

# New Mexico Public Education Department Assessments Technical Guide for Spanish Language Support

## A. Overview of Spanish Language Testing

The New Mexico Public Education Department Measures of Student Success and Achievement (MSSA) math, and language arts, and Interim Measures of Student Success and Achievement (iMSSA) math assessments are available in Spanish.

Students access operational and practice assessments using the New Mexico Public Education Assessments Student Testing Interface. The Student Testing Interface can be accessed by one of two methods:

1. by launching a web browser and navigating to the following url:  
for practice tests: <https://nmpracticetest.cognia.org/student/>  
for operational tests: <https://newmexico.cognia.org/student/>  
*(Note: this option is only available for iMSSA)*
2. by launching a student test kiosk (required for MSSA Summative assessments, optional for iMSSA)

The Student Testing Interface is available in Spanish using web browser or the kiosk for both practice and operational testing.

This guide explains how to set-up the Spanish language version of the test and ensure the student's test device can support Spanish Text-to-Speech if that accommodation is used. For general information regarding test device technical requirements, installing the kiosk, and using the Student Test Interface using a kiosk or web browser, see additional user guides on the New Mexico Public Education Department Assessments Help & Support Page: <http://newmexico.onlinehelp.cognia.org/>

## Step 1: Assign Accommodations and Set-up Spanish Test Sessions

Before students can take the Spanish version of a test, the Test Coordinator must ensure that students are assigned the appropriate accommodations, create at least one class for Spanish testers, and schedule the class(s) for the Spanish-version test in the New Mexico Summative Assessments Portal.

### Assign Accommodations

All students requiring the Spanish version of the test should have the **Spanish Language Version** accommodation selected. Note that this accommodation option is for reporting purposes and will NOT assign the student the Spanish version of the test. The remaining tasks must be completed to assign the student to a Spanish test.

Students requiring **Text-To-Speech** must be assigned the **Text-To-Speech** accommodation in the student's profile before you schedule the test session.

To assign the **Text-To-Speech Spanish** and **Spanish Language Version** accommodations:

1. Go to <https://newmexico.cognia.org/student/> and log in to the New Mexico Assessments Portal.
2. On the New Mexico Assessments Portal home page, click **Administration**.
3. At the top of the Administration page, click **Students**.
4. From the drop-down menu at the top of the page, select the school where the student is currently enrolled.
5. Locate the student's name in the Student list and then click **Edit**.
6. Click the Accommodations tab to display the list of available accommodations, select **Spanish Language Version**, and if required, **Mathematics TTS Spanish or SLA TTS Spanish**.

**Note:** Only the Text-to-Speech Spanish language accommodation should be selected for Text-To-Speech, please ensure that none of the English TTS accommodations are selected. TTS Spanish for math is only available on the MSSA (summative) and iMSSA (interim) tests and TTS Spanish for Language Arts is only available on the MSSA (summative) test.

7. Select any other accommodations required for the student.
8. When you are done, click **Save**.

## Create a Class

To create a class for Spanish test takers:

1. Go to <https://newmexico.cognia.org/student/> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Classes**.
4. From the organization drop-down list select the school where the students who will be taking the Spanish test are currently enrolled.
5. Select the **Subject** you are creating a class for.
6. Click **Create Grade Level Class**.
7. In the class name field, type the name of the new class for Spanish test takers.
8. Select the teacher or other Test Administrator from the **Choose a Test Administrator** drop-down list, and then select a grade from the **Choose a Grade** drop-down list.
9. In the Students in the Class section, filter the Student list by grade and/or class.  
**Tip:** To further limit the results, select **Show only students that are not assigned to a class**.
10. To add students to the class, select one or more students from the students list. To select multiple students, press and hold **Ctrl** and then select student names from the list.
11. Click **Add** to move the students to the list on the right.

Student names appear dimmed or grayed out in the list on the left when they have been added to the list on the right.

12. To remove students from the class, select one or more students from the list on the right, and then click **Remove**.
13. When the class list is complete, click **Save** to create the class.

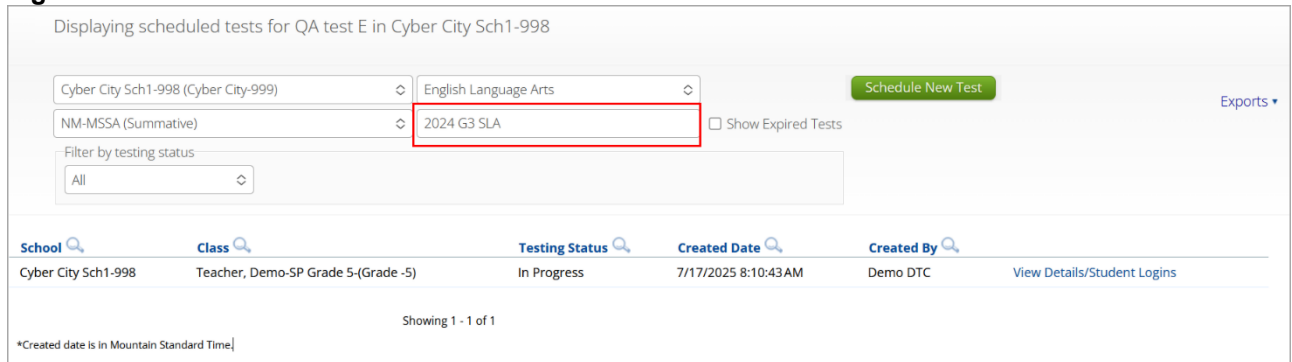
**NOTE:** Classes will be limited to a maximum of 90 students.

