New York State Testing Program

2018 Grade 6 Mathematics Field Tests

Teacher's Directions for Computer-Based Field Testing

May 21–June 8, 2018

Grade 6

2018

THE UNIVERSITY OF THE STATE OF NEW YORK
Regents of The University

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It is important to read all of Steps One–Five and the pertinent grade level information in Step Six prior to administering the field test.

Field test content, student login credentials, Session Access Codes, and proctor PINs must be kept secure. You are not to discuss the field test or photocopy the student login credentials, as the security of the field test could be breached. However, school personnel may make photocopies of this *Teacher's Directions*, if additional copies are needed.

Introduction

The New York State Education Department (NYSED) has partnered with Questar Assessment Inc. (Questar) for the development of the 2018 Grades 3–8 Mathematics Field Tests. Teachers from across the State work with NYSED in a variety of activities, in order to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2018 Grade 6 Mathematics Field Tests can be administered to groups or classes of students in a single class period. The field test does not need to be administered on the same day to every student in the field-tested grade. Schools can elect to administer the field test on as many days as they choose, within the field test window.

For Grade 6, the field tests consist of multiple-choice and short- (2-credit) and extended- (3-credit) response questions.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses in the Nextera™ Test Delivery System. The short- and extended-response questions require students to type (rather than select) appropriate responses in the Nextera™ Test Delivery System.

By following the guidelines in this document, you help ensure that the field tests are valid and equitable for all students. A series of instructions helps you organize the materials and the testing schedule.

IMPORTANT DATES

Field Test Dates	May 21–June 8, 2018

STEP ONE Check Your Field Test Materials

To administer these field tests, you will need the materials listed below. If any materials are missing, notify your school principal.

For the teacher

- *Teacher's Directions*
- Student login credentials (See page 13 for step-by-step instructions on how to print student login credentials.)
- "Do Not Disturb" sign (not provided)
- Device with Internet access, to monitor testing
- Session Access Code (See page 15 for instructions on where to find the Session Access Code.)
- Proctor PIN (provided by School Test Coordinator)

For each student

- Student testing device prepared according to the *Nextera™ Setup and Installation Guide.*
- Two sheets of paper (one sheet of plain paper and one sheet of graph paper) to use as scratch paper. In addition, the proctor should have on hand a further supply of scratch paper to provide to students who, during the field test, request additional sheets. **Note:** Scratch paper is considered secure material and must be collected and securely destroyed after testing.
- Pencils (not provided)
- Scientific or four-function calculator with a square root key for Grade 6 (not provided)
  Note: Graphing calculators are **not** permitted.

Security

The NYSTP includes secure materials. School personnel responsible for testing must ensure a secure environment at all times. No section of the field tests may be discussed with the students before, during, or after administration. You may, however, describe the format of the field tests and the testing schedule to the students.

At no time may the contents of the field test be reviewed, discussed, or shared through any electronic means.

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field test and may not use any unauthorized notes, printed materials, tools, or personal electronic devices. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed on page 17.

All students are prohibited from bringing personal electronic devices, other than the device on which they are taking the field test, into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold

any prohibited electronic devices, other than the device on which students are taking the field test, prior to the start of the field test administration.

Any student observed with any prohibited device while taking a State test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the field test. The incident must be reported promptly to the school principal.

Some students with disabilities may use certain recording/playback devices only if this accommodation is specifically required as a provision of the student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). In addition, a student may be allowed to retain an otherwise prohibited personal 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 this documentation, the general policy on communications devices as provided on page 17 is in effect, and the school may not allow the student to retain any such personal 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 a student about the correctness or sufficiency of the student's response while the field test is 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 test, such as understanding access and navigation of the Nextera™ Test Delivery System.

Temporary Absence from Testing Room

No student may be permitted to leave and then return to the testing room during the field test unless the student is accompanied by a proctor for the duration of his or her absence from the testing room. Information on "Pausing and Reactivating a Paused Test," should it be necessary, can be found in **Appendix C** of these directions.

Emergency Evacuation of a School Building

Evacuation of a school building during a field test may be required because of an emergency, such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the field test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the field test.

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the field test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their field tests. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' field tests. At the conclusion of the field test, all suspected cheating must be reported to the principal.

Proctoring

Proctors must circulate periodically around the room during the administration of the field tests, in order to ensure that students are working independently and recording their responses to field test questions in the proper manner and in the proper place. While circulating around the room, proctors should support students in the mechanics of taking the field tests and ensure that a secure environment is maintained. Proctors should review the **Review Screen** with the student, in order to ensure that the student has answered all of the questions, before the student selects **Submit Test.** Proctors may not comment to the student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the field test, unless an emergency situation arises.

Note: The proctor need not be concerned if a student submits the field test without having first shown the Review Screen to the proctor.

STEP TWO Plan Your Field Testing Schedule

- The field test must be administered **May 21–June 8, 2018**.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace. Students should be allowed approximately 40 minutes to take the field tests.
- **Read the *Teacher's Directions for Computer-Based Field Testing* in its entirety prior to administering the field test.**
- Review Step Six, "Administer the Computer-Based Field Test," before administering the field test.
- Plan to have school technical support available during testing, including contact information if staff is not available to be in the testing room.
- Avoid testing just after students have had strenuous physical activity.

Field Test Format and Schedule

The 2018 Grade 6 Mathematics Field Tests will take approximately 40 minutes of testing time. The field tests contain multiple-choice questions and short- and extended-response questions. Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses to the multiple-choice questions in the Nextera™ Test Delivery System. The short- and extended-response questions require students to type (rather than select) appropriate responses in the Nextera™ Test Delivery System. The field tests can be administered to groups or classes of students in a single class period.

Each student testing in Grade 6 mathematics will have a mathematics reference sheet for his or her exclusive use during the field test. The mathematics reference sheet is available in the Nextera™ Test Delivery System. Your school has also been provided with printed copies of the mathematics reference sheets, which should be distributed to each student prior to the field test. All printed mathematics reference sheets must be collected after the field test and returned to the school administrator.

Students who finish the field test before other students should check their work. When the student is ready, the field test responses must be submitted through the Nextera™ Test Delivery System. After a student's field test responses are submitted, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete and submit the field test, you may end the session.

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs or 504 Plans, when taking these field tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State tests. In administering the 2018 Grades 3–8 Mathematics Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual* (http://www.p12.nysed.gov/assessment/manuals).

