

New York State Testing Program

**English Language Arts
and Mathematics Field Tests**

**School Administrator's
Manual for Computer-
Based Field Testing**

May 21–June 8, 2018

**Grades 3–8
2018**



THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of The University

BETTY A. ROSA, Chancellor, B.A., M.S. in Ed., M.S. in Ed., M.Ed., Ed.D.	Bronx
T. ANDREW BROWN, Vice Chancellor, B.A., J.D.....	Rochester
ROGER TILLES, B.A., J.D.....	Great Neck
LESTER W. YOUNG, JR., B.S., M.S., Ed.D.....	Beechhurst
CHRISTINE D. CEA, B.A., M.A., Ph.D.	Staten Island
WADE S. NORWOOD, B.A.....	Rochester
KATHLEEN M. CASHIN, B.S., M.S., Ed.D.....	Brooklyn
JAMES E. COTTRELL, B.S., M.D.....	New York
JOSEPHINE VICTORIA FINN, B.A., J.D.	Monticello
JUDITH CHIN, M.S. in Ed.	Little Neck
BEVERLY L. OUDERKIRK, B.S. in Ed., M.S. in Ed.....	Morristown
CATHERINE COLLINS, R.N., N.P., B.S., M.S. in Ed., Ed.D.	Buffalo
JUDITH JOHNSON, B.A., M.A., C.A.S.	New Hempstead
NAN EILEEN MEAD, B.A.....	Manhattan
ELIZABETH S. HAKANSON, A.S., M.S., C.A.S.	Syracuse
LUIS O. REYES, B.A., M.A., Ph.D.....	New York
SUSAN W. MITTLER, B.S., M.S.	Ithaca

Commissioner of Education and President of The University

MARYELLEN ELIA

Executive Deputy Commissioner

ELIZABETH R. BERLIN

Senior Deputy Commissioner, Office of Education Policy

JHONE EBERT

Deputy Commissioner, Office of Instructional Services

ANGELICA INFANTE-GREEN

Assistant Commissioner, Office of State Assessment

STEVEN E. KATZ

The State Education Department does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition or carrier status, or sexual orientation in its educational programs, services and activities. Portions of this publication can be made available in a variety of formats, including braille, large print or audio tape, upon request. Inquiries concerning this policy of nondiscrimination should be directed to the Department's Office for Diversity and Access, Room 530, Education Building, Albany, NY 12234.

Developed and published under contract with the New York State Education Department by Questar Assessment Inc. Copyright © 2018 by the New York State Education Department. Permission is hereby granted for school administrators and educators to reproduce these materials, located online at the [Office of State Assessment](http://www.p12.nysed.gov/assessment) (<http://www.p12.nysed.gov/assessment>), in the quantities necessary for their school's use, provided copyright notices are retained as they appear in these publications.

Table of Contents

Overview	v
2018 Contact Information.....	vi
Field Test Schedule and Important Administration Dates	vi
Scratch Paper for Computer-Based Testing (CBT)	vi
How to Use this School Administrator’s Manual	1
Part 1:	
Preparing for the Field Tests	3
General Features of the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests.....	4
Field Test Security Requirements and Responsibilities	5
Students to be Field Tested	7
Computer-Based Field Tests	9
Administrator’s Planning Steps for CBT Field Test Preparation.....	11
Part 2:	
Administering the Field Tests	15
School Administrator Responsibilities.....	16
Prepare the 2018 Grades 3–8 English Language Arts Secure Computer-Based Field Test Materials.....	17
Prepare the 2018 Grades 3–8 Mathematics Secure Computer-Based Field Test Materials.....	18
Concluding the Field Test Session	22

Appendices

Appendix A: School Administrator’s Checklist for CBT	A-1
Appendix B: Mathematics Tools.....	A-2
Appendix C: Testing Accommodations for English Language Learners Multilingual Learners.....	A-3
Appendix D: Testing Accommodations for Students with Disabilities.....	A-4
Appendix E: Specific Field Testing Accommodations	A-5
Appendix F: Pausing and Reactivating a Computer-Based Test_ in Nextera™ Test Delivery System	A-7
Appendix G: Nextera™ Test Delivery System CBT Accommodations.....	A-8
Appendix H: Nextera™ Administration System User Roles and Permissions.....	A-12
Appendix I: District and School Test Coordinator Checklist for CBT	A-16
Appendix J: Suggestions for Creating a Secure CBT Environment	A-17
Appendix K: Glossary of CBT Terminology	A-18
Appendix L: Nextera™ Administration System	A-19
Overview	A-19
Log In/Sign Out	A-20
The Home Tab	A-22
School Test Coordinator (STC).....	A-26
Teacher.....	A-27
Students Tab.....	A-28
To View Students.....	A-28
To Add or Edit a Student (School and District Test Coordinators only).....	A-30
To Set a Student’s Alternate Language to Spanish for the Computer-Based Mathematics Field Test	A-36
Multi-Student Edit	A-37
Classes Tab	A-40
To View and Edit a Class.....	A-40
To Add a Class.....	A-43
Tests Tab.....	A-44
To View Tests, Session Access Codes, and to Designate Students Not Testing	A-45
Examiner View.....	A-48
To Print Student Login Credentials (Labels).....	A-49
Troubleshooting Tip for Printing Student Login Tickets.....	A-51
Testing Status Details	A-52
Setting Student Not Testing Codes.....	A-53
Accounts Tab.....	A-55
To Edit an Account	A-55
To Add an Account.....	A-57
Help Tab	A-60
Forgot Your Password?	A-65
Appendix M: Secure Materials Tracking Log	A-68

Overview

2018 Contact Information

For assistance with:	Contact:
<ul style="list-style-type: none"> • Technical Support for computer -based field testing • Returning secure field test materials 	Questar Assessment Inc. (Questar) Customer Support Telephone: 1-866-997-0695 Fax: 1-866-688-0419 Email (ny.3-8.help@questarai.com)
<ul style="list-style-type: none"> • Administration of the field tests • Testing policies regarding accommodations and security of field test materials 	The Office of State Assessment Telephone: 518-474-5902

Important reminder: Check the Office of State Assessment's web site regularly for updates on the 2018 Grades 3–8 Testing Program (<http://www.p12.nysed.gov/assessment>).

Field Test Schedule and Important Administration Dates

Events	Grades 3–8 English Language Arts and Mathematics
<i>School Administrator's Manual, Teacher's Directions, and Secure Field Test Materials Arrive at Schools</i>	Wednesday, May 16–Thursday May 17
Field Test Administration Window	Monday, May 21–Friday, June 8

Scratch Paper for Computer-Based Testing (CBT)

Schools that will be administering the English Language Arts and Mathematics Field Tests by CBT should be prepared to furnish scratch paper to their students for use when taking the field tests. At the start of the field test, the proctor should hand out scratch paper to each student testing with CBT. For the Grades 3–8 English Language Arts Field Tests, each student should be given one sheet of lined, ruled paper, such as loose leaf paper. For the Grades 3–8 Mathematics Field Tests, each student should be given two sheets of scratch paper: one sheet of plain paper and one sheet of graph paper. In addition, the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the field test. Students testing with CBT should be advised that they must record their final answer for each field test question in the online test, and that any work done on this scratch paper will not be counted. The scratch paper distributed to students testing with CBT must be collected at the end of the field test, whether used or unused, and securely destroyed by the school.

How to Use this School Administrator's Manual

The instructions in this manual explain the responsibilities of school administrators for the New York State Testing Program (NYSTP) 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* serves to guide school administrators in general field test administration activities for CBT.

Instructions for field test administration in the classroom are provided in the *2018 English Language Arts Field Tests Teacher's Directions for Computer-Based Field Testing* and the *2018 Mathematics Field Tests Teacher's Directions 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 2018 Grades 3–8 English Language Arts and Mathematics Field Tests

The New York State Education Department (NYSED), along with its contractor, Questar Assessment Inc. (Questar), constructed the 2018 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 writing and reviewing test questions, and selecting the questions that will be included on the field tests, to ensure that the field tests are aligned to the New York State Learning Standards.

The computer-based field tests are to be administered **May 21–June 8, 2018**. The 2018 Grades 3–8 English Language Arts and Mathematics Field Tests will consist of one session. Schools have been 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.

The field test does not need to be administered on the same day to every student in the field-tested grade. Schools can choose to administer the field test on as many days as they choose, within the field test window.

Field Test Security Requirements and Responsibilities

The purpose of the NYSTP field test security requirements is to protect the validity of the field test results. This section of the *School Administrator's Manual* specifies security responsibilities and planning procedures that must be followed, specifically:

- The security and accounting measures of secure field test materials;
- Specifications of who is responsible for maintaining field test security; and
- The chain of responsibility in field test security.

Principals are responsible for ensuring that all proctors and school personnel authorized to have access to secure field test materials comply with the requirements and instructions contained in this part of the manual.

To minimize the number of testing irregularities, principals should conduct a review of the field test administration procedures, prior to the field test administration, with all faculty and staff who will be involved in the field test administration. In addition, to preserve the integrity of the field test materials, advise all teachers administering this field test that they are not to discuss field test questions or other specific field test content online via email or LISTSERV or through any other electronic means. **Teachers and field test administrators may not use cell phones or other photographic devices to duplicate field test materials and should keep their own personal communication devices put away during field testing, using them only in emergency situations.** Please note that shrink-wrapped packages of field test booklets, if received for students using a Read Aloud (by human) accommodation, and/or English editions provided as an accommodation to English Language Learners/Multilingual Learners taking an alternate language Spanish Mathematics CBT field test, cannot be opened prior to the distribution of the field tests to students.

Field test security responsibilities of the 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 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 email or LISTSERV, or through any other electronic means.
- Develop additional local policies and procedures necessary to ensure maximum test security at all times.
- Deliver a copy of the Field Test *Teacher's Directions* (which is not secure) to each teacher who will be administering the field test.

- ❑ Conduct a review of the 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 scratch paper, mathematics reference sheets, printed student login credentials, session access codes, and proctor PINs. If applicable, arrange for the collection, secure storage, and return of all used and unused printed secure field test booklets (test read editions for students receiving a Read Aloud (by human) accommodation, and/or English editions provided as an accommodation to English Language Learners/Multilingual Learners taking an alternate language Spanish Mathematics CBT field test) to Questar.

Field test security responsibilities of proctors:

- ❑ Receive training in administering the field test properly and securely.
- ❑ Review the Field Test *Teacher's Directions* and:
 - Understand the security requirements before administering the field test.
 - Read the scripts and directions prior to the field test administration.
- ❑ Provide students with all required field test materials.
- ❑ Administer the field tests during the assigned testing window.
- ❑ Make arrangements in advance to seat students and prepare a secure field testing environment (see **Appendix J: Suggestions for Creating a Secure CBT Environment**).
- ❑ Obtain the field test session access code and proctor PIN from your administrator (see directions beginning on page A-45 of **Appendix L: Nextera™ Administration System** for further details).
- ❑ Provide students with all required field test materials, including student login credentials and the session access code.
- ❑ Prevent the use of unapproved materials (see pages 19–20 for lists of approved and unapproved materials).
- ❑ Follow proper procedures for students with disabilities; see **Testing Accommodations for Students with Disabilities** located in **Appendix D**.

Shared field test security responsibilities of principals, proctors, and all other school personnel authorized to have access to secure material:

- ❑ Receive training in field test security requirements and field test administration protocols.
- ❑ If applicable, document the location of secure printed field test booklets at all times using the **Secure Materials Tracking Log**, located in **Appendix M**.
- ❑ Ensure the security of the field testing environment (**Appendix J: Suggestions for Creating a Secure CBT Environment**).
- ❑ Ensure the security of field test questions and other secure materials. Do **not**:

- Leave secure materials unattended when field tests are not being administered.
- Read, reveal, review, or duplicate the contents of secure field test material before, during, or after 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 printed 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 2018 Grades 3–8 English Language Arts and Mathematics Operational 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 tests.

English Language Learners/Multilingual Learners

The following English Language Learners/Multilingual Learners **may be exempt** from taking the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests:

- *Recent Entrants*—Schools are permitted to exempt from the 2018 English Language Arts Field Tests those English Language Learners/Multilingual Learners (ELLs/MLLs) (including those from Puerto Rico) who, on April 1, 2018, had been attending school in the United States for the first time for less than one year and who were exempted from the 2018 Grades 3–8 English Language Arts Operational Tests.
- *Students Requiring Translated Editions of the 2018 Grades 3–8 Mathematics Field Tests*
 - Translated editions are **available only in Spanish** for the 2018 Grades 3–8 Mathematics Field Tests. ELLs/MLLs taking an alternate language Spanish Mathematics CBT field test will receive a paper English edition, which they may use simultaneously. Students should be instructed to record all of their responses in the Nextera™ Test Delivery System.
 - Schools are permitted to exempt those students from the 2018 Grades 3–8 Mathematics Field Tests who used other translated editions for the 2018 Grades 3–8 Mathematics Operational Tests.
- *Students Requiring Oral Translation*—Students who required an oral translation for lower-incidence languages or who wrote responses in a native language other than Spanish for the 2018 Grades 3–8 Mathematics Operational Tests are **exempt** from participating in the 2018 Grades 3–8 Mathematics Field Tests. Translation services need not be provided for the 2018 Grades 3–8 Mathematics Field Tests.

Information on accommodations for English Language Learners/Multilingual Learners who are not exempt is provided in **Appendix C**.

Students with Disabilities

The following students with disabilities must be exempt from taking the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests:

- *Students who participate in the New York State Alternate Assessment (NYSAA)*—The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in a particular general State test or in the New York State Alternate Assessment (NYSAA) for students with severe disabilities.

Information on accommodations for students with disabilities who are not exempt is provided in **Appendix D**.

Absent Students

Students who are absent on the day that the school administers the 2018 Grades 3–8 English Language Arts or Mathematics Field Tests 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.

Computer-Based Field Tests

General Tools for CBT Field Tests

For students who will be taking the field tests on the computer, General Tools are available to all students in the Nextera™ Test Delivery System for the appropriate grade(s) and content area(s). Please refer to the table below for information regarding which tools are available by grade and content area.

General Tool	Content Area(s)	Grades
Highlighter	English Language Arts and Mathematics	3–8
Bookmark	English Language Arts and Mathematics	3–8
Zoom	English Language Arts and Mathematics	3–8
Notepad	English Language Arts and Mathematics	3–8
Line Reader	English Language Arts	3–8
Ruler	Mathematics	3–8
Equation Editor	Mathematics	3–8
Drawing Tool	Mathematics	3–8
Protractor	Mathematics	4, 5, 6, 7, and 8
Mathematics Reference Sheet	Mathematics	5, 6, 7, and 8
Answer Eliminator	Mathematics	6
Calculator	Mathematics	6, 7, and 8

Nextera™ Test Delivery System Practice Tests

Practice tests are available in the Nextera™ Test Delivery System secure browser. Taking the practice test in the secure browser provides students with the opportunity to become familiar with the mechanics of taking the field test on the computer, with the available tools, and with the general types of questions on the field tests. All students taking the 2018 field tests on the computer should be provided with at least one opportunity to take the practice test(s) available in the Nextera™ Test Delivery System.

Login credentials for the practice tests are available on the Help tab of the Nextera™ administration system.

CBT Accommodations

Some students with disabilities whose schools have chosen CBT for field testing may benefit from using online testing accommodations that change the way that the field test is displayed, in order to enhance its accessibility for those students. Students with learning needs as documented in an Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) may require CBT accommodations. Please refer to the table on the following page, as you consider the online testing accommodations that your students may need.

CBT Accommodation	Content Area Notes
Answer Masking Tool	Mathematics
Reverse Contrast	English Language Arts and Mathematics
Background Color	English Language Arts and Mathematics
Initial Page Zoom	English Language Arts and Mathematics
Text-to-Speech (TTS) (online only)	English Language Arts directions, passages, and questions Mathematics directions, questions, and answer choices
Read Aloud (by human)	English Language Arts directions, passages, and questions Mathematics directions, questions, and answer choices

Note: The Answer Masking Tool is only applicable for the 2018 Grade 6 Mathematics Field Test.

Refer to **Appendix G: Nextera™ Test Delivery System CBT Accommodations**, for descriptions of the CBT Accommodations. CBT Accommodations are assigned to students prior to testing by the District Test Coordinator or School Test Coordinator via the Nextera™ administration system. Instructions for assigning CBT Accommodations to students are provided in the section, “To Add or Edit a Student” in **Appendix L** of this manual.

Administrator’s Planning Steps for CBT Field Test Preparation

The following information is provided to assist in preparation for administering the New York State 2018 Grades 3–8 English Language Arts and Mathematics Field Tests by CBT. A complete checklist of school administrator planning activities is provided in **Appendix A: School Administrator’s Checklist for CBT**. Refer to **Appendix I** for the **District and School Test Coordinator Checklist for CBT**.

Refer to **Appendix H** for descriptions of **User Roles and Permissions** and **Appendix K** for a **Glossary of CBT Terminology**.

All devices intended for use in the administration of the computer-based field tests must be set up and configured to test using the Nextera™ Test Delivery System. **Appendix L: Nextera™ Administration System** 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 questions, please contact Questar Customer Support at 866-997-0695 or [email](mailto:ny.3-8.help@questarai.com) (ny.3-8.help@questarai.com).

Long-Term Planning

Be sure to:

- Schedule field tests so as to avoid conflicts with recess or lunch.
- Announce administration of field test dates to students before the date 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 the 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 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. For additional instructions, refer to the *Teacher’s Directions* (<http://www.p12.nysed.gov/assessment/manuals>). All students taking the field test on the computer should be provided with at least one opportunity to practice with the practice tests for the grade and subject for which they will be taking the field test. The practice tests are available in the secure browser.
- Ensure that field tests are administered within the field test window.

Prepare Testing Room

Be sure to:

- Determine which room(s) will be used for testing.
- Make sure that 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, in order to prevent interruptions.
- If field tests are to be administered in a classroom, clear work spaces 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. This includes any such materials that pertain to New York State CBT system tools.
- 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 field testing, see **Appendix J: Suggestions for Creating a Secure CBT Environment**.
- Each student will need a device for his or her exclusive use during the field test that has been configured for testing. Please work with your School or District IT Coordinator to verify that the devices are ready for testing. The *Nextera™ Setup and Installation Guide* (<https://cbtsupport.nysed.gov/hc/en-us/articles/208474306>) has detailed instructions for setting up devices for testing.
- Ensure that teachers have printed student login credentials and the session access code prior to testing. For information on how to print student login credentials and where to find the session access code, see the section on the Tests Tab that begins on page A–44 in **Appendix L: Nextera™ Administration System** of this manual.

Receive Field Test Materials

- All field test shipments will be delivered by UPS and may be delivered at any time between the hours of 8:00 a.m. and 5:00 p.m. (ET). Field test booklets and the *Teacher's Directions* will be sent by Questar. The shrink-wrapped packages of secure field test booklets must not be opened during the inventory. All secure field test materials must remain sealed until the field test administration date.
- Use the Packing List provided in Box 1 of your shipment to inventory the following materials received from Questar:
 - *School Administrator's Manual*
 - Labels—UPS and CHERRY Questar Return Address Label (provided for shipments containing paper field test booklets only)
 - Field Test *Teacher's Directions*: Schools will receive one Field Test *Teacher's Directions* for every 20 field test booklets.
 - Field Test Booklets: Paper field test booklets, if required for students using the Read Aloud (by human) accommodation and/or English editions provided as an accommodation to ELLs/MLLs taking an alternate language Spanish mathematics CBT field test, will arrive shrink-wrapped in packages of 5.
 - Contact Questar Customer Support at 866-997-0695 or [email](mailto:ny.3-8.help@questarai.com) (ny.3-8.help@questarai.com) after taking inventory, if you determine that additional items are needed.

