MSSA Summative Assessments (Language Arts & Mathematics, *English & Spanish*)

Content Area	Feature *(Features available in the iTester platform are highlighted blue. All other features are available outside of the testing platform.)*	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) and 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	
Mathematics (calculator unit)	Basic Calculator/Scientific Calculator	x			
Mathematics (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			

Universal Tools, Accessibility Features, and Accommodations Available on Spring 2025 NM-MSSA Summative Assessments (Language Arts & Mathematics, *English & Spanish*)

Content Area	Feature *(Features available in the iTester platform are highlighted blue. All other features are available outside of the testing platform.)*	Tool usage			
		Universal Tool	Accessibility Feature (Assigned)	Accommodation (IEP, 504)	Accommodation (EL)
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			
Mathematics	Protractor	x			
Language Arts (English, Spanish), Math	Read Aloud to Self	x			
Language Arts (English, Spanish) and 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			
Mathematics	Ruler	x			
Language Arts (English, Spanish) and Math	Screen Reader			x	
Language Arts (English, Spanish), Math	Sketch Tool (zunavailable on constructed response items)	x			
Mathemathics	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	Highlighter Tool	x			
Language Arts (English, Spanish)	Text-to-Speech**			x	x
Mathematics	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 E: Handling Students' Paper Testing Responses

Handling Spring 2025 NM-MSSA Students' Paper Testing Responses

Starting with spring 2025 NM-MSSA, the NMPED has decided to have no paper test materials (that includes standard print, large print, braille and human reader kits for all subject) returned back to Cognia; instead, the LEA's or District Test Coordinators (DTC) will take care of destroying secure testing materials locally. This, by extension, means that there is no UPS pickup of any paper test materials.

In addition, if the student has an accommodation to take a paper test, the DTC will ensure the student's responses are transcribed into the online portal. The following sections detail what the changes are and how to scribe the students' responses onto 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 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.

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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 prior to creating the test session*** on the Accommodations Tab of the Student information section.
    - If the Human Scribe accommodation is not assigned **PRIOR** to 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 student accommodations tab

- 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 the 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

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