

Setting Up Students for Re-Tests

District Test Coordinators are able to setup students to re-take an exam depending on the roster and enrollment status of the student.

Quick Guide

Depending on the roster and enrollment status of the student, the District Test Coordinator can setup students for a re-test of an exam.

- A) Student is in EPIC and associated to the appropriate class but needs a second attempt**
- B) Student is in EPIC but not associated to the appropriate class**
- C) Student is not in EPIC but can be loaded via the STARS roster process to the appropriate class and exam session**
- D) Student is not in EPIC and cannot be loaded by the STARS roster process to the appropriate class and exam session**

Login Page

To access EPIC, go to
<https://www.nmepic.com/>.



NMPED Public Education Department

NM EPIC EXAM PLATFORM for INFORMING CURRICULUM

Login

Email or User Name

Password

☐ Remember Me

Login

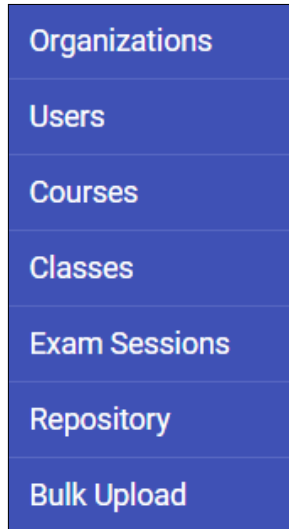
[Problem logging in?](#) [Practice Test](#)

Quick Guide

A) Student is in EPIC and associated to the appropriate class but needs a second attempt

Step 1: Left Navigation

In the Left Navigation, the administrator selects 'Classes.'



Step 2: Begin creating a new Class

Classes							Create Class
Select Search Type	Search	Search	Reset				All Active Expired Future
Class Name	District Course Name	Location Name	State Course Code	Status	Students	Instructor	
Class A - Algeb...	Algebra I Sch 0...	TEST Sch 03.Dist01	2031	Active	3 Manage	2 Manage	
Class B - Algeb...	Algebra I Sch 0...	TEST Sch 03.Dist01	2031	Active	3 Manage	2 Manage	

Create Class

Save

Cancel

Organization Type

District

Organization Name

-1-TEST Dist 01

Location Name

Select Location Name

Course Name

Select Course Name

Class Name

Start Date & Time

01/10/2017 12:03 PM

End Date & Time

02/09/2017 12:03 PM

Subject

Grade

Description

Class Code

C10F20525C



In above screen shot, Click 'Create Class' to add a new class.

Enter all fields to add a new class. Click Save to add the class. Click cancel to return to the previous page.

Quick Guide

A) Student is in EPIC and associated to the appropriate class but needs a second attempt

Step 3: Adding student to the newly created class

On the class list screen, select search type as Class Name and enter the name of class in which the student needs to be added. For more details, see the Manage Classes and Users in a Class Quick Guide.

Classes

Create Class

Class Name: Search Reset

Active | Expired | Future

Class Name	District Course Name	Location Name	District Course Code	Status	Students	Instructor
Test Class - Algebra	Algebra I Sch 01	TEST Sch 01.Dist01	2031.-001.-004	Active	0 Manage	0 Manage

10 Showing 1 to 1 of 1 entries

https://www.nmepic.com/Admin/Users © New Mexico Public Education Department 2016

Step 4: Create an exam session

Click 'Add New Exam' from the Exam Session page. For more details, see the Setting Up Exam Sessions Quick Guide.

Exam Sessions

Add New Exam Session

Select Search Type Search Search Reset

Active | Expired | Future

Exam Sessions	Course	Location ID	Status	Start Date	End Date	Owner	
Vocal Ensemble Sch 01	Vocal Ensemble Sch 01	-4	Active	Nov 17, 2016 09:38 PM	Nov 24, 2016 09:38 PM	STC001 Test Sch 01.Dist01	Assign Unassign Edit Assigned
Individual Technique-Vocal Music Sch 01	Individual Technique-Vocal Music Sch 01	-4	Active	Nov 18, 2016 06:26 AM	Nov 25, 2016 06:26 AM	STC001 Test Sch 01.Dist01	Assign Unassign Edit Assigned
Intermediate Guitar Sch 01	Intermediate Guitar Sch 01	-4	Active	Nov 18, 2016 06:01 AM	Nov 25, 2016 06:01 AM	STC001 Test Sch 01.Dist01	Assign Unassign Edit Assigned

District Test Coordinators are able to setup students to re-take an exam depending on the roster and enrollment status of the student.

