New York State Testing Program

English Language Arts and Mathematics Field Tests

School Administrator's Manual for Computer-Based Field Testing

Grades 3–8

2016

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2016 Contact Information

For assistance with:	Contact:
▪ Technical Support	Questar Assessment, Inc. (Questar) Customer Support Telephone: 866-997-0695 E-mail: NY.3-8.help@questarai.com
▪ Field testing policies regarding accommodations and security of field test materials ▪ Administration of the field tests	The Office of State Assessment (OSA) Telephone: 518-474-5902

Important reminder: Check the Office of State Assessment's web site regularly for updates on the 2016 Grades 3–8 Field Testing Program (http://www.p12.nysed.gov/assessment).

Field Testing Schedule and Important Administration Dates

Events	Grades 3–8 English Language Arts and Mathematics
School Administrator's Manual for Computer-Based Field Testing and Teacher's Directions for Computer-Based Field Testing arrive at schools	Thursday, May 19–Friday, May 20
Field Test Administration Window	Monday, May 23–Friday, June 10

How to Use this School Administrator's Manual for Computer-Based Field Testing

The instructions in this manual explain the responsibilities of school administrators for the New York State Grades 3–8 English Language Arts and Mathematics Field Tests. School administrators must be thoroughly familiar with the contents of the manual and the policies and procedures must be followed as written so that field testing conditions are uniform statewide.

This *School Administrator's Manual for Computer-Based Field Testing* serves to guide school administrators in sign-in and general field test administration activities, such as using Nextera™ Admin.

Refer to Appendix C for descriptions of Roles and Permissions and Appendix F for a glossary of terms.

All devices intended for use in the administration of the field tests must be set up and configured to field test using the Nextera™ Test Delivery System. "Part 2: Nextera™ Admin" includes processes and screen shots for common functions necessary to administer the field tests on a computer (adding and editing teachers, students, etc.). If you have any questions, please contact Questar customer support at 866-997-0695 or e-mail NY.3-8.help@questarai.com.

All persons in charge of the administration of the 2016 Grades 3–8 English Language Arts and Mathematics Computer-Based Field Tests should be familiar with the information in this manual.

Instructions for field test administration in the classroom are provided in the *2016 English Language Arts Field Tests Teacher's Directions (TD) for Computer-Based Field Testing* and the *2016 Mathematics Field Tests Teacher's Directions (TD) for Computer-Based Field Testing*.

Questions concerning the administration of these field tests should be directed to the Office of State Assessment (OSA) at 518-474-5902.

Part 1

Preparing for the Field Tests

General Features of the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests

The New York State Education Department (NYSED), along with its contractor, Questar, constructed the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests. Teachers from across the state work with the department in a variety of activities, such as reviewing field test questions, to ensure that the field tests are appropriate measures of student achievement of the New York State Learning Standards.

The 2016 Grades 3–8 Field Tests will consist of one session. Schools will either be assigned a specific grade for the English Language Arts Field Test or a specific grade for the Mathematics Field Test. The field tests can be administered to groups or classes of students in a single class period of approximately 40 minutes.

Field Test Security Requirements and Responsibilities

Principal or Designee

- ❑ Authorize specific personnel to serve as proctors, and train them to properly administer the field tests.
- ❑ Designate other school personnel permitted to access secure field test materials, and train them in field test security requirements.
- ❑ Advise all staff that they are not to discuss field test questions or other specific field test content with each other, with others online via e-mail or LISTERV, or through any other electronic means.
- ❑ Develop additional local policies and procedures necessary to ensure maximum field test security at all times.
- ❑ Provide a copy of the *Teacher's Directions for Computer-Based Field Testing* (which is not secure) to each teacher who will be administering the field test.
- ❑ Conduct a review of the field test administration procedures prior to the field test administration with all personnel who will be involved in the field test administration.
- ❑ After the conclusion of the field test, securely destroy all used scrap paper and printed student login credentials.

Proctors

- ❑ Review the *Teacher's Directions for Computer-Based Field Testing*.
- ❑ Understand the security requirements before administering field test sessions.
- ❑ Obtain the access code from your administrator for each field test session (see directions on pages 41 and 42 for further details).
- ❑ Provide students with scrap paper, pencils, and printed student login credentials with usernames and passwords. Also for Grades 6–8 Mathematics Field Tests only, provide appropriate hand-held calculators.
- ❑ Prevent the use of unauthorized materials.
- ❑ Administer the field test during the assigned field testing window.
- ❑ Collect all printed student login credentials and scrap paper and return them to the school principal or designee.

Shared Responsibilities

The following responsibilities are shared by principals, proctors, and all other school personnel authorized to have access to secure material (e.g., student login credentials).

- ❑ Receive training in field test security requirements and field test administration protocols.
- ❑ Ensure the security of the field testing environment.
- ❑ Ensure the security of field test questions and other secure materials. **Do not:**
  - Leave used scrap paper and student login credentials unattended when field tests are not being administered.
  - Read, reveal, review, or duplicate the contents of secure field test materials or content before, during, or after a field test administration.
  - Duplicate any portion of the field test, including but not limited to audiotaping, videotaping, photographing, photocopying, and copying by hand.
  - Remove secure field test materials from the school without authorization.
  - Read, review, or change student responses.

Students to be Field Tested

Your school is asked to administer the field test to all students in the assigned grade and subject who participated in the April 2016 Grades 3–8 English Language Arts and Mathematics Tests, subject to the availability of special editions that some students may require. For the computer-based field tests, regular editions and Spanish editions (for mathematics only) will be available. Your school is not expected to include students in the field test who during the operational test made use of a special edition that is not available for the computer-based field test.

English Language Learners

The following English Language Learners **may be** exempt from taking the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests:

- *Recent Entrants*—Schools are permitted to exempt from the 2016 Grades 3–8 English Language Arts Field Tests those English Language Learners (including those from Puerto Rico) who, on April 1, 2016, had been attending school in the United States for the first time for less than one year and who were exempted from the 2016 Grades 3–8 English Language Arts Operational Tests.
- *Students Requiring Translated Editions of the 2016 Grades 3–8 Mathematics Field Tests*
  - Translated editions are **only available in Spanish** for the 2016 Grades 3–8 Mathematics Field Tests.
  - Schools are permitted to exempt students from the 2016 Grades 3–8 Mathematics Field Tests who used other translated editions for the 2016 Grades 3–8 Mathematics Operational Tests.
- *Students Requiring Oral Translation*—Students who required an oral translation for lower-incidence languages for the 2016 Grades 3–8 Mathematics Operational Tests are exempt from participating in the 2016 Grades 3–8 Mathematics Field Tests. Translation services need not be provided for the 2016 Grades 3–8 Mathematics Field Tests.
- *Bilingual Dictionaries and Glossaries*—English Language Learners may use bilingual dictionaries and glossaries when taking the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests. These bilingual dictionaries and glossaries may provide only direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations of words, and electronic dictionaries or glossaries with Internet access, are not permitted.

Absent Students

Students who are absent on the day the school administers the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests to their classmates do not need to make them up. In addition, schools are not expected to administer the field tests to students who are receiving their instruction at home or in a medical setting.

General Tools

General Tools are available to all students in the Nextera™ Admin for the appropriate grade(s) and content area(s). Please refer to the following table for information regarding which tools are available by grade and content area.

General Tool	Content Area(s)	Grades
Highlighter	ELA and Math	3-8
Flag for Review	ELA and Math	3-8
Item Zoom	ELA and Math	3-8
Eliminate Answers	ELA and Math	3-8
Calculator	Math	6, 7, and 8
Ruler	Math	3-8
Protractor	Math	4, 5, 6, 7, and 8
Math Reference Sheet	Math	5, 6, 7, and 8

Online Testing Accommodations

Some students may benefit from using online testing accommodations that change the way the test is displayed to enhance its accessibility for that student. Students with learning needs as documented in an Individualized Education Program (IEP) or 504 Plan may require online testing accommodations. Please refer to the table below as you consider the online testing accommodations your students may need.

Online Testing Accommodation	Content Area Notes
Answer Masking Tool	ELA and Math
Reverse Contrast	ELA only
Background Color	ELA and Math
Initial Page Zoom	ELA and Math
Read Aloud	ELA directions only Math directions, questions, and answer choices
Screen Reader (Text-to-Speech)	ELA directions only Math directions, questions, and answer choices

Refer to Appendix B for descriptions of the Online Testing Accommodations. Online Testing Accommodations are assigned to students via Nextera™ Admin prior to field testing by the District Test Coordinator or School Test Coordinator. Instructions for assigning Online Testing Accommodations to students are provided in the "To Add or Edit a Student" section of this manual.

Administrator's Planning Steps for Field Test Preparation

The following information is provided to assist in preparation for administering the New York State Grades 3–8 English Language Arts and Mathematics Computer-Based Field Tests. A complete checklist of school administrator planning activities is provided in this manual. Refer to Appendix D for District and School Test Coordinator Checklist.

Be sure to:

- Announce administration of field test dates to students before the date(s) that the field tests are scheduled to be administered. All announcements should be made in such a way as to convey information without causing students to become overly anxious.
- Inform parents of the dates and purpose of field testing. Parents should be asked to encourage students to do their best on the field tests and to ensure that students are well-rested on the day of field testing.
- Familiarize students with the general types of questions on the field tests and the procedures that they should follow when recording the answers to the field test questions. All students should have at least one opportunity to practice with the New York Question Sampler for either English language arts or mathematics. The Question Sampler is available at http://www.nysed.gov/edtech/schools/question-sampler.
- Determine which rooms will be used for field testing.
- Make sure the room(s) in which the field tests are administered are well lit, well ventilated, and quiet.
- Make preparations before the field testing period to keep noise and other distractions to a minimum.
- Prepare a "Do Not Disturb" sign to place on the door to prevent interruptions.
- If field tests are to be administered in a classroom, clear work space of all books, papers, and other materials.
- Completely cover or remove from the walls all charts, blank or completed graphic organizers, number lines, mathematics tables, and all board work pertinent to English language arts and mathematics.
- Make arrangements in advance to seat students so that each student will be clearly visible to the proctor at all times and so that there will be the least possible opportunity for any communication between students. A seating chart is recommended in the event that the Internet fails and a student needs to go back to a certain device to submit their test at a later time. Seating of students in alternate rows is recommended. For additional suggestions for arranging a secure testing environment for computer-based testing, see Appendix E.
- Each student will need their own device that has been configured for testing. Please work with your School or District IT Coordinator to verify the devices are ready for testing. The Setup and Installation Guide has detailed instructions for setting up devices for testing.
- Ensure that teachers have printed student login credentials and the Access Code prior to testing. For information on how to print student login credentials and where to find the Access Code, see the section on the Tests Tab that begins on page 41 of this manual.

Supervision of Students

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests and may not use any unauthorized notes, printed materials, tools, or personal electronic devices. When students enter the field testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed above.

All students are prohibited from bringing personal electronic devices into a classroom or other location where a State field test is being administered. Field test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the field test administration.

Note: Some students with disabilities may use certain recording/playback devices only if this accommodation is specifically required as a provision of the student's IEP or 504 Plan. In addition, a student may be allowed to retain an otherwise prohibited device in his or her possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without such documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

Aid to Students

Teachers may give students assistance only in the mechanics of taking the field tests such as understanding navigation of the Nextera™ Test Delivery System. No one, under any circumstances, may interpret or explain field test questions to students, nor may anyone review or comment on student responses to the field test while the field tests are in progress. In response to inquiries by students concerning the meaning or interpretation of field test questions, proctors should advise students to use their own best judgment.

Temporary Absence from Field Testing Room

No student may be permitted to leave and then return to the field testing room during any part of the field test unless the student is accompanied by a proctor for the duration of his or her absence from the field testing room.

Emergency Evacuation of a School Building

Evacuation of a school building during field testing may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of students is endangered, the principal has full authority to interrupt the field tests immediately.

1. If it is possible, keep students under supervision during the emergency.
2. Then, when work can be resumed safely, allow the students the necessary time to complete the field test.

Student Cheating

Proctors must not permit students to obtain information from or give information to other students in any way during the field tests. At the conclusion of the field tests, all suspected cheating must be reported to the principal.

If a proctor suspects that such an attempt has occurred, the following actions should be taken.

- The student(s) should be warned that any further attempts will result in the termination of their field tests.
- Move students to another location, if necessary.
- If these steps fail to end attempts to obtain or give information, the proctor must notify the principal immediately and terminate the students' field tests.

If, in the judgment of the principal, a student has attempted to give aid to or obtain aid from another person during the field tests, the principal must follow the school's disciplinary procedure for student cheating.

Proctoring

Proctors must follow all security protocols when supervising the field test administration.

Proctors must:

- Circulate periodically around the room during the administration of the field test to ensure that students are recording their responses to field test questions in the proper manner.
- Not comment to a student on the correctness or sufficiency of any answer.
- Not use cell phones or other photographic devices to duplicate field test materials, and keep their own communication devices put away during field testing, using them only in emergency situations.

Materials Supplied by the School

- "Do Not Disturb" signs
- Scrap paper
- Pencils
- Calculators and scientific calculators are provided in the Nextera™ Test Delivery System for Grades 6–8. Schools should provide each student who is taking the Grade 6 Mathematics Field Test with a hand-held four-function calculator with a square root key or with a scientific calculator. Schools should also provide each student who is taking the Grade 7 or Grade 8 Mathematics Field Test with a hand-held scientific calculator.

For Grades 6–8 Mathematics, when students enter the field testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. **Graphing calculators are not permitted for the mathematics field tests.** In addition, students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the field tests.

Mathematics Tools and Reference Sheets

For Computer-Based Field Testing, rulers, protractors, and mathematics reference sheets are available to students in the Nextera™ Test Delivery System, as needed for their specific grade level Mathematics Field Test.

Part 2

Nextera™ Admin

Overview

In this section we will guide you through administering computer-based stand-alone field tests using the Nextera™ test delivery system. There are seven areas that we will review, including the login process, and navigating and maintaining the data in Nextera™ Admin.

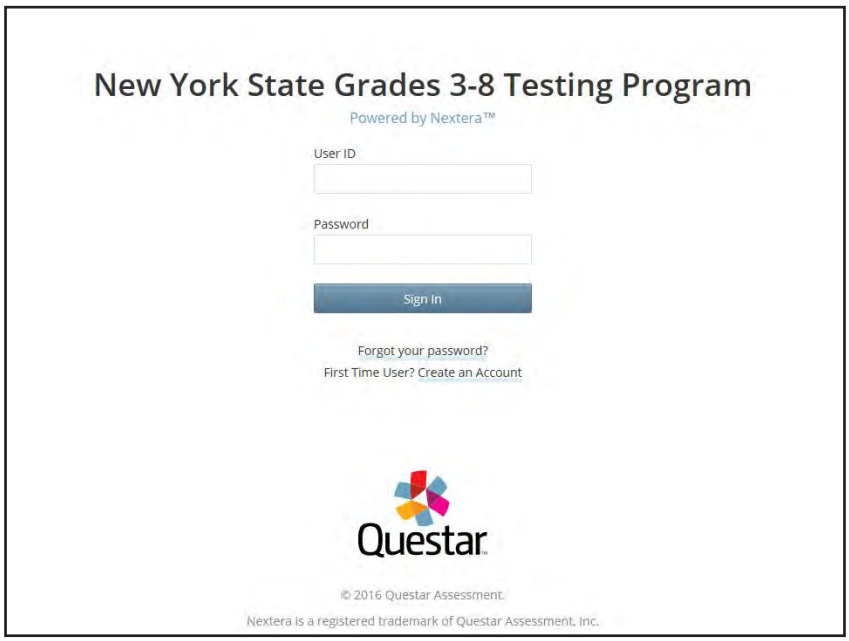
1. Login/Sign Out	The Login/Sign Out section has instructions and screen prints to guide users through Nextera™ Admin's login and sign out processes.
2. Home Page	The Home Page has the general information users will need for field testing. Information available to users on the home page is based on role – District Test Coordinator (DTC), School Test Coordinator (STC), and Teacher.
3. Students	The Students tab allows users to view students in Nextera™ Admin. STCs and DTCs can make changes (e.g., updating online testing accommodations), download class lists, and add students.
4. Classes	The Classes tab allows users to view, edit, and create classes.
5. Tests	Based on the user's role, the Tests tab allows users to view important dates and field test administration details, print student login credentials as labels, designate students not taking the test, and track student progress while taking the field test.
6. Accounts	The Accounts tab allows STCs and DTCs to view, activate, and add test administrators, such as Teachers. DTCs can also edit contact information, addresses, school registration information, and complete registration.
7. Help	The Help tab offers resources for support, such as customer support contact details, FAQ, and support documentation.

Login / Sign Out

Enter this website address in your browser window: https://ny.nextera.questarai.com/Admin/

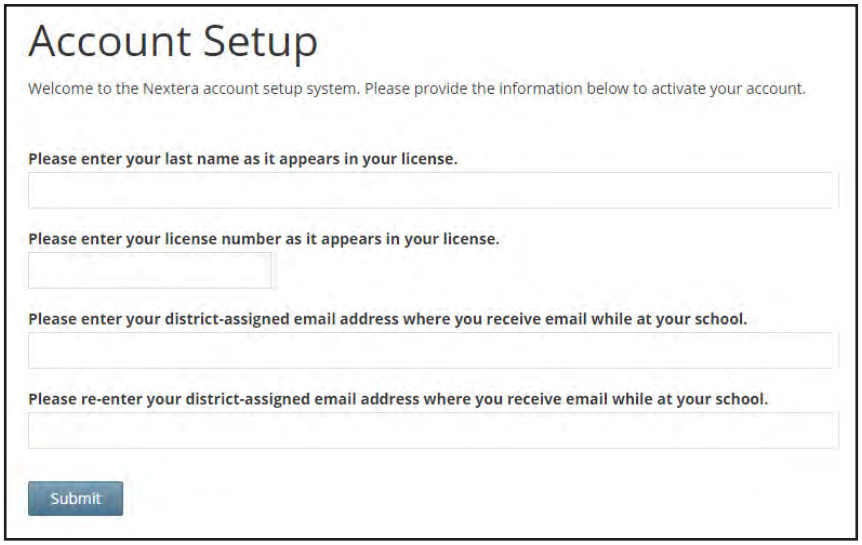
Enter your **User ID** and **Password**, then select **Login**.

1. Initial User? *Complete steps 2 and 4.*
   - Forgot your password? *Complete steps 3 and 4.*



2. If you are an initial user, select the Create an Account link.

Enter the requested information and Submit.

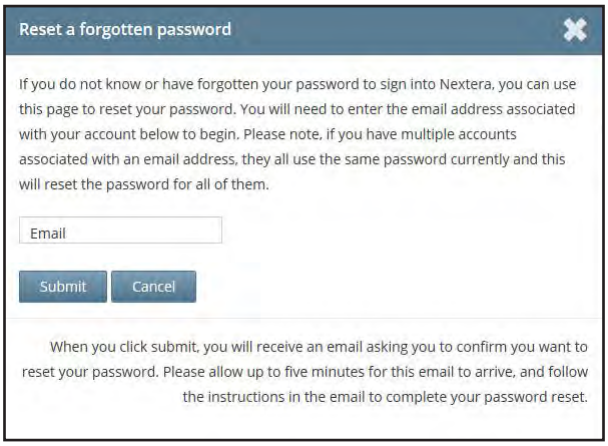


Continue to Step 4.

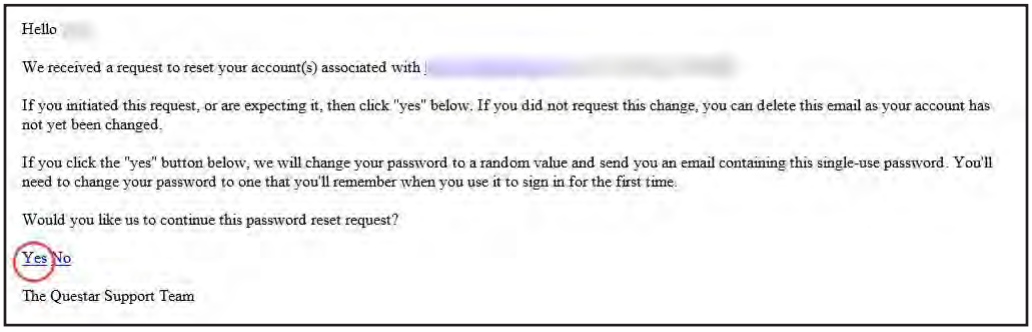
You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

3. If you have forgotten your password:
   - Select **Forgot your password?**

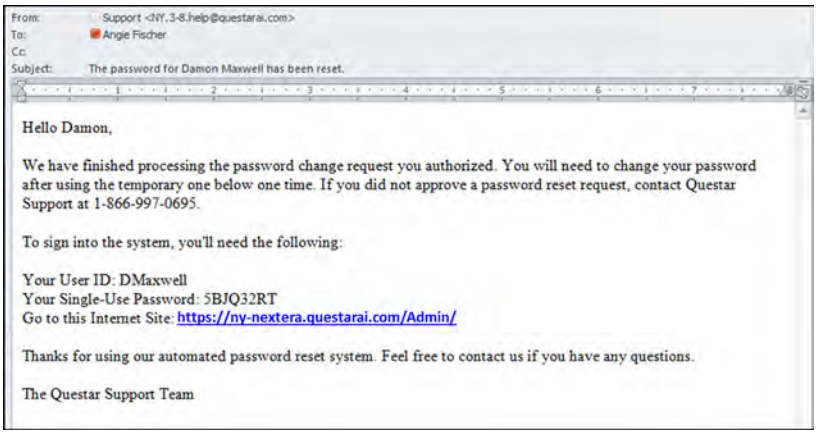
   - Enter your email address and select **Submit**.



   - You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



- You will receive another email that provides you with a **Single-Use Password**. Select the **Go to this Internet Site** link.



From: Support <NY.3-8.help@questarai.com>
To: Angie Fischer
Cc:
Subject: The password for Damon Maxwell has been reset.

Hello Damon,

We have finished processing the password change request you authorized. You will need to change your password after using the temporary one below one time. If you did not approve a password reset request, contact Questar Support at 1-866-997-0695.

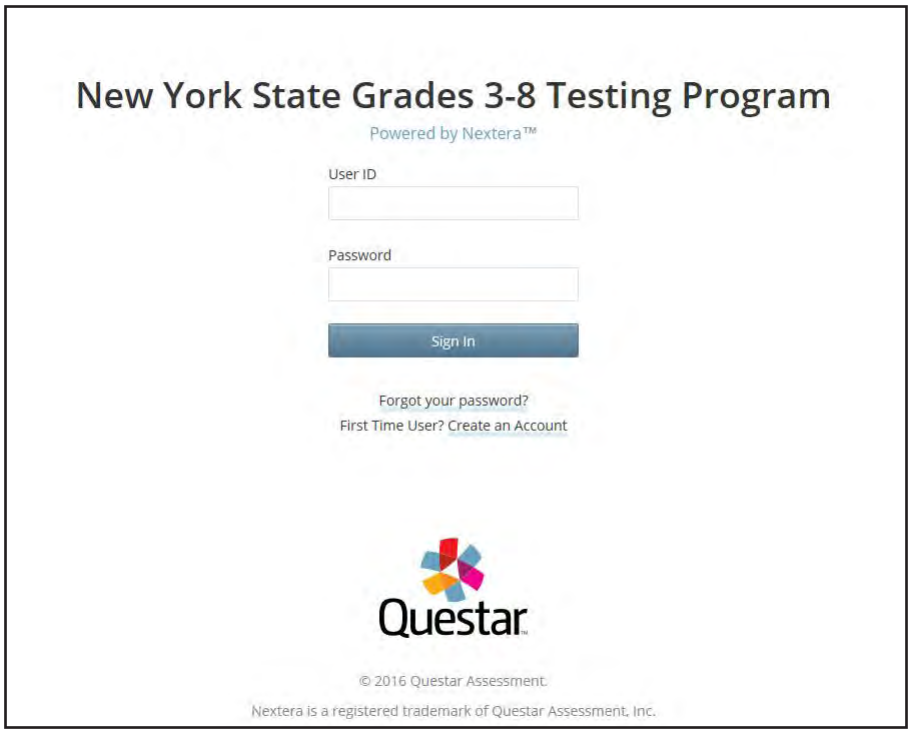
To sign into the system, you'll need the following:

Your User ID: DMaxwell
Your Single-Use Password: 5BJQ32RT
Go to this Internet Site: https://ny-nextera.questarai.com/Admin/

Thanks for using our automated password reset system. Feel free to contact us if you have any questions.

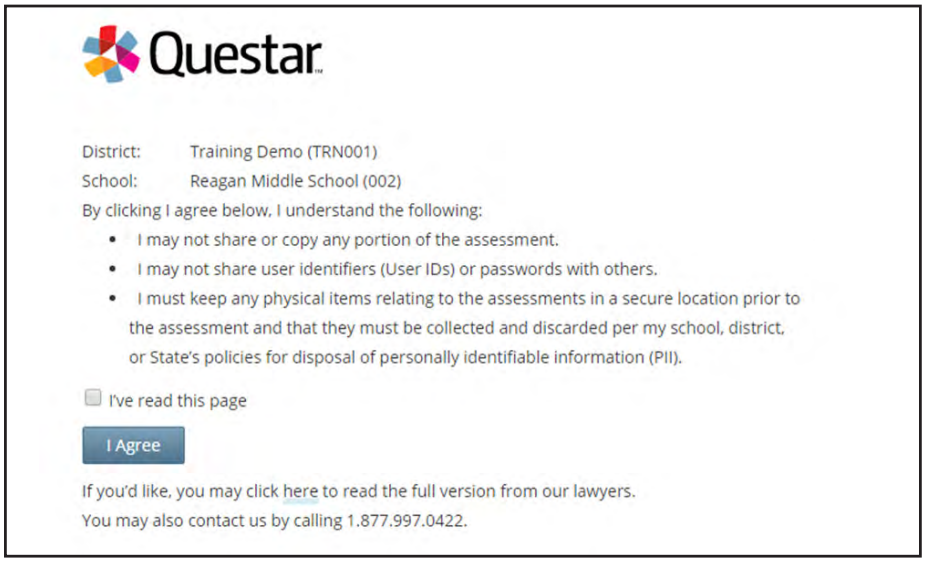
The Questar Support Team

- Enter your **User ID** and Single-Use **Password** and select **Login**.



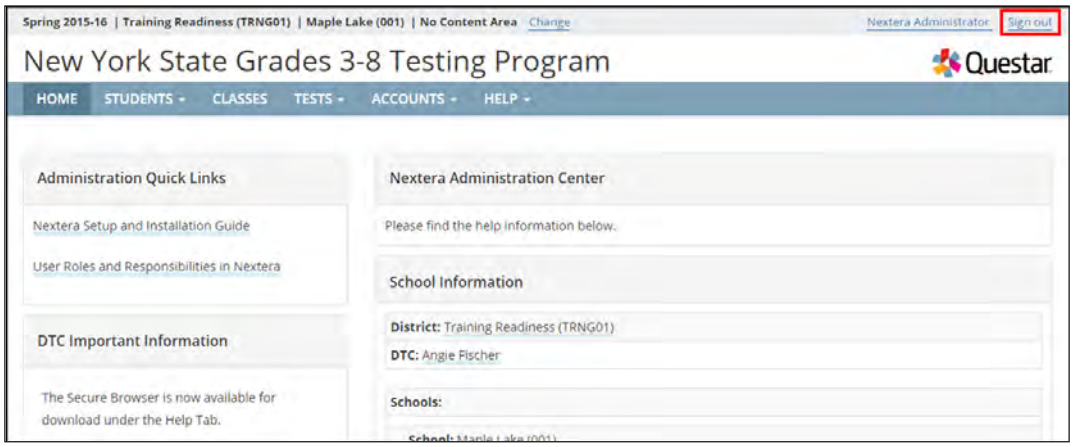
- You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **checkbox** for **I've read this page** and select **I Agree**.



Sign Out

To **Sign Out** of Nextera™ Admin, select **Sign Out** from the upper right corner of the screen.



Nextera™ Admin

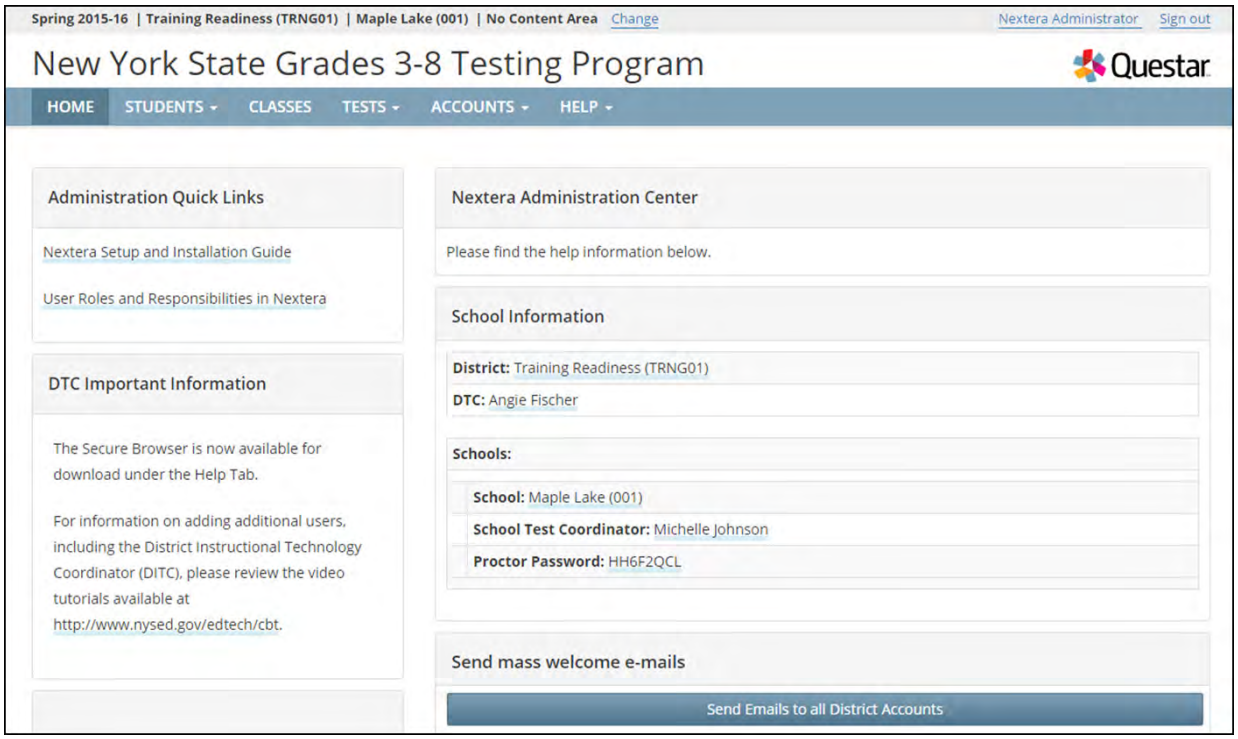
The Home Page

Information available on the Home Page is based on role: District Test Coordinator (DTC), School Test Coordinator (STC), or Teacher.

