NMPED
Public Education Department

New Mexico Alternate Performance Assessment (NMAPA)

District Test Coordinator Manual

Fall 2019

New Mexico Public Education Department
Assessment and Evaluation Bureau
300 Don Gaspar Avenue
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www.ped.state.nm.us

www.nmapa-portal.org

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New Information for the Fall 2019 Test Administration

Upon login to the Test Information Distribution Engine (TIDE), an "Enter Code" webpage will appear. An authentication code will automatically be sent to your email address. You must enter this code into the "Enter Emailed Code" field and click the "Submit" button within 15 minutes of receiving the authentication code email. Throughout the school year, returning users who access TIDE from a new device or browser, or who have cleared the cache on a previously used browser, will be required to receive an emailed code after entering their username and password via the secure login prompt.

All users who had access to American Institutes for Research (AIR) systems in 2018–2019 will continue to have access this year after the previously mentioned procedure has been followed to reset their password. If a user no longer has an account, his or her test coordinator should follow the process in the TIDE User Guide, found in the "Resources" section of the NMAPA portal, to remove his or her system access. Please contact the New Mexico Help Desk at 1-800-254-6130 or nmhelpdesk@air.org with any questions or if you need additional assistance with your password.

Please note that this manual includes new information specific to the fall 2019 test administration. It prepares test administrators (TAs) and District Test Coordinators (DTCs) with specific information about administering the New Mexico Alternate Performance Assessment (NMAPA). It is imperative that those involved in the assessment administration read this manual in its entirety and attend any required training session(s) for administering the NMAPA.

Notable changes for the fall 2019 test administration include the following:

- As part of the system rollover for the new school year, all user passwords have been reset. All users will need to complete the following steps to create a new password.
  - In the NMAPA portal, select any assessment and navigate to the TIDE login page. Select the "Request a new one for this school year" link just below the login prompt.
  - On the "Reset Your Password" page, enter the email address you use for all NMAPA systems and select the "Submit" button.
  - An email (from AIRAST-DoNotReply@airast.org), which will contain a link to reset your password, will be sent to the email address associated with the account. This link must be accessed within 15 minutes, or you will need to restart the password reset process.
  - Select the link in the email and follow the on-screen prompts to create a new password. Press the "Submit" button.
- **For the fall 2019 NMAPA, no students will require a second rater.**
- Orders will be shipped to districts but packaged by school:
  - Each district automatically will receive 1 STC kit, but additional STC kits can be ordered through the New Mexico Help Desk (NMHelpDesk@air.org)
  - Pre-ID labels will be placed in corresponding STC kits.
  - Return service labels will be provided to DTCs only.
  - Return SSF envelopes will be sent to DTCs only.
  - Additional orders will be shipped directly to districts.

- DTCs can place orders only for TA Kits and Student Score Forms in TIDE. DTC Kits, School Test Coordinator (STC) Kits, and student envelopes will be automatically populated based on the student information added to TIDE during the preID window.
- DTCs will set the deadline for STCs and TAs to return test materials to allow for quality checking SSFs
- Used SSFs and optional student scoring worksheets should be returned using the return shipping envelope for two-day delivery. Blank SSFs should be returned in the original shipping boxes with all other materials
- In order for scores to be available for students in the Online Reporting System, students must be added into TIDE no later than **November 14, 2019**. To verify that students are in TIDE, please do the following:

    1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Student**. The **View/Edit/Export Student** page appears.

    2. Retrieve the student record you want to view or edit by following the procedures in the **Search for Students Records** section in the TIDE User Guide.

    3. In the list of retrieved students, click ✏️ for the student whose account you want to view. The **Edit Student** form appears. This form is similar to the form used to add student records.

    4. If your user role allows it, modify the student's record as required.

    5. In the **Demographics** panel, modify the student's demographic information and click **Save**.

    6. In the affirmation dialog box, click **Continue** to return to the list of student records.

Contact Information

Contact an AIR representative if you have questions about

- ordering test materials;
- receiving test materials;
- returning test materials; or
- administering the test.

Contact the New Mexico Public Education Department (NMPED) if you have questions about

- participation criteria;
- state and federal regulations regarding the NMAPA;
- Expanded Grade-Band Expectations (EGBEs) for students with significant cognitive disabilities; or
- extended Common Core State Standards for students with significant cognitive disabilities.