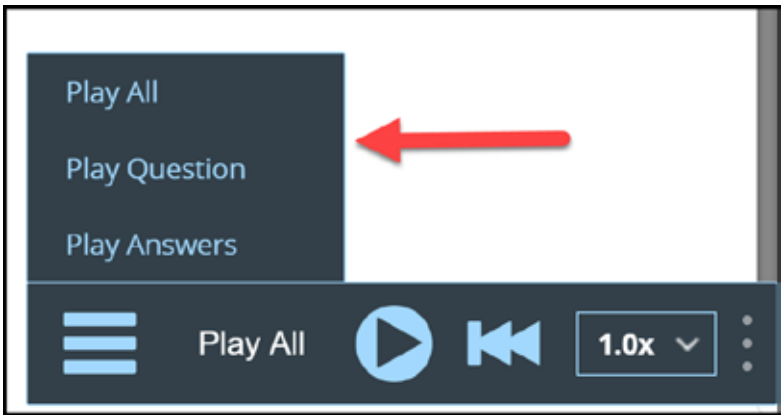
Test Read

The field test may be read to students whose IEPs or 504 Plans include this accommodation. A human reader or the online text-to-speech accommodation may be used for these students testing on the computer.

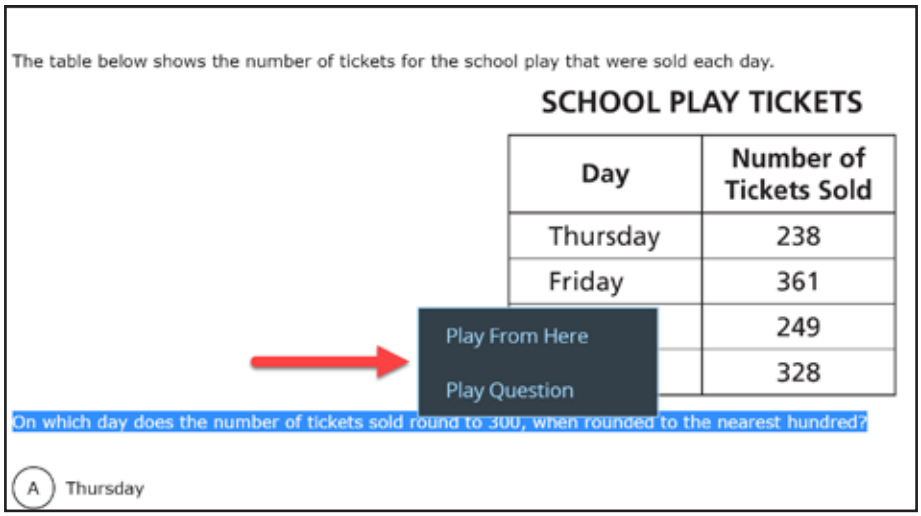
Read Aloud (by human): For the 2018 Grade 6 Mathematics Field Test, the Read Aloud (by human) accommodation is available for students taking the field test on computer. The Read Aloud (by human) accommodation indicates that all student directions, questions, and multiple-choice answer choices will be read aloud by the teacher, except where otherwise indicated within the student's IEP or Section 504 Plan.

Text-to-Speech (TTS): For the 2018 Grade 6 Mathematics Field Test, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions, questions, and multiple-choice answer choices. Students who have been identified as having the accommodation of TTS will see a toolbar when they have logged into the field test. The following options are available to them:

1. Play All
2. Play Question
3. Play Answers



Additionally, if a student wants to hear only a portion of the question or the answer options, the student can place the cursor where he or she wants the TTS to begin, right click, and select "Play From Here."



Use of Calculators and Other Devices

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

Students should be provided with hand-held calculators, as specified below. Calculators will also be available for students in the Nextera™ Test Delivery System.

Grade 6

Students in Grade 6 should have exclusive **use of a four-function calculator with a square root key or a scientific calculator** for the field test. Graphing calculators are **NOT** permitted. The use of mathematics tables is permitted for the field test only if specified in a student's IEP or 504 Plan.

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.

More Information on Testing Accommodations for Students with IEPs and 504 Plans

More detailed information on testing accommodations for students with disabilities can be found on the Office of Special Education Department's web site (http://www.p12.nysed.gov/specialed/).

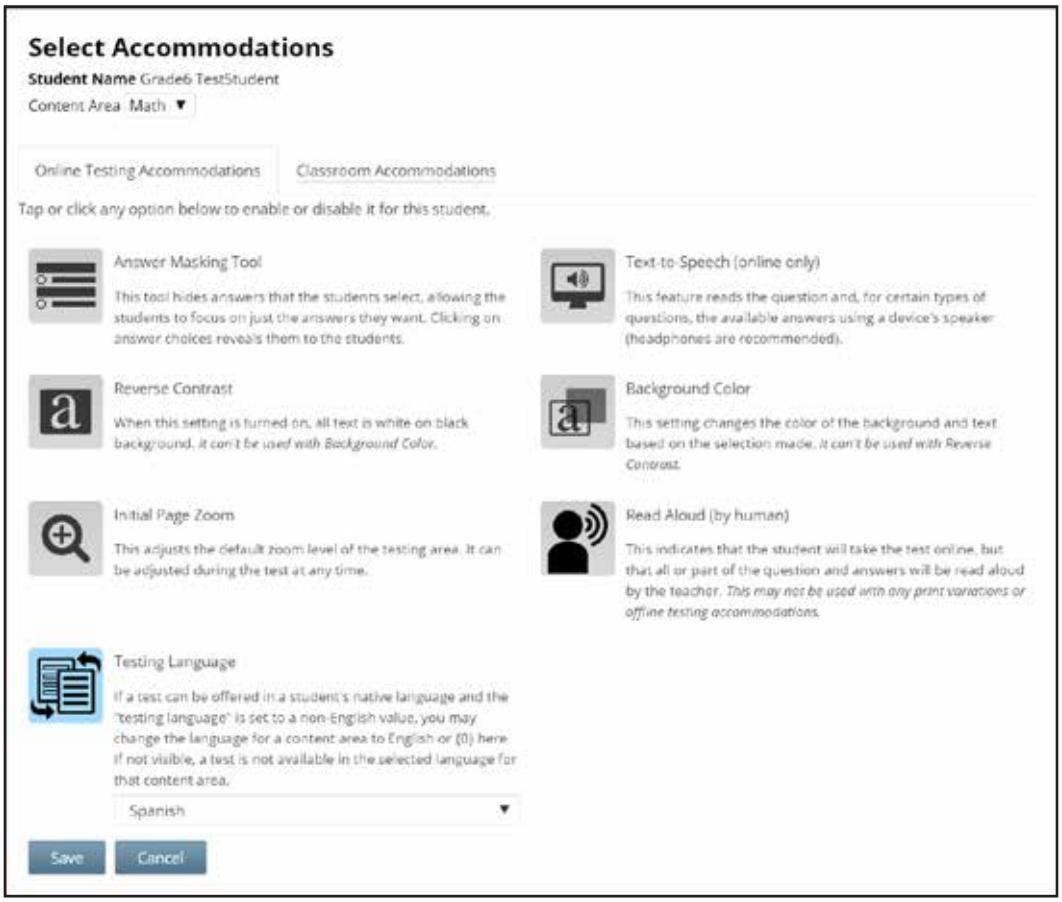
Testing Accommodations for English Language Learners/Multilingual Learners

Information on accommodations for English Language Learners/Multilingual Learners (ELLs/MLLs) can be found in the *School Administrator's Manual*. Note that testing accommodations may be provided to former ELLs/MLLs who were identified as English language proficient based on their scores on one of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT), either Spring 2016 or Spring 2017.

