New Mexico Alternate Performance Assessment (NMAPA)

District Test Coordinator Manual

Spring 2019

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New Information for the Spring 2019 Administration

Upon login to TIDE, an "Enter Code" page 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 AIR systems in 2017–2018 will continue to have access this year, after the above procedure has been followed to reset their password. If a user no longer has an account, their test coordinator should follow the process in the TIDE User Guide, found in the Resources section of the NMAPA portal, to remove their system access. Please contact the New Mexico Help Desk at (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 spring 2019 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 spring 2019 administration include the following:

- As part of the system roll-over for the new school year, all user passwords have been reset. All users will need to complete the steps below to create a new password.
    - From 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 contains 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.
- DTCs can only place orders for TA Kits and Student Score Forms in TIDE. DTC Kits, STC Kits, and student envelopes will be automatically populated based on the students added in TIDE during the Pre-ID window.
- In order for scores to be available for students in the Online Reporting System (ORS), students must be added into TIDE no later than **April 19** 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 section, **Search for Students Records,** in the TIDE User Guide.

1. 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.

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

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

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

Contact Information

Contact an American Institutes for Research (AIR) representative if you have questions about the following:

- Ordering test materials
- Receiving test materials
- Returning test materials
- Administering the test

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

- Participation criteria
- State and federal regulations regarding the New Mexico Alternate Performance Assessment (NMAPA)
- Expanded Grade-Band Expectations (EGBEs) for students with significant cognitive disabilities
- Extended Common Core State Standards (CCSS) 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 Ave. Santa Fe, NM 87501 505-827-6747 ped.assessment@state.nm.us

Test Security Guidelines

The New Mexico Alternate Performance Assessment (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, District Test Coordinators (DTCs), School Test Coordinators (STCs), building supervisors, test administrators (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. The New Mexico Public Education Department (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 NMAC, 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 online 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 American Institutes for Research (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 of the conditions discussed above. 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 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 educational outcomes for students with disabilities.

IDEA 2004 establishes some additional expectations. Section 612 (d)(1)(A)(vi)(bb)(AA)-(BB) of IDEA 2004 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 has 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 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 (ESSA) reauthorized ESEA (also known as No Child Left Behind [NCLB]) and expanded requirements of the Individuals with Disabilities Education Act (IDEA), which is the nation's national education law and longstanding commitment to equal opportunity for all

students. 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 alternate assessment for the following general assessments:

- The New Mexico Standards Based Assessment (SBA for grades 3–8 and 11, Federal Mandate)
- Partnership for Assessment for Readiness for College and Careers (PARCC, Federal Mandate)
- The New Mexico Standards Based Assessment/High School Graduation Assessment (SBA/HSGA for grades 11, 12, and 12+, State Mandate [HSGA])

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 Expanded Grade-Band Expectations (EGBEs). The test was designed to assist educators, parents, 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 supports the IEP team's decision.

Eligibility decisions should be made on an individualized 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 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 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 Spring 2019

English Language Arts (ELA), Mathematics, Social Studies, and Science will be assessed in the Spring 2019 NMAPA testing window.

Testing Window

Spring 2019: March 11–April 5

NMAPA Forms

ELA	Mathematics	Science	Social Studies
Grades 3–5	Grades 3–5	Grade 4	
Grades 6–8	Grades 6–8	Grade 7	Grade 11
Grades 10–11	Grades 10–11	Grade 11	

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 District Test Coordinator and must complete test administrator trainings (online modules) prior to test administration.

The TA administers the test and scores the student's performance. The TA's scoring record will be used to calculate A–F School Grade and issue all relevant score reports. Districts will receive one score form for each student.

Each NMAPA TA must meet the following qualifications:

- A certified employee of the district
- Familiar with the *TAM*
- Trained in and knowledgeable about proper test administration and test security
- Completed an NMPED Staff Confidentiality Agreement (located online https://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinator/)
- Completed the online test administrator 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 above and obtain prior approval from NMPED. For further instruction, please review the Participation Guidelines in the *TAM.*

Second Raters

For the spring 2019 NMAPA, 15% of the tests will be required a second rater. All schools will need to ensure they are prepared to have two raters for an assessment, in the event it is required.

The second rater (when required) can be an additional teacher, a paraprofessional, a related service provider, a diagnostician, or another qualified staff member.

The second rater observes the administration and also scores the student at the same time. The second rater's score form will be used to address inter-rater reliability. Student Score Forms will be clearly marked with the terms "Test Administrator" and "Second Rater" for each student. Therefore, districts with students who have been randomly selected for this scoring method will receive two score forms for those students taking the NMAPA.

