New Mexico Public Education Department Assessments

KIOSK INSTALLATION GUIDE

2024-2025 School Year

Cognia

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Version Control

Version	Date	Author	Change Description
1.0	7/1/2024	eMetric	Created support documentation per 2024-2025 requirements discussion with Cognia and NM PED.
1.1	2/18/2025	eMetric	Updated installation steps for MacOS.
1.2	3/20/2025	eMetric	Added steps to disable Spoken Content on iPadOS.

TABLE OF CONTENTS

TABLE OF CONTENTS **3**

INTRODUCTION **5**

TECHNICAL SUPPORT 5

TESTING ENVIRONMENT **6**

OVERVIEW 6

PROCESS 6

TESTING ENVIRONMENT SETUP 7

NETWORK CONNECTIVITY 8

BANDWIDTH 9

THIN-CLIENT ENVIRONMENTS 9

MONITOR SETTINGS 9

SPANISH LANGUAGE SUPPORT 10

DEFAULT VOICE SETTINGS FOR TEXT-TO-SPEECH ACCOMMODATIONS 10

NEW MEXICO PUBLIC EDUCATION DEPARTMENT ASSESSMENTS KIOSK INSTALLATION **11**

WINDOWS® OS 11

Step 1: Set up your school testing environment 11

Step 2: Download the New Mexico Public Education Department Assessments Kiosk 11

Step 3: Install the downloaded Kiosk 12

WINDOWS® MSI PACKAGE SCRIPTED INSTALLATION 16

Script Examples 16

WINDOWS® MSI PACKAGE INSTALLATION VIA GROUP POLICY 17

WINDOWS® NETWORK KIOSK INSTALLATION 17

MAC OS® 18

Step 1: Set up your school testing environment 18

Step 2: Download the New Mexico Public Education Department Assessments Kiosk 18

Step 3: Install the downloaded Kiosk 19

iPAD APPLICATION INSTALLATION **24**

DOWNLOAD THE iTESTER APP FROM THE APPLE APP STORE 24

Assessment Mode 25

Spoken Content 26

CHROMEBOOK™ APPLICATION INSTALLATION **27**

MANAGED CHROMEBOOKS™ 27

SITE READINESS TESTING AND SITE CERTIFICATION 34
PURPOSE 34
SITE READINESS TESTING 34
Step 1: Find the Site Readiness account information 34
Step 2: Authenticate every device or device configuration to be used for testing 35
SITE CERTIFICATION 39

INTRODUCTION

The New Mexico Public Education Department Assessments online testing system is used to administer assessments and access student and summary reports for the New Mexico Measures of Student Success and Achievement (NM-MSSA) and Interim Measures of Student Success and Achievement assessments (iMSSA).

There are two components of the New Mexico Public Education Assessments online testing: the **New Mexico Public Education Department Assessments Portal**, used by school and district administrators to perform all administrative tasks, and the **New Mexico Public Education Department Assessments Student Testing Interface,** used by students to take practice tests and the assessments. The **Student Testing Interface** is accessible using a web browser or a Kiosk application referred to as the **New Mexico Public Education Department Assessments Kiosk**.

Students are required to take s*ummative* assessments using the Kiosk application. Students may take interim assessments using a web browser to access the Student Test Interface. This guide provides information on installing the **New Mexico Public Education Department Assessments Kiosk** for schools who are preparing for Summative assessments or who choose to use the kiosk for their interim assessments.

Note: The **New Mexico Public Education Department Assessments Student Testing Interface** is a version of the iTester student testing application that has been tailored for the New Mexico Public Education Department Assessments. Some technical documentation may refer to the student testing interface as iTester.

For more information on working with the New Mexico Public Education Department Assessments Portal, see the *Portal User Guide*, which is available on the New Mexico Public Education Department Assessments Help & Support page: https://newmexico.onlinehelp.cognia.org

TECHNICAL SUPPORT

If you experience any difficulty downloading or installing the kiosk, contact Cognia Technical Support at nmtechsupport@cognia.org or (877) 676-6722.

For questions about the test administration or other technical information, contact the Cognia Client Care Center at nmtechsupport@cognia.org or 1 (877) 676-6722.

For questions or information regarding New Mexico Public Education Department Assessments policy and testing procedures, contact the New Mexico Public Education Department at ped.assessment@ped.nm.gov or (505) 827-5861

TESTING ENVIRONMENT

OVERVIEW

The **Student Testing Interface** is used by students to take practice tests and assessments and is accessed by one of two methods:

1. Launching a web browser and navigating to the following URL:
   Practice Tests: https://nmpracticetest.cognia.org/student/
   Operational Tests: https://newmexico.cognia.org/student

2. Launching a student testing kiosk. (For practice tests, click on "Practice" link after launching kiosk.)

The **New Mexico Public Education Department Assessments Kiosk** refers to the software application used for secure online testing. The student testing kiosk restricts access to other computer applications during testing. Students **MUST** use a student testing kiosk to take the summative assessments (NM-MSSA). Interim assessments can be accessed using either a web-browser or student testing kiosk. Using a web-browser is the recommended method for interim testing.

The kiosk is a cross-platform, rich internet application that employs the industry's highest standard in security, reliability, and usability for high-stakes assessment. The kiosk runs seamlessly on Windows® and Mac® operating systems, iPad® tablets; with and without external keyboards, and Chromebook™ notebook computers.

Information on Student test Interface tools, accommodations, accessibility features and navigation can be found in the NMPED Assessments Browser Testing User Guide and the NMPED Assessments Kiosk Users guide here: https://newmexico.onlinehelp.cognia.org/cbt-guides/

Information on using third party accessibility or accommodations software with the student test interface can be found in the Testing with Third Party Assistive Technology Guide https://newmexico.onlinehelp.cognia.org/cbt-guides/

PROCESS

The testing environment for a school is installed and set up by an IT Coordinator (ITC). In situations where there is not a dedicated IT Coordinator, a School Test Coordinator (STC) or District Test Coordinator (DTC) can perform these tasks.

After your DTC or STC has set up your ITC account, you will receive your user account information via email. If you have not received your account information with your login credentials:

- **Public school**: Contact your DTC or STC.
- **Charter school**: Contact the Cognia Help Desk at nmtechsupport@cognia.org or (877) 676-6722.

To install and set up the kiosks for your school:

1. Review the Technology Guidelines to ensure that you have the correct equipment for student testing.
   https://newmexico.onlinehelp.cognia.org/cbt-guides/

2. Configure your network to support student testing on the kiosk:
    - Testing Environment Setup
    - Network Connectivity
    - Bandwidth
    - Thin-Client Environments
    - Monitor Settings
    - Spanish Language Support
    - Default Voice Settings for Text-to-Speech Accommodations

3. Download and install the appropriate kiosk to each student testing device:
    - Windows®
    - macOS®
    - iPad application
    - Chromebook application

4. Complete the Site Readiness tests, which perform a system check and provide a testing simulation scenario for each device or device configuration.

    To ensure that the testing environment is ready for students on time, we recommend that you run the Site Readiness tests directly after installing the test device kiosks.

5. When all of the configurations to be used for student testing are ready, certify that your site is ready for student testing.

TESTING ENVIRONMENT SETUP

The Kiosk can be installed on the network or on an individual student testing device. The advantages and disadvantages for each are listed in the table below. We recommend a local installation to avoid network connection issues.

	Individual Device Installation	Network installation
Advantages	No impact on LAN traffic during initial application launch.	Time spent on application installation and configuration would be considerably less. Centralized location for application updates and configuration.
Disadvantages	Application installation and configuration will take more time.	Downloading the application from the network folder to the test taker's testing device could introduce single point of failure during application launch. Initial application launch could be delayed depending on the LAN traffic and bandwidth.

NETWORK CONNECTIVITY

All student testing devices used for student testing should have access to the Internet and should be able to access the server using HTTP/HTTPS protocols on ports 80 and 443.

1. Whitelist the following sites on ports 80 and 443 in content filtering proxies or other locally used proxy software.
    - https://newmexico.cognia.org
    - https://nmpracticetest.cognia.org
    - https://newmexico.cognia.org/student
    - https://nmpracticetest.cognia.org/student/
    - fonts.googleapis.com/
    - themes.googleusercontent.com/
    - googleusercontent.com/
    - https://cognito-identity.us-west-2.amazonaws.com
    - https://cognito-identity.us-east-1.amazonaws.com
    - https://eventsapi.emetric.net/nmprod/router
    - app.getsentry.com
    - dc.services.visualstudio.com
    - az416426.vo.msecnd.net

    Note: It is critical that districts and buildings using web content filters perform site readiness testing to confirm the Student Interface Test content can be downloaded to student kiosk clients without any issue.

2. If you are working with sandboxing applications (such as Faronics Deep Freeze™), do one of the following while installing the kiosk:
    - Choose network folder location for local caching.
    - Make sure the default location, such as C:\Users*user*\AppData\Local\eMetric *(%localappdata%/emetric*) and its contents are not deleted by these applications.

    Note: Student-testing data, including encrypted responses, will be saved to the indicated location only if the network connection or Internet connection is lost during the test. Students will be able to continue testing without interruption, but their testing data will be saved in the indicated folder.

3. School with low internet bandwidth:
    - We recommend that schools with an Internet download speed of less than 1.5 Mbps or less than 256 Kbps stagger students starting the test.

BANDWIDTH

The ability of a school's network to support a given volume of on-line testers is a function of the available bandwidth between the student's test device and the data center serving the test content, the number of students who will be downloading tests, and size of the test content. The Site Readiness test's Connection Capacity test will measure the bandwidth between a student's test device and the data center and determine the volume of tests that can be downloaded simultaneously. Use the results of this test to gauge the impact your bandwidth will have on testers.

THIN-CLIENT ENVIRONMENTS

When using thin-client environments, such as Terminal Services, Citrix®, or LTSP®, make sure that there is enough memory, CPU, and bandwidth on the server to accommodate multiple student test sessions. The application requires a minimum of 80 MB of memory per client session and performance can vary depending on the size and type of the test. Allowing multiple sessions on an improperly sized thin-client environment will lead to poor performance.

Additionally, schools using thing-clients need to be cautious when there is 1 GB or less of physical memory on the student testing device. In this case, we highly recommend that you use a local installation. As a rule, if you can use Chrome™ browser to access web-based email or web-based streaming services on all student testing devices simultaneously, then testing should go well.

In thin-client environments, the accounts students use to log in to the student testing devices must be unique for each student. Also, each account must have its own dedicated user profile.

Note: If kiosk in your thin-client deployment experience performance issues, such as graphics not rendering, fuzzy screens, or screen flickering, we recommend disabling or adjusting the hardware graphics acceleration.

For assistance, contact Cognia Technical Support at nmtechsupport@cognia.org or (877) 676-6722.

MONITOR SETTINGS

Ensure that all monitors used for testing are set to the default color settings. If a student requires a zoom accessibility feature, review the recommended screen resolutions in the table below:

Required Zoom Level for Student	Recommended Screen Resolution
100% (No Zoom)	1024 x 768 (or higher)
150%	1920 x 1080 (or higher)
200%	1920 x 1080 (or higher)
300%	1920 x 1080 (or higher)

Note: These are only recommended screen resolutions. Use the screen resolution you feel the student would be most comfortable with. The student or proctor may set the zoom level within the Kiosk when the student logs in using his or her unique username and password at the time of testing.

SPANISH LANGUAGE SUPPORT

The New Mexico Public Education Department Assessments online test administration is also available in Spanish.

The Spanish Text-to-Speech version of the test is not available on iPads, but is supported on the following systems:

- Windows®
- macOS®
- Chrome OS™

For instructions on localizing the testing machines for Spanish and adding accommodations for the students requiring a Spanish text-to-speech version of the test, see the *New Mexico Public Education Department Assessments Technical Guide for Spanish Language Support*, which is available on the New Mexico Public Education Department Assessments Help & Support page:
https://newmexico.onlinehelp.cognia.org

DEFAULT VOICE SETTINGS FOR TEXT-TO-SPEECH ACCOMMODATIONS

The voice used by the student testing kiosk for text-to-speech is the voice set as the default on the device the student is using for testing. Ensure that the desired voice is set at the default for the operating system installed on the device.

To update the default voice for Windows® 10 & 11:

1. Click the **Windows®** button.
2. Click **Settings**.
3. Click **Time & Language**.
4. Click **Speech** under the Time & Language menu on the left side of the screen.
5. Select the voice you want to use in the **Voice Selection** box.

To update the default voice for macOS® 11.6 & 12.6:

1. Click **System Preferences**.
2. Click **Accessibility**.
3. Click **Spoken Content**.
4. Click the voice you want to use in the **System Voice** box.

NEW MEXICO PUBLIC EDUCATION DEPARTMENT ASSESSMENTS KIOSK INSTALLATION

WINDOWS® OS

Follow the steps below to install the kiosk on all student testing devices running Windows®.

Step 1: Set up your school testing environment

Review Testing Environment in detail.