AIR Representative	Address/Telephone Number/Email Address
AIR Help Desk	1000 Thomas Jefferson Street NW Washington, DC 20007 1-800-254-6130 NMHelpDesk@air.org

NMPED	Address/Telephone Number/Email Address
Assessment Bureau	New Mexico Public Education Department Assessment and Accountability Division 300 Don Gaspar Avenue Santa Fe, NM 87501 505-827-5861 ped.assessment@state.nm.us

Test Security Guidelines

The NMAPA test materials—including the test booklets, *Directions for Test Administration*, Student Score Forms, printed materials (e.g., storybooks for English language arts [ELA]), and artifacts produced as a result of test administration—are secure test materials. To maintain the validity of the tests administered in the statewide assessment system, security of the test questions and test materials is absolutely necessary. When security is breached, the tests (individually or as a group) no longer possess the important characteristic of validity. If one student, school, or district has advantages not awarded to another, the test is no longer standardized and loses the important distinction of being appropriate for program accountability. **The following measures are required to preserve the security of the statewide assessment program.** District superintendents, DTCs, STCs, building supervisors, TAs, and proctors are all charged with following these guidelines to preserve the integrity of the testing program.

All printed materials and manipulatives are secure and must be returned to AIR. Physical manipulatives—such as foam circles, foam triangles, and toys—are **not** secure and should be kept by TAs after the administration of the NMAPA to be used for instructional purposes. NMPED encourages teachers to design and present instruction that focuses on the academic skills being assessed by the NMAPA.

Test materials must be held securely before, during, and after testing sessions. Students should not be provided with any access to test materials before test administration. Such exposure to the test will invalidate its data results. Under no circumstances should test materials be taken off school grounds.

Test materials may not be photocopied or reproduced in any fashion. To do so is a violation of copyright laws and of NMPED regulation 6.10.7 New Mexico Administrative Code, which addresses testing security and administration of the New Mexico Statewide Assessment Program. Signs must be posted near school copy machines before and during testing to convey this to all who use the machines and test materials.

The Staff Confidentiality Agreement (located at https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinator) must be signed by designated school personnel and returned to the STC. Test materials should not be taken from the school except to be returned to the testing company at the end of the testing period or to be returned to a central location in the district. After administering the NMAPA, school personnel should return all test materials to the designated district personnel responsible for collecting the tests and sending them to AIR, the testing company.

Designated parties will receive return shipment guidance from AIR during the respective testing windows. TAs and proctors should become knowledgeable about all test security requirements before the test administration. **Proctors should remain with the students before testing and until all testing is completed for each session.**

Each district is responsible for developing and implementing a test security plan that fully addresses test security and assigns responsibility to school staff to meet all the conditions discussed previously. For questions about test security or your responsibilities, please contact ped.assessment@state.nm.us.

Introduction

Background

The 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA) established a legal requirement to include students with disabilities in general statewide and district-wide assessment programs with appropriate accommodations and modifications in test administration, if necessary. Further, IDEA (1997) included a requirement for states to develop alternate assessments and guidelines for participation in alternate assessments for the small percentage of students whose disabilities preclude them from participation in the general assessments, even with accommodations. The purpose of these amendments to IDEA was to emphasize the need to improve education outcomes for students with disabilities.

IDEA (2004) establishes some additional expectations. Section 612 (d)(1)(A)(vi)(bb)(AA)-(BB) now requires each Individualized Education Program (IEP) to include a "statement of why the child cannot participate in the regular assessment, and the particular assessment selected is appropriate for the child." IEP teams must use the 2013–2014 Addendum for Determining Eligibility for the New Mexico Alternate Assessment to address this question. The participation criteria for the NMAPA have become the rule in New Mexico. Sections 6.31.2.11(E)(3)(a)–(c) of the New Mexico Administrative Code now require that IEP teams

> agree and document that the student is eligible for participation in an alternate assessment according to the following criteria: (a) the student's past and present levels of performance in multiple settings (i.e., home, school, community) indicate that a significant cognitive disability is present; (b) the student needs intensive, pervasive, or extensive levels of support in school, home, and community settings; and (c) the student's current cognitive and adaptive skills and performance levels require direct instruction to accomplish the acquisition, maintenance, and generalization of skills in multiple settings (home, school, community).

