

New Mexico Transition Assessment Post-testing Procedures Spring 2019

This guide applies only to the 2019 Spring Test Administrations.

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I. Introduction

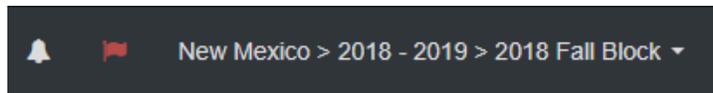
This document describes post-testing procedures for computer-based testing (CBT), including codes to enter for students who did not test or for tests that need to be voided. The tasks in this manual should be completed as soon as possible after testing is complete. The [Spring 2019 Math/ELA Test Coordinator's Manual \(TCM\)](#) outlines these procedures in section 5.1. Some post-testing procedures for paper-based testing (PBT) are also included in this document but see section 5.2 of the TCM for complete PBT procedures.

PAN users must have the **DISTRICT TEST COORIDANTOR** and **REPORT ACCESS** add-on roles to perform the functions described in this document. All PED-approved Test Coordinators have been granted these roles and may confer it on other users (e.g., site test coordinators) at their discretion. See the [PearsonAccess^{next} Online User Guide](#) for information about editing user accounts.

II. Stop Online Test Sessions in PearsonAccess^{next}

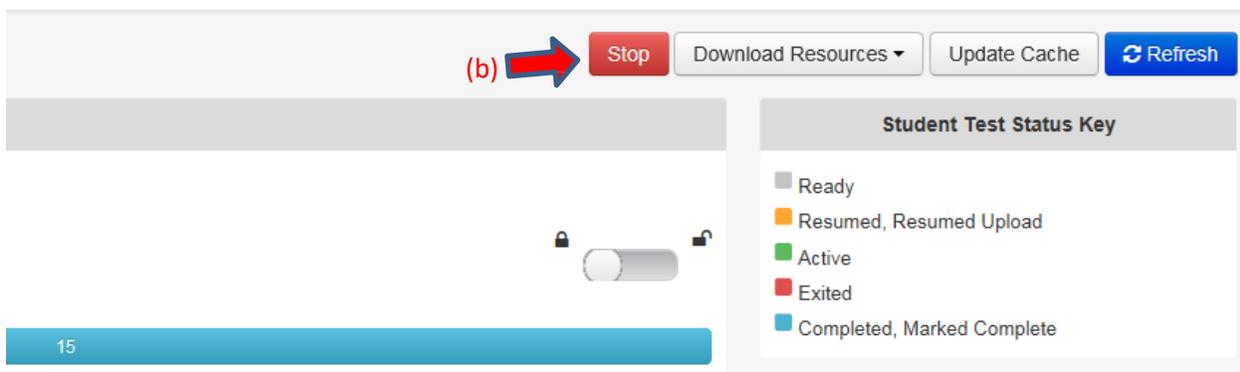
Following completion of online testing, all test sessions must be stopped in PAN. If students clicked “Submit Final Answers” at the end of each Unit, their tests will already be in completed status. If student tests are not in complete status, the Test Coordinator must first mark student tests complete or remove students in Ready status from the session. Guidance for these processes is located [here](#). The “Session Roster” or “Students Currently Testing Online” reports (**Reports > Operational Reports**) may be used to identify students who need to have tests marked complete after the conclusion of testing.

Step 1: Log-into PearsonAccess^{next} and select the appropriate administration:



Step 2: Navigate to the **Testing > Sessions** and select all sessions. Switch to **Students in Sessions** screen. For each session, (a) review the Student Test Status column in the list of students at the bottom of the screen to ensure all students are in **Complete** or **Marked Complete** status. If students are not in **Complete** status, click on the student test status button to review the Student Test & Item Progress screen. Depending on the student’s progress, mark the test complete and/or remove the student from the session following procedures in the Pearson document.

Step 3: Once all students are in **Completed** or **Marked Complete** status, (b) click the **Stop** button on each session.



(a)

Session	Gr4ELA -Unit 1	Gr4ELA -Unit 2	Gr4ELA -Unit 3
Session Name (Grade 4 ELA/Literacy)	Completed	Completed	Ready
Session Name (Grade 4 ELA/Literacy)	Ready	Ready	Ready
Session Name (Grade 4 ELA/Literacy)	Completed	Completed	Ready

III. Coding: Not Tested, Voided Tests, and Retests

- Step 1: Navigate to **Setup > Students**
- Step 2: On the **Students** screen, search for the student in the Find Students search bar.
- Step 3: Check the box next to the student's ID.
- Step 4: From the **Select Tasks** dropdown, check the box for **Manage Student Tests**.
- Step 5: Click **Start** to the right of **Select Tasks**.