Step 2: Download the New Mexico Public Education Department Assessments Kiosk

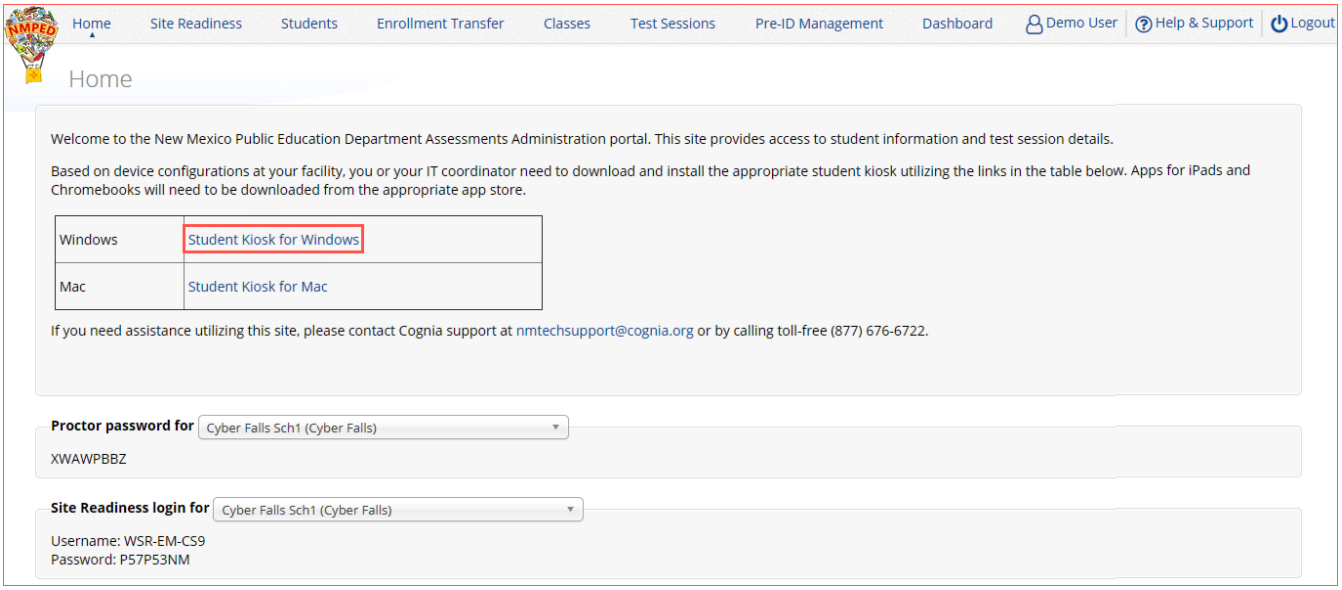
After your District Test Coordinator (DTC) or School Test Coordinator (STC) sets up your IT Coordinator (ITC) account, you will receive your user account information via email.

When you have your login credentials, you are ready to download the New Mexico Public Education Department Assessments Kiosk:

1. Go to the New Mexico Public Education Department Assessments Portal at http://newmexico.cognia.org/ and log in with your username and password.

2. On the portal home page, click **Administration**. The Administration home page appears.

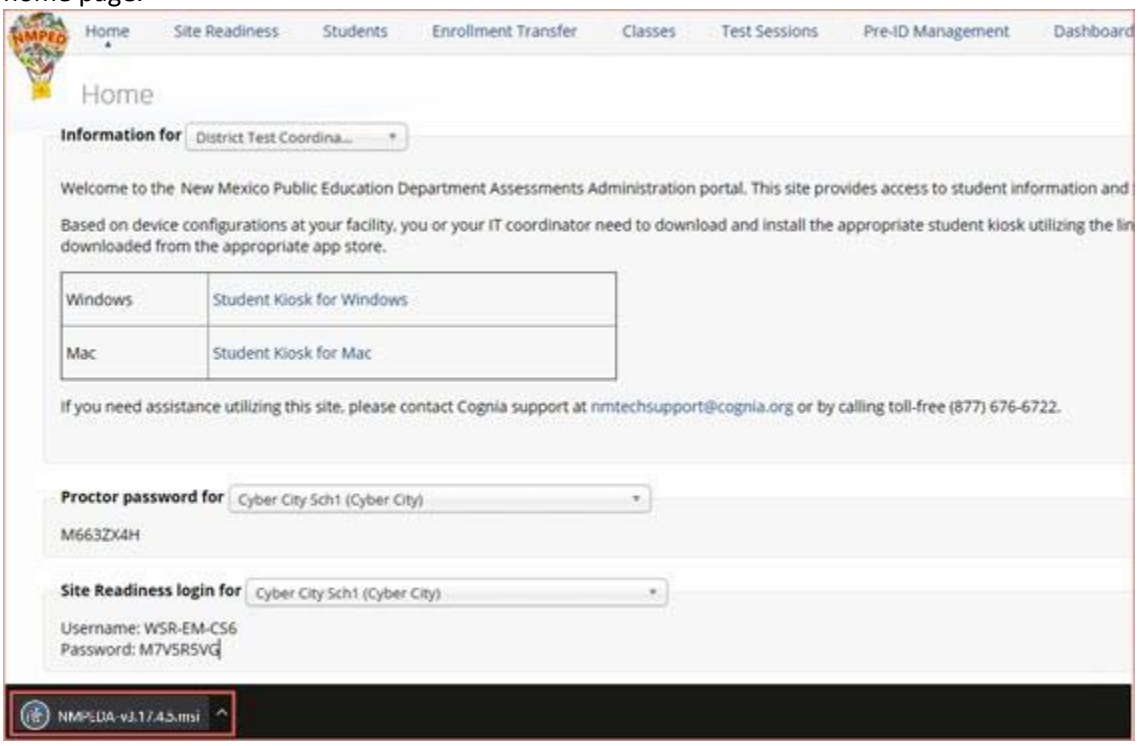
3. Click Student Kiosk for Windows®. You will see a Download progress bar at the bottom of the page.



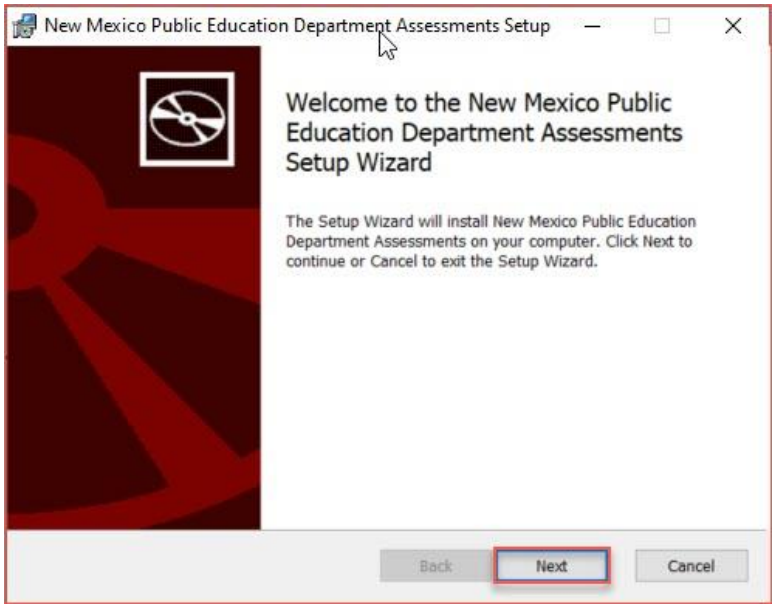
Step 3: Install the downloaded Kiosk

When the download completes:

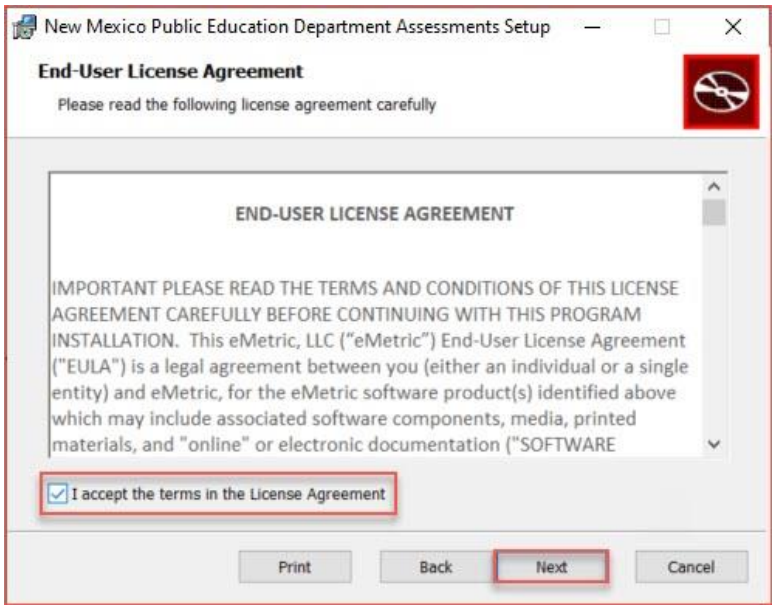
1. Click the installation file in the Download bar at the lower-left corner of the Administration home page.



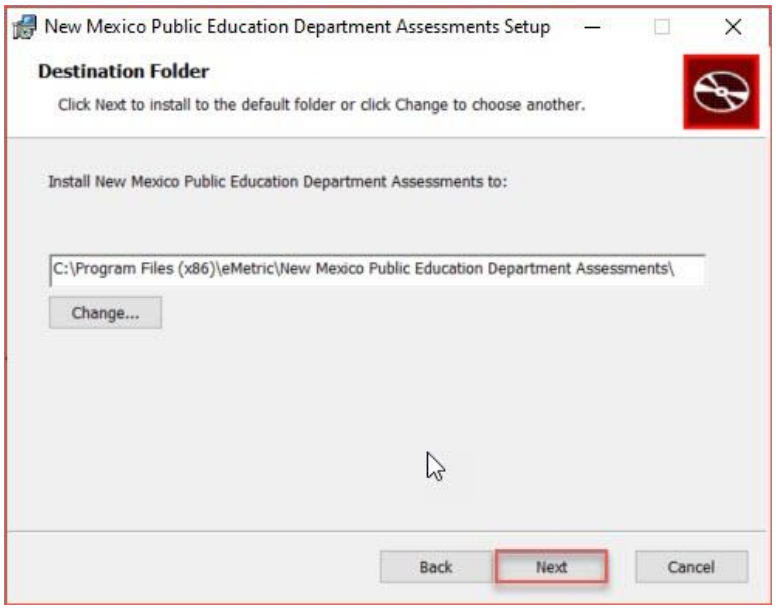
2. Read the instructions and then click **Next** to continue.



3. Read the End-User License Agreement and check **I accept the terms in the License Agreement** check box. Click **Next** to continue.

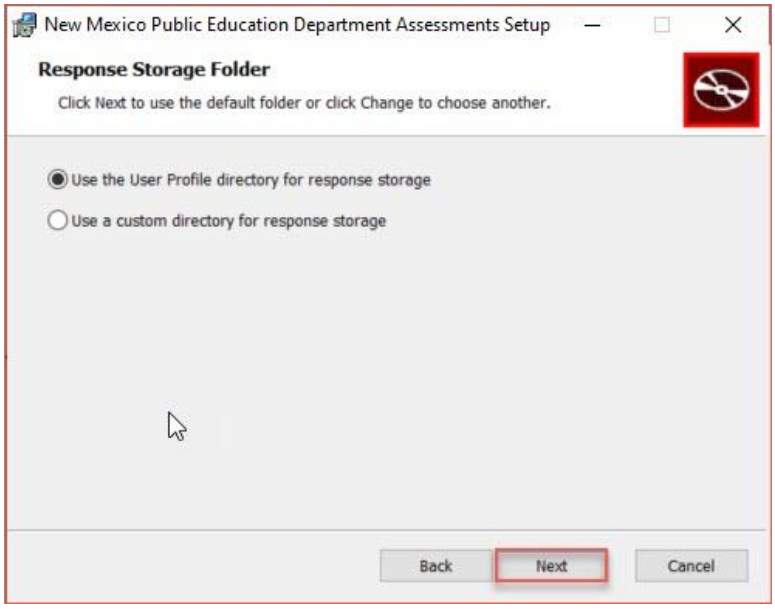


4. Type the destination folder in the space provided and click **Next** to continue.



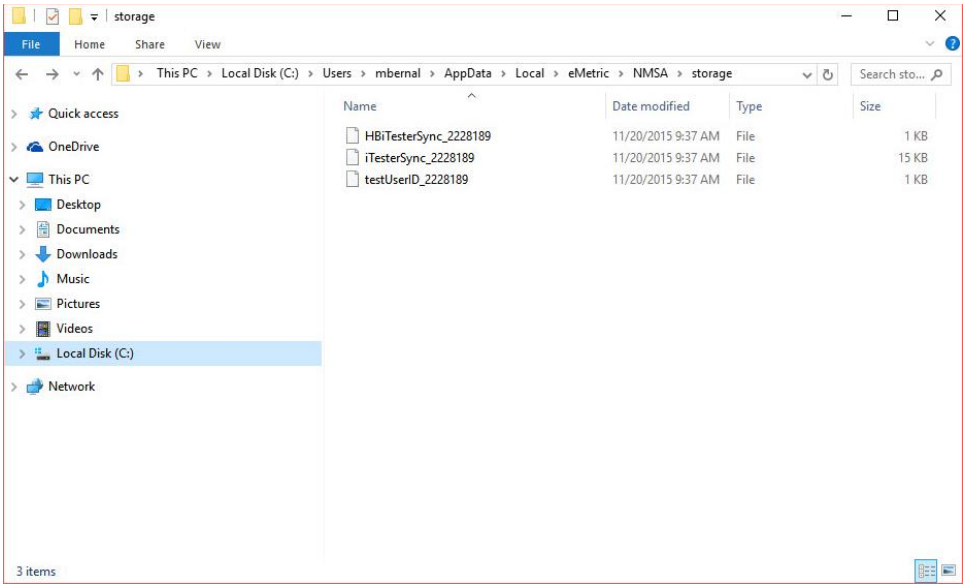
Note: You can choose to install the kiosk in a shared network folder or a local folder on the student testing device. We recommend a local installation to avoid network connection issues (see Network Connectivity).

