



SPRING

2025

**TEST
COORDINATOR'S
MANUAL**

for Paper-Based Test (PBT) Administration

High School

SPANISH READING



This manual is not secure. Recycle this manual after the test administration window.

PED and Vendor Contact Information

General Administration Questions	Policy Questions
Cognia New Mexico Customer Care Center & Help Desk Team	New Mexico Public Education Department Assessment Bureau Helpdesk*
Telephone: 877-676-6722 Email: nmtechsupport@cognia.org	Email: ped.assessment@ped.nm.gov
<i>*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.</i>	

Note: This manual is available online at newmexico.onlinehelp.cognia.org/manuals-spanish-reading/.



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 Spanish Reading Standards Based Assessment (SBA). 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 Spanish Reading SBA Important Dates

Event	Date
Initial ordering window	Monday, December 2, 2024, 7:00 a.m. MT– Friday, January 10, 2025, 5:00 p.m. MT
Test materials ordered in the initial ordering window delivered to districts/schools no later than	Friday, February 28, 2025
Additional ordering window	Monday, February 24, 7:00 a.m. MT– Thursday, April 24, 2025, 5:00 p.m. MT (Be sure to order test booklets and answer documents no later than April 24)
Test administration window	Monday, March 17–Friday, April 25, 2025
UPS pickup window	Monday, March 17–Tuesday, April 29, 2025
UPS pickup scheduling in iServices must occur no later than	Monday, April 28, 2025, 1 p.m. MT

Test Security Guidelines

Before distributing any test materials to test administrators (TAs), district test coordinators (DTCs) and school test coordinators (STCs) must read all the directions in this manual and the *NMPED District Test Coordinator Manual 2024-2025*. To access this resource, please visit the PED website DTC page at <https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators>.

The following measures are required to preserve the security of the New Mexico Spanish Reading Standards Based Assessment (SBA). 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.

Security of Test Materials

The New Mexico Statewide Assessment Program requires the Spanish Reading SBA test to receive the highest level of test security and accountability. The security of the Spanish Reading SBA test materials must be maintained before, during, and after the test administration. Please follow this manual's guidelines 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.

The Spanish Reading SBA test booklets and answer documents are secure. It is important that students are not provided access to any of these test materials except during test administration. Early exposure to secure test materials will invalidate the student's test data results.

The use of scratch paper is not permissible for students taking part in the administration of the Spanish Reading SBA.

Unauthorized reproduction of test materials is a violation of the Federal Copyright Act and the New Mexico Public Education Department (PED) regulation 6.10.7 NMAC 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 Spanish Reading SBA test materials may not be photocopied or 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. Test administrators should not receive a copy of the test booklet unless they administer the read-aloud accommodation.

Test questions may not be taught in part or 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 *Test Administration Manual*. The answers to questions may not be provided to students by any method (e.g., orally or in writing). While taking the test, no one except the student may erase or alter answers to test questions. Reading test questions aloud to students, except in instances specified by the *Test Administration Manual*, is only permitted if the student qualifies for such an accommodation. Please see the list of prohibited activities on page 4. Additional guidance is available on the PED website.

Conduct all administrations of the tests under the standardized procedures described in this manual for DTCs and STCs and the Test Administration Manual provided to TAs. The New Mexico Public Education Department Confidentiality Agreement, available on the PED website, must be completed and signed by any person who is likely to come in contact with standardized testing materials, including teachers, aides, educational assistants, substitutes, volunteers, and licensed and unlicensed office staff.

All materials for the test must be stored in a secure place before testing, at the end of each testing session, and after testing is complete. Test 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 authorized explicitly by the PED.

All test materials must be accounted for; therefore, all districts are held responsible to 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 a thorough search 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. 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 test administration requirements. STCs, TAs, and proctors must be trained on all the test security requirements before the test administration.

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
- Read any section of the Spanish Reading SBA to students except when indicated in the *Test Administration Manual*. (The read-aloud accommodation is not permissible for Reading. Assessment accommodations must have instructional relevance or be connected to a specific skill deficit determined by the student's educational team.)
- 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 Spanish Reading SBA test questions before testing
- Change a student's response to a test question
- Clean up stray marks, including, but not limited to, erasing double-marked, lightly erased, or lightly marked answers
- Photocopy, transcribe, or in any way duplicate any part of the Spanish Reading SBA
- 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
- 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.