A. Coding for Not Tested

For any student who **should** have tested for accountability/participation but did not test (e.g., student was absent during the test window), the test coordinator must code the student's test as **"Not Tested"** in PAN. Students with medical exemptions approved by PED **do not** need to be coded "Not Tested." PED removes students with medical exemptions from accountability/participation calculations based on a list of approved exemptions that is maintained outside of PearsonAccess^{next}. Unused test registrations for students who should **not** have taken Math or ELA tests may be unassigned in PAN but this step is not absolutely necessary. Student test registrations can be unassigned by unchecking the "assigned" box on the Manage Student Tests screen or by importing a Student Registration Delete File. See [Updating Student Registration](#) for details. Note that students who have completed tests from a prior administration cannot be deleted or unenrolled, but their tests can be unassigned.

To code students Not Tested, the test must be in "assigned" status and not currently in an online testing session. Navigate to the Manage Student Tests screen and click on the assigned test. Under Test Details, (a) check the box next to **Not Tested Code**; and (b) select a **Not Tested Reason** from the drop down. Refer to the New Mexico State-Specific Not Tested Reason Codes on the next page. (c) Click **Save**.

The screenshot shows the 'Manage Student Tests' interface. At the top, there is a header with 'LAST, FIRST NAME' and a 'Save' button. Below this, the test details are shown for 'Grade 11 ELA/Literacy'. The 'Completed' status is indicated. The 'Organization' is 'HOT SPRINGS HIGH (NM-073-058)' and the 'Class Name' is 'ENG. III PER. 3'. The 'Test Administrator' field is empty, and the 'Staff Member Identifier' field is also empty. The 'Test Format' is set to 'Online' and the 'Retest' status is 'No'. The 'Not Tested Code' checkbox is checked, and the 'Not Tested Reason' dropdown menu is open, showing a list of reasons: 'Absent', 'Not Tested Reason 1', 'Not Tested Reason 2', 'Not Tested Reason 3', 'Not Tested Reason 4', 'Not Tested Reason 5', 'Not Tested Reason 6', 'Not Tested Reason 7', 'Not Tested Reason 8', and 'Not Tested Reason 9'. A red arrow labeled '(a)' points to the 'Not Tested Code' checkbox, and another red arrow labeled '(b)' points to the 'Not Tested Reason' dropdown menu. A third red arrow labeled '(c)' points to the 'Save' button. A tooltip is visible over the 'Not Tested Reason' dropdown, stating 'Contact State personnel for state specific not tested reasons.'

Not Tested Reason	Not Tested Code
Absent	Absent
Language Exempt for ELA (1 st year EL in US Schools)	Not Tested Reason 1
Parental Refusal	Not Tested Reason 2
Other Non-Tested Reason	Not Tested Reason 3
9 th Grade EL Eligible for SBA Spanish Reading—not testing ELA	Not Tested Reason 4
Student completed less than 50% of class by test window	Not Tested Reason 5
9 th Grade SPED student eligible for NMAPA—not testing Math/ELA	Not Tested Reason 6
Reserved for PED use	Not Tested Reason 7
Reserved for PED use	Not Tested Reason 8
Reserved for PED use	Not Tested Reason 9

* If a valid test attempt is coded “not tested,” the test will still be scored. A valid attempt is defined by at least one item response on $n-1$ units, where n is the total number of units in the test.

*If a student’s test was “marked complete,” first “void” the student test using “void reason 1,” and then reassign a new test solely for the purpose of recording “Not tested” information.

B. Coding for Voiding Tests

Follow steps 1-5 on page 3 to select students whose tests should not be scored because a test attempt was aborted. This most often occurs when a student logs into a test that doesn’t have the correct accommodations. That attempt is voided and a new form with the accommodation is assigned.

On the left side of the **Manage Student Tests** screen, click on the completed test to be coded Not Tested. Under **Test Details**, (a) check the box next to **Void Test Score Code**; and (b) select a **Void Test Score Reason** from the drop down. Refer to the New Mexico State-Specific Not Tested Reason Codes on the next page. (c) Click **Save**.

