



Fall 2020 District Test Coordinators (DTC) Virtual Training Sessions Q&A

Contents

ARCHIVED FALL 2020 DTC TRAINING RESOURCES & MATERIALS:	2
BALANCED ASSESSMENT SYSTEM	2
CANVAS MODULES RELATED TO ASSESSMENT	2
DYNAMIC LEARNING MAPS (DLM)	2
DTC PORTAL/ REQUIRED FORM	3
EARLY CHILDHOOD OBSERVATION TOOL (ECOT)	3
GRADUATION/END OF COURSE EXAMS (EOCs)	3
INTERIM MEASURES OF STUDENT SUCCESS AND ACHIEVEMENT (iMSSA)	5
ISTATION	8
NAEP	8
NEW MEXICO ASSESSMENT OF SCIENCE READINESS (NM-ASR)	8
NEW MEXICO MEASURES OF STUDENT SUCCESS AND ACHIEVEMENT (NM-MSSA)	9
REMOTE TESTING	9
SAT/PSAT	10
TEST SECURITY/FEDERAL AND STATE REGULATIONS	11
WIDA-ACCESS	12

ARCHIVED FALL 2020 DTC TRAINING RESOURCES & MATERIALS:

- All training materials from Fall 2020 DTC training, including recordings and PowerPoints are available [here](#).
- The traditional Assessment Testing Window Calendar can be found [here](#).
- The Interactive Calendar of Detailed Assessment Activities that provides important dates for required and optional assessments, as well as testing-related professional learning and other technical training events can be found [here](#).

BALANCED ASSESSMENT SYSTEM

Where is the video link to the explanation of balanced assessment system?

The link is found at: <https://webnew.ped.state.nm.us/bureaus/assessment-3/task-force/>. New resources on assessment literacy are posted on the same page.

CANVAS MODULES RELATED TO ASSESSMENT

How do DTCs access CANVAS modules and resources?

Canvas modules can be posted to the public in a way that does NOT require users to have a local Canvas instance to access. A self-registration process is available so any teacher can access modules in Canvas for PED developed professional learning. If your local education agency (LEA) uses another learning management system (LMS) other than Canvas, your educators can still access Canvas modules.

Will DTC training modules and other resources be available in Canvas Commons if an LEA is not using the PED Canvas subscription?

Assessment literacy modules will be developed in Canvas. We do plan to place DTC training modules in Canvas in the future. These modules can be accessed even in an LEA does not have a Canvas subscription. Please contact nm-canvas@instructure.com to ask about specific content you would like to request within your local Canvas LEA instance for those who have a subscription.

DYNAMIC LEARNING MAPS (DLM)

Will students taking the alternate assessment be required to assess in social studies this year?

No. DLM assessments are only available in ELA, math, and science. There is no federal accountability testing requirement for social studies for general education students, and therefore, no assessment alternate assessment in social studies.

Where can we access digital training to administer the DLM assessment in the spring?

The link to the online Required Test Administrator (TA) training is on the [NM-DLM web page](#). The training is now open.

DTC PORTAL/ REQUIRED FORM

How do I get access for the PED DTC portal?

If you have been designated as the DTC by your superintendent or state charter director, for the 2020-21 school year, please go to <https://tcp.ped.state.nm.us/> and hit "Request Access" to create a DTC account.

Does the Superintendent Designation Form have to be submitted yearly, or only when there is a change?

6.10.7 NMAC requires superintendents to designate DTCs in writing. This form is be submitted yearly and when there is a change of DTCs. LEAs are encouraged to submit via the [Test Coordinator Portal](#).

If an LEA cannot access the portal or prefers to submit the paper-based form, the Superintendent Designation Form, along with other forms and DTC resources, can be found at

<https://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/>.

New DTC logins are created for all vendor portals once the PED Assessment Bureau receives the Superintendent Designation Form.

EARLY CHILDHOOD OBSERVATION TOOL (ECOT)

Is the Early Childhood Observation Tool (ECOT) BOY optional?

ECOT is still required for Pre-K and highly recommended, but optional for Kindergarten. The ECOT window was extended to 10/15. Training can be found at <https://ecot.ped.state.nm.us/logon.aspx>

GRADUATION/END OF COURSE EXAMS (EOCs)

Do Juniors receive graduation competency "credit" for the New Mexico Assessment of Science Readiness (NM- ASR) this coming spring?