Reporting a Test Irregularity or a Breach of Security

All administrations of the tests are to be conducted under the standardized procedures described in the *Test Administration Manual* provided to the DTCs, STCs, TAs, and proctors. Testing irregularities, such as potential cheating and any suspected or actual security breach, 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), 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: tcp.ped.state.nm.us/Account/Login.aspx.

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.

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 and charter leaders, 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 only be released in instances of school staff having a need to know them, valid requests for transcripts, and the student 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 ten students.

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

General Instructions and Test Information

Consider the following information when preparing to distribute test materials:

- Cognia will refer to the DTC as the person responsible for receiving and distributing all test materials used in this test administration in their district. The DTC is responsible for contacting the New Mexico Help Desk at Cognia when assistance, such as needing to order additional materials or report problems with shipments, is required.
- The STC(s) is/are responsible for receiving test materials at the school level. The STC must report any shortage of test materials or missing test booklets and answer documents to the DTC.
- TA(s) or proctor(s) is/are responsible for the test materials during the actual test administration. The TAs must report any missing test booklets and answer documents to the STC.

2025 Test Design and Item Information

Content Area and Grade(s)	Languages Available	Number of Sessions	Estimated Time per Session (minutes)	Item Types ¹
READING ² HS (Grade 11)	Spanish	3	60	MC, SA, and OE
¹ MC = multiple-choice, 1 point each; SA = short-answer, 2 points each; OE = open-ended, 3 or 4 points each ² Used in accountability (A–F School Rating System) calculations				

Number of Forms and Types of Testing Materials

There are two forms of the Spanish test booklet. Matching forms of the answer documents have been pre-inserted in each test booklet. The test booklet forms with matching inserted answer documents have been deliberately collated. Do not remove the answer documents from the test booklets or reorder the test booklets and answer documents before distributing the sets to students to begin testing. The TAs should always distribute, collect, and store each student's test booklet and answer document together.

Number of Test Questions

The number of questions is similar from year to year, following the blueprint that was established at the beginning of the contract. The test booklets include the core questions that students can earn points for answering and Common Core State Standard items being field-tested. The Common Core State Standard field-test questions do not contribute to student scores. Approximately 20% of the total number of questions are short-answer and open-ended.

Types of Test Questions

Spanish Reading SBA tests are composed of a combination of multiple-choice (1-point), short-answer (2-point), and open-ended (3- or 4-point) questions. The *Test Administration Manual* will specify the number of multiple-choice, short-answer, and open-ended questions and the number of points that can be earned for each type of question.

Who Is to Be Tested?

The Spanish Reading SBA will be administered to all students enrolled in public schools, charter schools, and state educational institutions in grade 11 who require language arts testing in Spanish.

For additional information regarding participation requirements for the Spanish Reading SBA, please refer to the Testing Requirements section of the *Test Administration Manual*.

Security

The Spanish Reading SBA test materials are secure. Keep all such materials in central, locked storage until the DTC is ready to send them to school testing sites or return them to Cognia. For more information on keeping test materials secure, please read the section titled Test Security Guidelines beginning on page 3 of this manual.

Number 2 Pencils Required

The scanner will only read marks from a soft-lead (No. 2) pencil. Failure to use a soft-lead (No. 2) pencil may result in a report of “no score.” TAs must not allow students to use mechanical pencils.

Recommendation for Test Scheduling

There is no requirement to use a PED-approved schedule. Follow the scheduling guidelines to maintain standardized testing procedures and safeguard against a security breach. The STC’s responsibility is to inform TAs and proctors about the testing schedule established by the district or charter school.

The Spanish Reading SBA is an untimed test. The Reading Assessment consists of three sessions.

It is recommended that the schedule for each test session include 15 minutes for the TA to distribute the materials and read the test directions to the students. Recommended session times have been included in the *Test Administration Manual*. Students must be allowed to continue working as long as they are making progress.

Testing Sessions May Not Be Interrupted

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 are not allowed to stop in the middle of a session and resume at a later point with the following exceptions:

- 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.