TEST DETAILS

LAST, FIRST NAME (c)  [Save](#)

Grade 11 ELA/Literacy [Show Stu](#)
[Show Auc](#)

Completed
Organization* Class Name ⓘ

School Name (NM-000) x Select

Student Test UUID ⓘ XXXXXXXXXX

Test Administrator ⓘ

Test Format* Not Tested Code

Online x v Not Tested Reason ⓘ

Retest* ⓘ Staff Member Identifier ⓘ (a) 

Yes v Void Test Score Code

Administration Consideration Void Test Score Reason ⓘ (b)  Contact State personnel for state specific void score reasons.

Frequent Breaks ⓘ Specialized Equipment

Separate/Alternate Location ⓘ Specified Area or Setting

Small Testing Group ⓘ Time of Day ⓘ

Void PBA/EOY Score Reason 1

Void PBA/EOY Score Reason 2

Void PBA/EOY Score Reason 3

Void PBA/EOY Score Reason 4

Void PBA/EOY Score Reason 5

Void PBA/EOY Score Reason 6

Void PBA/EOY Score Reason 7

Void PBA/EOY Score Reason 8

Void PBA/EOY Score Reason 9

Void PBA/EOY Score Reason 10

Unsubmitted

Void Reason	Void Code
Invalid test attempt due to missing accommodations, incorrect test assignment, technical issues or other reason.	Void Reason 1
Reserved for PED use	Void Reasons 2-10
System will assign upon PED reset (see Notes below)	Unsubmitted

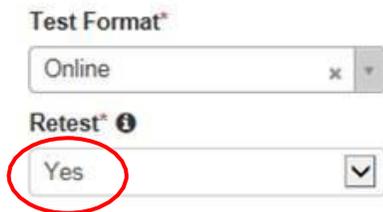
Notes on Voided Tests:

- PAN automatically creates a duplicate, voided test record when tests are reset (i.e., PED unsubmitted a test for which students prematurely submitted answers or Test Administrators marked tests complete). These test records can be identified in the Manage Student Tests screen because “unsubmitted” is listed as the void score reason (see image previous page).
- Void Reason 1 should be used anytime when a student is provided a new test to replace the voided test.

C. Coding for Retests

Test records coded “Yes” in the retest field will be removed from PED’s accountability calculations. Any seniors (or other high school students) registered by schools and districts to retake a graduation assessment will need the Retest field populated with “Yes”:

- Step 1: Follow steps 1-5 on page 3 to select students whose test(s) are to be used only to meet graduation requirements.
- Step 2: Under **Test Details**, select “Yes” from pulldown beneath **Retest**; tests taken for accountability purposes must be coded “No” in this data field.



IV. Updating Not Tested and Void Codes via File Import

As an alternative to entering data on the Manage Student Tests screen, **Not Tested**, **Void Score**, and **Retest** information may be populated in the **Student Test Update** file, available for import/export by PAN users with the **DISTRICT TEST COORDINATOR ROLE**. (All PED-approved test coordinators should have this role and can confer the role on other users in their organization.) When the Student Test Update file is exported, it will contain all the data fields from the Student Registration/Personal Needs Profile (SR/PNP), as well as any Not Tested and Void information already in the system. The following steps describe how to enter additional not tested and void information in a spreadsheet that can then be imported into PAN.

- Step 1: Navigate to **Setup**→**Import / Export Data**→**Select Tasks**→**Import / Export Data**→**Start**
- Step 2: Under **Type**, select Student Test Update Export from the pulldown. Beneath the **Type** pulldown, select CSV from **File Layout Type** (or Fixed, if you prefer). Check the boxes to indicate which test records to include (Completed tests=Attempts). Click **Process**.

Type*

Student Test Update Export ▼

File Layout Type

CSV ▼

Include Attempts

Include Test Assignments

Include Tests In Progress

Process Cancel

- Step 3: Refresh the View File Details screen until the Download File button appears. Click the Download File button.
- Step 4: Save the .csv file to a local directory and open it in Excel.
- (a) Populate the **Retest**, **Not Tested**, or **Void** columns with “Y,” as appropriate.
- (b) Populate the **Not Tested Reason** and **Void Reason** columns with the appropriate reason code (number only) from the tables on the previous pages.
- Step 5: Fix columns to match the format required by PAN.
- Step 6: Repeat Step 1 to import the revised .csv file.
- Step 7: Resolve errors in Excel, if necessary, and re-import until all records are successful.