Standard setting will take place after the spring 2021 administration. Once the cut score is determined, it will be added to the Menu of Options for demonstration of competency. Please note that this information may not be available until late July.

Can DLM be used to demonstrate graduation competency for Seniors?

Yes, DLM can be used for demonstration of competency for students on the Ability pathway. Other demonstrations of competency for students with significant cognitive disabilities can include locally selected/purchased assessments (e.g., Unique Learning System (ULS)). We highly encourage locally identified or locally developed demonstrations of competency for students on the Ability pathway.

Will training be provided for Alternate Demonstration of Competency (ADCs) and EOCs?

Please note there is no longer a primary and alternate demonstration. Please visit

<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/> to find the Demonstration of Competency Menu of Options by cohort. Q & A sessions will be provided during the year to address additional questions.

What other tests can be used for students to demonstrate competency?

Please visit <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/> to find the Demonstration of Competency Menu of options by cohort.

Will LEAs still be able to use EOCs for social studies and other subjects?

Yes. Please note:

- *Students in Cohort 2021, who passed an EOC prior to the spring 2020 COVID-19 school closures, can still use those banked End of Course (EOC) scores to meet their demonstration of competency (LDC) requirements.*
- *When PED released [EOCs last spring](#), during the period of COVID-19 school closures, LEAs were allowed to modify EOCs and use them as resource to create their own LDCs (e.g., like an item bank; craft open-ended questions from).*

PED has maintained the local demonstration allowance knowing that it is likely the best “fall back” for LEAs given the limitations occurring with national standardized assessment administrations found on the Cohort 2021 [Menu of Options](#). Menu of Options for cohorts 2021-2024 are available from the [Graduation Requirements page](#) of the PED website.

Is it required for students to demonstrate competency in social studies and science even though we did not have an NM- ASR spring administration?

Yes. Pursuant to 22-13-1.1 NMSA 1978, students must demonstrate competency in the five core content areas: mathematics, reading, writing, science, and social studies.

Are Supplemental Accountability Model (SAM) charter schools able to use EOCs?

Yes, please see the response to question 5 in this section.

Do we have a statewide social studies test?

*There is no federal accountability testing requirement for social studies for general education students. Since demonstration of competency is required for five subject areas, including social studies. LEAs can use the released EOCs **with modifications** to create local demonstrations of competency for students up to cohort 2024. Additional qualifying social studies demonstrations of competency can be found on each cohorts’ menu of options.*

What assessments are required for 9th grade?

*The best document for required state guidelines for test assignments can be found at: https://webnew.ped.state.nm.us/wp-content/uploads/2020/08/Statewide-Test-Assignment-Guidelines_8.4.2020.pdf LEAs can elect to use EOCs **with modifications** for students at any grade level. Please refer to these [FACT sheets](#) as an additional resource.*

Which subjects will be waived for students for their expected demonstration of competency?

There is no waiver for demonstration of competency requirements for cohort 2021. You can find each cohort’s menu of options at <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>.

Where are released EOCs posted?

Released EOCs can be found at <https://drive.google.com/drive/folders/1U5q7yIsC-DU40bYKiL-ewrIYglVmcTQ>.

When will new EOCs be released?

There are no plans to release new EOCs. The current EOCs can be modified for districts to create their own assessment to be used as a local demonstration of competency. For cohort menu of options on demonstration of competency, please visit <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>.

The Local Demonstration of Competency (LDC) Form can be found at <https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>.

Can a modified EOC be administered as a pre/post assessment and as an LDC?

Yes.

Can past EOC, PARCC, and NM-SBA scores online be accessed?

This information can be found in STARS or in the Student Test History File located in SOAP. Please contact your SOAP manager for access to the Student Test History file.

INTERIM MEASURES OF STUDENT SUCCESS AND ACHIEVEMENT (iMSSA)

To what extent does the state require schools to use the state provided interim and formative assessments?

Generally, formative and interim assessments are not required but offered at no cost by NMPED in grades 3-8. Any exceptions for grant funded programs (e.g., SRCL, CLSD, RAMS) are noted on footer of the Assessment Calendar posted [here](#). Please note that due to the unpredictable nature of COVID-19 and its impact on school schedules, this calendar may continue to be revised.

