



# **Test Coordinator's Manual (TCM)**

## **Winter 2012 Administration**

### **Retest Only**



# Table of Contents

<b>Test Security Guidelines</b> .....	<b>3</b>
Security of Test Materials .....	3
Security and Test Takers' Rights .....	5
Reporting a Test Irregularity or a Breach of Security .....	5
<b>General Instructions and Test Information</b> .....	<b>6</b>
Who Is to Be Tested? .....	6
Security .....	6
Number 2 Pencils Required.....	6
Testing Sessions May Not Be Interrupted .....	6
Test Completion Status Codes .....	7
Voiding Tests .....	7
<b>Roles and Responsibilities</b> .....	<b>8</b>
<b>Before Testing</b> .....	<b>10</b>
Preparation for Testing .....	10
Scheduling .....	10
Receipt of Test Materials .....	11
Distribution of Test Materials .....	11
<b>Special Requirements for Large Print and Braille Versions of the Test Forms</b> .....	<b>12</b>
Test Security .....	12
Administering the Large Print Version.....	12
Administering the Braille Version.....	13
<b>Preparing Materials for Return</b> .....	<b>14</b>
Checking Answer Documents .....	14
<b>Returning Test Materials</b> .....	<b>14</b>

# Test Security Guidelines

The following measures are required in order to preserve the security of the statewide assessment program. District superintendents, District and School Test Coordinators (DTCs and STCs), building supervisors, Test Administrators (TAs), and proctors are all charged with following these guidelines in order to preserve the integrity of the assessment.

## Security of Test Materials

The New Mexico High School Competency Examination (NMHSCE) test materials are secure materials. It is important that test participants are not provided any access to test materials prior to test administration. This exposure to the test will invalidate the data results for the test.

NMHSCE test materials may not be photocopied or reproduced in any fashion, including paraphrasing. Unauthorized reproduction of test materials is a violation of the Federal Copyright Act and of the New Mexico Public Education Department (PED) regulation 6.10.7 NMAC, which addresses testing security and administration of the New Mexico Statewide Assessment Program. One requirement of this regulation is that signs be posted near school copy machines prior to and during the test administration window to notify individuals of these prohibitions.

The test materials may not be provided to any persons except those conducting the testing process and those being tested.

Test items may not be taught in part or in whole or presented in any other way (except during the actual test administration) to test participants prior to, during, or after testing. The answers to items may not be provided to test participants in writing, orally, or by any other method. Answers to test items may not be erased or altered by anyone except the test participant during the course of taking the test. Reading test items aloud to test participants is not permitted, unless the individual qualifies for such allowable accommodation(s). SBA accommodations apply to the NMHSCE. Guidance is available at the Web site below.

All administrations of the tests are to be conducted under standardized procedures as described in the manuals provided to DTCs, STCs, and TAs. The State of NM Confidentiality Agreement provided by the PED shall be completed and signed by any person who is likely to come into contact with standardized testing materials, including teachers, aides, educational assistants, substitutes, volunteers, and licensed and unlicensed office staff. The form can be found on the Assessment and Evaluation Web page at <http://www.ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/index.html>. Materials must be held in a secure, locked storage space before testing, at the end of testing sessions, and after testing is completed. Materials should not leave the

school except to be returned to a central location within the district. Test materials should not be taken off campus unless specifically authorized by the Deputy Director of Assessment and Accountability of the PED.

Districts are held responsible to the PED for returning all secure test materials; **all secure materials must be accounted for**. In the event that a test booklet is missing following test administration, the DTC will report the loss within three days to the Deputy Director of Assessment and Accountability of the PED and the Measured Progress New Mexico helpdesk. This report will include all pertinent information regarding the incident. The DTC will ensure that a thorough search is undertaken to locate the test booklet. If the test booklet is not recovered, the district will be notified by separate communication to initiate a formal investigation into the loss and to submit a comprehensive report of the incident to the PED, including a cover letter from the district superintendent.