District Test Coordinator (DTC)

Information available on the Home Page includes:

- Administration Quick Links
- DTC Important Information
- School Test Coordinator Checklist
- Teacher Checklist
- Nextera™ Administration Center
- School Information, including the Proctor Password, which is required when a student needs to reactivate a paused test
- Functionality to send mass welcome emails to all District accounts

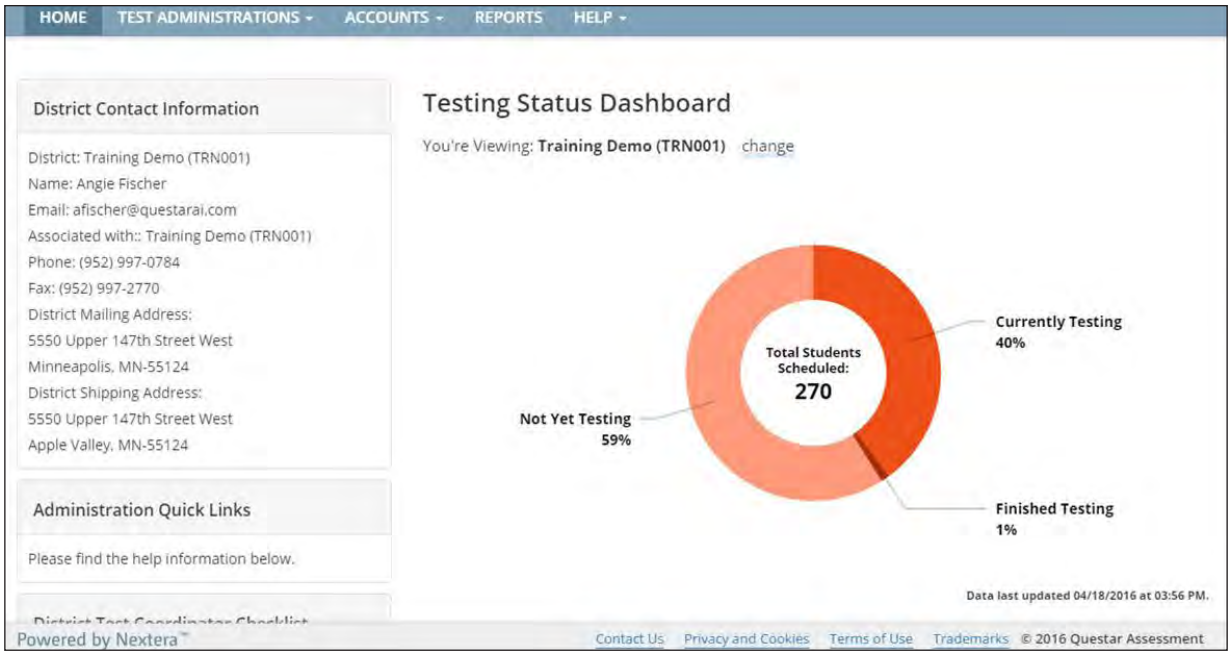


When testing is in progress, the District Test Coordinator's (DTC) Home Page will also include a Testing Metrics Dashboard, which is updated every 15 minutes to reflect current data.

The Metrics Dashboard provides the following information:

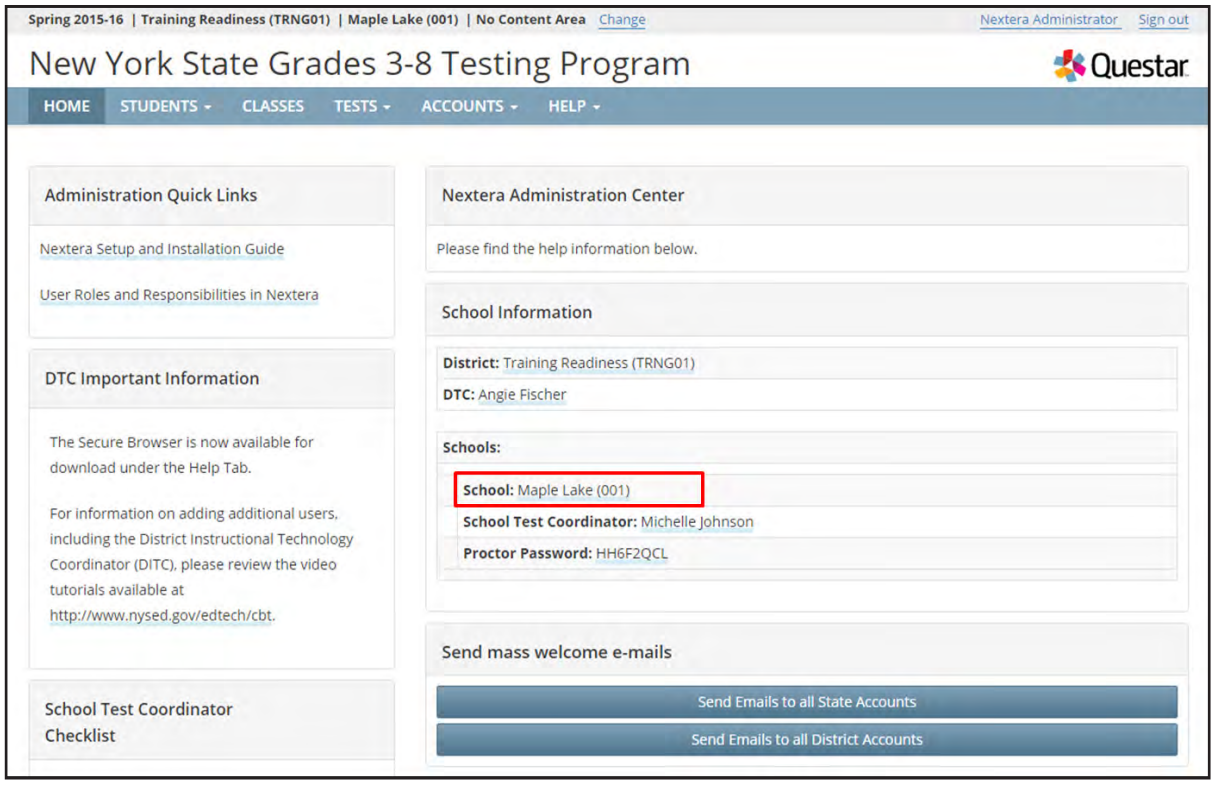
- Number of students registered to test
- Number of students with a test in progress
- Number of students who have completed testing
- Average time spent testing
- System Response Time
- System Maintenance

■ Testing data will change dynamically as users drill down from the district to a school



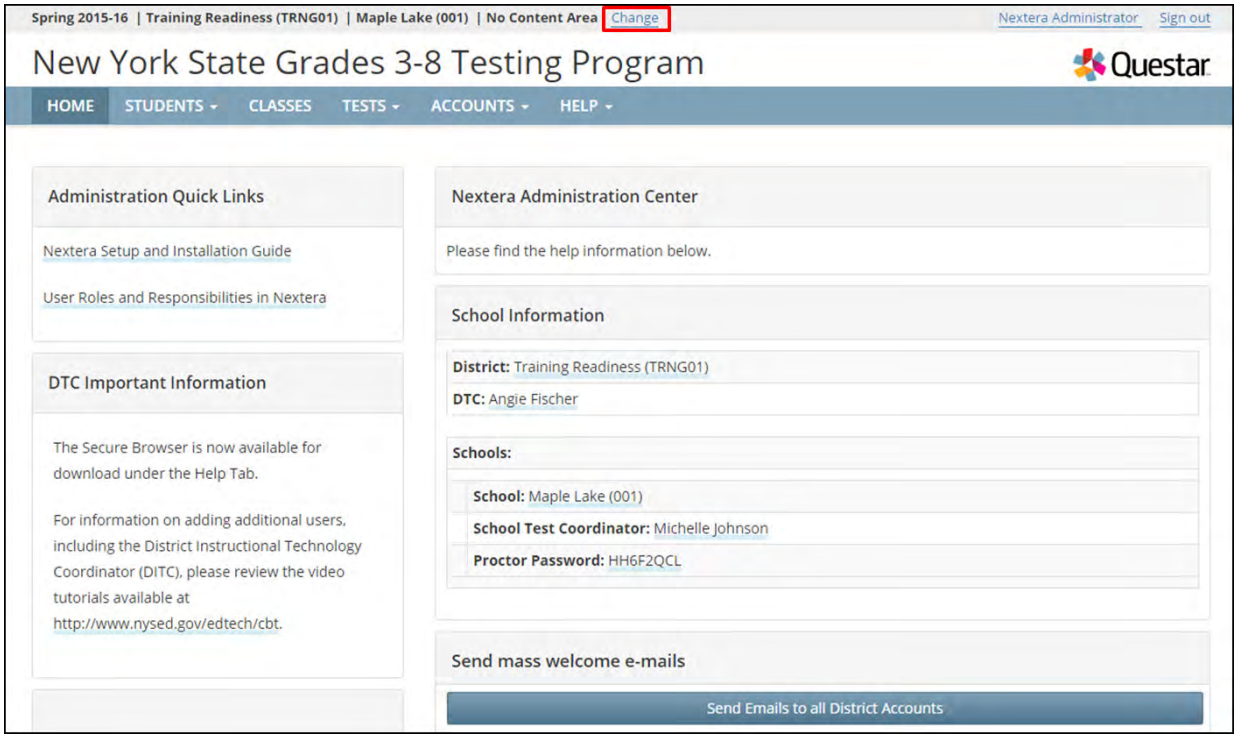
Since DTCs have access to multiple schools' details, DTCs must ensure they are looking at the applicable school's page when searching for data, such as the proctor password, which is necessary when a student needs to reactivate a paused test. See **Appendix A: Pausing and Reactivating a Test** for more details.

When viewing Nextera™ Admin, DTCs should verify they are viewing information for the appropriate school by looking in the **School** field on the Home Page.

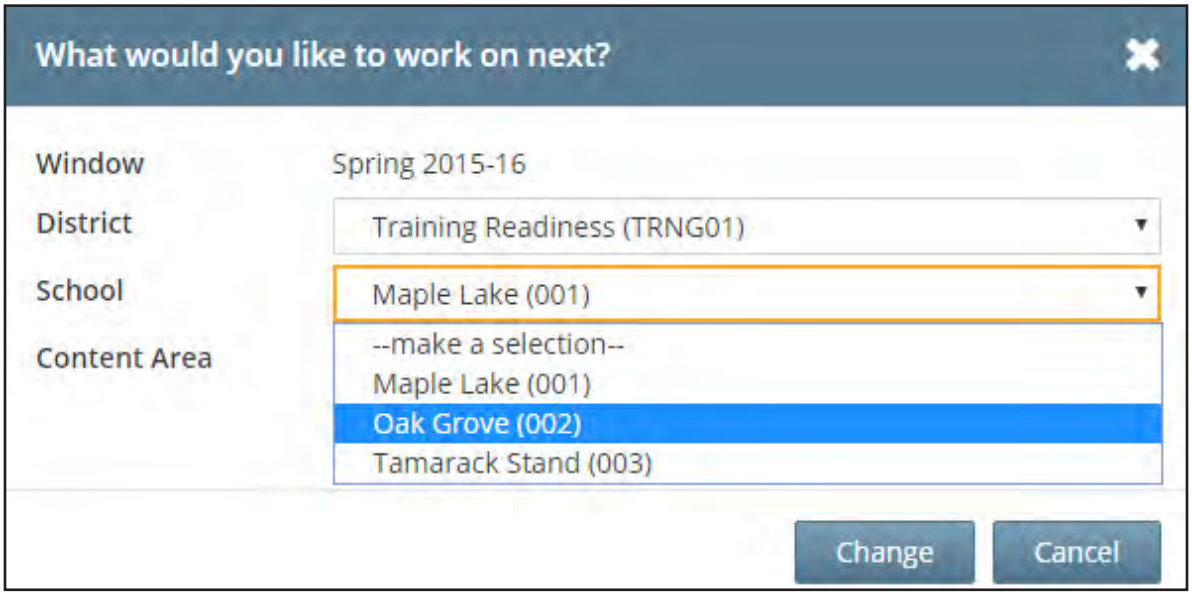


If it is not the desired school:

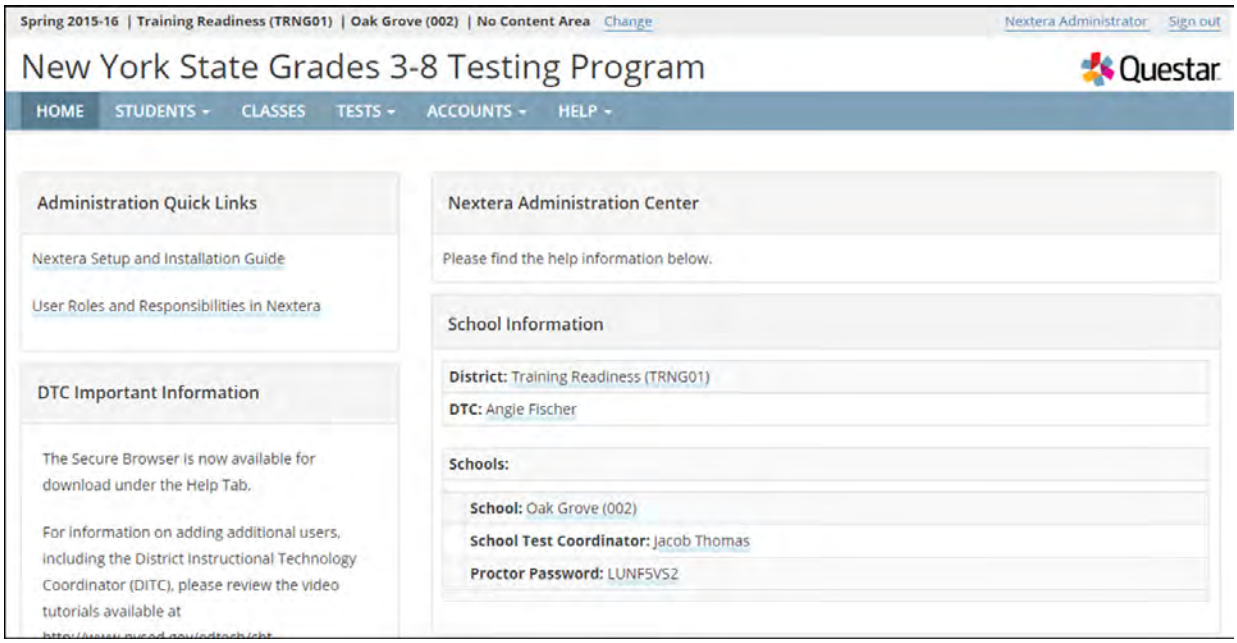
1. Select **Change** in the header.



2. Use the **drop-down menu** to select the correct school and select **Change**.



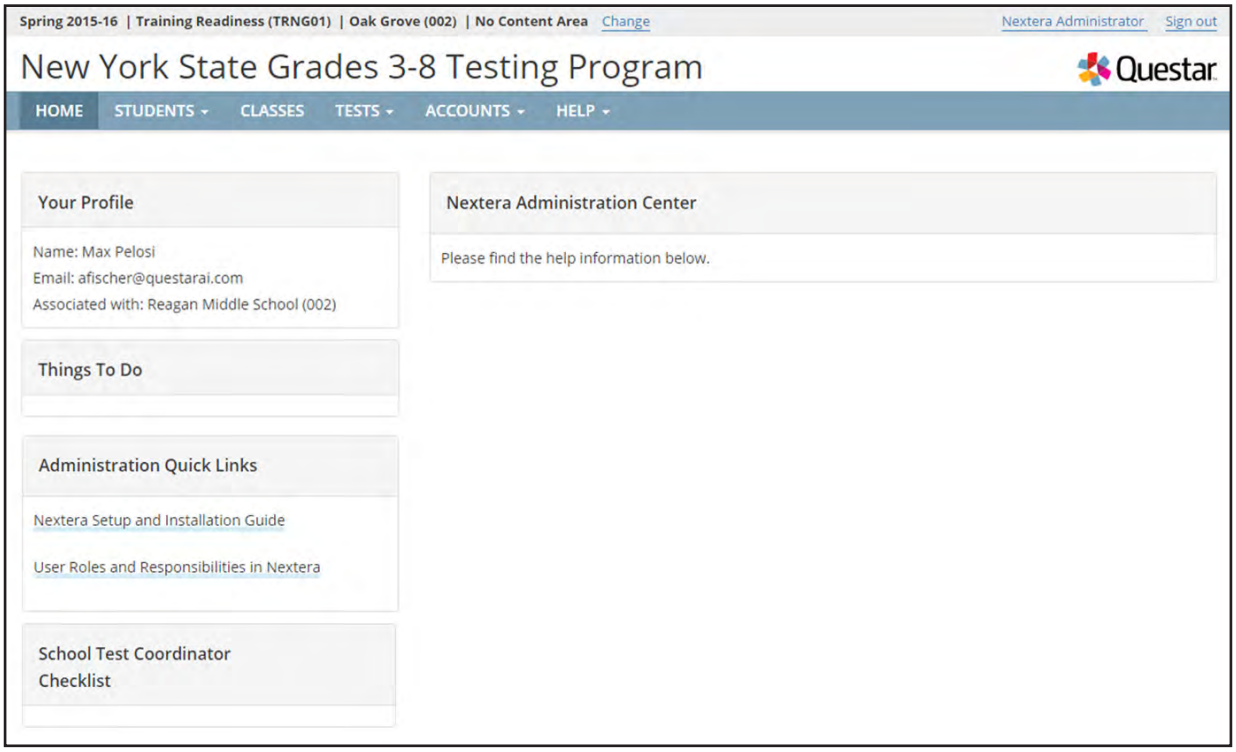
3. The applicable school's page displays.



School Test Coordinator (STC)

The School Test Coordinator's (STC) Home Page includes

- Your Profile
- Administration Quick Links
- School Test Coordinator Checklist
- Teacher Checklist
- Nextera™ Administration Center

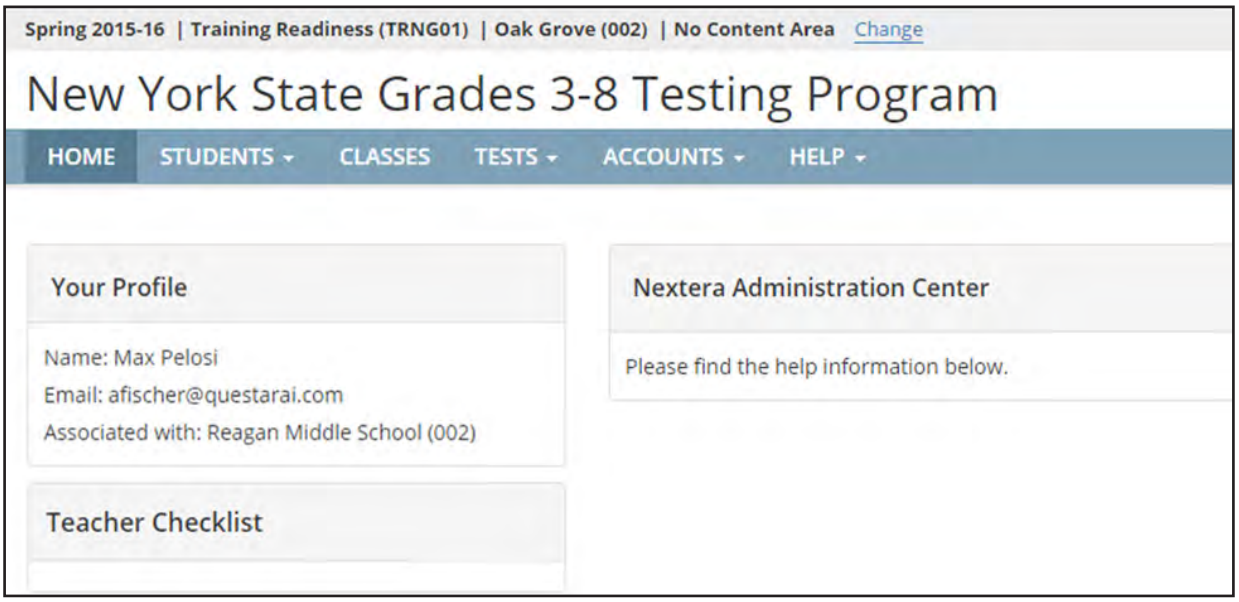


Nextera™ Admin

Teacher

The Teacher's Home Page includes

- Your Profile
- Administration Quick Links
- Teacher Checklist
- Nextera™ Administration Center

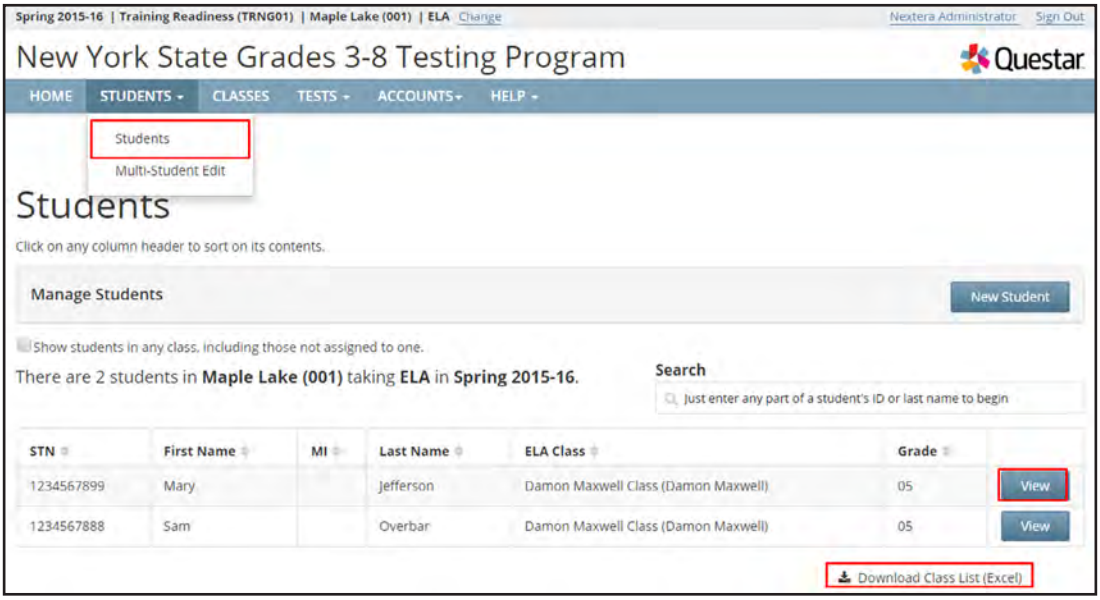


Students Tab

Based on the user's role, the Students tab allows users to view, make changes, and add students in Nextera™ Admin. STCs and DTCs can make changes (e.g., updating accommodation options) and add students in Nextera™ Admin.

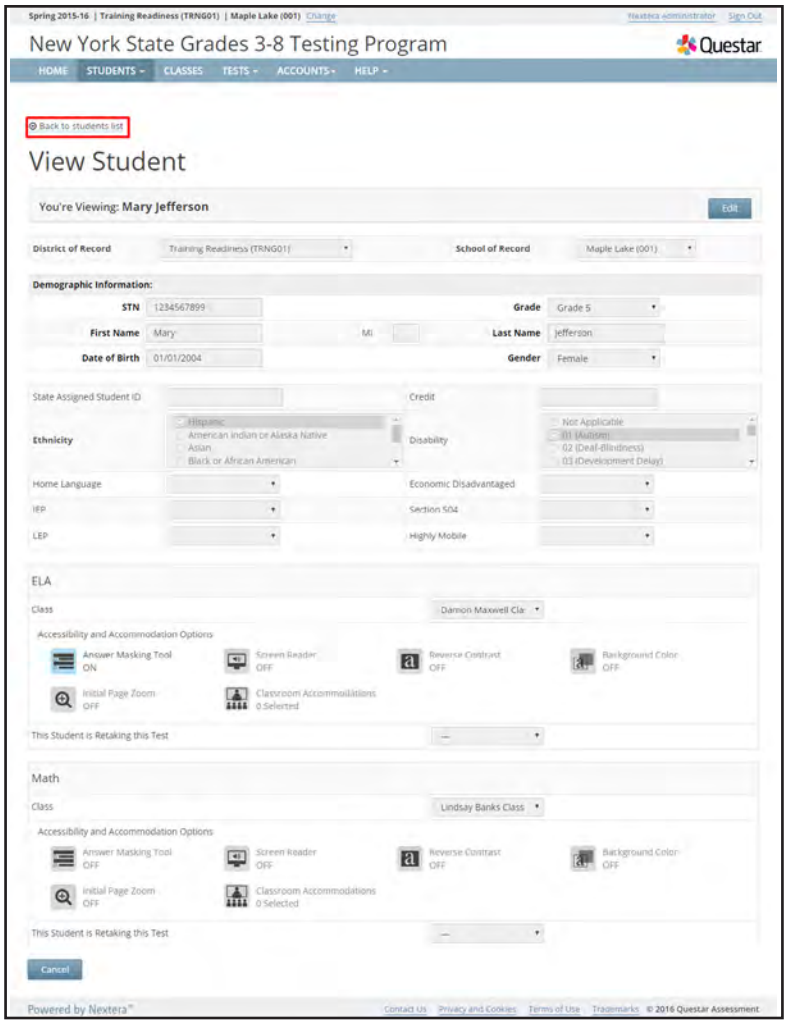
To View Students and Class Lists

1. Select **Students** from the **Students** tab. The Class List displays for the selected Class and Test type.



2. To download the class list, select the **Download Class List (Excel)** link in the lower, right corner of the screen.
3. To view the details of a particular student, select **View** for the applicable student. Information displayed includes the student's name, grade, date of birth, class name, accessibility and accommodation options, etc.

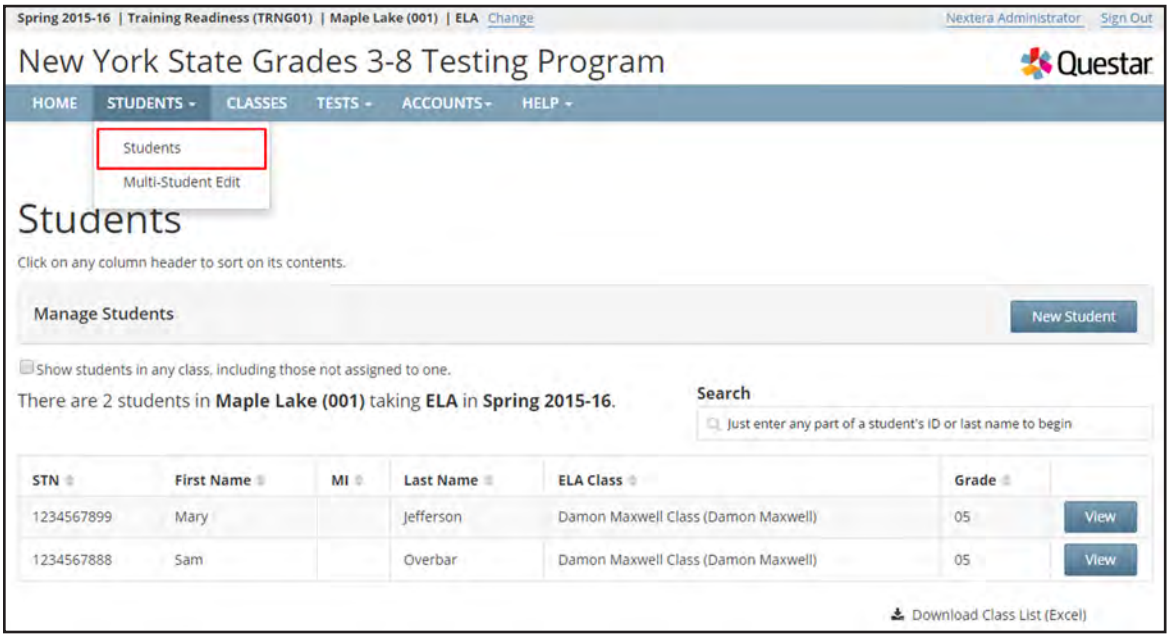
Nextera™ Admin



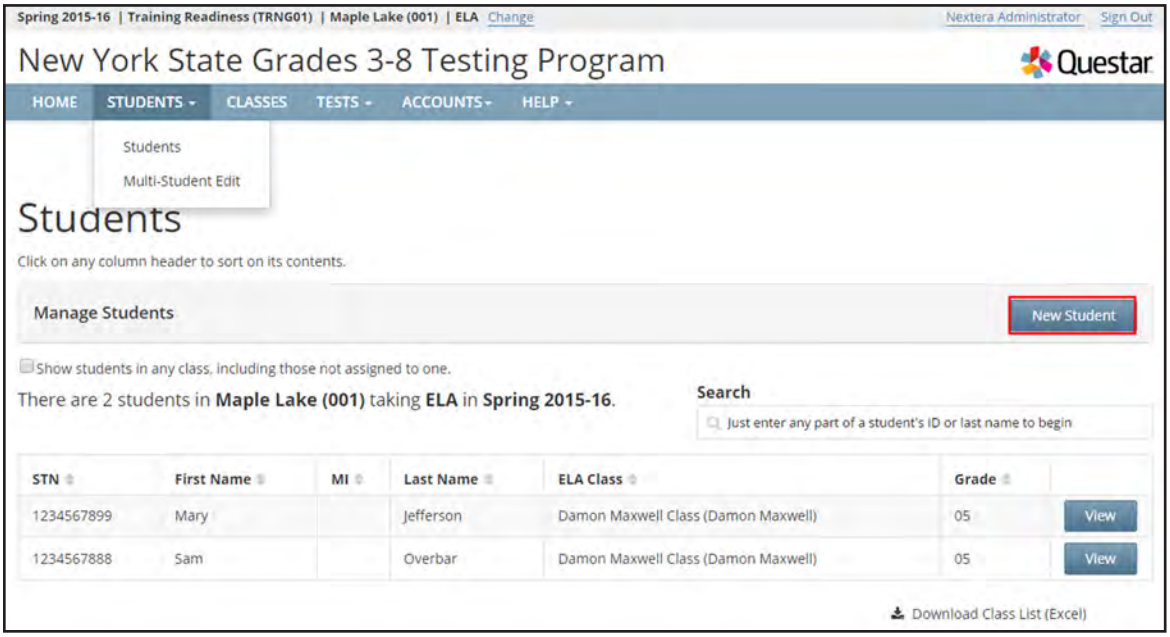
4. To return to the Class List, select **Back to students list** in the upper left corner of the screen.