V. Withdrawal before Test Completion and Homeschooled Students

Two State data fields have been designated for students who withdrew during the test window after partially completing a test or are homeschooled but participating in testing under a district or other participating New Mexico school. Only **DISTRICT TEST COORDINATORS** will be able to enter this data in PAN, as described in the following steps (also see screenshot next page):

- Step 1: Go to **Setup**→**Students** and use filters to find the student(s) who withdrew before completion or are homeschooled. Check the box(es) next to the ID number(s).
- Step 2: Go to **Select Tasks**→**Register Students**→**Start**.
- Step 3: On the Register Students screen, (a) enter “UNENROLLED” in the **State Field 4** field if the student withdrew before completion; (b) enter “HOMESCHOOL” in the **State Field 9** field if student is homeschooled; (c) Click **Save**. (See screen shots, next page.)

If the student started testing and then dis-enrolls, do not remove the student from their test or session until AFTER the testing window. A student's partial test will transfer with them to their new school if located in New Mexico. If at the end of the test window the student is still showing enrolled in your school/district, the student's test can be "marked complete," and then follow the directions listed above.

LAST, FIRST NAME (c)  Save

Registered ⓘ ⓘ Show Stu.
 ⓘ Show Au

Grade Level When Assessed* ⓘ Responsible School Code* ⓘ Ship Report District Code ⓘ

Ship Report School Code ⓘ

Ethnicity
Hispanic or Latino Ethnicity ⓘ

Race - At least one of the following fields must be selected:

Asian ⓘ American Indian or Alaska Native ⓘ

Black or African American ⓘ Native Hawaiian or Other Pacific Islander ⓘ

White ⓘ Two or More Races ⓘ

Student Status

English Learner (EL) ⓘ Title III Limited English Proficient Participation Status ⓘ

Gifted and Talented ⓘ Migrant Status ⓘ

Economic Disadvantage Status ⓘ Student with Disabilities ⓘ

Primary Disability Type ⓘ

State Data Fields

State Field 2 <input type="text"/>	State Field 3 <input type="text"/>	State Field 4 <input type="text" value="UNENROLLED"/>
State Field 5 <input type="text"/>	State Field 6 <input type="text"/>	State Field 7 ⓘ <input type="text"/>
State Field 8 ⓘ <input type="text"/>	State Field 9 <input type="text" value="HOMESCHOOL"/>	State Field 10 <input type="text"/>

(a)  (b) 

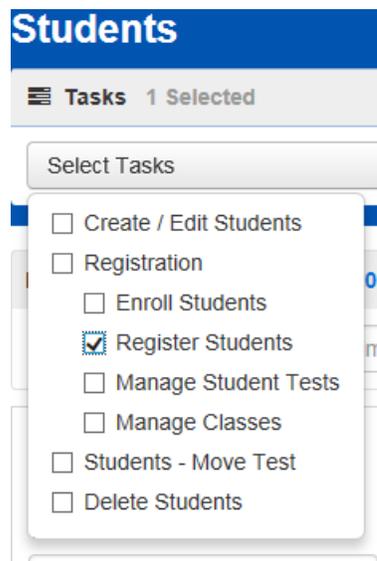
For PAN users with the **DISTRICT TEST COORDINATOR** role, **State Field 4** and **State Field 9** can alternatively be populated in columns **AG** and **AL** of the **Student Test Update** file at the same time that not tested and void information is entered.

VI. Validating Responsible Organizations

Students who have transferred into your school/district through a transfer “Work Request” will need to have their “responsible school” verified since this data field is not automatically updated to reflect the new school upon approval of a transfer work request. The responsible school is where the student’s test score will be aggregated for the purpose of calculating school averages. The responsible school is also where the student’s Individual Student Report (ISR) will be shipped, unless the “Ship Report District Code” and “Ship Report District Code” list other organizations.

Step 1: Go to Setup → Students and use filters to find the student(s). Check the box(es) next to the ID number(s).

Step 2: Go to Select Tasks → Register Students → Start



Step 3: On the Register Students screen, enter the name of the correct school under “Responsible School Code.” In most cases, the responsible school should be the same as the testing school.

