

NMAPA

Materials Resolution Form

School Test Coordinator (STC) Supplemental Instructions

New Mexico Alternate Performance Assessment (NMAPA)

In addition to these supplemental instructions, please review in its entirety the *Test Administrator Manual (TAM)*, which contains information for School Test Coordinators (STCs) and Test Administrators (TAs).

Receiving Materials

District Test Coordinators will receive materials by February 25 and should distribute to schools once received.

For students and schools identified by the district in the online ordering system, materials are shipped to the district address provided. Verify the contents of the boxes received from your DTC. If you find that any materials are missing or if you need additional materials, contact your DTC immediately.

You may wish to record TA Kit barcode numbers distributed to test administrators to assist with materials collection.

Please contact your DTC if:

- You did not receive all materials or there are discrepancies with your barcode numbers.
- You need additional materials.

Materials Return Instructions

Use the School Security Checklist to identify the number of materials being returned to the DTC. Record the quantity being returned in the "Returned" column and include a copy for the DTC.

TAs may only keep the physical manipulatives. **All printed documents must be returned.**

All Student Score Forms, used and unused, must be returned using the Student Score Form return envelope, which must be ordered via TIDE. Verify that the quantity received is the quantity being returned.

The Principal's Certificate must be completed and securely stored at your school site. This document can be found at https://webnew.ped.state.nm.us/wp-content/uploads/2017/12/Assessment_Resources_PrincipalsVerificationForm.pdf. Unused pre-ID labels should be securely destroyed.

For additional information on packing and returning materials, please refer to appendix B of the *TAM*. Materials must be returned to the DTC by April 10.

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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 kits are distributed, note any duplicate or missing TA Kit Barcode Numbers.		COMMENTS
		DUPLICATE	MISSING	
Grade 3–5 TA Kit(s)				<input type="checkbox"/> Check if there were no discrepancies
Grade 3–5 Student Score Form(s)				<input type="checkbox"/> Check if there were no discrepancies
Grade 6–8 TA Kit(s)				<input type="checkbox"/> Check if there were no discrepancies
Grade 6–8 Student Score Form(s)				<input type="checkbox"/> Check if there were no discrepancies
High School TA Kit(s)				<input type="checkbox"/> Check if there were no discrepancies
High School Student Score Form(s)				<input type="checkbox"/> Check if there were no discrepancies

*Please retain this document for district records.
You may need to refer to it if an investigation of missing materials takes place.*