To Add or Edit a Student *(STCs and DTCs only)*

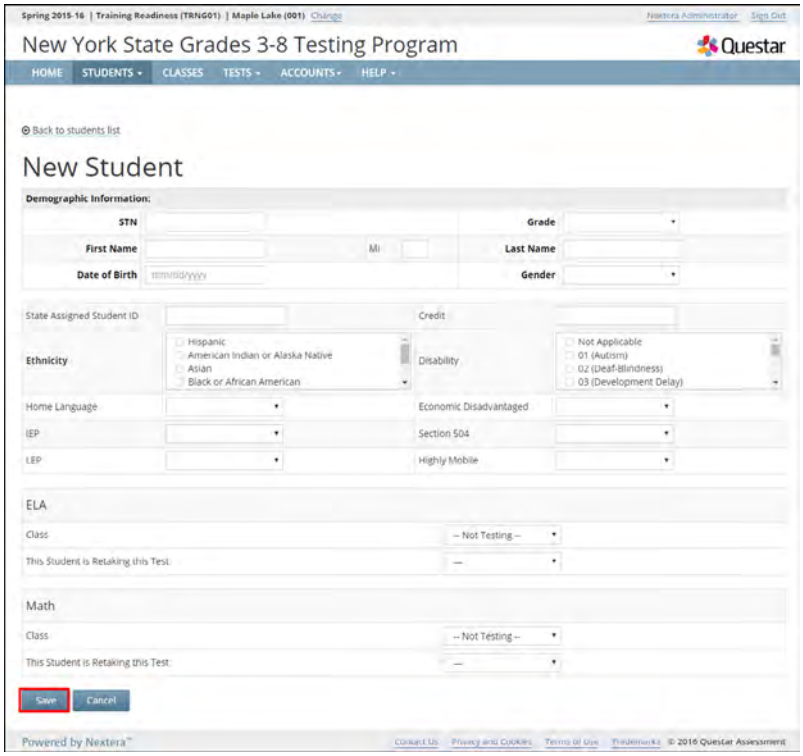
1. Select **Students** from the **Students** tab.



2. To add a student:
   - Select **New Student**.

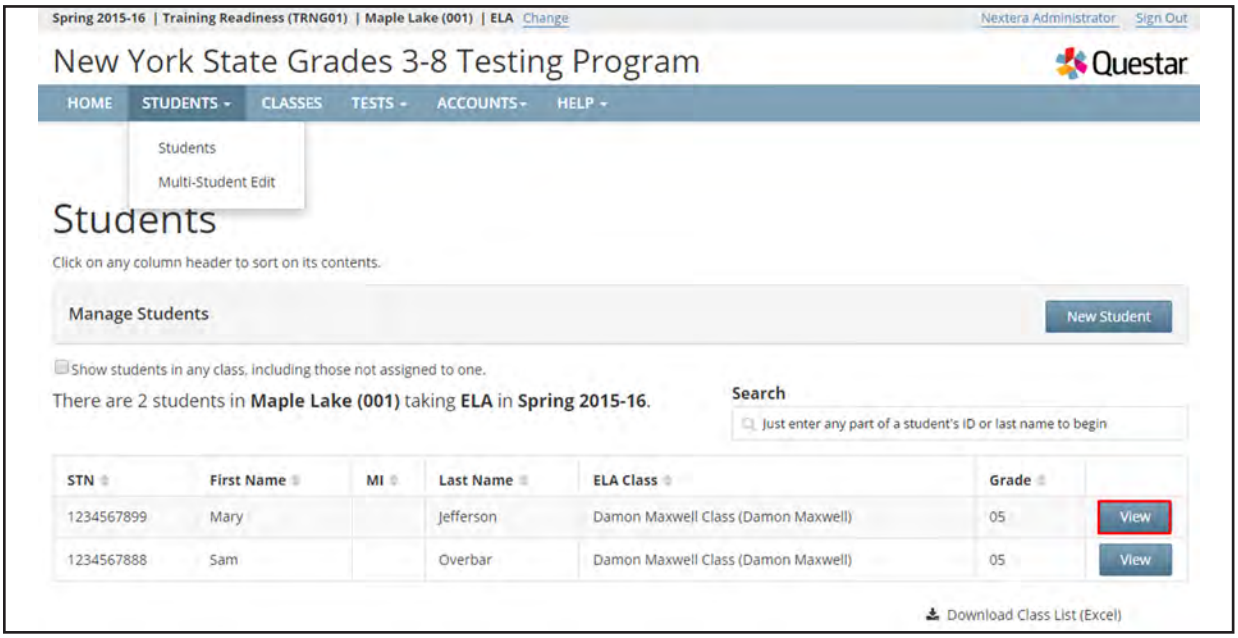


- Enter the new user's information and select **Save**.

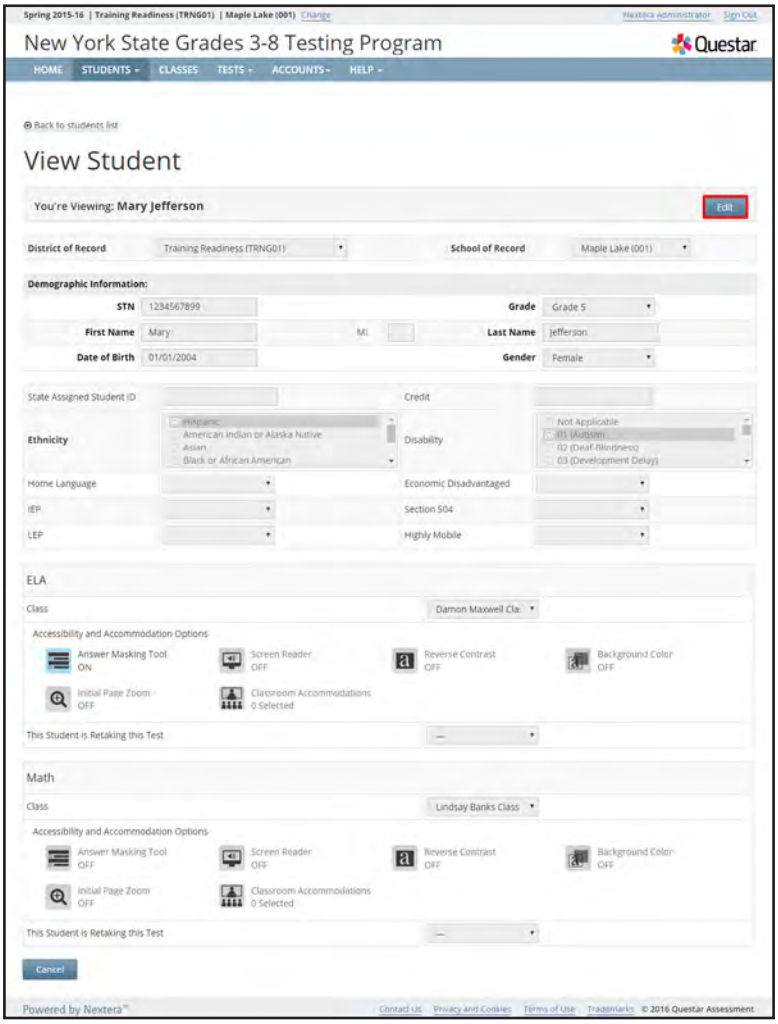


3. To edit a student:

- Locate the student's name and select **View**.

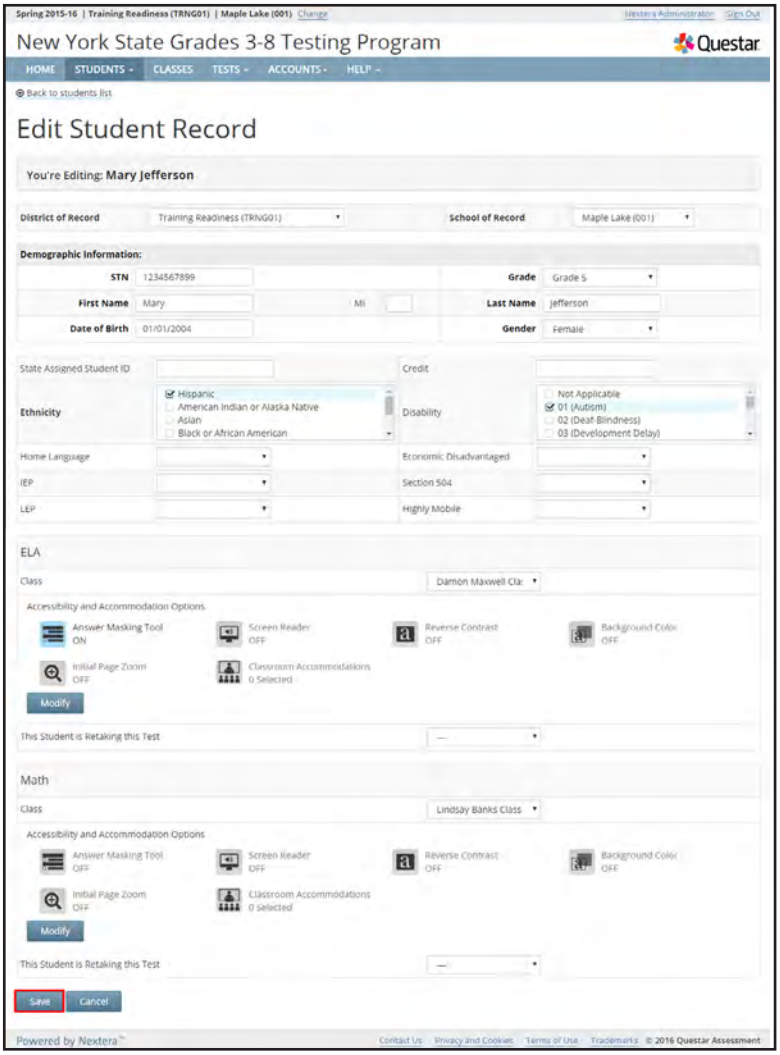


- Select **Edit**.



Nextera™ Admin

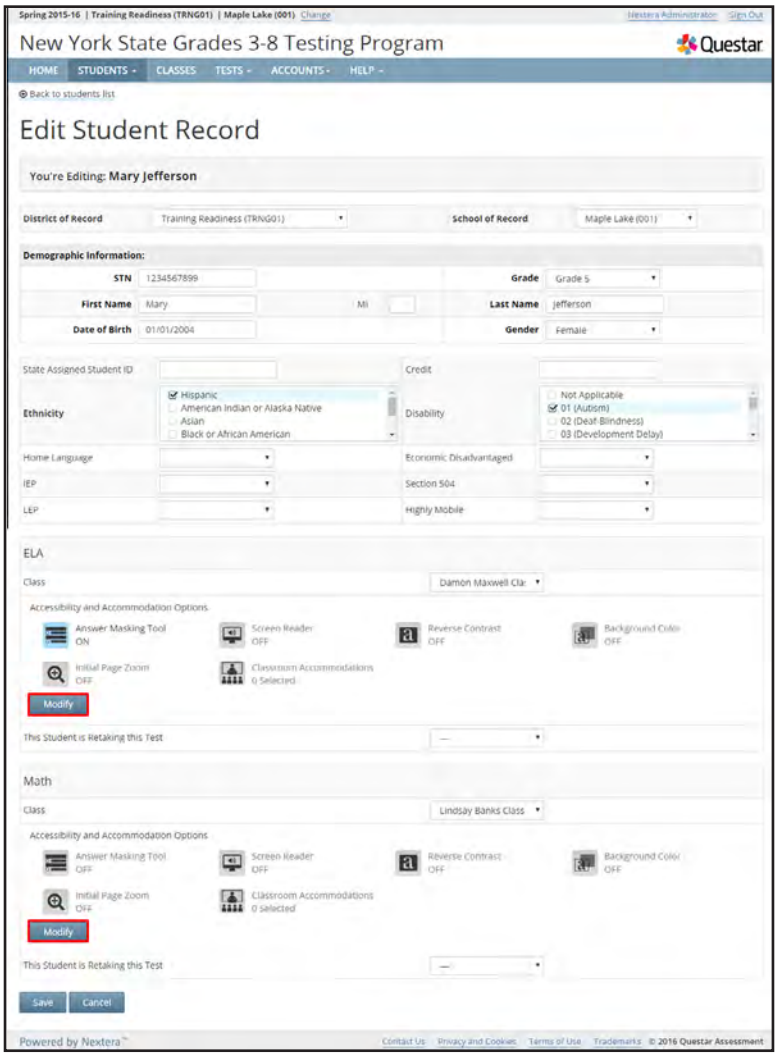
- To update the student's general information, edit the applicable field(s) and select **Save**.



Nextera™ Admin

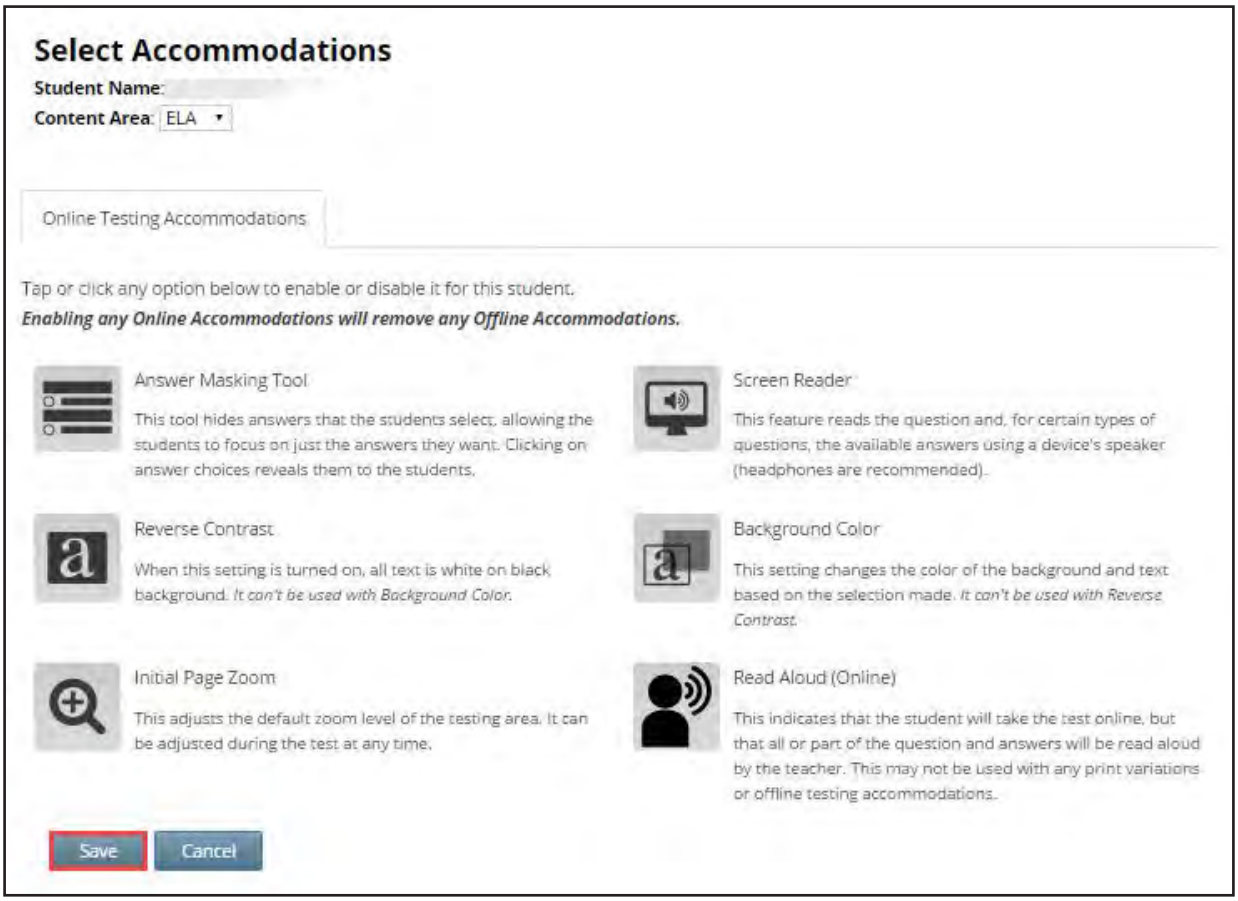
- To update the student's online testing accommodations, scroll to the bottom of the *Edit Student Record* page and select **Modify** under the Accessibility and Accommodation Options.
- To perform this function on multiple students simultaneously, see the instructions for Multi-Student Edits.

For a description of the options available in Nextera™ Admin, see **Appendix B: Online Testing Accommodations.**

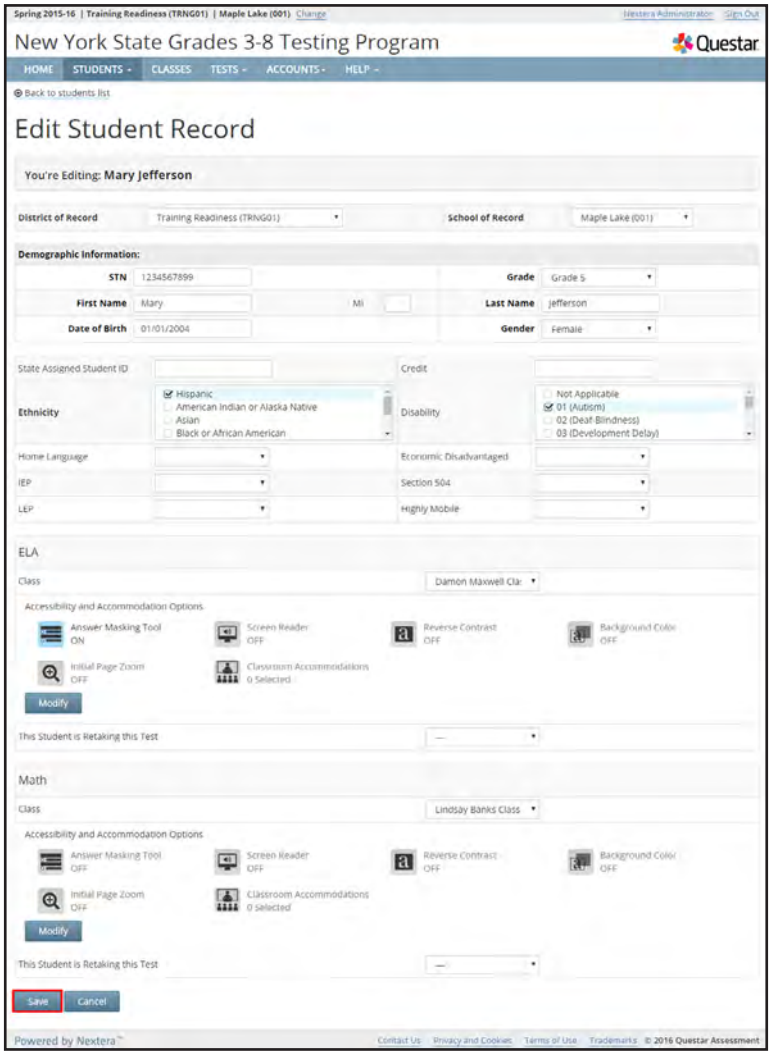


Nextera™ Admin

- Update the **Online Testing Accommodations** tab for accommodations and supports that are embedded within the test engine. Once all selections have been made, select **Save**.



- Select **Save** again.

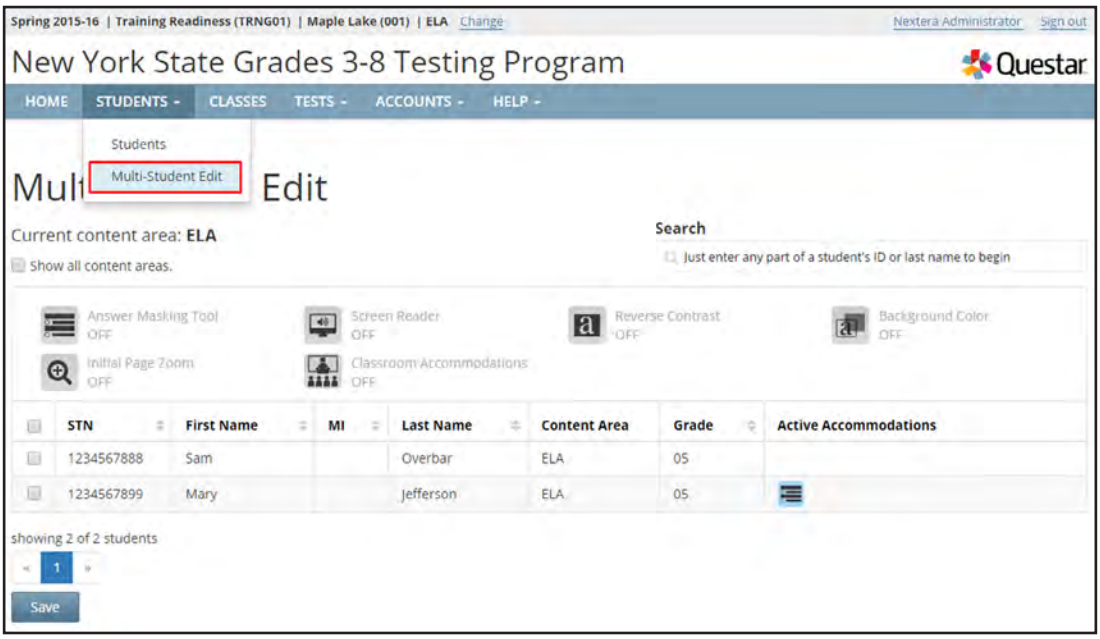


To Perform Multi-Student Edits

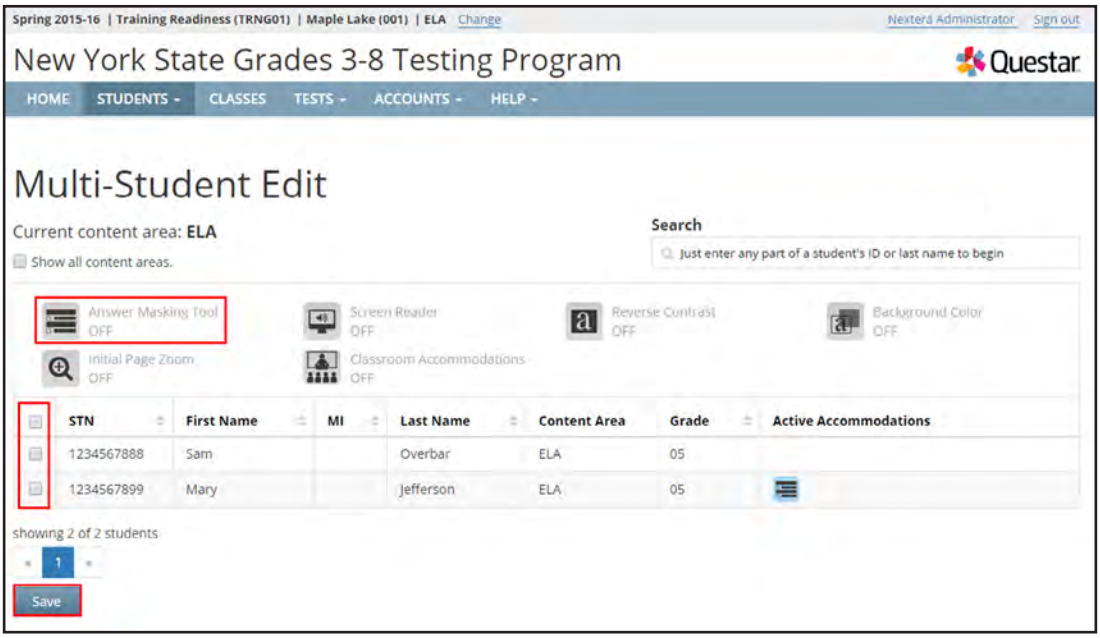
Use the following instructions to update multiple students' online accommodations simultaneously. This feature can be used when you have multiple students who need the same online accommodation(s). This feature is only available to STCs and DTCs, not Teachers.

For a description of the options available in the Nextera™ Admin, see **Appendix B: Online Testing Accommodations**.

1. Select **Multi-Student Edit** from the **Students** tab.



2. The *Multi-Student Edit* screen displays for the selected school and content area. Active Accommodations are listed in the right column.
3. To make changes
   - Select students using the **checkboxes** in the column on the left, or use the checkbox in the heading to select all students.
   - Click the **icons** to select the accessibility options. When the option is selected it will appear blue.
   - Select **Save**.

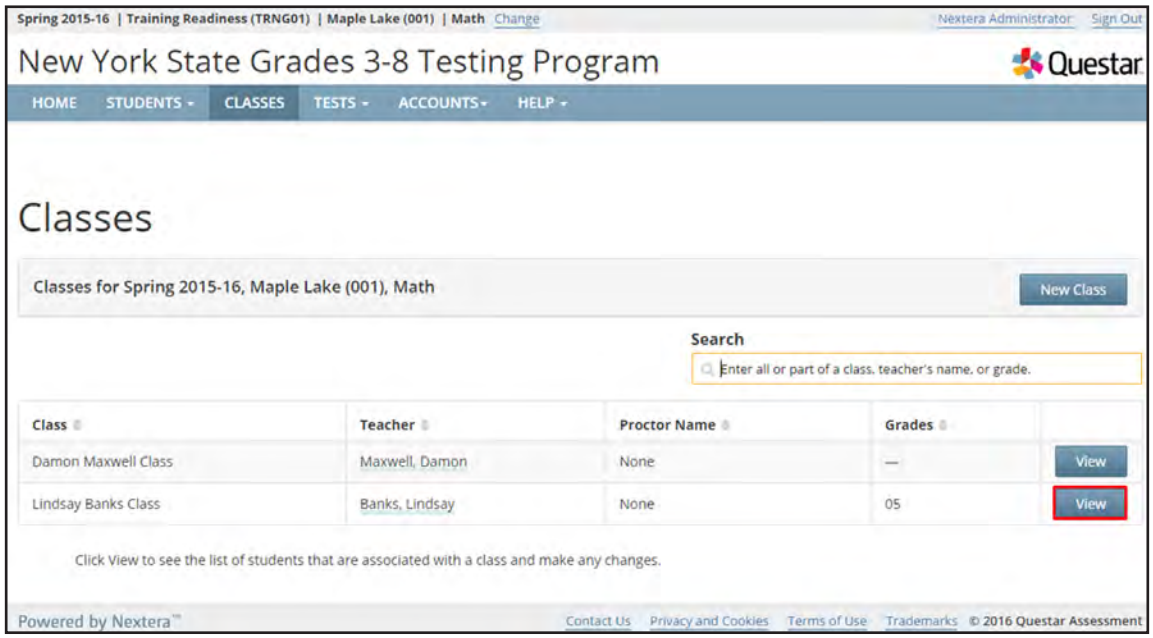


Classes Tab

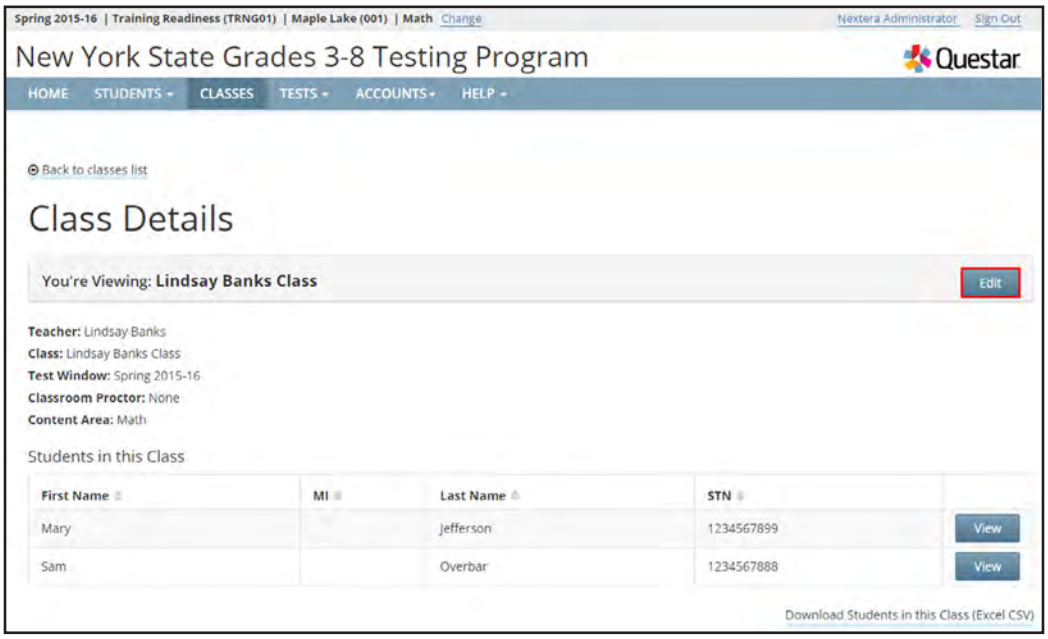
Based on the user's role, the Classes tab allows users to view, make changes, and create classes in the Nextera™ Admin.

To View and Edit a Class

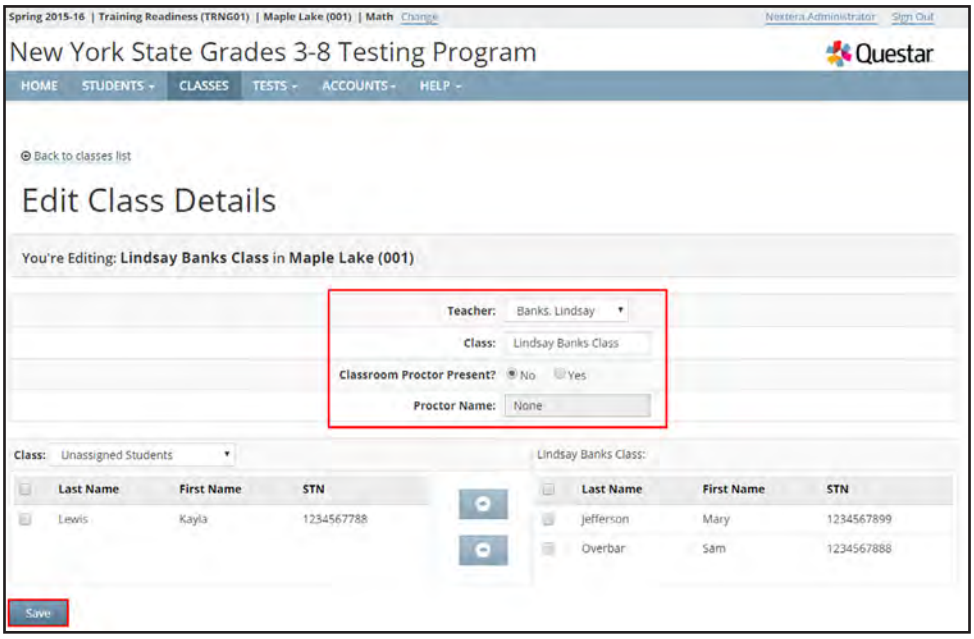
1. Select the **Classes** tab. Review the list of classes. To see details regarding a class, select **View**.



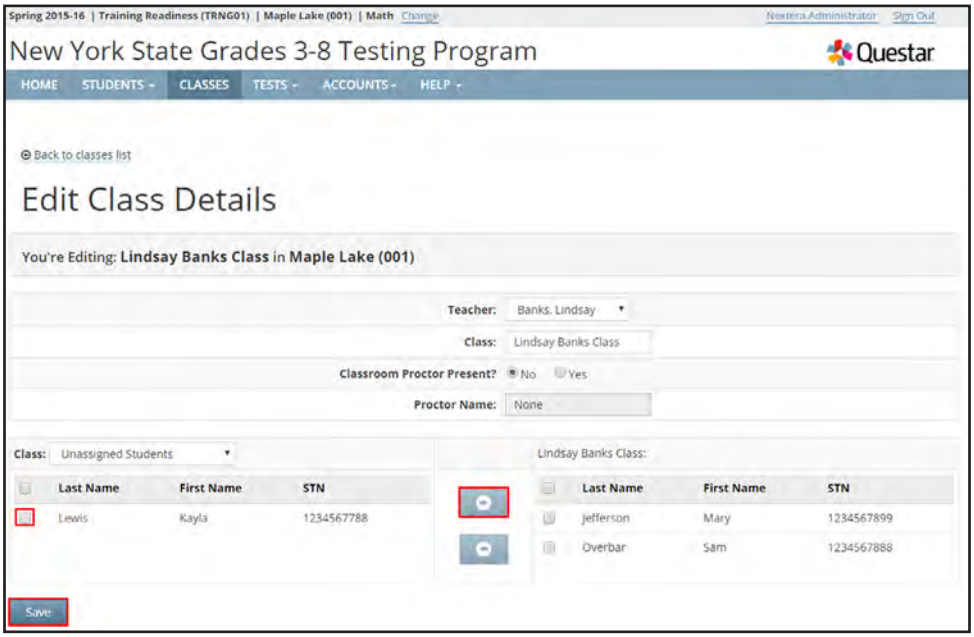
2. Information displayed includes the class name, teacher, test window, proctor, content area, and students in the class. To edit a class, select **Edit**.



