

# District Test Coordinator Hot Sheet

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## New Mexico Alternate Performance Assessment (NMAPA)

*Please carefully review the District Test Coordinator Manual*

Activity	Spring 2019 NMAPA
TIDE initial ordering window	January 10 - February 7
DTC receives materials	February 25
Test administration window	March 11 - April 5
TIDE additional ordering window	March 11 - March 25
DTC deadline to schedule UPS pickup	April 10
STC/TA deadline to return materials to DTC	April 10
UPS pickup deadline for DTC to return materials to AIR	April 12
Districts receive score reports	By June 26

**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](mailto: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.
  - [https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/Assessment\\_Resources\\_PrincipalsVerificationForm.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/Assessment_Resources_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). 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 12 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
PED Assessment Bureau	Assessment & Evaluation Bureau 300 Don Gaspar Avenue, Santa Fe, NM, 87501	Phone: 505-827-6553	ped.assessment@state.nm.us