DTCs, STCs, TAs, and proctors should become knowledgeable about all test security requirements that are explained in the NMSAP Procedures Manual at the Web site listed on page 3 prior to test administration. If a proctor is required during test administration, the proctor should remain with the TA and test takers prior to and until all testing is completed for each session.

Each district is responsible for developing and implementing a test security plan that fully addresses security and assigns responsibilities to school staff in order to meet all of the foregoing requirements (6.10.7.9 NMAC).

**Cell phones are not allowed to be in the possession of test takers during test sessions.**

## **Prohibited Activities**

It is a violation of test security for any person to

- allow test takers to share information during the test administration.
- read any section of the test to test takers, unless the test taker qualifies for such allowable accommodation(s). Accommodations selected for assessment must have instructional relevance or be connected to a specific skill deficit, as determined by the IEP team. The read aloud accommodation is not permitted for the Reading and Language Arts Sessions.
- give special assistance of any kind that influences test takers' responses to test items.
- allow test takers access to NMHSCE test items prior to testing.
- change a test taker's response to a test item.
- photocopy, transcribe, or in any way duplicate any part of the NMHSCE.
- fail to return all secure test materials, including unused test booklets.
- review the test items for any reason.
- discuss the test with test takers or colleagues during or after the test administration.
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security measures.

## Security and Test Takers' Rights

Individual test scores, as well as all other aspects of a test taker's record, are considered confidential in nature. Scores should not be released except in instances of school staff having "the need to know." Other legitimate purposes include valid requests for transcripts and the test taker's right to inspect and request explanations of his or her records. In some instances, a court order or subpoena may require the release of this information; however, the test taker/parent must be informed of this request. Test scores may also be released to parents or guardians when the test taker is enrolled in a New Mexico public school.

Researchers may obtain test scores from school districts as long as the information requested is at the group or cohort level and no information is reported for groups smaller than 10 individuals.

Those who work with test scores are expected to withhold confidential information unless proper release is granted by the caretaker of test taker records. The school is also charged with maintaining the results of standardized tests as part of academic records.

## Reporting a Test Irregularity or a Breach of Security

All administrations of the tests are to be conducted under standardized procedures as described in the manuals provided to STCs and TAs. Individual irregularities, such as suspicion of cheating, and any breach of security should be reported immediately by the TA to the DTC or STC. Invalidation of a test due to a testing irregularity shall be determined after a thorough investigation and consultation between DTC, STC, and the district/school superintendent. As required by state regulations, the Deputy Director of Assessment and Accountability of the PED shall be informed of a testing irregularity or breach of security within three working days of the occurrence and the DTC must follow up with a written report containing the allegation(s), findings, and corrective action(s). 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 district superintendent feels it is best to do so.

**If any certified school employee is involved with any of the unauthorized activities mentioned in the Test Security Guidelines, that employee is in jeopardy of possible license revocation by the PED.**

# General Instructions and Test Information

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

## Who Is to Be Tested?

The winter 2012 administration of the NMHSCE is for individuals who have not passed all subtests of the NMHSCE or have not taken the examination at all. Individuals who have fulfilled other course and credit requirements may return within five years of exiting the school system to take and pass the NMHSCE even though they are not enrolled. Test takers will participate in **only** the subtests that they did not pass in prior administrations of the NMHSCE. For example, if an individual has passed Reading, Writing Composition, Language Arts, Mathematics, and Science but has not yet passed Social Studies, that person will take only the Social Studies subtest. The NMHSCE will only be administered as a retest to test takers who began attempting the NMHSCE in 2008–2009 or earlier.

## Security

The NMHSCE test materials are secure. Keep materials in locked storage until you are ready to either send them to school testing sites or return them to Measured Progress. For more information on keeping test materials secure, please read the section entitled “Test Security Guidelines” in this manual beginning on page 3.