Computer-Based Testing Accommodations

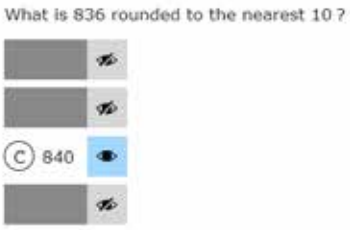
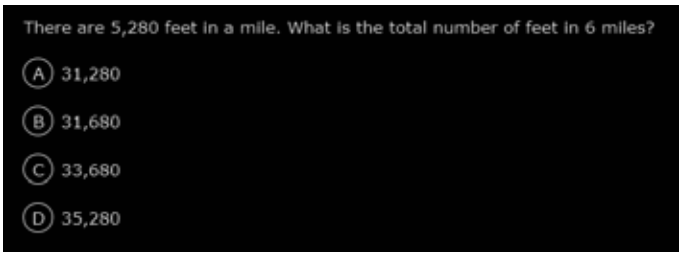
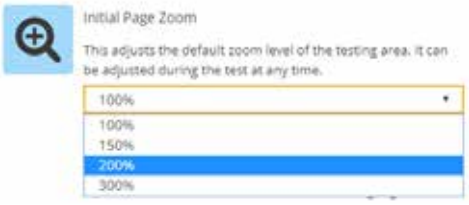
The Nextera™ Test Delivery System includes the following computer-based testing accommodations:

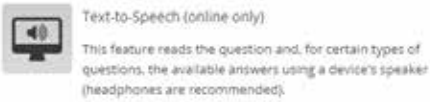
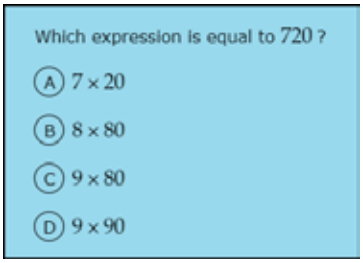
- Answer Masking Tool
- Reverse Contrast
- Initial Page Zoom
- Testing Language
- Text-to-Speech (online only)
- Background Color
- Read Aloud (by human)



Use of any of these accommodations must be consistent with the student's IEP or 504 Plan or, with regard to Testing Language, a student's status as a current or eligible former ELL/MLL. These options need to be identified and coded in the Nextera™ administration system prior to testing.

Please work with your School Test Coordinator to verify that the computer-based testing accommodations are selected for the applicable students in the Nextera™ administration system before testing begins.

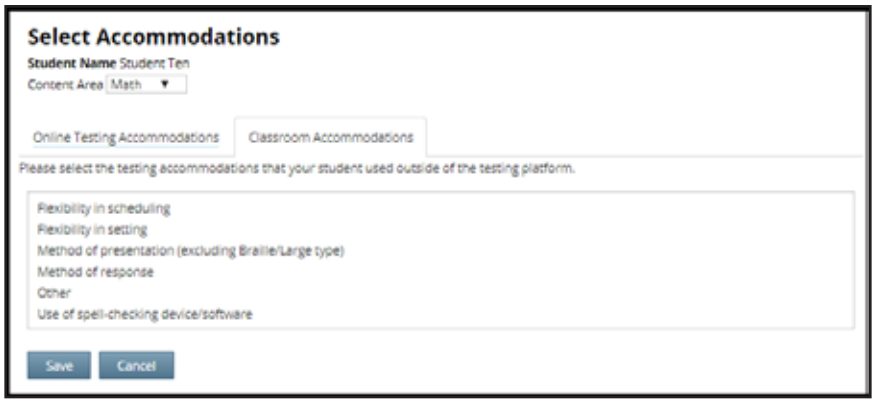
Accommodation	Description
Answer Masking	Answer Masking is an embedded accommodation that allows for the responses to be shaded so that the responses do not distract the focus of the student from the question.  • To reveal a response option, the student clicks on the *crossed out eye icon* next to that option. • To hide a response option, the student clicks on the *eye icon* next to that option.
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. 
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. Options available are 100%, 150%, 200%, and 300%. 
Testing Language:	ELLs/MLLs may be provided with a translated edition of the 2018 Grades 3–8 Mathematics Field Tests. These field tests are available in Spanish.

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

Classroom Accommodations

Accommodations provided to students outside of the Nextera™ Test Delivery System, such as flexibility in scheduling or flexibility in setting, must be consistent with the student's IEP or 504 Plan. These options need to be identified and coded in the Nextera™ administration system, after testing is completed.

Please work with your School Test Coordinator to verify that classroom accommodations are selected for the applicable students in the Nextera™ administration system, after testing is completed.



STEP THREE Prepare Your Testing Room

- Provide a well-lit, well-ventilated, and quiet testing room.
- Each student will need his or her own device that has been configured for testing. Please work with your School IT Coordinator, to verify the devices are ready for testing. The *Nextera™ Setup and Installation Guide* has detailed instructions for setting up devices for testing.
- Plan seating arrangements. Allow enough space between students to prevent the sharing of answers. To help prevent communication between students during testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the field tests are being administered. For additional suggestions for creating a secure testing environment for computer-based testing, see **Appendix B**.
- 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 his or her test at a later time.
- Completely cover or remove from the walls all blank or completed graphic organizers, number lines, mathematics tables, and all aids charts, posters, and boardwork pertinent to mathematics. This includes any such materials that pertain to the New York State computer-based testing system tools.
- Place a "Do Not Disturb" sign on the door of the testing room.
- Make sure students' work spaces are cleared of all unauthorized materials.

STEP FOUR Prepare Your Students

- Help students approach the field test in a relaxed, positive way.
- Be sure students understand the directions and have had the opportunity to practice using the Practice Tests, which can be accessed through the Nextera™ Secure Browser. For information on how to access the Practice Tests, please see **Appendix A**.
- Assist students with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any field test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Use Standardized Testing Procedures

This field test must be administered under standard conditions. Follow the directions carefully. The same field test administration procedures must be used with all students, so that valid conclusions can be drawn from the field test results.