Are the tests pre-constructed or do the teachers create the interim and formative tests? If they are pre-constructed, what standards are they aligned to since different schools use different curricula and may be covering different standards at different times?

Formative Item Sets can be used in their entirety as a set or broken apart to be used as a teacher sees fit for their classroom. The Formative Item Sets are flexible. Teachers can use a single question as a bell ringer or exit ticket, for example, or use the entire set as a quiz.

iMSSA, the interim assessments are pre-constructed or "fixed forms." They are based on the College and Career Readiness standards which are similar to the Common Core State Standards (CCSS) in English language arts and mathematics. Recordings of the trainings on interim and formative assessments provided by Cognia can be found here: <https://newmexico.onlinehelp.cognia.org/training>

Where can LEAs access additional information on the Cognia Formative Assessments?

The Formative Item Sets are available now as PDFs through the [Cognia eProve system](#). More information about the Cognia formative item sets can be found on the Cognia Help and Support web site at <https://newmexico.onlinehelp.cognia.org/formative-assessments/>.

How do LEAs load students in eProve?

In the near future, students will be loaded into iTester test platform for online administration and reporting. At that time, they will be available either as PDFs or online. When Formative item sets are available online, LEAs will upload their student data (if they have not already done so for iMSSA) using the same process that is being used for iMSSA. Since these are optional assessments, districts must upload their own students. Please see this guide for more information on how to request access to the Formative item sets:

<https://newmexico.onlinehelp.cognia.org/wp-content/uploads/sites/10/2020/06/Account-access-process.pdf>.

Is there a plan to add Text-to-Speech (TTS) in the future for interim and formative?

TTS is available for interim math assessments in both the kiosk and browser test delivery.

Please review: [Directions to activate TTS in the kiosk.](#)

[Supported browsers and directions to activate TTS in browser testing](#)

The formative item sets will be loaded into the kiosk in the near future. TTS will then be available. At this time, there is no plan for additional TTS features for Cognia-offered interim/formative assessments.

How long does each iMSSA session take to administer?

iMSSA is an untimed test. Suggested timing for interim assessments is as follows:

Reading	50-60 minutes
Language usage	35-40 minutes
Math	55-65 minutes

Do prior year's login credentials for Cognia and iTester still work for 2020-2021?

Yes. For assistance, please contact the [Cognia Helpdesk](#).

Can a school upload all students and assign them to classes by teacher, or do they have to be uploaded by subject (i.e. Math or ELA)?

Students will be loaded into the system via Pre-ID upload. Once that is completed, the students will be rostered at the school. Students can be assigned to classes by subject and grade via the Class Upload or manually. If the LEA chooses to upload classes, multiple classes can be created for multiple teachers. Classes are created by subject and grade, so if a teacher has both ELA and Math Students two classes will need to be created for that teacher.

Does the School Test Coordinator (STC) view something different from the DTC?

The STC screen will look the same, but they will only have access to see results for the school they are assigned.

What is the link to access the data for iMSSA?

Data can be accessed in the portal located at <https://newmexico.measuredprogress.org>, and clicking on the "Reporting" icon. Please visit the Reporting User Guide for more information, or the tutorial page to view videos on reporting.

Will there be information on formative/interim assessments for high school?

There are formative resources for high school provided by College Board. Cognia provides formative, interim, and summative assessments for grades 3-8. Teachers can use the [SAT SSQB](#) and [Khan Academy](#) for high school resources. Please review the formative reentry guidance [here](#); resources for high school are referenced.

Will LEAs be able to download a raw data file into excel for local data analysis?

Yes, the reporting information can be exported to a CSV file.

Where can LEAs find assistance to correct the errors during an upload?

Please contact the Cognia's helpdesk at 1-877-676-6722 or nmtechsupport@cognia.org.

Will this platform (iTester) only be used in the fall, or will it be used in the spring for the state summative tests as well?

iTester will be used during the fall and spring formative, interim, and summative assessments.

After uploading a user file, what happens to a teachers account if they have transferred from one school to another in the same district?