The reauthorization of the Elementary and Secondary Education Act (ESEA) expands the requirements of IDEA. ESEA contains specific language regarding accountability, measurement of A–F school grades, and inclusion of students with disabilities in state assessment and accountability programs. ESEA also requires that **parents and guardians be informed of the potential consequences, such as potential limitations on post-secondary opportunities, for their child if he or she is being assessed against alternate achievement standards.**

In 2015, the Every Student Succeeds Act reauthorized ESEA (also known as No Child Left Behind [NCLB]) and expanded requirements of IDEA. It contains specific language regarding accountability and inclusion of students with disabilities in state assessments and accountability programs.

The NMAPA is the state- and federally-approved alternative to the following general education assessments:

- The New Mexico Science Assessment of Science Readiness (NM-ASR)
- The Transition Assessment of Math and English Language Arts (TAMELA) for school year 2018-19

Purpose

The purpose of the NMAPA is to provide evidence of access to the general education curriculum for students with significant cognitive disabilities, ensure that all students with disabilities are included in New Mexico's statewide assessment and accountability programs, and direct classroom instruction by providing important pedagogical expectations and data that guide classroom decisions. The NMAPA is for only those students with documented significant cognitive disabilities and adaptive behavior deficits who require extensive support across multiple settings (such as home, school, and community).

The NMAPA is designed to measure the performance of a small subpopulation of students with significant cognitive disabilities against the New Mexico EGBEs. The test was designed to assist educators, parents and guardians, and related service providers with determining the level of academic skill the students have attained up to the point of assessment.

The IEP team, as a group of individuals with a clear understanding of a student's needs, **must determine whether that student is eligible to take the NMAPA** on the basis of the criteria set by the New Mexico Administrative Code, IDEA, and ESEA. **It is not an individual's unilateral decision** but one that comes after a careful review of the qualifying criteria and existing documentation that support the IEP team's decision.

Eligibility decisions should be made on an individual basis according to the eligibility criteria and should not be based on statistics related to the tested population of the school or district. Keep in mind that the 1.0 Percent Rule is a district- and state-level reporting rule and should not be applied in other contexts. For instance, the test administration in a school that has a population of 200 students in the grades tested cannot advise its teachers or IEP teams that they can determine that only two students school-wide are eligible to participate in the alternate assessment.

IEP teams should be knowledgeable about the EGBEs to make appropriate decisions about whether a student should be assessed with the NMAPA, which is aligned to the EGBEs. If the IEP team determines that the student meets all criteria, it is then the team's responsibility to document this finding within the student's IEP. Please refer IEP teams to the **Participation Guidelines** section of the Test Administration Manual (TAM) for further information to assist in making the decision of whether a student is eligible to take the NMAPA.

If the student does **not** meet all participation criteria, the IEP team must determine how the student will participate in the general assessment, either with or without testing accommodations. **TAs must ensure, before administering the test, that the student's most recent IEP indicates that the**

participation criteria have been considered and that the student has met all criteria. The documentation required can also be incorporated into existing district IEP forms. These documentation requirements are established by both federal and state regulations.

Content Areas To Be Assessed in Fall 2019

ELA, mathematics, social studies, and science will be assessed in the fall 2019 NMAPA testing window.

Testing Window

Fall 2019: October 14–November 1

NMAPA Forms

ELA	Mathematics	Science	Social Studies
Grade 12–12+	Grade 12–12+	Grade 12–12+	Grade 12–12+

Test Administrator Requirements

The TA should be the student's teacher. If the student's teacher cannot administer the assessment, a certified staff member who is familiar with the student's support needs and communication mode should administer the assessment. All TAs must receive test security training from their school or DTC and must complete TA trainings (online modules) prior to test administration.

The TA administers the test and scores the student's performance. Districts will receive one score form for each student.

Each NMAPA TA must

- be a certified or licensed employee of the district;
- be familiar with the TAM;
- be trained in and knowledgeable about proper test administration and test security;
- have completed an NMPED Staff Confidentiality Agreement (located online https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinator); and
- complete the online TA modules once every two years.

TAs may not administer the assessment to close relatives (e.g., children, grandchildren).

If the test is administered in a location other than the school, the TA must meet the criteria specified previously and obtain prior approval from NMPED. For further instruction, please review the Participation Guidelines in the TAM.

Second Raters

For the Fall 2019 NMAPA, no students will require a second rater.

Roles and Responsibilities

Located in Washington, DC, AIR is the contract agency working with NMPED on the NMAPA. AIR is responsible for printing, distributing, and collecting the test materials. AIR is also responsible for scoring and reporting.

