

**District Test Coordinators Office Hours Q & A**  
**January 21, 2021**

Question	Answer																		
<b>Questions about ACCESS</b>																			
Do you have advice for when a parent refuses to allow student to ACCESS test?	<p>PED does not allow parent refusals. Experienced DTCs advise maintaining a record locally and documenting the reason for refusal. DTC's should consult the Superintendent/Charter leader on the local process. Complete The <a href="#">Superintendent Verification Form</a> upon conclusion of the testing event.</p>																		
How many additional materials orders can we make? In other words, do we have to do one order all at once?	<p>For WIDA, there is a policy that districts should place as few additional material orders as possible to lessen the need to transfer unused materials back and forth.</p> <p>Look for the <a href="#">Tips for Ordering Additional Materials</a> document on the WIDA Secure Portal.</p> <p>This year's testing may require more orders than expected compared to years past, but districts can try to consolidate materials whenever possible instead of ordering by each school.</p>																		
Could we get guidance on how to determine how many books for Tier A vs Tier B/C books?	<p>The Tiers will be determined by how the student scores on the listening and the reading assessments. Please choose the Tier report. This is found in the test sessions.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: center; font-size: small;">SESSION DETAIL</th> </tr> <tr> <th style="font-size: x-small;">Session Name</th> <th style="font-size: x-small;">Assessment</th> <th style="font-size: x-small;">Status</th> <th style="font-size: x-small;">Begin Date</th> <th style="font-size: x-small;">End Date</th> <th style="font-size: x-small;">Action</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;">Generic Grade 4-5</td> <td style="font-size: x-small;">Listening Gr 4-5</td> <td style="font-size: x-small;">Not Started</td> <td style="font-size: x-small;">1/18/2022</td> <td style="font-size: x-small;">3/11/2022</td> <td style="font-size: x-small;"> </td> </tr> </tbody> </table>	SESSION DETAIL						Session Name	Assessment	Status	Begin Date	End Date	Action	Generic Grade 4-5	Listening Gr 4-5	Not Started	1/18/2022	3/11/2022	
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<b>Questions about DLM and the Kite Educator Portal</b>	
<p>One of our schools has only one SPED LIDS teacher. In the event that that teacher is out sick and in quarantine, can a DLM certified teacher from a nearby school administer the DLM for his/her students?</p> <p>Same goes for Alternative ACCESS?</p> <p>It says that TA has to be familiar to the student..</p>	<p>There is no requirement that the TA be from the same school. The only requirement is that they are certified/licensed and have completed the proper training. To help make the student comfortable, you might have an EA who works with the student in the room to help provide that familiar person. The EA should only be there as a silent participant.</p>
<p>How do I get my teachers added into KITE? Can my STC's add their teachers, or does the DTC need to set this up?</p>	<p>A DTC will have to create accounts for all district users. This can be done in the Kite Educator portal using the "Add User" tab. An STC can be given permission to upload the test administrators at their site.</p>
<b>Questions about interim assessment requirements</b>	
<p>My understanding is that some schools are taking the MOY NM-MSSA and some schools are not. Was it optional?</p>	<p>Please see the assessment schedule for specific programs required to administer iMSSA. Otherwise, to meet the state 3-8 interim assessment requirement, districts can administer locally adopted interims (e.g., MAPS, iReady)</p>
<b>Questions about the Superintendents Designation Form</b>	
<p>Where do we get and send the Superintendent verification form? Would it be possible to include these reminders in the PED newsletter? As a new DTC, it is helpful to get reminders of what we need to complete.</p>	<p>The <a href="#">Superintendent Post Testing Verification Form</a> can be found on the DTC Resources page under Test Coordinator Forms.</p> <p>Please send the completed superintendent form to: <a href="mailto:ped.assessment@state.nm.us">ped.assessment@state.nm.us</a>.</p>
<p>Where do we get the superintendent verification form?</p>	
<p>If my district is doing the MAPS-NWEA, do I have to send the superintendent's verification after each time we test (BOY, MOY and EOY)?</p>	<p>No, MAPS is not part of the state assessment system, so PED does not require the Superintendent's Verification form regarding that assessment.</p>

Questions about Remote Proctoring and Covid Guidance	
For an updated resource regarding remote proctoring and Covid-safe practices, please see the <a href="#">Guidance for Safe Test Administration</a> document on the DTC Resources page.	
Just to clarify: Can MOY and EOY Istation be taken by students at home if there is a waiver submitted and approved for that student? We are having more students sick and in quarantine this month.	The <a href="#">Pandemic-Related Nonstandard Assessment Administration waiver</a> is available for districts unable to administer assessments at official district locations.  PED prefers these be proctored if possible for valid and reliable results, but if districts are facing proctor shortages, please reach out directly to the assessment bureau.
One we have our certification of completion for the Test Security Training, do we need to send it to NMPED?	No, these can be maintained locally.
Can DTCs get a link to the AVANT training?	There was a session on the AVANT Stamp during the Fall DTC training. The recording and session resources can be found in Canvas.  Further questions regarding this assessment should be directed to <a href="#">Kirsi Lane</a> , Deputy Director of the Language and Culture bureau.
I was looking at the Accommodations Training ppt from the Fall DTC Training. On the slide for Accommodations for ELs it says “Human reader (test directions or test items in native language)”. Does this mean a human reader could translate to a language other than Spanish (I specify that because I know a Spanish version is available).	Yes. There are no restrictions on which languages a human reader is permitted to use.