3. To change general class information (teacher, class name, proctor, etc.), update the applicable field(s) and select **Save**.



4. To add students to the class
   - Select the **check box(es)** on the left to select the student(s) from the left column
   - Select the **right arrow** to move the student(s) to the class
   - Select **Save**



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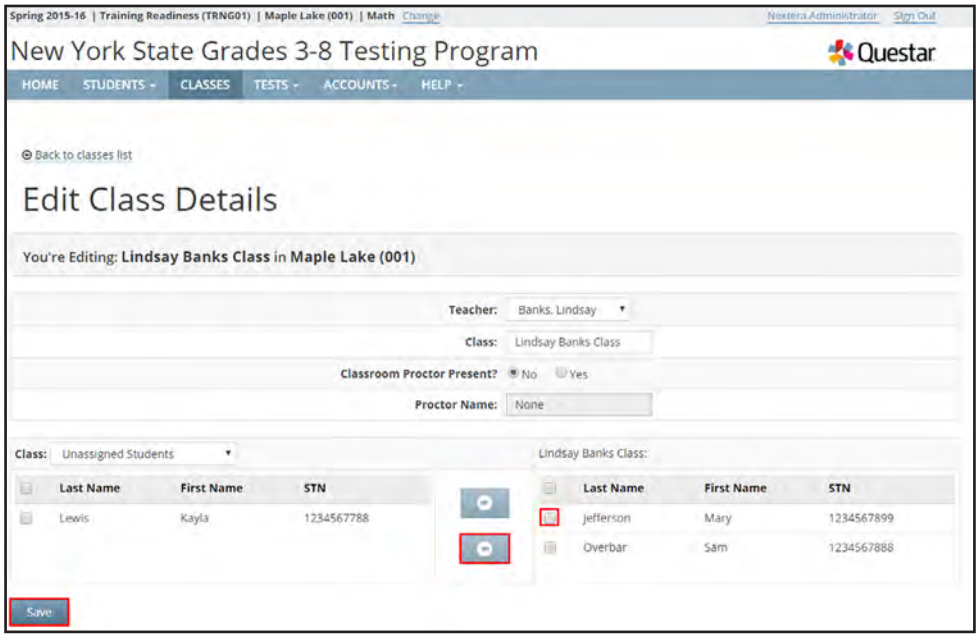
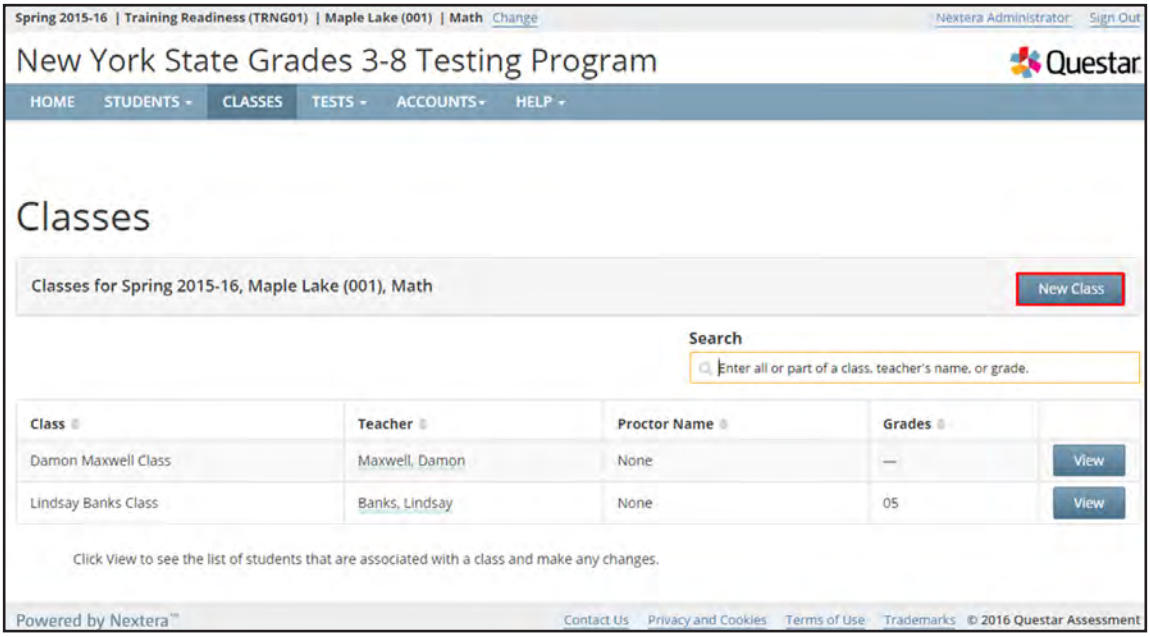
5. To remove students from the class
    - Select the **check box(es)** for the applicable student(s) in the right column
    - Select the **left arrow** to remove the student(s) from the class
    - Select **Save**

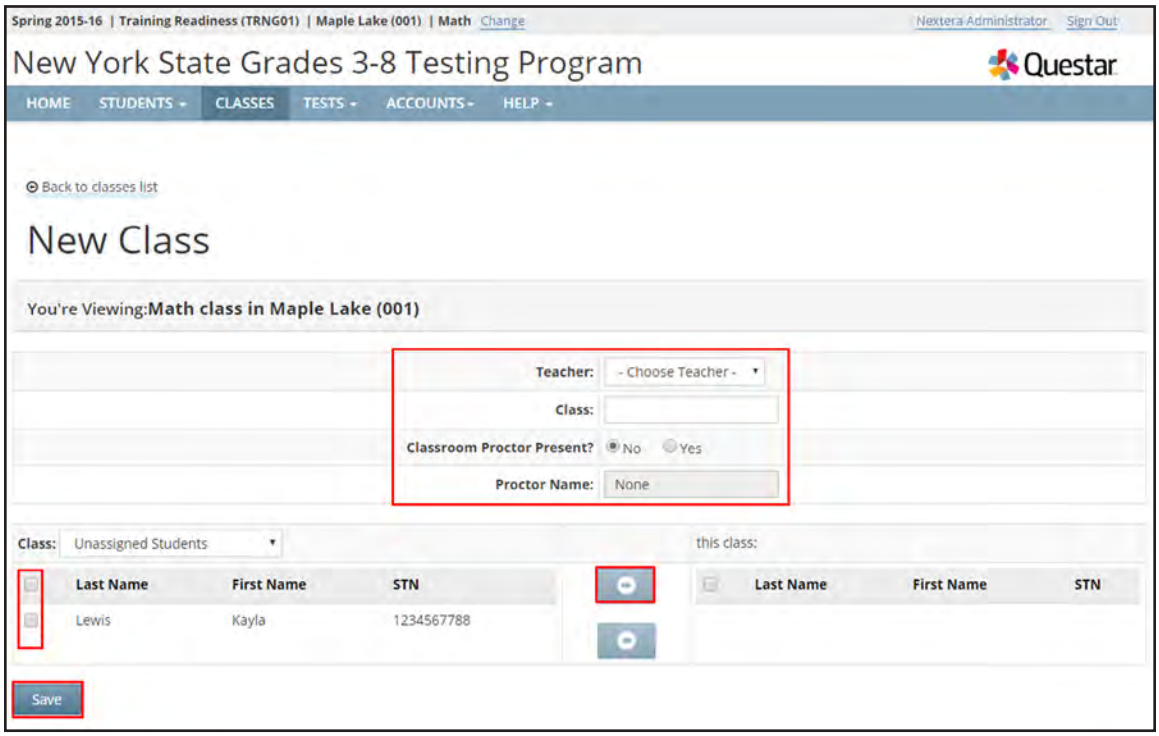


To Add a Class

1. Select the **Classes** tab. Select **New Class**.



2. Enter the class details, including the teacher, class name, and proctor information. Add students by selecting the **check box(es)** on the left to select the student(s) from the left column and selecting the **right arrow** to move the student(s) to the class. Select **Save**.

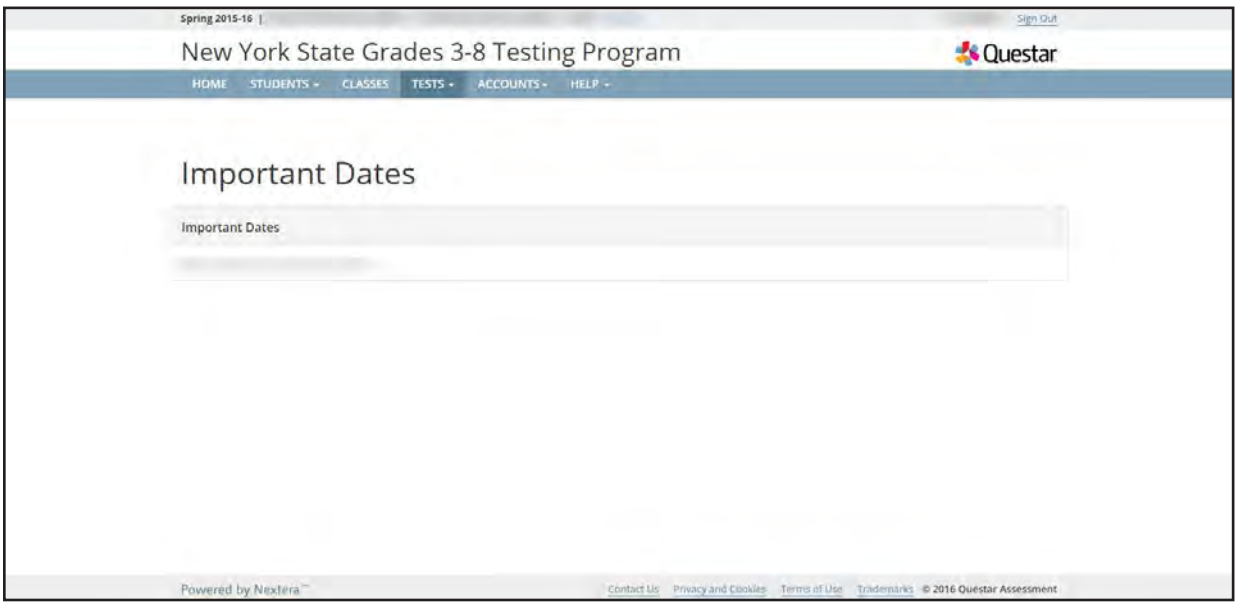


Nextera™ Admin

Tests Tab

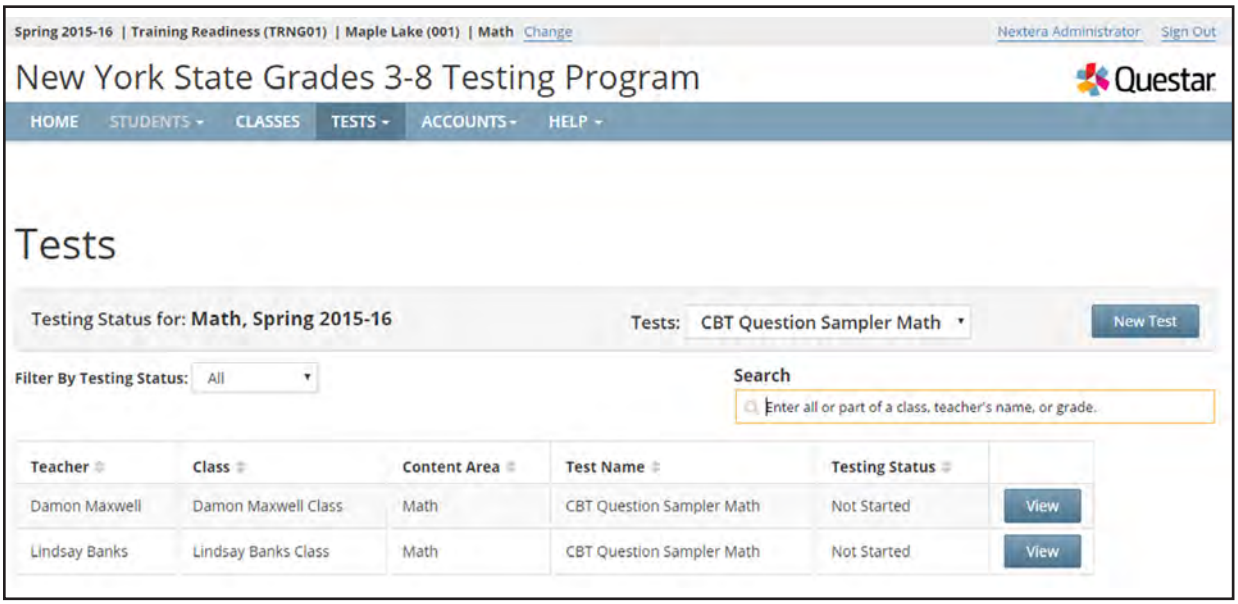
Based on the user's role, the Tests tab allows users to view important dates and test administration details, print student login credentials, designate students not taking the test, and track student progress while taking the field test.

To view important dates, select **Important Dates** from the **Tests** tab. The test dates are displayed.



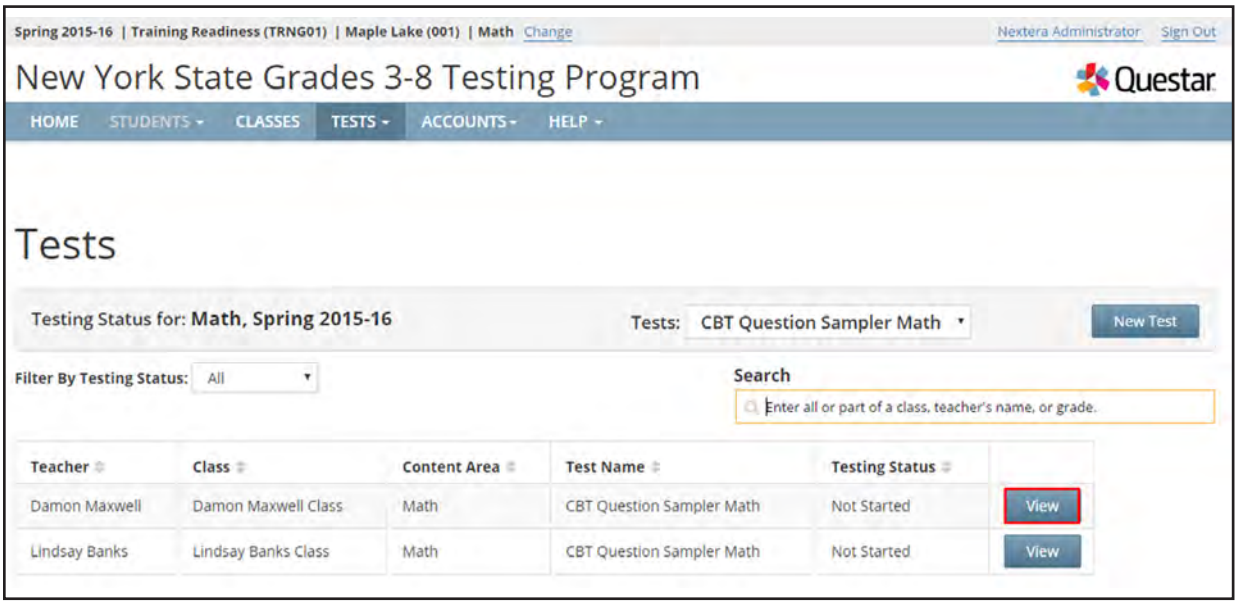
To View Tests, Access Codes, and to Designate Students Not Testing

1. Select **Tests** from the **Tests** tab. Information displayed includes the teacher, class, content area, test name, and status.

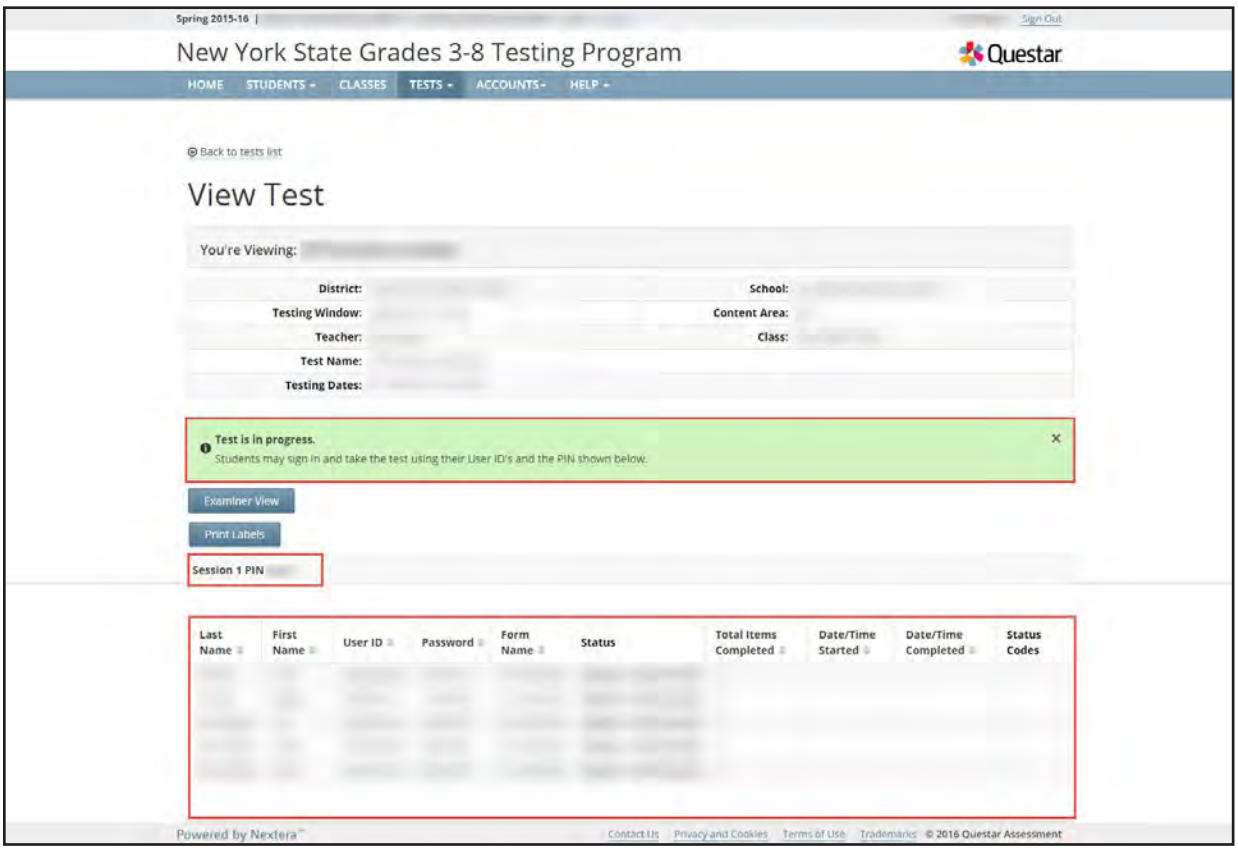


Nextera™ Admin

2. To view test details, select **View**.

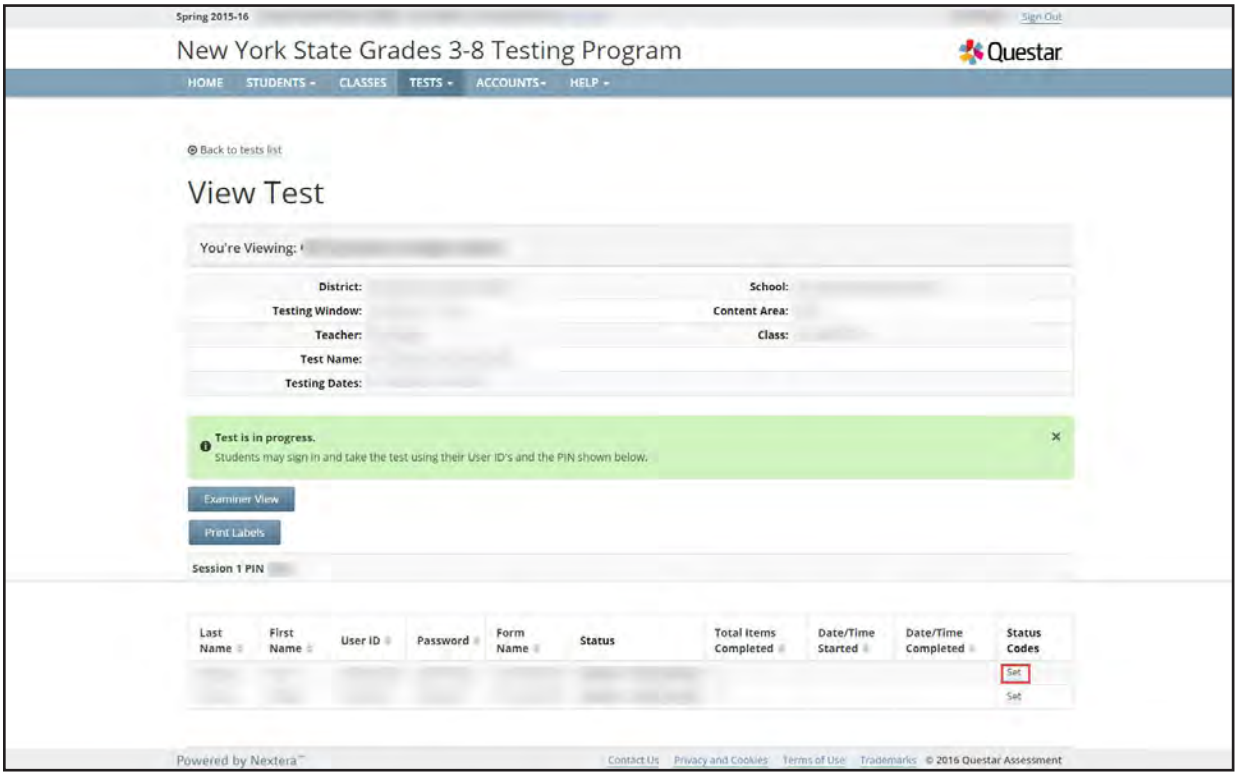


3. The *View Test* screen displays test details, including the test progress, student status, and access code (Session PIN). The **Session PIN** is the Access Code the teacher will provide to the students during the administration of the field test.

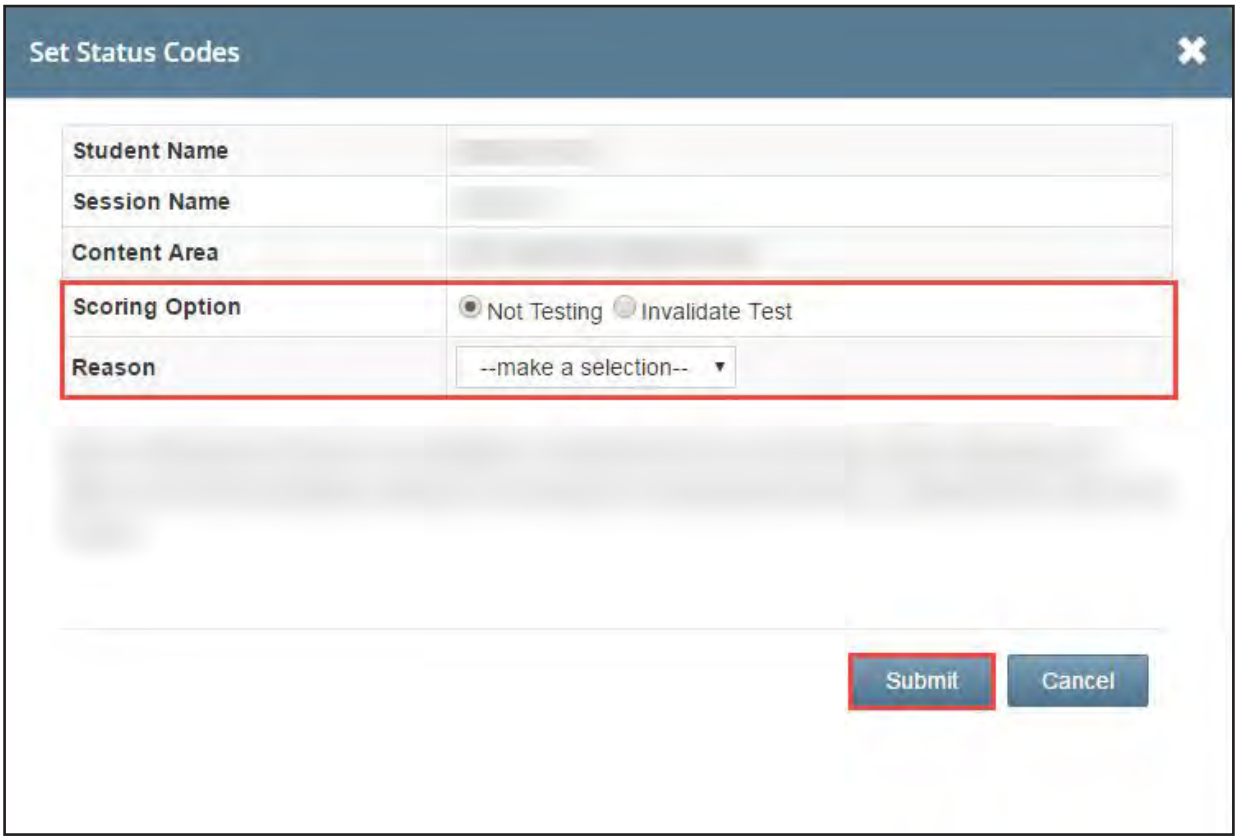


Nextera™ Admin

4. To indicate that a student is not testing, locate the student that is not testing and select **Set** in the Status Codes column.



5. Designate the applicable **Scoring Option** and **Reason**. Select **Submit**.

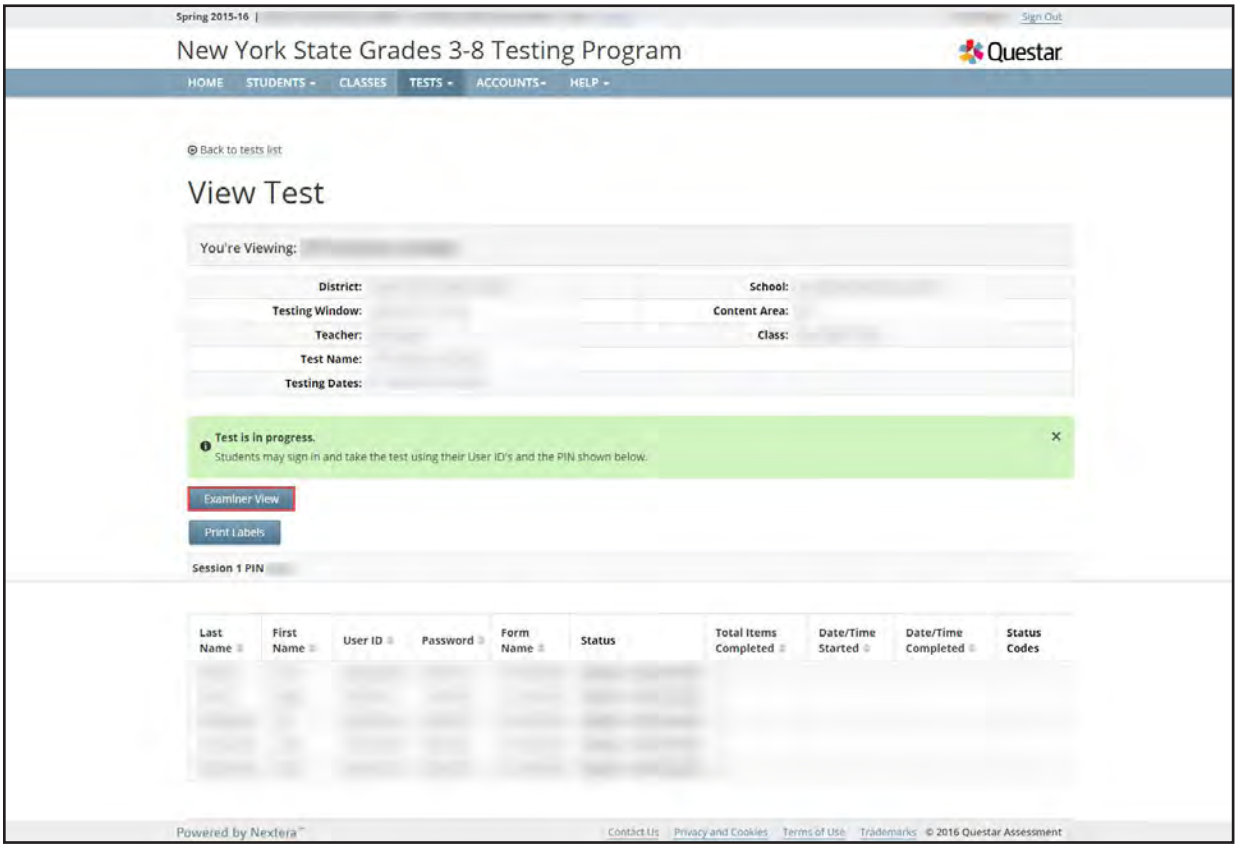


Examiner View

The Examiner View feature is helpful when you have an educator supporting testing who does not have access to the Nextera™ Admin. If you would like another educator to have access to individual student passwords and progress during the assessment, use this feature by completing the following steps:

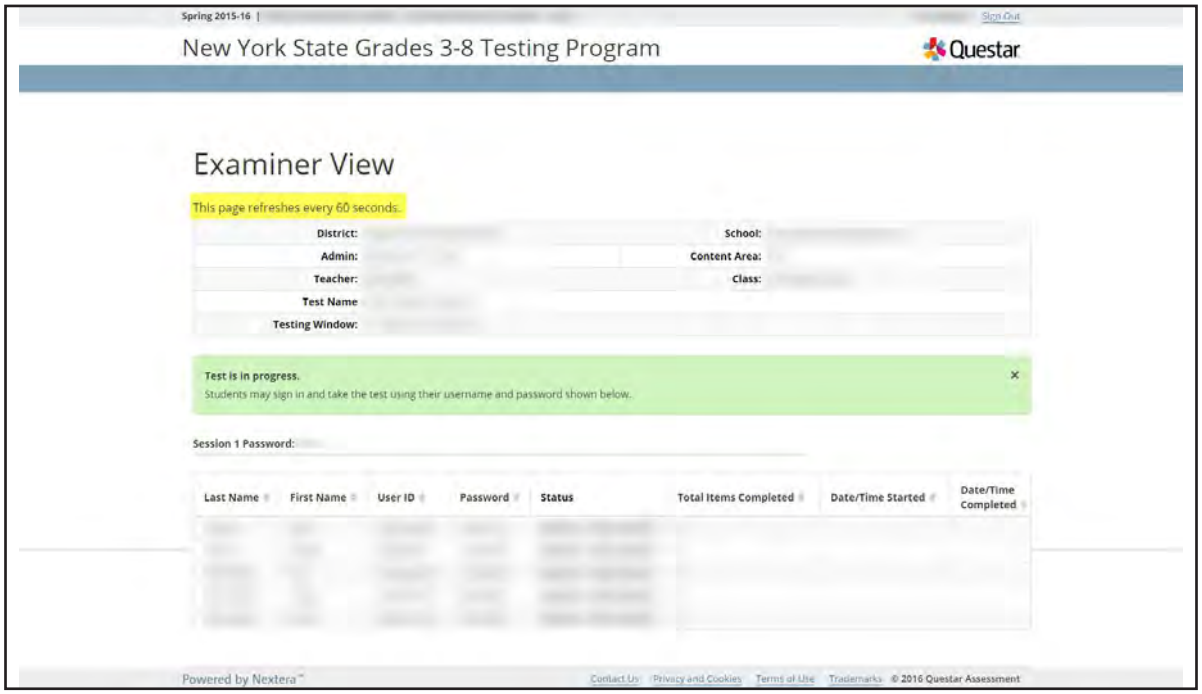
To set up Examiner View:

1. On the **other** educator's computer, log in to Nextera™ Admin.
2. Select **Tests** from the **Test** tab.
3. Locate the applicable class and select **View**.
4. Locate and select the blue **Examiner View** button.