District Test Coordinator Responsibilities

The District Test Coordinator (DTC) is the main contact for AIR. The DTC is responsible for coordinating the administration of the NMAPA among all the schools within a district, including

- adding students into TIDE beginning **August 19**, if they are not already in the system;
- ordering additional materials, if needed;
- distributing and collecting all test materials to and from the schools;
- quality checking Student Score Forms; and
- returning all fall 2019 NMAPA testing materials to AIR.

In addition, the DTC must

- be familiar with all information in this DTC Manual and the TAM, although other staff members may refer to sections as needed;
- attend the NMPED DTC trainings;
- be knowledgeable about proper test administration and test security;
- ensure that all personnel assigned to testing are adequately trained in the areas of proper test administration and test security; and
- complete an NMPED Staff Confidentiality Agreement (located online).

School Test Coordinator Responsibilities

The School Test Coordinator (STC)

- is responsible for coordinating the administration of the NMAPA at the school website and for verifying the receipt of the school's test materials;
- must be trained in proper test administration and test security by either the DTC or NMPED;
- must be familiar with the information in the TAM;
- ensures that all personnel assigned to testing are adequately trained in the areas of proper test administration and test security; and
- must complete an NMPED Staff Confidentiality Agreement (located online).

District Test Coordinator Checklist

The DTC is responsible for the following tasks.

Before Fall 2019 NMAPA Administration

☐ Verify that students who will participate in the NMAPA are correctly identified in TIDE beginning **August 19** in order to receive preID labels. **November 14** is the deadline to enter students.

☐ Register for and attend NMPED DTC training sessions.

☐ Ensure that all STCs and TAs have completed the online training and meet the NMPED requirements.

☐ Receive the district's test materials, inventory the materials against the checklist, and complete the District Security Checklist.

☐ Distribute the NMAPA materials received from AIR to each STC and TA.

During Fall 2019 NMAPA Administration

☐ Remind STCs and TAs that they must inventory the materials against the School Security Checklist to manage materials while the test materials are in the school. Discrepancies must be reported to the DTC immediately.

☐ Report shortages or request additional materials within the **additional order window**. Inform NMPED Assessment Bureau of all shortages.

☐ Implement security procedures and remind staff that the NMAPA is subject to New Mexico test security regulations.

☐ Answer questions that arise during the assessment or forward the questions to AIR or NMPED.

☐ Review the information in the "Returning NMAPA Materials to the DTC" section of this manual with STCs and TAs as necessary to ensure the proper packaging and return of materials to the DTC.

After Fall 2019 NMAPA Administration

☐ Schedule the mandatory UPS pickup for test materials by **November 8**, but please **do not have UPS pick up test materials before all STCs and TAs have returned their materials.** It is the DTC's responsibility to ensure that all materials are accounted for before UPS arrives for the scheduled pickup. Please refer to the ancillary sheet titled "Procedural Steps to Scheduling a UPS Pickup" for more-detailed instructions.

☐ Notify STCs and TAs that they must return all test materials to the DTC by **your LEA due date**.

☐ Collect NMAPA materials from STCs and TAs by the LEA due date and follow up on materials not submitted by the deadline.

☐ **Check to be sure that the Student Score Forms have been completed and that identification information is accurate. Set a date for STCs to return materials to you that allows for this quality check.**

☐ Package Used Student Score Forms in the provided UPS return envelopes and have all NMAPA materials picked up by UPS and shipped to AIR no later than **November 14** using the provided two-day return shipping label. All other test materials (except the used Student Score Forms) should be shipped back in the original shipment boxes using the provided ground shipping label.

☐ Ensure that all materials from each school meet the packaging requirements, then **seal and label each box for return shipment.**

☐ Verify that each Principal's Verification Form (located on the DTC Resources page of the Assessment Bureau Web page at [https://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/)](https://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/) is completed within 10 business days of the conclusion of all state-mandated testing, including the NMAPA. The completed verification form is sent to the superintendent, and a copy is securely stored at the school site for five years.

Basic Information and PreID Labels

Pre-identification is a process by which the NMPED and districts submit student demographic data electronically; this reduces the amount of hand-coding by TAs. For students pre-identified to take the NMAPA in AIR's TIDE system, your district will receive four preID labels for each student. The label will include the student's name and other identifying information. The preID labels should be affixed to the Student Score Form. **The NMAPA preID labels have a pink dot on them for easy identification. Please use only the labels with the pink dots because they are specific to this test and the testing vendor.**

Please use a No. 2 pencil to bubble all fields.