## Schedule a Test

To schedule the class for the Spanish version of the test:

1. Go to <https://newmexico.cognia.org/student/> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Test Sessions**.
4. Select the **Organization, Program** (NM-MSSA, iMSSA), **Subject**, and then select a **Spanish version test** (see figure 1).
5. Click **Schedule New Test Session**.
6. In the classes list, select the class of Spanish test takers you just created.
7. When you are done, click **Schedule** to save the test session.

**Figure 1**



## **Step 2: Ensure Text-to-Speech technical requirements are met (for students who have the Spanish Text-to-Speech Accommodation)**

### **For Kiosk testing:**

Students testing on a Kiosk who are assigned the Text-to-Speech accommodation must use Windows, Mac, or Chrome operating systems. For students testing on Windows and Mac devices, a Cepstral® Spanish language pack is required to be installed on the machine. Contact Cognia Technical Support to obtain a Cepstral® Spanish language pack and for installation directions. For students testing on Chromebooks, the New Mexico Summative Kiosk will use the native Spanish voice on the device.

**Important:** Licensing of the Cepstral language pack is limited; so, plan to cycle the students with this accommodation through your testing space to avoid the need for multiple installations of this language pack.

**Note:** For assistance, contact Cognia Technical Support at [nmtechsupport@cognia.org](mailto:nmtechsupport@cognia.org) or call (877) 676-6722.

### **For Browser testing (*iMSSA only*):**

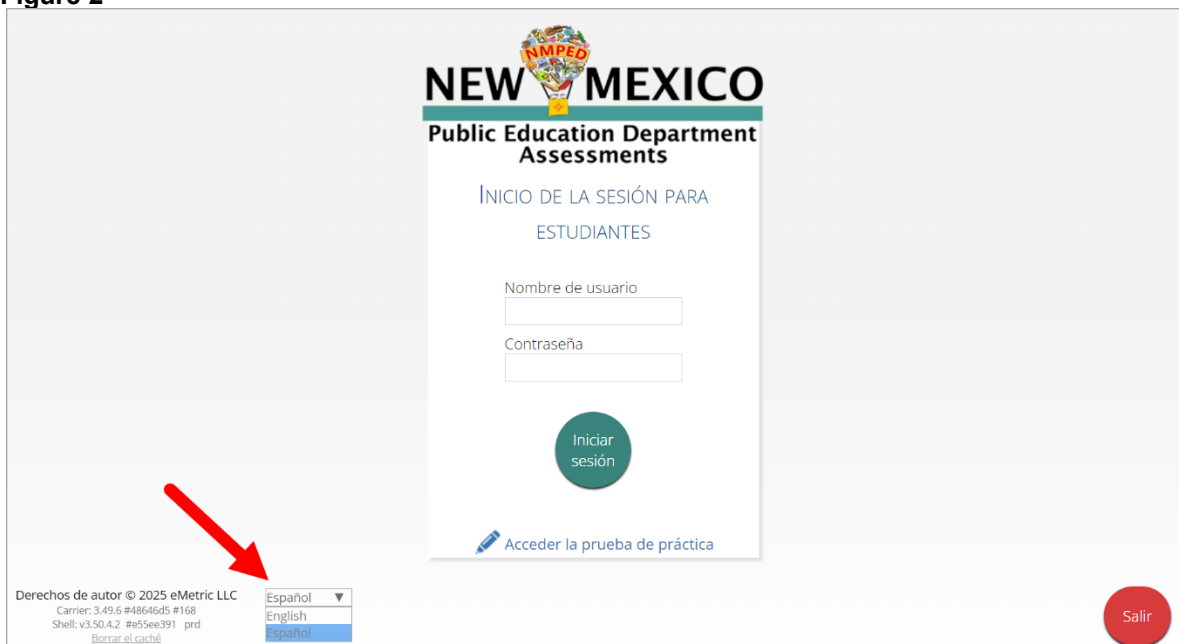
Students testing on a browser who are assigned the Text-to-Speech accommodation must use Windows, Mac or Chrome operating systems and must use a Chrome web browser to ensure consistent, reliable, Spanish Text-to-Speech.

### Step 3: Changing Language Settings on Student Test Interface

When the student is ready to log into the test, the student should change the New Mexico Assessments Test Interface to the Spanish Language version prior to logging in. This will ensure the log in screen, navigation buttons, tool and accommodations labels, and on-screen prompts are all in Spanish. To do this:

1. Launch the New Mexico Assessments Kiosk or navigate to <https://newmexico.cognia.org/student/>.
2. On the Sign in Screen select **Español** from the localization drop-down list at the bottom of the page (see figure 2).

Figure 2



## **Optional: Changing Language Settings on Student workstation**

### **Windows workstations**

1. From the Control Panel, click Clock, Language, and Region, and then click Region and Language.

**Note:** The Control Panel commands may differ slightly depending on which version of Windows you are using.

2. On the Formats tab, from the Format drop-down list, select Spanish (United States). Click Apply and then click OK.
  - If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
3. To change the keyboard setting, click the Keyboard and Languages tab. On the General tab, click Change keyboards, and then select Spanish (United States). Click Apply, and then click OK.
4. To restart your computer, click Restart now.

### **Mac workstations**

1. Choose **Apple menu > System Preferences**, then click **Language & Region** or **International**.
2. In the **Language** tab, choose **Spanish**.
3. In the **Region** menu, choose **United States**.
4. When you are done customizing formats, click **OK**.