Nextera™ Admin

5. This opens a new tab on the web browser containing the access code, student passwords, and student progress. This tab will automatically refresh and display updated student progress information. Keep this tab open. On the first tab, sign out of Nextera™ Admin. Now the other educator will have access to student progress during the assessment.

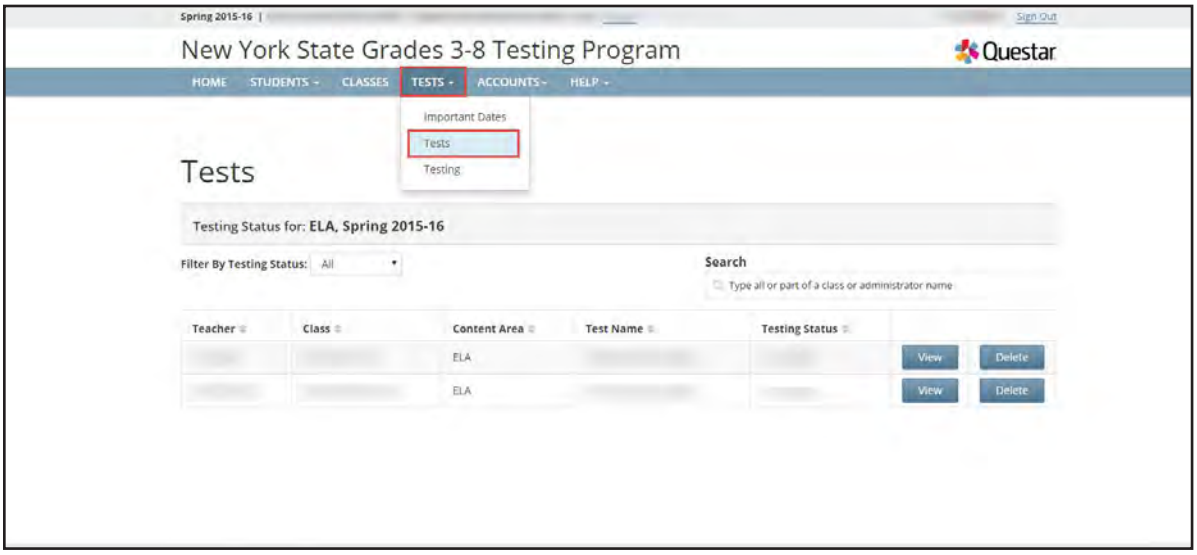


To Print Student Login Credentials (Labels)

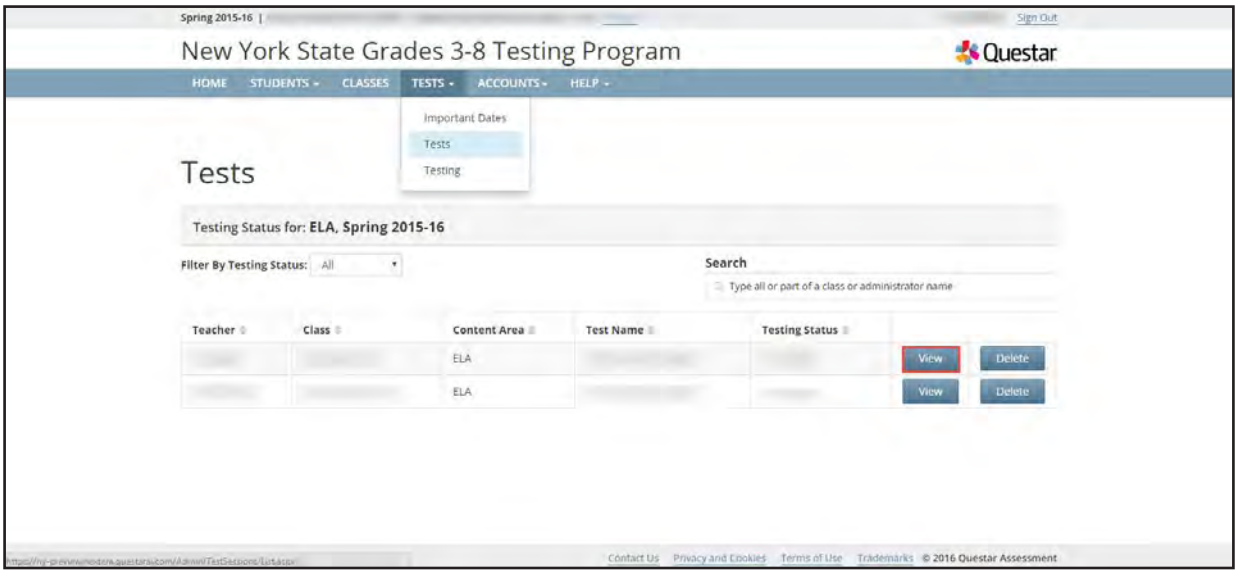
Each student in class will need student login credentials to log in to the test session. Teachers may print student login credentials as labels.

To print the student login credentials as labels, complete the following steps:

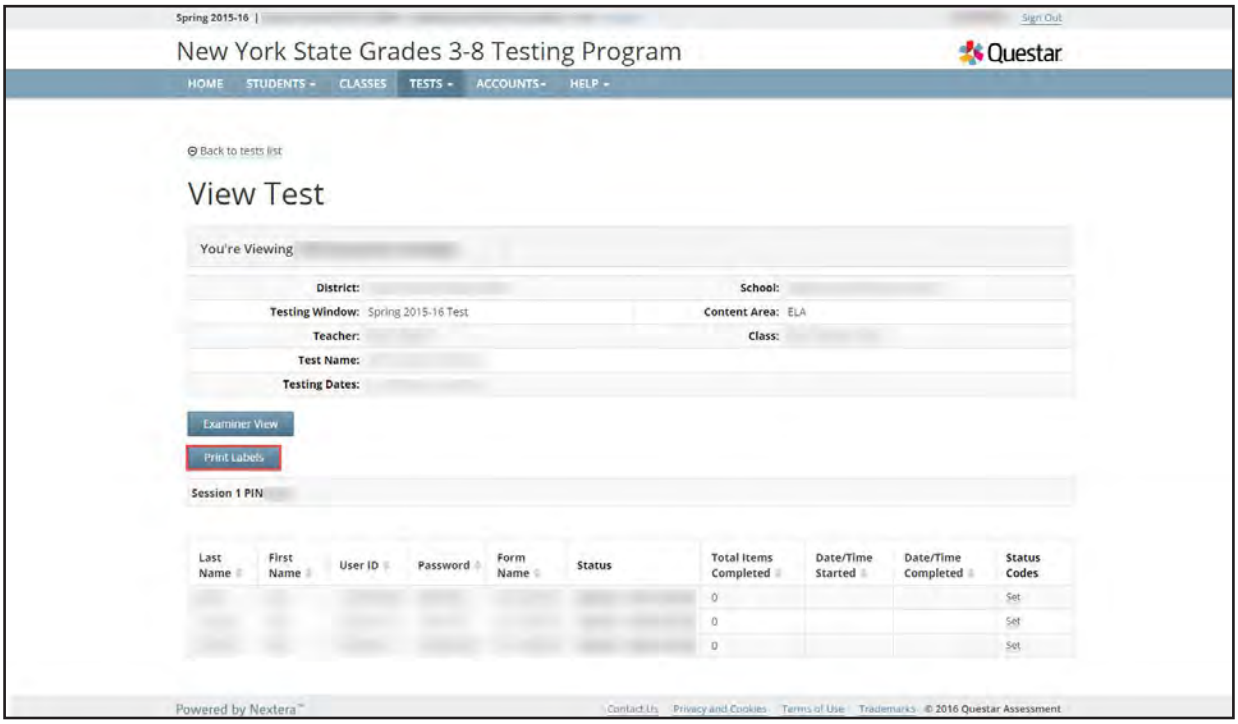
1. Login to Nextera™ Admin.
2. Select **Tests** from the **Tests** tab. The *Tests* screen displays.



3. Select **View** for the applicable test.

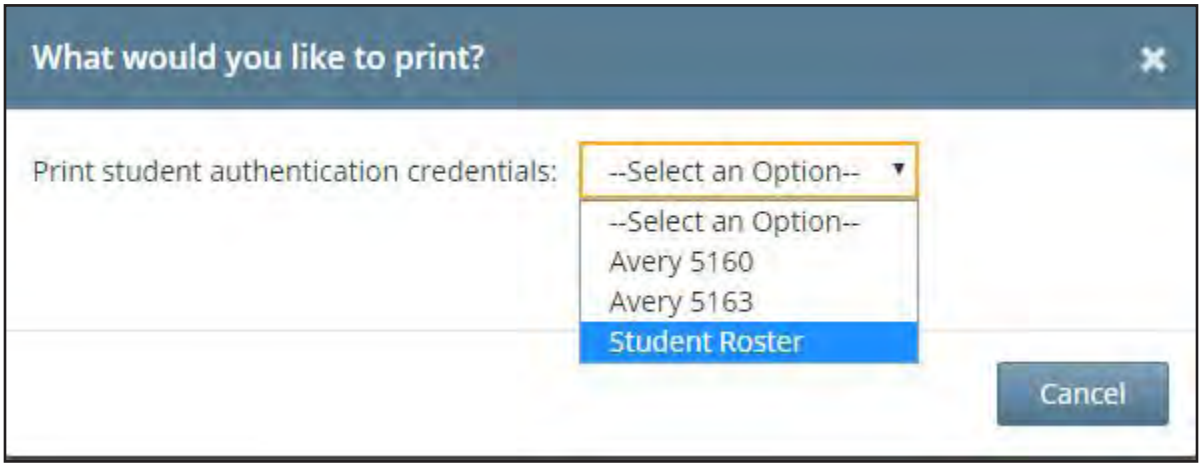


4. Select **Print Labels**.

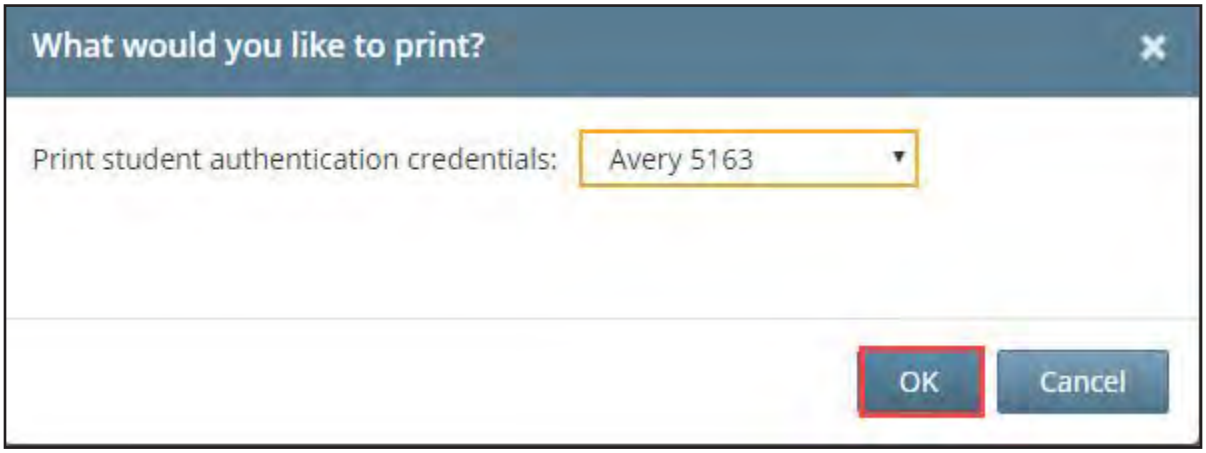


Nextera™ Admin

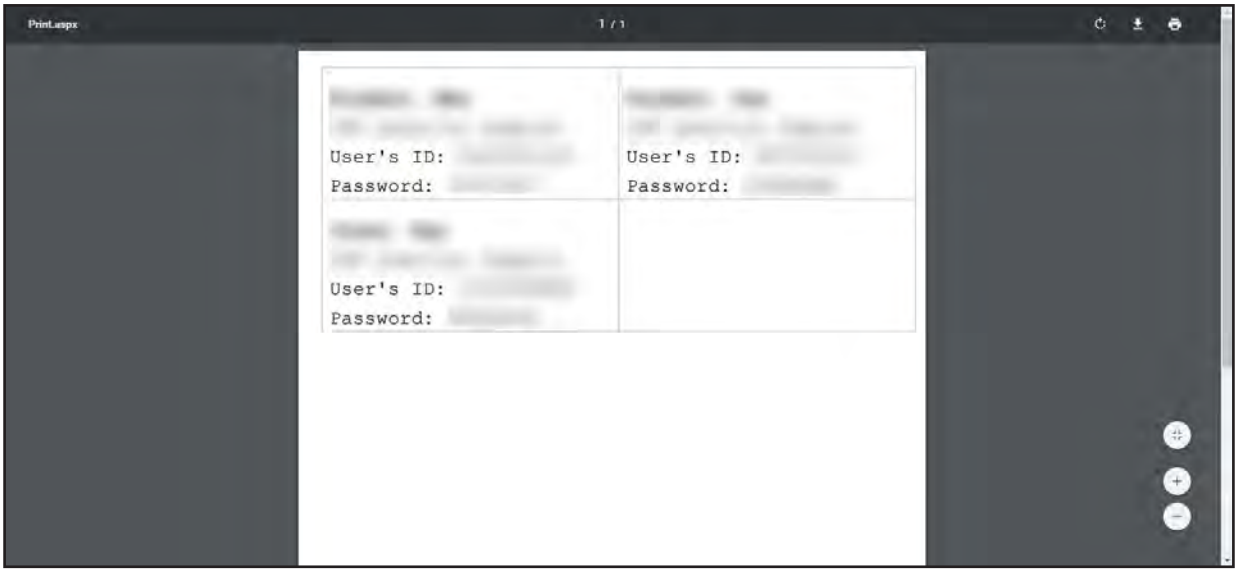
5. Select the **applicable form**.



6. Select **OK**.



7. The student login credential labels display. Use the **Print** function to print the labels. Each label includes a student's name, test name, user ID, and password.

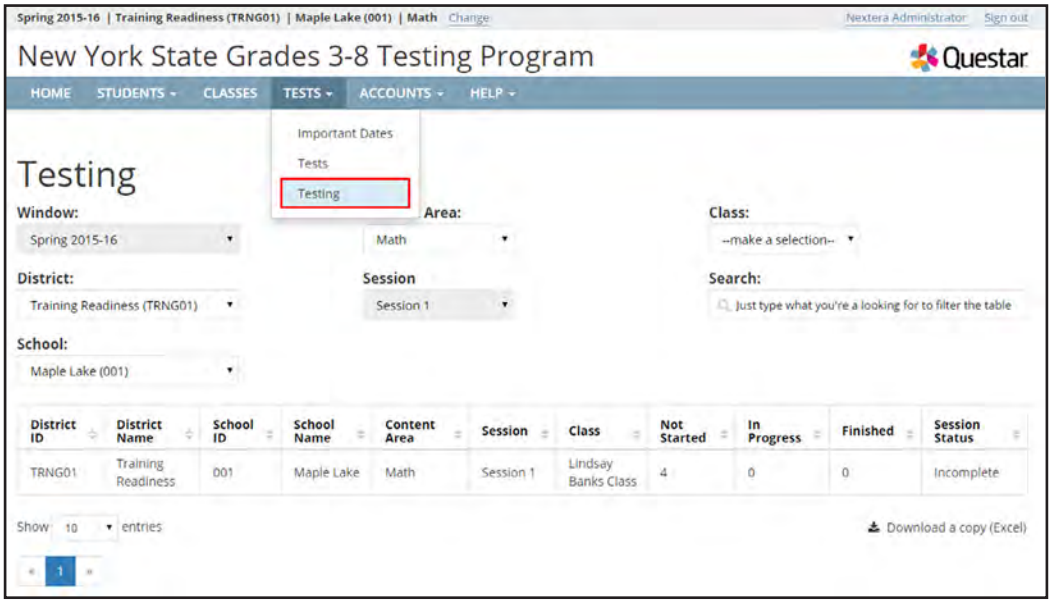


Nextera™ Admin

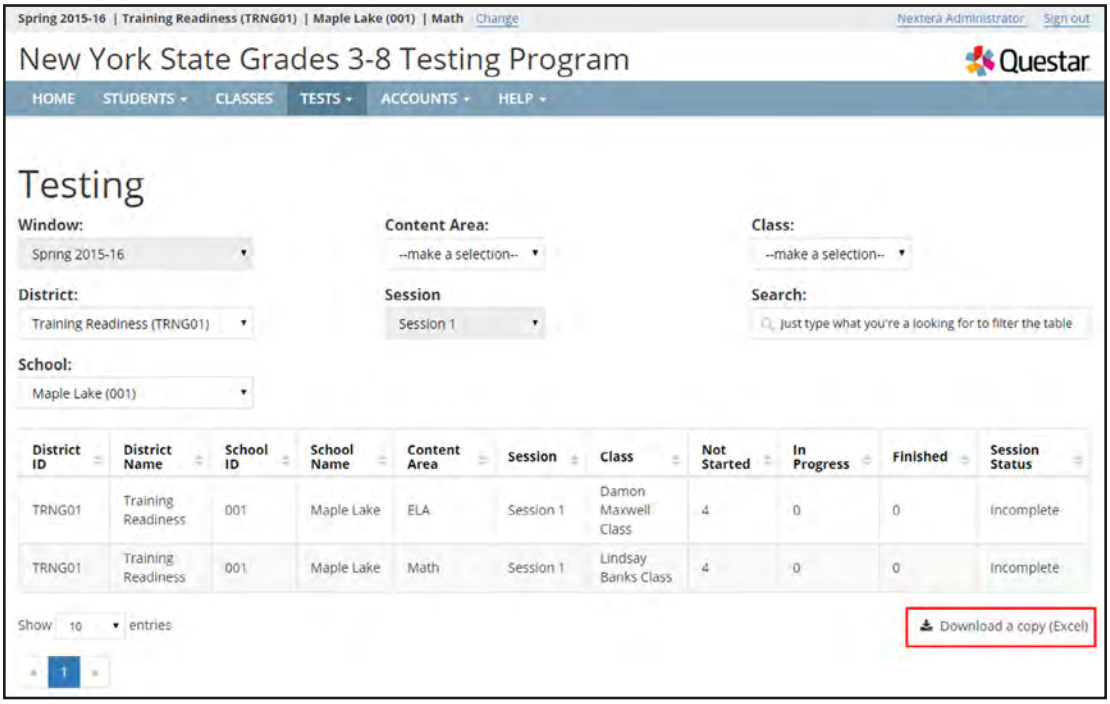
District Review (*DTCs only*)

To perform District Review:

1. To review the status of tests in your district, select **Testing** from the **Tests** tab.



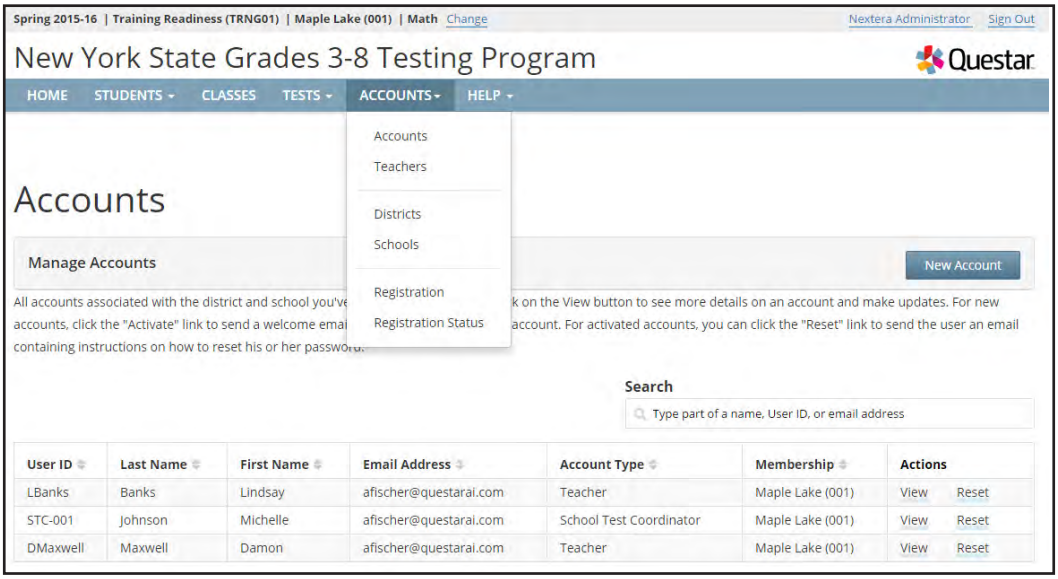
2. The *Testing* screen displays test details, such as the class name, number of students not started, in progress, and finished. The results also display the overall session status.
   - You can download the data into a spreadsheet by selecting **Download a Copy (Excel)**.
   - To filter the information, use the **drop down arrows** to designate search criteria, such as School, Content Area, Session, or Class.



Nextera™ Admin

Accounts Tab (*DTCs and STCs only*)

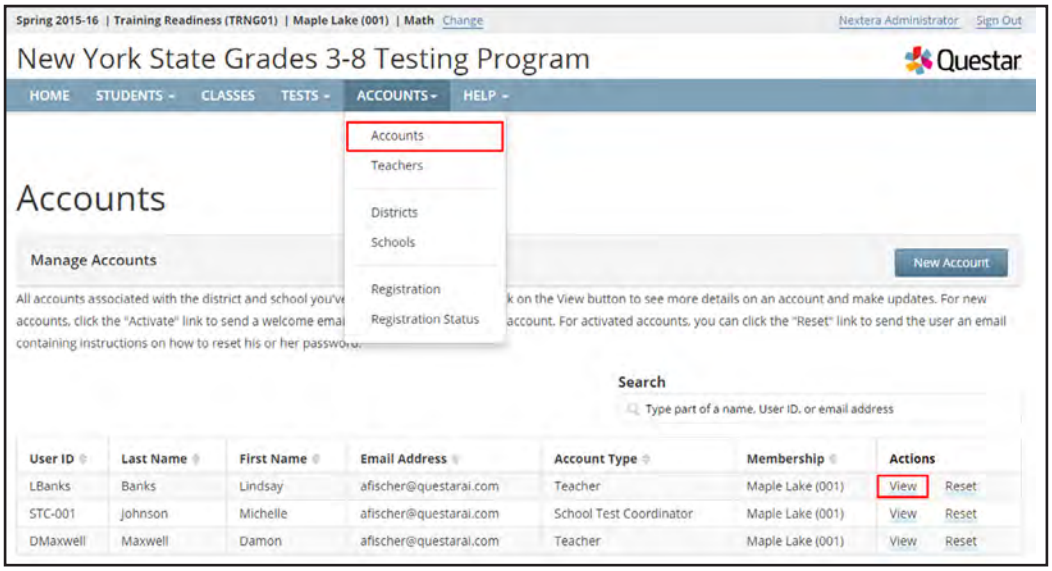
The options on the Accounts tab vary by role.



Multiple user levels exist within Nextera™ Admin. DTCs and STCs can add or edit users at or below their level as needed to allow specific individuals the rights they need for accessing their student information.

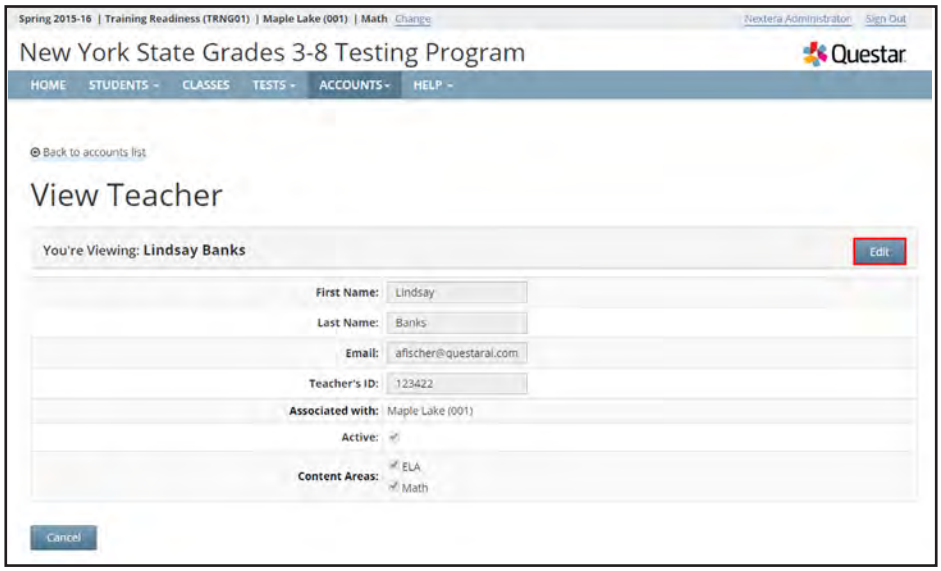
To Edit an Account *(DTCs and STCs only)*

1. Select Accounts from the Accounts tab, locate the user and select View.

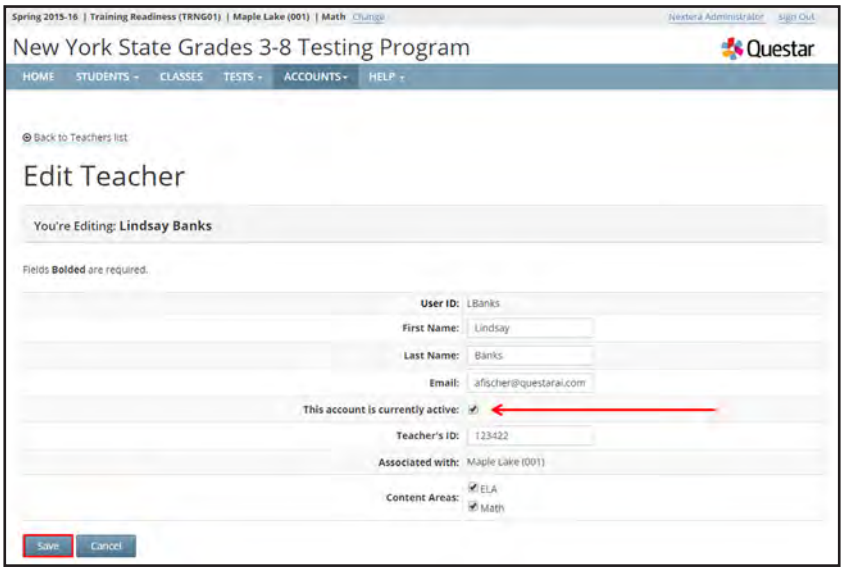


Nextera™ Admin

2. Select **Edit**.

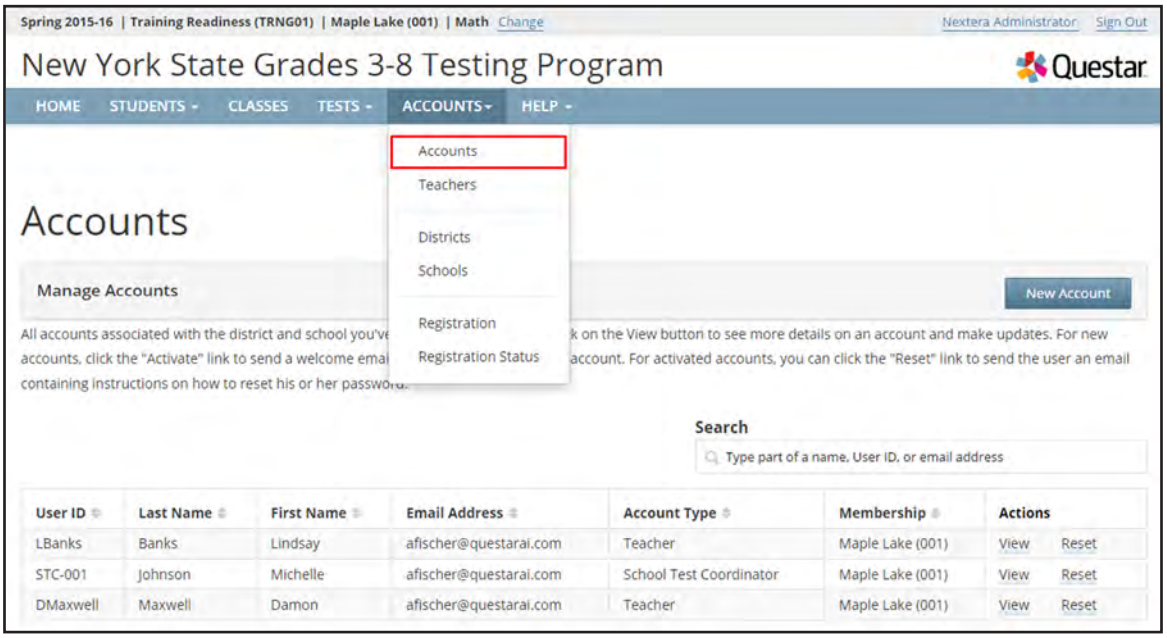


3. Make the applicable changes and select **Save**.
   - Be sure to select the **check box** "This account is currently active".

