

Test Administrator Hot Sheet

New Mexico Alternate Performance Assessment (NMAPA)

Please carefully review the Test Administrator Manual (TAM) and tasks

Activity	Spring 2018 NMAPA
TIDE initial ordering window	January 11 - February 8
DTC receives materials	February 26
Test administration window	March 12 - April 6
TIDE additional ordering window	March 5 - March 23
DTC deadline to schedule UPS pickup	April 9
STC/TA deadline to return materials to DTC	April 9
UPS pickup deadline for DTC to return materials to AIR	April 11
Districts receive score reports	By June 13

Student Placement Questionnaire (SPQ)

- Double check each completed SPQ to make sure that each bubble is entirely filled in.
- If the SPQ for a student has any unmarked bubbles the student may not receive a score for that content area.

Tasks

Teachers may visit the NMAPA Portal to view released tasks and sample tasks:

- Released Tasks
- Sample Tasks
- These tasks may be used as practice items.

Receiving Materials

- Verify that you have all materials, including the printed materials and the physical manipulatives, as soon as you receive them. All materials are secure.

Additional Materials

- If you have a new student or require more materials, alert your DTC before the additional ordering window closes.

TA-Provided Materials

- Refer to the Supplemental Instructions provided in the Test Administrator Kit (TAKit).

Returning Materials

- All printed testing materials must be returned to the DTC. Physical manipulatives can be retained in the classroom for instructional purposes.

Contact	Address	Phone/Fax Number	E-mail
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