

District Test Coordinators Office Hours Q & A
February 18, 2022

General Assessment Questions	
<p>Is there a document that speaks to allowable testing environments (general) I know sometimes it depends on assessment (dlm etc.) but is there a document that outlines the general guidelines for testing settings?</p>	<p>Generally, the test coordinator’s manuals for the individual assessments have a section that speaks to testing environment regulations.</p> <p>The online Assessment Security course in Canvas also speaks to regulations regarding an appropriate testing environment.</p>
<p>Is there a deadline for submitting medical exemptions</p>	<p>There is not a deadline to file a medical exemption request. A DTC should submit the request as soon as he or she becomes aware of a student whose situation may fulfill the requirements to qualify for the exemption.</p>
<p>We have a program for IEP/DLM kiddos that after they graduate they stay enrolled as an ability option. One of our students happens to be DLM but also EL so they are populating in STARS as needing to ACCESS, but they are graduated. Will we be “dinged” for him not testing in ACCESS?</p>	<p>First, confirm if the student was rostered (appears in DCR). If the student does not, the student was rostered for testing. If the student is not identified for grades K-12 in STARS, they will not be included in the denominator for participation. However, we encourage you to send an email with the SSID to PED.Assessment @state.nm.us for confirmation.</p>
<p>Will test materials for (SAT, DLM, MSSA, ASR) be sent to the district or schools?</p> <p>We have an online school who will test students in different testing locations across the state.</p>	<p>For SAT, test materials will be sent to the shipping address of the school. Please contact me at adam.rios2@state.nm.us to confirm the address the materials will be shipped to.</p>
<p>Can accommodated and non-accommodated students test in the same room as long as the accommodation does not interfere with a standard administration?</p>	<p>For SAT, the non-standard accommodations request will indicate which students can test in the same room and which should be separated.</p>

<p>Can a parent/guardian observe the administration of a test? Watch, in person.</p>	<p>There is no rule forbidding a parent or family member from observing an assessment. However, this practice is not recommended as it increases the likelihood of a test security breach. A relative, as noted in MNMAC 6.10.7 should never be a test administrator for the student.</p> <p>DTCs who have had this situation come up come up in the past recommend the following:</p> <ul style="list-style-type: none"> ● Careful attention should be given to prevent the parent from becoming a distraction to his or her child and the other students in the testing environment ● Parent must sign a test security agreement ● The child should be seated in a way that prevents eye contact with the parent
<p>We have newcomers from Afghanistan in their first year in a US school. They speak Dari. For these students, who are Grade 11 and English Learners, what tests are required? I think maybe just the math section of the SAT? NM-ASR?</p>	<p>Yes, just the math section of the SAT. It would not be a college-reportable score, but would meet our requirement for participation in statewide summative testing.</p>
<p>Questions about ACCESS</p>	
<p>Even if all of our students have finished ACCESS testing, should we hold on to our secure TAMs in the event we have new ELs enroll in our district during the extended testing window?</p>	<p>Materials should be sent back immediately upon completion for scoring. DTCs need not hang on to materials until the end of the window. If test administration is complete at your site materials can be returned promptly.</p>