Allowable Accommodations

Each student’s educational team will make accommodations and participation decisions. The team should have ensured that the student received the agreed-upon, allowable accommodation(s) in instruction and assessment in the content area for a sufficient amount of time before the Spanish Reading SBA administration so that the student will be comfortable using it on the test. The use of each accommodation in daily instruction must have written documentation (in the 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 Spanish Reading SBA, refer to the *NMPED Assessment Accommodations & Accessibility Manual 2024-2025*. For access to this resource, please visit the PED website DTC page at <https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators>.

Fill in the bubble for all accommodations used during administration for each student in accommodations boxes H and I on the inside back cover of the answer document, as applicable.

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.**

Invalidating Tests

The test in a particular content area must be invalidated if there are unusual circumstances that prevent the proper completion of any test sessions. Circumstances that require test invalidation include, but are not limited to, students

- cheating
- moving ahead to the next session before being directed to do so
- taking the test with a prohibited modification
- making no effort to complete the test

The TA should consult with the STC or DTC to resolve whether a test should be invalidated. The TA will mark the appropriate bubble in box G (Test Report Codes) of the biogrid on the inside back cover of the answer document. The invalidated content area will not be scored, and the Student Report to Parents will indicate the proper Test Report Code. Any questions related to invalidating a test should be directed to the PED.

Voiding Tests

If student responses have been transcribed to a new answer document, the original document/booklet must be voided. To void the document/booklet, write VOID in large, dark print on the front cover and fill in box J on the biogrid. The voided document must be packed with the used test materials. If the TA is uncertain whether a test should be voided, please contact the New Mexico Help Desk at 1-877-676-6722.

Roles and Responsibilities

In addition to the following general overview, detailed descriptions of the roles and responsibilities of DTCs, STCs, TAs, and proctors are provided in the *NMPED District Test Coordinator Manual 2024-2025*. For access to this resource, please visit the PED website DTC page at <https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators>.

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. The DTC's responsibility is to keep the local educational agency (LEA) informed about current assessment policy and changes and provide teachers with available resources for content area assessments.

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.

Test Administrator

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

Proctor

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

Before Testing

DTCs and STCs: Please review this section before you distribute any test materials to TAs.

Refer also to the NMPED District Test Coordinator Manual 2024-2025. For access to this resource, please visit the PED website DTC page at <https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinators>.

Preparing for Testing

- Announce the test window in advance: Monday, March 17-Friday April 25, 2025. Instruct TAs to prepare students by explaining the purpose of the test.
- Provide training for all district personnel involved in test administration, preparation, and security per the PED regulation 6.10.7 NMAC.
- Review the *Test Administration Manual*.
- Follow the testing schedule selected by the district for your school.
- Gather all the test materials needed for test administration:
 - sufficient soft-lead (No. 2) pencils with erasers to be able to provide two to each student—**DO NOT ALLOW STUDENTS TO USE MECHANICAL PENCILS DURING TESTING**
 - a sufficient number of test booklets with inserted answer documents
 - *Test Administration Manual*
 - 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 check in and check out all test materials

Receiving Test Materials

Follow this procedure when preparing to distribute test materials:

- Use the Packing List(s) to verify receipt of the entire order of test materials and the Security Checklist or the Local Inventory Tool (LIT) to verify receipt of each secure test booklet and answer document. Inventory test materials *immediately* upon receiving them. Report any discrepancies, shortages, or issues to the New Mexico Help Desk at Cognia by calling 1-877-676-6722 or emailing the help desk at nmtechsupport@cognia.org.
- Boxes will be packed by order (usually at the school level) and shipped to the requested address entered by the DTC in the online ordering system. Boxes should contain the following:
 - test booklets and answer documents shrink-wrapped in sets of ten, five, or single packages
 - packages containing test booklets with pre-inserted answer documents
 - Spanish Reading SBA *Test Administration Manual*
 - Spanish Reading SBA Pre-ID labels
- Keep the boxes in which the test materials were shipped to you so that you may use them to return test booklets and answer documents to Cognia.