All secure field test materials must remain sealed until the field test administration date. Boxes used for delivering materials to your school should be kept for storing and returning field test booklets.

- Place all secure field test materials in the storage location as soon as they are received.
- Restrict access to the field test materials.
- Do not remove shrink-wrapped packages of secure material from the safe or vault, except for the inventory of field test materials, until the day on which the field tests are scheduled to be administered.
- Use **Appendix M: Secure Materials Tracking Log** to document the movement of materials and account for paper field test booklets.
- Check the safe or vault where secure field test materials are being stored daily to ensure that the secure field test materials have not been tampered with and remain secure.
- Maintain the combination or key to the safe or vault under strict security conditions to preclude access to the secure field test materials.

Plan Secure Field Test Materials Storage

Paper field test booklets, if required for students using the Read Aloud (by human) accommodation and/or English editions provided as an accommodation to ELLs/MLLs taking an alternate language Spanish Mathematics CBT field test, must be stored in the safe or vault of the building where the field tests will be shipped. The principal must ensure that access to the safe or vault is restricted. If the building where the field tests will be administered does not have a safe or vault large enough to hold the secure field test materials, arrangements must be made to store them at a location with an appropriate safe or vault. If you have specific questions concerning the storing of field test materials, please call OSA at 518-474-8220.

Tools for the 2018 Grades 3–8 Mathematics Field Test Administration

Use of Reference Sheets

Each student in Grades 5, 6, 7, and 8 must have a grade-specific mathematics reference sheet for his or her exclusive use during the field tests. These reference sheets include the necessary formulas and reference information that students need to assist them in answering certain mathematics questions. These are provided as printed stand-alone documents, which should be distributed to students prior to the field test administration. The mathematics reference sheets are also available to students in the Nextera™ Test Delivery System.

Use of Rulers and Protractors

For CBT, rulers and protractors are available to students in the Nextera™ Test Delivery System, as needed for their specific grade-level Mathematics Test.

Use of Calculators

For CBT, schools must provide students with hand-held calculators that meet the specifications listed below. Students testing with CBT will be able to use either the hand-held calculator provided by the school or the calculator available within the Nextera™ Test Delivery System.

For Grade 6, all students are to be provided with a four-function calculator with a square root key or a scientific calculator; for Grades 7 and 8, all students are to be provided with a scientific calculator. **Graphing calculators are not permitted.** 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 operation manuals, instruction formula cards, or other information concerning the operation of calculators during the field tests.

Tool	Grades	Usage Notes
Four-function calculator with a square root key or scientific calculator	Grade 6	Examine all calculators to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them and that the memory on the calculator has been cleared.
Scientific calculator	Grades 7–8	

Note: Grades 3–5 students may not use calculators for any portions of the mathematics field tests.

Part 2

Administering the Field Tests

School Administrator Responsibilities

It is the responsibility of the school administrator to:

- Inventory all field test materials.
- Store secure field test materials in a safe or vault, as designated in the school's Examination Storage Plan.
- Distribute the materials to the teachers or proctors, and ensure the security of the field tests.
- Advise all teachers administering the field tests that they are not to discuss field test questions or other specific field test content with each other, with others online via email, or through any other electronic means.
- Ensure that students with disabilities are provided allowable testing accommodations as indicated on a student's IEP or 504 Plan.
- Ensure that teachers, aides, and assistants receive training, in order to ensure the correct implementation of testing accommodations.

Prepare the 2018 Grades 3–8 English Language Arts Secure Computer-Based Field Test Materials

In order to prepare the secure materials for computer-based field testing, schools must take the following steps:

- Verify that the school has the following, prior to the field test:
 - Printed student login credentials for all students who will be testing
 - The session access code to begin the field test, which is found on the Nextera™ administration system Tests tab
 - The proctor PIN, which is found on the Nextera™ administration system Home Page
 - Scratch paper (one piece of lined ruled paper per student)—The proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the field test

The following chart lists the English language arts materials needed in each classroom at each grade level for the computer-based field tests.

English Language Arts	
Grades 3–8	<ul style="list-style-type: none"> • <i>CBT Teacher’s Directions</i> for Field Tests • Classroom roster • Student login credentials for students who will be testing • Access code for students to begin the field test • Proctor PIN • Scratch paper (one piece of lined, ruled paper per student)

Prepare the 2018 Grades 3–8 Mathematics Secure Computer-Based Field Test Materials

In order to prepare the secure materials for computer-based field testing, schools must take the following steps:

- Verify that the school has the following, prior to the field test:
 - Printed student login credentials for all students who will be testing
 - The session access code to begin the field test, which is found on the Nextera™ administration system Tests tab
 - The proctor PIN, which is found on the Nextera™ administration system Home Page
 - Scratch Paper (one piece of plain paper and one piece of graph paper per student)—The proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the field test
 - Mathematics Reference Sheet (Grades 5–8 only)

The following chart lists the mathematics materials needed in each classroom at each grade level for the computer-based field tests.

	Mathematics
Grades 3–8	<ul style="list-style-type: none"> • <i>CBT Teacher's Directions</i> for Field Tests • Classroom roster • Student login credentials for students who will be testing • Session access code for students to begin the field test • Proctor PIN • Scratch Paper (one piece of plain paper and one piece of graph paper per student) <p>Grades 5–8 only:</p> <ul style="list-style-type: none"> • Mathematics Reference Sheet <p>Grades 6 only:</p> <ul style="list-style-type: none"> • Scientific or four-function calculators with a square root key (one per student)* <p>Grades 7–8 only</p> <ul style="list-style-type: none"> • Scientific calculators (one per student)*

*For students testing on computers in Grades 6–8, a calculator is provided as part of the computer testing delivery system. However, schools should continue to supply students with exclusive use of the type of hand-held calculator that the students use for everyday mathematics instruction.

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, or tools.

Use of Communications Devices

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into a classroom or other location where a State examination is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the field test administration. Admission to the field test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

At the beginning of each field test administration, proctors must read the following statement to all students taking State examinations:

You cannot have any communications device, including a cell phone, with you during this examination or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Personal laptops, notebooks, or any other computing devices
- Cameras, other photographic equipment, and personal scanning devices
- Wearable devices/smart wearables, including smart watches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now?

[Proctor: repeat list of devices.]

This is your last opportunity to do so before the test begins.

If any student is observed with any prohibited device while taking a State examination, the proctor must direct the student to turn the device over to the proctor immediately; allow the student to complete the field test (to allow for all possible outcomes of procedural due process); and report the incident promptly to the school principal.

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

No one, under any circumstances, may interpret or explain field test questions to students, nor may anyone review or comment to students about the correctness or sufficiency of the students' responses 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. Proctors may give students assistance only in the mechanics of taking the field tests, such as understanding the navigation of the Nextera™ Test Delivery System or that their responses must be entered into the Nextera™ Test Delivery System. Prior to concluding the field test, the proctor should point out to the students if they have left one or more answers completely blank.

Temporary Absence from Testing Room

No student may be permitted to leave and then return to the 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 testing room.

Emergency Evacuation of a School Building

Evacuation of a school building during 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.

If an emergency evacuation is required, school administrators should follow the below procedures.

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 and invalidate the student's field test.

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 and in the proper place.
- Make sure that students are recording their multiple-choice and constructed-response answers in the Nextera™ Test Delivery System.
- Point out to students if they have left one or more answers blank.
- Not comment to the 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 personal communication devices put away during testing, using them only in emergency situations.

Concluding the Field Test Session

As soon as the field test session is completed, the principal must arrange for the collection and secure storage of all used and unused secure field test materials. All student login credentials, session access codes, scratch paper, reference sheets, and proctor PINs for CBT administrations must be securely destroyed.

Administrator’s Checklist for Collecting, Storing, Organizing, and Returning Secure CBT Field Test Materials

At the conclusion of the field test, please follow these instructions:

- Collect and securely destroy all secure CBT field test materials, including student login credentials, session access codes, proctor PINs, scratch paper, and reference sheets.
- Teacher’s Directions* should be left in the classrooms with the teachers, so that they may review the instructions for the remaining field test session(s), if needed.
- 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 email, or by any other electronic means.
- Return to Questar all paper field test booklets that you may have received, including test read editions for students receiving the Read Aloud (by human) accommodation, and/or English language paper editions provided as an accommodation to ELLs/MLLs taking an alternate language Spanish mathematics CBT field test.

Appendices

Appendix A: School Administrator’s Checklist for CBT

Field Test Administration

Before Field Testing:

- Announce field test dates in advance.
- Familiarize yourself with all field test materials, including this manual and the appropriate *Teacher’s Directions*. Provide copies of the *Teacher’s Directions*, prior to the first day of testing, to all teachers who will be administering the field tests. *Teacher’s Directions* are not secure, and may be distributed.
- 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 practice test for either English language arts or mathematics in the Nextera™ Test Delivery System secure browser.
- Each student will need his or her own device that has been configured for testing. Please work with your School or District IT Coordinator to verify that the devices are ready for testing. The *Nextera™ Setup and Installation Guide* (<https://cbtsupport.nysed.gov/hc/en-us/articles/208474306>) has detailed instructions for setting up devices for testing.
- Ensure that applicable accommodation features are set in the Nextera™ administration system for each student requiring such accommodations.
- Ensure that teachers have printed student login credentials, session access codes, and proctor PINs prior to testing. For information on how to print student login credentials and where to find the session access code, see the section on the Tests Tab that begins on page A-44 of this manual.

After Testing:

- Collect and securely destroy all used scratch paper, student login credentials, session access codes, and mathematics reference sheets.
- Collect and verify the return of printed field test booklets, such as test read editions for students using a Read Aloud (by human) accommodation, and/or English editions provided as an accommodation to ELLs/MLLs taking an alternate language Spanish Mathematics CBT field test, to Questar.
- Verify absences, refusals, and exempt status have been indicated in the Nextera™ administration system, as applicable.

Appendix B: Mathematics Tools

Rulers and Protractors

Rulers will be used with all of the 2018 Grades 3–8 Mathematics Field Tests; protractors will be used only with the 2018 Grades 4–8 Mathematics Field Tests. For CBT, rulers and protractors are available to students in the Nextera™ Test Delivery System, as needed for their specific grade-level Mathematics Field Test.

Calculators

For CBT, schools must provide students with hand-held calculators that meet the specifications listed below. Students testing with CBT will be able to use either the hand-held calculator provided by the school or the calculator available within the Nextera™ Test Delivery System.

2018 Grades 6–8 Mathematics Field Tests—Specifications for Calculators (calculators are **not** allowed for the Grades 3–5 Mathematics Field Tests):

- For Grade 6, the use of a four-function calculator with a square root key or a scientific calculator is required. For Grades 7 and 8, the use of a scientific calculator is required. **Graphing calculators are not permitted.** The use of mathematics tables is permitted only if specified in a student’s IEP or 504 Plan.

For students testing on computers in Grades 6–8, a calculator is provided as part of the computer testing delivery system, but schools should continue to supply students with exclusive use of the type of hand-held calculator that the students use for everyday mathematics instruction.

When students enter the 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. 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.

Appendix C: Testing Accommodations for English Language Learners/Multilingual Learners

English Language Learners/Multilingual Learners

For English Language Learners/Multilingual Learners who are not exempt from the 2018 Grades 3–8 English Language Arts and Mathematics Field Tests, schools may provide the following testing accommodations:

- *Separate Location*—Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer the Grades 3–8 English Language Arts and Mathematics Field Tests to English Language Learners/Multilingual Learners individually or in small groups in a separate location.
- *Bilingual Dictionaries and Glossaries*—English Language Learners/Multilingual Learners may use bilingual dictionaries and glossaries when taking the 2018 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.

Former English Language Learners/Multilingual Learners

Schools may provide the testing accommodations listed above to Former English Language Learners/Multilingual Learners who met the exiting criteria specified in Part 154-2 of the Regulations of the Commissioner of Education and were exited from English Language Learner/Multilingual Learner status following their participation in one of the two most recent administrations (Spring 2016 or Spring 2017) of the New York State English as a Second Language Achievement Test (NYSESLAT). Such students either achieved an overall level of Commanding on the NYSESLAT **or** achieved an overall level of Expanding on the most recent administration of the NYSESLAT **and** scored at Level 3 or higher on the New York State Grades 3–8 English Language Arts Test.

These accommodations may not be provided to Former English Language Learners/Multilingual Learners who were identified as English language proficient prior to the 2016 NYSESLAT administration.

Appendix D: Testing Accommodations for Students with Disabilities

Students Who Incur Disabilities Shortly Before Field Test Administration

Principals may provide certain accommodations when field testing general education students who incur an injury (e.g., broken arm) or experience the onset of either a short- or long-term disability (either cognitive or physical) within 30 days prior to field test administration. Eligibility for such accommodations is based on the principal's professional judgment. The principal may confer with CSE/504 Multi-Disciplinary Team members, the school physician, or other school personnel in making such determinations. These accommodations must not significantly change the constructs/student skills being field tested and are **limited to the following**:

- Administering the field test in a special location,
- Recording the student's answers in any manner (see Accommodations Specific to the 2018 Grades 3–8 English Language Arts Field Tests or Accommodations Specific to the 2018 Grades 3–8 Mathematics Field Tests in **Appendix E: Specific Field Testing Accommodations**), and
- Reading the field test to the student. This accommodation is allowed only for students whose vision is impaired.

Students with IEPs or 504 Plans

In general, students with disabilities must be provided with the field testing accommodations specified in their IEPs or 504 Plans when taking these field tests. It is the principal's responsibility to ensure that students receive their field testing accommodations and that those staff who will be providing them are appropriately trained. Teachers are advised to become familiar with the accommodations specific to the particular field test being administered. As explained in this manual, only those field testing accommodations that do not alter the constructs measured by the field test are permitted on elementary and intermediate-level State field tests.

Appendix E: Specific Field Testing Accommodations

Accommodations Specific to the 2018 Grades 3–8 English Language Arts Field Tests

Use of Spell Checking Devices/Software

Students whose IEPs or 504 Plans specify the use of spell checking devices or software are permitted to use such devices with the 2018 Grades 3–8 English Language Arts Field Tests. Please note that spell check is not available as part of the computer-based testing platform. Therefore, students who are testing on computer and who have this accommodation as specified in an IEP or 504 Plan must be provided with a separate device.

Test Read

For the 2018 Grades 3–8 English Language Arts Field Tests, students with disabilities whose IEPs/504 Plans recommend this accommodation must have field tests read to them in accordance with the testing conditions and implementation recommendations specified on the student's IEP/504 Plan. When reading a field test to a student with a disability, the field test should be read in its entirety, which includes directions, passages, and questions. The field test must be read in a neutral manner, without intonation or emphasis, and without otherwise drawing attention to key words or phrases. Passages and questions must be read word for word, without any clarification or explanation. Unless the IEP/504 Plan indicates otherwise, passages, parts of passages, and questions may be reread to the student upon the student's request. Additional information on testing accommodations, such as scribing, can be found in the operational *School Administrator's Manual* (<http://www.p12.nysed.gov/assessment/sam/ei/eisam18b.pdf>) and the *Office of Special Education web site* (<http://www.p12.nysed.gov/specialed/publications/>).

Accommodations Specific to the 2018 Grades 3–8 Mathematics Field Tests

Teacher Reading to Student

Testing accommodations in students' IEPs or 504 Plans that are reading-related—for example, reading the test to the student—are permitted for the 2018 Grades 3–8 Mathematics Field Tests. Unless the IEP or 504 Plan specifically disallows it, when reading a mathematics field test question to a student who has this accommodation, all numbers and mathematics symbols, along with words, should be spoken by the teacher to the student. For example, the symbol $<$ should be read as “less than,” and 1,211 should be read as “one thousand, two hundred, eleven.” However, field test questions may never be modified or simplified, nor may teachers provide additional examples.

Use of Manipulative Devices

Students whose IEPs or 504 Plans specify the use of manipulative devices, such as counting blocks, counters, or an abacus are permitted to use such devices with the 2018 Grades 3–8 Mathematics Field Tests.

Use of Calculators and Mathematics Tables

Grades 3–5

- Because these field tests measure student proficiency involving calculations, the use of a calculator or mathematics tables is not allowed.

Grades 6–8

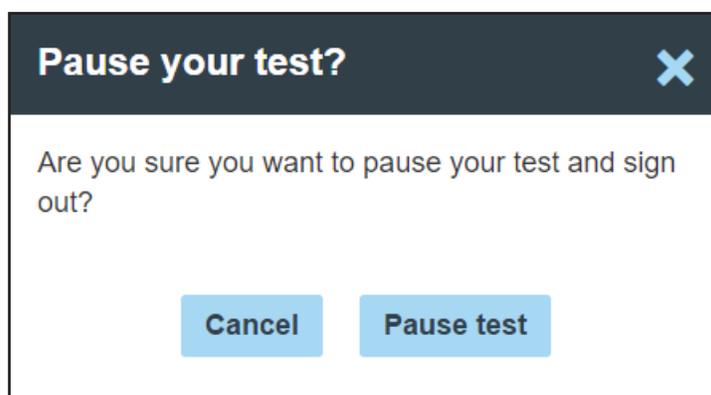
- For Grade 6, the use of a four-function calculator with a square root key or a scientific calculator is required. For Grades 7 and 8, the use of a scientific calculator is required. Graphing calculators are **not** permitted. For students testing on computers in Grades 6–8, a calculator is provided as part of the computer testing delivery system, but schools should continue to supply students with exclusive use of the type of hand-held calculator that the students use for everyday mathematics instruction. The use of mathematics tables is permitted only if specified in a student’s IEP or 504 Plan.

Appendix F: Pausing and Reactivating a Computer-Based Test in Nextera™ Test Delivery System

A student may pause a test by selecting **II/Sign out** in the upper-right corner of the student's screen in the Nextera™ Test Delivery System.



The student then selects **Pause test** to validate his or her request to pause.



Any test that is paused will require a proctor PIN, in order for the student(s) to log back into the test. Teachers will need to contact their School Test Coordinator, in order to obtain the proctor PIN. Note that the proctor PIN will be the same for all teachers within a school, but that each school will have a unique proctor PIN. The proctor PIN is secure and should not be distributed to students.

For each instance in which a student pauses a test, the proctor is responsible for entering the proctor PIN, in order to reactivate the test. Note that the proctor PIN is **secure** and should not be shared with students.

Appendix G: Nextera™ Test Delivery System CBT Accommodations

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

- Answer Masking Tool (Applicable for the 2018 Grade 6 Mathematics Field Test only)
- Reverse Contrast
- Initial Page Zoom
- Text-to-Speech (online only)
- Background Color
- Read Aloud (by human)

Select Accommodations

Student Name Test Student1

Content Area

Online Testing Accommodations Classroom Accommodations

Tap or click any option below to enable or disable it for this student.

 Answer Masking Tool This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.	 Text-to-Speech (online only) This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).
 Reverse Contrast When this setting is turned on, all text is white on black background. <i>It can't be used with Background Color.</i>	 Background Color This setting changes the color of the background and text based on the selection made. <i>It can't be used with Reverse Contrast.</i>
 Initial Page Zoom This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.	 Read Aloud (by human) This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. <i>This may not be used with any print variations or offline testing accommodations.</i>

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

Classroom Accommodations

Select Accommodations

Student Name Test1 Student1
Content Area

Online Testing Accommodations Classroom Accommodations

Please select the testing accommodations that your student used outside of the testing platform.

- Flexibility in scheduling
- Flexibility in setting
- Method of presentation (excluding Braille/Large type)
- Method of response
- Other
- Use of spell-checking device/software

After testing, please select the testing accommodations that your student used outside of the testing platform.

Answer Masking

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

Note: Answer Masking is applicable for the 2018 Grade 6 Mathematics Field Tests only.

