

# Test Administrator Hot Sheet

## New Mexico Alternate Performance Assessment (NMAPA)

*Please carefully review the Test Administrator Manual (TAM) and tasks*

Activity	Spring 2019 NMAPA
TIDE initial ordering window	January 10 - February 7
DTC receives materials	February 25
Test administration window	March 11 - April 5
TIDE additional ordering window	March 11 - March 25
DTC deadline to schedule UPS pickup	April 10
STC/TA deadline to return materials to DTC	April 10
UPS pickup deadline for DTC to return materials to AIR	April 12
Districts receive score reports	By June 21

### Student Placement Questionnaire (SPQ)

- Double check each completed SPQ to make sure that each bubble is entirely filled in.
- If the SPQ for a student has any unmarked bubbles the student may not receive a score for that content area.

### Tasks

Teachers may visit the NMAPA Portal to view released tasks and sample tasks:

- Released Tasks
- Sample Tasks
- These tasks may be used as practice items.

### Receiving Materials

- Verify that you have all materials, including the printed materials and the physical manipulatives, as soon as you receive them. All materials are secure.

### Additional Materials

- If you have a new student or require more materials, alert your DTC before the additional ordering window closes.

### TA-Provided Materials

- Refer to the Supplemental Instructions provided in the Test Administrator Kit (TAKit).

### Returning Materials

- All printed testing materials must be returned to the DTC. Physical manipulatives can be retained in the classroom for instructional purposes.

Contact	Address	Phone/Fax Number	E-mail
New Mexico Help Desk	1000 Thomas Jefferson St., NW, Washington, DC 20007	Phone: 1-800-254-6130 Fax: 1-877-231-7813	NMHelpDesk@air.org
PED Assessment Bureau	Assessment & Evaluation Bureau 300 Don Gaspar Avenue, Santa Fe, NM, 87501	Phone: 505-827-6553	ped.assessment@state.nm.us