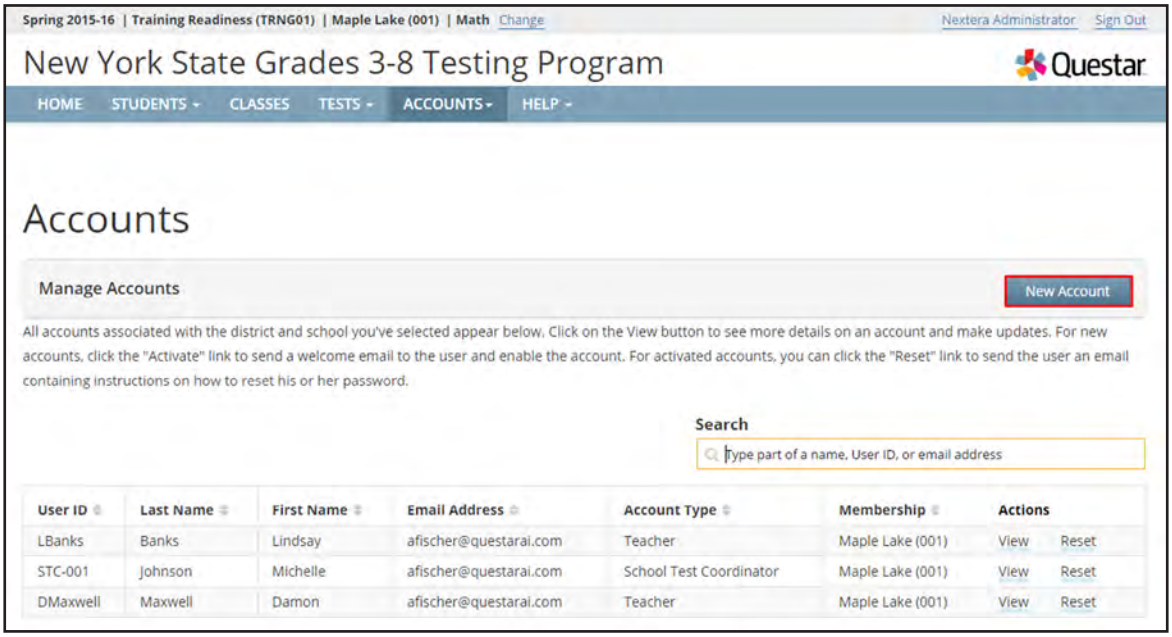


To Add an Account *(DTCs and STCs only)*

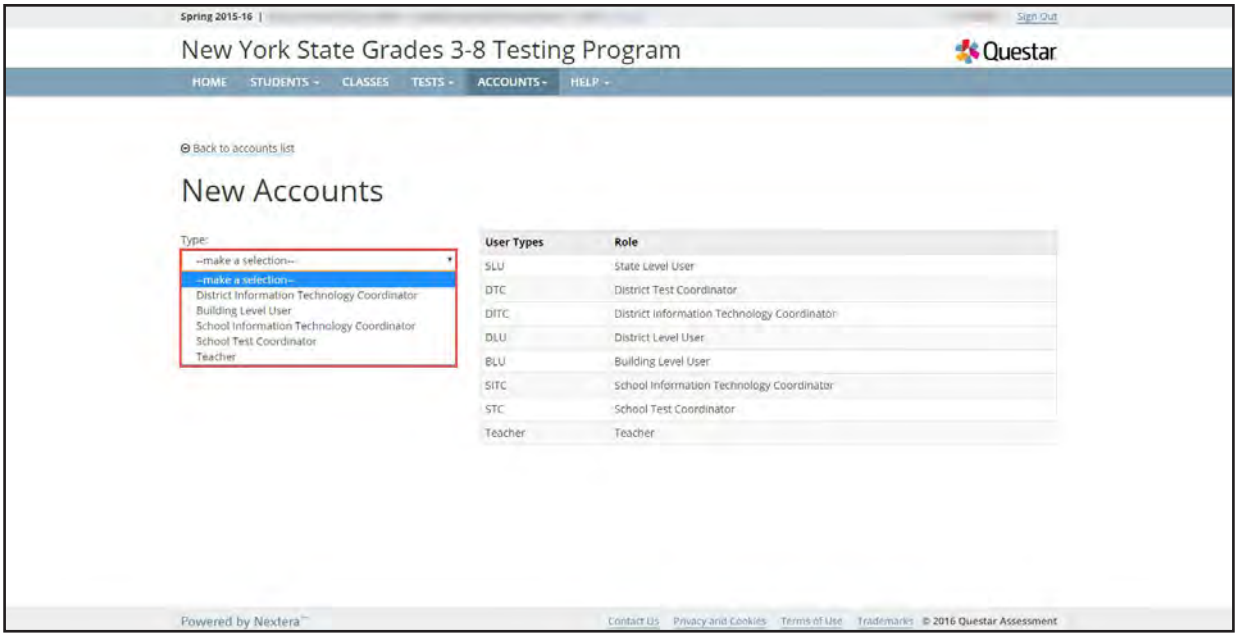
1. Select **Accounts** from the **Accounts** tab.



2. Select **New Account**.

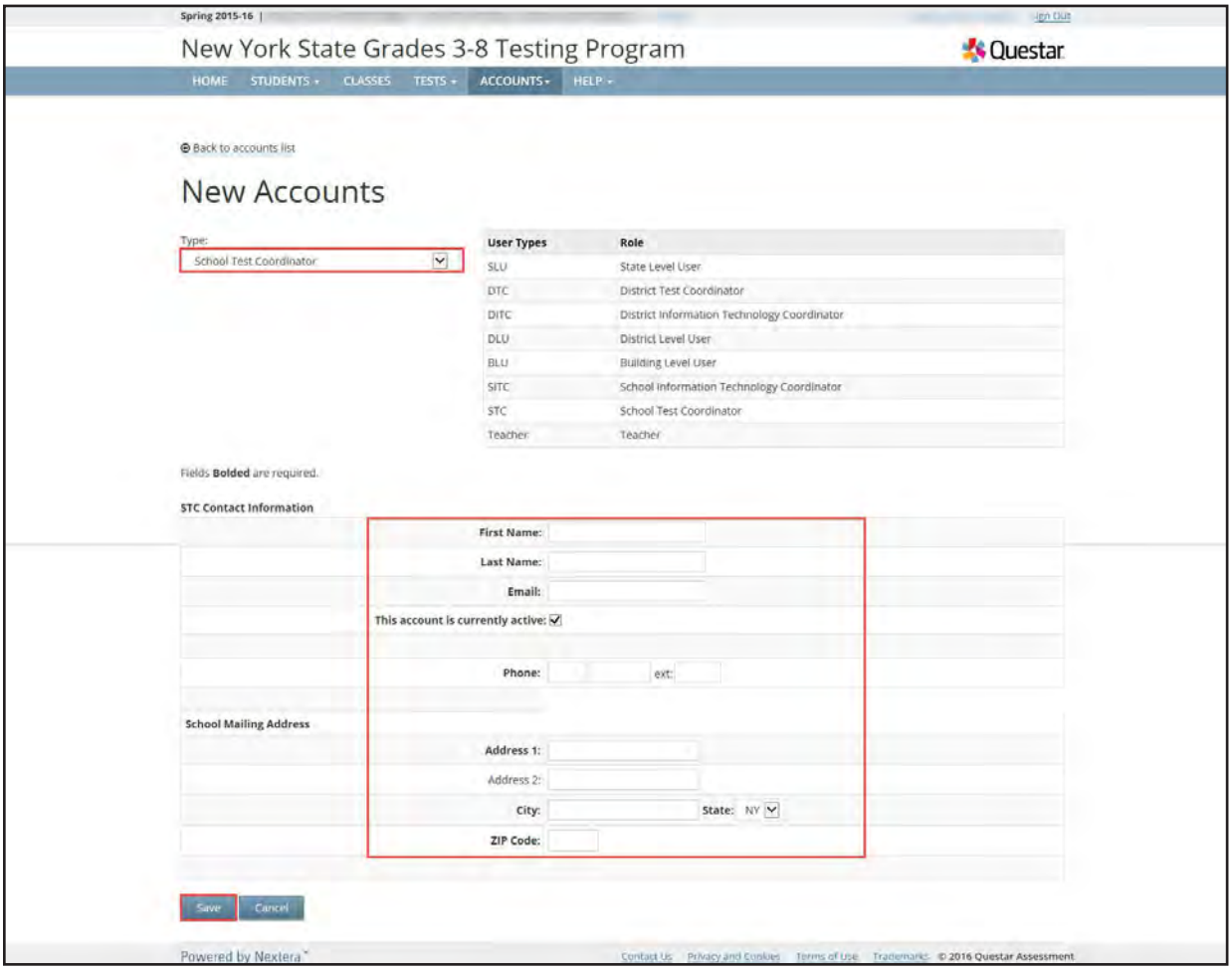


3. Select the appropriate account type from the **drop-down menu**.
    - In this example, we will select **School Test Coordinator**.
    - For a description of the different user account roles, see **Appendix C: Roles and Permissions**.



Nextera™ Admin

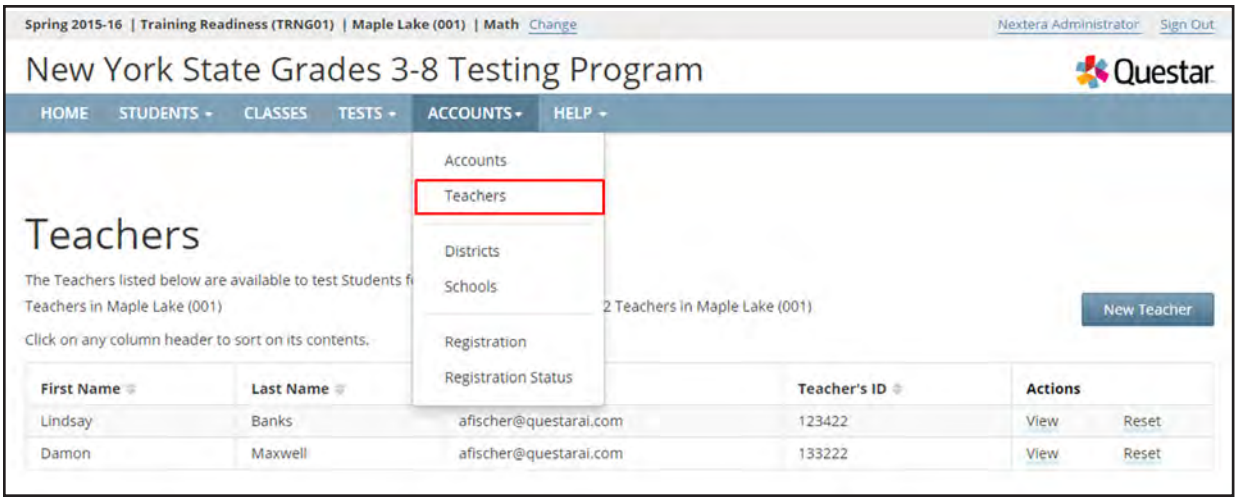
4. Enter the new user's information and select **Save**. Be sure to select the **check box** "This account is currently active".



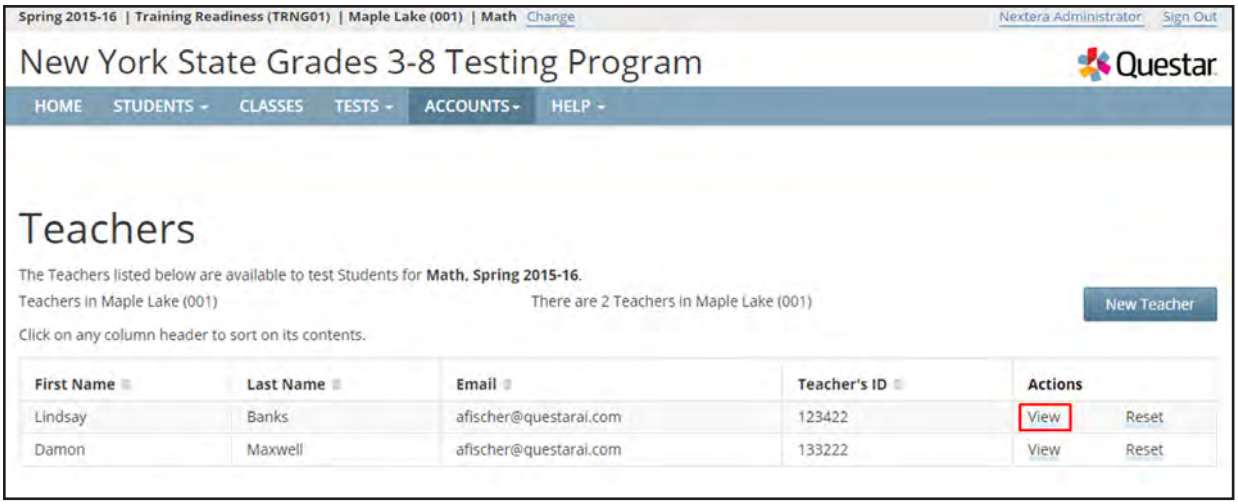
Nextera™ Admin

To Edit a Teacher *(DTCs and STCs only)*

1. Select **Teachers** from the **Accounts** tab.



2. Locate the teacher and select **View**.



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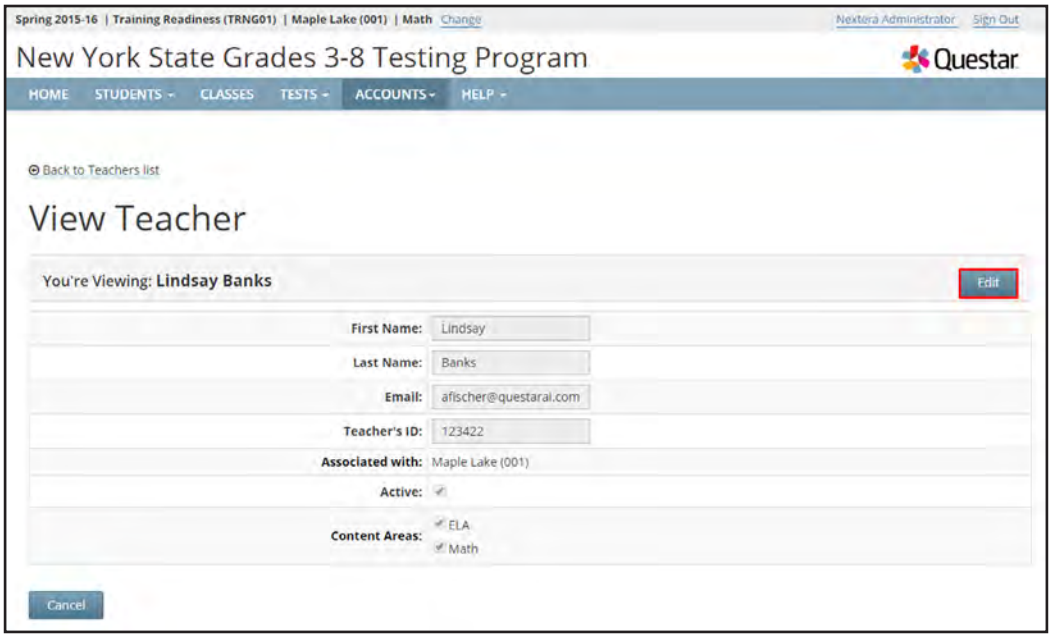
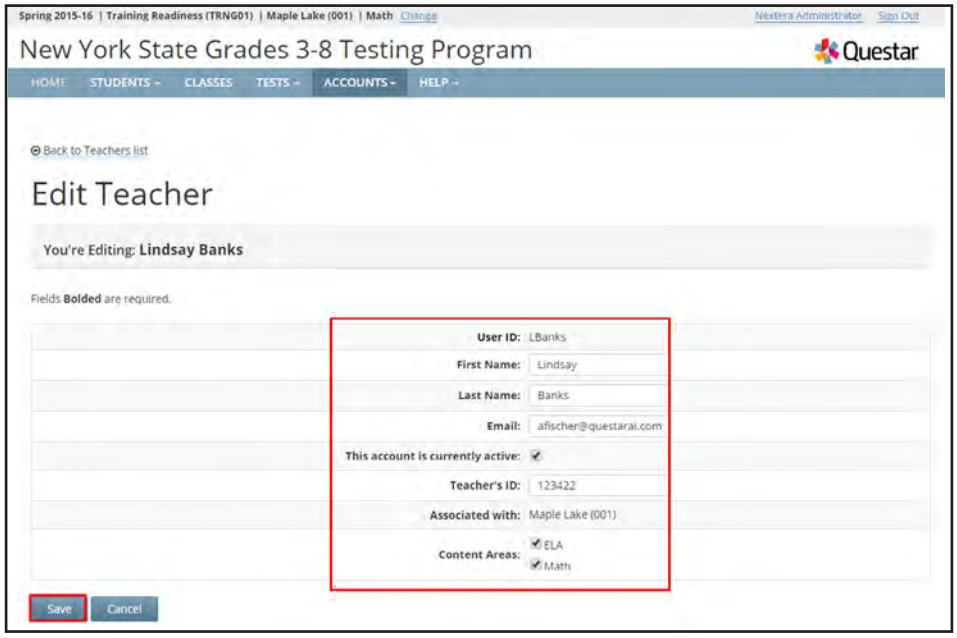
3. Select **Edit**.

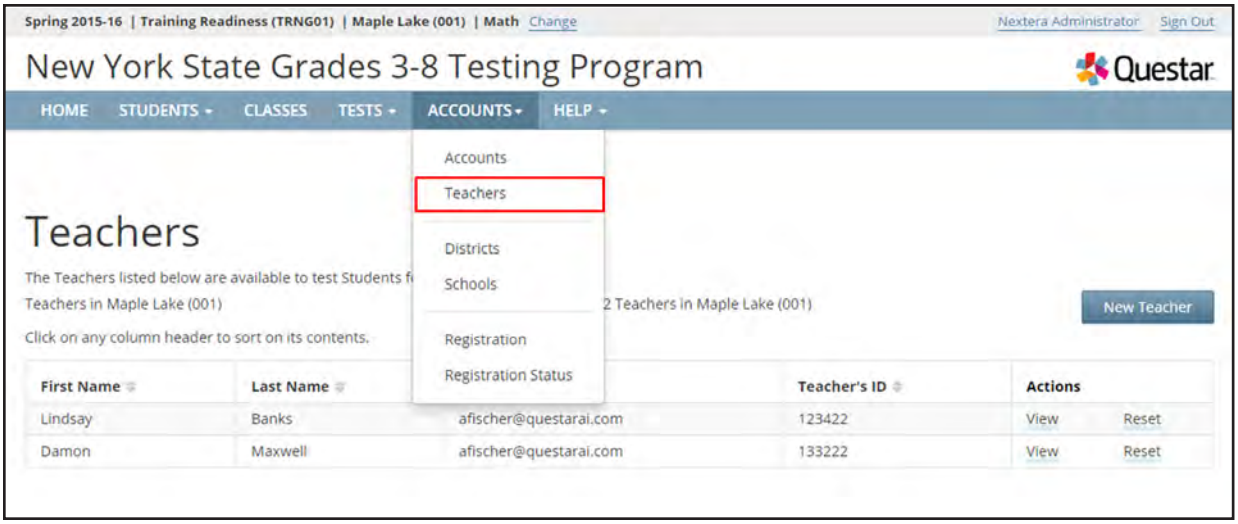


4. Edit the teacher's information and select **Save**.
   - The **Teacher's ID** is a unique number provided by the state.
   - Be sure to select the **check box** "This account is currently active".

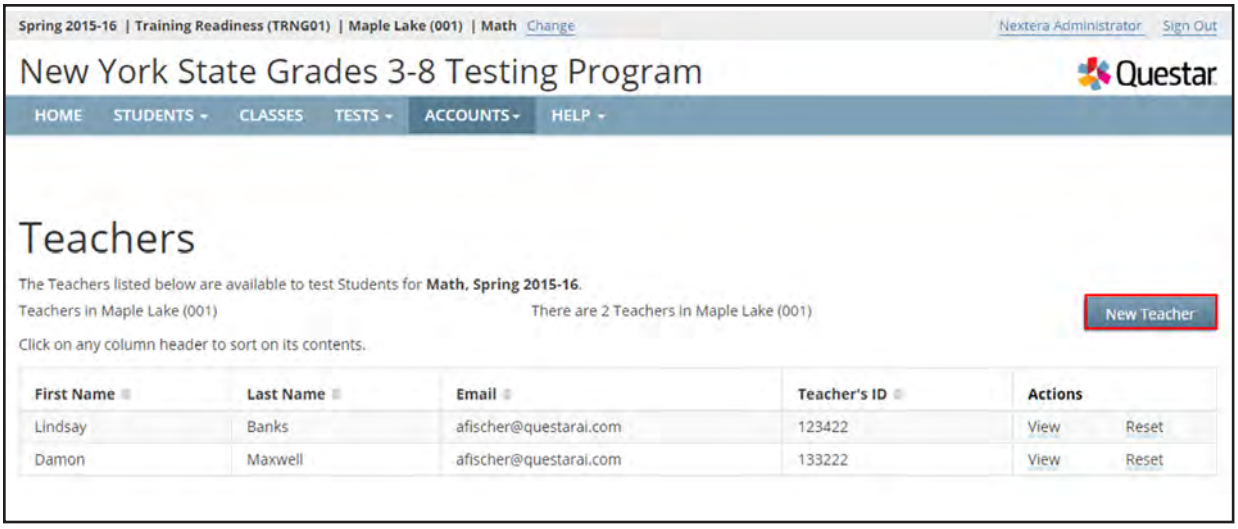


To Add a Teacher *(DTCs and STCs only)*

1. Select **Teachers** from the **Accounts** tab.

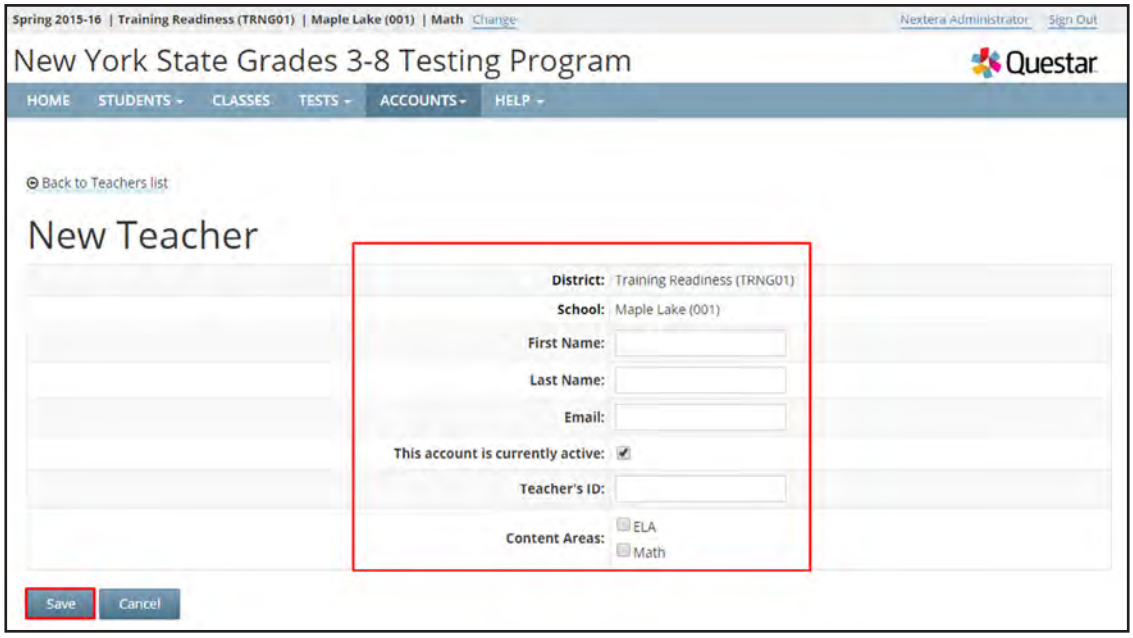


2. Select **New Teacher**.



Nextera™ Admin

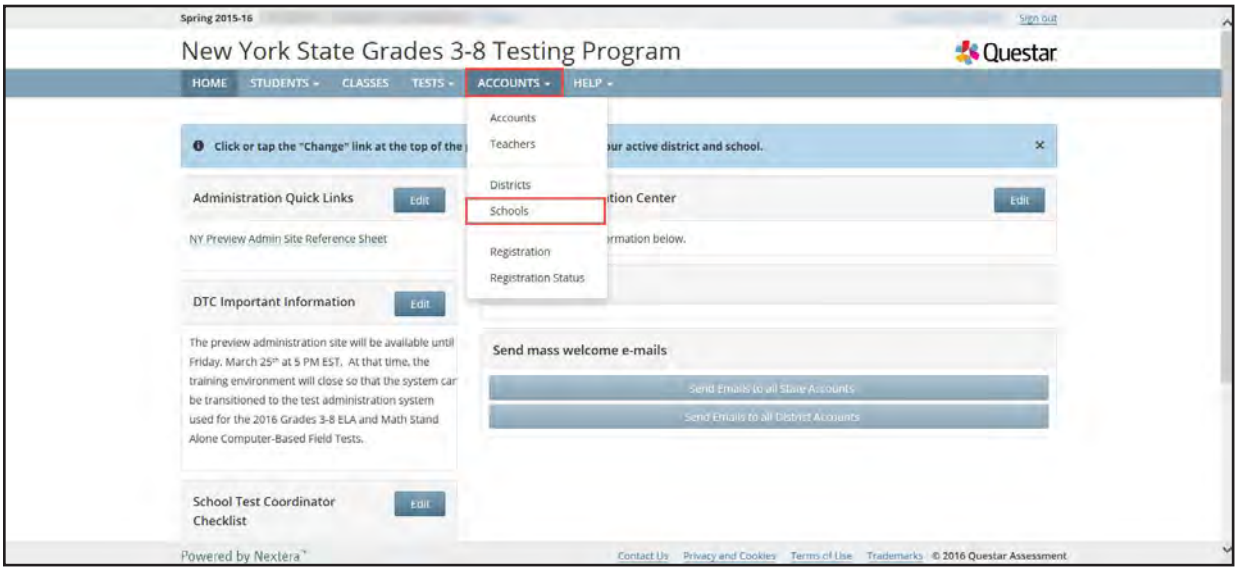
3. Enter the new user's information and select **Save**.
    - The **Teacher's ID** is a unique number provided by the state.
    - Be sure to select the **check box** "This account is currently active".



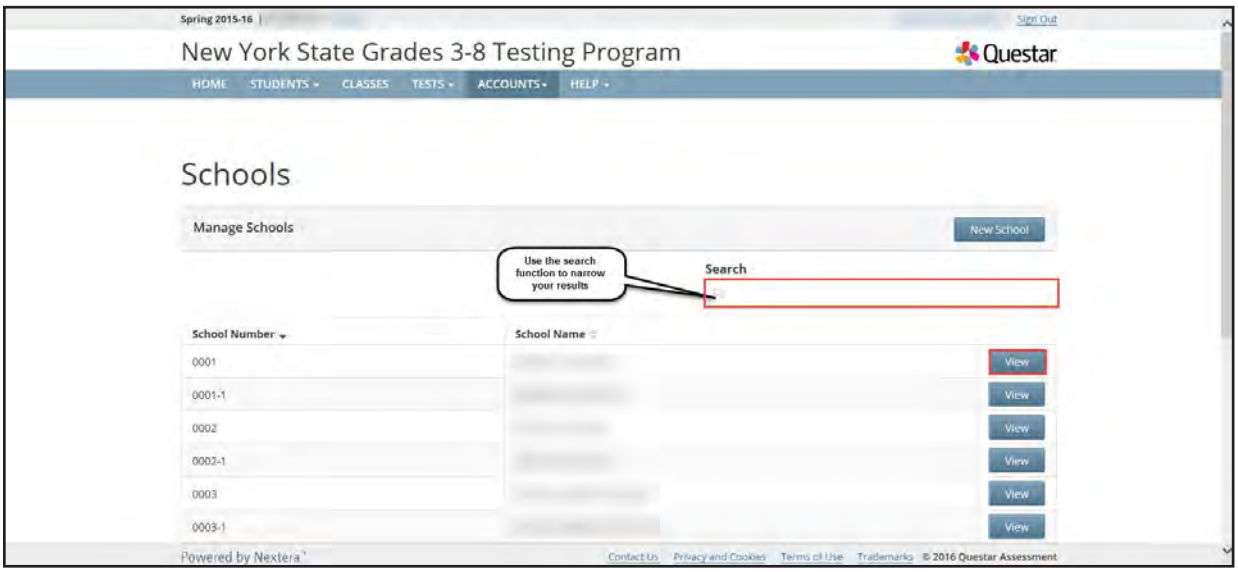
Nextera™ Admin

To Edit a School *(DTCs only)*

1. Select **Schools** from the **Accounts** tab.

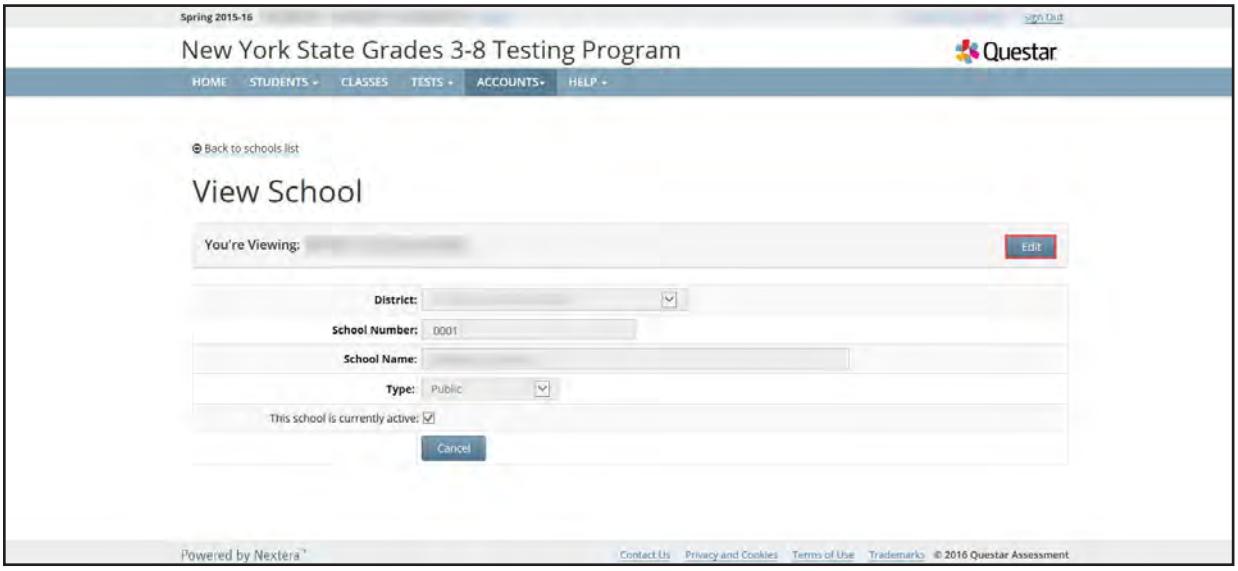


2. Locate the school and select **View**.
   - Use the search function to quickly find the school you are updating.

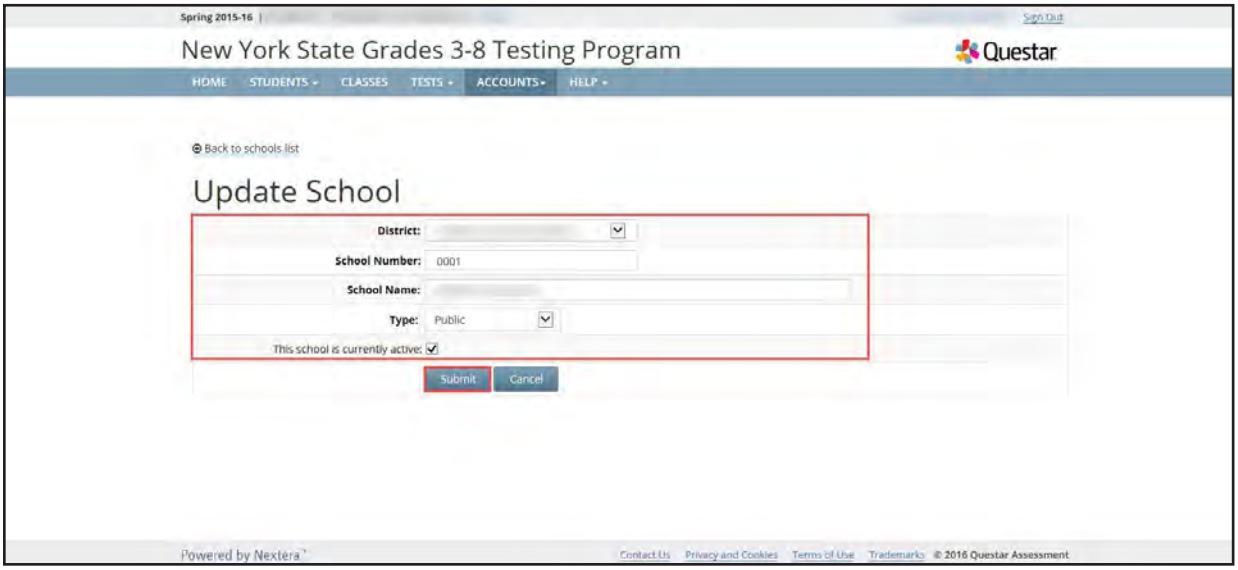


Nextera™ Admin

3. Select **Edit**.

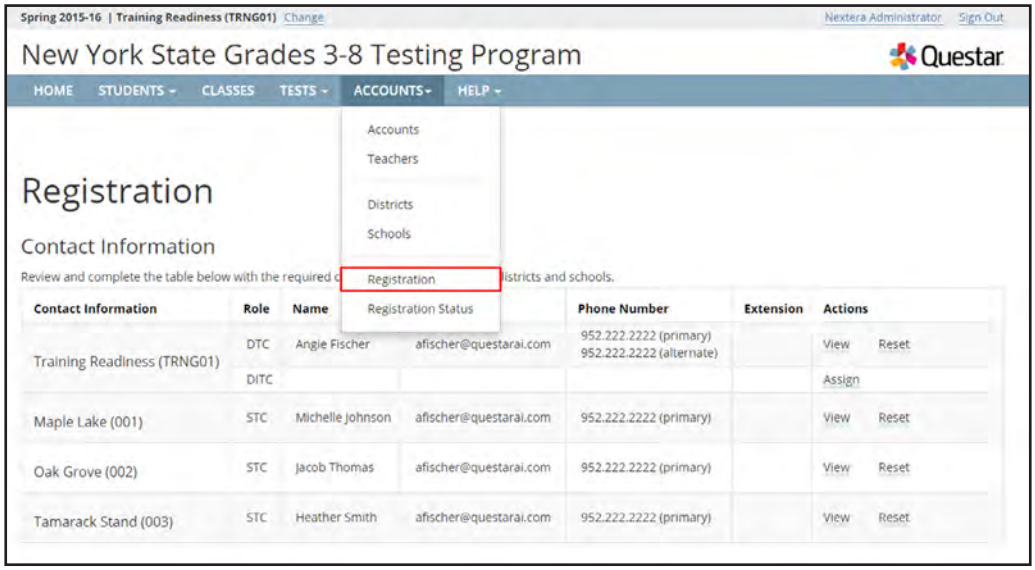


4. Edit the school's information and select **Submit**.
   - Be sure to select the **check box** "This school is currently active".