For students with preID labels,

- check the accuracy of the preprinted information and
- affix the preID label (if correct) to the Student Score Form.

For students with incorrect information on preID labels,

- destroy the incorrect preID label;
- write in the student's last name, first name, birth date, and state student ID number;
- bubble the TA Last Name and First Name fields with the correct information; and
- review Appendix A for instructions on printing a new preID label.

For students without preID labels,

- write in the student last name, first name, birth date, state student ID number;
- bubble the TA Last Name and First Name fields with the correct information; and
- review Appendix A for instructions on printing a new preID label.

Testing Irregularities

All test administrations are to be conducted under standardized procedures as described in the manuals provided to STCs and TAs. Testing irregularities, such as suspicion of cheating, should be reported immediately by the TA to the DTC or STC. Invalidation of a test due to a testing irregularity will be determined after a thorough investigation and consultation among the DTC, the STC, and the district or school superintendent.

DTCs must be informed of these situations so that a decision can be made regarding the validity of the student's score. Testing irregularities may necessitate the invalidation of test scores or the addition of an explanatory note to a student's record. It is not necessary to report minor incidents such as an uncooperative or sleeping student or accidental noises in the environment such as that from a garbage truck or public-address system.

As required by state regulations, the **DTC must report the testing irregularity by telephone or email** to the Assessment Bureau of NMPED within **three working days** of the occurrence. The DTC must then follow up with the written Testing Irregularities Reporting Form on the DTC Portal or on the DTC Resources page on the Assessment Bureau Web site:
https://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/

 The Form must be completed with the allegation(s), finding(s), the district's recommendation regarding score invalidation, and corrective action(s) **within 10 working days**. Anonymous reports will be considered; however, if a name is provided, the name of the person initiating the report may be held in confidence if the building supervisor or district superintendent feels it is best to do so.

If any certified school employee is involved in any of the unauthorized activities mentioned under "Test Security Guidelines" (page 7 of this document), that employee is in jeopardy of possible license revocation by NMPED.

Receipt of Materials and Distribution

DTCs: Please read these directions before you distribute any test materials to STCs and TAs.

Receiving Materials

Materials are packed by school and shipped to the district for those schools with students who were identified in the online system. Likewise, materials being returned to the scoring center will be packed by school and shipped from the district. NMAPA materials will be shipped to the DTC and should be inventoried **before** distributing to schools.

Fall 2019 NMAPA materials will arrive to the DTC by September 30.

The district shipment includes a District Security Checklist, Student Score Form return envelope(s), and return shipping label(s). **DTCs should verify the materials received in the district box(es) against the District Security Checklist.** Additionally, the district will receive the box(es) of materials for each school that had available information in the online system. They will be returned to AIR when all materials are returned after the assessment. **Schools are responsible for verifying the contents of their boxes upon receipt from the DTC.**

When preparing to distribute test materials, please remember the following:

- The DTC will receive test materials from AIR and will distribute them to STCs or TAs, in accordance to the District Test Security Plan.
- The STC or TA will verify that materials for each TA match the School Security Checklist. Any discrepancies in test materials must be reported immediately to the STC and the DTC.
- TAs will account for the security of all test materials before, during, and after the test administration.
- All NMAPA materials must be kept in a securely locked area when the test is not being administered.

For students and schools identified in the online ordering system, materials are packaged by school.

Please contact the AIR Help Desk if you did not receive the entire quantity of materials and additional orders listed on the District Security Checklist or if there are discrepancies with your barcode numbers.

Materials Distribution

DTCs and STCs should inventory school boxes to ensure that all ordered materials are present.

Additional Orders

If personnel from a school in your district find that they need additional materials, please place an order during the additional order window. Orders placed during the additional order window will arrive at the district address on file **four days after the order is placed.**

Additional orders placed in the ordering system are packaged for the district. Open the district box(es) and verify the contents against the District Security Checklist. Write the quantity received on the checklist. Record any discrepancies on the Materials Resolution Form (page 22 of this document) for your records.

If the schools in your district require more materials than are available, place an order during the additional order window: October 14–28, 2019.