Distributing Test Materials

The following information should be considered when preparing for the distribution of test materials:

- TAs will receive test materials from the STCs.
- Each STC will record the number of test booklets and answer documents assigned to each TA. The provided Security Checklist or the LIT may be used for this purpose. (An example of the Security Checklist is provided in [Appendix B](#).) Writing on or applying locally made labels to the covers of the secure test booklets is permitted to aid in assigning and tracking them. Do not obscure barcodes already printed on the test booklets. **Note:** Only the provided student Pre-ID label may be applied to the answer documents after the testing is complete. Do not locally create any labels for answer documents because they may interfere when the answer documents are scanned, resulting in a “no score” report for a student.
- TAs, in cooperation with the STC, must be able to account for the security of all test materials before, during, and after the test administration.
- Upon receipt of test booklets and answer documents, the TA should count the number of each type of booklet received and confirm inventory of the number of booklets that have been delivered by the STC.
- Any discrepancies in the numbers of test materials must be reported immediately to the STC.
- All test materials must be kept in a securely locked central storage facility when the test is not being administered.

Special Requirements for Large-Print and Braille Versions of the Test Forms

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

Test Security

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

Administering the Large-Print Version

Students who are administered a large-print version of the Spanish Reading SBA must be given a large-print test material packet. The packet includes a large-print instructions sheet, a large-print test booklet, a standard-sized test booklet, and a standard-sized answer document. Please consider the following when administering the large-print test:

- Test administrators should read the directions and scripts from the *Test Administration Manual* 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 ensure student comfort.
- In addition to the materials in the large-print packet, students should also be provided with soft-lead No. 2 pencils.

Student Responses

Only responses bubbled and written in the answer document or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document or typewritten must be transcribed into an answer document before shipping. The TA and the student should consider the following options to determine the best method for recording the student's responses:

- Students may use No. 2 soft-lead pencils to record their responses in the answer document. (Do not allow students to use mechanical pencils.)
- Students may respond to all items in the large-print test booklet. Answers in the large-print test booklet will not be scored. Therefore, answers written in the large-print test booklet must be copied into the answer document to be scored and reported. The scribe must be sure to transcribe exactly what the student has marked.
- Students may type their responses with a word processor (without the aid of either a spelling or grammar check). **NOTE: All multiple-choice answers must be transcribed into the answer document by the TA (or the proctor).**
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

If typewritten responses to short-answer and open-ended questions are permitted as an accommodation, follow the instructions on page 14 under "Typed Responses."

Administering the Braille Version

Students who are administered a braille version of the Spanish Reading SBA 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. Please consider the following when administering the braille test:

- 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. Test administrators should read the directions and scripts from the *Test Administration Manual* the same way as for a standard administration. 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. They must be furnished before the appropriate subtest. Additionally, the TA should have available braille paper and placeholders.

Student Responses

Only responses bubbled and written inside an answer document or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document or typewritten must be transcribed into an answer document before shipping. The TA and the student should consider the following options to determine the best method for recording the student's responses. Students may use any combination of these options to answer test items.

- Students may record their responses using braille on a separate braille sheet of paper.
- Students may record their responses directly in the braille version of the test booklet.
- Students may respond to the short-answer and open-ended questions using a word processor (without a spelling or grammar check) and respond to the multiple-choice questions directly in the braille version of the test booklet.
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

The student's braille responses and all other responses in the braille test booklet must be transcribed verbatim into the student's answer document by the TA (or the proctor) at the end of each subtest or after testing is completed. Only answers copied into the answer document will be scored and reported.

If typewritten responses to the short-answer and open-ended questions are permitted as an accommodation, follow the instructions on page 14 under "Typed Responses."

Typed Responses

Typed responses to short-answer and open-ended questions may be submitted for those students who qualify for the Assistive Technology Devices Responses accommodation. For more information about this accommodation, refer to the *NMPED Accessibility & Accommodations Manual: Supporting Students During Assessment 2024-2025*. For access to this resource, please visit the PED website Accommodations Manuals section at <https://webnew.ped.state.nm.us/bureaus/assessment/accommodations-manuals/>.

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., Reading Session 1)
- question number (e.g., #6)

At the end of testing, the TA collects all sheets of paper containing typewritten responses from an individual student, fastens them together with a paper clip, and provides them to the STC and DTC with the answer document at the end of testing. The TA must never staple, tape, or glue typed response pages into an answer document or test booklet.

NOTE: All multiple-choice answers must be transcribed by the TA (or proctor) into the answer document.