## Number 2 Pencils Required

The scanner will only read marks from a soft-lead (No. 2) pencil. Failure to use a soft-lead (No. 2) pencil will result in a “no score.” **DO NOT ALLOW TEST TAKERS TO USE MECHANICAL PENCILS OF ANY LEAD WEIGHT.**

## Testing Sessions May Not Be Interrupted

Do not begin testing if you feel test takers may not be able to finish the session. Once a testing session has begun, test takers must be allowed to finish. Stopping in the middle of a session and resuming at a later point in time is not allowed except in the following circumstances:

- sudden illness
- emergency evacuation
- fire drill, bomb scare, drug-sniffing dog, etc.

In these circumstances, test takers may be allowed to complete the session at a later time, but they **may not** change responses to any test items already answered.

## Test Completion Status Codes

The test in a particular content area **must** be invalidated if there are unusual circumstances that prevent the proper completion of any test sessions. Circumstances that require test invalidation include but are not limited to

- cheating;
- test takers moving ahead to the next session before being directed to do so;
- taking the test with a prohibited modification; and
- test takers making no effort to complete the test.

TAs should consult with the STC/DTC to resolve questions about whether or not a content area should be invalidated. A recommendation must be made to the STC, who may, following communication with and verification from the DTC, invalidate a content area. To invalidate a content area subtest of Reading, Language Arts, Mathematics, Science, or Social Studies, fill in the appropriate bubble in the Test Completion Status, Box I, on page 2 of the answer document. Only invalidate content areas after verification from the DTC. Invalidation is not required for any content areas that were not attempted. **Caution:** Completing a Test Completion Status bubble will result in no scores for that subtest.

## Voiding Tests

A test should be voided if the answer document should not be processed at all. Occasionally answer documents will need to be voided for situations such as when an individual begins testing who does not need to participate in any subtests. To void an entire answer document, simply fill in the “Void” bubble on page 2 of the answer document. **Caution:** Completing the void bubble will result in the entire answer document not being processed at all, which means it will not be scored or reported.

# Roles and Responsibilities

## The **DTC**

- is the main contact for PED and Measured Progress.
- has read and is familiar with 6.10.7 NMAC.
- must attend or view two PED-sponsored trainings on assessment security and administration.
- is responsible for coordinating the administration of the winter 2012 NMHSCE among all the schools within a district, primarily
  - ordering test materials and additional materials, if needed,
  - distributing and collecting all test materials to and from the schools,
  - returning all test booklets, answer documents, and any other secure materials to Measured Progress using the boxes in which test materials are shipped, and
  - tracking secure materials.
- must be familiar with all of the information in this manual and the *Directions for Administering*. Other staff may refer to sections as needed.
- is knowledgeable regarding proper test administration and test security. Ensures that all personnel assigned to testing are adequately trained in the areas of proper test administration and test security and have signed the State of NM Confidentiality Agreement.
- ensures that all school principals sign and submit the Principal's Verification Form.
- ensures that the district superintendent signs and submits the Superintendent's Verification Form.

## The **STC**

- has read and is familiar with 6.10.7 NMAC.
- has been trained on test security and administration by the DTC.
- is responsible for coordinating the administration of the winter 2012 NMHSCE at a school.
- is knowledgeable regarding proper test administration and test security.
- must be familiar with the information in this manual and the *Directions for Administering*.
- ensures that all personnel assigned to testing are adequately trained in the areas of proper test administration and test security and have signed the State of NM Confidentiality Agreement.

### The **TA**

- has been trained on test security and administration by the STC or the DTC.
- has completed the State of NM Confidentiality Agreement and returned it to the STC.
- is responsible for the actual administration of the winter 2012 NMHSCE test sessions.
- must be familiar with the *Directions for Administering*.
- is knowledgeable regarding proper test administration and test security.
- understands how to provide necessary, approved testing accommodations and knows which test takers will receive each accommodation.

