BIE Science Assessment
Spring 2021

TEST ADMINISTRATION MEMORANDUM

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To: Test Coordinators

From: Unique Designs Professional Services, Inc.

Date: February 1, 2021

Subject: Test Materials Shipment for BIE Science Assessment

Enclosed in this shipment are the test materials for the BIE Science Assessment. You will notice that the materials received are branded with the New Mexico Assessment of Science Readiness (NM-ASR) and or the New Mexico Measures of Student Success and Achievement (NM-MSSA). This is **not** in error. For BIE's base year of bureau-wide student accountability testing, the NM-ASR was selected as BIE's commercial-off-the-shelf assessment for the Spring 2021 Science assessment.

The Test Coordinator Manual (TCM) and the Test Administration Manual (TAM) are combined into one manual, which includes information for NM-ASR and NM-MSSA. Some of the information regarding policies and procedures may not be relevant to policies and procedures of the BIE. Any questions regarding the contents of these manuals should be directed to the BIE Science Assessment Help Desk supported by Unique Designs Professional Services, Inc. (UDPSI) at:

Website: http://www.udpsi.com/bie-assessments.html

E-Mail: deborah@udpsi.com

Phone: 877.987.2580

Test administrators will want to pay close attention to the directions and scripts located in the TAM that relate to the NM-ASR computer-based test (CBT) and the NM-ASR paper-based test (PBT) because these are the tests being used for the BIE Science Assessment:

- NM-ASR **CBT** directions and scripts for Grades 5, 8, and 11 are on pages 47-75.

- NM-ASR **PBT** directions and scripts for Grades 5, 8, and 11 are on pages 103-113.

The following information outlines the specific steps to be followed by BIE teachers **ONLY** in lieu of **some** information provided in the TAM. This document **does not** replace the enclosed TAM, it only outlines and highlights information pertaining to BIE schools **ONLY**. In addition, this document highlights sections in the TAM to play close attention to. Understanding of and compliance with this information is vital for a successful administration. Please read this memo first for specific information pertaining to BIE teachers to become familiar with the test administration procedures before testing begins.

TAM Page	Amended or Clarified Information
Pg. 7 - Testing Times	BIE schools will need to select a testing schedule from the options below. *Be sure to follow the Administration Time: Guidelines for Scheduling on page 6.*
Pg. 8	Carefully note the section **3.2 Requirements for Computer-Based Testing, 3.2.1 Setting Accessibility Features and Accommodations**
Pg. 9	Carefully note the section **4.2.1 Testing Disruptions**
Pg. 47	NM-ASR CBT Directions and Scripts: Carefully note the **Recommended Session Time**: BIE schools will follow the table included in this document.
Pgs. 49-50	Important Notice for Grade 11 Test Administrators and Students: This page will review the navigation button for students to utilize on the test. There is a note referencing a **Reference tool**, to be read to Grade 11 students only. Locate this note in the middle of Page 50 for Session 1; Page 56 for Session 2; Page 61 for Session 3.
Pg. 51	After the **Reminder**, be sure to follow the information included in this memo regarding test schedules and times.
Pgs. 63-102	These pages will not be used for the Spring 2021 test administration.
Pg. 103	Carefully note, the fourth 'Say' line down the page, indicates **"Do not fold your answer document back during this test."**

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TESTING SCHEDULE OPTIONS

MULTIPLE DAY SCHEDULE				
Grade	**Session**	**Duration (Minutes)**	**Day**	**Number of Questions**
Grades 5 and 8	1	51+	1	17
	2	51+	2	17
	3	48+	3	14
Grade 11	1	54+	1	18
	2	51+	2	18
	3	53+	3	16

Single Day Schedule			
Grade	**Session**	**Duration (Minutes)**	**Number of Questions**
Grades 5 and 8	1	71*	17
	2	71*	17
	3	68*	14
Grade 11	1	74*	18
	2	71*	18
	3	73*	16

*Any student who does not finish will continue to the next sessions and be allowed to return to unfinished sessions once the testing is complete.