STEP FIVE Prepare Field Test Materials

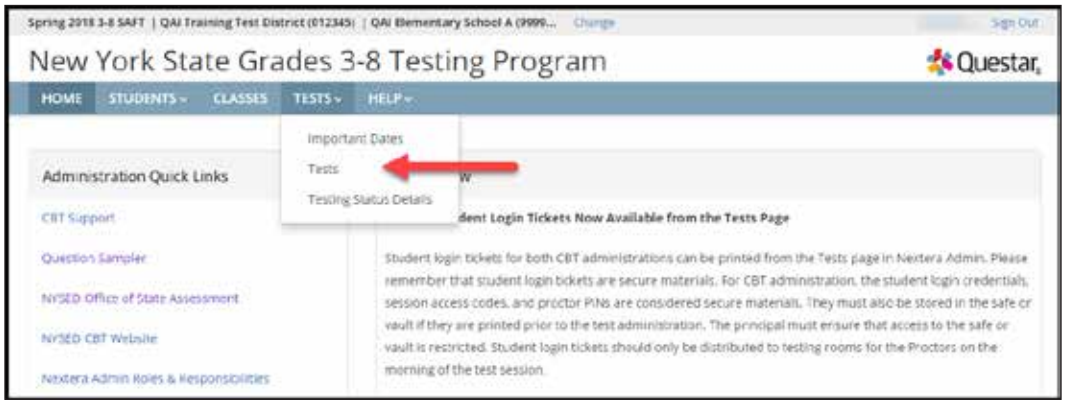
Schools that will be administering the Mathematics Field Tests with Computer-Based Testing (CBT) should be prepared to furnish scratch paper to their students for use when taking the field tests. At the start of the field test, the proctor should hand out scratch paper to each student testing with CBT. For the Grade 6 Mathematics Field Test, 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 on hand a further supply of scratch paper to provide to students who, during the field test, request additional sheets. Students testing with CBT should also be advised that they must record their final answer for each field test question in the online test. 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.

Teachers will need student login credentials for each student to sign in with, a Session Access Code for the field test session, and a proctor PIN for students who may pause the field test. The information that follows provides step-by-step instructions on how to retrieve this information from the Nextera™ administration system.

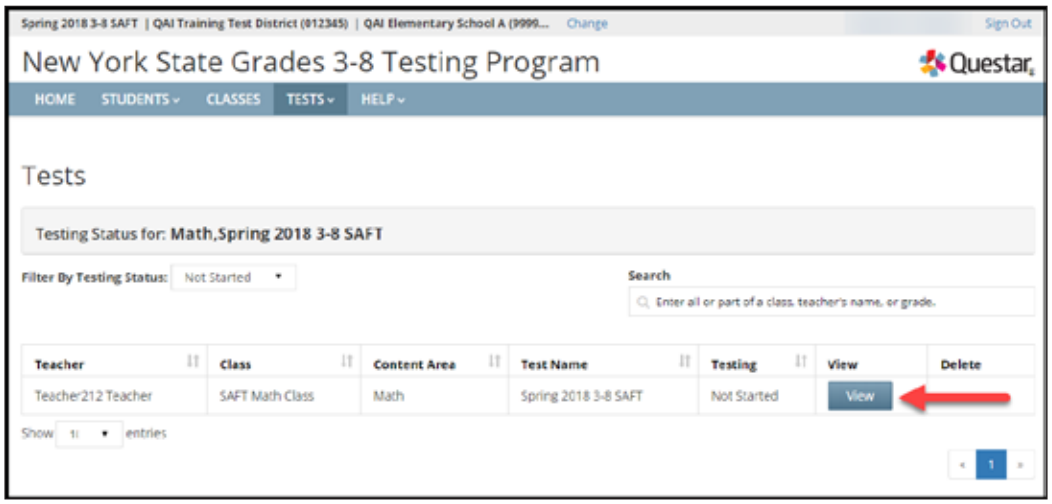
Student Login Credentials

For each student in your class, verify that you have the correct student login credentials. If you are printing the login credentials for your class, follow the steps below.

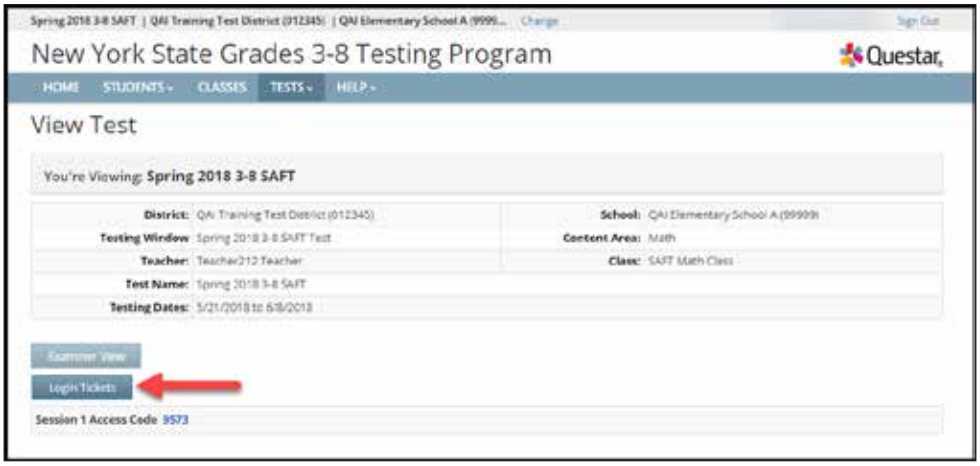
- To print the student login credentials, complete the following steps:
  1. Log in to the Nextera™ administration system. For further details on the login process, refer to **Appendix D** for step-by-step instructions to log in and sign out.
  2. Select **Tests** from the **Tests** tab. The *Tests* page displays.



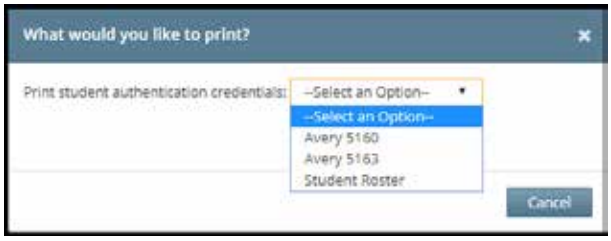
3. Select **View** for the applicable test.



