



New Mexico Spanish Reading
Standards Based Assessment
(SBA) High School Summative
FAQs



Last Updated 11/14/2025



Contents

General Questions	1
Is Spanish Reading SBA available online?.....	1
Do I have to order Spanish Reading SBA test materials?	1
Do I need to pay for the Spanish Reading SBA test materials?	1
What grades do I assess the Spanish Reading SBA?.....	1
Administration Questions	2
How will I receive student pre-ID labels for my students testing SBA?	2
What accommodated forms does SBA offer?.....	2
Materials Shipment Questions	3
Materials are scheduled to arrive by March 2, 2026, when we are on winter break. Can I receive the materials sooner?.....	3
How do I obtain order shipment status?	3
Ordering and Materials Return Questions	4
If I need additional materials, what do I do?	4
If I am done with my Spanish Reading SBA testing, can I return them materials now or do I need to wait?	4
What do I do if I do not have a UPS Return Service (RS) label to return my materials?	4
What do I do if I have a student’s booklet with blood all over?	4
Reporting Questions	5
Will I receive printed student reports for my students who took the Spanish Reading SBA HS assessment? .	5
Where can I find what the Spanish Reading SBA Cut Scores?.....	5
Can I download my school’s electronic files with SBA results?	5

This document is a living document and will be revised as we receive more questions. Please check back often to receive updated information.

General Questions

Is Spanish Reading SBA available online?

- No. The Spanish Reading SBA assessment is paper based only.

Do I have to order Spanish Reading SBA test materials?

- Yes, you will need to order SBA test materials using the online ordering system available in [iServices](#).
- The initial ordering window starts on Monday, December 1, 2025, and runs through January 9, 2026.

Do I need to pay for the Spanish Reading SBA test materials?

- No, there is no cost to the LEAs for Spanish Reading SBA test materials. NMPED covers the assessment cost for all locations that administer this assessment.

What grades do I assess the Spanish Reading SBA?

- Only eligible Grade 11 students will be administered the Spanish Reading SBA High School assessment.
- Please refer to *NMPED's Statewide Test Assignment Guidelines* found in the PED website <https://web.ped.nm.gov/bureaus/assessment/district-test-coordinators>.

Administration Questions

How will I receive student pre-ID labels for my students testing SBA?

- Cognia receives a student pre-ID demographic file at the beginning of January 2026 for the Spanish Reading SBA high school students. Based on this file, student pre-ID labels are generated. Thus, if your school has students testing SBA and these students are included in the pre-ID file, you will receive them along with your initial order.
- If you have students for whom you do not receive a pre-ID label, please follow the instructions in the SBA Test Administrator's Manual (TAM) found in the [Help & Support site](#) to fill in the student information on the answer document using the bubbles on the biogrid.

What accommodated forms does SBA offer?

- Spanish Reading SBA is a 100% paper and pencil assessment.
- Thus, there is a Large-Print version and a Braille version as accommodated paper test forms.
- Other accommodations would depend on the student's IEP. Please refer to the NMPED Accessibility & Accommodations Manual available on the NMPED website here:
<https://web.ped.nm.gov/bureaus/assessment/accommodations-manuals>.

Materials Shipment Questions

Materials are scheduled to arrive by March 2, 2026, when we are on winter break. Can I receive the materials sooner?

- Materials will not be released earlier.
- UPS will make three attempts at delivery before returning them to Cognia. Please make every attempt to have someone there for one of those deliveries.
- Electronic versions of the manuals will be posted to the [Help and Support site](#) prior to that date for early access to the Test Coordinator Manual (TC) and the Test Administrator's Manual (TAM) for your convenience.

How do I obtain order shipment status?

- Please contact our Client Care Center (CCC) Team at 1-877-676-6722 or email: nmtechsupport@cognia.org for specific assistance with tracking your order.
- Normally, all initial orders are shipped via UPS Ground (*5-business day delivery guarantee from the time they are shipped*).

Ordering and Materials Return Questions

If I need additional materials, what do I do?

