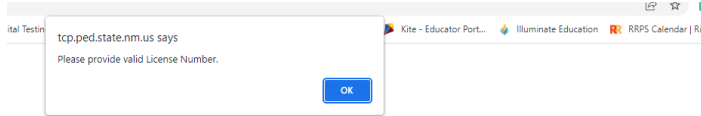


District Test Coordinators Office Hours Q & A
April 15, 2021

General Assessment Questions		
1.	At the district level, how do districts audit students who have been tested and not tested in DRC?	For Districts, the best report to use is the Daily Cumulative Student Status Report under Report Delivery>Status Reports. It is a breakdown of every online student, the status of the tests, broken down by school, by grade, by domain. It also lists out the accommodations and the Do Not Score Codes if any are marked.
2.	Do we need to send back Manuals?	Neither Cognia or SAT manuals are considered secure testing materials, so returning them to the vendors is not necessary. However, it is still good practice for DTCs to collect them from sites and to destroy them to avoid future confusion (i.e., a site using the 2022 Manual to administer the 2023 assessment).
3.	Do test irregularities submitted by STCs in the portal go directly to NMPED or do DTCs need to do something to them before NMPED sees them?	All reports submitted through the DTC portal are directed daily to the appropriate program manager to review and process. DTCs are encouraged to use the portal for submissions rather than submitting PDF versions as the latter are much more difficult to track and process.
4.	The Test Coordinator Portal has been down for two	The assessment bureau has

weeks for RRPC; it is not accepting submissions either by STC or DTC. The error we are receiving, when we fill out the form and try to submit, is the license is invalid. I have emailed and not heard back. Is this happening elsewhere?



Do you mind looking at the message we are receiving? I tried to submit for a STC this morning, the License number has been verified, the system provides the message that the license is invalid.

received this concern sporadically throughout the year. The PED IT team is currently researching potential causes and/or solutions.

In circumstances where the portal will not allow a submission, DTCs can submit a [PDF version](#) of the form to ped.assessment@state.nm.us for processing.