In order to reveal or hide a response option, the student clicks on the gray, crossed-out eye, or the blue eye next to that option.

- The blue eye indicates response options that have been selected to view.
- The gray, crossed-out eyes indicate which response options are masked.
- Examples:

In paragraph 17, Andrew turns the lights off in the house because he

[Redacted]

(B) is worried that the bat may be dangerous

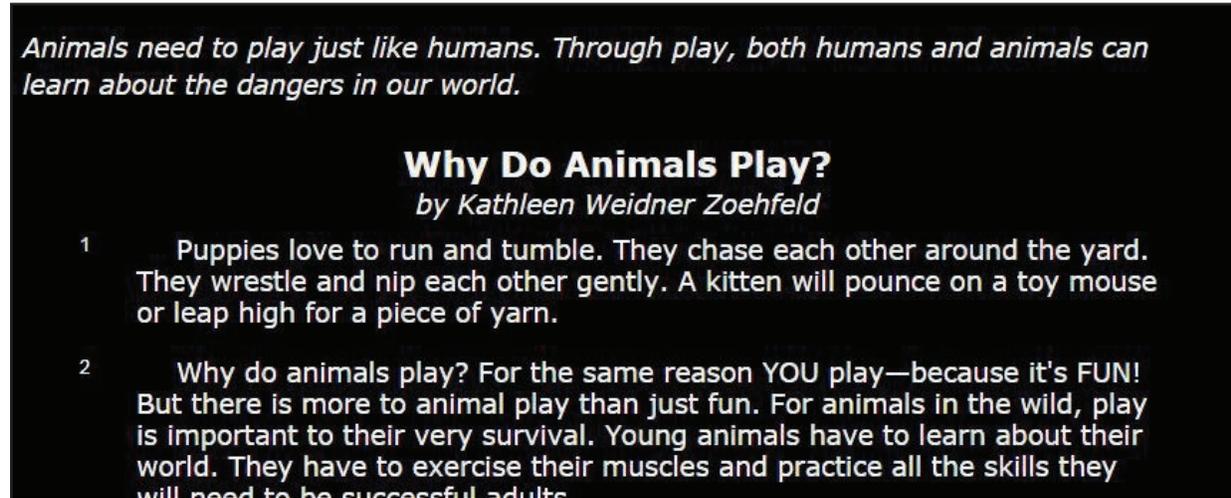
[Redacted]

[Redacted]

Reverse Contrast

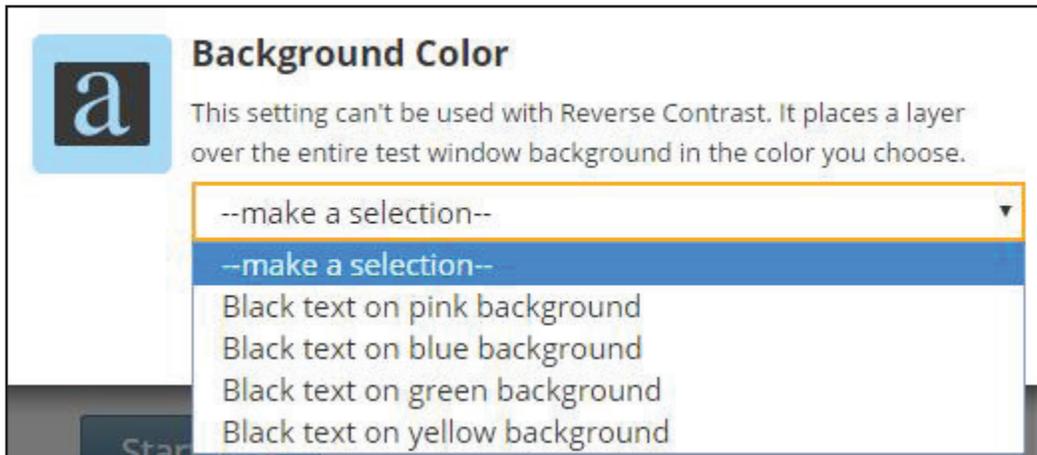
Reverse contrast is an embedded accommodation that changes the color of the text and the background for students who have an easier time reading white text on a black background. If this option is selected, the test will automatically appear in the selected mode and the student does not have to take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

Example:



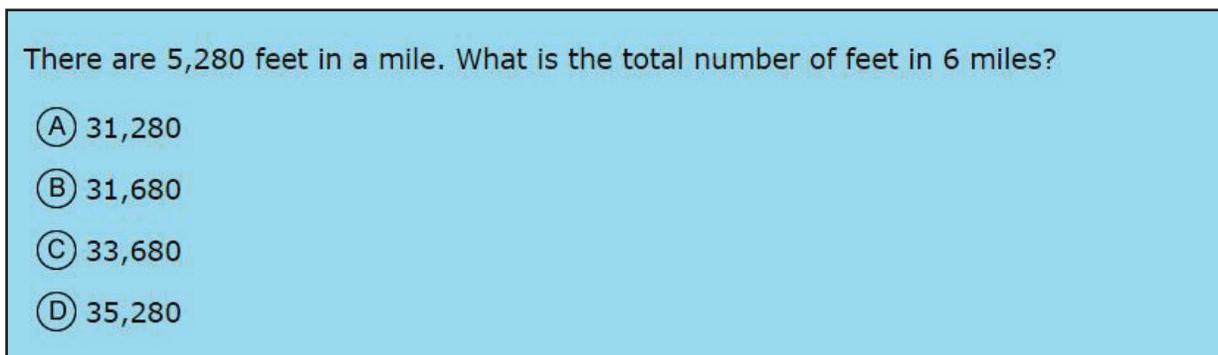
Background Color

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:



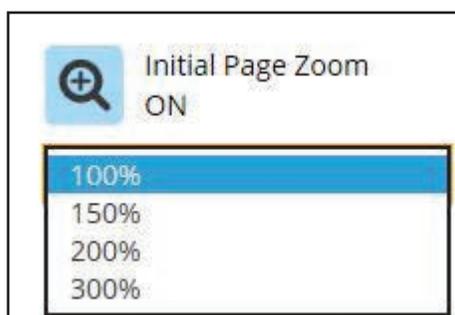
There are 5,280 feet in a mile. What is the total number of feet in 6 miles?

- (A) 31,280
- (B) 31,680
- (C) 33,680
- (D) 35,280

Initial Page Zoom

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

Example:



Initial Page Zoom
ON

- 100%
- 150%
- 200%
- 300%

Text-to-Speech (online only)

Text-to-Speech is an embedded accommodation that reads the directions, passages, questions, and answer choices through the device's speaker. Because of this, headsets are recommended when using this accommodation. When using this accommodation, ensure the volume on the student's device is on, unmuted, and adjusted prior to launching the secure browser.

Read Aloud (by human)

Read Aloud is a combination of an online- and human-delivered accommodation. A human reads the field test to the student from a paper test, and the student enters the responses on the computer.

Appendix H: Nextera™ Administration System User Roles and Permissions

This section describes the roles and responsibilities of the various user roles in the Nextera™ administration system.

- **Regional Information Coordinator (RIC)**

- Point of contact for all District Test Coordinators (DTCs) for the Region
- Visibility to all region, district, and school-level information
- Cannot create other RIC Users
- Can create district-level and school-level users

- **NYC Region Level User (NYCRIC)**

- Point of contact for all District Test Coordinators (DTCs) for the state
- Edits teacher and student data as necessary
- Visibility to all region, district, and school-level information
- Cannot create other NYCRIC users
- Can create district-level and school-level users

- **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
- Cannot create other DTC users
- Can create district-level and school-level users

NOTE: There is only one District Test Coordinator per district. Please consider other roles, such as a DLU or DITC, if you need additional district-level roles in the Nextera™ administration system.

- **Superintendent (SUP)**

- Adviser to the DTC
- Ensures all student data is correct and in the system
- Visibility to their own district and school-level information
- Cannot create other Superintendents
- Can create district-level users and below

- **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
 - Cannot create other DLU's
 - Can create school-level users and below
- **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
- **Principal (PRN)**
 - Responsible for Tech Readiness
 - Visibility to their own school-level information
 - Cannot create other Principals
 - Can create school-level users and below
- **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
 - *NOTE:* There is only one School Test Coordinator per school. Please consider other roles, such as BLU or SITC, if you need additional school-level roles in the Nextera™ administration system.
 - Cannot create other STC's
 - Can create building-level users and below
- **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
 - Cannot create other building-level users
 - Can create SITC's and teachers
- **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 the administration
- Reads the directions from the *Teacher's Directions* and leads students
- Confirms the students are present
- Visibility to their class-level information
- *NOTE:* There is only one Teacher per class. Please consider other roles, such as BLU or SITC, if you need additional school-level roles that can assist a teacher with class setup in the Nextera™ administration system.

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

Appendix I: District and School Test Coordinator Checklist for CBT

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*.
- Complete appropriate steps necessary in the Nextera™ administration system to prepare for testing. Examples include adding or updating teacher and student details, creating classes, etc.
- Provide copies of the *Teacher's Directions*, prior to the first day of 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 testing and remind teachers about preparation of the classroom and supplies for testing.
- Work with your School or District IT Coordinator, to verify that devices are ready for each student to complete the field test.
- Ensure that ELLs/MLLs and eligible former ELLs/MLLs are provided with the 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™ administration system Help page.
- Aid in the coordination of and/or facilitation of administration training for district and school staff, if necessary (content, dates, etc.).
- Have all participating schools review the *Nextera™ Setup and Installation Guide (SIG)* and perform the Testing Readiness Check (<http://www.questarai.com/readiness/test-readiness/>), to determine if all technology requirements have been met.
- Ensure that tasks are completed for uploading Pre-ID files.
- Ensure that tasks are completed for those students that require online accommodations.
- Make sure that schools know from whom (Questar Customer Support, technology staff, district staff) and how to get assistance for any issues that might come up.
- Be prepared to share the proctor PIN (available on the Nextera™ administration system home page) with proctors, for students who have paused testing.

Appendix J: Suggestions for Creating a Secure CBT 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 CBT.

- 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 K: Glossary of CBT Terminology

Term	Definition
Nextera™ Administration System	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	Downloadable application that protects the security of the test and student responses
Session Access Code	Four-digit code announced or displayed for all students in a session, once the teacher has ensured that all students have successfully logged in and are ready to begin testing
Proctor PIN	Password entered by the proctor in the Nextera™ Test Delivery System, to reactivate a paused student test
Student Login Credentials (Student Labels)	Login credentials that students use to initiate a test session in the Nextera™ Test Delivery System
Test Administrator(s)/Proctor(s)	Individual(s) at the school ultimately responsible for administering the assessment

Appendix L: Nextera™ Administration System

Overview

This section provides guidance for administering computer-based field tests by using the Nextera™ administration system, commonly called “Nextera™ Admin,” including the login process, navigation, and management of class and student data. In New York State, students are loaded into Nextera™ Admin from the Level 2 Data Warehouse, before each CBT field test administration. Students are loaded by grade-level enrollment. Schools are responsible for ensuring that all students are available in Nextera™ Admin for computer-based field testing and that all needed student-testing accommodations are set for students. For any students in a CBT grade level who are not testing for allowable reasons, those students must be marked with a Not Testing code.

You will find information on all CBT administrative activities for Nextera™ Admin in this appendix. Contact **Questar Customer Support** if you need additional help at 866-997-0695 or [email \(ny.3-8.help@questarai.com\)](mailto:ny.3-8.help@questarai.com).

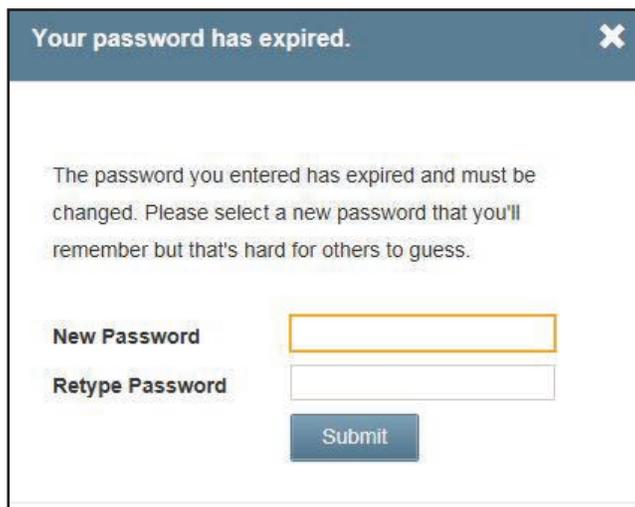
1. Home Page	The Home Page has general information that districts and schools need for testing, such as important updates and the school’s proctor PIN, based on role.
2. Students	The Students tab allows users to view students in the Nextera™ administration system. Some roles can make changes (e.g., updating online testing accommodations), download class lists, and add students.
3. Classes	The Classes tab allows users to view, edit, and create classes.
4. 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 or tickets, designate students not taking the field test, and track student progress while taking the field test.
5. Accounts	The Accounts tab allows some roles to view, activate, and add test administrators, such as Teachers. DTCs can also edit contact information.
6. Student Responses	The Student Responses tab provides access to the previous spring’s operational constructed-responses. DTCs and Principals have access to download the PDFs.
7. Help	The Help tab offers resources for support, such as customer support contact details, FAQ, and support documentation.

Log In/Sign Out

If you have been provided with Nextera™ login credentials, you can access Nextera™ Admin by entering the following web site address in your browser address bar: <https://ny.nextera.questarai.com/Admin/>. If you have not been provided with login credentials to Nextera™ Admin, you should contact your District Test Coordinator, School Test Coordinator, or your local Regional Information Center (RIC) testing department.

Accessing Nextera™ Admin

1. Enter your **User ID** and **Password**, then select **Sign In**. If you need to reset your password, please find password reset instructions on page A–65. You can also contact your testing coordinator to have login credentials resent to you.
2. If you are signing in for the first time, you will be prompted to reset your password.
3. 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**.



The screenshot shows a modal dialog box with a dark blue header containing the text "Your password has expired." and a close button (X). The main content area is white and contains the following text: "The password you entered has expired and must be changed. Please select a new password that you'll remember but that's hard for others to guess." Below this text are two input fields: "New Password" and "Retype Password". The "New Password" field is highlighted with a yellow border. Below the input fields is a blue "Submit" button.

4. For initial log ins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **check box** for “I’ve read this page” and select **I Agree**.

Questar

District: Training Demo (TRN001)
School: Reagan Middle School (002)

By clicking I agree below, I understand the following:

- I may not share or copy any portion of the assessment.
- I may not share user identifiers (User IDs) or passwords with others.
- I must keep any physical items relating to the assessments in a secure location prior to the assessment and that they must be collected and discarded per my school, district, or State’s policies for disposal of personally identifiable information (PII).

I've read this page

I Agree

If you'd like, you may click [here](#) to read the full version from our lawyers.
You may also contact us by calling 1.877.997.0422.

Sign Out

To **Sign Out** of the Nextera™ administration system, select **Sign Out** from the upper-right corner of the screen. You will be logged out of Nextera™ Admin immediately.

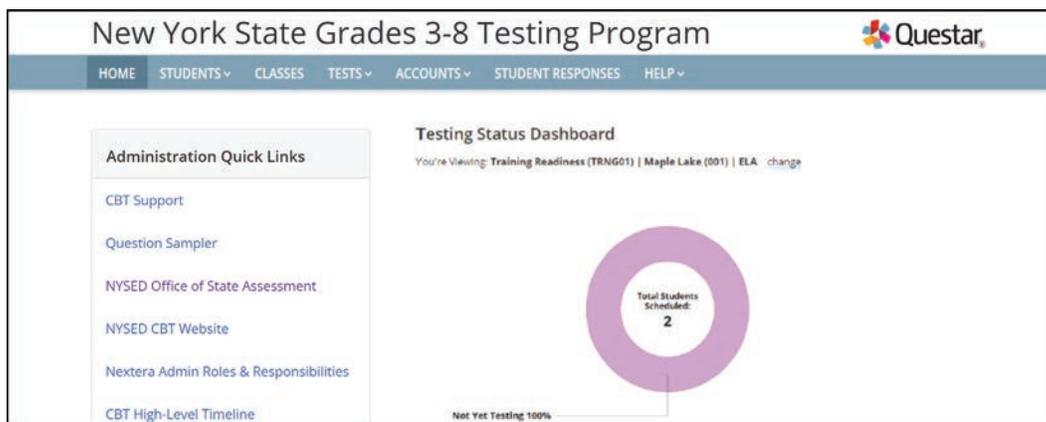


The Home Tab

Information available on the Home page is based on role. Please reference **Appendix H**, to determine which roles have access to the different information and functionality.

Depending on user role, information available on the Home page may include:

- Administration Quick Links
- DTC Important Information
- School Test Coordinator Checklist
- Teacher Checklist
- What's New
- School Information, including **the proctor PIN**, which is required when a student needs to reactivate a paused test
- Testing Status Dashboard



When testing is in progress, for certain roles, the Home page will also include a Testing Status Dashboard. The Testing Status Dashboard is updated every 2–3 hours, to reflect current data. Please reference **Appendix H**, to determine which roles will have access to the functionality.

The Testing Status 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

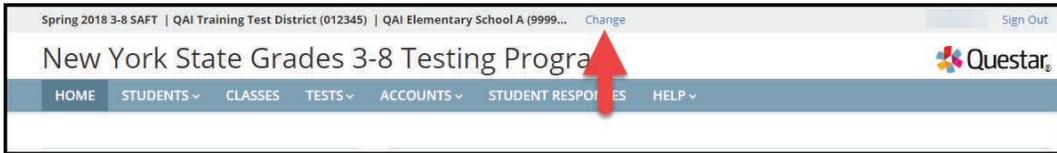
Since certain roles have access to multiple schools' details, it is important to ensure that they are looking at the applicable school's page, when searching for data, such as the proctor PIN, which is necessary when a student needs to reactivate a paused test. See **Appendix F: Pausing and Reactivating a Computer-Based Test in Nextera™ Test Delivery System**, for more details.

When viewing the Nextera™ administration system, District Test Coordinators should verify that they are viewing information for the appropriate school by looking in the **Schools** field on the Home Page.

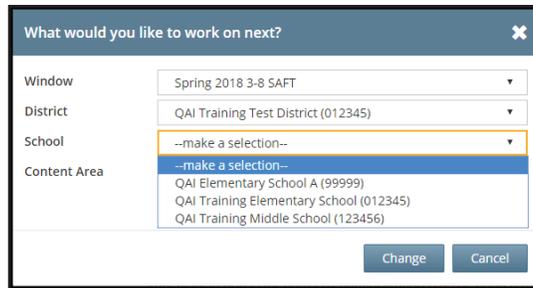
The screenshot displays the 'New York State Grades 3-8 Testing Program' interface. The top navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. The main content area is divided into two columns. The left column contains several informational sections: 'Administration Quick Links' with links to 'Nextera Setup and Installation Guide' and 'User Roles and Responsibilities in Nextera'; 'DTC Important Information' with a note about the Secure Browser and a link to video tutorials; 'School Test Coordinator Checklist'; 'Teacher Checklist' with a note to find help information; 'What's New' with a note to find help information; and 'School Information' which lists 'District: Training Readiness (TRNG01)', 'DTC: Angie Fischer', and a 'Schools:' section. A red arrow points to the 'Schools:' section, which lists 'School: Maple Lake (001)', 'School Test Coordinator: Michelle Johnson', and 'Proctor PIN: HH6F2QCL'. The right column features a 'Testing Status Dashboard' for 'Training Readiness (TRNG01) | Maple Lake (001) | ELA'. It shows a donut chart for 'Total Students Scheduled: 2' and 'Not Yet Testing 100%'. Below this is a 'Nextera Testing System Maintenance' section with a checkmark icon and the text 'No System Maintenance in the last 7 days.' A data update timestamp 'Data last updated 05/16/2016 at 05:01 PM.' is also present.