Preparing Materials for Return

Checking Answer Documents

1. Only responses bubbled and written inside the answer document or typewritten responses to short-answer and open-ended questions will be scored. Following each completed large-print or braille testing, the TA or proctor must confirm that 1) all biogrid information and responses to multiple-choice questions are completed in the answer document, 2) all typewritten responses are clearly labeled and prepared for return with the answer documents in the Special Handling envelope, and 3) any responses that have not been completed directly in the answer document or included on typewritten pages are transcribed exactly into the student's answer document. If responses in test booklets are not transcribed into the student's answer document, they will not be scored.
2. Pre-ID labels have been provided for most students taking the Spanish Reading SBA based on a recent NOVA file download. Check the Pre-ID labels to ensure the information is accurate. If any of the three essential identifiers are inaccurate or the student did not participate in this administration, shred the label and do not use it. The presence of inaccurate information should indicate that the information in NOVA may need to be updated as they are the sources for the demographic information on the labels.
3. For each answer document, match the Pre-ID label with the student's name on the front cover and apply the label to the bottom right corner on the back cover. Remember, if any of the three essential identifiers (student's name, date of birth, or state identification number) on the label is inaccurate, do not use the label. Instead, determine whether NOVA should be updated. **Note:** Make certain to apply the correct label to each answer document so the correct student will be given credit for participation in the Spanish Reading SBA.
4. If there is no label for a student, it is critical that a test coordinator verify all the bubbles are filled in accurately in all the boxes on the back cover of the answer document. This includes the bubbles for the student's full name, the district code, the school code, the student's birth date, the state student ID number, and the student's gender. Without a Pre-ID label, these pieces of information are the vital link between the student's test scores and their demographic information. Ensuring all these fields are bubbled accurately gives the PED the best opportunity to match the test results to the student demographic information in NOVA, and therefore, to give the student credit for passing the Spanish Reading SBA subtests.
5. Be sure to complete sections 1, 2, and 3 for all students, as applicable, on the inside back cover. See the Rules for Completing Biogrids section of the *Test Administration Manual* for more detailed instructions on completing the biogrid.

PED Protocol for Returning Paper Materials 6.10.7.12(A) NMAC

Ensure inventory is taken upon arrival of testing materials, prior to storing. If there is a discrepancy in the order and items received, the LEA will contact Cognia promptly to report the missing material.

Standardized test materials shall be returned to Cognia. The loss of secure state assessment materials is a breach of assessment security and must immediately be investigated and reported.

- DTC must notify the Cognia's help desk and PED.
- Missing test materials should be reported as an irregularity.

LEAs that do not return all the test materials can be subject to one or both of the following:

- Being charged for the cost of missing materials
- On-site monitoring visits by PED

Returning Test Materials

1. **Do not** return test materials that are contaminated with biohazardous materials, such as blood or vomit. Please contact the New Mexico Help Desk at Cognia by calling 1-877-676-6722 or by emailing nmtechsupport@cognia.org for directions.
2. Place all test booklets, including large-print and braille versions, whether used or unused, on the bottom of a Cognia box in which the test materials were received.
3. Review the answer documents carefully, noting any damage such as tears or holes. Make separate piles for used and unused answer documents. Turn every page of the unused answer documents to ensure there is no student work in them. Pack unused answer documents inside the “Unused, Blank Answer Documents” envelope(s). Seal the envelope and pack it in the box on top of the test booklets.
4. Place only damaged, used answer documents or answer documents with typed pages in the white plastic envelope labeled “Special Handling.” Please include a brief memo on district or school letterhead that explains why each used answer document is included in the Special Handling envelope to ensure that Cognia staff understands the situation and treats the answer document accordingly. (There may be nothing to return in this envelope.) Seal the Special Handling envelope and place it on top of the “Unused, Blank Answer Documents” envelope(s), even if there is nothing in the envelope.
5. Pack all of the undamaged used answer documents in the white plastic envelope labeled “Used, Partially Used, and Voided Answer Documents.” Seal the envelope and pack it in the box on top of the “Special Handling” envelope.
6. The return address will be to a Cognia facility in New Hampshire. Seal the box(es) with packing tape and reinforce the box corners and the bottom seal. Apply the return shipping label provided with the shipment directly on top of the white delivery label. Please stack materials in the box in the following order, starting at the bottom of the box with all test booklets, including large-print versions and working up to used answer documents.

Used, Partially Used, and Voided Answer Documents envelope(s)
Special Handling envelope – it may be empty
Unused, Blank Answer Documents envelope(s)
All test booklets including large-print and braille versions

7. Do not return *Test Administration Manuals* or *Test Coordinator's Manuals* to Cognia. Please recycle these materials at the school or district. Do not save manuals for the next administration as directions may change.