5. Select the directory to store student responses and click **Next** to continue.



- **Important**: This is the failover location for saving student responses in the event network connectivity is lost.
- **Use the User Profile directory for caching**

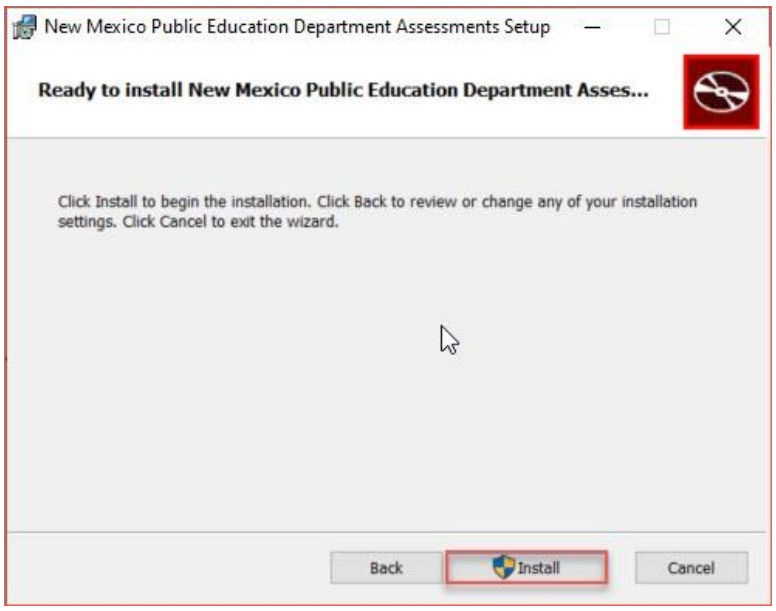
  During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names like this format:



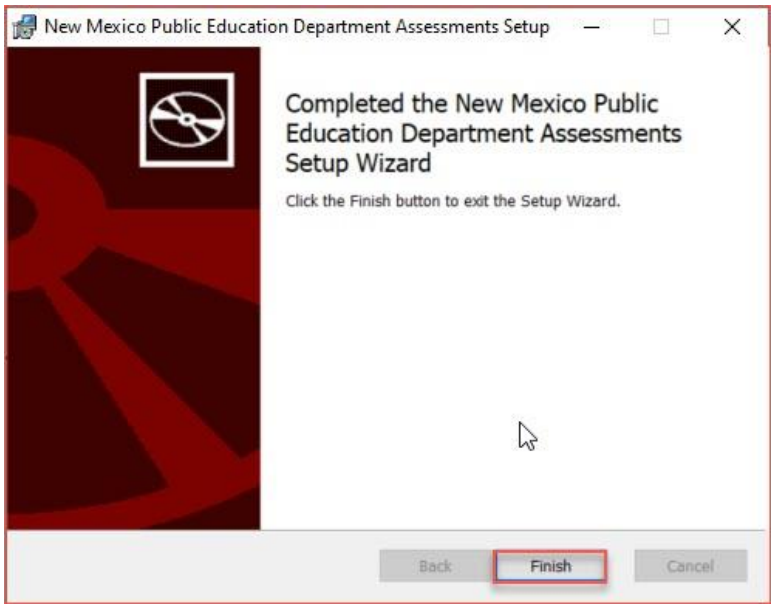
- **Use a custom directory for caching**

  If you select **Save in the following directory**, you must manually enter the alternate path.

6. Confirm that you are ready to install the kiosk, and then click **Install**.



7. Click **Finish** to complete the installation.



When you are ready to test the kiosk installation for this configuration, see Site Readiness Testing and Site Certification.

WINDOWS® MSI PACKAGE SCRIPTED INSTALLATION

Network administrators can install the iTester 3 New Mexico Public Education Department Assessments Kiosk via an installation script to be executed by an Admin account on the machine. The script can be written to run without any human interaction (quiet switch) and to install in the default directory (C:\Program Files) or any target directory of choice. Uninstalling the Client can also be scripted.

Below are generic scripts that can be used for installation and uninstallation.

Script Examples

<Source> = Complete path to the New Mexico Public Education Department Assessments Kiosk MSI installation file, including .msi installation file name.
Example: C:\Downloads\NMPEDA-v3.17.4.5.msi

<Target> = Complete path to the location where kiosk should be installed other than the default location (C:\Program Files). Example: C:\NewMexicoPublicEducationDepartmentAssessments\Installation_Dir

<APPDATALOCATION> = Complete path to the location for storing the cache and encrypted student responses created due to network interruptions. Example: D:\Cache.

Note: Ensure that this location is excluded from system restore software, like Deep Freeze.

Installation script

msiexec /I "<Source>" /quiet INSTALLDIR="<Target>" ITESTERAPPDATALOCATION="<APPDATALOCATION>" INSTALLLEVEL=2

Example: msiexec /I "C:\Downloads\NMPEDA-v3.17.4.5.msi" /quiet INSTALLDIR="C:\NewMexicoPublicEducationDepartmentAssessments" ITESTERAPPDATALOCATION="D:\Cache" INSTALLLEVEL=2

Warning: If you do not specify ITESTERAPPDATALOCATION, then the Local Application Data folder located in the User Profile of the actively logged-in user will be used by default. If you do not specify INSTALLLEVEL=2, then the configuration required for setting the <APPDATALOCATION> will not be created.

Uninstallation script

msiexec /X "<Source>" /quiet

Example: msiexec /X "C:\Downloads\NMPEDA-v3.17.4.5.msi" /quiet

WINDOWS® MSI PACKAGE INSTALLATION VIA GROUP POLICY

Network administrators can use Microsoft Active Directory Group Policy to distribute the New Mexico Public Education Department Assessments Kiosk MSI package seamlessly to all client computers.

Follow the step-by-step instructions described in the following Knowledge Base article: http://support.microsoft.com/kb/816102.

Note: Default installation locations will be used when using Group Policy to distribute the New Mexico Public Education Department Assessments Kiosk. This option will also not allow systematically specifying a network location for caching and storing encrypted student responses created due to network interruptions. The local Application Data folder located in the User Profile of the actively logged-in user will be used by default.

WINDOWS® NETWORK KIOSK INSTALLATION

To install the kiosk on a network:

1. Complete the local kiosk installation listed above on the machine that will host the application.
2. Configure the stored response location to network share or leave as default during installation.
3. Locate and distribute the shortcut in the installation folder to the student testing devices used for testing. This will be labeled “Shortcut to New Mexico Public Education Department Assessments” and should point to NMPEDA.exe.
4. Ensure that users have read/write/modify access to stored response directory configured in Step 2.

MAC OS®

Follow the steps below to install the kiosk on all student-testing Mac devices.

Step 1: Set up your school testing environment

Review Testing Environment in detail.

Step 2: Download the New Mexico Public Education Department Assessments Kiosk

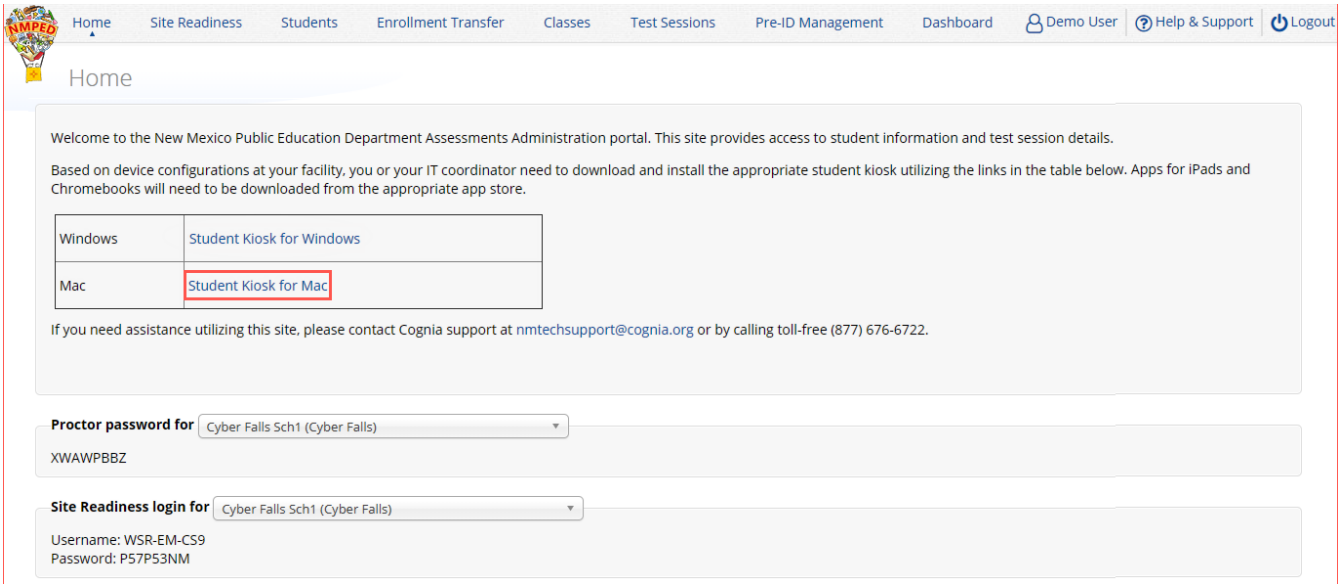
After your District Test Coordinator (DTC) or School Test Coordinator (STC) sets up your IT Coordinator (ITC) account, you will receive your user account information via email.

When you have your login credentials, you are ready to download the New Mexico Public Education Department Assessments Kiosk:

1. Go to the New Mexico Public Education Department Assessments Portal at http://newmexico.cognia.org/ and log in with your username and password.

2. On the portal home page, click **Administration**.
   The Administration home page appears.

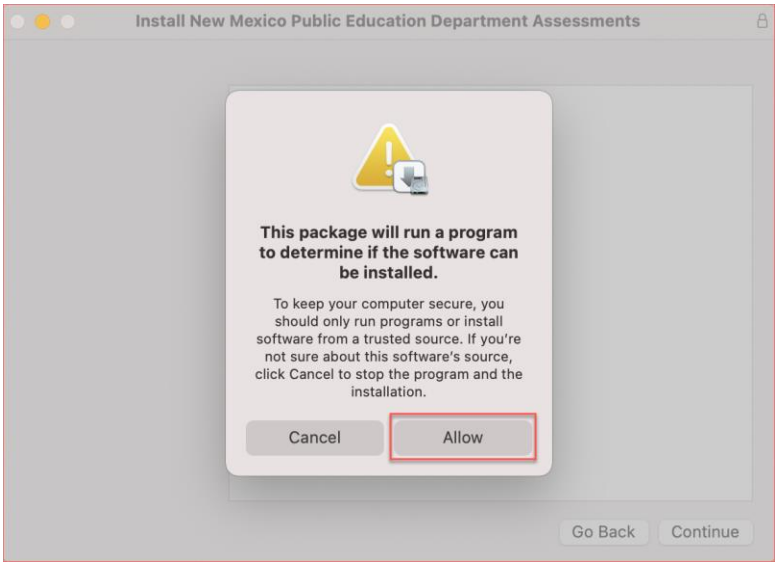
3. Click Student Kiosk for Mac.
   You will see a Download progress bar at the bottom of the page.



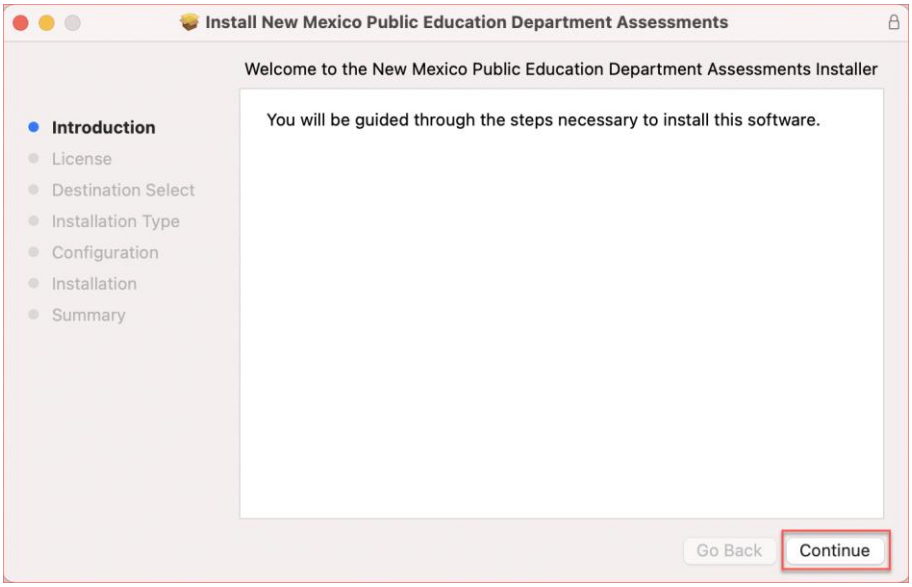
Step 3: Install the downloaded Kiosk

Upon completion of the download process:

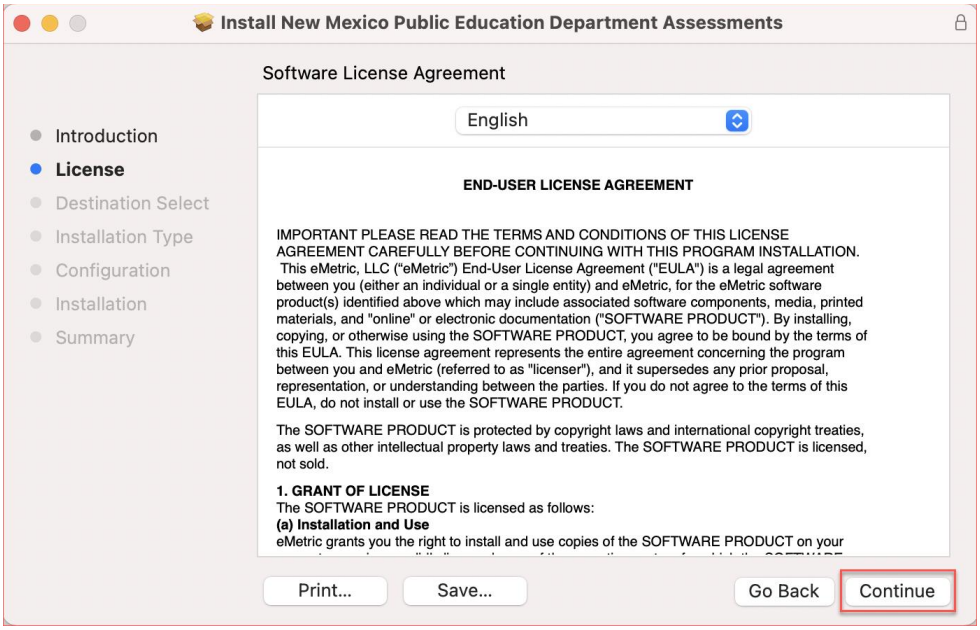
1. Navigate to the file location you specified during the File Save process.
2. The package will run a program to determine if the software can be installed. **Click Allow**.

