



2022-23

District Test Coordinator Portal

July 1, 2022

I. GENERAL INFORMATION

Purpose of the Test Coordinator Portal

The Test Coordinator Portal 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 not 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. The 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: tcp.ped.state.nm.us Reset passwords at the same url above.

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: tcp.ped.state.nm.us

Click on "Request Access." When the 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

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 finished, click “Submit.”

The screenshot shows the 'Create Account' form for an 'ASSESSMENT' system. The form has the following fields and values:

- Email***: jticonsult.greer@gmail.com
- Password***: [Redacted]
- Confirm Password***: [Redacted]
- First Name***: Karen
- Last Name***: Greer
- Role***: District Test Coordinator

Below the form, there is a 'District' selection area. A list of districts is shown, with 'CHILDRENS PSYC' highlighted. To the right of the list are two buttons: '>> ADD' and 'REMOVE <<'. To the right of these buttons is a 'Districts Assigned' box containing 'JUVENILE JUSTICE'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

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 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 ▾ | View Submitted Forms Approve Accounts Remove STCs Manage Profile Reset Password | STC | Forms ▾ View Submitted Forms Manage Profile Reset Password |
|  <h2>Test Coordinator Portal</h2> <p>ASSESSMENT</p> <p>Welcome to the Test Coordinator Portal</p> | | | | | |

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 been saved as a draft, it will already be open on the screen.
- If it was previously created, open it 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.

General Instructions for Creating a Form

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

| | | | | | | |
|---|----------------------|------------------------------|----------------------------|-----------------------|-------------------------|---|
|  | Home | How to?/FAQs | Contact Us | DTC ▾ | Forms ▾ | Instructions ▾ |
|  <h2>Test Coordinator Portal</h2> <p>ASSESSMENT</p> <p>Welcome</p> | | | | | | <ul style="list-style-type: none"> 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 grayed-out fields. Those will auto-populate from STARS after the draft is saved. Some fields are drop-down (e.g., district name), some are check boxes (e.g., assessment), and some are 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.

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. Once 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

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 there is no 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 three 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 webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator

- When completed, Parts A and B should not be submitted to the PED.
- Only Part C is available on the DTC Portal and must be submitted to the PED. All parts of the form (A, B, and C) must be retained in the district for five 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

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 the PED for approval. DTCs can view submitted forms and select the form to view. If the form is ready to submit to the 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 the 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