- Please place an additional order during the additional ordering window which starts on Monday, February 23, 2026, and runs through Thursday, April 23, 2026, via the iServices online ordering site, <https://iservices.cognia.org>.
- For additional details about ordering, please visit the Help & Support site at <https://newmexico.onlinehelp.cognia.org/ordering-pickup>.

If I am done with my Spanish Reading SBA testing, can I return them materials now or do I need to wait?

- All schools and districts are encouraged to return their SBA paper-based test materials as soon as they complete their testing.
- The UPS pickup window starts on March 16, 2026, and runs through April 28, 2026.
- For specific details about UPS pickup, please visit the Help & Support site at <https://newmexico.onlinehelp.cognia.org/ordering-pickup>.
- The UPS pickup site is also accessible via the iServices site: <https://iservices.cognia.org>.
- If you need assistance with a UPS pickup request, please contact our Cognia Help & Support Team at 1-877-676-6722 or email: nmtechsupport@cognia.org.

What do I do if I do not have a UPS Return Service (RS) label to return my materials?

- Please contact our Cognia Customer Care Center team at 1-877-676-6722 or send an email to nmtechsupport@cognia.org requesting an electronic UPS RS label. Cognia will then process the electronic UPS RS label and email it to you.

What do I do if I have a student's booklet with blood all over?

- Please follow the instructions on how to handle contaminated test materials found in the Help & Support site, <https://newmexico.onlinehelp.cognia.org/resources-spanish-reading>.
- **Do not send the contaminated booklet(s) back.** You will need to account for it properly following the instructions provided via the above link.

Reporting Questions

Will I receive printed student reports for my students who took the Spanish Reading SBA HS assessment?

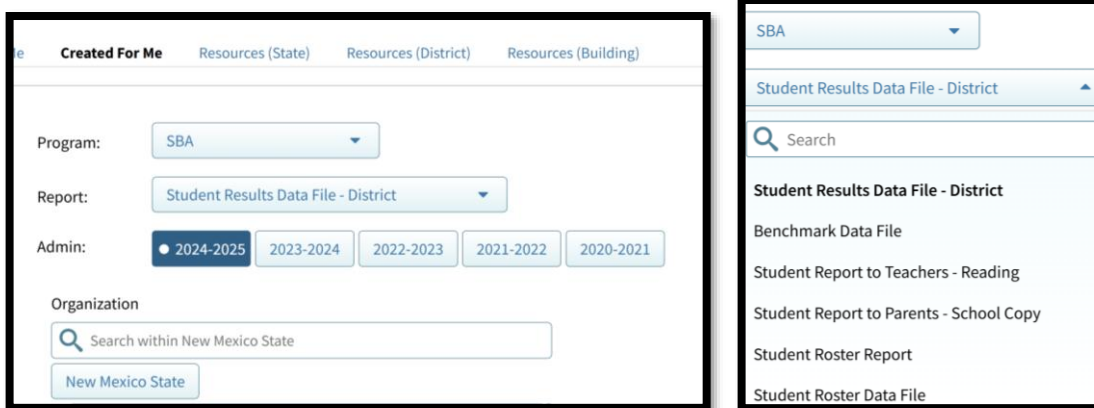
- Yes. You should expect to receive the printed reports in early August.
- Feel free to refer to the Spanish Reading SBA key dates document posted on the Help & Support site under the key dates section, tab for Spanish Reading SBA, <https://newmexico.onlinehelp.cognia.org>.

Where can I find what the Spanish Reading SBA Cut Scores?

- You will find a document specifically for *SBA Cut Scores* posted on the Help & Support site resources section for SBA, <https://newmexico.onlinehelp.cognia.org/resources-spanish-reading>.

Can I download my school's electronic files with SBA results?

- Yes, you can.
- You will find the electronic data files (csv, excel, or PDF) in the *Download Center* of Data Interaction (DI), <https://newmexico.cognia.org>.
- You will then login to the portal with your login credentials and go to the tab titled: “*Download Center*” and click on “*Created For Me*” where you will see a dropdown menu to select the program, type of report, and admin year. From there you will have options to select electronic reporting files as far back as five years.



- For more details about accessing Data Interaction, please refer to the *NMPED Assessments Data Interaction Reporting User Guide* available in the [Help & Support site](#).