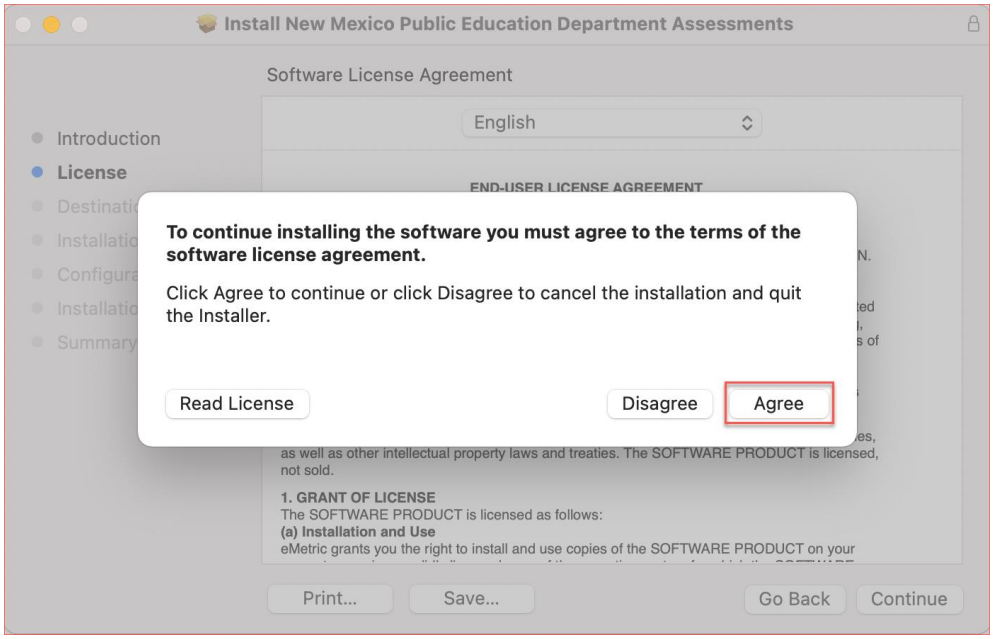


3. Read the instructions and click **Continue**.



4. Read and agree with the Software License Agreement and then click **Continue** and then **Agree**.





5. Indicate where you would like to store student responses, and then click **Continue**.

   Important: In the event the student loses internet connectivity during testing, responses will be stored to this location. Additionally, this folder must have the appropriate read/write permissions to allow test takers to write data to this location.

   Choose from the following two options:

- **User's Home Directory**

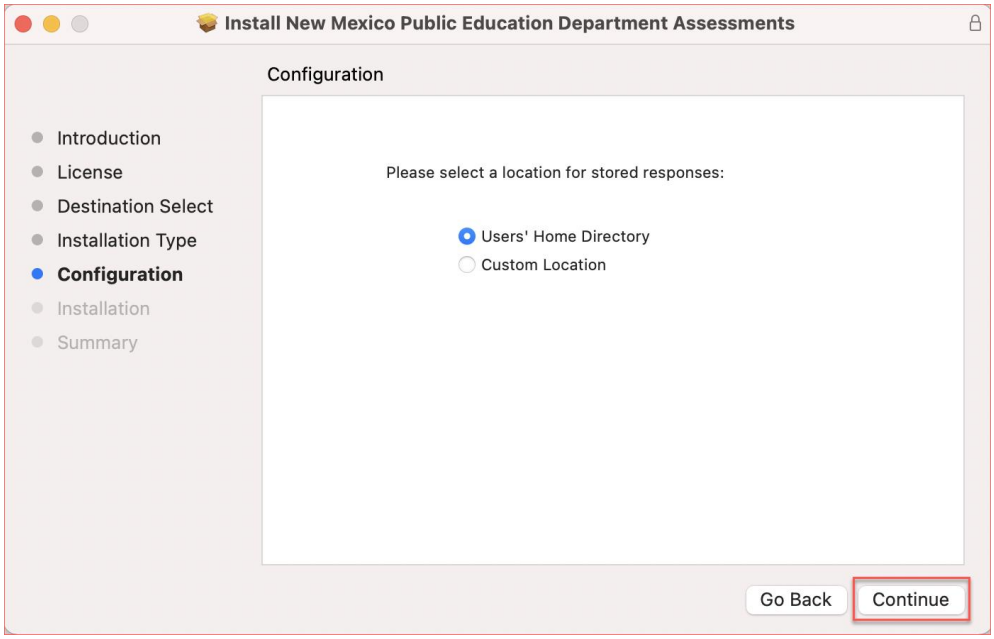
  During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names like this format:

  ~/Library/Application Support/eMetric/New Mexico Public Education Department Assessments/Storage/iTesterSync_AD849G-DA56-19F3-73K39823DJS3

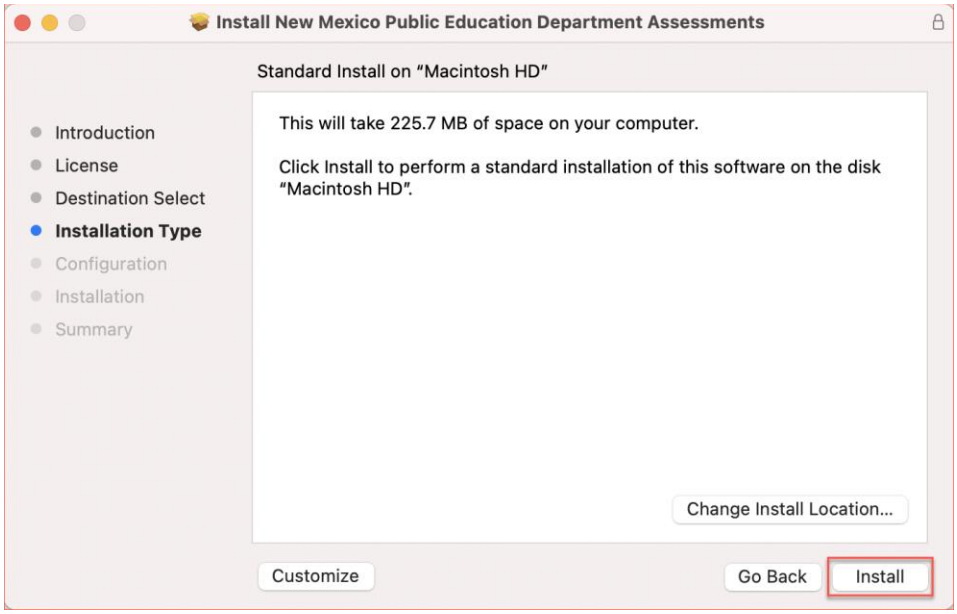
- **Custom location**

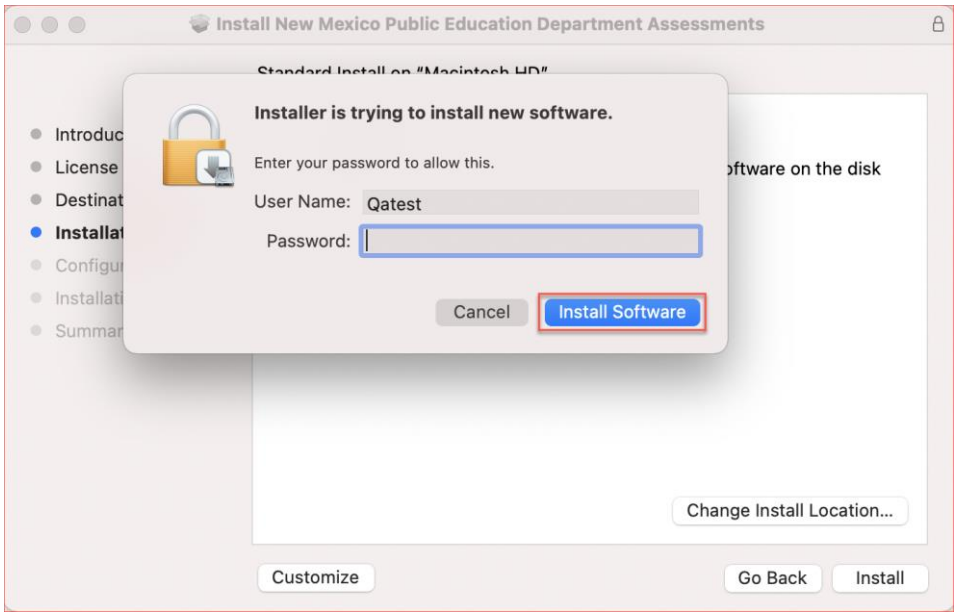
  If you select **Save in the following directory**, you must manually enter the alternate path.

For more information, contact Cognia Technical Support at nmtechsupport@cognia.org or (866) 629-0220.

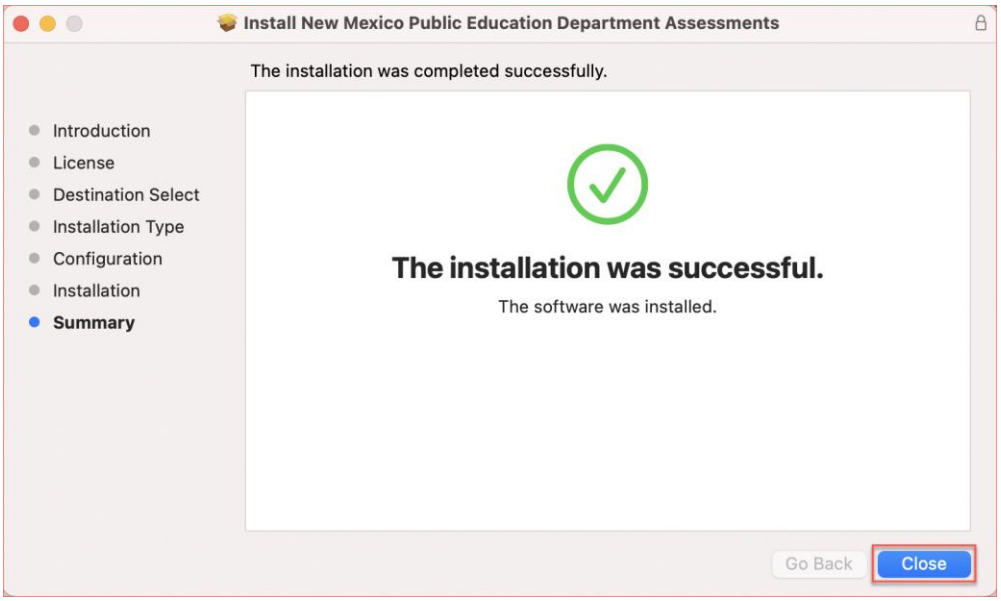


6. Then click **Continue**.
7. Verify the installation type and click **Install**. You may be required to enter your admin password.





8. When the installation is complete, click **Close**.



9. For enhanced security measures, grant the testing application access to **Desktop Folder**. To grant access follow the path below:

   Click **System Settings > Privacy and Security > Files and Folder > NMPEDA > Desktop Folder (Turn on Toggle)**.

10. If you are using a newer system running MacOS 15.0 or greater with an M2 processor chip you will need to install Rosetta. This can be accomplished by launching the New Mexico Public Education Department Assessments Kiosk for the first time.

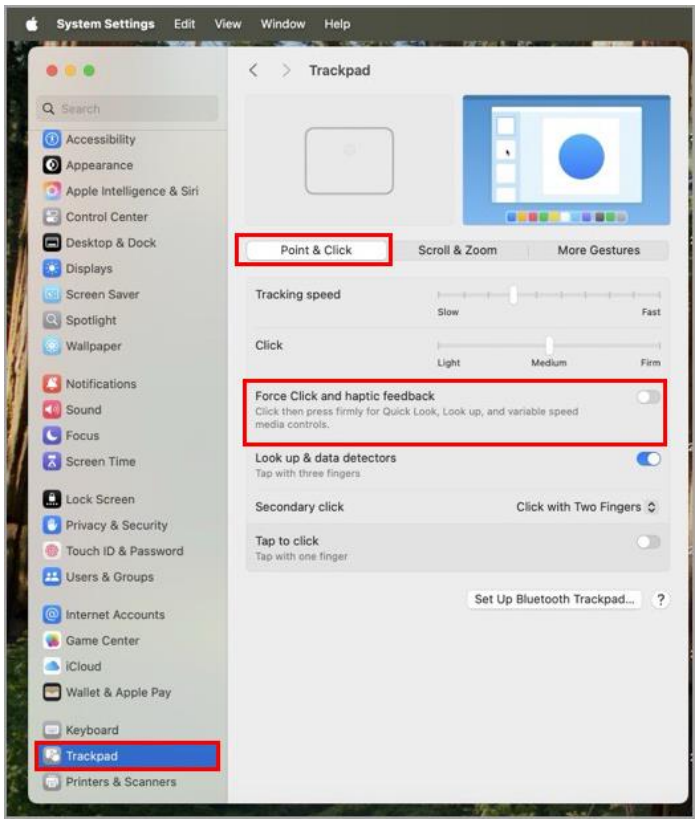
    After launching the New Mexico Public Education Department Assessments Kiosk, you will be prompted:

    To open "NMPEDA," you need to install Rosetta. Do you want to install it now?
    Select Install.

    Note: Rosetta enables Intel-based features to run on Apple silicon Macs. Reopening applications after installation is required to start using Rosetta.

11. Force Click will need to be disabled for MacBooks with Force Touch trackpads. By disabling Force Click, the trackpad will function as normal and will only disable the secondary press features, not disable the trackpad itself. To disable, follow the path below:

    Click **System Settings > Trackpad > Point & Click > Force Click and haptic feedback (Turn off Toggle).**



Note: This setting will only be available if the MacBook has a Force Touch trackpad.

12. When you are ready to test the Kiosk installation for this configuration, see Site Readiness Testing and Site Certification.

iPAD APPLICATION INSTALLATION

DOWNLOAD THE iTESTER APP FROM THE APPLE APP STORE

iTester's iPad application is a Single Instance application. IT Coordinators will select the state during the initial setup of the app. The previous version of the New Mexico Summative Assessments app will need to be removed from devices to avoid confusion for students.

