

District Test Coordinator Hot Sheet

New Mexico Alternate Performance Assessment (NMAPA)

Please carefully review the District Test Coordinator Manual

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 6
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

Please Distribute Materials to Test Administrators Immediately.

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.

Billing

- Orders placed in TIDE will not be fulfilled until all outstanding payments have been made.
- After the administration has closed, districts will be billed \$75.00 per Student Score Form **ordered**, regardless of whether the form was used.
- Please be sure to submit a purchase order & billing contact information to AIR for all materials ordered, and fax it to 1-877-231-7813 or email to the New Mexico Help Desk at nmhelpdesk@air.org.

Principal's Certification of Proper Test Administration Form

- The NMAPA Principal's Certification Form, which can be found below, must be completed and signed by the principal & then securely stored at that principal's school. Do not send it back with testing materials.
 - <http://www.ped.state.nm.us/ped/AssessmentEvalDocs/EvalDocs/2017/PrincipalsVerificationForm.pdf>

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 a school requires more materials than received, you may place an order during the additional ordering window.

Returning Materials

- All Student Score Forms should be placed in the return envelope and shipped with the UPS Overnight shipping label(s). You must order these return envelopes via TIDE; each envelope can hold up to 10 Student Score Forms.
- Test materials (excluding the Student Score Forms) can be returned using the original box and shipped with the UPS Ground shipping label(s).
- Contact the New Mexico Help Desk by April 11 to schedule a UPS pickup of all NMAPA secure materials. Please provide the Help Desk agent with the following:
 - Name and contact information (e.g. phone number, email address)
 - District name and ID, pickup address and specific location (e.g. front office, loading dock, etc.)
 - The tracking number on the return shipping label and the number of packages being picked up
 - Date and time of pickup (UPS cannot provide same-day pickups)

Contact	Address	Phone/Fax Number	E-mail
New Mexico Help Desk	American Institutes for Research 1000 Thomas Jefferson St NW Washington, DC 20007	Phone: 1-800-254-6130 Fax: 1-877-231-7813	NMHelpDesk@air.org
Kimber Sanchez PED	Assessment & Evaluation Bureau 300 Don Gaspar Avenue, Santa Fe, NM, 87501	Phone: 505-827-6612	kimber.sanchez@state.nm.us