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iMSSA

Test Administration Directions

Grades 3–8



COGNIA ASSESSMENTS

Table of Contents

Test Preparation 1
- Expectations 1
- Testing Cautions 1

Oral Directions for Test Administration 2
- Overview 2
- General Script 3
- Content Area Scripts 6
  - Reading—Sections 1 & 2 6
  - Language Usage—Sections 1 & 2 8
  - Mathematics—Section 1 9
  - Mathematics—Section 2 10
  - Spanish Mathematics—Section 1 11
  - Spanish Mathematics—Section 2 12

For questions about the New Mexico testing program, information is available at newmexico.onlinehelp.cognia.org

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Test Preparation

Expectations

The test administrators should ensure that students are properly instructed in the use of test materials and are given the opportunity to do their best. The following tasks are important when preparing students for testing:

- Tell students the approximate time needed for each test session. Explain that the test is untimed, and they may take more time if needed.
- Follow directions in Test Administration Scripts for the test that you plan to offer.

Testing Cautions

The quality and usefulness of the assessment data that the iMSSA generates depend greatly on the uniformity of test administrations and the security of test materials. All district staff who participate in test administration are responsible for ensuring that the administration takes place in a standardized approach. Here are some situations to be aware of:

Coaching: Before you start a test session, make sure that all students understand what to do. A test administrator or proctor may assist a student with a procedural task; however, the student should not receive any assistance that might indicate a correct answer or a correct response.

Random Responses: Some students might randomly mark answers to test questions if they do not understand what to do or if they cannot read the test questions. It might be difficult to detect random responses during testing; however, if it appears that a student is not reading the test questions before choosing answers, then the responses are likely random. If this happens, the test administrator or proctor should determine what is happening and contact the test coordinator (if necessary).

Invalid Tests: In addition to random responses, other factors can contribute to a student returning invalid responses to test questions. These can include distractions, illness, or other interruptions. If the test administrator or proctor deems that a student's test responses are invalid, they should report the matter to the test coordinator to invalidate the test.

Incomplete Tests: If a student requires a break during a test session, they can pause and resume the session, so that the student can pick up in the test where they left off. (For more information, refer to the *NM PED Assessments Quick Start Student Interface*.) Remember that a section within a test must be completed within a single testing day and that students must be supervised until the section is completed.

Oral Directions for Test Administration

Overview

To ensure accurate achievement results, all test administrators should follow the same procedures and read aloud the same directions while administering the tests. Students must understand the directions, how to choose answers, and how to use the online tools before testing begins. A test administrator or proctor should assist students with test-taking procedures but should also be careful not to inadvertently give hints or clues that might influence students' answer choices.

Directions for test administration are provided for each of the three content areas in the iMSSA:

- Reading
- Language Usage, and
- Mathematics (English and Spanish)

Begin the oral instructions with the General Script, referring specifically to the content area you are testing. Next, use the oral directions specific to the Content Area Script you are administering. Read aloud all test directions for each test at the beginning of the test session. Students are allowed to ask questions after the directions are read aloud and before the signal for students to begin the test. Use this time to make sure that they completely understand the directions.

Screen shots in the scripts are there for comparison to what the students should be seeing on their screen. You can use them if the student has questions. The following table describes the features of the directions:

Visual	Action
Text in italics	Instructions for the test administrator
	Indicates instructions that you may skip if other iMSSA Assessments have already been administered. This document has been designed so that you can easily skip directions that repeat.
SAY:	Read these instructions aloud.

iMSSA also has a Student Tutorial test available for students to take before the operational test. Please use the tutorial to help familiarize students with the functionality of the online student testing interface and the item types within the test. It is recommended that the *NM PED Assessments Quick Start Student Interface* be used with the tutorial to help guide the students.

For more specifics on test navigation and the tutorial, refer to the *NM PED Assessments Quick Start Student Interface* located at https://newmexico.onlinehelp.cognia.org/resources-cbt/.