If the teacher's account is included in the user upload file, the school their account is associated with would be updated to the new school and they would no longer have access to their previous school. The easiest way to update multiple teacher accounts at one time is to export those user accounts from the portal, update the school in the file to the new school and then upload the file back into the portal.

Should we contact the Cognia Help Desk to get help with obtaining credentials for logging in as new DTCs?

For the Formative Item Sets and for iMSSA, users [contact Cognia](#) directly to set up their accounts. For the summative assessments, PED Assessment Coordinators contacts the vendors to ensure that new DTCs have accounts created for all vendors.

When will LEAs be able see the “authoring” piece in the Cognia portal?

The authoring component of the Cognia portal will be available later this school year to support the online formative item set tool that is currently in development. That exact timeline is to be determined.

Where is the download for the kiosk made available?

Links to the kiosk installers are found on the Help and Support site located at <https://newmexico.onlinehelp.cognia.org/itester-kiosk-installers/>. If you need help with this, please contact the Cognia helpdesk at 1-877-676-6722.

Will IT coordinators have access to download the Cognia iTester Kiosk on school computers and Chromebooks?

Yes, please ensure your Information Technology Coordinator (ITC) has an ITC account. The [Kiosk Installation Guide](#) is available on [Cognia Help and Support site](#).

If the student kiosk was pushed out to students' machines at home will they be able to test remotely?

The kiosk will need to be installed on the student devices. If that is not feasible, students can access the test using the browser. Please refer to this [Technology Guide for Formative and Interim Assessments](#) for more information.

Are there Spanish videos or documents to help parents with navigating testing from home?

All resources are in English, but LEAS can translate locally. Resources are on the iMSSA resources tab located at <https://newmexico.onlinehelp.cognia.org/resources-nm-imssa/>.

Do districts need to upload information for the spring administration?

The process for the spring is still being determined at this time.

Will DTCs be notified via email about an Enrollment Transfer Request?

Yes, DTCs will receive an email.

Will districts have the option to do paper-based testing given that most of us have given all devices to students?

iMSSA is only computer-based but is accessible by browser on student devices. The formative item sets are available in PDFs and therefore, can be paper-based or delivered through the teachers' online platforms. Please refer to [supported browsers and directions for browser testing](#).

We do not have a decision on this topic for spring 2021 testing at this time. We understand the lack of technology may be a factor for our schools for next spring.

Where can testing manuals be accessed?

Cognia manuals will always be posted to the [Cognia New Mexico Help and Support site](#) under their appropriate program. Manuals for Spring 2021 are still in development.

If schools are still in hybrid or fully remote, can we use the browser to test on I-Tester?

Yes, you can use a supported browser to complete interim testing at home. Please see the [Technology Requirements for Formative and Interim Assessment Quick Reference Guide](#) as well as [supported browsers and directions for browser testing](#) for more information

Where is the slide deck on the Test Platform Set Up posted?

All training slide decks can be found at the Cognia Help & Support Site training section: <https://newmexico.onlinehelp.cognia.org/training> Also, all recorded sessions and their respective slide presentations can be found on the PED website under the DTC Resources page.

ISTATION

Is Istation required by the state in any capacity?

BOY Istation is optional but highly recommended to administer. It can be administered remotely. Please note Istation is required for some literacy grant initiatives (e.g., SRCL, CLSD, and RAMS). Please contact your LEA program managers (if they apply to your site) who oversee these grants to follow up on the grant requirements.

NAEP

When will we be notified of NAEP selection?

Due to COVID-19 the sample size for NAEP 2021 has been reduced to 92 schools in 38 districts. Districts will be notified of their selection by November 2, 2020.

NEW MEXICO ASSESSMENT OF SCIENCE READINESS (NM-ASR)

Do Seniors participate in NM-ASR Science?

No. Only students enrolled in grade 11 will take the ASR in the spring. Please visit the [2020-2021 Statewide Test Assignment Guidance](#) for more information.

Did the Spring NM-ASR for 11th graders get enough data to set passing scores?

Spring 2020 NM-ASR was a field test, so there is no set standards yet. Standard setting is scheduled to take place after the first operational NM-ASR that will happen in spring 2021. Only after the first operational test can the standards and cut scores scale be set. An update regarding Spring 2020 census field test data can be found here:

<https://webnew.ped.state.nm.us/wp-content/uploads/2020/08/Sp2020-Census-Field-Test-Results-Update-8.24.20.pdf>

Will LEAs receive data from the field Science test?