4. Select **Login Tickets**.

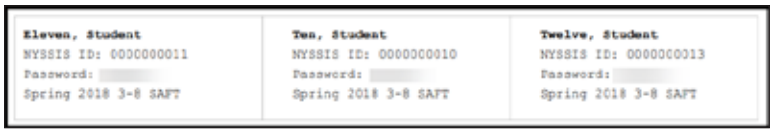


5. Select the **applicable form**.



6. Select **OK**.

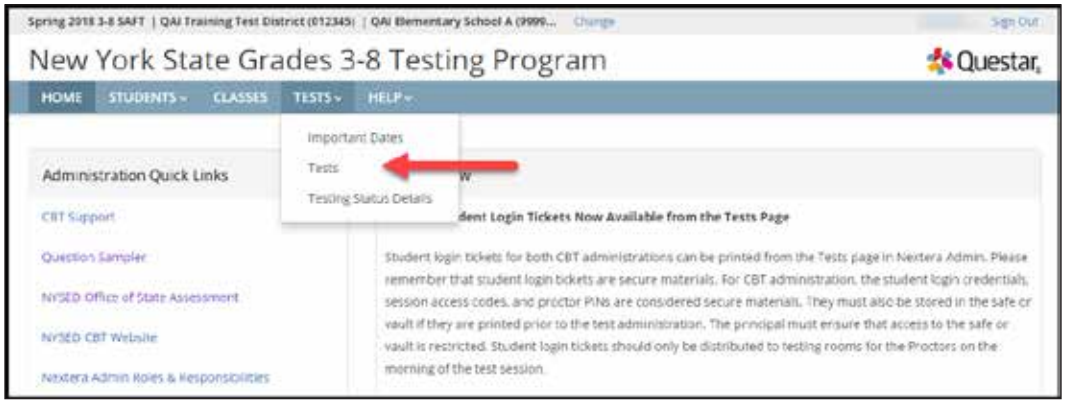
7. The student login credentials will display. Use the **Print function** to print the student login credentials. Each label includes a student's name, NYSSIS ID, password, and test name.



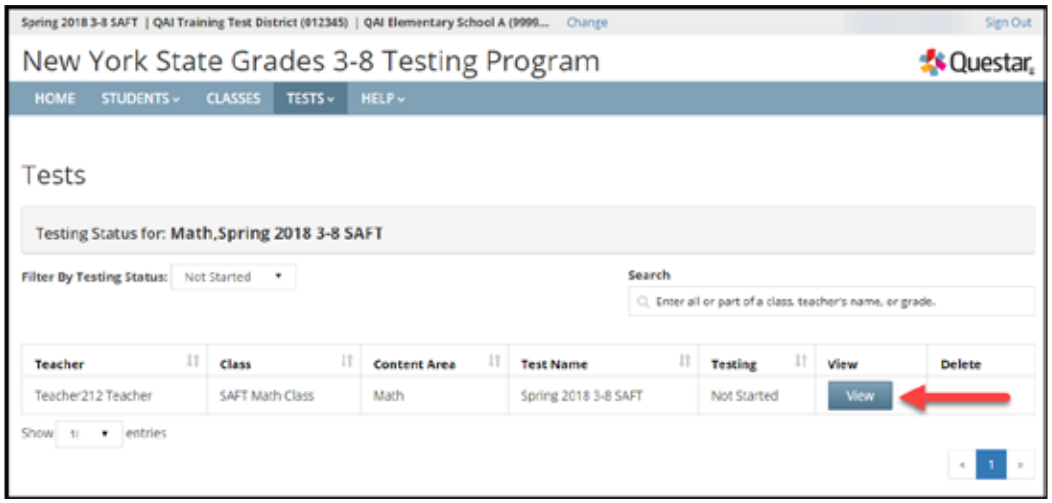
Session Access Code

- You will need to provide students with a Session Access Code, in order for the students to access their field tests in the Nextera™ Test Delivery System. Instructions for providing the Session Access Code to students are included in **Step Six: Administer the 2018 Mathematics Computer-Based Field Tests** of this manual.
- To determine the Session Access Code, complete the following steps:

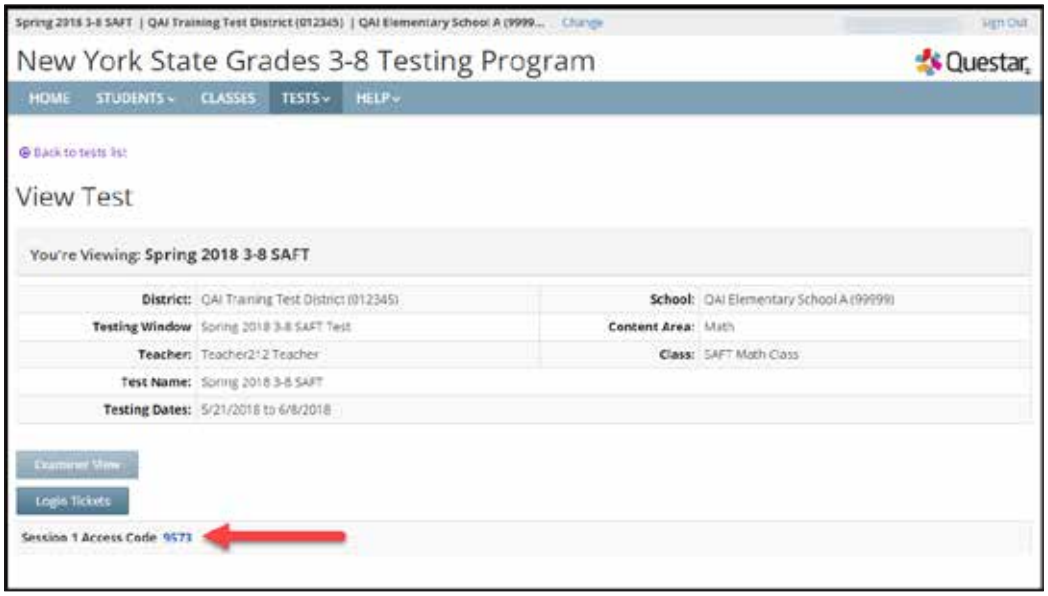
1. Log in to the Nextera™ administration system. For further details on the login process, refer to **Appendix D** for step-by-step instructions to log in and sign out.
2. Select **Tests** from the **Tests** tab. The *Tests* screen displays.



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



4. The **Session Access Code** is the access code that will be provided to the students during the administration of the field tests.



Proctor PIN

If a student pauses the field test during administration, a proctor PIN will be required to allow him or her to re-enter the field test. The proctor PIN will be provided by your School Test Coordinator. The proctor PIN is secure and should not be distributed to students.

Mathematics Tools

- For computer-based testing, rulers and protractors are available to students in the Nextera™ Test Delivery System.
- All Grade 6 students can use a mathematics reference sheet during the field test. The mathematics reference sheet includes the necessary formulas and reference information that students need to assist them in answering certain mathematics questions. The mathematics reference sheet is available in the Nextera™ Test Delivery System. Your school has also been provided with printed copies of the mathematics reference sheet, which should be distributed to each student prior to the field test.
- Schools should provide students in Grade 6 with a four-function calculator for the field test. A four-function calculator will also be available in the Nextera™ Test Delivery System.
- Graphing calculators are **not** allowed.