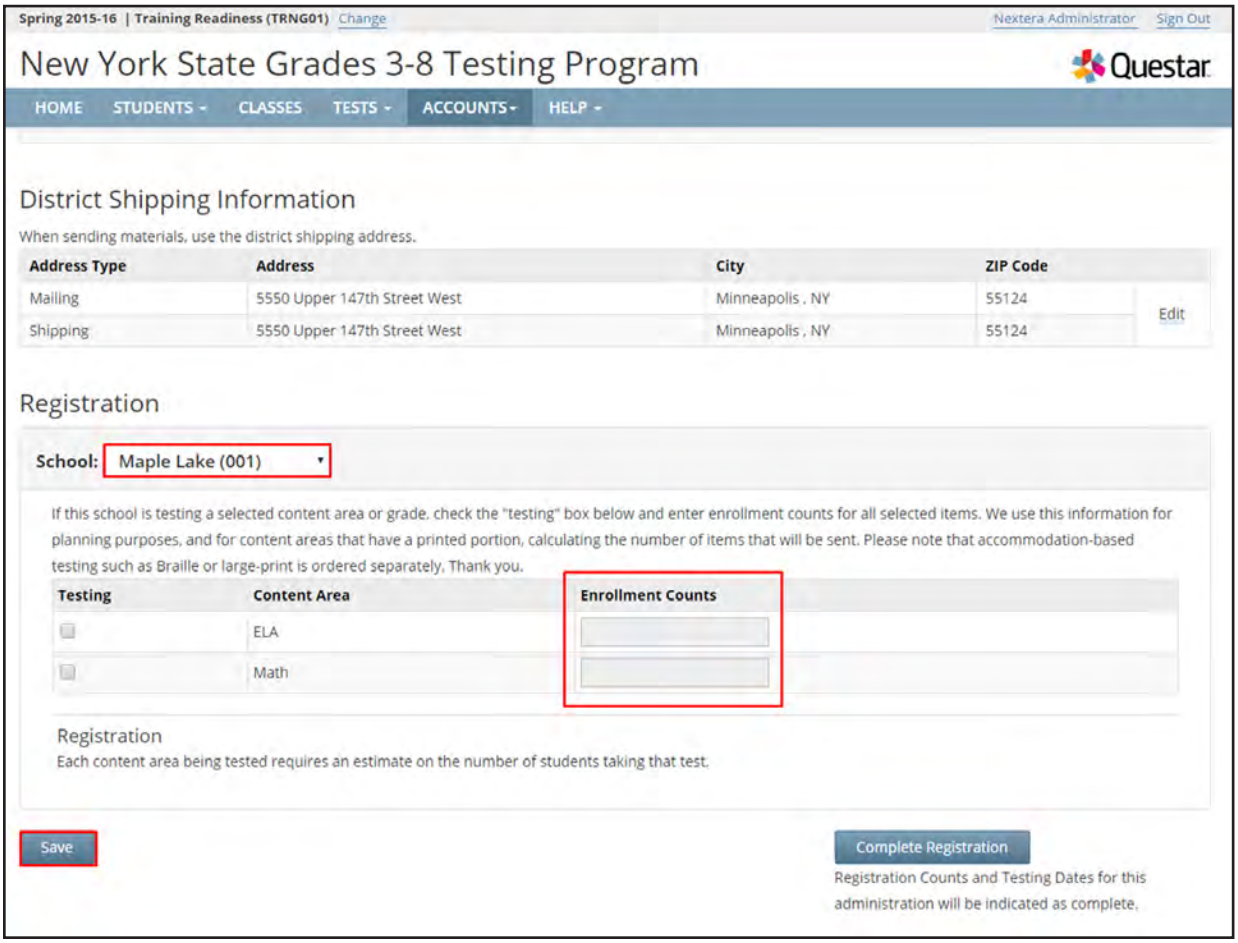


To Complete Registration (*DTCs only*)

1. Select **Registration** from the **Accounts** tab..

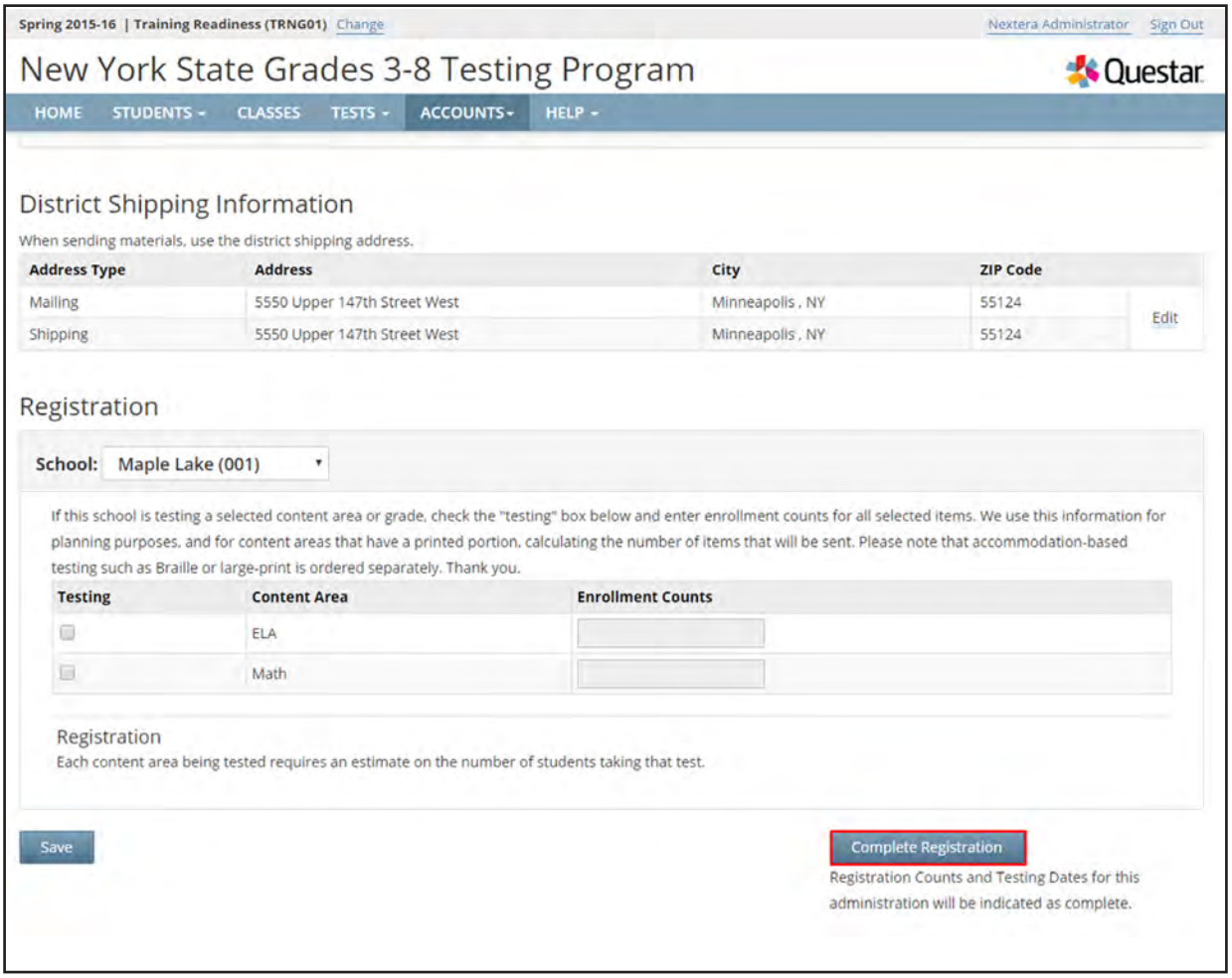


2. Use the **drop-down menu** to select a school, input **enrollment counts**, and select **Save**.



Nextera™ Admin

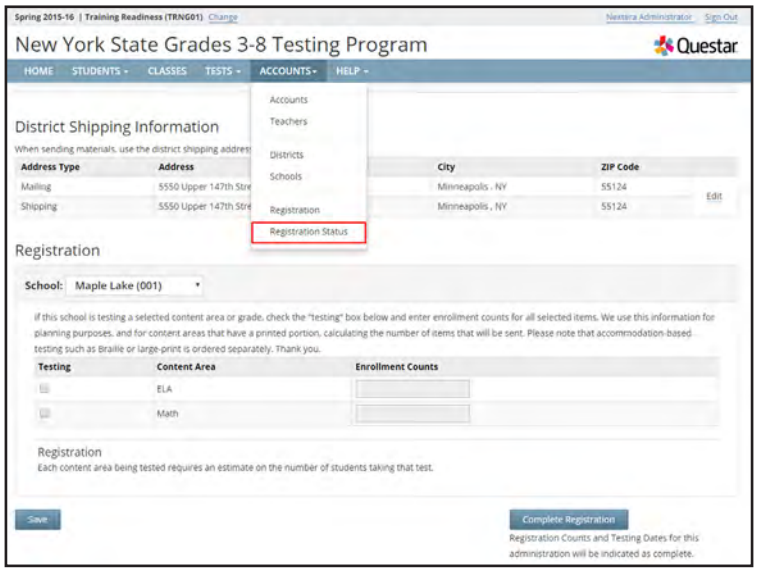
3. Repeat **Step 2** until all schools are complete.
4. Select **Complete Registration** to finalize the registration. Note: once this is selected, you will **not** be able to make changes.



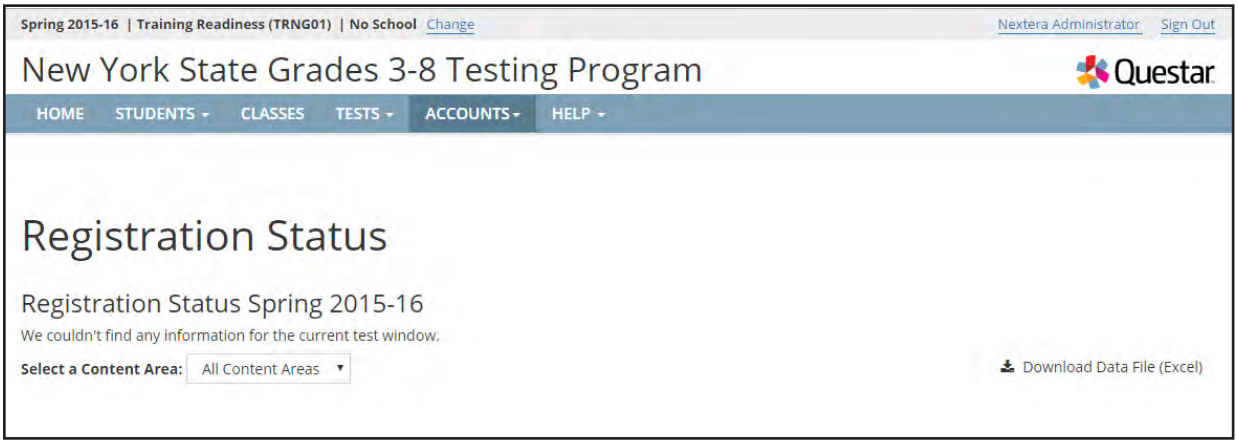
Nextera™ Admin

To View the Registration Status *(DTCs only)*

1. Select **Registration Status** from the **Accounts** tab.



2. The registration status is displayed.

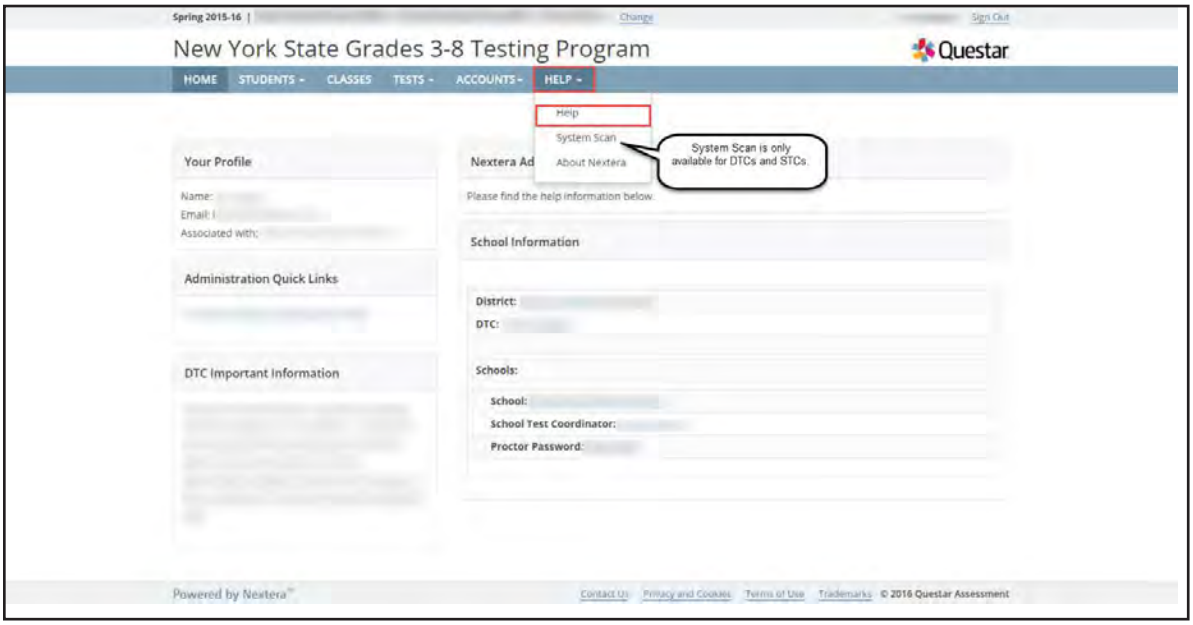


Help Tab

Customer Support contact details, Commonly Asked Support Questions, and Support Documentation are available on Nextera™ Admin's Help tab.

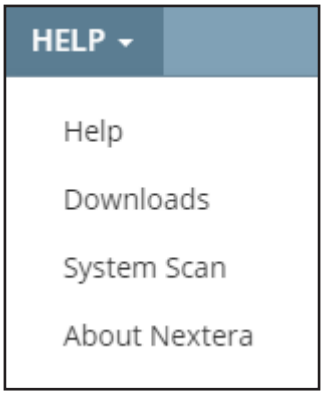
To access this information:

1. Select **Help** from the **Help** tab.



- "Contact Support" details include a telephone number, email address, and chat feature,
- "Commonly Asked Questions" provides answers to commonly asked questions, and
- "Support Documentation" will includes links to reference materials, such as the *Teacher's Directions*. To open a document, simply click on the document title.

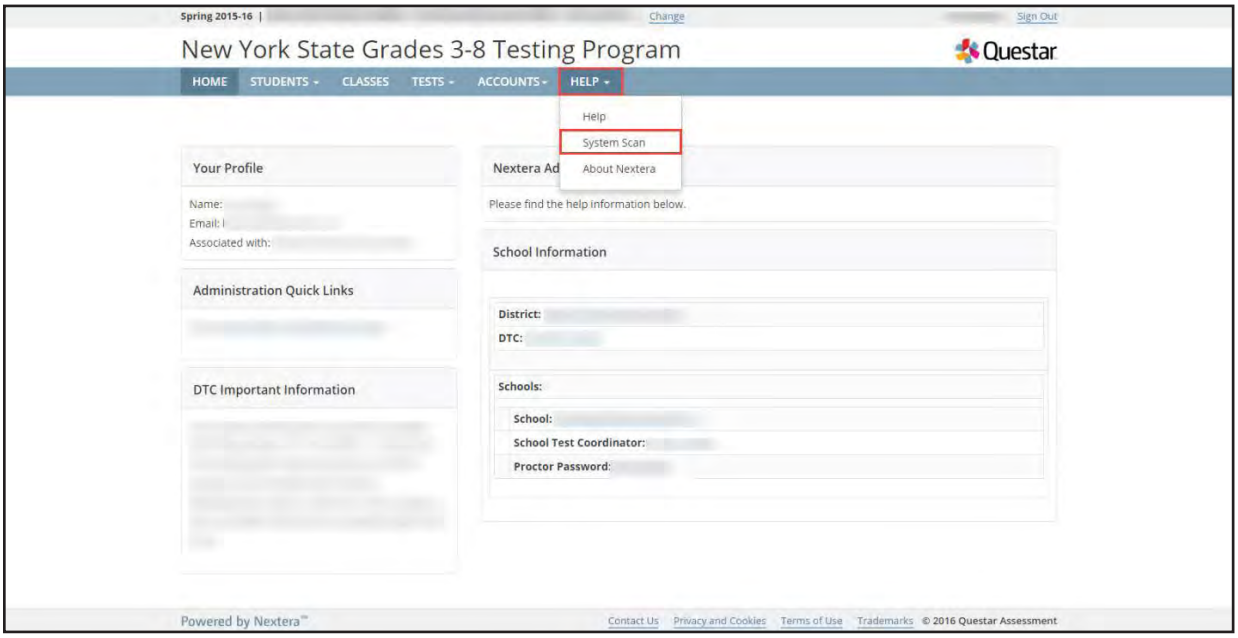
STCs and DTCs can access **Downloads** from the **Help** tab. Download the Questar Secure Browser using the links on the **Downloads** page.



For STCs and DTCs, the Help tab also provides a link to the System Scan.

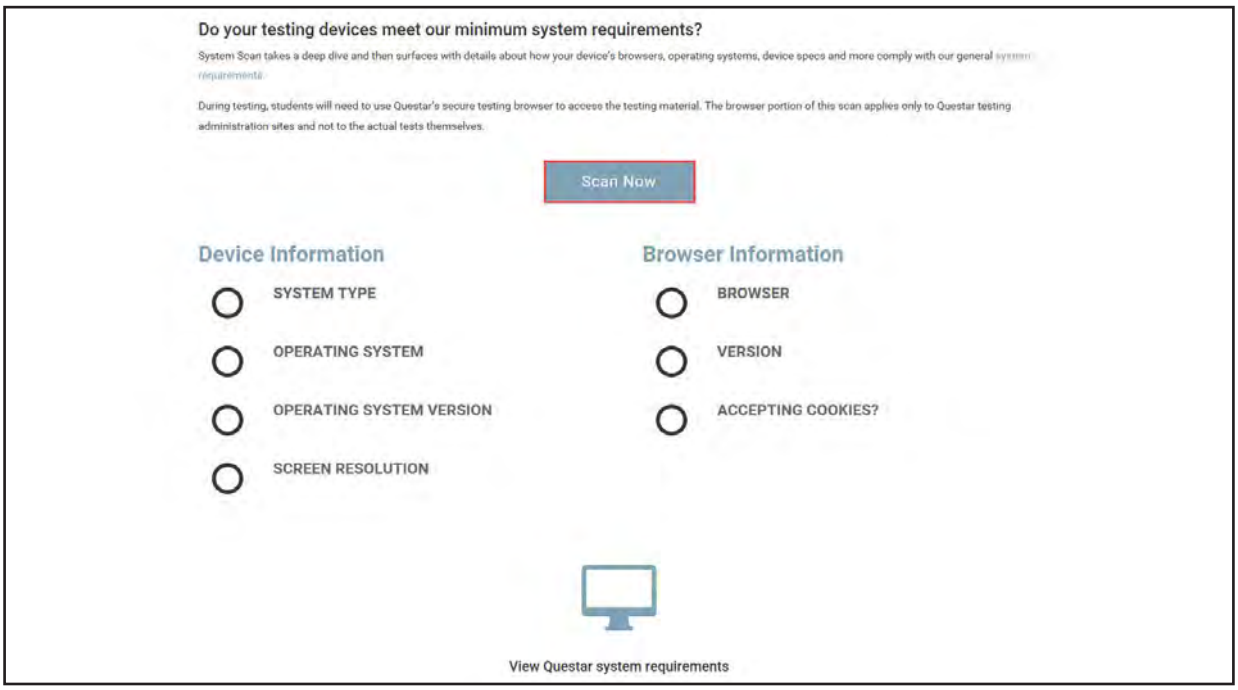
To perform the System Scan:

1. Select **System Scan** from the **Help** tab.

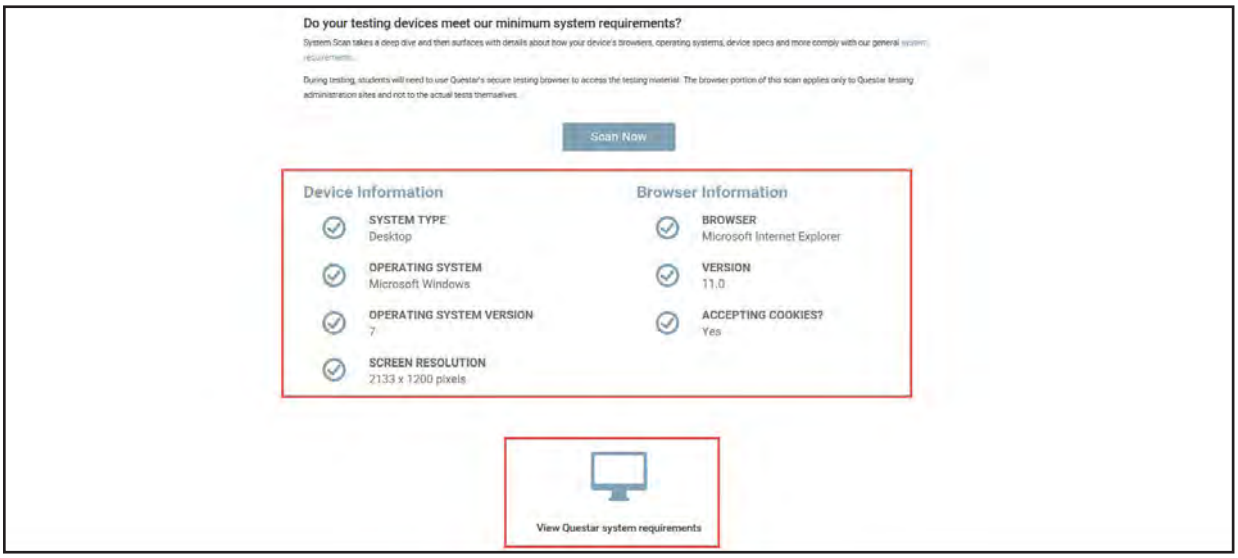


Nextera™ Admin

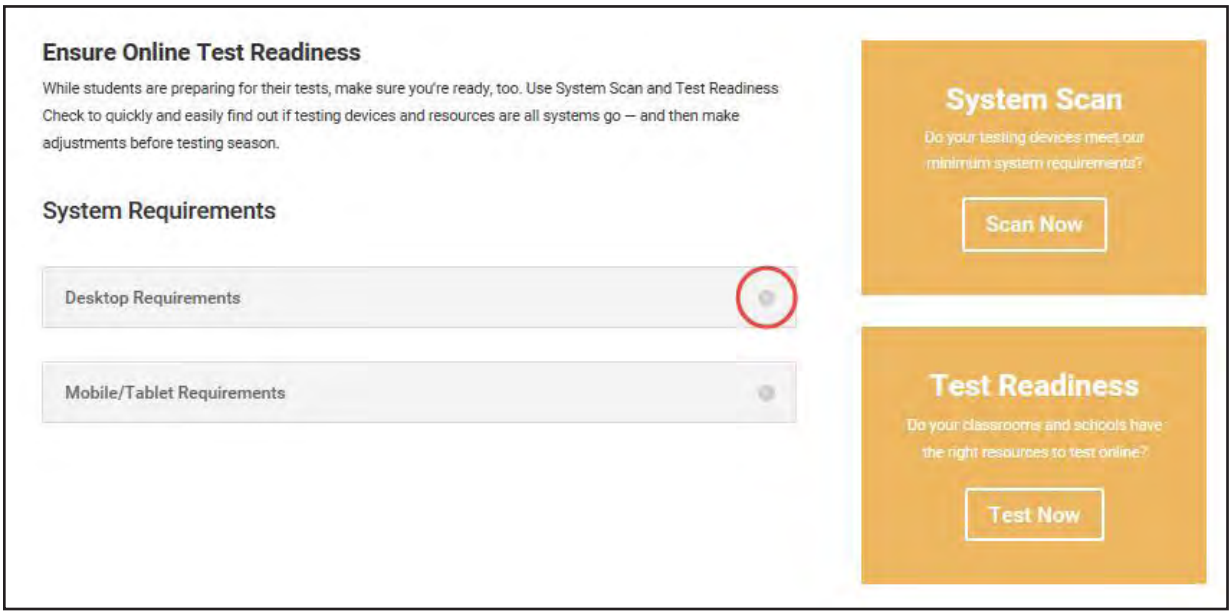
2. Select **Scan Now**.



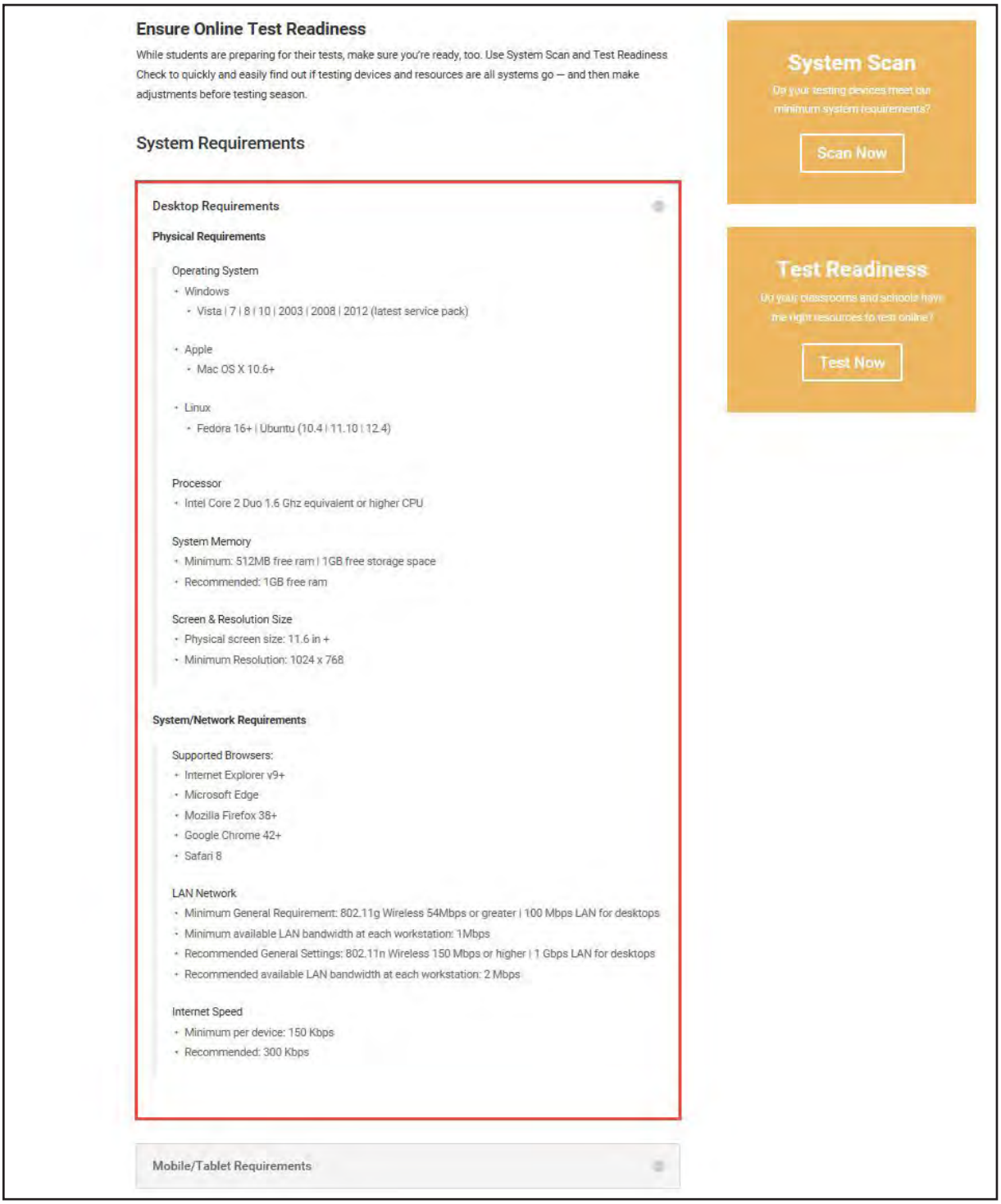
3. The scan results display and include the following details:
   - System type
   - Operating system and version
   - Screen resolution
   - Browser and version
   - Whether or not the system accepts cookies
4. To view Questar's system requirements, select the **View Questar system requirement** option.