No. The PED had a waiver approved by the U.S. Department of Education to administrator a census field test. Please refer to the link in previous question for additional information.

NEW MEXICO MEASURES OF STUDENT SUCCESS AND ACHIEVEMENT (NM-MSSA)

Do LEAs pay for the NM-MSSA?

No, PED is paying for NM-MSSA.

Do 8th grade students are enrolled in an Algebra course take the 8th grade math test in NM-MSSA, or can they take the Algebra version?

The students will take the 8th grade NM-MSSA. There is no statewide standalone Algebra test as part of accountability testing. Please visit the [2020-2021 Statewide Test Assignment Guidance](#) for more information.

REMOTE TESTING

Is there PED guidance on remote testing?

There is no guidance for remote testing for spring 2021 Every Student Succeeds Act (ESSA) federally required testing. However, there is remote testing guidance this fall for the [WIDA screener](#), ECOT, Istation, and iMMSA. Coordinators, administrators, and students will have access the iMMSA assessments using the same portal that is used for the NM-MSSA summative assessment. Information on how to use iMMSA is available on the [NM Help & Support site](#). Please also refer to the [Technology Guide for Formative and Interim Assessments](#) for more information.

What is the plan for Spring 2021 NM-MSSA and SAT if we are still in remote learning?

Currently the plan is to have traditional administration. Conversations are in progress for additional planning if needed. Currently, no remote administration options have been proposed for the Spring 2021 administrations of DLM, ACCESS, NM-MSSA, NM-ASR, PSAT 10, or SAT --as federally required assessments. Remote administrations bring forth a myriad of challenges, security concerns, and validity challenges given the high stakes nature of school accountability. No federal guidance has been provided to date.

Are DTCs still required to hold fall assessment trainings regardless of hybrid, remote, models?

If your site is participating in a state sponsored assessment activity, then yes, DTCs should provide appropriate information to staff as it applies. However, if there is no state sponsored testing activities at your site, please use professional judgment on what teachers should know now (e.g., the availability of formative and interim optional resources to extend information). If your district has locally purchased assessments, again, please use professional judgment on what training staff might need.

SAT/PSAT

Where is the SAT Item Bank?

You can find the SAT Suite Question Bank (SSQB) at <https://satsuitequestionbank.collegeboard.org/>
For more information, please refer to <https://collegereadiness.collegeboard.org/educators/k-12/sat-suite-question-bank>

Last year, it was announced that grade 9 would be taking PSAT 8/9 in the spring 2021. Has this changed?

Due to budget cuts, the PSAT 8/9 and DLM 9 are no longer offered in spring 2021.

Do districts have the option to pay for their 9th graders to take the PSAT 8/9 through College Board?

Yes, schools are able to order the PSAT 8/9 through the Test Ordering System in their College Board Account. This is the same process schools used to order the Fall SAT School Day. However, please note that the LEA will incur the cost of the exam and payments for non-PED sponsored testing are not processed through PED.

Is the essay portion of the fall SAT School Day mandatory?

PED is covering the cost of the optional Fall 2020 and required Spring 2021 SAT with Essay. If the student does not complete the essay portion, a score of 0 will be assigned to the essay. If a student wants to only take the SAT, the school can independently purchase the SAT without the essay.

Where can I find information about the Saturday SAT for Seniors?

SAT Saturday administrations are not PED sponsored or PED regulated. PED has created a weekend ACT/SAT testing document posted [here](#). For educator information, contact sateducator@collegeboard.org or 866-499-6154.

Is PSAT/NMSQT sponsored by NMPED?

Fall PSAT/NMSQT or any Saturday SAT and ACT testing is not PED sponsored.

Is a student who has taken the SAT on their own still required to take the SAT in the spring as an 11th grader?

Yes. All 11th graders are required to take the SAT School day with Essay as it is our Every Student Succeeds Act (ESSA)-required spring assessment for math and reading.

Is the Fall SAT School Day available online?

The optional Fall SAT School Day with Essay is only available in paper/pencil. It will be available as a computer-based administration for Spring administration.