Cognia has contracted UPS to pick up the spring 2025 Spanish Reading SBA test materials. When materials are ready to be returned to Cognia, a UPS pickup may be requested at <http://iservices.cognia.org>.

- Select “New Mexico” from the dropdown menu and click “Enter.”
- Select “UPS Pickup Request” on the left-hand side of the screen.
- In the “RS Tracking #” box, enter the tracking number printed on the UPS return service label that was included in the shipment of test materials. Then click “Login.”
- Complete contact information, the date requested for UPS to pick up your test materials, the pickup location, and the total number of boxes being returned. Select “Place Pickup Request” to submit the request.

UPS will **not** automatically pick up the test materials at the end of the test administration window. *Submit a request in iServices for a UPS pickup no later than **Monday, April 28, 2025, 1 p.m. MT***. All secure materials must be picked up for a return to Cognia no later than **Tuesday, April 29, 2025**. Hand the box(es) to regular UPS driver if there is a regularly scheduled UPS pickup at that location. If the iServices link is not used, notify the Cognia New Mexico Help Desk by phone or email when boxes have been handed off to a regularly scheduled UPS driver. For assistance with submitting a UPS pickup request online, contact the New Mexico Help Desk at 1-877-676-6722 or nmtechsupport@cognia.org.

Thanks for assistance with the administration of the Spanish Reading SBA.

Next-to-Last Page of Answer Document

SECTION 1: TESTING: If student did not test all sessions, mark the appropriate Test Report Code indicating the student’s test completion status in Box **G**. Bubble accommodations used in Box **H** and Box **I**. Bubbling Box **J** will void the entire answer document. **Caution:** Filling in the bubble in Box **J** will result in all of the answer document not being scored.

G TEST REPORT CODES	
<i>(Mark one bubble for each content only if applicable. You are not expected to assign one of these codes.)</i>	
Withdrew Before Test Completion	<input type="radio"/> ①
PED-Approved Medical Exemption	<input type="radio"/> ④
Parental Refusal/Non-Compliance	<input type="radio"/> ⑤
PED-Approved Test Invalidation	<input type="radio"/> ⑦
Absent During Window/Chronically Absent	<input type="radio"/> ⑧
Other	<input type="radio"/> ⑩

H IEP/504 ACCOMMODATIONS	
Human Reader English	<input type="radio"/>
Human Reader Spanish	<input type="radio"/>
Read Aloud to Self	<input type="radio"/>
Human Signer	<input type="radio"/>
Selected Response Human Scribe	<input type="radio"/>
Constructed Response Human Scribe	<input type="radio"/>
Assistive Technology Devices Presentation	<input type="radio"/>
Assistive Technology Devices Responses	<input type="radio"/>
Allow Accessibility Mode Testing	<input type="radio"/>
Large-print	<input type="radio"/>
Braille	<input type="radio"/>

I EL ACCOMMODATIONS	
Spanish Language Version	<input type="radio"/>
Picture Dictionary	<input type="radio"/>
Directions in Native Language	<input type="radio"/>
Commercial Word-to-Word Dictionary	<input type="radio"/>
Customized Dual Language Glossary	<input type="radio"/>
Pocket Word-to-Word Translator	<input type="radio"/>

J VOID-DO NOT SCORE	
<input type="radio"/> Ⓢ	Void this answer document

For Internal Use Only	
A	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
B	<input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10
C	<input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14 <input type="radio"/> 15
D	<input type="radio"/> 16 <input type="radio"/> 17 <input type="radio"/> 18 <input type="radio"/> 19 <input type="radio"/> 20
E	<input type="radio"/> 21 <input type="radio"/> 22 <input type="radio"/> 23 <input type="radio"/> 24 <input type="radio"/> 25



Appendix B: Sample Security Checklist



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

New Mexico Student Assessment Program Security Checklist

Ship To:

Ship Code:	000000000357225	Date Packed: 2/21/2025
Contract: 130900	Contract Name: New Mexico Spanish Reading SBA High School	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 High School	Grade: 11

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 11 Test Booklets with ADs inserted – Spanish Reading														77			
CPI	Booklet Numbers	Student name	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:

000000000357225

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