### Other General Responsibilities

- Minimally, there must be one TA for each testing room.
- The ratio of test takers to TAs must not exceed 25 to 1. For example, when 26 test takers are in a testing room, there **must** be 2 TAs or a TA and a proctor.
- **TAs and proctors must remain attentive and remain in the room during the entire testing session. They should circulate throughout the room during the testing session. They should not read, grade papers, or do other work.**
- Either during or after the test, pointing out test items test takers did not complete **is not** allowed. TAs should remind test takers as part of the general instructions to complete all of the test items, and they **may** remind **all** test takers to check to be sure they have completed the session.
- The DTC or the STC **must** train all TAs and proctors.
- The TA should be a certified staff member who has received training from the DTC/STC. In the event schools require additional staff to administer the NMHSCE, other staff members (who have received training) may be used to provide one-on-one accommodations to Special Education or ELL test takers (e.g., scribing, oral presentation of directions), or provide one-on-one administration because of other documented Individualized Education Plan (IEP) accommodations.
- TAs **must not** be assigned to a room in which a relative is being tested. In very small districts, this situation may be unavoidable. In this case, it is important to place a proctor with the teacher to ensure the integrity of the test administration.

# Before Testing

## Preparation for Testing

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

- Provide training for all district personnel involved in test administration, preparation, and security in accordance with the PED regulation 6.10.7 NMAC.
- Review the English and Spanish versions of the *Directions for Administering*.
- Follow the testing schedule established by the district for your school.
- Gather materials needed for test administration:
  - Several No. 2 pencils with erasers for each test taker. **DO NOT ALLOW TEST TAKERS TO USE MECHANICAL PENCILS DURING TESTING.**
  - Lined writing paper (for writing the rough draft) for individuals taking the writing composition
  - Scratch paper for test takers to use for any necessary computing for the mathematics test
  - Calculators for test takers who do not have access to their own. (Calculators may only be used for Part Two of the mathematics test.)
  - Dictionaries and thesauruses for test takers to use during the writing composition test
  - A sufficient number of answer documents and separate test booklets
  - *Directions for Administering* in Spanish or English
  - A “Do Not Disturb” sign (not included with test materials)
  - School Security Checklist—STCs and TAs should use this checklist or another documentation method daily during test administration for checking in and checking out of all test materials.

## Scheduling

Plan testing to help all test takers perform their best. Consider the following:

- Districts set the testing schedule within the state-established test administration window.
- Administer the test on Tuesday, Wednesday, and Thursday, if possible.
- Avoid testing on days just before or after vacations or important school or community functions.
- Schedule the testing so that there will be sufficient time to complete each section of the test.
- Minimize distractions such as bells.
- Use a “Do Not Disturb” sign on the door of the testing room.

## Receipt of Test Materials

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

The following should be considered when preparing for the distribution of test materials:

- Use the Security Checklist and Packing List to verify receipt of the entire test materials order of each secure test booklet.
- Inventory test materials *immediately* upon receiving them. Report any discrepancies, shortages, or issues to the Measured Progress helpdesk at 1-877-676-6722.

Note: The Local Inventory Tool (LIT) is an online resource that can be used by the district or school receiving NMHSCE materials to track the secure test materials. The LIT can be accessed online at <http://iservices.measuredprogress.org/>. Select “New Mexico” from the drop-down menu and then click on “Local Inventory Tool.” The user ID and password are the same as the user ID and password for the online ordering system.

- Boxes will be packed by order (usually at the school level) and delivered to the requested address entered by the DTC in the online ordering system.
- Keep the boxes in which the test materials were delivered to you so that you may use them to return all test materials.

## Distribution of Test Materials

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

The following should be considered when preparing for the distribution of test materials:

- TAs will receive test materials from the STCs.
- Test booklets will be provided along with separate answer documents.
- The STC will keep a record of the number of test booklets and answer documents assigned to each TA.
- TAs, in cooperation with the STC, must be able to account for the security of all test materials before, during, and after the test administration.
- Upon receipt of test booklets and answer documents, the TA should count the number of each type of booklet received and confirm inventory of the number of booklets that have been delivered by the STC.
- **Any discrepancies in test materials must be reported immediately to the STC.**
- All test materials must be kept in a securely locked storage facility when the test is not being administered.
- Test taker demographic information will be recorded on the biogrid on pages 1 and 2 of the answer documents.