Is this fall SAT test only for Seniors or can 11th graders be included in this test session as well?

PED is only providing the fall SAT with Essay for free for this year's Seniors.

When accommodations are assigned in the Services for Students with Disabilities (SSD) Portal, will they automatically be loaded for the student, or do students need to do something on the accommodations page before taking the exam?

Accommodations assigned to the student will automatically be there. The student will need to turn on the accommodation (play TTS, change the color contrast, etc.).

Are we able to hold a pre-administration session in advance of test day?

Yes, detailed guidance can be found in the SAT School Day Standard Testing Room Manual here: https://webnew.ped.state.nm.us/wp-content/uploads/2020/08/pdf_sat-school-day-standard-testing-manual-2020-21.pdf. Please be aware that students should be supervised while filling out the answer sheet.

Is there guidance or suggestions for what to do if there are not enough proctors available to administer given current limitation of student to proctor ratios?

There is a support guide for schools administering SAT School Day this fall available on the Assessment Bureau website here: <https://webnew.ped.state.nm.us/wp-content/uploads/2020/09/Test-Coordinator-Supplement-Guide-ADA.pdf>. Flexible start times, spreading out testing across the primary test date and the makeup test date, and using larger spaces are potential solutions.

For 2-day testing in the accommodated window, what are the requirements for scheduling within that window?

LEAs may schedule any two consecutive school days within that window. LEAs need not start on the first day of the window. LEAs must start and end the 2-day testing within the window. Only students who are approved for 2-day accommodations should test in the 2-day window. Students with approved accommodations who test on 1 day should test on either the primary or makeup test dates.

Do students need to put their state ID number on the answer sheet this fall?

Yes. The student's state ID must appear on the student answer sheet as well as their 6-digit Attending Institution (AI) Code.

Do we need pre-ID labels for this fall administration?

Pre-ID labels are not part of the fall administration. Students will just fill in the information manually on their answer documents.

TEST SECURITY/FEDERAL AND STATE REGULATIONS

Can a sub be a proctor?

For state/federal required testing, a sub can be a test administrator (e.g., proctor-termed used by College Board) if they hold a valid qualifying license as outlined in [6.10.7. NMAC](#), and have participated in all of the required trainings, etc.

Is there a specific list somewhere of what exact documentation should be retained for 5 years?

Some items are identified in [6.10.7.12 NMAC](#). Districts must retain any and all Confidentiality Agreements, Principal and Superintendent Verification Forms, Training Verification sheets/sign-in documents, Medical Exemptions, Testing Irregularity Forms, and Waivers for 5 years.

WIDA-ACCESS

Are STCs required to administer the WIDA remote screener, or can they wait until returning to a hybrid model to assess in person?

The remote model guidance is for any time that the health orders require the remote model to be implemented. If parents choose a virtual model of instruction for their children for the school year, please ensure that students participate in required assessments such as the W-APT/WIDA Screener, when schools are not under remote model implementation. The W-APT/WIDA Screener are the only department-approved English language proficiency screening assessments and are required in state regulation 6.29.5.11 NMAC as well as under federal requirements. The guidance on remote screener can be found at https://webnew.ped.state.nm.us/wp-content/uploads/2020/07/NMPED_SupportDoc_RemoteInstruction.pdf

The 30-day deadline for EL identification and parent notifications is approaching. Please clarify if LEAs need to screen new high school students remotely or not?

The remote model guidance is for any time that the health orders require the remote model to be implemented. If parents choose a virtual model of instruction for their children for the school year, please ensure that students participate in required assessments such as the W-APT/WIDA Screener, when schools are not under remote model implementation. The W-APT/WIDA Screener are the only department-approved English language proficiency screening assessments and are required in state regulation 6.29.5.11 NMAC as well as under federal requirements. Please refer to the link to the guidance in the previous question.

What should LEAs do if parents do not return the Language Usage Survey in order to determine remote WIDA Screening?

Please keep careful documentation of any students who would be administered the W-APT/WIDA Screener but where parents refuse to allow the child to come into the school building when hybrid/full reentry models are implemented. The EL/IFEP identification in such a case is delayed until parents feel safe enough to allow students in the school building to be assessed.