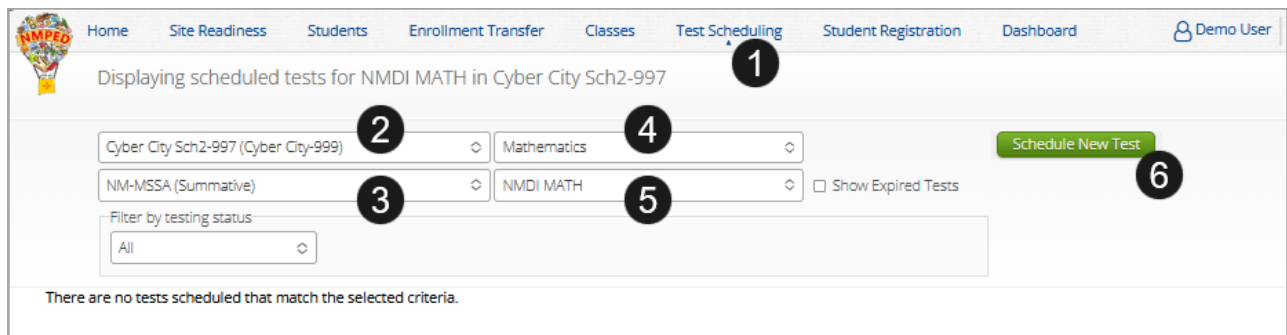
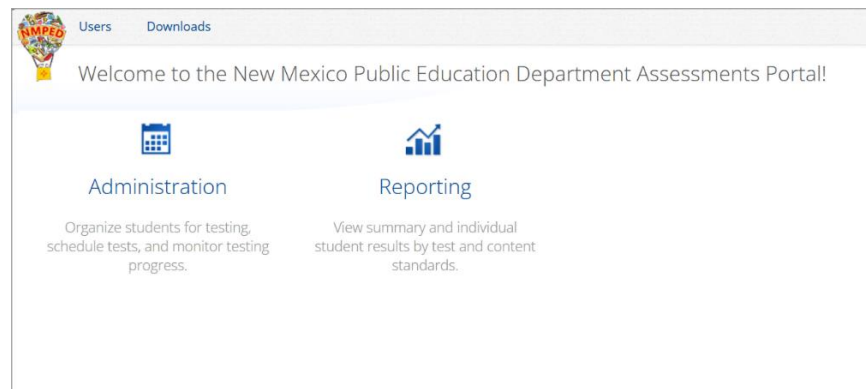


New Mexico Public Education Department Assessments QuickStart: Test Scheduling

DTCs, STCs, and Test Administrators (including Teachers assigned the TA Role) can schedule students to a test in the New Mexico Public Education Department Assessments Portal. Tests are scheduled in the Administration Component of the New Mexico Public Education Department Assessments Portal.



To schedule a test:

1. In Administration click on **Test Scheduling**.
2. Select your **Organization** from the organization drop-down menu.
3. Select the desired **program** (NM-MSSA or iMSSA) from the program drop-down menu.
4. Select the **subject** from the subject drop-down menu.
5. Select a **test** from the test drop-down menu.
6. Click the green **Schedule New Test** button.

The **Schedule Tests** page will display a list of classes available to schedule.

Home Site Readiness Students Enrollment Transfer Classes Test Scheduling

Schedule Tests

1 form selected for scheduling 1 class.

Content Area: Mathematics Program: NM-MSSA (Summative)

Test: NMDI MATH

Search for Classes

Cyber City Sch2-997 (Cyber City-999)

Classes: Select All Unselect All

CyberCitySch2, FZ-FZ_Math_1-(Grade -5)

Start Date: 07/24/2025 End Date: 08/02/2025 Time Zone: Mountain

☐ Use digital proctoring

Schedule Cancel

7. Select one or more classes to schedule, click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test, and all forms within that test will be automatically spiraled for all students in the class(es).
8. Click **Schedule** when you are done to schedule the test or **Cancel** to discard.

The start date and end date are fixed to the first and last day of the testing window for the iMSSA Interim Assessments and all Summative Assessments.