General Script

Before each test session, print the Login ID tickets. Cut them into individual tickets and provide to the students. Each ticket contains a unique username and password, which the students use to log into the tests. Usernames are unique to each student, they do not change. Passwords are new for each test session.

Before beginning the test, distribute Student Test Login ID tickets, pencils, and unmarked scratch paper to each student.

SAY: **Today, you will take the (reading, language usage, or mathematics) test.**

If your students have already taken any of the other content area tests, you may SKIP the login directions below and proceed to your specific content area directions.

"Reading—Sections 1 & 2" on page 6

"Language Usage—Sections 1 & 2" on page 8

"Mathematics—Section 1" on page 9

"Mathematics—Section 2" on page 10

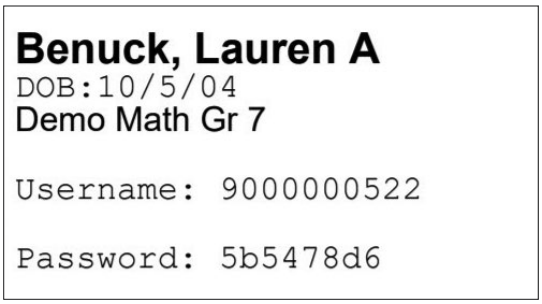
"Spanish Mathematics—Section 1" on page 11

"Spanish Mathematics—Section 2" on page 12

SAY: **You may not use any outside materials or technology during the test. You may use only your own knowledge and the materials I gave you: the Student Test Login ID ticket, a piece of scratch paper, and a pencil. If you should require additional scratch paper during the test session, please raise your hand at that time. It is okay to use the piece of paper as a tool to plan your response to a question.**

Hold up these directions with the screenshot below as an example of a Student Test Login ID ticket and point to the student's name.

SAY: **Look at your Student Test Login ID ticket. Your name should be on the top line. If your ticket does not have your name on the top line, please raise your hand now.**

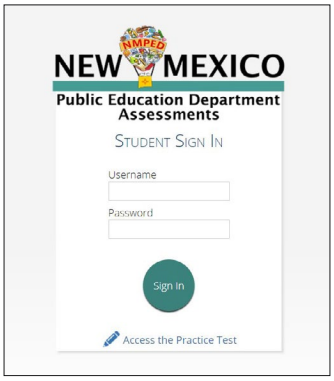


Pause. Make sure students check the names on their tickets.

Your test coordinator will have provided information on how students will access the testing interface. If students are using the browser-based testing interface, you may wish to write the URL https://newmexico.cognia.org/student/login on the board for students. If students are using the secure kiosk, they will need to launch the application to begin testing. Select the appropriate statement below based on use of browser or kiosk.

SAY: **Close all other programs running on your device. Open your Web browser. Type https://newmexico.cognia.org/student/login into the browser, double check that the address matches exactly, and press Enter on your keyboard.**
OR
Launch the secure application by double clicking the desktop icon (Mac or PC) or selecting the application from the App tray (Chromebook).

Once the application opens, you will see a student login page. Raise your hand if you do not see the login page.



Wait for all students to have the student login page displayed on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running at the same time as the student testing interface.

SAY: **Your username and password are listed on your ticket. Carefully type the username and password when prompted on the login screen, double check that they match your ticket exactly, and then click Sign In. Your username and password are case-sensitive so it does matter if you use uppercase or lowercase letters. Keep your login ticket face down on your desk. It will be collected at the end of this test.**

While taking the test, please do not close your browser or kiosk.

Pause to allow students to log in.

SAY: **When you have successfully logged in, you will see the word Hello followed by your name. Be sure that your name, student testing ID number, and date of birth are correct. If the information is not correct, raise your hand.**

Available test sections are below the test name. Select [section] to begin this section.

Students with accommodations will see an Options page to set their settings. See the Student Interface Guide available in the Help and Support site, https://newmexico.onlinehelp.cognia.org/resources-cbt/, within the Quick Start Guides, for more instructions.