<p>For ACCESS paper materials, what part of the booklet needs to be filled in if you have the district label and if you don't have the district labels? I'm thinking the latter is all of the information.</p> <p>I think, if you don't have district labels, don't you need to order them?</p>	<p>Pre-ID labels have individual student information in addition to school and district information. The date of testing needs to appear on the front cover. Please also include the Native Language code which can be found in the current STARS manual.</p>
<p>Given that the ACCESS window has been extended until May 27, when do you anticipate we'll receive ACCESS scores?</p>	<p>With the extended window, reports will be made available near August 17, 2022.</p>
<p>In the future, will districts be completing the bulk upload for ACCESS?</p>	<p>PED is always open to feedback for changes.</p>
<p>Questions about SAT</p>	
<p>Our IT department is preparing for SAT School Day. they have allowed all of the suggested URLs for testing. They are getting an error message saying "login11.cloud1.tds.cambiumast.com" not authorized to visit. Is this an error on our side? Is the site "open" for IT to get into now? Who should I ask our IT department to contact for help?</p>	<p>For troubleshooting technical issues like this, please contact College Board School Day Customer Service at 855-373-6387.</p> <p>Follow the prompts for digital testing and listen to the options for your area of concern. Support options include the following:</p> <ul style="list-style-type: none"> ● General College Board assessments questions and policies ● Technical support with CAIs digital testing systems, such as TIDE or TA Interface
<p>Where can we get the tech specifications for SAT?</p>	<p>Step by step guide for setting up technology for SAT is here: https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide</p> <p>More can be found on the SAT section of the PED website: https://webnew.ped.state.nm.us/bureaus/assessment/state-assessments/#assessment-sat</p>

Questions about Cognia (NM-MSSA, NM-ASR, Spanish Reading SBA)

I spoke with Cognia yesterday and was instructed to print the manuals for all computer based Cognia testing for the entire district. I was advised we would not be receiving any manuals in print because we did not order any paper materials. Is this correct?
ASR & MSSA

Cognia will provide one hard copy of the Test Coordinator’s Manual (TCM) and one Test Administrator Manual (TAM) for every 25 students enrolled to test to each school.

Veteran DTCs report that what is sent by Cognia is often not enough. Additional copies of the manuals can be ordered via the [Online Client Services](#) Center. There is no expectation that a district or charter must print all of the manuals locally.

When can our STC’s get into Cognia to start working on NM-ASR?

STC’s have the ability to begin working in the portal now.

For the MSSA and ASR, can ELLs have the TTS for ELA Summative? Does it not require an IEP to give that accommodation?

All accommodation options for the Cognia assessments can be found on the [Cognia Help and Support](#) site. The guidance document lists Text-to-Speech (TTS) as an acceptable accommodation for EL students. TTS is also listed as an acceptable accommodation for students who have the need for such a feature documented in his or her IEP.

For MSSA-ELA, can session 2 be administered first before session 1? - STCs are asking this question. Not seeing it in the manual.

Taking the sessions out of order is not appropriate unless a coordinator is dealing with a student absence issue (i.e., assuming a student is absent the day of session one, there is no reason why he or she should be prevented from taking session two if it's scheduled prior to them making up session one).

Can test sessions be administered one day at a time?

Unlike SAT which has a rigid schedule that all administrations must follow, the scheduling of Cognia test sessions is left to the discretion of the coordinator.

Does anyone know the difference between the large print kit for Spanish Reading and the Test booklet with AD inserted? Thank you!

Large print would be for a visually impaired student who needs a paper test.

The “Test booklet with AD inserted” is a

	regular font test booklet with the answer document (AD) inserted inside the test book that will be pulled out during administration.
Are SBA Reading Spanish materials only available in paper form? We have a new Spanish student we need to order materials for today. Should we use the existing PO or do I need to create a new one?	Yes. The Spanish Reading SBA is only available for paper administration. Districts do incur the cost of the assessment, so all materials have to be ordered from the Online Client Services Center .
<p>For MSSA Math, I searched all over the Cognia website but cannot find the Math rubric for scoring the CR-6 open responses.</p> <p>Called Cognia, and said they don't have it. Is there a way the state can check on this?</p> <p>As we prep for testing and getting the students familiar with the test interface, we also wanted teachers to explain to students how their open responses are graded.</p>	<p>Unfortunately, there is no specific rubric available for the Math responses. However, the Cognia Help and Support site has practice tests, along with answer documents, available to help teachers and students prepare for the assessment. On the final page of the answer documents, information is provided on how the general math questions will be scored.</p>
Questions about DLM	
Where can we get the tech specifications for DLM?	The Technology Specifications Manual is available on the DLM New Mexico web page.