Returning NMAPA Materials

Information for Schools

When the test administration is complete, the TA or STC prepares the NMAPA materials for return to the DTC. To prepare the materials for return, school personnel should do the following:

- Student Score Forms should be returned using the provided UPS return shipping envelope for two-day delivery. To facilitate this, TAs or STCs should keep the following separate from all other testing materials:
    - Completed Student Score Forms (one for each student)
    - Optional student scoring worksheets
- Place all other test materials in the original boxes received, putting test booklets and other heavier items on the bottom of the boxes. Boxes should contain (from the top down) the following materials:
    - Completed Security Checklist **(TOP)**
    - Completed TA comment forms
    - ELA test booklets
    - Mathematics test booklets
    - Science test booklets
    - Social studies test booklets
    - Printed manipulatives (e.g., posters, 3x3s, storybooks)
    - Student-generated materials **(BOTTOM)**
    - Blank student score forms
- The completed Principal's Verification Form should be submitted to the superintendent and the STC for secure storage at the school site.

All printed material must be returned to AIR. You may keep only the physical manipulatives for use at the school. Do not return them to the DTC. Do not seal the cartons; the DTC must verify the contents. Deliver all materials to the DTC according to district procedures.

- Use filler material, such as newspaper, to pad each box to prevent materials from shifting during shipping.
- Return all testing materials to the DTC by the date set by the DTC.

Receiving Materials from Schools

Schools should use the School Security Checklist to identify the number of materials to be returned. STCs should include a copy of the form for the DTC to verify the quantity being returned.

After the NMAPA, TAs may keep only the physical manipulatives. All printed documents must be returned.

All Student Score Forms and test booklets, used and unused, must be returned. Verify that the quantity received is the quantity being returned.

For materials distributed from additional orders, **record the total number of materials being returned on the District Security Checklist**. Include a copy of the District Security Checklist with materials being returned to AIR.

Unused preID labels should be securely destroyed.

Information for Districts

DTCs will set the date materials are to be returned to them to allow time for a quality check of all materials. DTCs must ship the Student Score Forms to AIR by **November 14** for processing and scoring. **All other materials must be shipped in the original boxes using the provided return shipping labels.** To prepare the materials for return to AIR, the DTC should do the following:

- Review the Student Score Forms. A preID label may be affixed to each, and the demographic information should be completed. If a preID label is not affixed to the Student Score Form, the student's information should be entered. See Appendix A for instructions on completing demographic data on the score form.
- Ensure that each Principal's Verification Form is completed, signed, submitted to the superintendent, and stored at the corresponding school.
- Review each School Security Checklist (or District Security Checklist) and follow up on any missing materials.
- Verify that all secure materials are included and packed in their proper order (see previous page) in the original boxes. Enclose a copy of the District Security Checklist.
- Seal each box using heavy-duty packaging tape. Be sure to check the bottom of the box, because the tape may have come loose during previous shipping and handling.
- Affix the provided UPS labels to each box.
- Refer to the "Procedural Steps to Scheduling a UPS Pickup" sheet provided in the DTC Kit. Contact the New Mexico Help Desk by **November 8** and request to schedule a UPS pickup of all NMAPA secure materials before the **November 14** UPS pickup deadline. The DTC can contact the help desk any time before the deadline to schedule a pickup and provide the following:
  - His or her name and contact information (e.g., telephone number, email address)
  - District name and ID
  - The tracking number on the return shipping label
  - The date and time that the DTC would like the pickup to occur (UPS cannot provide same-day pickups, and the date must be before close of business on November 14)
  - The pickup address and specific location (office, loading dock, etc.)
  - The number of packages being picked up
  - Special instructions for the UPS driver (optional)
- **Place all NMAPA Student Score Forms (even unused ones) in the provided prepaid UPS return envelope. Affix the provided UPS labels to the Student Score Form return envelope and send back to AIR by November 14 via a scheduled UPS pickup.**

Returning Test Materials

Refer to the "Procedural Steps to Scheduling a UPS Pickup" sheet provided in the DTC Kit.

The DTC should schedule a UPS pickup by **November 8**. The DTC should plan to receive NMAPA materials from schools by **November 14**.

The UPS pickup of Student Score Form return envelopes and boxes of other testing materials from the district must occur by **November 14**.

Please note that return shipping labels are provided in each DTC Kit, and, although there may be multiple return shipping labels and multiple boxes, only one tracking number is required to be provided to the help desk.

Please affix a UPS Return Service label, supplied in the DTC Kit, to each Student Score Form return envelope being returned (please remove any other shipping labels) and have all materials ready to be picked up by UPS on the scheduled date, time, and location.