5. To view the requirements, select the plus sign next to **Desktop Requirements** or **Mobile/Tablet Requirements**.



6. The requirements display and include physical requirements (e.g., screen resolution) and system/network requirements (e.g., internet speed)



Ensure Online Test Readiness

While students are preparing for their tests, make sure you're ready, too. Use System Scan and Test Readiness Check to quickly and easily find out if testing devices and resources are all systems go — and then make adjustments before testing season.

System Scan

Do your testing devices meet our minimum system requirements?

Scan Now

Test Readiness

Do your classrooms and schools have the right resources to test online?

Test Now

System Requirements

Desktop Requirements

Physical Requirements

Operating System
- Windows
  - Vista | 7 | 8 | 10 | 2003 | 2008 | 2012 (latest service pack)
- Apple
  - Mac OS X 10.6+
- Linux
  - Fedora 16+ | Ubuntu (10.4 | 11.10 | 12.4)

Processor
- Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU

System Memory
- Minimum: 512MB free ram | 1GB free storage space
- Recommended: 1GB free ram

Screen & Resolution Size
- Physical screen size: 11.6 in +
- Minimum Resolution: 1024 x 768

System/Network Requirements

Supported Browsers:
- Internet Explorer v9+
- Microsoft Edge
- Mozilla Firefox 38+
- Google Chrome 42+
- Safari 8

LAN Network
- Minimum General Requirement: 802.11g Wireless 54Mbps or greater | 100 Mbps LAN for desktops
- Minimum available LAN bandwidth at each workstation: 1Mbps
- Recommended General Settings: 802.11n Wireless 150 Mbps or higher | 1 Gbps LAN for desktops
- Recommended available LAN bandwidth at each workstation: 2 Mbps

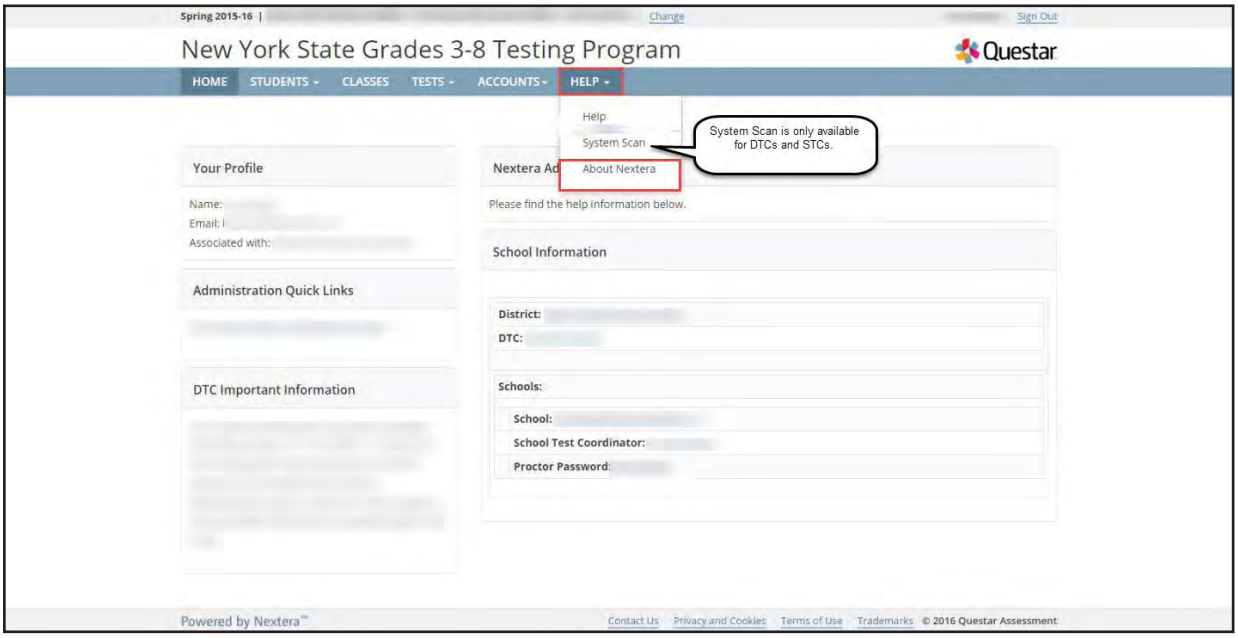
Internet Speed
- Minimum per device: 150 Kbps
- Recommended: 300 Kbps

Mobile/Tablet Requirements

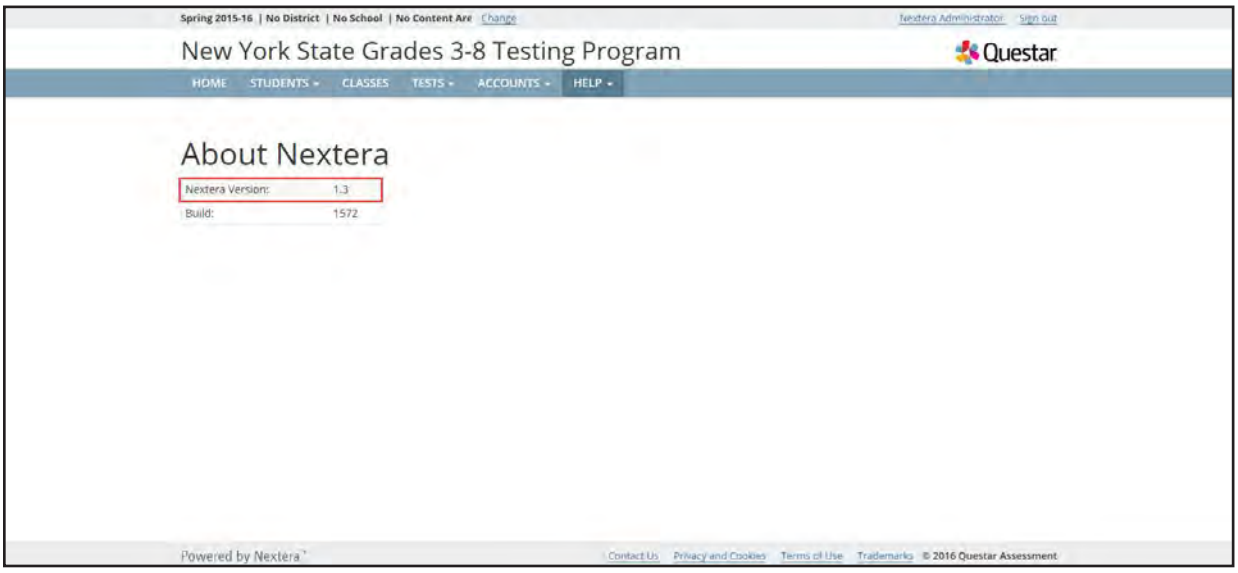
You can also determine the current version of Nextera™ Admin through the Help tab.

To determine the current version of Nextera™ Admin:

1. Select **About Nextera** from the **Help** tab.

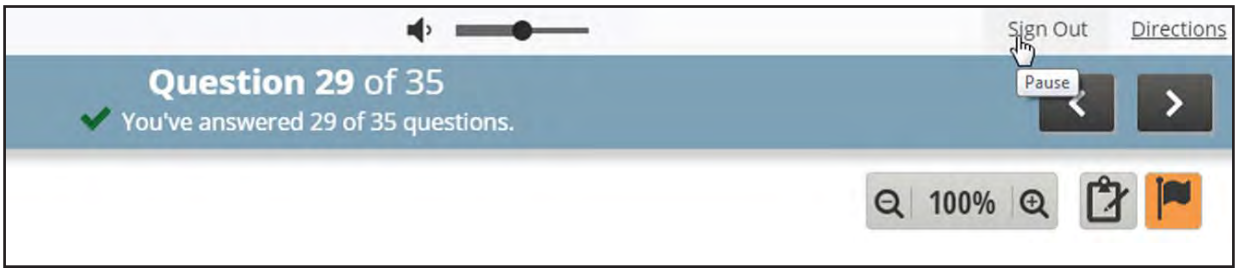


2. The current version displays in the **Nextera Version** field.

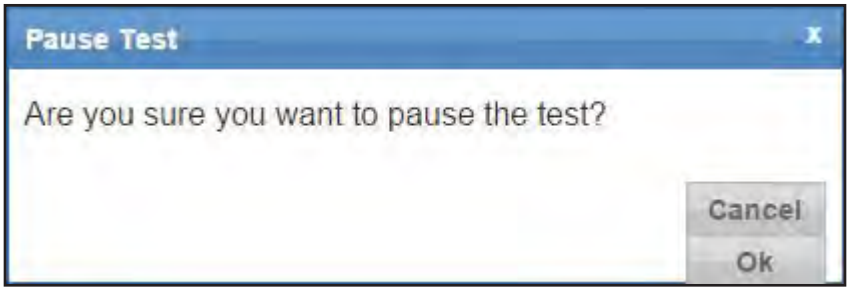


Appendix A: Pausing and Reactivating a Test

A student may pause a test by selecting **Sign Out** in the upper right corner of the student's screen in the Nextera Student Web Client.



The student then selects **OK** to validate their request to pause.



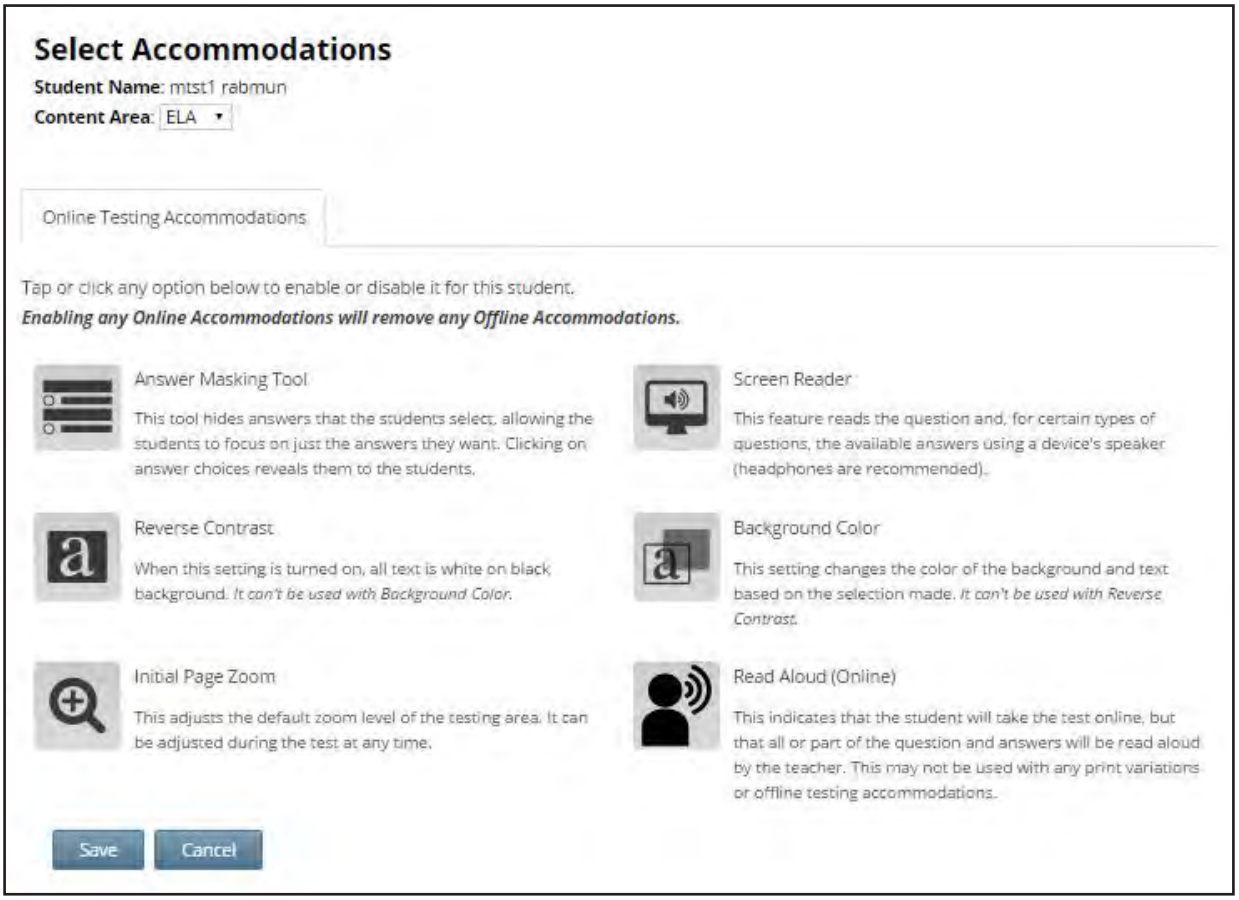
Any test that is paused will require a **proctor password** for the student(s) to log back into the test. Teachers will need to contact their DTC or STC to obtain the proctor password, if needed. Note that the proctor password will be the same for all teachers within a school, but each school will have a unique proctor password.

Appendices

Appendix B: Online Testing Accommodations

The Nextera™ Test Delivery System includes the following online testing accommodations:

- Answer Masking Tool
- Screen Reader (Text-to-Speech)—directions only for ELA
- Reverse Contrast (ELA only)
- Background Color
- Initial Page Zoom
- Read Aloud (Online)—directions only for ELA
- Spanish Translated Edition (Mathematics only)



Students with learning needs as documented in an IEP or 504 Plan may require online accommodation tools. Refer to the following information on online testing accommodations when considering the accommodations your student(s) may need. These options need to be identified and coded in Nextera™ Admin prior to testing.

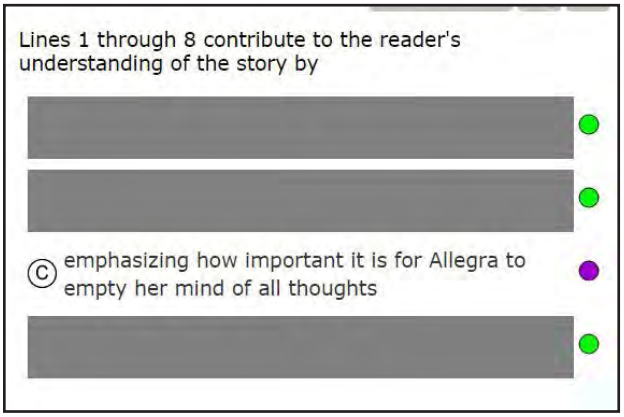
Answer Masking Tool

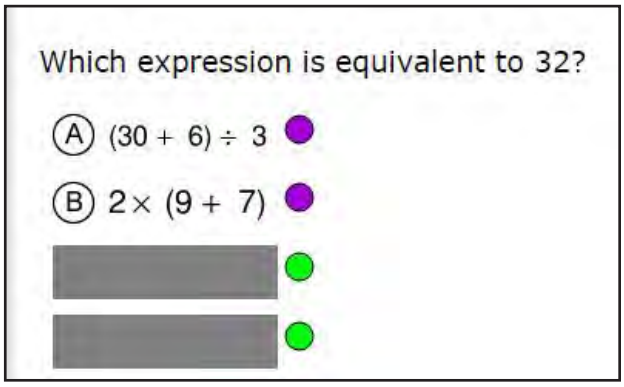
Answer masking is an embedded accommodation that allows for the responses to be shaded so the responses do not distract the focus of the student from the question.

In order to reveal or hide a response option the student clicks on the green or purple circle next to that option.

The purple circles indicate response options that have been selected to view.

- The green circles indicate which response options are masked.
- Examples:





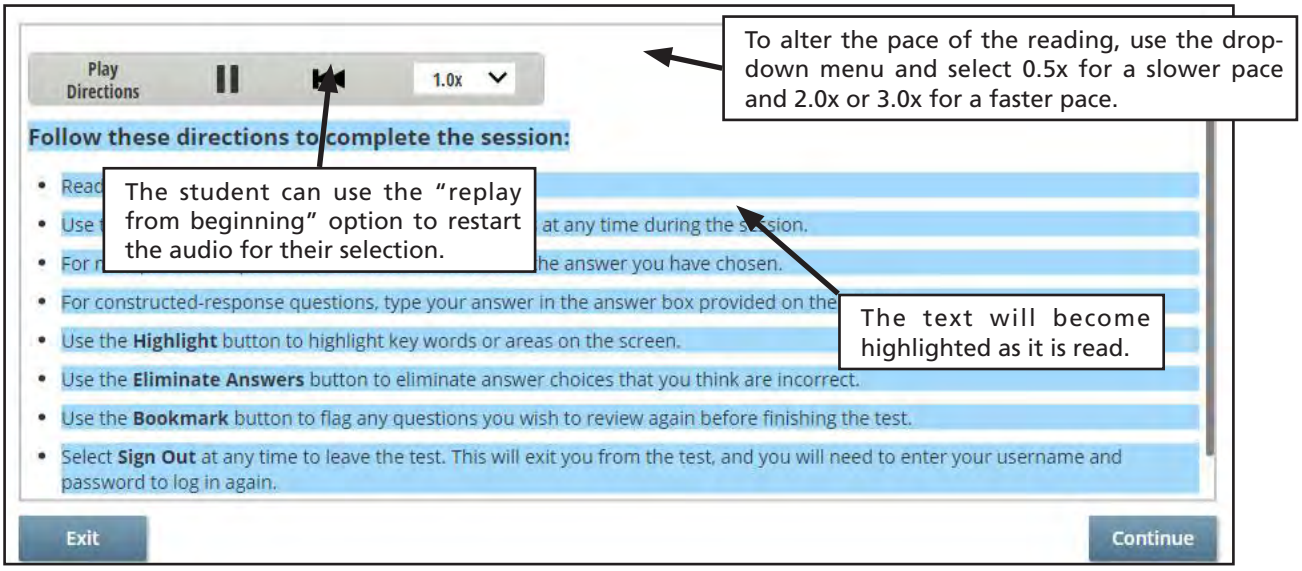
Appendices

Screen Reader (Text-to-Speech)

The screen reader (text-to-speech) feature is an embedded accommodation that reads the text of the directions, passages, stems, or item options to the student as they are taking the assessment. (Directions only will be read for ELA.)

The first opportunity for students to use the Screen Reader is on the Directions page. The student will click the Play icon on the gray toolbar.

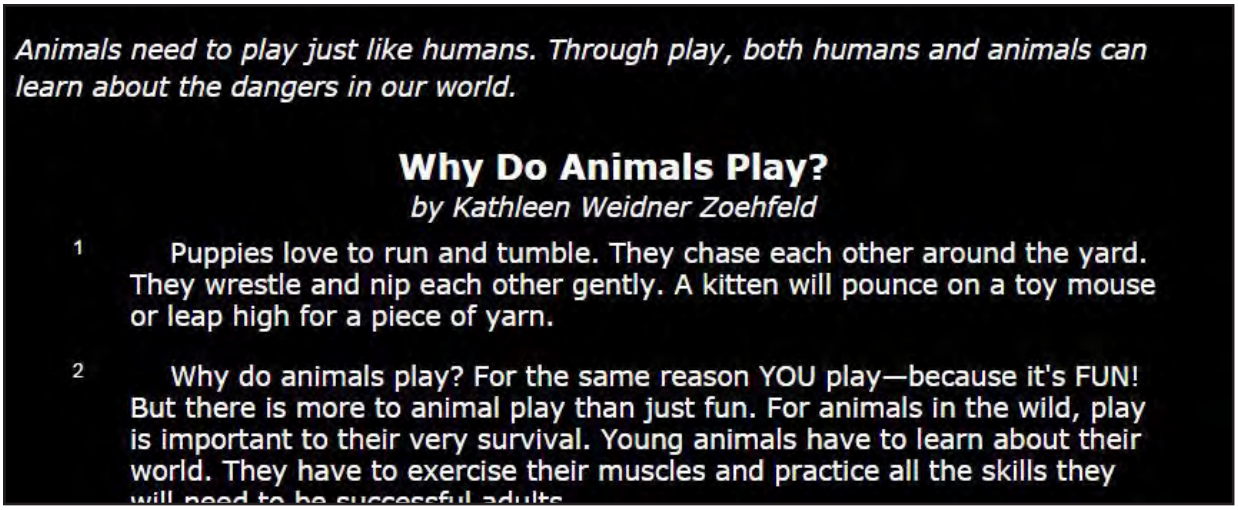
Example:



Reverse Contrast (ELA only)

Reverse contrast is an embedded accommodation that changes the color of the text and the background for students that have an easier time reading white text on a black background. If this option is selected, the test will automatically appear in the selected mode and the student does not have to take any action.

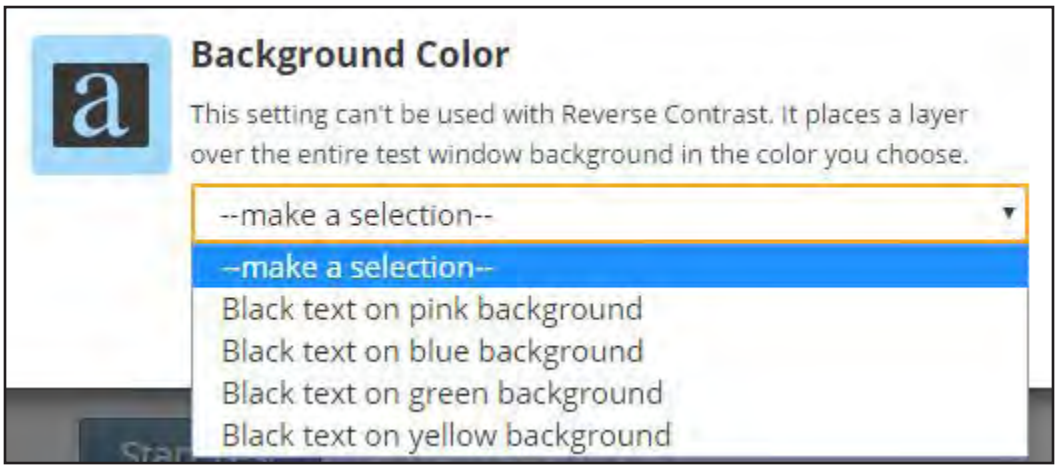
Example:



Appendices

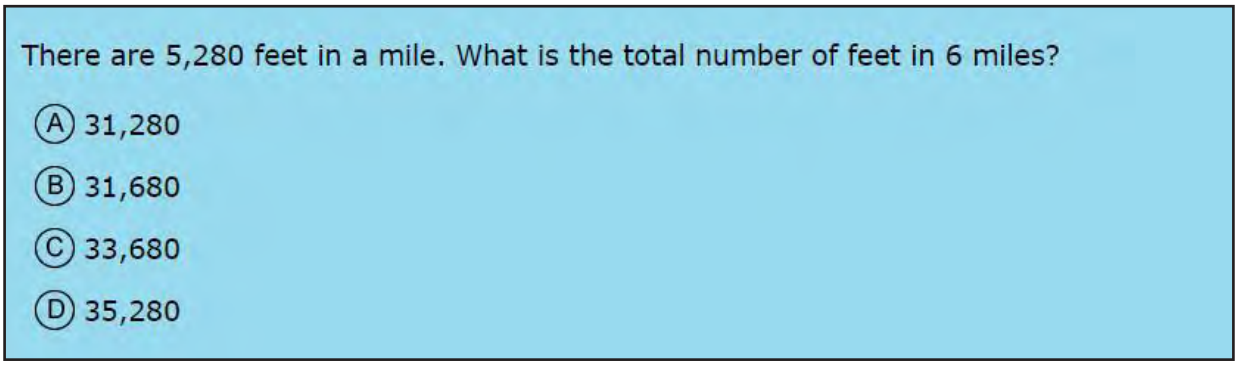
Background Color

The background color option is an embedded accommodation that allows the color of the background to be changed as needed in order to make the text easier for the student to read. There are multiple color options available.



If this option is selected, the test will automatically appear in the selected mode and the student does not have to take any action.

Example:

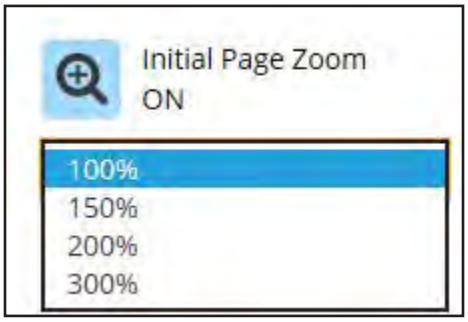


Appendices

Initial Page Zoom

The initial page zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily.

Example:



Read Aloud (Online)

The read aloud is an accommodation that indicates that the student will take the test online, but that all or part of the test will be read aloud by the teacher. See the Teacher's *Directions for Computer-Based Field Testing* for additional information regarding the Read Aloud accommodation. Permissible portions of the test to be read aloud vary by subject. (Directions only will be read for ELA.)

Appendix C: Roles and Permissions

- **District Test Coordinator (DTC)**
  - Main point of contact at the district for Questar
  - Ensures accuracy of all student data in the system
  - Manages district-level accounts and sets up primary school-level users, including the School Test Coordinator and School Information Technology Coordinator
  - There is only one District Test Coordinator per district
- **District Level User (DLU)**
  - Receives the same permissions in the system as the District Test Coordinator
  - Has access to all district schools, users, and students
  - Can assist in managing district-level users and students, and in scheduling tests
- **District Information Technology Coordinator (DITC)**
  - Information technology point of contact for all schools in the district
  - May help district and school staff troubleshoot technology issues
- **School Test Coordinator (STC)**
  - Handles test coordinator responsibilities at the school level
  - Responsible for managing users and students, and schedules tests at the school level
  - There is only one School Test Coordinator per school
- **Building Level User (BLU)**
  - Receives the same permissions in the system as the School Test Coordinator
  - Can assist in managing school level users and students, and in scheduling tests
- **School Information Technology Coordinator (SITC)**
  - Information technology point of contact for the school
  - Can download the secure test browser on all devices used for testing
  - May help district and school staff troubleshoot technology issues
- **Teacher (TA)**
  - Responsible for leading test administration

Nextera™ User Roles By Functionality

Note: The functionalities differ based on role. For example: A school user does not have access to all district information. A school user, with appropriate access, can edit student information within his or her own school but not for a student who is enrolled in another school within the district. A district user, with appropriate access, can edit any student's information.

Page	Functionality	DTC	DLU	DITC	STC	BLU	SITC	Teacher
Home	View Home Page, Quick Links	X	X	X	X	X	X	X
	Search for District/School	X	X					
	Dashboard Metrics	X	X	X	X	X	X	
Students	View/Edit Students Page (Teachers cannot edit)	X	X		X	X		X
	Option drop-down (accommodations information)	X	X		X	X		
	Download class list in CSV (Excel)	X	X		X	X		
Classes	View/Edit Classes and Create New Classes	X	X		X	X		X
Tests	View Tests Pages and Important Dates	X	X	X	X	X	X	X
	View Test Administrations and Test Details	X	X	X	X	X	X	X
	Print Student Logins	X	X		X	X		X
	Set Status Code for each Test (Do Not Score, Invalidate)	X	X		X	X		
Accounts	View Accounts, Activate and Reset Accounts	X	X		X	X		
	Add New Test Administrators	X	X		X	X		
	View/Edit Contact Information, Addresses, School Registration Information	X	X					
	View and Complete Registration	X	X					
	Download Data File	X	X					
Help	View Customer Service Telephone Number, Email, Chat, FAQ, Support Documentation	X	X	X	X	X	X	X
	View Downloads Page, Download Secure Browsers	X	X	X	X	X	X	
	View System Scan Results Page	X	X	X	X	X	X	

Appendix D: District and School Test Coordinator Checklist

Activities PRIOR to and DURING Field Test Administration

- ❑ Announce field testing in advance.
- ❑ Familiarize yourself with all field test materials, including this manual and the *Teacher's Directions for Computer-Based Field Testing*.
- ❑ Complete appropriate steps necessary in Nextera™ Admin to prepare for field testing. Examples include adding or updating teacher and student details, creating classes, etc.
- ❑ Provide copies of the *Teacher's Directions for Computer-Based Field Testing* prior to the first day of field testing to all teachers who will be administering the field tests. Teacher's Directions are not secure, and may be distributed.
- ❑ Brief all teachers on their responsibilities and roles in field testing and remind teachers about preparation of the classroom and supplies for field testing.
- ❑ Work with your School or District IT Coordinator to verify devices are ready for each student to complete the field test.
- ❑ Ensure that English Language Learners and eligible former English Language Learners are provided with the field testing accommodations that the principal has determined will be provided for them.
- ❑ Communicate with Technology Coordinator(s) and School Test Coordinator(s) regarding technology, planning, and scheduling
- ❑ Review all materials available on the Nextera Admin help page
- ❑ Aid in the coordination of and/or facilitate administration training for district and school staff if necessary (content, dates, etc.)
- ❑ Have all participating schools review the Setup and Installation Guide (SIG) and perform the Testing Readiness Check at http://www.questarai.com/readiness/test-readiness/ to determine if all technology requirements have been met
- ❑ Ensure tasks are completed for uploading Pre-ID files
- ❑ Ensure tasks are completed for Registration
- ❑ Ensure tasks are completed for those students that require online accommodations

- ❏ Make sure that schools know where and how to get assistance for any issues that might come up (Questar Customer Support, technology staff, district staff)
- ❏ Be prepared to share the Proctor Password (available on the Nextera Admin homepage) for students who have paused testing

Appendix E: Suggestions for Creating a Secure Computer-based Testing Environment

The following seating arrangements are suggestions for creating a secure test environment for students who are taking the computer-based field tests.

- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely spaced rows or in every other row.

The following physical and visual barriers between testing devices can also be used as security measures for computer-based field testing.

- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible only to someone sitting in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them

Appendix F: Glossary of Computer-Based Field Testing Terminology

Term	Definition
Nextera Admin	System used by teachers, school and district representatives to verify student registration, assign accessibility/ accommodation features, print student login credentials, and other administrative duties
Nextera Test Delivery System	System that delivers tests to students and receives responses
Secure Browser	Application that protects the security of the test and student responses
Access Code	Four-digit code announced or displayed for all students in a session when the teacher has ensured all students have successfully logged in and are ready to begin testing: also called a Session PIN in Nextera Admin
Student Login Credentials (Student Labels)	Login credentials students use to initiate a test session in the Nextera Test Delivery System
Test Administrator/Proctor	Individual(s) at the school ultimately responsible for administering the assessment

Grades 3–8
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