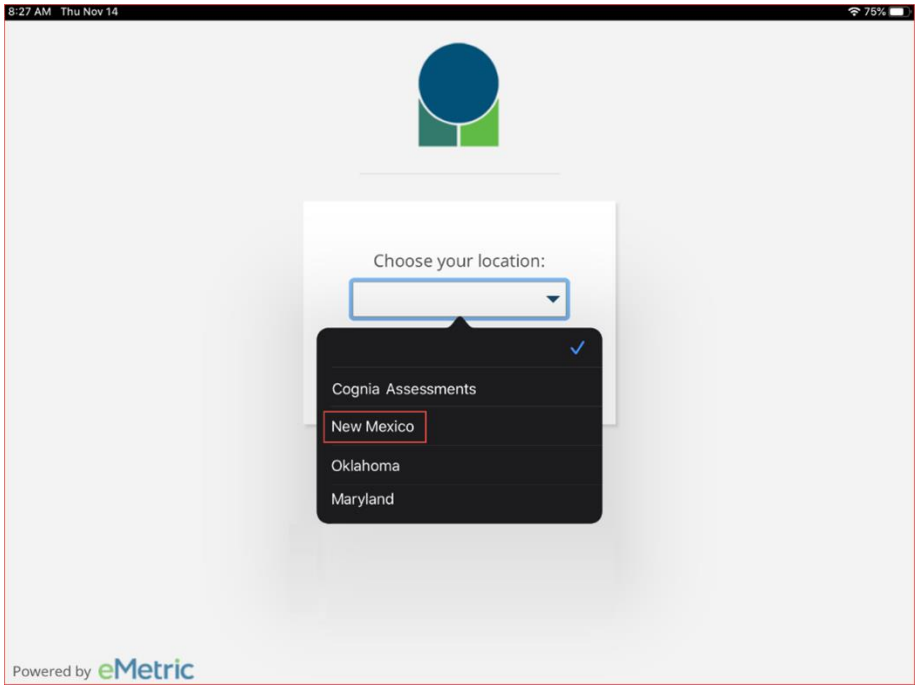
If you do not already have the iTester app on your iPad, it is available as a free download from the Apple App Store.

1. Open the **App Store** on the iPad.

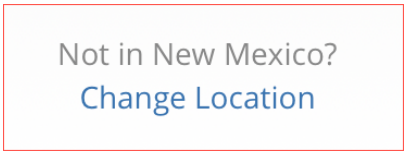
2. Search for *iTester*.

3. When you locate the iTester app, click to download it to the iPad.

4. Launch the iTester app.
5. Choose your location from the drop-down menu and then click **Go**. You will be directed to the student sign in screen for your state.



Note: If you select the wrong location, please choose the Change Location on the iTester login page.



When you are ready to test the kiosk installation for this configuration, see Site Readiness Testing and Site Certification.

Assessment Mode

A feature in iPadOS called Assessment Mode (AM) (formerly known as Automatic Assessment Configuration (AAC)) works with iTester to lock down an iPad for online testing. Users in the field need to do nothing to set up AM. When a student launches the iTester App, logs into a test, and then logs into a test session, Assessment Mode will automatically prompt the user to enter single app mode and will

disable auto correction, define, spell check, predictive keyboard, and some keyboard shortcuts (for a complete list https://support.apple.com/en-us/HT204775).

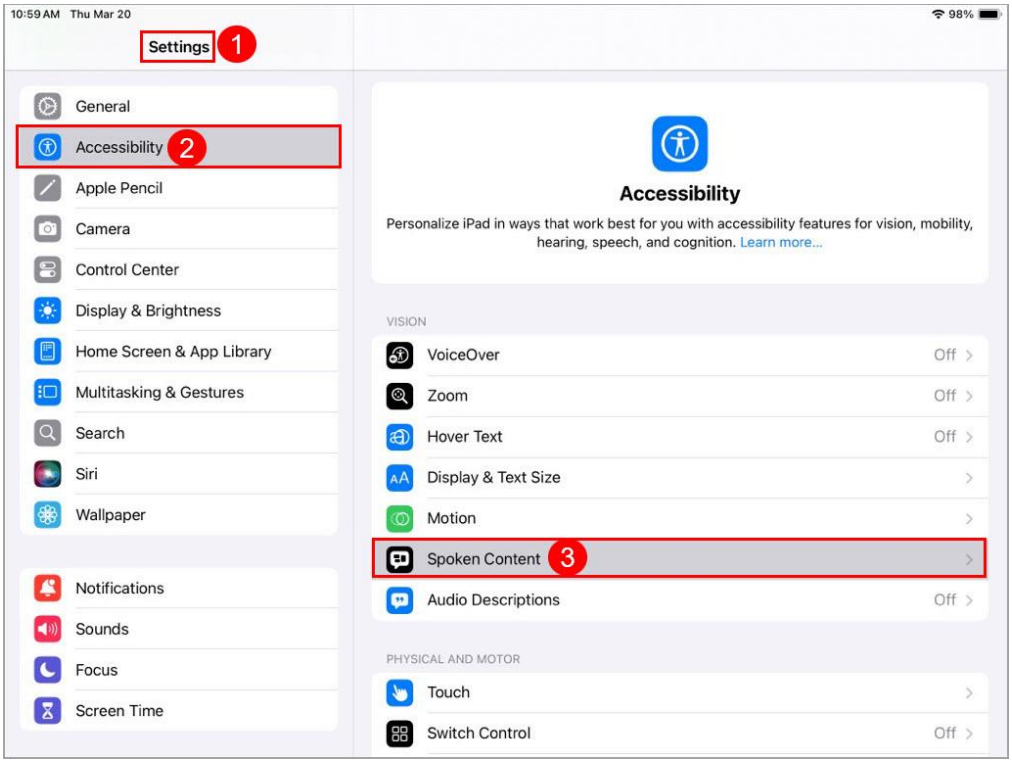
This feature helps ensure a secure test environment without requiring IT Coordinators to use Mobile Device Manager Software or manually turn on guided access and change keyboard settings. Assessment Mode is the preferred method of securing the iTester New Mexico Public Education Department App and should be used in place of guided access. If guided access is on, it will override AM; therefore, guided access should be turned-off to allow AM to function. No additional set-up is necessary to enable Assessment Mode.

Spoken Content

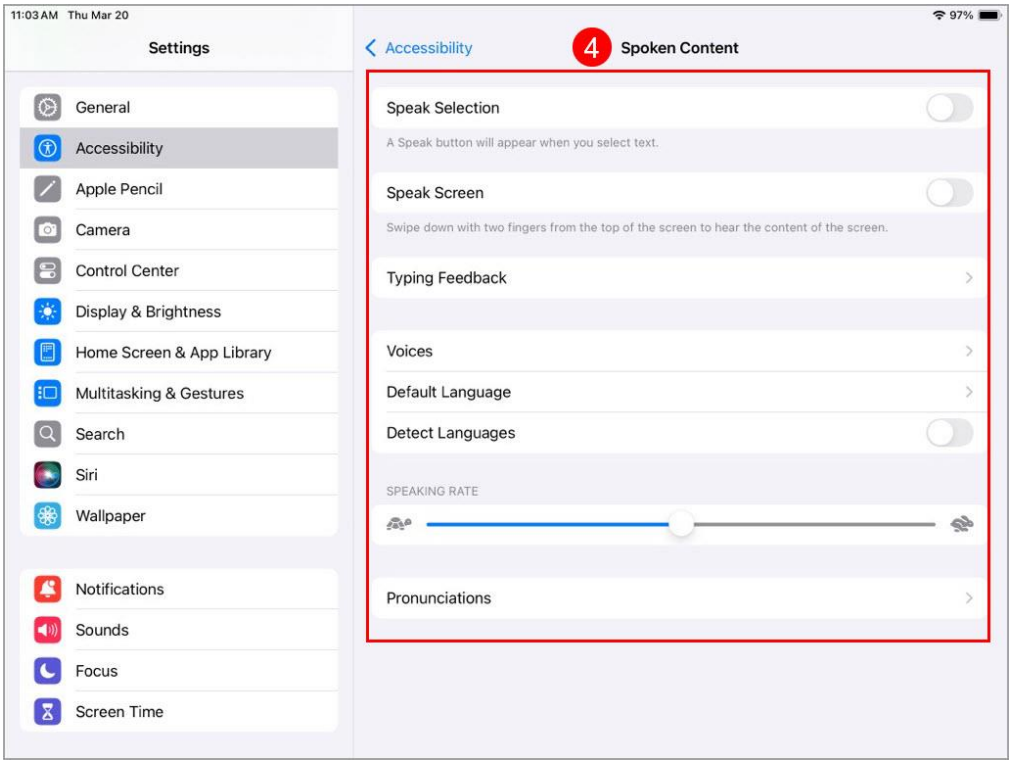
Spoken Content is an accessibility feature for iPadOS that can be used to have the screen, selected text, or typed words read aloud. If Spoken Content is enabled prior to a student logging into a secure test, it will remain enabled during the test. eMetric recommends disabling Spoken Content unless the student requires it.

Use the following steps to disable:

1. Go to Settings
2. Open Accessibility
3. Select Spoken Content



4. Turn off all options within Spoken Content.



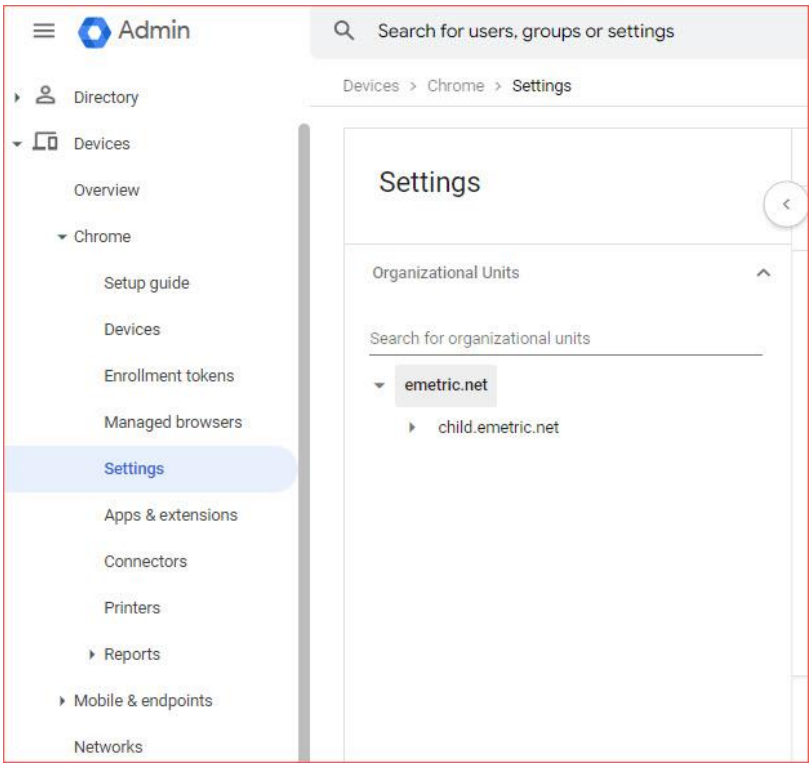
CHROMEBOOK™ APPLICATION INSTALLATION

MANAGED CHROMEBOOKS™

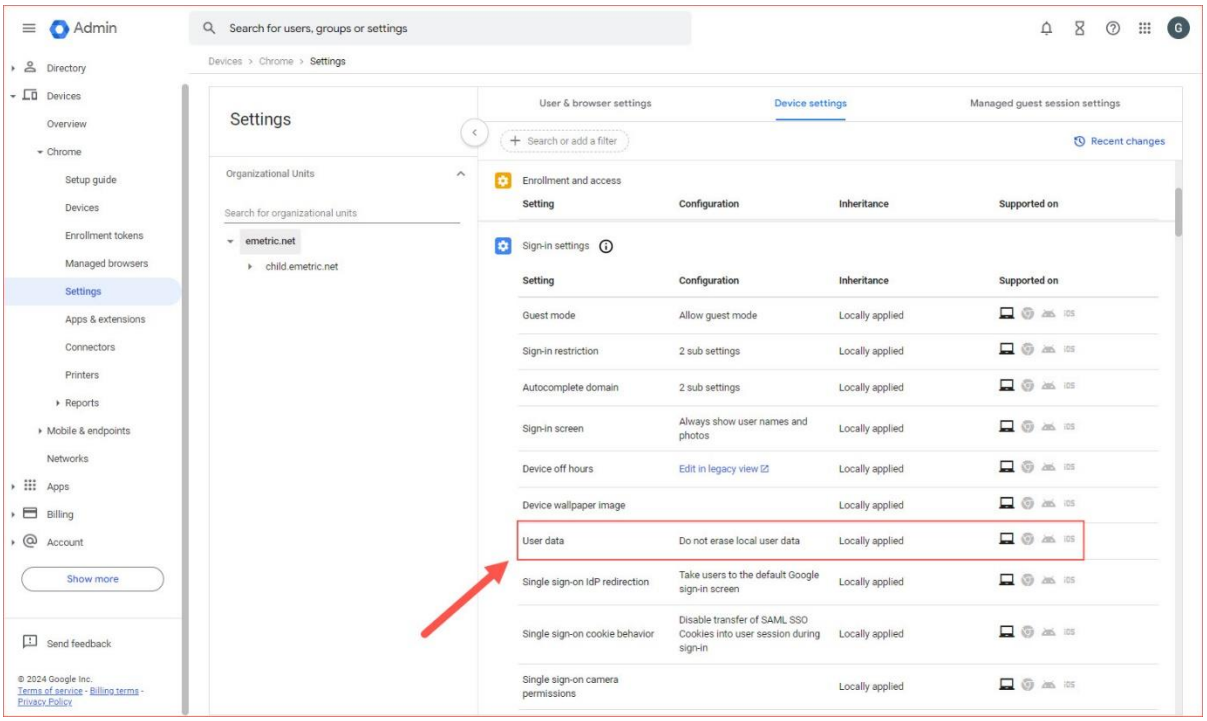
These instructions are for IT Coordinators who have access to the Chromebook™ device management console to administer and manage their Chromebook™ devices.