# Special Requirements for Large Print and Braille Versions of the Test Forms

*DTCs and anyone else involved in administering these special forms:*

*Please read these directions carefully before you administer the test.*

## Test Security

All security measures outlined in the NMHSCE *Directions for Administering* and in this manual are applicable and must be followed when testing with the large print and Braille versions of the test.

**Duplication or retention of any test material is not permitted.**

## Administering the Large Print Version

### **Test Materials**

The large print version of the NMHSCE consists of enlargements of the regular test booklets. A **regular-sized answer document** is provided with each large print version of the test. The TA must fill in all required demographic information on pages 1 and 2 of the answer document for each test taker.

**Caution:** The large print test booklet will not be scored. Therefore, answers written in the large print test booklet must be copied into the answer document in order to be scored and reported.

In addition to the large print version, DTCs must provide the TAs with a copy of the *Directions for Administering*, scratch paper and a calculator for mathematics calculations, lined writing paper for writing composition rough drafts, and number 2 soft-lead pencils (not mechanical pencils).

### **Recording Responses**

The TA and the test taker should consider the following options to determine the best method for recording the responses. All responses must be transcribed into a regular answer document prior to shipping.

- Test takers may use number 2 soft-lead pencils to record their responses in the answer document. (Do not allow test takers to use mechanical pencils.)
- Test takers may type their responses with a word processor (without the aid of either a spelling check or a grammar check). **NOTE: All multiple-choice answers must be transcribed by the TA into the answer document.**
- Test takers may have the use of a scribe to write oral responses for the writing composition or fill in bubbles for multiple-choice items in the answer document.
- Test takers may respond to all items in a large print test booklet. **NOTE: All responses must be transcribed by the TA into the answer document.**

## Administering the Braille Version

### **Test Materials**

A regular printed test booklet and answer document are provided with each Braille version of the test. The TA must fill in all required demographic information on pages 1 and 2 of the answer document for each test taker. In addition to the Braille version of the test, DTCs must provide the TA with a copy of the *Directions for Administering*. Various materials (e.g., Braillewriter, slate and stylus, Cranmer modified abacus, and word processor) may be required by test takers using the Braille version of the test and must be furnished prior to beginning the appropriate subtest. Additionally, the TA should have available Braille paper, Braille rulers, and Braille calculators.

Special Braille adaptations of the NMHSCE are listed below:

- Braille pages are numbered sequentially in the lower right-hand corner. The corresponding print page numbers are in the upper right-hand corner.
- All forms, tables, and charts that are boxed in the regular printed test booklet are boxed in the Braille version.
- Unless stated otherwise, all text that is underlined in the regular printed test booklet is *italicized* in the Braille version.
- Some visual cues that are not necessary to interpret the meaning of the item have been omitted.
- The Nemeth Braille Code is used in the mathematics and science subtests.
- Some symbol designations on tactile illustrations have been simplified. When necessary, keys have been included to explain the modification.
- Some test items have been modified slightly due to graphic considerations and the stem changed to reflect the modification.
- Written descriptions are provided for illustrations that are necessary for interpreting the meaning of test items.