STEP SIX Administer the 2018 Grade 6 Mathematics Computer-Based Field Test

Please read these directions carefully before administering the field tests. When you administer the field tests, the directions you are to read aloud are preceded by **SAY**. *Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should* ***not*** *be read aloud. Before you begin the field tests, make sure you have the student login credentials for each student, a printed mathematics reference sheet for each student, a hand-held four-function or scientific calculator for each student, scratch paper for each student, the Session Access Code, and the proctor PIN. The mathematics reference sheet is also available in the Nextera™ Test Delivery System.*

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

SAY **You cannot have any personal communications device, other than the device on which you are taking the test, including a cell phone, with you during this test 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 personal 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?

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

Repeat list of devices. Pick up devices from students and return them after testing.

SAY **You will be taking the 2018 Grade 6 Mathematics Field Test.**

For the multiple-choice questions, you must select your answers in the online test. For written-response questions, you must type your final answer in the answer box provided for each test question in the online test.

You may use the ruler, protractor, calculator, and mathematics reference sheet provided in the online test, to help you solve some of the questions on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.

Distribute two sheets of scratch paper (one sheet of plain paper and one sheet of graph paper) to each student.

SAY **You may use this scratch paper to help you solve the questions on the test. You must record your final answer for each test question in the online test. This scratch paper must be returned to me after you complete your test. If you need additional scratch paper while you are taking the test, please raise your hand.**

Provide students with their secure student login credentials.

SAY **On your computer screen, locate the pinwheel or the icon titled "Questar Secure Browser."**

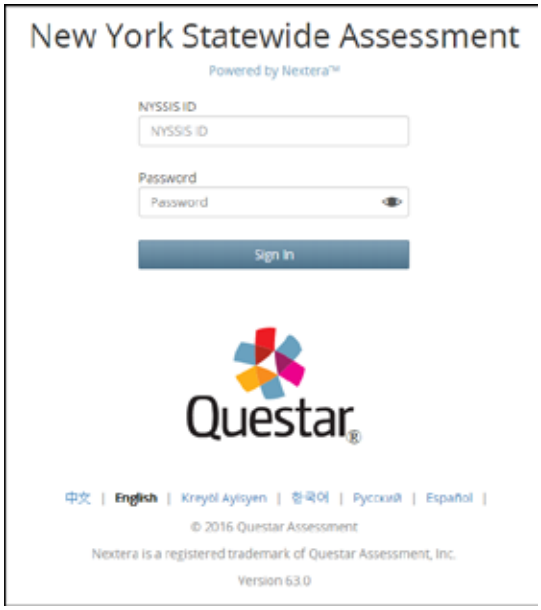
Double-click this icon and the online test will launch.

Once the program has opened, you will see the "Sign in" page.

Do not enter anything until you have been instructed to do so.

Please raise your hand if you do not see the "Sign in" page.

Sample sign-in page:



SAY **Look at the NYSSIS ID on your student login credentials. Type that NYSSIS ID in the field titled "NYSSIS ID."**

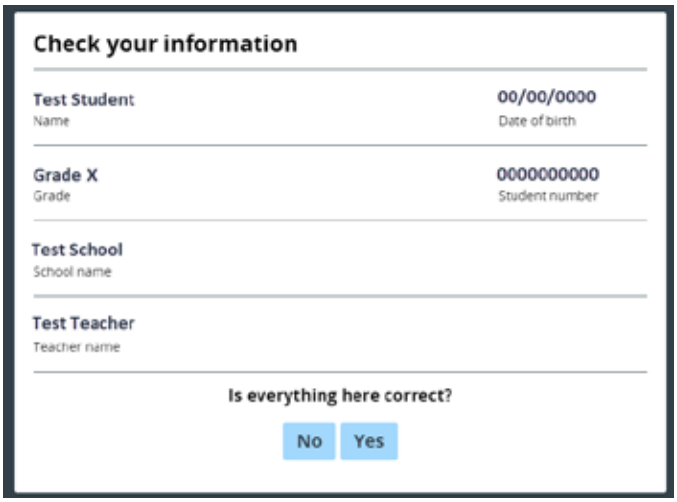
Now, select the "Password" field. Type in your password. Your password is also on your student login credentials.

Does anyone have any questions or need help finding the information that you need to enter?

Pause for questions.

SAY **After you have entered your password, select "Sign in."**

Sample verification page:



SAY **Now, you should see a screen with your name on it. If you do not see your own name, raise your hand. If your name is not spelled correctly, raise your hand.**

Now, look at the rest of the information on the screen. Make sure that it is correct. Verify your

- **grade**
- **school's name**
- **teacher's name**
- **date of birth**

If any of the information is not correct, please raise your hand. You do not need to verify your NYSSIS ID.

If the student information is incorrect: Check to be sure that the student has the correct login credentials.

If the date of birth or teacher's name is incorrect, or the student's name is misspelled, notify the School Test Coordinator after the field test has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the login process. The student should click "No" and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator, as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go into the

Nextera™ administration system and correct the grade level for the student. The student will then get new login credentials, in order to begin testing. If the student sees the wrong grade on this screen, he or she will be presented with the wrong field test.

SAY **If all of the information is correct, select "Yes" at the bottom of the screen.**

Do not start the test until I tell you to do so.

Sample Tests Page:

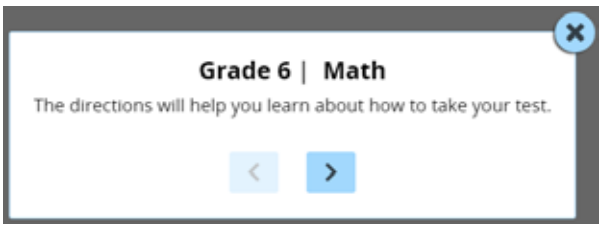
SAY **Now, we are going to begin the test. Select "Start test."**

You should now see the first page of the directions tutorial.

Make sure that all students are on the correct screen. A pop up window displays and details the test name. Directions are customized for students receiving computer-based testing accommodations.

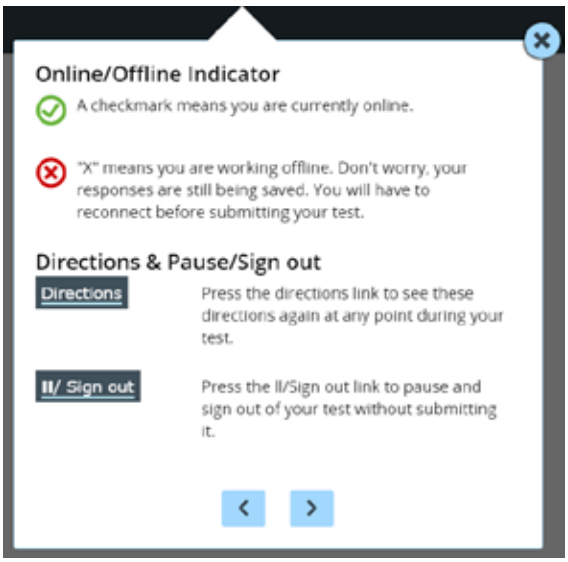
*Students select the right-facing arrow to read through the directions, or select the **X** to exit the directions.*