To install the New Mexico Public Education Department Assessments app:

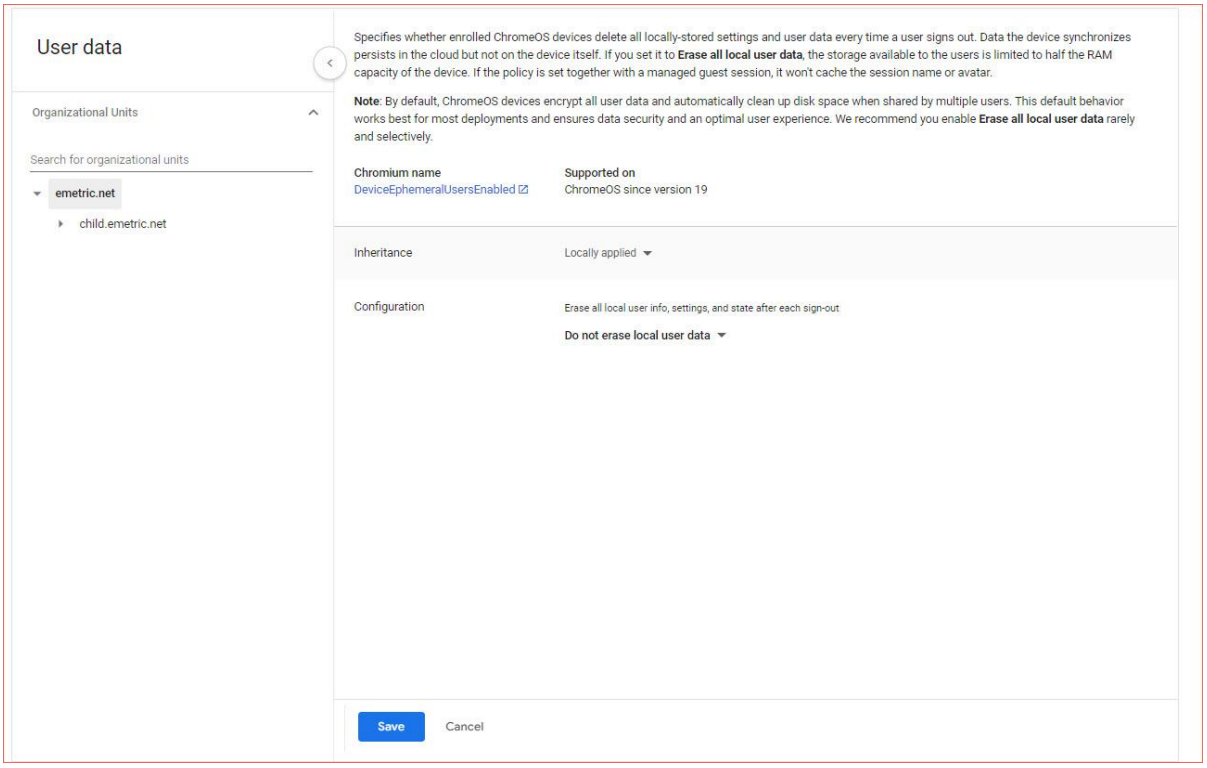
1. As the Chromebook™ administrator, log in to your Chrome OS™ management console (https://admin.google.com)
2. Expand the **Devices** menu, and then **Chrome**.
3. Click on **Settings**.



4. Click on the **Device Settings** tab, scroll to **User Data** in the **Sign-In Settings** section.

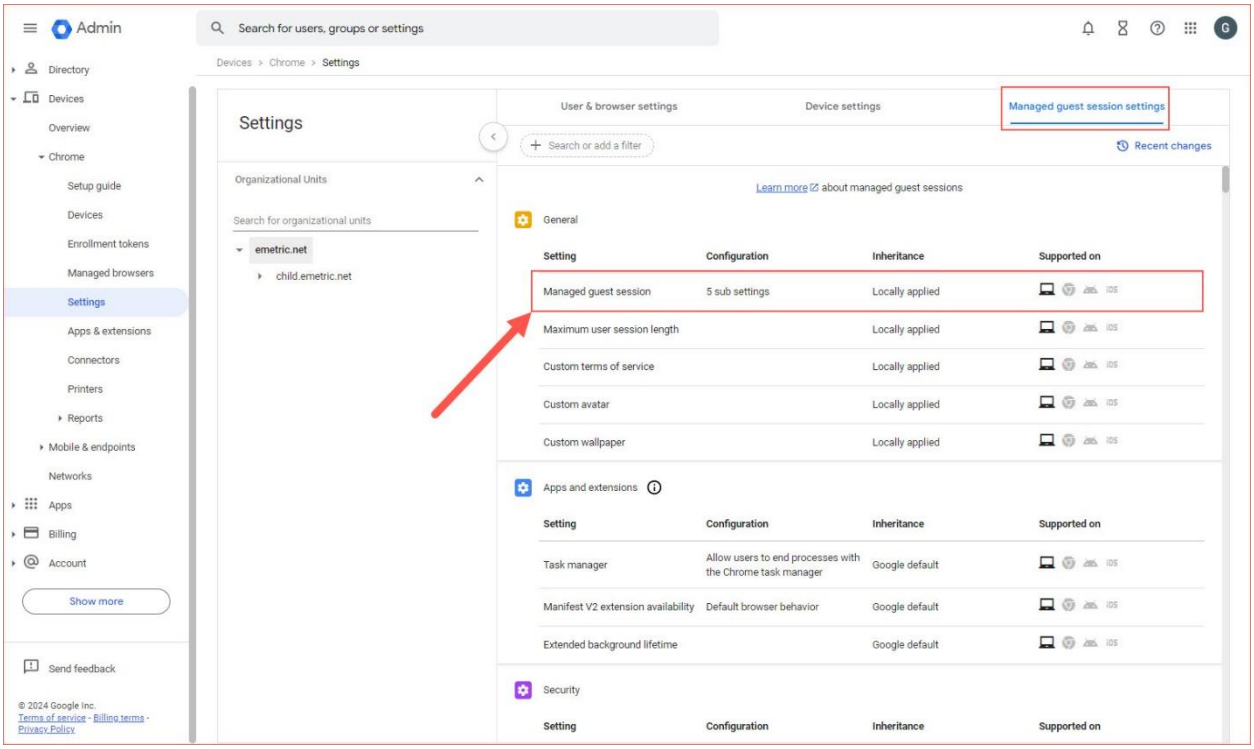


5. Verify that **Do not erase all local data** is set, if not, click on **User Data** to update the setting with the drop-down menu and click **Save**.

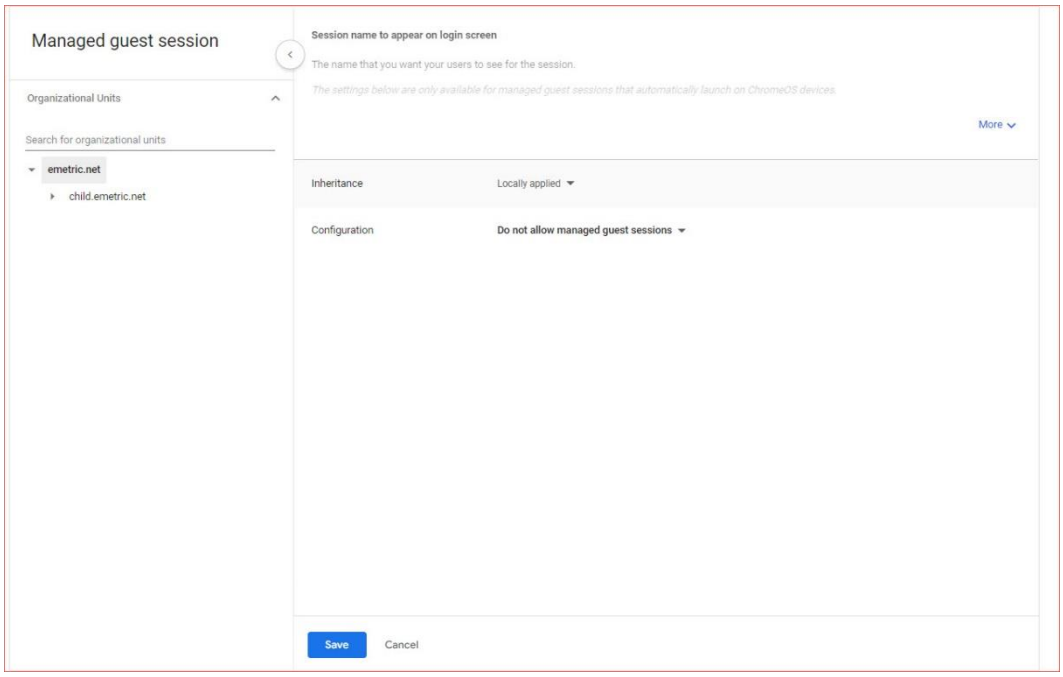


Note: This setting is crucial to allow Chrome local storage to be used to store student responses if network connectivity is lost.

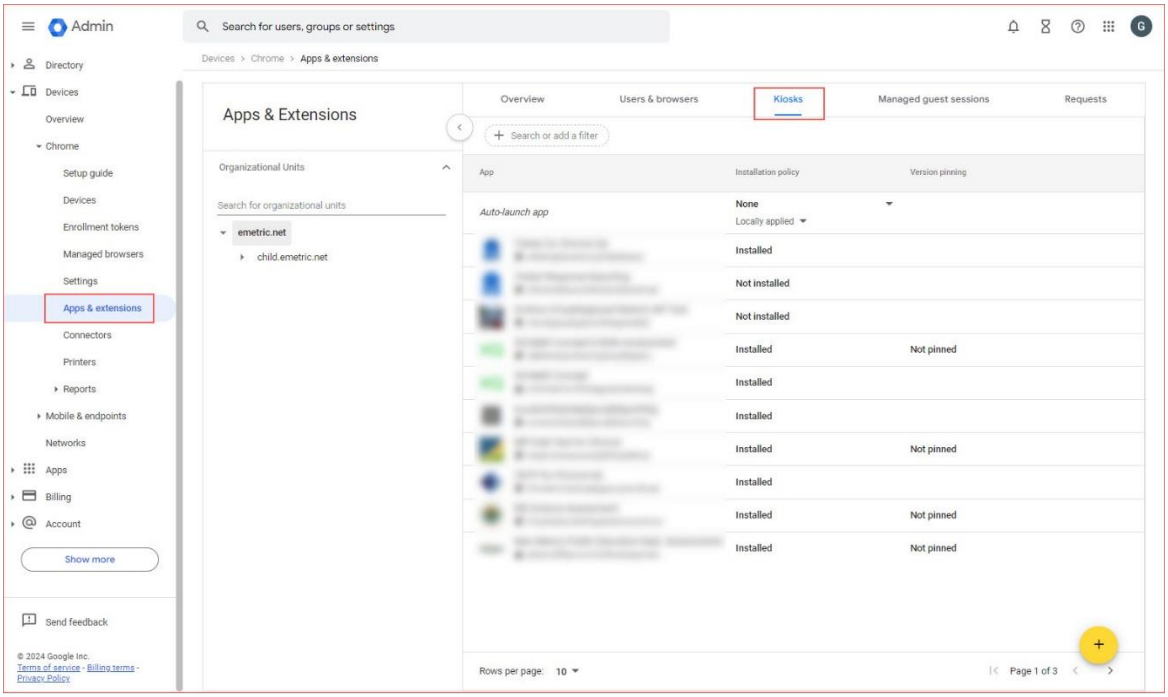
6. On the Settings page, select the **Managed guest session settings tab** and then select **Managed guest session**:



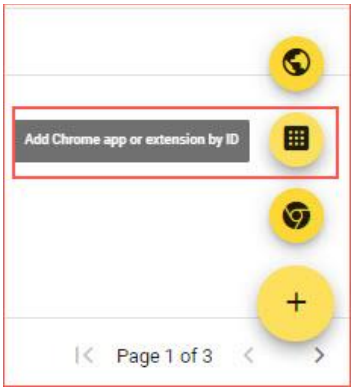
Ensure that Managed guest session is set to Do not allow managed guest sessions and click **Save**.



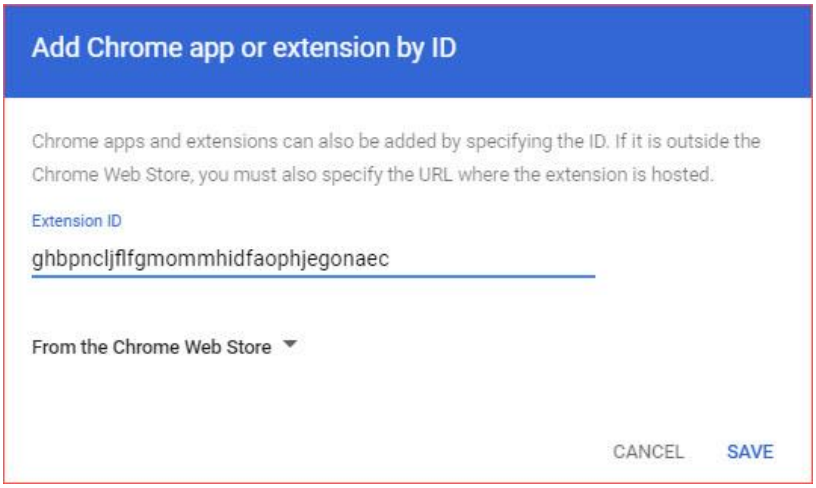
7. Navigate back to the **Chrome** menu on the left side of the screen and select **Apps & Extensions** and then **Kiosks**.