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.

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

Administration Quick Links

- [Nextera Setup and Installation Guide](#)
- [User Roles and Responsibilities in Nextera](#)

DTC Important Information

The Secure Browser is now available for download under the Help Tab.

For information on adding additional users, including the District Instructional Technology Coordinator (DITC), please review the video tutorials available at <http://www.nysed.gov/edtech/cbt>.

School Test Coordinator Checklist

Teacher Checklist

Please find the help information below.

What's New

Please find the help information below.

School Information

District: Training Readiness (TRNG01)
DTC: Angie Fischer
Schools:
School: Maple Lake (001)
School Test Coordinator: Michelle Johnson
Proctor PIN: HH6F2QCL

Testing Status Dashboard

You're Viewing: [Training Readiness \(TRNG01\)](#) | [Maple Lake \(001\)](#) | [ELA](#) [change](#)

Total Students Scheduled: 2

Not Yet Testing 100%

Data last updated 05/16/2016 at 05:01 PM.

Nextera Testing System Maintenance

No System Maintenance
in the last 7 days.

School Test Coordinator (STC)

The School Test Coordinator's Home page includes

- Your Profile
- Administration Quick Links
- School Test Coordinator Checklist
- Teacher Checklist
- What's New
- School Information, including the proctor PIN, which is required when a student needs to reactivate a paused test.

Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (9999... Change Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Teacher Checklist

- **Student Login Tickets:** The Tests tab that allows for printing of student login tickets will be available on Wednesday, March 21.
- **Proctor PIN:** Your school test coordinator will provide the proctor PIN to you on the day of testing as part of your testing materials packet.
 - Do not give students the proctor PIN.
 - The teacher/proctor is responsible for typing the proctor PIN for the student on the student's keyboard.
- **Check student Testing Accommodations:** You can download a list of all students in...

Recommendation: We recommend that all schools go through an un-install and re-install process for their Nextera Secure Browsers every January, including January 2018. This helps to ensure that all secure browsers have been updated and are ready for operational CBT.

Access to 2017 Student Responses Entered on Computer (CBT)

All principals and DTCs from schools and districts that administered operational CBT in 2017 received information from Questar on how to access student responses from the new "Student Responses" tab on Nextera Admin. The Quick Reference Guide with steps on how to access student responses is available on the Help page in Nextera Admin. If you need any help accessing student responses, please contact [Questar Customer Support](#).

School Information

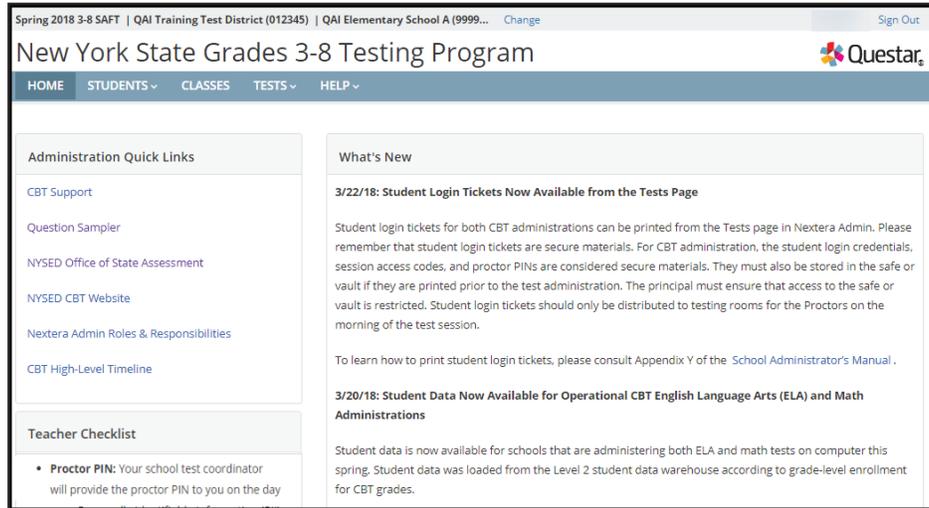
Schools:

School: QAI Elementary School A (999999)
School Test Coordinator: FName LName
Proctor PIN: 4vn3ak8e

Teacher

The Teacher's Home page includes

- Your Profile
- Administration Quick Links
- Teacher Checklist
- What's New



Students Tab

Based on the user's role, the Students tab allows users to view, make changes, and add students in the Nextera™ administration system. School Test Coordinators, District Test Coordinators, and Teachers can make changes (e.g., setting Not Tested codes) and add students in the Nextera™ administration system.

To View Students

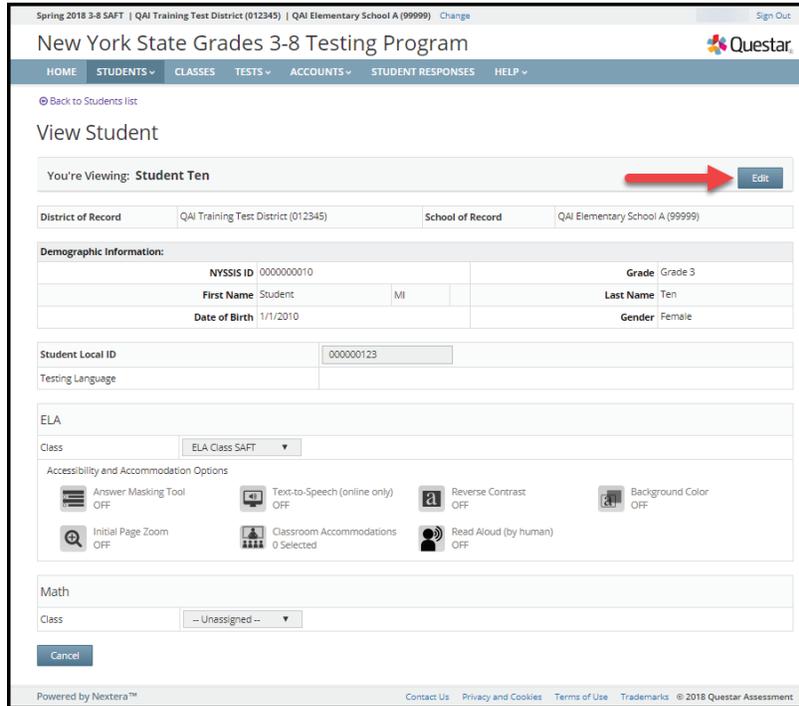
1. Select **Students** from the **STUDENTS** tab. The list of all students displays. The students appear in a list with NYSSIS ID, name, and class assignment.
 - Click the up/down arrows in the column headings to sort users.
 - Click **View**, to view student details and make changes, such as adding student testing accommodations, if permissions allow.
 - Use the “Show Students” drop-down list on the upper left, to tailor your view of students by: assigned to any class, finished all testing, not assigned to any class, testing, and assigned not testing code.

The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. The 'STUDENTS' tab is selected, and a dropdown menu is open. Below the navigation, there is a 'Manage Students' section with a 'New Student' button. A 'Show Students' dropdown is set to 'All'. A search bar is present. Below the search bar, there is a table of students with columns for NYSSIS ID, First Name, MI, Last Name, Class, and Grade. The table contains three rows of student data. A 'View' button is next to each row. At the bottom right, there is a 'Student Download (Excel)' link.

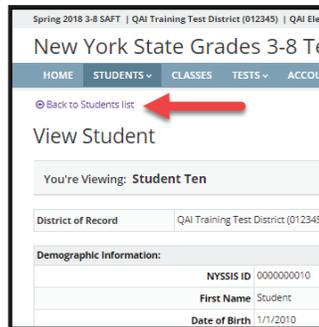
NYSSIS ID	First Name	MI	Last Name	Class	Grade	
000000010	Student		Ten	ELA Class SAFT (TEACHERS15 TEACHER)	03	View
000000011	Student		Eleven	ELA Class SAFT (TEACHERS15 TEACHER)	03	View
000000013	Student		Twelve	ELA Class SAFT (TEACHERS15 TEACHER)	03	View

2. To download the list of students, select the **Student Download (Excel)** link in the lower-right corner of the screen.
 - The downloaded list of students will show all student testing accommodations that have been set for each student. A student's name may appear on the list more than once, if he or she has more than one testing accommodation.

3. To view the details of a particular student and make changes to that student's information (if permissions allow), select **View** for the applicable student. The student's information displays, including the student's name, grade, date of birth, gender, NYSSIS ID, Local ID, class name, and accommodation options.
 - Click **Edit** on the upper right, to make changes to the student's information or to set testing accommodations.

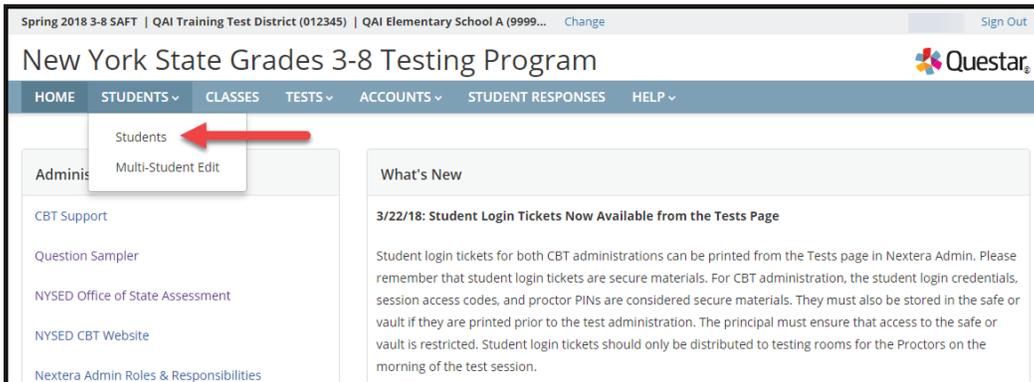


4. To return to the Class List, select **Back to Students list** in the upper-left corner of the screen.



To Add or Edit a Student (*School and District Test Coordinators only*)

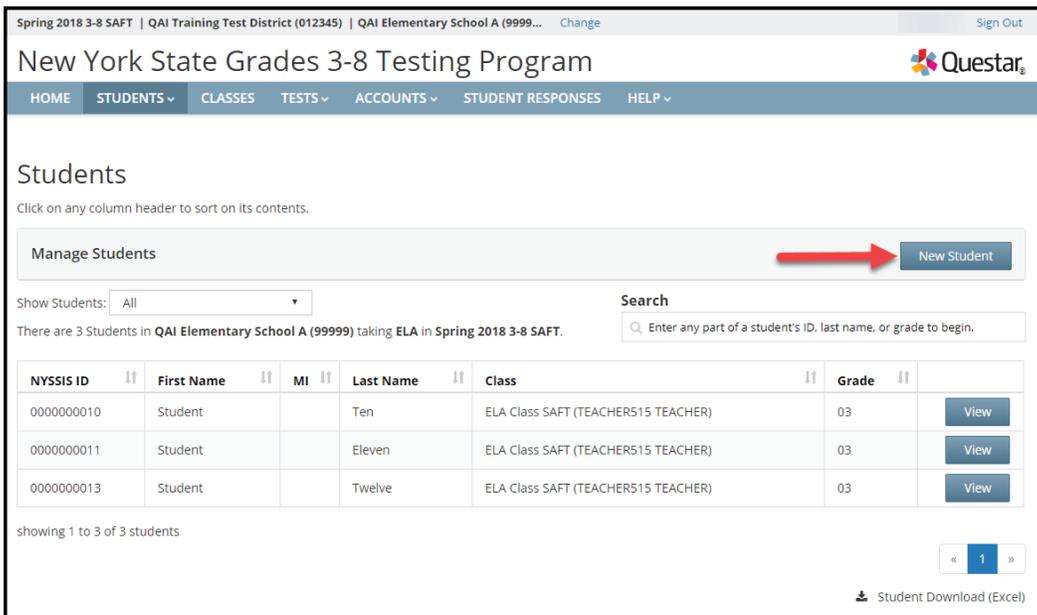
1. Select **Students** from the **STUDENTS** tab.



The screenshot shows the top navigation bar of the New York State Grades 3-8 Testing Program. The 'STUDENTS' tab is selected and highlighted in blue. A red arrow points to the 'Students' option in the dropdown menu that appears below the 'STUDENTS' tab. Other tabs include HOME, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. The page title is 'New York State Grades 3-8 Testing Program' and the Questar logo is in the top right corner.

2. To add a student:

- Select **New Student** on the upper right of the Students page.



The screenshot shows the 'Students' page. At the top, there is a 'Manage Students' section with a 'New Student' button highlighted by a red arrow. Below this, there is a search bar and a table of students. The table has columns for NYSSIS ID, First Name, MI, Last Name, Class, and Grade. There are three students listed, each with a 'View' button. At the bottom right, there is a 'Student Download (Excel)' link.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
000000010	Student		Ten	ELA Class SAFT (TEACHER515 TEACHER)	03	View
000000011	Student		Eleven	ELA Class SAFT (TEACHER515 TEACHER)	03	View
000000013	Student		Twelve	ELA Class SAFT (TEACHER515 TEACHER)	03	View

- Enter the new student’s information and click **Save**. The bold text on the **New Student** page indicates required information to create a new student (NYSSIS ID, Grade, First Name, Last Name, Date of Birth, and Gender). Student Local ID is also required.
- When creating a new student, you can assign that student to a class in Nextera™ Admin before clicking **Save** or you can assign the student to a class as an additional step.

Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (99999) [Change](#) Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

[Back to Students list](#)

New Student

Demographic Information:

NYSSIS ID	<input type="text"/>	Grade	<input type="text"/>
First Name	<input type="text"/>	MI	<input type="text"/>
Date of Birth	<input type="text" value="mm/dd/yyyy"/>	Last Name	<input type="text"/>
		Gender	<input type="text"/>

Student Local ID

Testing Language

ELA

Class

Math

Class

Powered by Nextera™ [Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2018 Questar Assessment

3. To edit a student:

- Locate the student’s name on the Students page (you can browse to the student’s name or use the Search feature on the upper right) and click **View**.

Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (99999) [Change](#) Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Students

Click on any column header to sort on its contents.

Manage Students

Show Students:

Search

There are 3 Students in QAI Elementary School A (99999) taking ELA in Spring 2018 3-8 SAFT.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
000000010	Student		Ten	ELA Class SAFT (TEACHERS15 TEACHER)		<input type="button" value="View"/>
000000011	Student		Eleven	ELA Class SAFT (TEACHERS15 TEACHER)	03	<input type="button" value="View"/>
000000013	Student		Twelve	ELA Class SAFT (TEACHERS15 TEACHER)	03	<input type="button" value="View"/>

showing 1 to 3 of 3 students

Student Download (Excel)

- Click **Edit** on the upper right of the student's details page.

Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (99999) [Change](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

[Back to Students list](#)

View Student

You're Viewing: **Student Ten** [Edit](#)

District of Record: QAI Training Test District (012345) School of Record: QAI Elementary School A (99999)

Demographic Information:

NYSSIS ID	0000000010	Grade	Grade 3
First Name	Student MI	Last Name	Ten
Date of Birth	1/1/2010	Gender	Female

Student Local ID: 000000123
Testing Language:

ELA

Class: ELA Class SAFT

Accessibility and Accommodation Options

Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Reverse Contrast OFF	Background Color OFF
Initial Page Zoom OFF	Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	

Math

Class: -- Unassigned --

[Cancel](#)

Powered by Nextera™ [Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2018 Questar Assessment

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

Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (99999) [Change](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Edit Student Record

You're Editing: **Student Ten**

District of Record: QAI Training Test District (99999) School of Record: QAI Elementary School A (99999)

Demographic Information:

NYSSIS ID	0000000010	Grade	Grade 3
First Name	Student	MI	
Last Name	Ten	Gender	Female
Date of Birth	01/01/2010		

Student Local ID: 000000123
Testing Language: [Dropdown]

ELA

Class: ELA Class SAFT

Accessibility and Accommodation Options

Answer Masking Tool	Text-to-Speech (online only)	Reverse Contrast	Background Color
OFF	OFF	OFF	OFF
Initial Page Zoom	Classroom Accommodations	Read Aloud (by human)	
OFF	0 Selected	OFF	

[Modify](#)

Math

Class: -- Unassigned --

[Save](#)

Powered by Nextera™ [Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2018 Questar Assessment

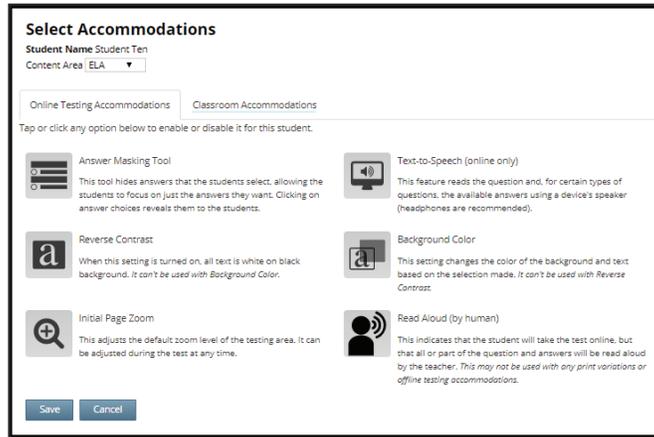
4. To add or edit a student's accommodations:
 - Locate the student's name on the Students page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.
 - Click **Edit** on the upper right of the student's details page.
 - Scroll to the bottom of the Edit Student Record page and click **Modify** under the "Accessibility and Accommodation Options." The **Select Accommodations** screen pops up. Nextera™ Admin includes both online testing accommodations and classroom accommodations. Please note that classroom accommodations are accommodations that are managed outside of the Nextera™ Test Delivery System, such as for Flexibility in setting, Method of response, and more.

For a description of the online testing accommodations options available in the Nextera™ administration system, see **Appendix G: Nextera™ Test Delivery System CBT Accommodations**.

The screenshot displays the 'Edit Student Record' interface. At the top, it identifies the user as 'You're Editing: Student Ten'. Below this, there are dropdown menus for 'District of Record' (QAI Training Test District (99999)) and 'School of Record' (QAI Elementary School A (99999)). The 'Demographic Information' section includes fields for NYSSIS ID (0000000010), Grade (Grade 3), First Name (Student), Last Name (Ten), Date of Birth (01/01/2010), and Gender (Female). There are also fields for Student Local ID (000000123) and Testing Language. The 'ELA' section shows the 'Class' as 'ELA Class SAFT'. Under 'Accessibility and Accommodation Options', several tools are listed with 'OFF' status: Answer Masking Tool, Text-to-Speech (online only), Reverse Contrast, Background Color, Initial Page Zoom, Classroom Accommodations (0 Selected), and Read Aloud (by human). A blue 'Modify' button is located at the bottom of this section, with a red arrow pointing to it. At the bottom of the page, there are 'Save' and 'Cancel' buttons.

- To update or add an online testing accommodation, first select the "Online Testing Accommodations" tab (the "Online Testing Accommodations" tab is the default view).
- Click on the testing accommodation icon for the testing accommodation that you want to add to the student.
- Click **Save**, to add the online testing accommodation to the student's computer-based field test.
- Click **Save** again on the Edit Student Record page, to apply all changes to the student.

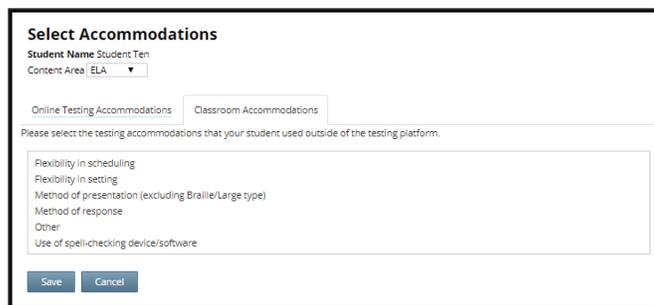
Note: A student must be assigned to a class, in order to see the "Accommodations and Accessibility Options" panel on the Edit Student Record page.



