

WINTER 2021-22 DTC TRAINING SERIES

The New Mexico Public Education Department will conduct mandatory District Test Coordinator training for spring 2022 assessments. Based on DTC feedback, we are conducting "just-in-time" training virtually. Register using the following link: <https://bit.ly/2021-22WinterDTCTrainingRegistration>

Date	Time	Session Name	Audience	Description
Wednesday December 15	8:00 – 9:30 a.m.	ACCESS for ELLs	DTCs serving ELs	This session will address test administrator (TA) training requirements, test administration procedures, accommodations, and returning of materials.
	10:00 – 11:30 a.m.	SAT	DTCs serving HS	The SAT School Day presentation will cover the latest spring 2022 SAT administration information. The topics will include key dates and activities, links to portals and resources, roles and responsibilities, and much more.
Friday January 14	8:00 – 9:30 a.m.	General Spring 2022 Assessment Program Requirements	All DTCs	This session will include an overview of state and federal end of year assessment requirements. Topics include NMAC 6.10.7, changes to the test irregularity form and process, and updates on the interim assessment data collection process.
	10:00 – 11:00 a.m.	Cognia Pre-ID/Rostering Training	DTCs (ASR, MSSA, iMSSA EOY)	This session will explain the rostering process for the spring Cognia online assessments, including expectations and training for the district corrections and pre-ID bulk upload window.
Wednesday February 9	9:00 – 9:30 a.m.	State Seal of Bilingualism-Biliteracy (SSBB)	DTCs, school personnel interested in SSBB	This session will provide a brief history of the Seal of Biliteracy, discuss the criteria for students to earn the SSBB, and describe how districts and charters can adopt the SSBB.
Monday February 14	8:00 – 9:30 a.m.	DLM	DTCs/SPED Directors	Topics include an overview of the appropriate student population, a timeline of key dates, and pertinent administrative duties to be completed before opening the Spring assessment window.
	10:00 – 10:45 a.m.	Cognia Online Testing Installing Kiosks	IT Coordinators (ASR and MSSA, iMSSA EOY)	This session will cover the installation of kiosks for Cognia assessments, including instructions for network administrators and site readiness testing.
Friday March 11	8:00 – 9:30 a.m.	Cognia Testing Administration Training	ASR, MSSA, and Spanish Reading SBA	This session will cover reminders, testing room settings, invalidation protocols, manuals, ordering test materials, return of paper materials and UPS pickups.
	10:00 a.m. – 12:00 p.m.	Cognia Online Testing eMetric Training	ASR and MSSA (DTCs)	This session will be a deep dive into the iTester system. This will include preparing for testing, making test sessions, monitoring testing, responding to interruptions, entering test report codes and invalidations, completing testing and using the student test interface.

If you have any questions about submitting your registration or accessing the registration site, please contact the New Mexico Helpdesk/Client Care Center Team at 1-877-676-6722 or nmtechsupport@cognia.org.