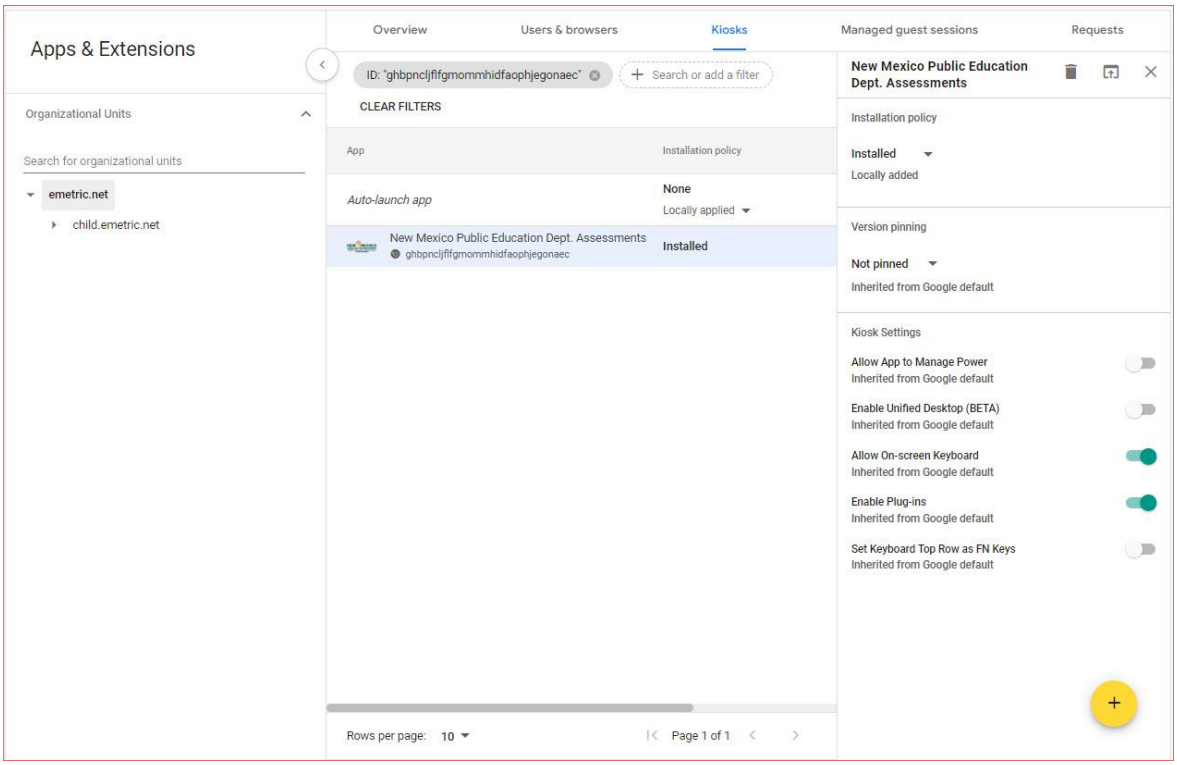
8. Expand the yellow + in the bottom-right corner and select **Add Chrome app or extension by ID**.



9. To add the New Mexico Public Education Department Assessments app, enter the *New Mexico Public Education Department Assessments* app ID (ghbpncljflfgmommhidfaophjegonaec) in the Extension ID text box and press **Save**.



The New Mexico Public Education Department Assessments app appears in the Kiosks list, and the app settings are displayed.



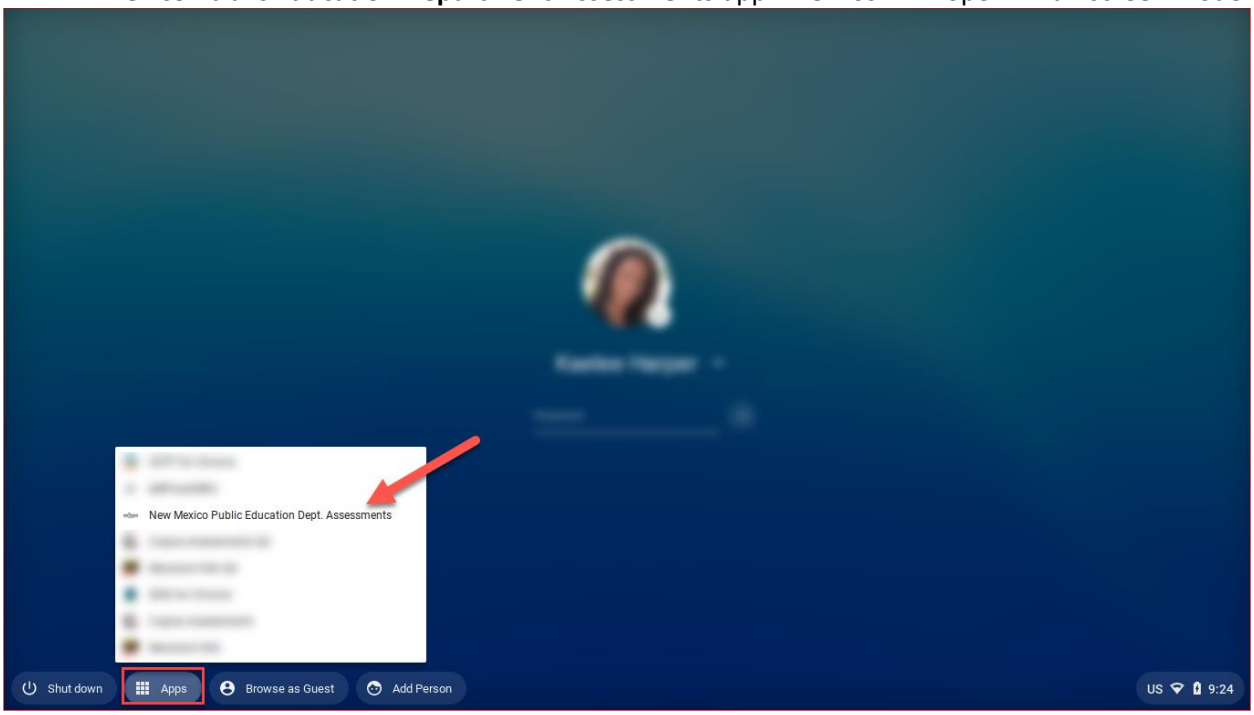
When these steps are completed, the New Mexico Public Education Department Assessments application will appear on all Chromebook™ devices that are in your domain.

Important Note: Verify in Kiosk Settings that "Allow App to manage power" is **disabled**. To do this click on **Devices**, **Apps & Extensions** and then select **Kiosks**.
Click on the **New Mexico Public Education Department Assessments** app name and check to make sure the setting **Allow app to manage power** is **disabled** (slider is moved to the left and not green).

Important Note: Students with accommodations assigned will access these directly though the kiosk as they are delivered by the test platform. ChromeOS contains native accessibility features that may appear within the kiosk with a floating menu. Technology Coordinators should disable the accessibility feature in Google Admin before testing occurs to avoid issues.

When you are ready to test the Kiosk installation for this configuration, see Site Readiness Testing and Site Certification.

Important: Students should not log into Chromebooks™ to take an operational test. When the Chromebooks™ are turned on, simply click the **Apps** link in the bottom row and select the **New Mexico Public Education Department Assessments** app. The kiosk will open in full-screen mode.



For more information, see the following links:

- Use Chromebooks™ for Student Assessments.

  Important: Read "Scenario 1: School sets up Chromebook™ to run as a Single App Kiosk running the exam app." Do not follow the instructions for Scenarios 2 and 3.

- Manage Device Settings, which provides general information for managed Chromebooks.

SITE READINESS TESTING AND SITE CERTIFICATION

PURPOSE

The **Site Readiness Test** identifies potential technical problems prior to student testing. The Test is designed to simulate a test scenario and is used to verify that testing devices meet the minimum requirements and have been properly configured.

To administer the **Site Readiness Test**, the ITC, DTC, or STC launches the New Mexico Public Education Department Assessments Kiosk on each device configuration (i.e., device type and operating system) being used for testing and uses the site readiness login for the assigned school.

The **Site Readiness Test** includes the System Set-Up test, which will test your bandwidth, connectivity, screen resolution and the text-to-speech function, as well as the Student Interface Test, which will provide you with sample test questions to determine whether or not the device is capable of correctly displaying and navigating test content in iTester.

Note: The Site Readiness Test must be conducted on the secure kiosk and apps. The test does not need to be conducted on browsers used for Interim or Practice tests.

SITE READINESS TESTING

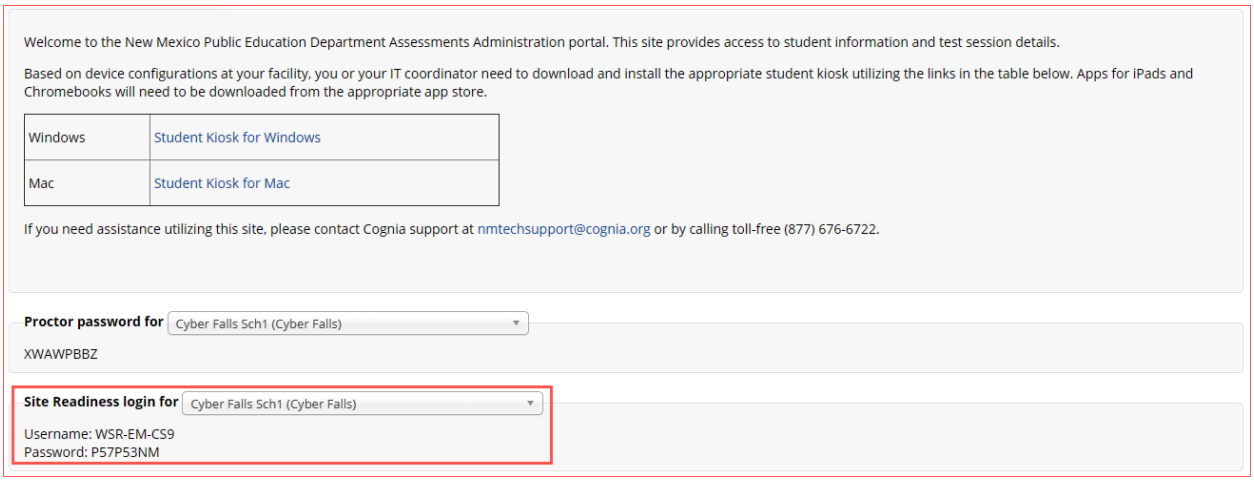
It is crucial that the **Site Readiness Test** be performed on **every device or device configuration** that will be used for testing. The results for each device tested will be captured and displayed on the Site Readiness Details page within the New Mexico Public Education Department Assessment's Portal.

Note: Starting with iPadOS 13, Apple made a change with the user agent for iPadOS. Due to this change iPads do not populate in the Site Readiness tab of the New Mexico Public Education Department Assessment's Portal. If you are an iPad school or district, we recommend running site readiness on a few iPads to ensure they pass the System Set-Up, and the Student Interface tests without issues.

Step 1: Find the Site Readiness account information

1. Log in to the New Mexico Public Education Department Assessments Portal with your username and password.

2. On the Portal home page, click **Administration**. The Site Readiness account information appears at the bottom of the Administration home page.

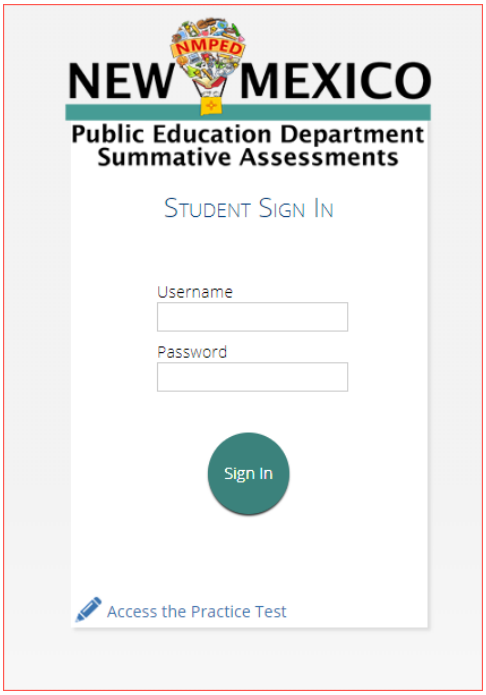


Make a note of the username and password for your school, which you will use to log in to the Kiosk.

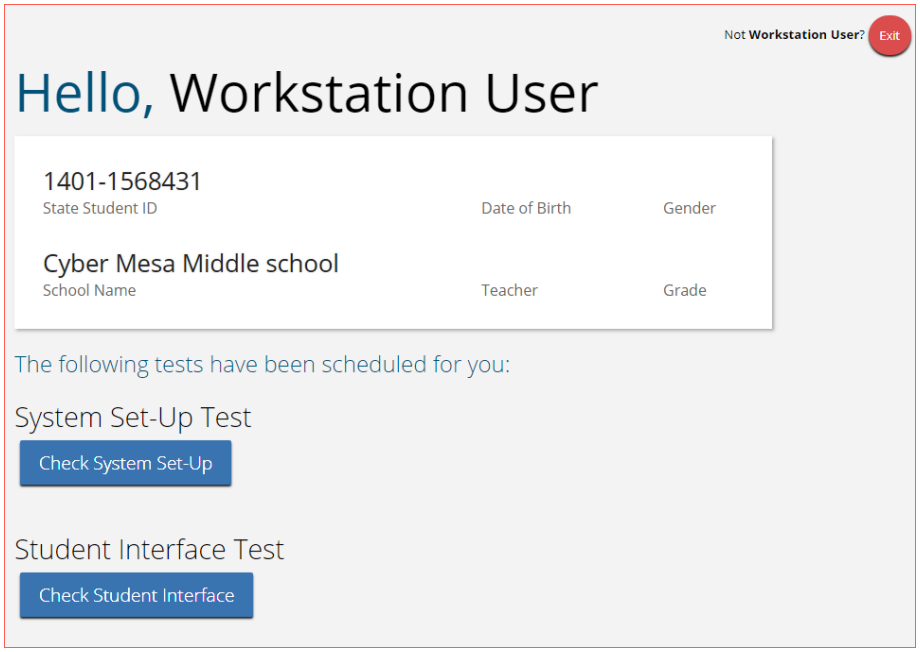
Step 2: Authenticate every device or device configuration to be used for testing

1. Launch the New Mexico Public Education Department Assessments Kiosk on the device.
2. Log in to the Kiosk with the Site Readiness username and password provided for your school.