Both the TA's and the second rater's Student Score Forms must be submitted to AIR. TAs and second raters should score independently and should **not** confer with each other as they score. TAs and second raters who administer the NMAPA **must** complete the online training.

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 of the schools within a district, including

- adding students into TIDE beginning **January 10**, if not already in the system;
- ordering additional materials, if needed;
- distributing and collecting all test materials to and from the schools; and
- returning all spring 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 site and for verifying 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 Spring 2019 NMAPA Administration

- Verify that students who will participate in the NMAPA are correctly identified in TIDE beginning **January 10** in order to receive Pre-ID labels. **April 19** 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 Spring 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**. (Note: The NMPED Assessment Division will be informed 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 Spring 2019 NMAPA Administration

- Schedule the mandatory UPS pickup for test materials by **April 10**, 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.
- Tell STCs and TAs that they must return all test materials to the DTC by **April 10.**
- Collect NMAPA materials from STCs and TAs at the end of the testing window and follow up on materials not submitted by the deadline.
- Package NMAPA Student Score Forms in the provided UPS return envelopes and have NMAPA Student Score Forms picked up by UPS and shipped to AIR no later than **April 12** using the provided 2-day return shipping label. All other test materials (except the Student Score Forms)

should be shipped back in the original shipment boxes using the provided ground shipping label.

- Verify that each Principal's Verification Form (located online at https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/Assessment_Resources_PrincipalsVerficationForm.pdf) is completed within 10 business days of the conclusion of all state-mandated testing, including NMAPA. The completed verification form is sent to the superintendent, and a copy is securely stored at the school site for five years.
- **Check to be sure that the Student Score Forms have been completed and identification information is accurate.**
- Ensure that all materials from each school meet the packaging requirements, then **seal and label each box for return shipment.**

Basic Information and Pre-ID 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 Pre-ID labels for each student. The label will include the student's name and other identifying information. The Pre-ID labels should be affixed to the Student Score Form. **The NMAPA Pre-ID 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.**

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

For students with Pre-ID labels:

- Check the accuracy of the preprinted information.
- Affix the Pre-ID label (if correct) to the Student Score Form.

For students with incorrect information on Pre-ID labels:

- Destroy the incorrect Pre-ID label.
- Write in the Student Last Name First Name, Birth Date, State Student ID Number.
- Bubble Test Administrator Last Name and First Name fields with the correct information.
- Review Appendix A for instructions on printing a new Pre-ID label.

For students without Pre-ID labels:

- Write in the Student Last Name and First Name, Birth Date, State Student ID Number.
- Bubble Test Administrator Last Name and First Name fields with the correct information.
- Review Appendix A for instructions on printing a new Pre-ID 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 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 and Accountability Division of NMPED within **3 working days** of the occurrence. The DTC must then follow up with the written Testing Irregularities Reporting Form (located online at https://webnew.ped.state.nm.us/wp-content/uploads/2018/10/2018-2019irregularityReport.docx) that contains the allegation(s), findings, 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 6, 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.

Spring 2019 NMAPA materials will arrive to the DTC by February 25.

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 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) for your records.

If the schools in your district require more materials than are available, place an order during the additional order window: March 11–25, 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 express 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)
  - Unused Student Score Forms
  - 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)**
- The completed Principal's Verification Form should be submitted to the superintendent and 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 pad each box to prevent materials from shifting during shipping.
- Return all testing materials to the DTC by Monday, April 10, 2018.

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 Pre-ID labels should be securely destroyed.

Information for Districts

The DTC should plan to receive the NMAPA materials from schools by **April 10** and must ship the Student Score Forms to AIR by **April 12** 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 Pre-ID label may be affixed to each, and the demographic information should be completed. If a Pre-ID 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 the 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 **April 10** and request to schedule a UPS pickup of all NMAPA secure materials before the **April 12** UPS pickup deadline. The DTC can contact the help desk any time before the deadline to schedule a pickup and provide the following:
  - Their 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 to pickup to occur (UPS cannot provide same-day pickups, and the date must be before close of business on April 11)
  - The pick-up 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 SSFs) 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 April 12 via 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 **April 10**. The DTC should plan to receive NMAPA materials from schools by **April 10**.

The UPS pickup of Student Score Form return envelopes and boxes of other testing materials from the district must occur by **April 12**.

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 Lunch, 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.

