

District Test Coordinator Portal



Investing for tomorrow. Delivering today.

2021-22 Test Coordinator Portal Instructions

July 1, 2021

I. GENERAL INFORMATION

Purpose of the Test Coordinator Portal

The Test Coordinator Portal (TCP) is the primary means of submitting Assessment Bureau forms to the PED. The portal is designed to make the DTC's job easier. Using the portal provides many advantages over downloading and emailing forms.

DTCs can easily and quickly approve accounts for STCs. There is no need to locate and download Word documents; the forms are easily found in the portal. The forms are interactive and completed within the portal. Forms that are started but cannot be completed will be saved in the portal as drafts for completion at a later time. Forms submitted by STCs will be held in the portal for DTC approval and submission. PED staff are notified automatically of submissions and respond to requests in the portal. The portal will automatically notify DTCs of the PED response. DTCs can query reports for a record of the forms submitted.

A total of five forms are now available for submission via the portal:

- Superintendent Designation of Test Coordinator
- Medical Exemption Request
- Nonstandard Accommodations Request
- Testing Irregularity Reporting
- Superintendent Verification

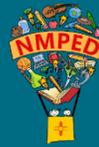
DTCs and STCs serving more than one LEA/ school can create one account for all entities. Once forms are submitted they can be printed for placement in student cumulative files.

Accessing the Portal

Access the PED Test Coordinator Portal at: <https://tcp.ped.state.nm.us/>

Reset passwords at the same url address above.

For DTCs who are unable to access the portal, the forms are available on the [DTC Resources](#) page as Word documents.



District Test Coordinator Portal

II. SETTING UP ACCOUNTS

For New DTCs

New DTCs will need to request a DTC portal account in order to submit the **Superintendent Designation of Test Coordinator** form. Request an account at: <https://tcp.ped.state.nm.us/>

Click on “Request Access”. When PED staff approves the account, the new DTC will receive automatic notification by email and can begin using the portal. For security reasons, the account for the former DTC will be deleted.

For DTCs Serving More than One LEA NEW

Sometimes DTCs serve more than one state charter school and STCs support more than one school. This can be set up in the Create Account window. When “District Test Coordinator” is selected from the drop-down menu, a list of all New Mexico LEAs is displayed. Select one LEA at a time and click the “Add” button. Below is a screenshot of a DTC who is serving Juvenile Justice and Children’s Psychiatric Hospital. If the wrong LEA is selected, highlight and click the “Remove” button. When you are done, click “Submit.”



ASSESSMENT

Create Account

Email*	jitconsult.greer@gmail.com
Password*
Confirm Password*
First Name *	Karen
Last Name*	Greer
Role *	District Test Coordinator ▼

District

- CARLSBAD MUNICIPAL SCHOOLS
- CARRIZO MUNICIPAL SCHOOLS
- CENTRAL CONSOLIDATED SCHOOLS
- CESAR CHAVEZ COMMUNITY SCHOOL
- CHAMA VALLEY INDEP. SCHOOLS
- CHILDRENS PSYC
- CIMARRON MUNICIPAL SCHOOLS
- CLAYTON MUNICIPAL SCHOOLS
- CLOUDCROFT MUNICIPAL SCHOOLS
- CLOVIS MUNICIPAL SCHOOLS

>> ADD

REMOVE <<

Districts Assigned

JUVENILE JUSTICE

Submit
Cancel



District Test Coordinator Portal

For STCs serving more than one school, the procedure is similar. When “School Test Coordinator” is selected, the LEA must be selected from a drop-down menu. Then a list of all schools in the LEA displays. The STC selects all schools assigned. The DTC must approve all of the accounts of all of the STCs in the LEA.

For School Test Coordinators

A School Test Coordinator (STC) should request an STC account. District Test Coordinators will receive an automated email notice of an STC requesting an account. DTCs must approve STC accounts. For security reasons, DTCs should always remove the previous STC before approving a new STC account.

III. USING THE PORTAL

Inside the Portal

After logging in, a test coordinator will see the following (DTC or STC depending on role). The drop-down menus under DTC and STC respectively are shown at right.

 Home Contact Us DTC - Forms - Instructions -	DTC Forms ▾	STC Forms ▾
 <p>Test Coordinator Portal</p> <p>Welcome to the Test Coordinator Portal</p>	View Submitted Forms Approve Accounts Remove STCs Manage Profile Reset Password	View Submitted Forms Manage Profile Reset Password

All users can view forms, manage profiles, and reset passwords.