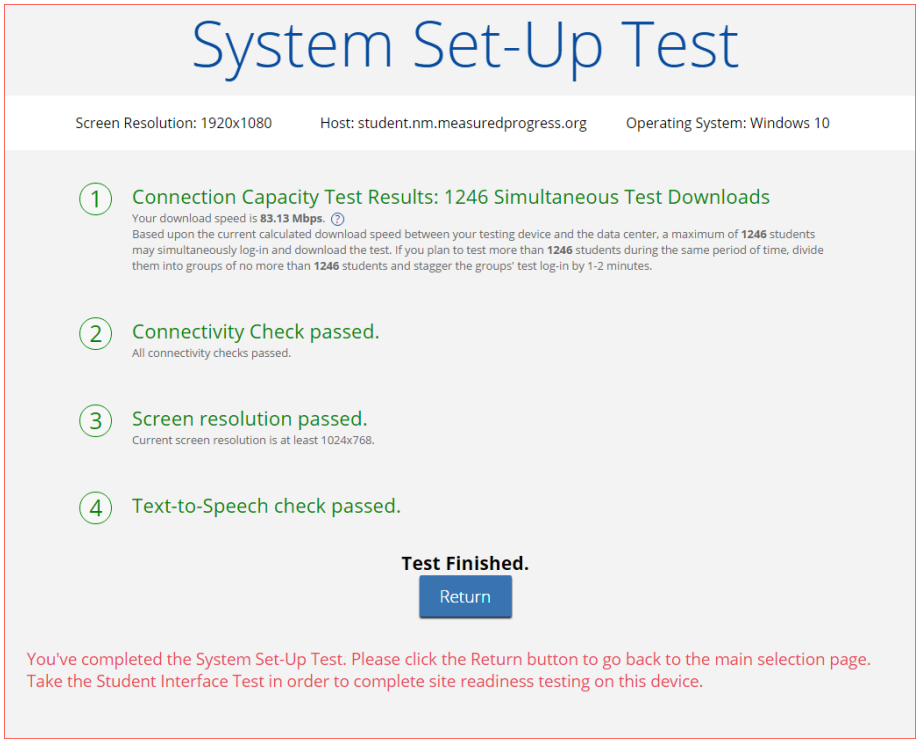
Important: Use the Site Readiness login credentials exclusively for your school only. Do not use the site readiness credentials for any other purpose or for any other school.



3. Verify your school's name at the top of the page. In the **System Set-Up Test** page, click the **Check System Set-Up** to begin the test.



The screen resolution, host URL, and operating system for the device are listed at the top of the System Set-Up Test page. The results of each test appear as soon as it is completed.



4. The Connection Capacity Test evaluates your site's capacity for simultaneous test downloads. It provides you with your current download speed between the testing device and test testing servers (data center) and based on that speed, it supplies you with the maximum number of students that may simultaneously **log-in** and **download** a test session.

   If you plan to test more students that the number of simultaneous test downloads listed during the same period, we recommend dividing them into groups no greater than the number of simultaneous test downloads provided and stagger the groups' test log-in by 1-2 minutes. This will ensure that test content is downloaded without interruption.

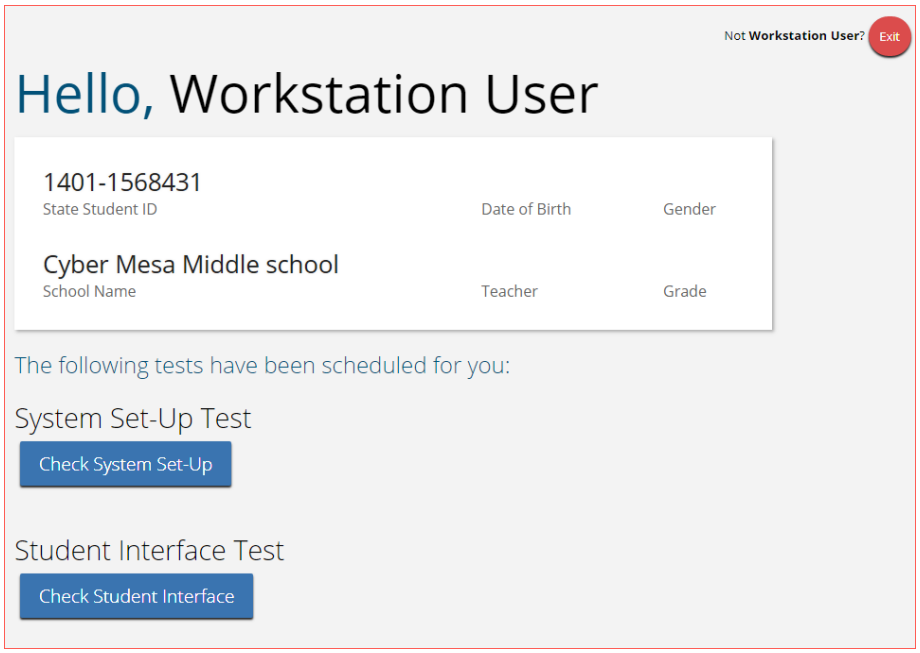
5. The Connectivity Check is designed to ensure the testing device has access to both the kiosk's local storage folder where student responses will be saved if the test device loses internet connectivity, and the testing servers.
   - If the Connectivity Check fails with a message that says "*The connectivity check failed. Please check your read and write permissions to the storage folders and try again or contact Support for further assistance. Error Code: 6004 – StorageWriteFail"*, this means that the New Mexico Public Education Department Assessments Kiosk does not have the proper permissions to the storage folder. The kiosk requires read, write, and modify permissions on Windows and Read & Write on Mac.
   - If the test fails for any other reason other than "Storage location written," please contact the Help Desk immediately.

6. The screen resolution test will ensure that the testing device meets the required screen size and resolution for an optimal testing experience. If this test fails, adjust the screen resolution of the device.

7. In the **Text-to-Speech** field, click the **Test Text-to-Speech** to play a voice sample.
    - If you can hear the voice sample, click **Yes**.
    - If you cannot hear the voice sample, click **No**, and fix your audio connection. Please ensure that there is a voice package installed on your machine, that there is an audio playback device connected to the testing device (internal speakers, external speakers, headphones, etc.), the volume is not muted and is audible, and that the desired audio playback device is set as the default device.

8. When you are done, click **Return** to return to the Site Readiness page.
    - If all the system checks succeed, you are ready to being the next Site Readiness test.
    - If one or more system checks fail, adjust your configuration as needed and re-run the System Set-Up test.

9. When the System Set-Up test is completed, **click** the blue **Check Student Interface** session button.

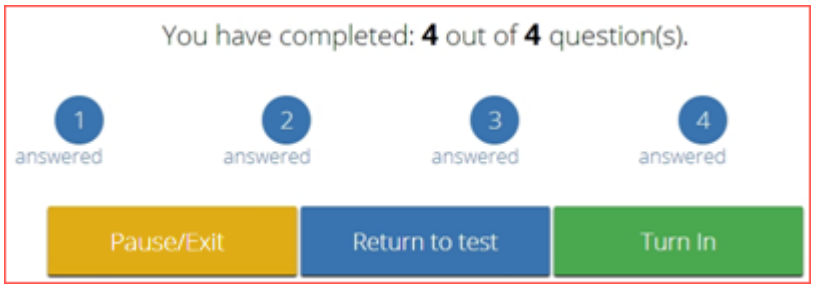


10. Read the instructions on the page, and then click **Continue**.

11. Answer each of the test questions, using the navigation buttons on the right. Ensure you can effectively use text and drawing response tools.

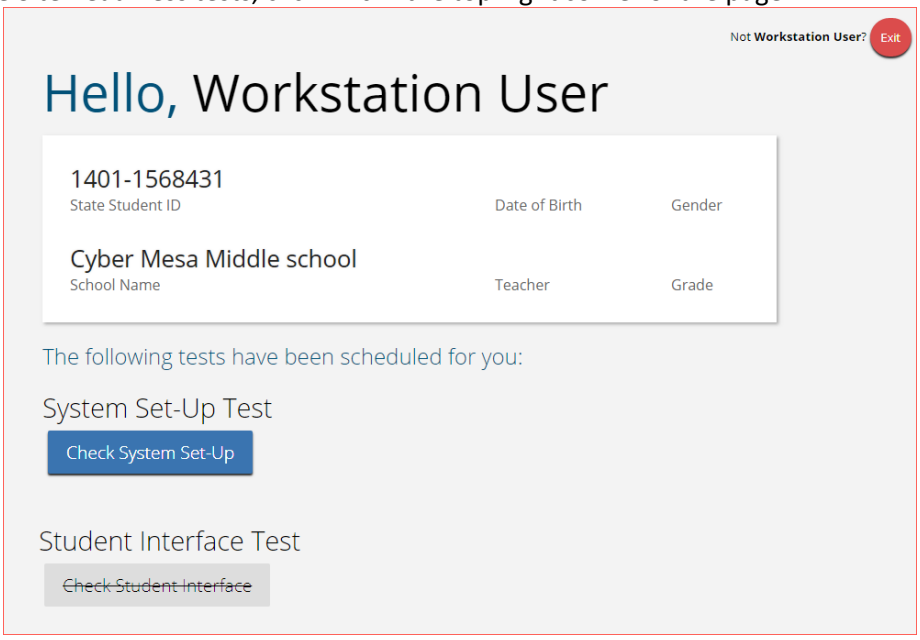
12. From the last test question page, click **Finish**.

13. From the Test Review page, click **Turn In** to submit your test.



14. To confirm, click **Turn In** again.
    You return to the Site Readiness page, where the test session is grayed out.

15. To exit the Site Readiness tests, click **Exit** in the top-right corner of the page.



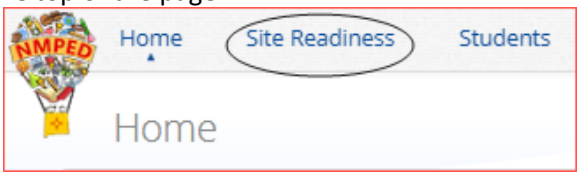
16. To close the Kiosk, click **Exit** at the bottom of the page.

SITE CERTIFICATION

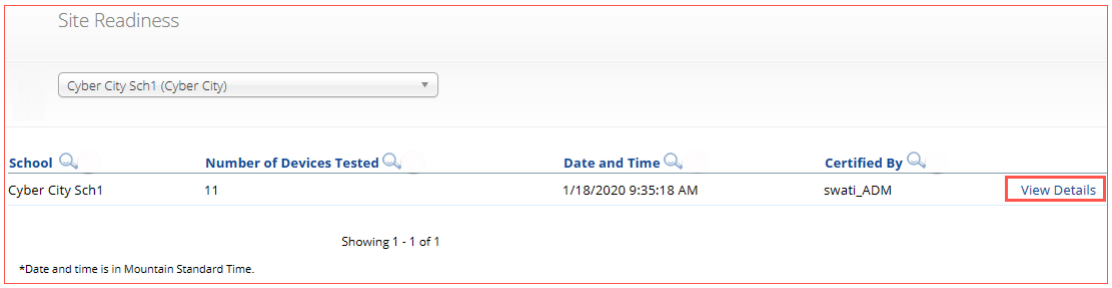
After all devices or device configurations for your school have successfully completed the Site Readiness Test, the DTC, STC, or ITC will certify the site for testing.

1. Log in to the New Mexico Public Education Department Assessments Portal with your username and password.

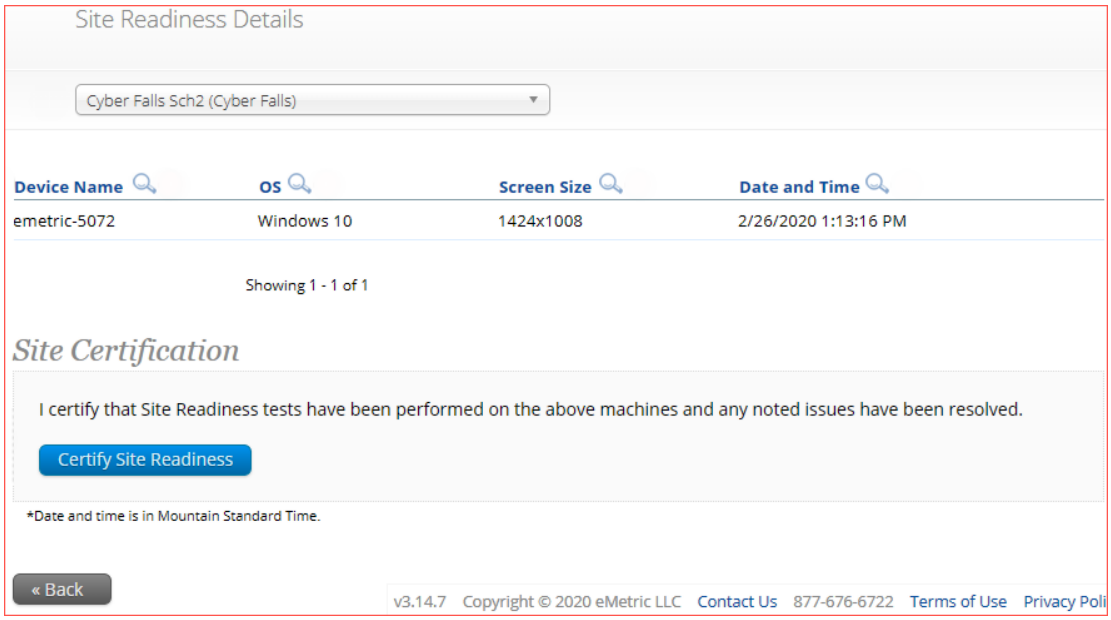
2. Click **Administration**.
3. Click **Site Readiness** at the top of the page.



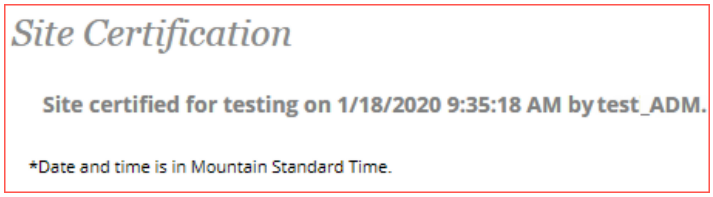
4. On the Site Readiness page, locate the school to be certified, and then click **View Details**.



The Site Details page appears.



5. Verify that all the devices or device configurations for this location have successfully taken the Site Readiness test.
6. Click **Certify Site Readiness** and click **Yes** to confirm.



The **Site Certification** section updates with the date and time when the site was certified and username of the user who certified the site for testing.