To update or add a classroom accommodation, first select the “Classroom Accommodations” tab.

- Select the classroom accommodation that you want to add, from the list.
- Click **Save** to add the classroom accommodation to the student.
- Please note that these are classroom accommodations, only; there is no online component to a classroom accommodation.
- Click **Save** again on the Edit Student Record page, to apply all changes to the student.

Note: A student must be assigned to a class, in order to see the “Accommodations and Accessibility Options” panel on the Edit Student Record page.



To Set a Student's Alternate Language to Spanish for the Computer-Based Mathematics Field Test

To set Spanish as the alternate language to display for the student's Mathematics Field Test in the Nextera™ Test Delivery System, you must first set the student's testing language to Spanish.

- Locate the student's name on the Students page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.
- Click **Edit** on the upper right of the student's details page.
- Select Spanish from the drop-down menu next to **Testing Language**.
- The accompanying alternate language accommodation icon displays in the "Accommodations and Accessibility Options" panel for mathematics, indicating that the Spanish alternate language is set for that student's computer-based Mathematics Field Test.

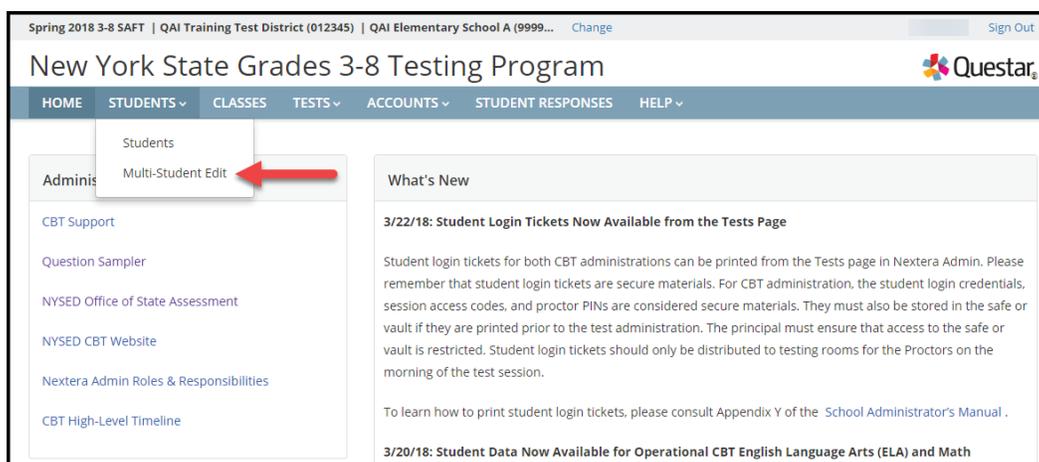
Reminder: To review student testing accommodations and the alternate language that have been set for students, you can navigate to any student details page or download the list of all students from the Students page. Student testing accommodations appear in downloadable reports.

The screenshot displays the 'Edit Student Record' interface for a student named 'Student Ten'. The page includes a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. The 'You're Editing: Student Ten' section shows the student's details, including NYSSIS ID (0000000010), Grade (Grade 3), First Name (Student), Last Name (Ten), Date of Birth (01/01/2010), and Gender (Female). The 'Testing Language' dropdown menu is set to 'Spanish', highlighted with a red arrow. The 'Accessibility and Accommodation Options' section shows various options, with the 'Testing Language' icon set to 'Spanish', also highlighted with a red arrow. The page is powered by Nextera™ and includes a footer with 'Contact Us', 'Privacy and Cookies', 'Terms of Use', and 'Trademarks © 2018 Questar Assessment'.

Multi-Student Edit

This feature allows you to add or edit student testing accommodations for any student in the school from one location. Navigating to the **Multi-Student Edit** page provides access to all students, with the ability to set individual or multiple accommodations for individual students or for a group of students from one location. Accommodations are set only for selected students.

- Changes made using this function will affect all selected students.
 - Selecting students, clicking on accommodations icons, and clicking **Save** will overwrite any previously set accommodations, so it is important to be careful with student selections (the checkbox to the left of a student's name).
 - You can select multiple students, to set the same accommodation(s) to multiple students at one time.
 - After clicking **Save** all student checkbox selections will clear.
 - You can return to the Multi-Student Edit page, to update student testing accommodations, including Classroom Accommodations, at any time before testing, but you must reselect any previously set accommodations, when updating any selected student's testing accommodations.
 - You can also set student testing accommodations for an individual student from the student's details page.
1. Select **Multi-Student Edit** from the **STUDENTS** Tab.



- Locate the students whom you would like to edit by using either the search bar or browsing through the list of student results.

Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (9999... Change Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Multi-Student Edit

Current content area: ELA

Show all content areas.

Search

Answer Masking Tool OFF
 Text-to-Speech (online only) OFF
 Reverse Contrast OFF
 Background Color OFF
 Initial Page Zoom OFF
 Read Aloud (by human) OFF
 Classroom Accommodations OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0000000011	Student		Eleven	ELA	03	
<input type="checkbox"/>	0000000010	Student		Ten	ELA	03	
<input type="checkbox"/>	0000000013	Student		Twelve	ELA	03	

showing 1 to 3 of 3 students

Save

- Check the boxes on the left next to the students' names that you would like to edit.

Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (9999... Change Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Multi-Student Edit

Current content area: ELA

Show all content areas.

Search

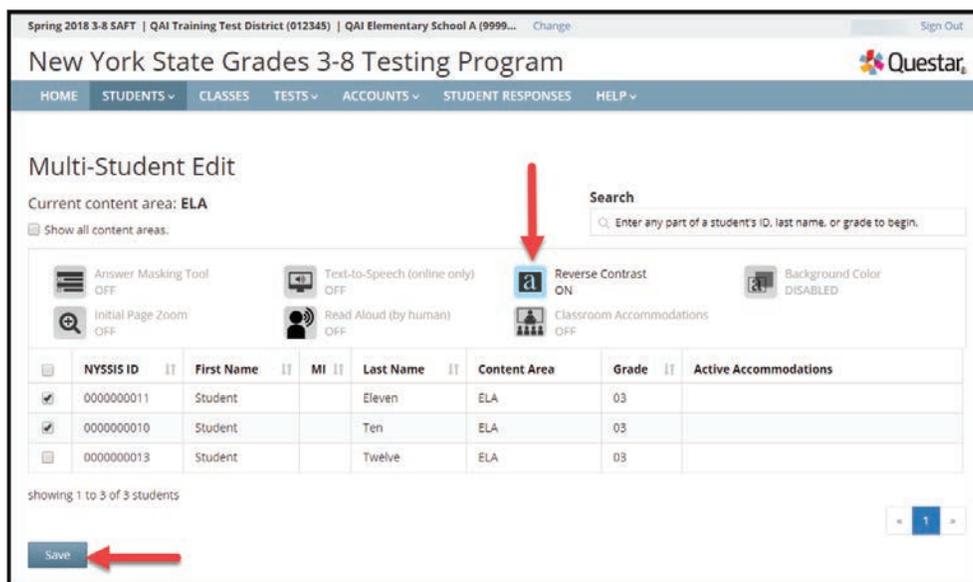
Answer Masking Tool OFF
 Text-to-Speech (online only) OFF
 Reverse Contrast OFF
 Background Color OFF
 Initial Page Zoom OFF
 Read Aloud (by human) OFF
 Classroom Accommodations OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0000000011	Student		Eleven	ELA	03	
<input type="checkbox"/>	0000000010	Student		Ten	ELA	03	
<input type="checkbox"/>	0000000013	Student		Twelve	ELA	03	

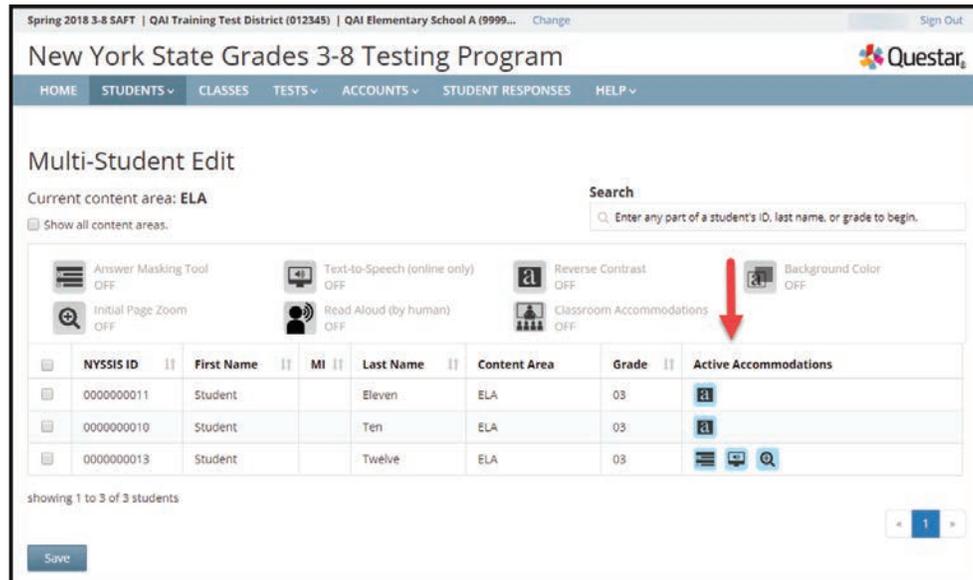
showing 1 to 3 of 3 students

Save

4. Click the icon next to each accommodation that you would like to turn on or off for the students and click **Save** to save your changes.
 - You will see the accommodations icons appear to the right of the student’s name, after you click **Save**.
 - If you click the Classroom Accommodations icon, the list of classroom accommodations will display, allowing the user to select checkboxes for the needed classroom accommodation. Click **Apply** and then **Save**, to add a classroom accommodation to a selected student.
 - After clicking **Save** all student checkbox selections will clear.
 - If you want to add additional accommodations to a group of students or to an individual student, you must select the student by clicking the check box on the left, next to the student’s name.



- You can confirm that accommodations are correctly set for your students.

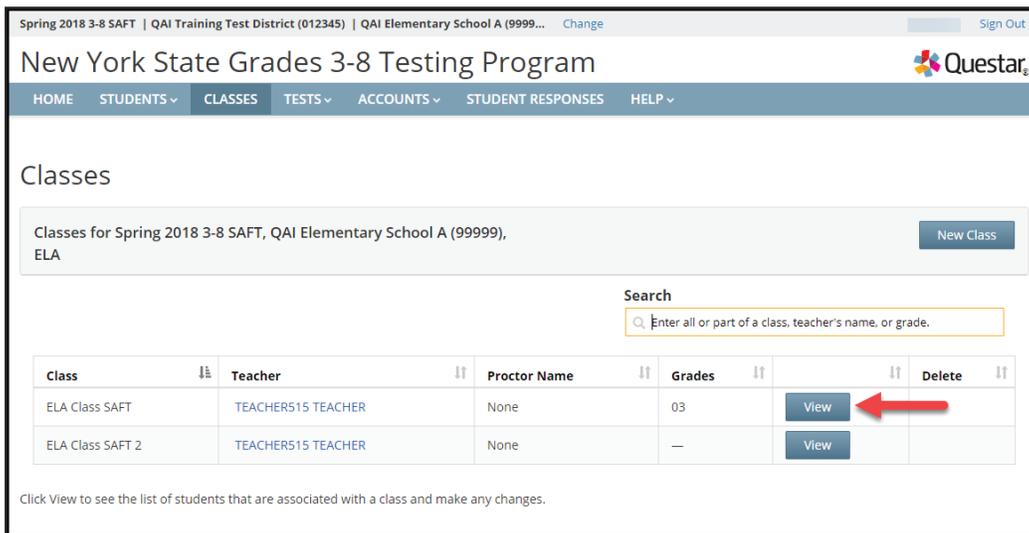


Classes Tab

Based on the user's role, the **CLASSES** tab allows users to view, make changes, and create classes in the Nextera™ administration system. In New York State, before each CBT field test administration, students are loaded into Nextera™ Admin from the Level 2 Data Warehouse before. Students are loaded by grade-level enrollment. When navigating to the **CLASSES** tab for the first time, a user may see the enrollment classes that were loaded to Nextera™ Admin entitled "PRE ID" with the grade level. Users can edit the name of the populated class with all student enrollments or create new classes to group students, such as by testing accommodation, homeroom, and more. Each school can arrange student testing in a way that best fits their CBT needs. The "teacher role" in Nextera™ Admin is associated with a class only for CBT proctoring purposes.

To View and Edit a Class

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



Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (99999... Change Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

Classes

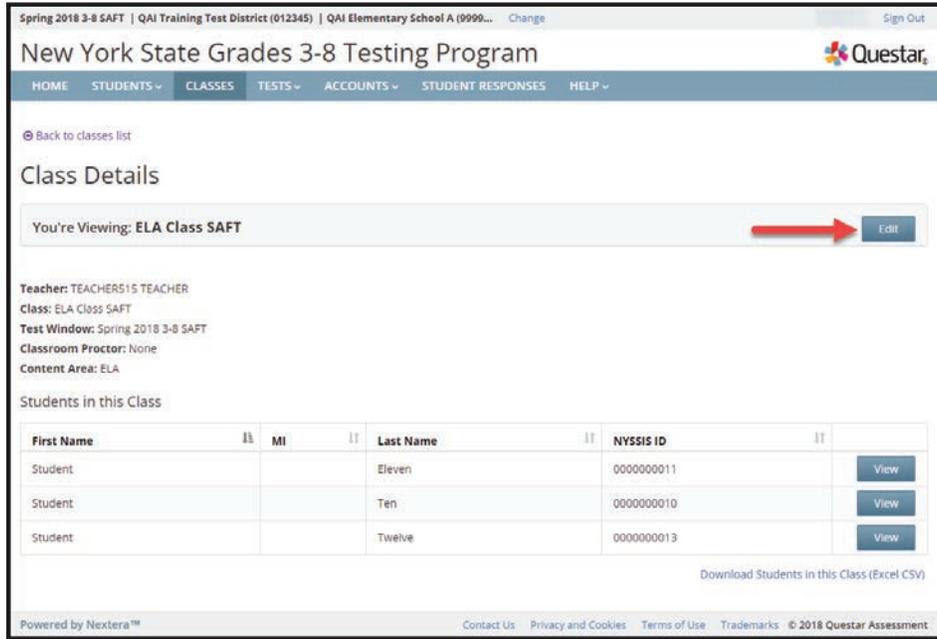
Classes for Spring 2018 3-8 SAFT, QAI Elementary School A (99999), ELA [New Class](#)

Search

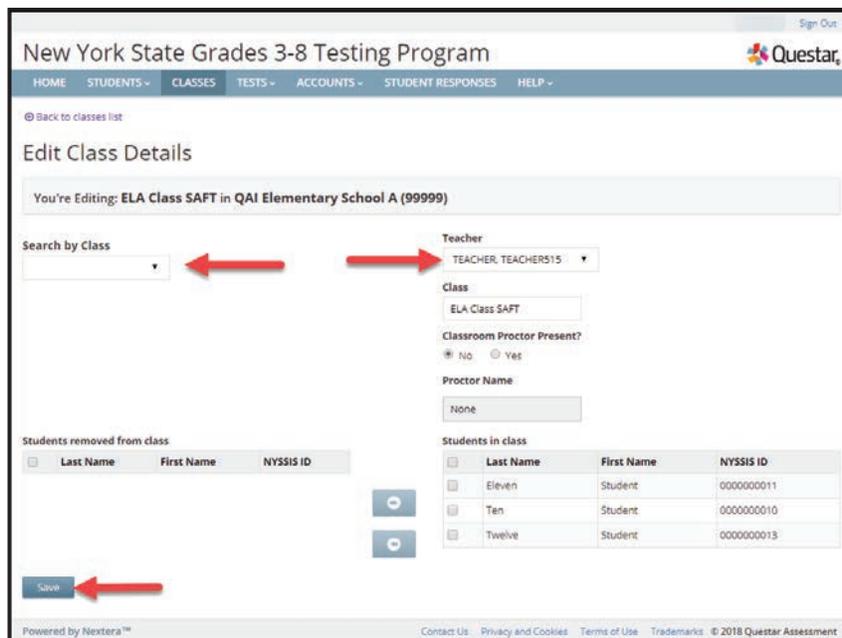
Class	Teacher	Proctor Name	Grades		Delete
ELA Class SAFT	TEACHER515 TEACHER	None	03	View	
ELA Class SAFT 2	TEACHER515 TEACHER	None	—	View	

Click View to see the list of students that are associated with a class and make any changes.

- Information displayed includes the class name, teacher, test window, proctor, content area, and the list of students in the class.
 - To edit the class details, including adding or removing students associated with the class, click **Edit**.

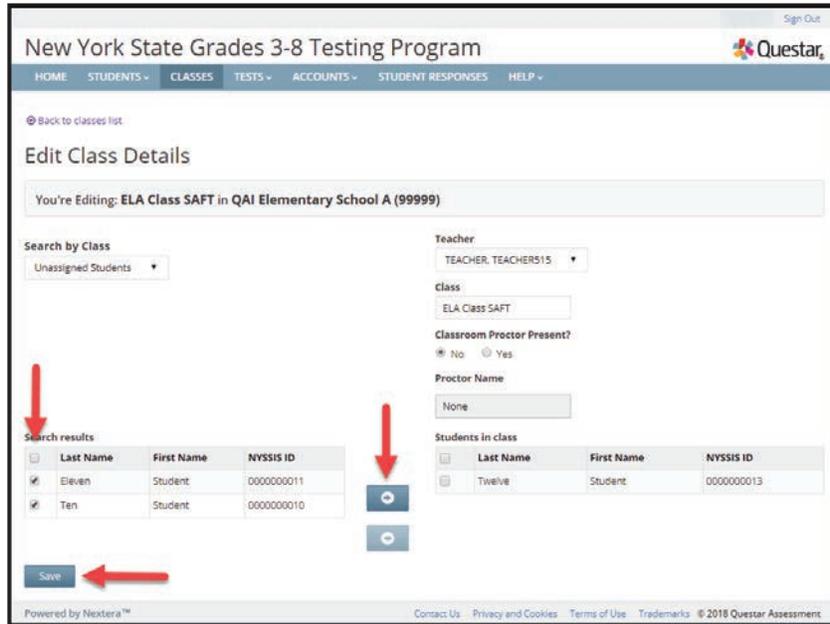


- To change general class information (teacher, class name, proctor, etc.), update the applicable field(s) and click **Save**.
 - Pro tip:* A teacher account must be active in Nextera™ Admin to appear in the drop-down list of Teachers to be selected and associated with a class.
 - To find students in different classes to add to a class, use the “Search by Class” drop-down menu on the upper left.