Creating and Submitting Forms

Create form:

- Select the form from the “Forms” drop-down menu.
- Fill out all fields in form (details about specific forms below).
- Save. The default status is draft, so it will save as a draft.
- The portal assigns each form a unique number. Make note of this number to track the form. If the form is complete, submit the form:
- View the form.
- If the form has just been saved as a draft, it will already be open on the screen.
- If it was created previously, open by selecting it from “View Submitted Forms”.
- Change status from draft to submit.
- Save.
-  The form may be printed for LEA paper-based records. This is recommended for documenting forms such as Medical Exemptions and Nonstandard Accommodations Requests.



District Test Coordinator Portal

General Instructions for Creating a Form

Select the form from the “Forms” drop-down menu.



[Home](#)

[How to?/FAQs](#)

[Contact Us](#)

[DTC](#)

[Forms](#)

[Instructions](#)



Test Coordinator

Welcome

- Medical Exemption
- Testing Irregularity Reporting
- Nonstandard Assessment Accommodation
- Superintendent/Director Designation
- Superintendent Verification

The purpose of the portal is to help make the submission of required forms and their approval more efficient. Currently, the request for Medical Exemption form,

Fill out all fields with a **red asterisk**. Do not enter text in fields that are grayed out. Those will auto-populate from STARS after the draft is saved. Some fields are drop-down (e.g., district name), others check boxes (e.g., assessment), others text boxes (e.g., “Who is completing this form?”).

Testing Irregularity Reporting Form

School Year
 Status*

District Name* District Code Date of Incident*

For which assessment program did the irregularity occur?* ACCESS Alt-ACCESS DLM EOCs Istation NM-ASR NM-MSSA PSAT SAT SBA SR

Who is completing this form?*
 Phone* Email*

School and Student Information

Student State Identification (SSID) number (9 digits)* Student Grade*

Student Initials Only Student Date of Birth

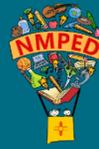
School Name* School Code

Test Subject(s)*

Incident Information

Description of Incident (What happened?)*

Phone numbers must be entered without dashes. If anything other than ten numbers is entered, the form will not save.



District Test Coordinator Portal

Valid email addresses, student SSIDs, and educator license numbers must be entered in those fields. If an invalid license is entered, *the form will not save*.

When the district and school names are entered, the codes auto-fill.

Save the form. It will save as a draft. If you are ready to submit, go back to the top of the screen and change the status. STCs select “Submit to DTC”. Only DTCs can select “Submit to PED”.

School Year

Status ▼

- Draft by STC
- Submit to DTC

Special Instructions for the Medical Exemption, Nonstandard Accommodation, and Irregularity Report Forms

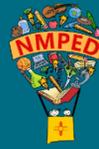
- When a student’s SSID is entered, the student’s initials and date of birth auto-fill. This provides a way to ensure SSIDs are entered correctly.
- Always check the initials and date of birth to make sure you did not make an error entering the SSID.
- For longer text boxes, such as “Incident Information”, there is a 5,000 character limit.

The complete **Medical Exemption Request** form consists of 3 parts -- A. Completed by Medical Provider; B. Completed by Parent; and C. Completed by LEA and Submitted to PED. Parts A and B of the form are available in a Word version at <https://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/>

- When completed, Parts A and B should **not be submitted** to PED.
- Only Part C is available on the DTC Portal and must be submitted to PED. All parts of the form (A, B, and C) must be retained in the district for 5 years.
- A **Medical Exemption** can be requested for more than one assessment: use control + click to select multiple assessments.

For which assessment(s) is the district/school requesting this exemption?

Assessment(s): * ACCESS Alt-ACCESS DLM EOCs Istation NM-ASR NM-MSSA PSAT SAT SBA SR



District Test Coordinator Portal

Viewing Submitted Forms

To view submitted forms, select that option from the DTC or STC drop-down menu and fill in one or more search fields. Click on “Find”.

View Submitted Forms

Form

Category*

Form ID Status Assessment

School Grade

*Required

To view a specific form, click “Select” to the left of the form.

	Form Number	School Year	District	School	Status
Select	1069	2019-2020	Rio Rancho Public Schools	LINCOLN MIDDLE	Submit to PED
Select	1071	2019-2020	WEST LAS VEGAS PUBLIC SCHOOLS	WEST LAS VEGAS MIDDLE SCHOOL	Submit to PED

DTCs Approve STC Forms

DTCs must approve forms completed by STCs before submitting to PED for approval. DTCs can view submitted forms and select the form to view. If the form is ready to submit to PED, change the status to “Submit to PED” and save. If the form needs additional work, the DTC can either make changes and then submit to PED, or return the form to the STC for additional work. To do this, change the status to “Return to STC” and save.

PED Approval

The PED will either approve the form or return the form to the DTC if additional information is required or if the form is disapproved.

IV. QUESTIONS AND FEEDBACK

For questions or feedback about the portal, please contact PED.Assessment@state.nm.us or (505) 827-5861

