



STATE OF NEW MEXICO
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HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

September 13, 2011

MEMORANDUM

TO: Public School Superintendents, Charter School Administrators, Directors of State Education Institutions, District Test Coordinators, and BIE Line Officers and School Administrators

FROM: Hanna Skandera, Secretary of Education designate 

RE: IMPORTANT - 2012 SBA/HSGA Administration Schedules Mandated

In spring 2012, the SBA and SBA/HSGA must be administered on any of the three schedules provided (please see attachment). Districts may choose among options, provided all students within a grade follow the same schedule. One schedule may be chosen for all grades and schools or multiple schedules may be selected, each for different grades. Schedules vary in daily concentration of test sessions, so districts can select a schedule that best fits students' grade level needs. Make-up tests can be given on any day.

Three Schedules

- Schedule A - Two or more sessions per day
- Schedule B - One session per day
- Schedule C - Compressed March 27-29 administration to expedite high school testing after spring break and sports tournaments

Test schedules support successful transition to the compressed administration window announced in my July 22, 2011, memo. The administration window is shortened so districts can receive data and reports one month earlier. **To meet that deadline, all SBA test materials except those kept for make-up testing, must be picked up by the shipper no later than April 10th.** Make-up materials must be picked up no later than April 17th.

Requesting Exceptions

Districts that cannot administer the SBA on any of the schedules due to a major conflict such as spring break, may request an alternative schedule. The request must show that all students within a grade will be

tested on the same schedule and April 10th and April 17th pick-up deadlines will be met. Please email your alternative schedule to Dr. Tom Dauphinee, Deputy Director of Assessment and Accountability, (tom.dauphinee@state.nm.us) by 5:00 PM November 30, 2011. The alternative schedule should be in calendar format along with a justification.

Recommended Session Times

Item response times are extended approximately 50 percent in response to district requests. Even so, testing times are shorter than last year due to reductions in tested content areas and the number of test items. Field testing of SBA items is suspended in 2012. Districts may set session times to meet local needs and to serve English Language Learners and students with disabilities or behavior issues.

Student Survey Session

A session is added for students to complete 10 multiple-choice questions about quality of instruction and school environment. The questions are required and will be included in evaluations of educator performance.

The Assessment Bureau is ready to answer your questions about these changes. Please contact Robert Romero, Assessment Coordinator (505.827.6524 or robert.romerol@state.nm.us) or Dr. Tom Dauphinee.

I appreciate your commitment to quality assessment and accountability systems for building our students' success.

Attachment (1)

SH/TD

cc: Executive Team
Leadership Team
District Test Coordinators

**Mandated 2012 SBA/HSGA Administration Schedules & Recommended Session Times
Schedule A**

March 19 th	March 20 th	March 21 st	March 22 nd	March 23 rd
No Testing	<p>Morning: Student Survey - 20 minutes Reading Session 1 - 90 minutes</p> <p>Afternoon: Reading Session 2 - 70 minutes</p>	<p>Morning: Mathematics Session 1 - 70 minutes</p> <p>Afternoon: Mathematics Session 2 - 70 minutes</p>	<p>Morning: Mathematics Session 3 - 70 minutes</p> <p>Afternoon: Science Session 1 for grades 4, 7, and 11 Only - 45 minutes</p>	Make-up Testing Only
<p>March 26th</p> <p>Make-up Testing Only</p>	<p>March 27th</p> <p>Morning: Writing Session 1 Grade 3 = 15 minutes Grades 5 & 8 = 25 minutes</p> <p>Writing Session 2 - 60 minutes Writing Session 3 for Grades 5 & 8 Only - 60 minutes</p> <p>Science Session 2 for grades 4, 7, and 11 Only - 45 minutes Science Session 3 for grades 4, 7, and 11 Only - 45 minutes</p>	<p>March 28th</p> <p>Writing Session 3 for Grade 3 Only - 60 minutes</p>	<p>March 29th</p>	<p>March 30th</p> <p>Make-up Testing Only</p>
<p>April 2nd</p> <p>Make-up Testing Only</p>	<p>Afternoon: Make-up Testing Only</p>	<p>Afternoon: Make-up Testing Only</p>	<p>Make-up Testing Only</p>	<p>April 6th</p> <p>Make-up Testing Only</p>
<p>April 9th</p> <p>Make-up Testing Only</p>	<p>April 3rd</p> <p>Make-up Testing Only</p>	<p>April 4th</p> <p>Make-up Testing Only</p>	<p>April 5th</p> <p>Make-up Testing Only</p>	<p>April 13th</p> <p>Make-up Testing Only</p>
<p>April 16th</p> <p>Make-up Testing Only</p>	<p>April 10th</p> <p>Make-up Testing Only</p> <p>Make-up Testing Only Pick-up of All Test Materials Except Make-Ups</p>	<p>April 11th</p> <p>Make-up Testing Only</p>	<p>April 12th</p> <p>Make-up Testing Only</p>	<p>April 13th</p> <p>Make-up Testing Only</p>
<p>April 17th</p> <p>Make-up Testing Only</p>	<p>April 17th</p> <p>No Testing Pick-up of Make-Up Test Materials Only</p>			