SAY: **When you have accessed the test session, you will see the (reading, language usage, or mathematics) directions. The test content will download and the blue circle in the center of the page will display the download progress starting with 0% and increasing to 100%.**

Go directly to the instructions for your specific content area. See links below:

"Reading—Sections 1 & 2" on page 6

"Language Usage—Sections 1 & 2" on page 8

"Mathematics—Section 1" on page 9

"Mathematics—Section 2" on page 10

"Spanish Mathematics—Section 1" on page 11

"Spanish Mathematics—Section 2" on page 12

Content Area Scripts

Reading—Sections 1 & 2

SAY: **Now, take a moment and read the Reading Directions to yourself as I read them aloud.**

"Today you will be taking a test in Reading. For this test, you will read passages and then answer questions about the passages. In some cases, you will read two passages and answer the questions that follow. Some of the questions may ask you to compare the two passages. Read Passage 1, and then click the Passage 2 tab at the top of the screen to read Passage 2.

Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it."

When you finish reading the directions, click Continue. If you have any questions, raise your hand.

If you have administered another section of the reading test, SKIP to 1 *on next page. Otherwise, continue.*

SAY: **Once you enter the test, a reading passage will display on the left side of the screen. Question 1 should be on the right side of the screen. Read the passage or passages and answer the questions that follow. You will see different types of questions. Be sure to read any directions before answering the questions. There are multiple-choice questions where you will select one correct answer, and two-part multiple-choice questions where you will need to answer two questions that are related to each other. The directions will tell you if the question has more than one correct answer. In this case, select all answers that are correct.**

When two passages appear with a question, the passages will be on the left side of the screen. Passage 1 and Passage 2 tabs are above the passage in the upper left of the screen. Click Passage 2. You will see the second passage. Whenever you want to change from one passage to another, click the passage number tab. To scroll through a passage, use the blue scroll bar to the right of the passage text.

You must read both passages in a set. Some of the questions will ask you to compare the two related passages.



The arrow to the right of the passages allows you to view the passage full screen. Clicking on the arrow again will return the passage to its original position.

Pause to answer questions.

READING

SAY:	**As a reminder, click Next to go to the next question. Click Back to go back to the previous question or screen.**
	You will be logged out of the testing interface if you do not interact with the application in any way within 60 minutes. If you are logged out, your answers will be saved. Just moving the cursor, scrolling, or using the tools does NOT prevent you from being logged out. If you have any questions, raise your hand.

Pause to answer questions. If needed, use the NM PED Assessments Quick Start Student Interface *to provide students with more instruction on how to navigate within the test.*

1

SAY:	**If there are no other questions, you may begin testing in Reading.**

At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

When administering Reading Section 2, please follow the same directions as for Section 1.

After the students complete and submit Section 1, they will return to the profile page.

Language Usage—Sections 1 & 2

SAY: **Now, take a moment and read the Language Usage Directions to yourself as I read them aloud.**

"Today you will take a test in Language Usage. For this test, you will read passages and answer questions. Some questions might ask about how to improve the passage. Other questions might ask you to correct errors in the passage. Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it."

When you finish reading the directions, click Continue. If you have any questions, raise your hand.

If you have administered another section of the Language Usage test, SKIP to 2 *below. Otherwise, continue.*

SAY: **Once you enter the test, a passage should be displayed on the left side of the screen. Question 1 should be on the right side of the screen. Read the passage and answer the questions that follow. You can scroll down through a passage using the blue scroll bar to the right of the passage text. You will see different types of questions. Be sure to read any directions before answering the questions. There are multiple-choice questions where you will select one correct answer. There are also two-part multiple-choice questions where you will need to answer two questions that are related to each other.**

Language Usage questions might ask how words or passage parts can be changed. In these questions, sometimes the first answer choice is NO CHANGE. Select NO CHANGE when you think the best answer is to leave the word or sentence the way that it is shown.