### **Recording Responses**

The test taker may use any combination of the following methods to answer items:

- Type his or her writing composition into a computer or word processor (without the aid of either a spelling check or grammar check). **NOTE: All multiple-choice answers must be transcribed by the TA into the answer document.**
- Test takers may have the use of a scribe to write oral responses for the writing composition or fill in bubbles for multiple-choice items in the answer document.
- Record his or her responses using Braille onto a sheet of Braille paper and have these **responses transcribed verbatim by the TA into the regular answer document;**  
**OR**
- Record test taker's responses directly into the Braille-version test booklet and have these **responses transcribed verbatim by the TA into the regular answer document.**

## Preparing Materials for Return

### Checking Answer Documents

1. Only answer documents and typed pages for test takers who require this accommodation for the writing composition will be scored. All multiple-choice answers must be bubbled in the answer document.
2. Verify all the bubbles are filled in accurately in all boxes on pages 1 and 2 of the answer document. This includes the bubbles for the test taker's full name, State ID number, NASIS ID number (as applicable), birth date, gender, and ethnicity. The district code and school code must also be completed accurately. These pieces of information are the vital link between the participant's test scores and his or her demographic information. Ensuring all these fields are bubbled accurately gives the PED the best opportunity to match the test results to the student demographic information, and therefore, to credit the individual for passing NMHSCE content areas. Be sure to complete the Test Completion Status and Accommodations for all test takers, as applicable.

## Returning Test Materials

1. Do not return any test materials that are contaminated with hazardous materials such as blood or vomit. Please contact the Measured Progress New Mexico helpdesk at 1-877-676-6722 for directions in this situation.
2. After final inventory, pack the test materials in the bottom of a Measured Progress box in which you received test materials.
  - A. Place any writing rough draft or mathematics scratch paper that was used by test takers in the rough draft/scratch paper return envelope and pack the envelope in the bottom of the box.
  - B. Place all test booklets including English, Spanish, Braille, and large print versions, whether used or unused, on top of the rough draft/scratch paper envelope. If you need to use multiple boxes, start by filling the first box with all the scratch/rough draft paper, then add test booklets until it is full, continue packing test booklets in a second box, and so on.
  - C. Review the answer documents carefully, noting any damage such as tears or holes. Place **only** damaged answer documents or answer documents with typed responses in the white plastic envelope labeled "Special Handling." Please include a brief memo on district or school letterhead that explains why the answer document is included in the Special Handling envelope to ensure that the testing company understands the situation and

treats the answer document accordingly. You may not have any materials to put in this envelope. Seal the Special Handling envelope and place it on top of the test booklets, even if there is nothing in the envelope.

- D. Pack all of the undamaged answer documents, whether used or unused and regardless of language, in the white plastic envelope with the words “For Return of Answer Documents” printed on it. Seal the “For Return of Answer Documents” envelope and pack it in the box on top of the “Special Handling” envelope.
3. Do not return DFA manuals and TCM manuals to Measured Progress. Please recycle the manuals at your school or district. Do not save the manuals for the next administration, as directions may change.
4. Seal the box(es) with packing tape. Reinforce box corners and the bottom seal. Affix the return shipping label over the delivery label on the top of the box.
5. UPS has been contracted by Measured Progress to pick up the NMHSCE test materials. When your materials are ready to be returned to Measured Progress, you may request a UPS pickup at <http://iservices.measuredprogress.org>.
  - Select “New Mexico” from the dropdown menu and click “Enter.”
  - Select “UPS Pickup Request” on the left-hand side of the screen.
  - In the “RS Tracking #” box, enter the tracking number printed on the UPS return service label that was included in your shipment of test materials. Then click “Login.”
  - Complete your contact information, the date you request UPS to pick up your test materials, the pickup location, and the total number of boxes you are returning. Select “Place Pickup Request” to submit the request.

UPS will **not** automatically pick up your test materials at the end of the test administration window. You must submit a request for a UPS pickup before February 1st, 2012. If you have a regularly scheduled UPS delivery or pickup at your school or district before February 1st, you do not need to submit a pickup request. You can hand your box(es) to the UPS driver when he or she arrives at the regularly scheduled time.

For assistance with submitting a UPS pickup request online, contact the NM Helpdesk at 1-877-676-6722 or [nmhelp@measuredprogress.org](mailto:nmhelp@measuredprogress.org).

**Thank you for your assistance with the administration of the NMHSCE.**