Pre-ID Labels

Using data from TIDE, the test vendor prints Pre-ID labels for the NMAPA. These adhesive labels are sent to districts and affixed to the appropriate test materials. Accurate student identification information on Pre-ID 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 Pre-ID 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 Pre-ID Label

The Pre-ID label should be used when there are no errors in the three essential identifiers. For additional security, the TA can write in the three essential identifiers:

- Student ID (must have a valid ID in STARS or NASIS)
- Name (first, middle initial, and last)
- Birth Date (month, day, and year must match STARS or NASIS)
- Test Administrator's Name (first, middle initial and last)

When Not to Use the Pre-ID Label

If any of the three essential identifiers have errors, the **Pre-ID label should be destroyed**. Write in the Student 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.

Pre-ID Label Contact Information

The test vendor will send Pre-ID 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 Pre-ID Label Is Available & Printing a Pre-ID Label

For students who are **new to your school**, write in all of the information on the front cover and add your student into TIDE. If student program information has changed (i.e., 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.

Note: Bureau of Indian Education 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
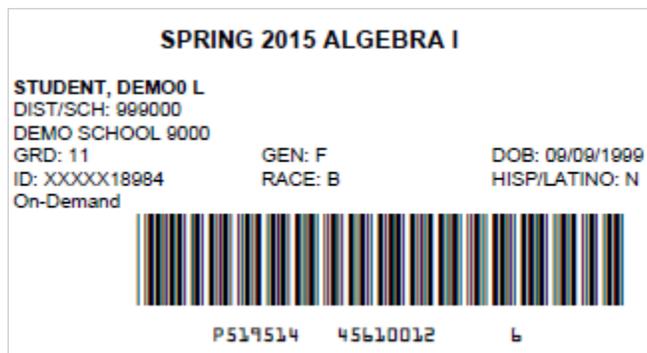
Districts and schools can print labels for students not included in the original PreID upload for a given administration, such as students who transferred to a school after the PreID upload.

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 **PreID Labels** is selected in the *Print Options* section and 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**.

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

Your browser downloads the generated PDF.

Figure 2. Layout Model for PreID Labels

1	2
3	4
5	6
7	8
9	10

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 9-digit state-supplied student identification number for the student. There should be no blank spaces.

NASIS ID. For BIE schools only, write in the 9-digit, BIE-supplied student identification number for the student. There should be no blank spaces.

Test Administrator Name. Bubble in the test administrator'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 (BDR) 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. Student Score Forms should be returned using the provided return shipping envelope for express 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)
  - Unused Student Score Forms
  - 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
- 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 **April 10, 2019**.

Acknowledgments

The New Mexico Public Education Department and the American Institutes for Research would like to recognize and thank the following educators and parents for their help with the development of the New Mexico Alternate Performance Assessment (NMAPA). Their sustained attention and expertise made this entire project possible.

Aileen Adamson	Virginia Jones	Irene Pacheco
Barbara Ayres	Judy Jordan	Jennifer Pena
Rye Bailey	Kent Juday	Martha Pena
Kevin Baker	Robert Juday	Sue Perea
Sujata Bohara	Jennifer Kieltyka	Ivonne Perez
Karla Boyle	Kelly King	Barbara Peterson
Ann Brendal	George Kory	Jim Portillo
Erica Candelaria	Constance Krueger	Tony Ray
Deborah Chavez	Sheryle Kuhnley	Dr. Patricio Rojas
Derrick Chavez	Kathleen Ladner	Olav Roos
Rosalie Chavez	Kathy Lann	John Salguero
Sarah Claussen	Pauline Laumbach	Bernadette Sanchez
Susan Cunningham	Katherine Livingston	Marco Sanchez
Ria De Kruyf	Neoma Long	Carmen Salayandia
D'Ann Dendy	Anne Lynn MacNaughton	Dr. Isara Sarangarm
Leslie Dendy	Virginia McGoldrick	Jon Schlough
Patricia Despres	Rawnie McKibben	Sandra Schwarz
Veronica Dixon	Marcy McKinley	Janis Schwartzenberg
Cathy Everitt	Maria Mercado	Frank Silva
Gail Falconer	Christina Miller	Randy Thornley
Dwight Filley	Angela Miranda	Mary Vaughn
Danette Fuller	Anthony Montano	Stephanie Verlander
Renee Francis Garcia	Yvonne Montes-Rich	Benjamin Vigil
Tori Gilpin	Stephany L. Moore	Linda Weiss
Gil Gonzalez	Dana Mullen	Kristin Winfrey
Kathy Gossett	David Nohe	Clem Wings
Amy John	Kevin Othole	