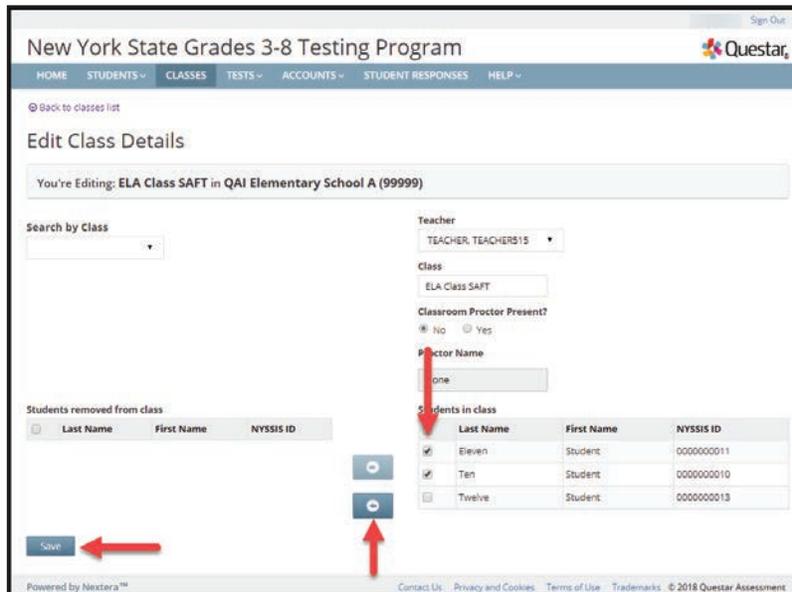
4. To add students to the class:

- Beneath the “Search results” list, select the **check box** (or **check boxes**, to add more than one student at a time to the class list) to the left of a student’s name.
- Select the **right arrow** to move the student(s) to the “Students in class” list on the lower right.
- Click **Save**.



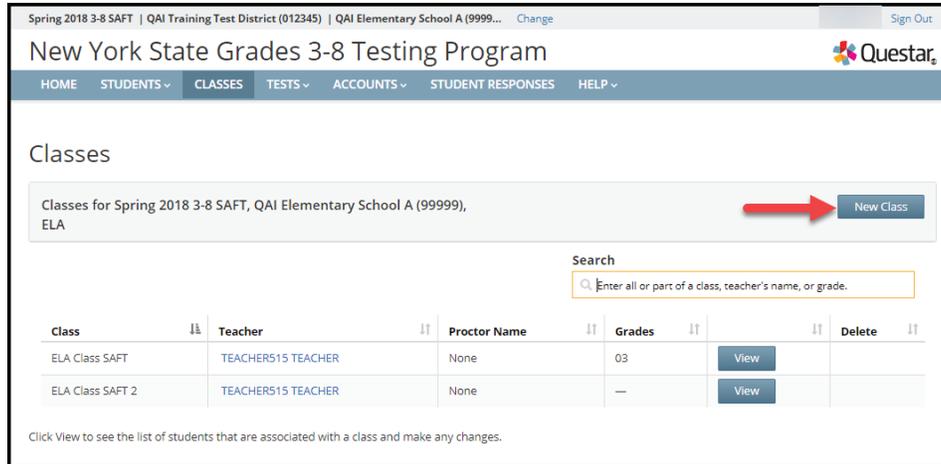
5. To remove students from the class:

- Select the **check box** (or **check boxes**, to remove more than one student at a time from the class list) to the left of the student’s name in the right column.
- Select the **left arrow**, to remove the student(s) from the “Students in class” list.
- Click **Save**.

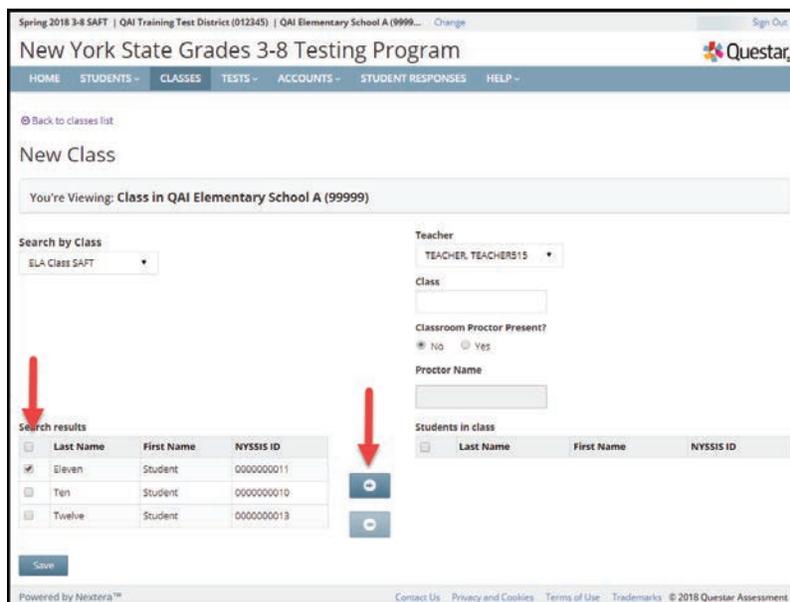


To Add a Class

1. Select the **CLASSES** tab. Select **New Class**.
 - *Protip:* You must have a content area, such as English Language Arts or Mathematics, selected on the “Change” menu, in order to create a new class.



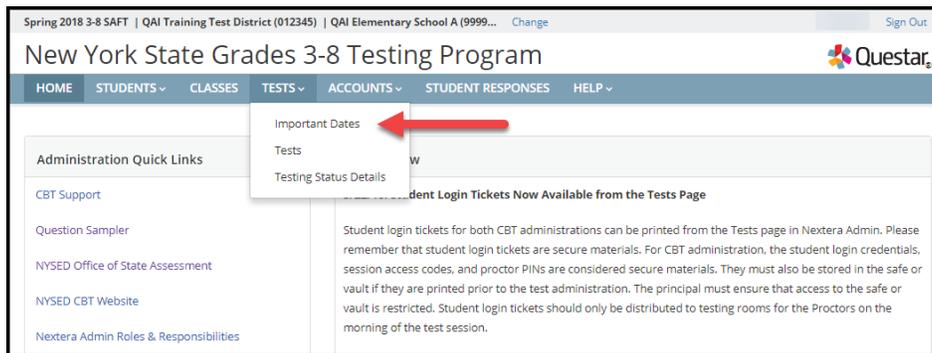
2. Enter the class details, including selecting the teacher from the Teacher drop-down menu, class name, and proctor information. (Proctors are not required, but can be added, if the school wants this information visible for the class data on Nextera™ Admin.)
 - Use the “Search by class” drop-down menu on the upper left, to locate lists of students.
 - Add students by selecting the **check box** (or **check boxes**, to add more than one student at a time to the class list) to the left of a student’s name.
 - Select the right arrow, to move the student(s) to the “Students in class” list on the lower right.
 - Click **Save**.
 - Navigate to the “Class Details” page, to download a list of all students in the class for review.



Tests Tab

Based on the user's role, the **TESTS** tab allows users to view important dates and field test administration details, print student login credentials, designate students not taking the field test, and track student progress of students who are actively testing. The **TESTS** tab includes the **Important Dates**, **Tests**, and **Testing Status Details** pages. The Tests page, which includes the option to print student login credentials and view session access codes, is only available directly before field test administration. Check on [CBT Support](http://cbtsupport.nysed.gov) (<http://cbtsupport.nysed.gov>), to find out when the English Language Arts and Mathematics **Tests** page will be available to schools for the field tests.

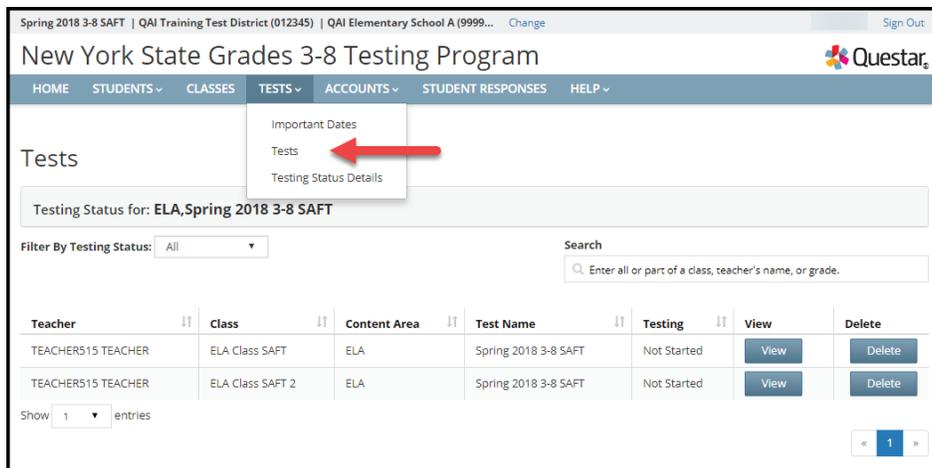
To view important dates, which include the CBT field test dates, select **Important Dates** from the **TESTS** tab. The field test dates are displayed.



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

There are two ways to set student Not Tested codes on Nextera™ Admin: from either the **Tests** page or from the **Testing Status Details** page. The latter is available to schools as soon as students are loaded and available in Nextera™ Admin. The former, from the **Tests** page, is available when the **Tests** page is opened directly before field test administration.

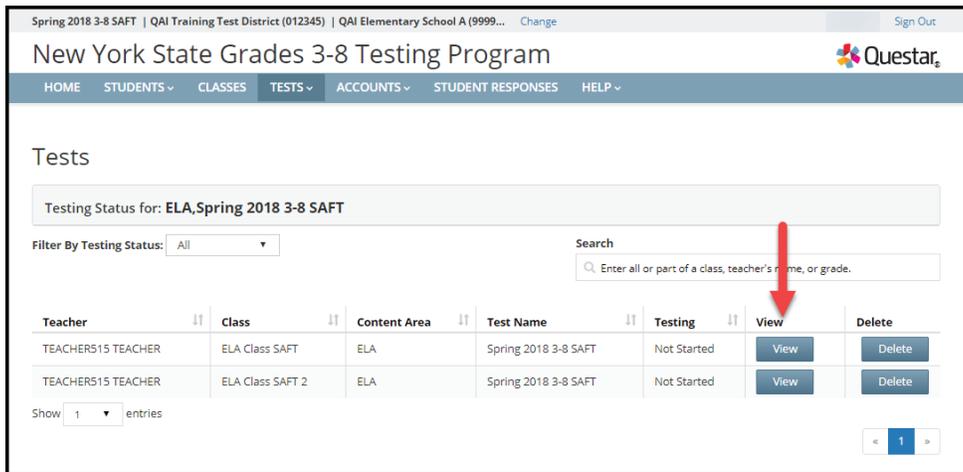
1. Select **Tests** from the **TESTS** tab. Information displayed includes the teacher, class, content area, test name, and testing status.
 - As soon as the first student accesses his or her field test in the Nextera™ Test Delivery System, the “Testing Status” will show “In Progress” for students in that testing class.
 - Click the up/down arrows in the column headings, to sort classes on the **Tests** page.
 - The View Test page displays the student name, username and password, grade level, test form assigned to the student, testing status, total test questions completed, and start and end times.
 - The View Test page is refreshed every 60 seconds.



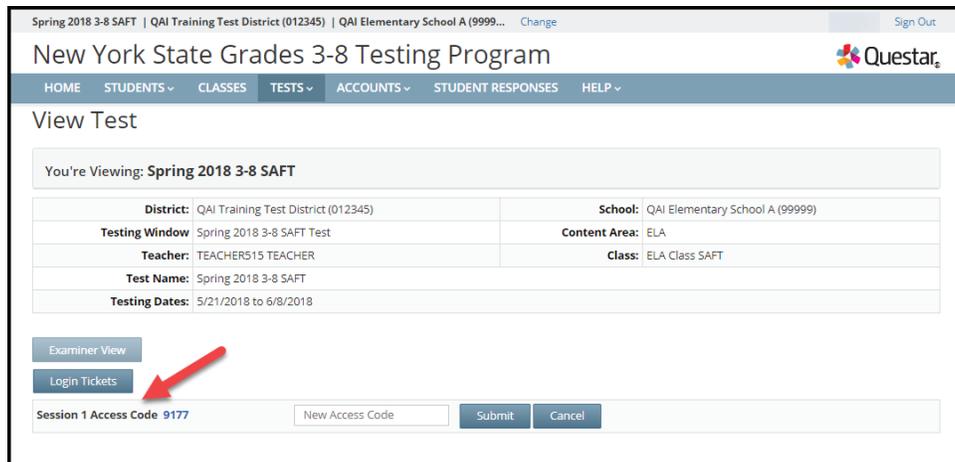
The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. The 'TESTS' tab is active, and a dropdown menu is open with 'Tests' selected. The page displays a table of test sessions for 'Spring 2018 3-8 SAFT'.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
TEACHERS15 TEACHER	ELA Class SAFT	ELA	Spring 2018 3-8 SAFT	Not Started	View	Delete
TEACHERS15 TEACHER	ELA Class SAFT 2	ELA	Spring 2018 3-8 SAFT	Not Started	View	Delete

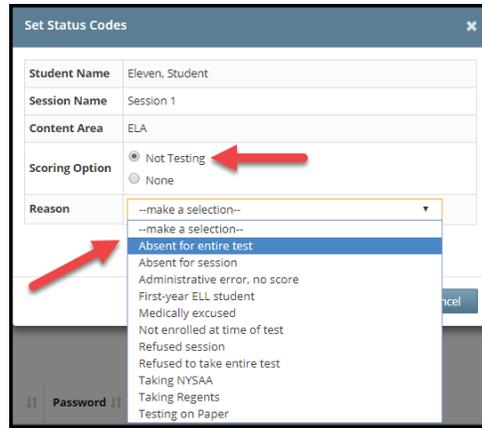
- To view test details, select **View**.



- The View Test page displays test details, including the test progress, student status, and session access codes. On the day of the field test session, the teacher will provide the session access code to students, in order to allow them to start the field test in the Nextera™ Test Delivery System.
 - The session access code can be changed by entering a new code in the “New Access Code” field and clicking **Submit**.
 - The session access code is a secure testing material that should be distributed to testing classrooms on the morning of the field test session.



4. To indicate that a student is not testing, locate the student's name in the class list and click **Set** in the "Status Codes" column.
 - For "Scoring Option," select **Not Testing**, to view the list of Not Tested codes in the **Reason** drop-down menu.



- Select the applicable Not Testing code.
- Click **Submit**. You will see that a status code has been set for the student's field test.
 - To download a list of students with their Not Testing codes, visit the **Testing Status Details** page for that class.

Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (99999) Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

View Test

You're Viewing: **Spring 2018 3-8 SAFT**

District: QAI Training Test District (012345)	School: QAI Elementary School A (99999)
Testing Window: Spring 2018 3-8 SAFT Test	Content Area: ELA
Teacher: TEACHERS15 TEACHER	Class: ELA Class SAFT
Test Name: Spring 2018 3-8 SAFT	
Testing Dates: 5/21/2018 to 6/8/2018	

[Examiner View](#)
[Login Tickets](#)

Session 1 Access Code **9177**

Registered Students:

Session All Sessions

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Connection Status	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Eleven	Student	0000000011		03	EN180304	Offline	Session 1: Not Started	0			Absent for en...
Ten	Student	0000000010		03	EN180305	Offline	Session 1: Not Started	0			Medically exc...
Twelve	Student	0000000013		03	EN180301	Offline	Session 1: Not Started	0			Set

Powered by Nextera™ Contact Us Privacy and Cookies Terms of Use Trademarks © 2018 Questar Assessment

Examiner View

The Examiner View feature is helpful when you have an educator supporting testing who does not have or need access to the Nextera™ administration system. The Examiner View allows the School Test Coordinator or Teacher associated to the testing class to open a view of the active testing status for a class on a different user's computer without providing editing access to that class. The user can "examine" the testing status, including viewing student login credentials, but cannot edit any information associated with the field test or students.

If you would like another educator to have access to individual student passwords and progress during the field test and that educator does not have a user account in Nextera™ Admin, use this feature by completing the following steps:

To set up Examiner View:

1. As the School Test Coordinator or Teacher, on the other educator's computer, log in to the Nextera™ administration system with your username and password.
2. Select **Tests** from the **TESTS** tab.
3. Locate the applicable class and select **View**.
4. Click the blue **Examiner View** button on the **View Test** page.

The screenshot shows the 'View Test' page in the Nextera™ administration system. The page title is 'New York State Grades 3-8 Testing Program'. The navigation menu includes HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. The page content includes a 'View Test' section with the following details:

- You're Viewing: Spring 2018 3-8 SAFT
- District: QAI Training Test District (012345)
- School: QAI Elementary School A (99999)
- Testing Window: Spring 2018 3-8 SAFT Test
- Content Area: ELA
- Teacher: TEACHERS15 TEACHER
- Class: ELA Class SAFT
- Test Name: Spring 2018 3-8 SAFT
- Testing Dates: 5/21/2018 to 6/8/2018

Below the details is an 'Examiner View' button highlighted with a red arrow, and a 'Login Tickets' button. There is also a 'Session 1 Access Code' field with the value 9177 and 'Submit' and 'Cancel' buttons.

The 'Registered Students' section shows a table with the following columns: Last Name, First Name, NYSSIS ID, Password, Grade, Form Name, Connection Status, Status, Total Items Completed, Date/Time Started, Date/Time Completed, and Status Codes. The table contains three rows of student data:

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Connection Status	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Eleven	Student	0000000011		03	EN180304	Offline	Session 1: Not Started	0			Absent for en...
Ten	Student	0000000010		03	EN180305	Offline	Session 1: Not Started	0			Medically exc...
Twelve	Student	0000000013		03	EN180301	Offline	Session 1: Not Started	0			Set

5. This opens a new tab on the Web browser that contains the session access code, student passwords, and student field testing progress. This tab will automatically refresh and display updated student progress information. Keep this tab open. On the first tab, **sign out** of the Nextera™ administration system.
 - Now, the other educator will have access to student progress during the assessment, even though that educator does not have a Nextera™ Admin user account.

- The testing status with student field testing progress refreshes every 60 seconds.
- The Examiner View shows student names, usernames and passwords, field test status, the number of field test questions completed, and start and end time stamps for every student.

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Back to tests list

Examiner View

You're Viewing: **Spring 2018 3-8 SAFT**

District: QAI Training Test District (012345)	School: QAI Elementary School A (99999)
Testing Window: Spring 2018 3-8 SAFT Test	Content Area: ELA
Teacher: TEACHERS15 TEACHER	Class: ELA Class SAFT
Test Name: Spring 2018 3-8 SAFT	
Testing Dates: 5/21/2018 to 6/8/2018	

Session 1 Access Code **9177**

Registered Students:

Session

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Connection Status	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Eleven	Student	000000011		03	EN180304	Offline	Session 1: Not Started	0		
Ten	Student	000000010		03	EN180305	Offline	Session 1: Not Started	0		

To Print Student Login Credentials (Labels)

Each student in the class will need student login credentials, in order to log in to the field test. On the day of the computer-based field test, the teacher will provide the access code to the students for the field test session. Teachers may print student login credentials as labels.

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

1. Select **Tests** from the **TESTS** tab.
2. Click **View** for the applicable test.

Spring 2018 3-8 SAFT | QAI Training Test District (012345) | QAI Elementary School A (9999... Change Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Tests

Testing Status for: **ELA, Spring 2018 3-8 SAFT**

Filter By Testing Status:

Search

Teacher	Class	Content Area	Test Name	Testing	View	Delete
TEACHERS15 TEACHER	ELA Class SAFT	ELA	Spring 2018 3-8 SAFT	Not Started	<input type="button" value="View"/>	<input type="button" value="Delete"/>
TEACHERS15 TEACHER	ELA Class SAFT 2	ELA	Spring 2018 3-8 SAFT	Not Started	<input type="button" value="View"/>	<input type="button" value="Delete"/>

Show entries

« 1 »

- On the **View Test** page, click **Login Tickets**.

- Select the **form option** from the printing drop-down menu.

- Click **OK**.

- The student login credential labels display. Use the **Print** function, to print the labels. Each label includes student's name, user ID (NYSSIS ID), password, and field test name.