**Mandated 2012 SBA/HSGA Administration Schedules & Recommended Session Times
Schedule B**

March 19 th	March 20 th	March 21 st	March 22 nd	March 23 rd
No Testing	<p>Morning: Student Survey - 20 minutes Reading Session 1 - 90 minutes</p> <p>Afternoon: Make-up Testing Only</p>	<p>Morning: Reading Session 2 - 70 minutes</p> <p>Afternoon: Make-up Testing Only</p>	<p>Morning: Mathematics Session 1 - 70 minutes</p> <p>Afternoon: Make-up Testing Only</p>	Make-up Testing Only
March 26 th	<p>Morning: Mathematics Session 2 - 70 minutes</p>	<p>Morning: Mathematics Session 3 - 70 minutes</p>	<p>March 29th</p> <p>Morning: Writing Session 1 Grade 3 = 15 min. Grades 5 & 8 = 25 min.</p> <p>Writing Session 2 - 60 minutes Writing Session 3 for Grades 5 & 8 Only - 60 minutes</p> <p>Science Session 1 for grades 4, 7, and 11 Only - 45 minutes Science Session 2 for grades 4, 7, and 11 Only - 45 minutes</p> <p>Afternoon: Make-up Testing Only</p>	<p>March 30th</p> <p>Make-up Testing Only</p>
Make-up Testing Only	<p>Afternoon: Make-up Testing Only</p>	<p>Afternoon: Make-up Testing Only</p>	<p>Afternoon: Make-up Testing Only</p>	Make-up Testing Only
April 2 nd	<p>April 3rd</p> <p>Morning: Writing Session 3 for Grade 3 Only - 60 minutes Science Session 3 for grades 4, 7, and 11 Only - 45 minutes</p> <p>Afternoon: Make-up Testing Only</p>	<p>April 4th</p> <p>Make-up Testing Only</p>	<p>April 5th</p> <p>Make-up Testing Only</p>	<p>April 6th</p> <p>Make-up Testing Only</p>
Make-up Testing Only	<p>Make-up Testing Only</p>	<p>Make-up Testing Only</p>	<p>Make-up Testing Only</p>	Make-up Testing Only
April 9 th	<p>April 10th</p> <p>Make-up Testing Only Pick-up of All Test Materials Except Make-Up</p>	<p>April 11th</p> <p>Make-up Testing Only</p>	<p>April 12th</p> <p>Make-up Testing Only</p>	<p>April 13th</p> <p>Make-up Testing Only</p>
Make-up Testing Only	<p>Make-up Testing Only</p>	<p>Make-up Testing Only</p>	<p>Make-up Testing Only</p>	Make-up Testing Only
April 16 th	<p>April 17th</p> <p>No Testing Pick-up of Make-Up Test Materials Only</p>			
Make-up Testing Only				

Mandated 2012 SBA/HSGA Administration Schedules & Recommended Session Times

Schedule C – Option for High Schools Only

March 19th	March 20th	March 21st	March 22nd	March 23rd
No Testing	No Testing	No Testing	No Testing	No Testing
March 26th	March 27th	March 28th	March 29th	March 30th
No Testing	Morning: Student Survey - 20 minutes Reading Session 1 - 90 minutes Afternoon: Reading Session 2 - 70 minutes	Morning: Mathematics Session 1 - 70 minutes Mathematics Session 2 - 70 minutes Afternoon: Mathematics Session 3 - 70 minutes	Morning: Science Session 1 - 45 minutes Science Session 2 - 45 minutes Afternoon: Science Session 3 - 45 minutes	Make-up Testing Only
April 2nd	April 3rd	April 4th	April 5th	April 6th
Make-up Testing Only	Make-up Testing Only	Make-up Testing Only	Make-up Testing Only	Make-up Testing Only
April 9th	April 10th	April 11th	April 12th	April 13th
Make-up Testing Only	Make-up Testing Only Pick-up of All Test Materials Except Make-Up	Make-up Testing Only	Make-up Testing Only	Make-up Testing Only
April 16th	April 17th			
Make-up Testing Only	No Testing Pick-up of Make-Up Test Materials Only			