Quick Guide

B) Student is in EPIC but not associated to the appropriate class

Step 1: Left Navigation

In the Left Navigation, the administrator selects 'Classes.'



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Step 2: Adding student to an existing class

On the class list screen, enter the name of the class in which student needs to be added. For more details, see the Manage Classes and Users in a Class Quick Guide.

Classes							Create Class
Class Name	Search	Search	Reset				
							All Active InActive Expired Future
Class Name *	District Course Name	Location Name	District Course Code	Status	Students	Instructor	Actions
14Feb ELA	English/Language Arts III Sch 01	TEST Sch 01.Dist01	1003.-001.-003	Active	2 Manage	1 Manage	Deactivate
Algebra First Period	Algebra I Eighth Grade Sch 01	TEST Sch 01.Dist01	2028.-001.-003	Active	0 Manage	0 Manage	Deactivate
Chorus First Period	Chorus Sch 01	TEST Sch 01.Dist01	1130.-001.-003	Active	3 Manage	1 Manage	Deactivate
Class test 03022017	English/Language Arts III Sch 01	TEST Sch 01.Dist01	1003.-001.-003	Active	3 Manage	2 Manage	Deactivate
English Test	English/Language Arts III Sch 01	TEST Sch 01.Dist01	1003.-001.-003	Active	2 Manage	2 Manage	Deactivate
English Test2017	English/Language Arts III Sch 01	TEST Sch 01.Dist01	1003.-001.-003	Active	2 Manage	2 Manage	Deactivate
Test Class17012017	English/Language Arts III Sch 01	TEST Sch 01.Dist01	1003.-001.-003	Active	5 Manage	1 Manage	Deactivate

Quick Guide

C) Student is not in EPIC but can be loaded via the STARS roster process to the appropriate class and exam session

Your district’s STARS coordinator can add the student to the appropriate class that has an exam session in the enrollment file through the roster process, and the student will be added the following day.

Step 1: Left Navigation

In the Left Navigation, the administrator selects ‘Classes.’



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Step 2: Search for student in class

On the class list screen, the administrator can ensure the student was added to the class through the roster process for the appropriate class. Select search type as Class Name and enter the name of the class in which student should have been added. Click ‘Manage’ in the student column. Search for the student’s name.

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Classes

Create Class

Class Name

Test Class - Algebra

Search

Reset

All
Active
Expired
Future

Class Name	District Course Name	Location Name	District Course Code	Status	Students	Instructor
Test Class - Algebra	Algebra I Sch 01	TEST Sch 01.Dist01	2031.-001.-004	Active	0 Manage	0 Manage

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Showing 1 to 1 of 1 entries
1

Quick Guide

D) Student is not in EPIC and cannot be loaded via the STARS roster process to the appropriate class and exam session

In this scenario, the District Test Coordinator will add the student using EPIC then implement scenario (A), or (B), or administer the test by paper and pencil administration.

Step 1: Left Navigation

In the Left Navigation, the administrator selects 'Users.'