Sample directions page:



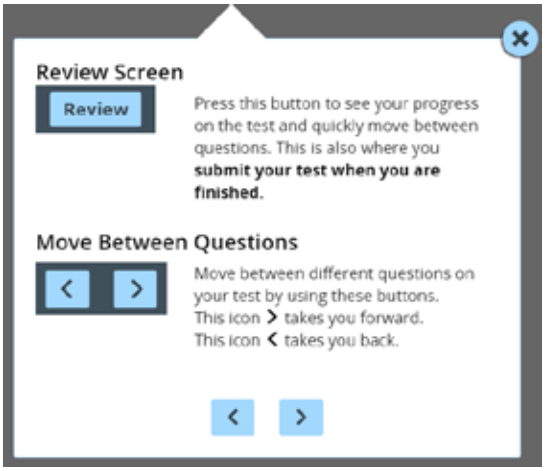
SAY **Select the right arrow.**

Sample directions page:



SAY **Follow along while we review the tools available during this test. The Directions and Pause/Sign out buttons are shown on your screen. Press the directions link to see these directions again at any point during your test. Press the Pause/Sign out link to pause and sign out of your test without submitting it. Now, press the right arrow at the bottom of the directions box.**

Sample directions page:



SAY **While taking your test, press the "Review" button to see your progress and quickly move between questions. This is also where you submit your test when you are finished. The right and left arrows are used to move between different questions on your test. The right-facing arrow takes you forward. The left-facing arrow takes you back.**

Does anyone have any questions?

Pause for questions.

SAY **Now, let us move on to the next page. Press the right arrow at the bottom of this page.**

Sample directions page:

SAY **These tools can be used at any time during the test. To make the screen text smaller, press the minus button. To make the screen text larger, press the plus button. The bookmark can be used to mark a question that you want to return to at a later time. Anything that you have bookmarked can be seen from the review screen. If you want to leave yourself a note to review later, you can use the note tool. Any question that you have left a note on can be seen from the review screen.**

Does anyone have any questions?

Pause for questions.

SAY **Now, let us move on to the next page. Press the right arrow at the bottom of this page.**

Sample directions page:

SAY **These are additional test tools that you can use at any time during the test. The highlighter can be used to highlight part of your test, for emphasis. You can clear highlights by clicking on them again when you are using the tool. The answer eliminator can be used to mark answers that you think are incorrect. When this tool is on, click on the answers that you want to be crossed out. The ruler can be used to measure items on your test. The protractor can be used to measure angles on your test. You may refer to the reference sheet at any point during the test. The reference sheet can be accessed by clicking the button, or you may refer to the printed copy provided to you.**

Reference Sheet Icon

SAY **The printed copy reference sheet is exactly the same as the reference sheet that you see in the Tools. The four-function calculator can be used to help solve questions on your test.**

Does anyone have any questions?

Pause for questions.

SAY **Now, select "End Directions." You should now see a screen asking for the Session Access Code. I will provide you with the Session Access Code, in a moment.**

Sample Session Access Code page:

SAY **Once you finish your test, you should review your work. To review your test before submitting it, select the "Review" button. It will help you to see if you have answered all of the test questions. You can go back to a question by clicking on the question number. Then select "Review" again, to return to the Review screen. When you have reviewed your test and are ready to submit it, please raise your hand. Before you select the "Submit" button, I will review the Review screen with you, to confirm that you have answered all of the test questions.**

After we have reviewed the Review screen together and you are ready to submit your test, select "Submit test." You will see a message asking "Are you sure that you want to submit your test?" Then, you select "Submit test."

Does anyone have questions before we begin?

Answer any questions that the students may have.

SAY **Input the Session Access Code: [say Session Access Code] and then select "Continue."**

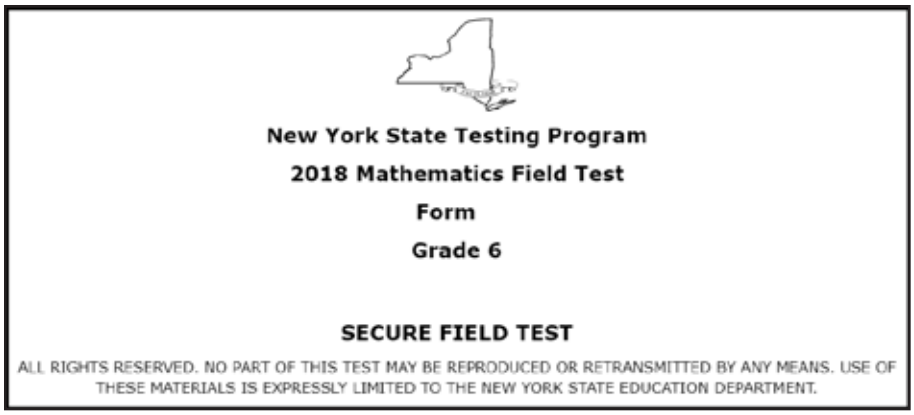
You should now see a screen that says "Wait to start." Are there any questions, before we continue?

Pause for questions.

Sample screen:

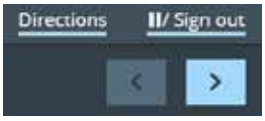
SAY **Please select "Start test."**

The next screen confirms that you are taking the Grade 6 Mathematics Field Test today. If your screen does not say Grade 6, please raise your hand.



SAY **Please find the right arrow in the top-right corner and select it.**

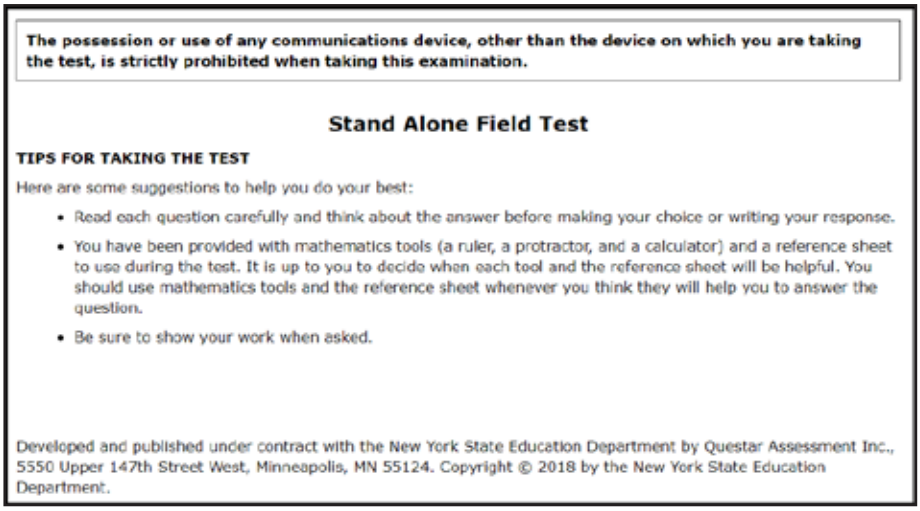
Sample screen:



SAY **The possession or use of any communications device, other than the device on which you are taking the test, is strictly prohibited when taking this examination.**

Does anyone have any questions?