As a reminder, click Next to go to the next question. Click Back to go back to the previous question or screen.

You will be logged out of the testing interface if you do not interact with the application in any way within 60 minutes. If you are logged out, your answers will be saved. Just moving the cursor, scrolling, or using the tools does NOT prevent you from being logged out. If you have any questions, raise your hand.

Pause to answer questions. If needed, use the NM PED Assessments Quick Start Student Interface *to provide students with more instruction on how to navigate within the test.*

2

SAY: **If there are no other questions, you may begin testing in Language Usage.**

At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

When administering Language Usage Section 2, please follow the same directions as for Section 1.

After the students complete and submit Section 1, they will return to the profile page.

Mathematics—Section 1

SAY:	**Now, take a moment and read the Mathematics Section 1 Directions to yourself as I read them aloud.**
	"Today you will take a test in mathematics. For this test, you will answer selected-response questions. Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it. You may NOT use a calculator to answer the questions in this section."
	When you finish reading the directions, click Continue to go to the first question. Once in the test you can click Next to go to the next question or click Back to go back to the previous question or screen. If you have any questions, raise your hand.
	Once you enter the test, Question 1 should appear on the screen. You will see different types of questions. Be sure to read any directions before answering the questions. There are multiple-choice questions where you will select one correct answer, and there are also multiple-select questions where there will be more than one correct answer. The directions will tell you if the question has more than one correct answer. In this case, select all answers that are correct. There may be information on the left side of the screen that is used for more than one question.
	You will be logged out of the testing interface if you do not interact with the application in any way within 60 minutes. If you are logged out, your answers will be saved. Just moving the cursor, scrolling, or using the tools does NOT prevent you from being logged out. If you have any questions, raise your hand.

Pause to answer questions. If needed, use the NM PED Assessments Quick Start Student Interface *to provide students with more instruction on how to navigate within the test.*

SAY:	**If there are no other questions, you may begin testing Mathematics Section 1.**

At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

When the students complete and submit Section 1, they will return to the profile page.

Mathematics—Section 2

SAY: **Now, take a moment and read the Mathematics Section 2 Directions to yourself as I read them aloud.**

"Today you will take a test in mathematics. For this test, you will answer selected-response questions. Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it. You MAY use a calculator to answer the questions in this section."

When you finish reading the directions, click Continue to go to the first question. Mathematics Section 2 is a calculator section, which means you can use the online calculator to answer the questions. The calculator can be found in the tool bar in the bottom left of the screen.

If you have already administered Mathematics Section 1 of the mathematics test, SKIP to 3 *below. Otherwise, continue.*

SAY: **Once you enter the test, Question 1 should appear on the screen. You will see different types of questions. Be sure to read any directions before answering the questions. There are multiple-choice questions where you will select one correct answer, and there are also multiple-select questions where there will be more than one correct answer. The directions will tell you if the question has more than one correct answer. In this case, select all answers that are correct. There may be information on the left side of the screen that is used for more than one question. As a reminder, click Next to go to the next question.**

You will be logged out of the testing interface if you do not interact with the application in any way within 60 minutes. If you are logged out, your answers will be saved. Just moving the cursor, scrolling, or using the tools does NOT prevent you from being logged out. If you have any questions, raise your hand.

Pause to answer questions. If needed, use the NM PED Assessments Quick Start Student Interface *to provide students with more instruction on how to navigate within the test.*