Organizations

Users

Courses

Classes

Exam Sessions

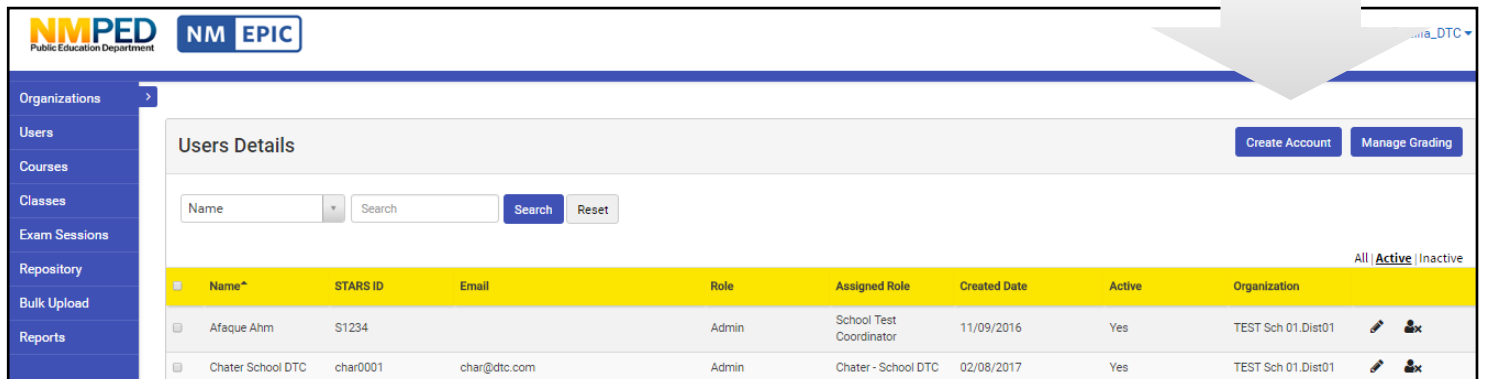
Repository

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Step 2: Add the student to EPIC

Click 'Create Account' to add a student to EPIC.



NMPED **NM EPIC**

Public Education Department

Organizations >

Users

Courses

Classes

Exam Sessions

Repository

Bulk Upload

Reports

Users Details [Create Account](#) [Manage Grading](#)

Name Search

All [Active](#) [Inactive](#)

Name*	STARS ID	Email	Role	Assigned Role	Created Date	Active	Organization
Afaq Ahmad	S1234		Admin	School Test Coordinator	11/09/2016	Yes	TEST Sch 01.Dist01
Chater School DTC	char0001	char@dtc.com	Admin	Chater - School DTC	02/08/2017	Yes	TEST Sch 01.Dist01

Quick Guide

D) Student is not in EPIC and cannot be loaded by the STARS roster process to the appropriate class and exam session

In this scenario, the District Test Coordinator will add the student using EPIC then implement scenario (A), or (B), or administer the test by paper and pencil administration.

Step 3: Create Student Account

Create the student account filling in all the fields. The 'Email ID' field is optional and can be left blank.

Create Account

First Name

First Name

Last Name

Last Name

User Name

User Name

Password

Password

Confirm Password

Confirm Password

STARS ID

STARS ID

Email ID (Optional)

Email

Organization Type:

Select OrganizationType

Organization:

Select Organization

User Type:

Select User Type

User Role:

Select User Role


Save

Cancel

If the STARS ID already exists for another student in EPIC, a warning message will appear. Please call Adam Rios or NM EPIC Platform Support (Tier 1) for resolution. See the contact information below.

Adam Rios—adam.rios@state.nm.us
(956) 206-6727

NM EPIC Platform Support: nmepic@cbtechinc.com
NM EPIC Toll Free Number: 1-888-383-2197



warning

The STARS ID already exists.

OK

Quick Guide

D) Student is not in EPIC and cannot be loaded by the STARS roster process to the appropriate class and exam session

In this scenario, the District Test Coordinator will add the student using EPIC then go back to scenario (A) or (B) or administer the test by paper and pencil administration.

Implement Scenario A

- Create a new class.
- Add student to newly created class.
- Create an exam session.

Implement Scenario B

- Add student to an existing class.

Implement Scenario C

- Click 'Repository' in the left navigation. Select search type as 'Description' and enter the name of the End of Course exam.
- Click the file name to download and administer the paper and pencil test.

Repository

Refresh

Description

form

Search

Reset

File Name	Format	Uploaded Date	Description
ALGEBRA I 7 12 SY1617 - FORM.pdf	PDF	11/01/2016	EoC_Assessment: Algebra I 7 12 School Year 2016 - 2017 - Form
ALGEBRA II 9 12 SY1617 - FORM.pdf	PDF	11/01/2016	EoC_Assessment: Algebra II 9 12 School Year 2016 - 2017 - Form