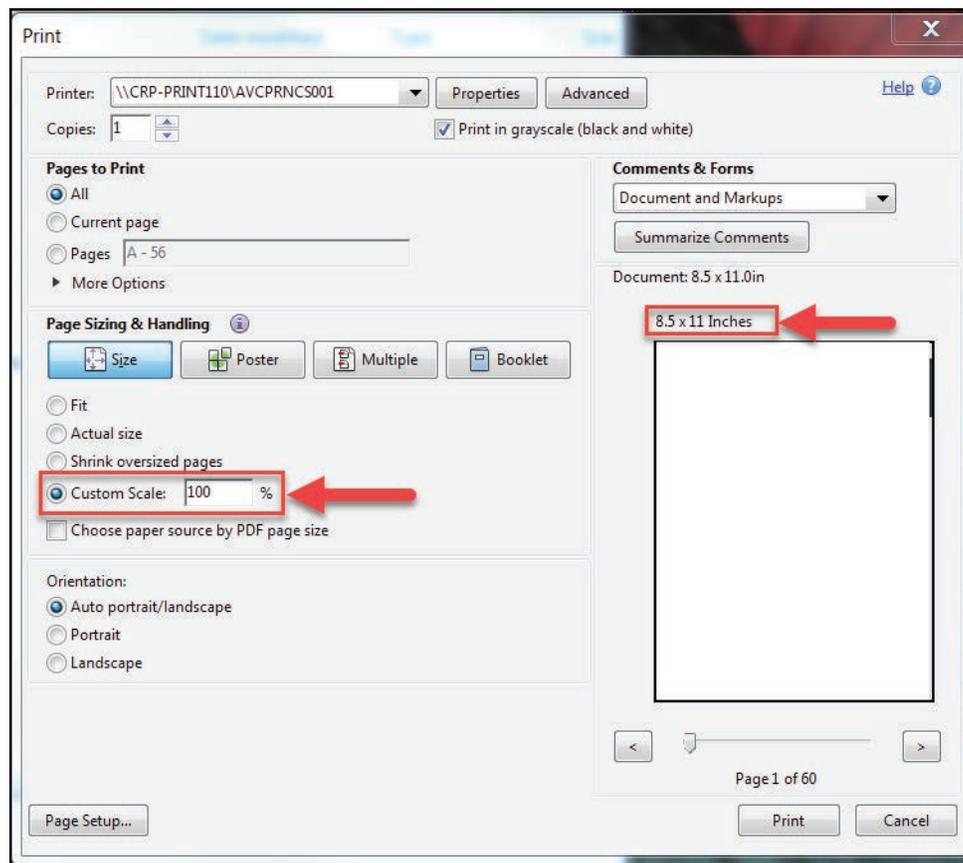
- All student login tickets or labels are secure testing materials and, if they are printed prior to the field test administration, must also be stored in the safe or vault.

Eleven, Student NYSSIS ID: 0000000011 Password: [REDACTED] Spring 2018 3-8 SAFT	Ten, Student NYSSIS ID: 0000000010 Password: [REDACTED] Spring 2018 3-8 SAFT	Twelve, Student NYSSIS ID: 0000000013 Password: [REDACTED] Spring 2018 3-8 SAFT
---	--	---

Troubleshooting Tip for Printing Student Login Tickets

If you are attempting to print student login tickets on label stock, and the student login tickets are not aligning properly with the labels, try the following steps:

1. Save the .pdf file
2. Find the .pdf on your local drive and open it
3. File > print
4. Click "Custom Scale: 100%"
5. Be sure paper size says 8.5 x 11
6. Click Print



Testing Status Details

To review testing status details and to set Not Testing codes, you can visit the **Testing Status Details** page. When navigating to the **Testing Status Details** page, the user will have some testing status filters automatically populated based on permissions. District Test Coordinators will need to select the school for which they want to review a class's status details. School Test Coordinators will need to select the class and content area for which they want to review a class's status details.

1. To review the status of field tests in your district or school, select **Testing Status Details** from the **TESTS** tab.
 - Use the Testing Status filter feature to select testing window, district, school, content area, and class, to tailor your view.
 - The testing status details display, showing each student with his or her testing status.
 - You can download the student testing status data into a spreadsheet by clicking **Export**.

The screenshot displays the 'New York State Grades 3-8 Testing Program' interface. At the top, there is a navigation bar with tabs: HOME, STUDENTS, CLASSES, TESTS (selected), ACCOUNTS, STUDENT RESPONSES, and HELP. A 'Sign Out' link is in the top right corner. Below the navigation bar is a 'Testing Status Filters' section with dropdown menus for Window (Spring 2018 3-8 SAFT), District (QAI Training District (012345)), School (QAI Elementary School A (999)), Content Area (ELA), and Class (ELA Class SAFT). Below the filters is a summary bar for 'ELA Class SAFT General Information' showing: Number of Students: 3, Students Not Started: 1, Students Completed: 0, Number of Sessions: 1, Students In Progress: 0, and Students Not Testing: 2. A 'Show Students' dropdown is set to 'All'. Below this is a search bar and a table of student data. The table has columns for First Name, MI, Last Name, NYSSIS ID, Session 1, and Session 2. Three students are listed, all with 'Not Started' status in Session 1 and 'N/A' in Session 2. A red arrow points to the search bar, and another red arrow points to the 'Export' button at the bottom right of the table. The footer includes 'Powered by Nextera™' and links for Contact Us, Privacy and Cookies, Terms of Use, and Trademarks, along with the copyright notice '© 2018 Questar Assessment'.

First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
Student		Ten	000000010	Not Started	N/A
Student		Eleven	000000011	Not Started	N/A
Student		Twelve	000000013	Not Started	N/A

Setting Student Not Testing Codes

A student's testing status can be set to a "Not Testing" code, as long as the student has not accessed the computer-based field test in the Nextera™ Test Delivery System.

1. Select **Testing Status Details** from the **TESTS** tab.
2. Use the Testing Status filter feature to select the field testing window, district, school, content area, and class, to tailor your view.
3. The testing status details display, showing each student with his or her testing status.
4. For the student, click on the blue "Not Started" link within the Session 1 session column. The Set Status Codes screen pops up.

The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. At the top, there are navigation tabs: HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. Below the tabs is a 'Testing Status Filters' section with dropdown menus for Window (Spring 2018 3-8 SAFT), District (QAI Training District (012346)), School (QAI Elementary School A (959)), Content Area (ELA), and Class (ELA Class SAFT). Below the filters is a summary section for 'ELA Class SAFT General Information' showing statistics: Number of Students (3), Students Not Started (1), Students Completed (0), Number of Sessions (1), Students In Progress (0), and Students Not Testing (2). A table below shows a list of students with columns for First Name, MI, Last Name, NYSSIS ID, Session 1, and Session 2. A red arrow points to the 'Not Started' link in the Session 1 column for the first student.

First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
Student		Ten	000000010	Not Started	N/A
Student		Eleven	000000011	Not Started	N/A
Student		Twelve	000000013	Not Started	N/A

5. On the Set Status Codes screen, select **Not Testing** for the **Scoring Option** field.
6. The Reason menu is populated with the Not Testing codes.
7. Select the applicable Not Testing code from the "Reason" drop-down menu.

The screenshot shows the 'Set Status Codes' dialog box. It contains the following fields: Student Name (Ten, Student), Session Name (Session 1), Content Area (ELA), Scoring Option (radio buttons for Not Testing and None), and Reason (a dropdown menu with 'Medically excused' selected). Red arrows point to the 'Not Testing' radio button, the 'Reason' dropdown, and the 'Submit' button.

8. Click **Submit**. You will see that a status code has been set for the student's field test.
 - You can download the student testing status data into a spreadsheet by clicking **Export**.

--make a selection-- ELA Class SAFT General Information

Number of Students: 3	Students Not Started: 2	Students Completed: 0
Number of Sessions: 1	Students In Progress: 0	Students Not Testing: 1

Show Students: All

Show 1 entries

Search:

First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
Student		Ten	000000010	Medically ex...	N/A
Student		Eleven	000000011	Not Started	N/A
Student		Twelve	000000013	Not Started	N/A

« 1 »
Export

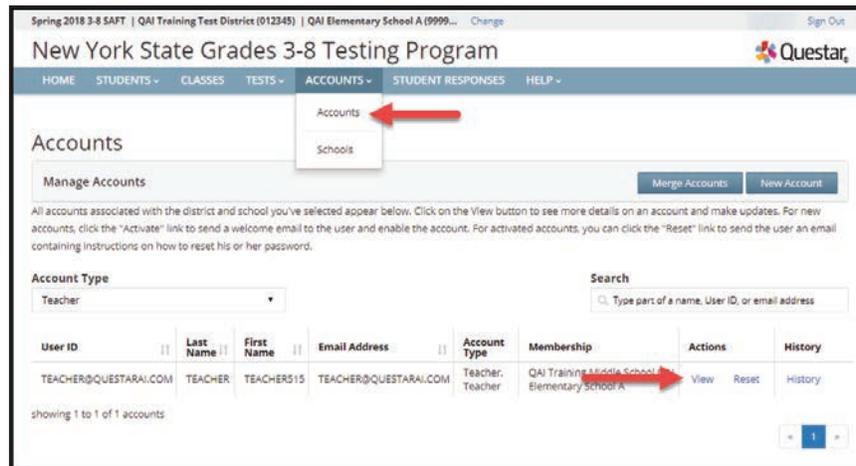
Accounts Tab

The options on the **ACCOUNTS** tab vary by role. Any user who will be actively managing CBT may need a Nextera™ Admin account. Multiple user levels exist within the Nextera™ administration system. District and School Test Coordinators can add or edit users at or below their user-account level as needed to allow specific individuals the rights that they need for accessing student testing information.

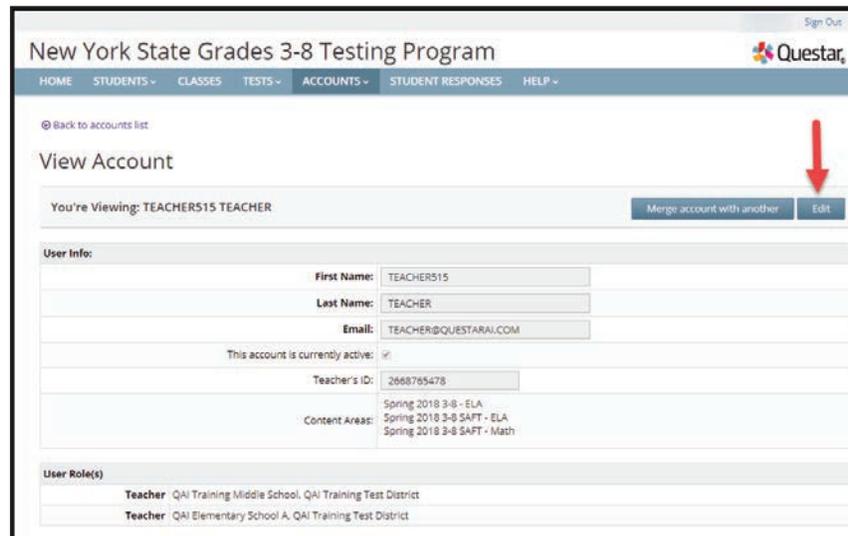
To Edit an Account

Please reference **Appendix H** to determine which roles have access to this functionality.

1. Select **Accounts** from the **ACCOUNTS** tab.
 - Locate the user either by using the Search bar on the upper right or by browsing through the list of users in the accounts results list.
 - Click **View** in the **Actions** column, to navigate to the user account details page.



2. Click **Edit**.



3. Make the applicable changes and select **Save**.

- If you are editing user roles, you must select district and school before clicking **Add Role**. The Selected Roles will appear in a list on the left.
- If you are adding a teacher role, you will need to include a TEACH ID or a local ID for the user and then select the content area for test administration.
- *Protip:* A teacher account must be active in Nextera™ Admin, in order to appear in the drop-down list of Teachers to be selected and associated with a class.

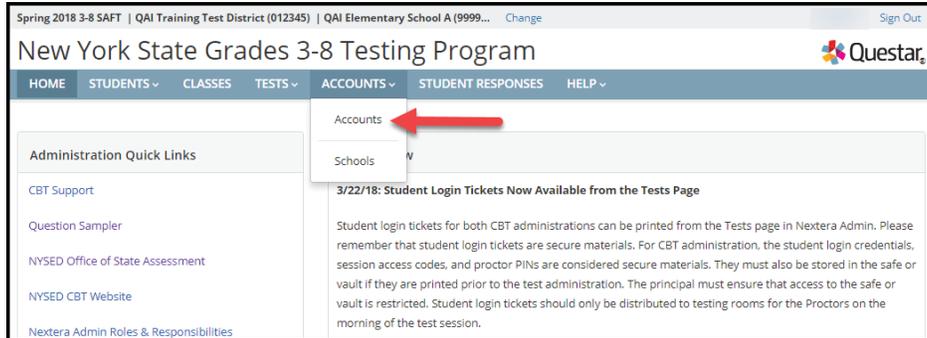
The screenshot displays the 'Edit Account' interface for a teacher. At the top, the page title is 'New York State Grades 3-8 Testing Program' with the Questar logo. A navigation bar includes links for HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. Below this, there is a 'Back to accounts list' link. The main heading is 'Edit Account', and it indicates the user being edited is 'TEACHERS15 TEACHER'. The user's details are shown in a table:

User ID:	TEACHER@QUESTARAI.COM
First Name:	TEACHERS15
Last Name:	TEACHER
Email:	TEACHER@QUESTARAI.COM

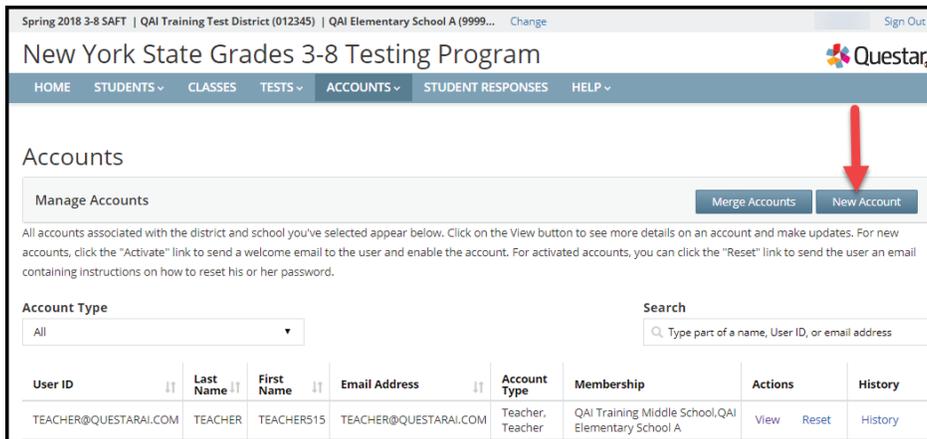
Below the details, it states 'This account is currently active: '. There are two main sections: 'Select Role(s)' and 'Additional Information Needed'. The 'Select Role(s)' section has a 'Role Type' dropdown menu and an 'Add Role' button. The 'Additional Information Needed' section includes a 'Teacher's ID' field with the value '2668765478' and a 'Content Areas' section with four checkboxes: 'Spring 2018 3-8 - ELA' (checked), 'Spring 2018 3-8 SAFT - ELA' (checked), 'Spring 2018 3-8 SAFT - Math' (checked), and 'Spring 2018 3-8 - Math' (unchecked). A red arrow points to the 'Save' button. To the right, the 'Selected Roles' section shows two roles, each with a 'clear' link. The first role is 'Teacher' with 'District' 'QAI Training Test District (012345)' and 'School' 'QAI Training Middle School (123456)'. The second role is 'Teacher' with 'District' 'QAI Training Test District (012345)' and 'School' 'QAI Elementary School A (99999)'. A 'clear all' link is at the bottom of this section. The footer contains 'Powered by Nextera™' and various legal links.

To Add an Account

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



2. Select **New Account**.



3. Enter the user's first/last name and email address. The username is the user's email address.
 - An email address can be associated with only one account in Nextera™ Admin.
 - Select district and school and the appropriate Role Type from the **drop-down menu**, then click **Add Role**.
 - The Selected Roles will appear in a list on the left.
 - If you are adding a teacher role, you will need to include a TEACH ID or a local ID for the user and then select the content area for test administration.
 - *Protip:* A teacher account must be active in Nextera™ Admin, in order to appear in the drop-down list of Teachers to be selected and associated with a class.

The screenshot shows the 'Add New Account' page in the Nextera Admin interface. The page title is 'New York State Grades 3-8 Testing Program'. The navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. The main content area is titled 'Add New Account' and contains a 'User Information' section with input fields for 'First Name', 'Last Name', and 'Username'. There are also checkboxes for 'This account is currently active' and 'Can log in the system'. Below this is a 'Select Role(s)' section with a dropdown menu. The dropdown menu is open, showing a list of roles: 'School Test Coordinator', 'Building Level User', 'School Information Technology Coordinator', and 'Teacher'. The 'Teacher' role is highlighted in blue, and a red arrow points to it. To the right of the dropdown is a 'Selected Roles' box with the text 'Please select role(s) for this user using the controls on the left.'

- In this example, **Teacher** is selected.
- For a description of the different user account roles, see **Appendix H: Roles and Permissions**.

4. Enter the new user's information and select **Create an Account**. Be sure to select the **check box** "This account is currently active," to see that account in the Class "Teacher" drop-down menu for editing or creating new classes.

New York State Grades 3-8 Testing Program Sign Out

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Add New Account

User Information

First Name: Username:

Last Name:

This account is currently active: **Can log in the system:**

Select Role(s)

Role Type:

District:

School:

Additional Information Needed

Teacher's ID:

Content Areas:

- Spring 2018 3-8 - ELA
- Spring 2018 3-8 - Math
- Spring 2018 3-8 SAFT - ELA
- Spring 2018 3-8 SAFT - Math

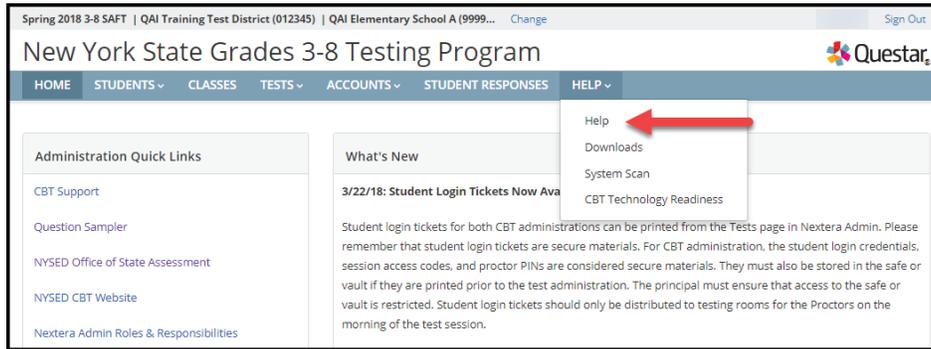
Powered by Nextera™ Contact Us Privacy and Cookies Terms of Use Trademarks © 2018 Questar Assessment

Help Tab

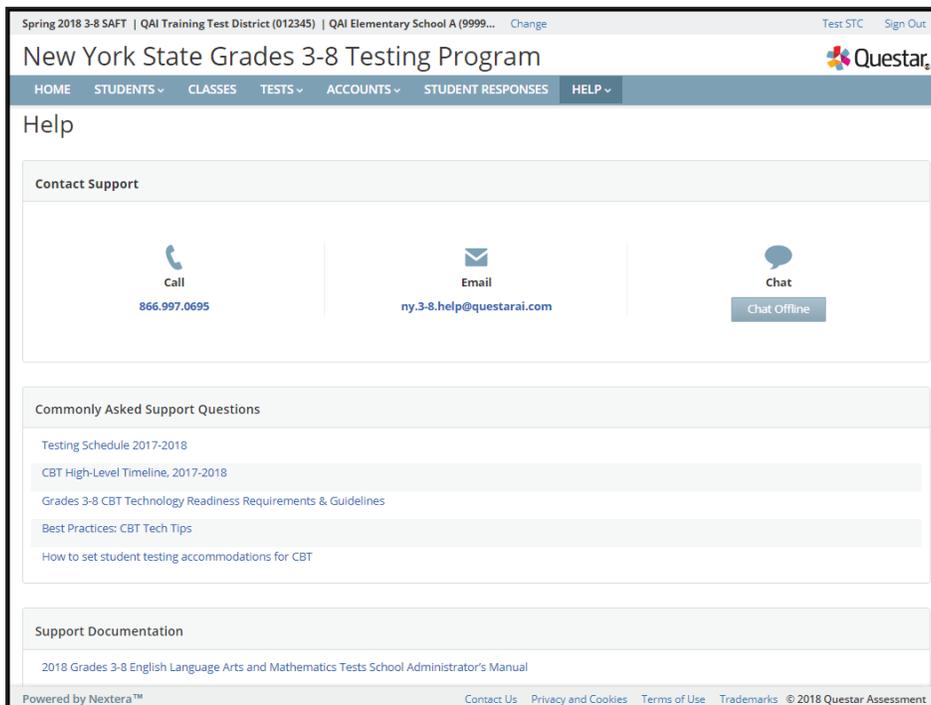
Customer Support contact details, Commonly Asked Support Questions, and Support Documentation are available on the Nextera™ administration system's **HELP** tab.