3

SAY: **If there are no other questions, you may begin testing in Mathematics.**

At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

Spanish Mathematics—Section 1

SAY:	**Lean las instrucciones de la Sección 1 de la prueba de Matemáticas y vayan siguiéndolas mientras que yo las leo en voz alta.**
	"Hoy vas a tomar una prueba de matemáticas. En esta prueba, vas a responder a preguntas de opción múltiple. Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas. Aún si no estás seguro de la respuesta a una pregunta, debes tratar de responderla. NO puedes usar calculadora para responder a las preguntas de esta sección".
	Cuando terminen de leer las instrucciones, hagan clic en Continuar para ir a la primera pregunta. Una vez en la prueba, pueden hacer clic en Seguir para ir a la siguiente pregunta o hacer clic en Regresar para volver a la pregunta o pantalla anterior. Si tienen alguna pregunta, levanten la mano.
	Una vez que ingresen a la prueba, la pregunta 1 debe aparecer en la pantalla. Verán diferentes tipos de preguntas. Asegúrense de leer las instrucciones antes de responder a las preguntas. Hay preguntas de opción múltiple en las que seleccionarán una respuesta correcta, y también hay preguntas de selección múltiple en las que habrá más de una respuesta correcta. Las instrucciones les dirán si la pregunta tiene más de una respuesta correcta. En este caso, seleccionen todas las respuestas correctas. Puede haber información en el lado izquierdo de la pantalla que se usa para más de una pregunta.
	Se cerrará la sesión de la interfaz de la prueba si no interactúan con la aplicación de alguna manera dentro de 60 minutos. Si han cerrado la sesión, sus respuestas se guardarán. Solo con mover el cursor, desplazarse o usar las herramientas NO impide que se cierre la sesión. Si tienen alguna pregunta, levanten la mano.

Pause to answer questions. If needed, use the NM PED Assessments Quick Start Student Interface *to provide students with more instruction on how to navigate within the test.*

SAY:	**Si no tienen otras preguntas, pueden comenzar la Sección 1 de la prueba de Matemáticas.**

At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

When the students complete and submit Section 1, they will return to the profile page.

Spanish Mathematics—Section 2

SAY: **Lean las instrucciones de la Sección 2 de la prueba de Matemáticas y vayan siguiéndolas mientras que yo las leo en voz alta.**

"Hoy vas a tomar una prueba de matemáticas. En esta prueba, vas a responder a preguntas de opción múltiple. Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas. Aún si no estás seguro de la respuesta a una pregunta, debes tratar de responderla. Si puedes usar calculadora para contestar las preguntas de esta sección".

Cuando terminen de leer las instrucciones, hagan clic en Continuar para ir a la primera pregunta. La Sección 2 de la prueba de Matemáticas es una sección que permite el uso de una calculadora, lo que significa que pueden utilizar la calculadora en línea para responder a las preguntas. La calculadora se puede encontrar en la barra de herramientas en la parte inferior izquierda de la pantalla.

If you have already administered Mathematics Section 1 of the mathematics test, SKIP to 4 *below. Otherwise, continue.*

SAY: **Una vez que ingresen a la prueba, la pregunta 1 debe aparecer en la pantalla. Verán diferentes tipos de preguntas. Asegúrense de leer las instrucciones antes de responder a las preguntas. Hay preguntas de opción múltiple en las que seleccionarán una respuesta correcta, y también hay preguntas de selección múltiple en las que habrá más de una respuesta correcta. Las instrucciones les dirán si la pregunta tiene más de una respuesta correcta. En este caso, seleccionen todas las respuestas correctas. Puede haber información en el lado izquierdo de la pantalla que se usa para más de una pregunta. Como recordatorio, hagan clic en Seguir para ir a la siguiente pregunta.**

Se cerrará la sesión de la interfaz de la prueba si no interactúan con la aplicación de alguna manera dentro de 60 minutos. Si han cerrado la sesión, sus respuestas se guardarán. Solo con mover el cursor, desplazarse o usar las herramientas NO impide que se cierre la sesión. Si tienen alguna pregunta, levanten la mano.

Pause to answer questions. If needed, use the NM PED Assessments Quick Start Student Interface *to provide students with more instruction on how to navigate within the test.*

4

SAY: **Si no tienen otras preguntas, pueden comenzar la prueba de Matemáticas.**

At the conclusion of the test session, report any testing irregularities to the school or district Test Coordinator. Collect and destroy scratch paper and Student Test Login ID tickets.