If the DTC does not have a return shipping label, please let the help desk know when the UPS pickup is scheduled, and a label will be emailed to you.

NMAPA Materials Resolution Form

District/School Name	PHASE I Note any discrepancies between the contents of the shipment and the District Security Checklist, as well as receipt of additional materials to correct discrepancies.	PHASE II As TA Kits are distributed, note any duplicate or missing TA Kit Barcode Numbers.		COMMENTS
		DUPLICATE	MISSING	
Grade 3–5 TA Kit(s)				☐ Check if there were no discrepancies
Grade 3–5 Student Score Form(s)				☐ Check if there were no discrepancies
Grade 6–8 TA Kit(s)				☐ Check if there were no discrepancies
Grade 6–8 Student Score Form(s)				☐ Check if there were no discrepancies
HS TA Kit(s)				☐ Check if there were no discrepancies
HS Student Score Form(s)				☐ Check if there were no discrepancies

Appendix A: Student Demographic and Test Data

Introduction

NMPED collects, stores, and updates information on student ethnicity, membership in programs such as free and reduced-price lunches, full academic year status, and other demographics, along with test data. The data are used for state, district, and school A–F school grade calculations and legislative reports. Districts, charter schools, and state-supported schools provide demographic data to NMPED during regularly scheduled submissions (called "snapshots") to the Student Teacher Accountability Reporting System (STARS). NMPED extracts data from STARS to populate the test vendor's TIDE system. Bureau of Indian Education (BIE) schools will work with BIE headquarters to provide student information necessary for the assessment.

PreID Labels

Using data from TIDE, the test vendor prints preID labels for the NMAPA. These adhesive labels are sent to districts and affixed to the appropriate test materials. Accurate student identification information on preID labels is crucial to link New Mexico students with their test scores and their school and district locations. This ensures that reports are sent to the correct locations and test scores are accurately matched with students. These labels also reduce the need for schools and districts to hand-bubble identifying and demographic fields on the biogrid. **The NMAPA preID labels have a pink dot on them for easy identification. Please use only the labels with the pink dots because they are specific to this test and the testing vendor.**

Using PreID Label

The preID label should be used when there are no errors in the four essential identifiers. For additional security, the TA can write in the four essential identifiers:

1. Student ID (must have a valid ID in STARS or the Native American Student Information System [NASIS])
2. Name (first, middle initial, and last)
3. Birth date (month, day, and year must match STARS or NASIS)
4. TA's name (first, middle initial, and last)

When Not to Use the PreID Label

If any of the four essential identifiers have errors, the **preID label should be destroyed**. Write in the student's first and last name, school name, district name, and state student ID or NASIS ID on the front cover. Correct the student information in TIDE and see directions for printing a new label.

PreID Label Contact Information

The test vendor will send preID labels to the districts, charter schools, state-supported schools, and BIE schools with the test materials. Districts should contact the test vendor if they did not receive labels. Directions for printing additional labels are also in this manual.

Vendor	Contact Information
American Institutes for Research (AIR)	AIR Help Desk 1-800-254-6130 NMHelpDesk@air.org

When No PreID Label Is Available and How to Print a PreID Label

For students who are **new to your school**, write in all the information on the front cover and add your student into TIDE. If student program information has changed (e.g., a student is not identified as "special education" in your school but was in a previous school), you must change this information in the next available STARS snapshot.

If a student is **new to New Mexico public education** and does not have a valid state ID, work with your STARS coordinator to obtain one and write in ID, name, and school and district information on the cover. District IDs or other local ID numbers should not be used.

BIE students may have their NASIS ID written in instead of a state ID. Homeschooled or privately schooled students who do not have a valid state ID will need one assigned to them to have their tests scored. For these students (who may not have any record of attending New Mexico public schools and therefore have no record in STARS), work with your STARS coordinator to obtain a state ID and complete the remaining fields on the cover in addition to the ID. Then, ensure that the student information is submitted in the next available STARS snapshot.

Note: Before test materials are submitted for scoring, a final check of demographic information on the cover should be conducted to verify that all information is recorded accurately.

Printing PreID Labels

A preID label (see Figure 1) is a label that you affix to a student's testing materials, such as an answer booklet.