To access this information:

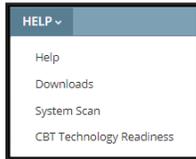
1. Select **Help** from the **HELP** tab.



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



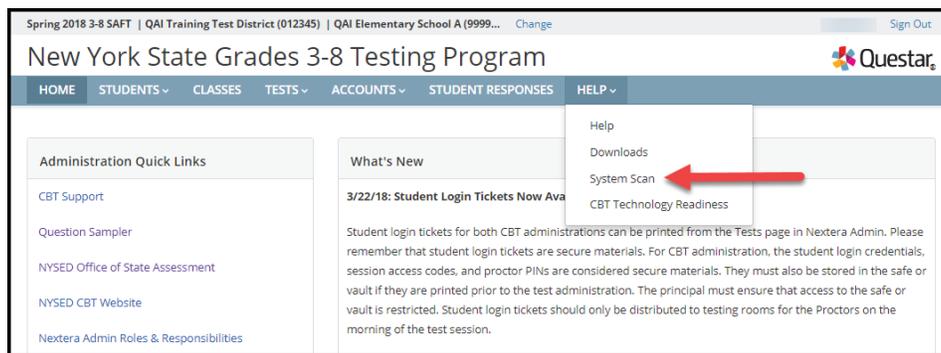
All users can access **Downloads** from the **HELP** tab. Download the Questar Secure Browser by using the links on the **Downloads** page.



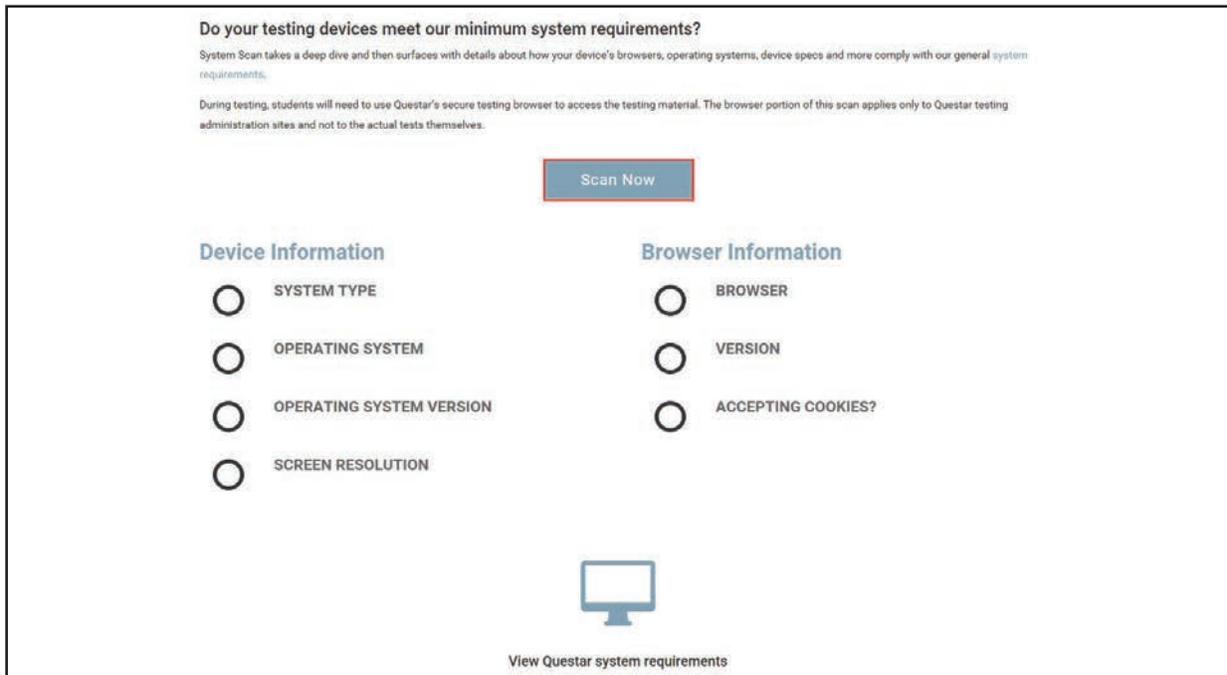
For all users, the **HELP** tab also provides a link to the System Scan.

To perform the System Scan:

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



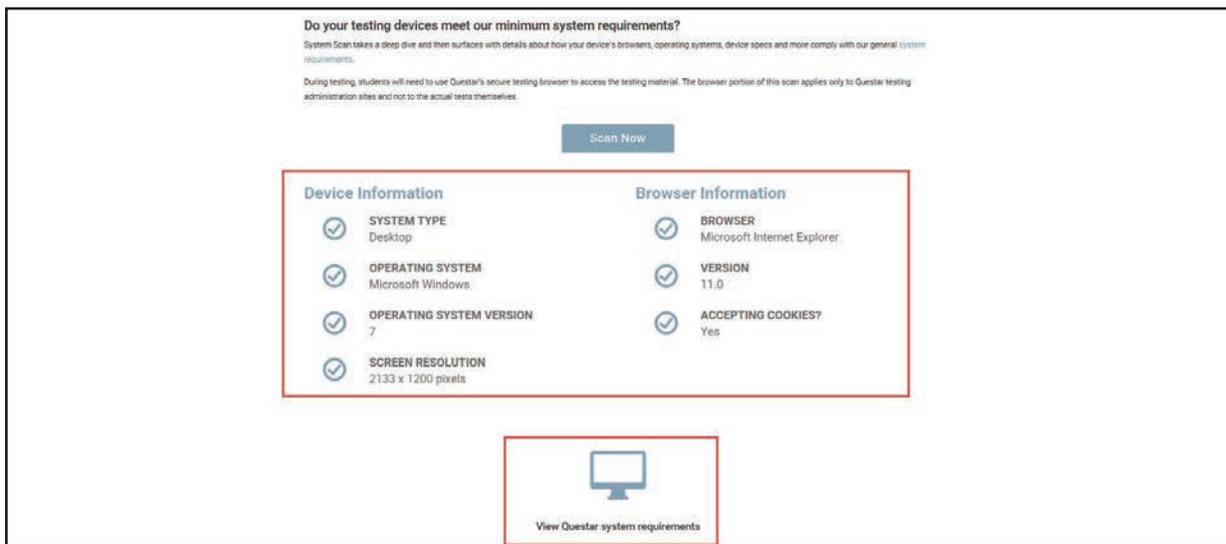
2. Select **Scan Now**.



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 requirements** option.



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

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 Requirements

Desktop Requirements

Mobile/Tablet Requirements

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

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

The screenshot shows the Questar website's 'System Requirements: Testing Devices and Admin Portal' page. The page is titled 'Ensure Online Test Readiness' and includes a sub-section for 'System Requirements: Testing Devices and Admin Portal'. The requirements are divided into 'Physical Requirements' and 'System/Network Requirements'. The 'Physical Requirements' section lists: Operating System (Windows 7 | 8.1 | 10 | Windows Server 2008 | 2012 (latest service pack), Apple Mac OS 10.9 – 10.13), Processor (Intel Core 2 Duo 1.6 GHz equivalent or higher CPU), System Memory (Minimum 512MB RAM, Recommended 2GB RAM with 1GB free RAM, Minimum 1GB free storage space), and Screen & Resolution Size (Physical screen size: 11.6" +, Minimum Resolution: 1024 x 768). The 'System/Network Requirements' section lists: Supported Browsers for Questar administration portal (Internet Explorer v9+, Microsoft Edge, Mozilla Firefox 38+, Google Chrome 49+, 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), and Internet Speed (Minimum per device: 150 Kbps, Recommended: 300 Kbps). On the right side of the page, there are two blue call-to-action boxes: 'System Scan' with the text 'Do your testing devices meet our minimum system requirements?' and a 'Scan Now' button, and 'Test Readiness' with the text 'Do your classrooms and schools have the right resources to test online?' and a 'Test Now' button.

Questar Assessments Our Approach Resources Company

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 Requirements: Testing Devices and Admin Portal

Desktop and Laptop Requirements

Physical Requirements

- Operating System
 - Windows
 - 7 | 8.1 | 10 | Windows Server 2008 | 2012 (latest service pack)
 - Apple
 - Mac OS 10.9 – 10.13
- Processor
 - Intel Core 2 Duo 1.6 GHz equivalent or higher CPU
- System Memory
 - Minimum 512MB RAM
 - Recommended 2GB RAM with 1GB free RAM
 - Minimum 1GB free storage space
- Screen & Resolution Size
 - Physical screen size: 11.6" +
 - Minimum Resolution: 1024 x 768

System/Network Requirements

- Supported Browsers for Questar administration portal:
 - Internet Explorer v9+
 - Microsoft Edge
 - Mozilla Firefox 38+
 - Google Chrome 49+
 - 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

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?

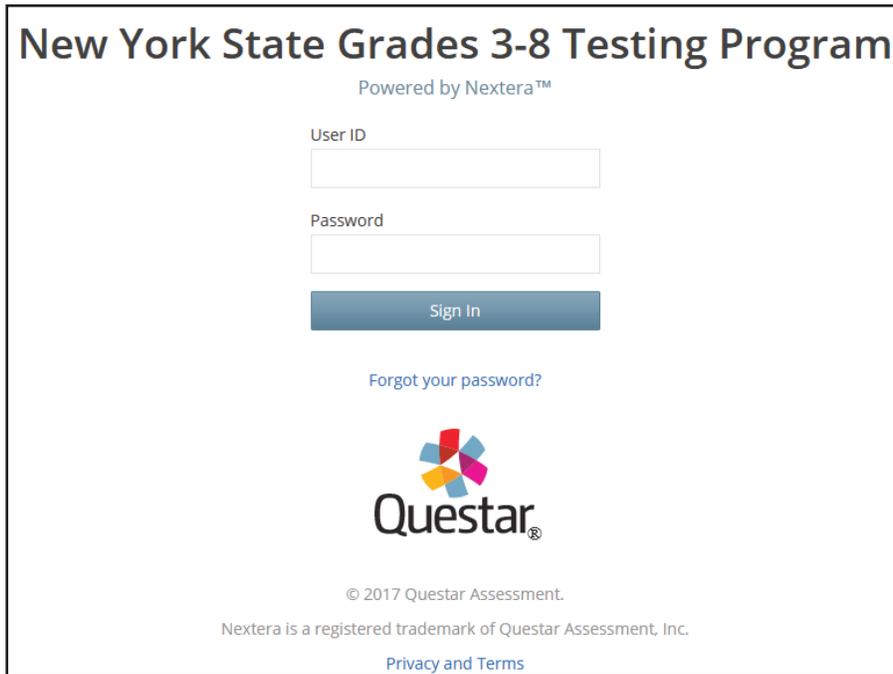
Test Now

Forgot Your Password?

Upon initial log in, you will be required to change your password. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

If you have forgotten your password:

- Select **Forgot your password?**



New York State Grades 3-8 Testing Program

Powered by Nextera™

User ID

Password

Sign In

[Forgot your password?](#)

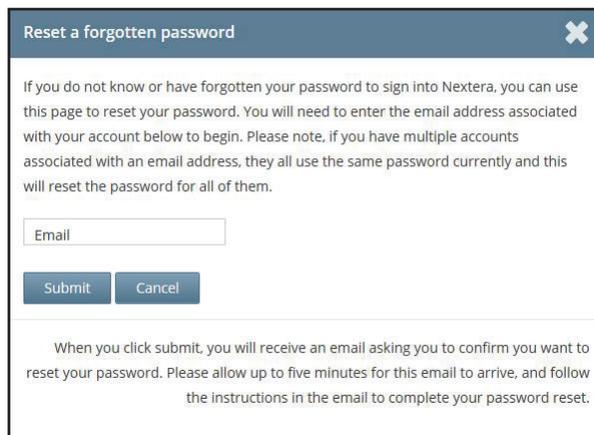


© 2017 Questar Assessment.

Nextera is a registered trademark of Questar Assessment, Inc.

[Privacy and Terms](#)

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



Reset a forgotten password

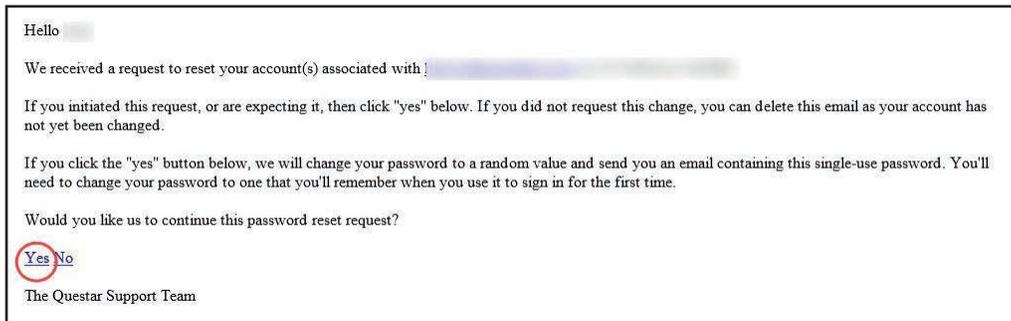
If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need to enter the email address associated with your account below to begin. Please note, if you have multiple accounts associated with an email address, they all use the same password currently and this will reset the password for all of them.

Email

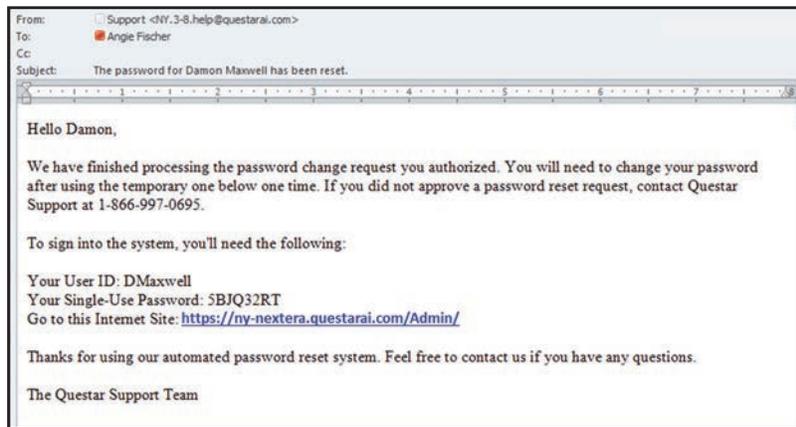
Submit Cancel

When you click submit, you will receive an email asking you to confirm you want to reset your password. Please allow up to five minutes for this email to arrive, and follow the instructions in the email to complete your password reset.

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



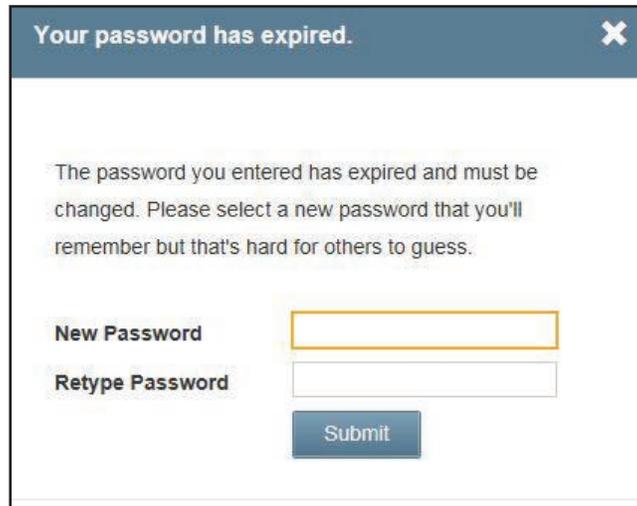
- You will receive another email that provides you with a **Single-Use Password**. Select the **Go to this Internet Site** link.



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

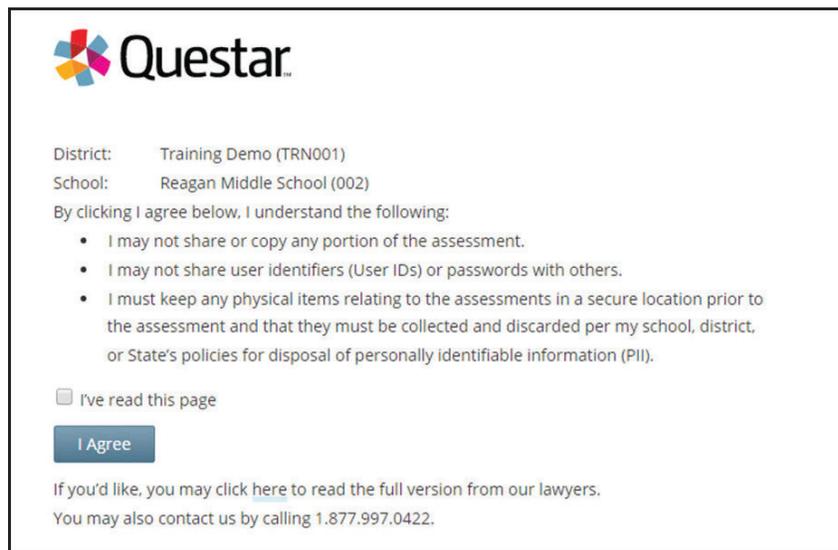


- You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



The screenshot shows a dialog box with a dark blue header that says "Your password has expired." with a close button (X) in the top right corner. Below the header, the text reads: "The password you entered has expired and must be changed. Please select a new password that you'll remember but that's hard for others to guess." There are two input fields: "New Password" and "Retype Password". Below these fields is a blue "Submit" button.

For initial log ins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **check box** for "I've read this page" and select **I Agree**.



The screenshot shows a security compliance statement form. At the top left is the Questar logo. Below the logo, the text reads: "District: Training Demo (TRN001)" and "School: Reagan Middle School (002)". Below this, it says: "By clicking I agree below, I understand the following:" followed by a bulleted list of three items: "I may not share or copy any portion of the assessment.", "I may not share user identifiers (User IDs) or passwords with others.", and "I must keep any physical items relating to the assessments in a secure location prior to the assessment and that they must be collected and discarded per my school, district, or State's policies for disposal of personally identifiable information (PII).". Below the list is a checkbox labeled "I've read this page". Below the checkbox is a blue "I Agree" button. At the bottom, it says: "If you'd like, you may click here to read the full version from our lawyers." and "You may also contact us by calling 1.877.997.0422."



Grades 3–8
English Language Arts
and Mathematics Field Tests
School Administrator’s Manual
for Computer-Based Field Testing

2018 Edition



QA122967