2017 SPRING PARCC

LAST, FIRST NAME

Registered ⓘ

Grade Level When Assessed* ⓘ

Fourth Grade ▾

Responsible School Code* ⓘ

Select ▾

Ship Report District Code ⓘ

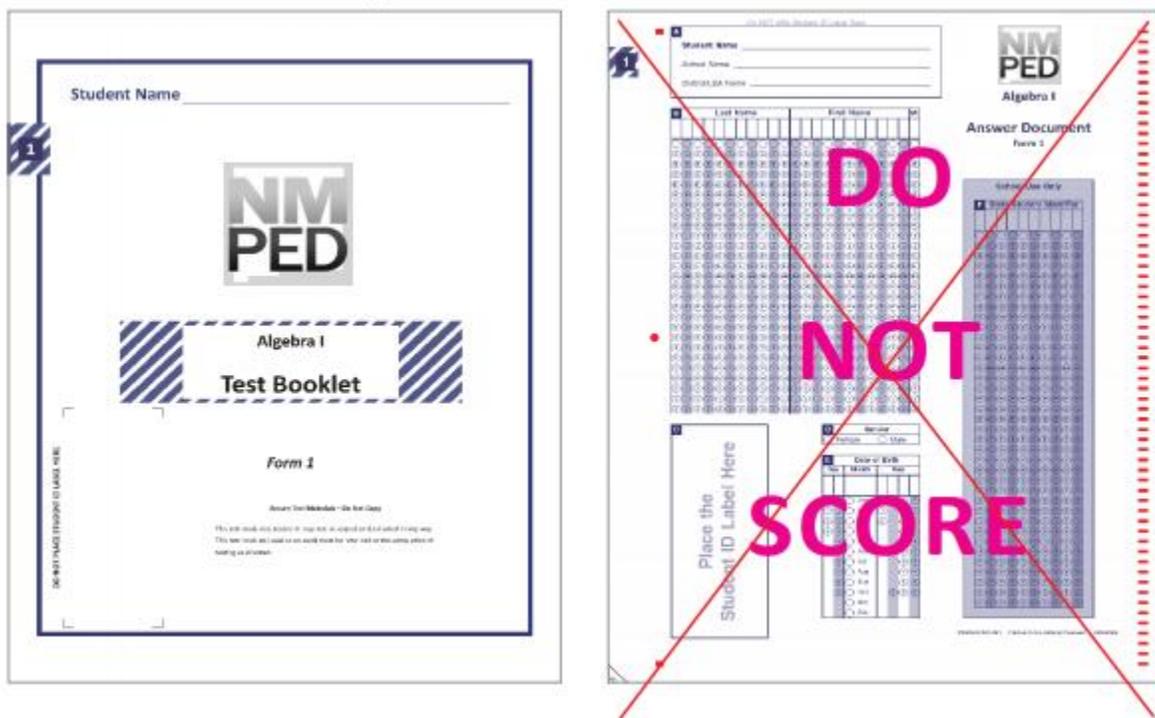
Ship Report School Code ⓘ

See the [Request Enrollment Transfer](#) page for complete details around the transfer student work request.

VII. Post-testing Procedures for Paper-based Testing

Scorable and nonscorable materials must be returned to Pearson **no later than one week after the end of the test window**. Test Coordinators will have the opportunity to apply “not tested” and “void score” codes after Pearson scans the books and indicates the completed status for these tests in PAN. Sometimes, scanned paper tests will not match a student registration in PAN due to miscoded bubble sheets. These will show up as **Rejected Student Tests** in PAN that must be resolved in order for the tests to be scored and students to receive results. PED-approved Test Coordinators have the **Rejected Student Test** role and may need to assist PED in resolving any scanned paper tests that appear in PAN at **Testing > Rejected Student Tests**. See the [Fix Rejected Student Test Details](#) page for instructions.

Test Coordinators may void a test that should not be scored by writing “Do Not Score” or drawing an “X” in large font on the Student ID page of the test booklet:



Do not write over the barcode. Return these Test Booklets with **nonscorable materials** for the following circumstances:

- The Test Booklet is damaged (and has been transcribed).
- Unused Test Booklets have Student ID Labels applied.
- Large Print or Braille Test Booklets for which student responses have been transcribed into a corresponding form-level Test Booklet for processing/scoring (refer to transcription instructions in the [Spring 2019 Test Coordinator Manual](#)).