Figure 1. Sample PreID Label
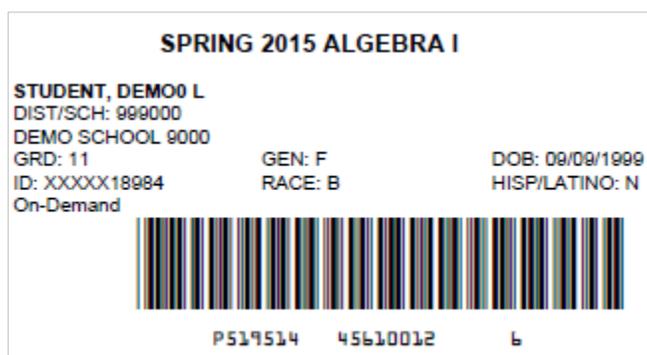
Districts and schools can print labels for students not included in the original preID upload for a given test administration, such as students who transferred to a school after the preID upload.

This task requires the 5" × 2" label stock provided in your test materials shipment. You can print on partially used label sheets. TIDE generates the labels as a PDF file that you download and print with your browser.

To print preID labels,

1. Retrieve the students for whom you want to print labels by following the procedure in the section **View/Edit Students**.
2. Click the column headings to sort the retrieved students in the order you want the labels printed.
3. Specify the students for whom labels need to be printed.
    o   To print labels for specific students, mark the checkboxes for the students you want to print.
    o   To print labels for all students listed on the page, mark the checkbox at the top of the table.
4. Click 🖶⌄ and then click **My Selected PreID Labels**.
5. In the new browser window that opens, verify that **PreID Labels** is selected in the **Print Options** section and that a model appears for selecting the start position for printing on the first page (see Figure 2).
6. Click the start position you require. The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.
7. Click **Print**.

    Figure 2. Layout Model for PreID Labels

    📝 | **Note:** When printing preID labels, make sure "Print to Fit" is unchecked.

    Your browser downloads the generated PDF file.

Basic Information

This section describes the field names and the appropriate choices to enter on the Student Score Forms. Before assessment materials are shipped, all schools—public, charter, state supported, and BIE—should do a final check to verify that information is recorded accurately, stray marks are erased completely, and the correct label was applied.

Front Cover

Student name, school name, and district name. Write the student name, school name, and the district name on the lines provided. Do not use abbreviations.

State student ID. Write in the nine-digit state-supplied student identification number for the student. There should be no blank spaces.

NASIS ID. For BIE schools only, write in the nine-digit, BIE-supplied student identification number for the student. There should be no blank spaces.

TA name. Bubble in the TA's name on the lines provided. Do not use abbreviations.

Spanish report. Bubble in if the student requires a Spanish-language report.

Biodata Review

Before assessment materials are shipped, all schools—public, charter, state supported, and BIE—need to do a final check of demographic data to verify that information is recorded accurately, that stray marks are erased completely, and that the correct label was applied.

NMPED conducts the biodata review for districts and for charter or state-supported schools to correct errors in student demographic data collected from the NMAPA. The data are corrected to ensure the validity of A–F school grade calculations. Corrections should adhere to the definitions for the data fields in this manual.

Appendix B: Return Instructions for NMAPA Materials

Information for Schools

When test administration is complete, the TA or STC prepares the NMAPA materials for return to the DTC. To prepare the materials for return, school personnel should do the following:

- Pack all materials for return. Used Student Score Forms should be returned using the provided return shipping envelope for two-day delivery. To facilitate this, TAs or the STC should keep the following separate from all other testing materials:
    - Completed Student Score Forms (one for each student)
    - Optional student scoring worksheets
- Place all other test materials in the original boxes received, putting test booklets and other heavier items on the bottom of the boxes.
- Boxes should contain (from the top down) the following materials:
    - Completed School Security Checklist
    - Completed TA Comment forms
    - ELA test booklets
    - Mathematics test booklets
    - Social studies test booklets
    - Science test booklets
    - Printed manipulatives (e.g., posters, 3x3s, storybooks)
    - Student-generated materials
    - Blank Student Score Forms
- Submit the completed Principal's Certification of Proper Test Administration to the STC for secure storage at the school site.

Note: All printed material must be returned to AIR. You may keep only the physical manipulatives for use at the school. Do not return them to the DTC. **Do not seal the cartons; the DTC must verify the contents.** Deliver all materials to the DTC according to district procedures.

- Use filler material, such as newspaper, to fill each box to prevent materials from shifting during shipping.
- Return all testing materials to the DTC by **the due date established by the DTC**.

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