Pause for questions.



SAY **Please find the right arrow in the top right corner and select it.**

Pause to allow students to go to the next screen.

SAY **Here are some suggestions to help you do your best:**

- **Read each question carefully and think about the answer before making your choice or writing your response.**

- **You have been provided with mathematics tools (a ruler, a protractor, and a calculator) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.**
- **Be sure to show your work when asked.**

Does anyone have any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, select the right arrow in the top-right corner and begin your test.

Students should remain quietly at their workstations, after they have submitted the field test. The proctor may collect the student login credentials, scratch paper, and reference sheet, once a student submits the field test.

After a student's field test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the field test, you may end the session.

If the field test is administered in a large-group setting, school administrators may prefer to allow students to submit their field tests as they finish and then leave the room. If so, take care that students leave the room as quietly as possible, so as not to disturb the students who are still working on the field test.

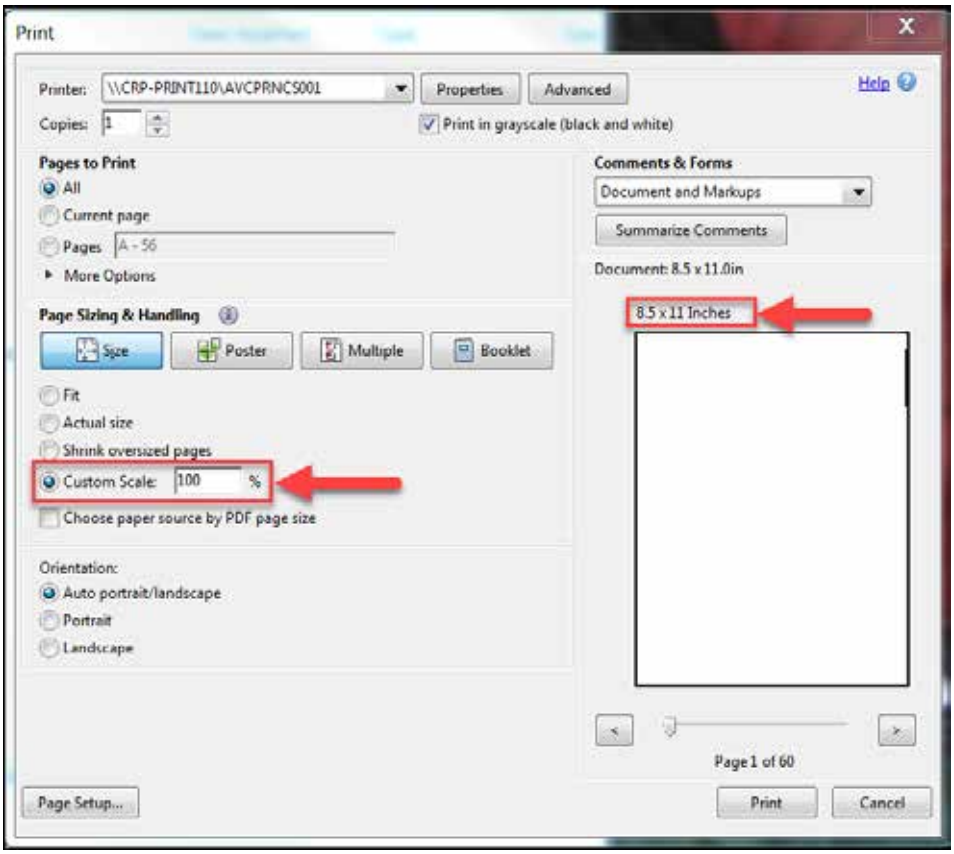
Ensure that all students return the scratch paper, student login credentials, and reference sheets to you. These materials are considered secure materials and must be destroyed.

Troubleshooting

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



Issues During Testing

- If the screen freezes, sign-in takes longer than one minute, or test load takes longer than one minute, try exiting the test and signing back in.
- If the device is permanently incapacitated, or if network connectivity is lost for an extended period of time, please contact the School Test Coordinator. The School Test Coordinator can contact Questar Customer Support, if needed.
- Chromebooks—If a student clicks on the Exit button at the lower-left portion of the screen, he or she will exit the test and the secure browser. The student will need to sign in again and continue testing.
- Lost Internet connectivity—If network connectivity is lost during the test, the student should continue to test and submit the test. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses.

  Note: If Internet connectivity is lost while students are using the Text-to-Speech computer-based testing accommodation, the computer-generated voice will not play. The voice will be available once Internet connectivity is re-established.

  If attempts to reestablish Internet connectivity are unsuccessful, follow the applicable steps from the table below:

Windows, Mac, iPad	Chromebook
1. Turn off the device* 2. Restart the device 3. The student should login and continue testing or submit the test *for Mac: power down by pressing the power button for 5 seconds	1. Exit using the button at the lower left 2. The student should login and continue testing or submit the test

Please note that the student must return to the same device that he or she began testing on. These steps may reset the Internet connection, or would allow for an administrator to manually repair an Internet connection.

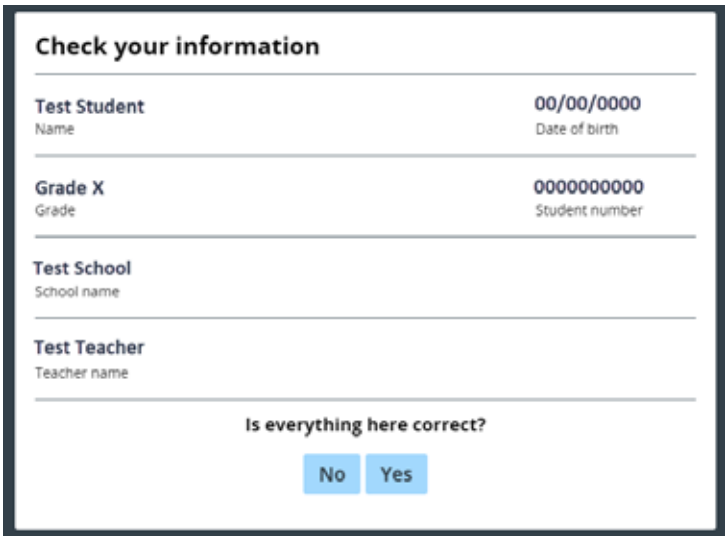
Appendix A: New York State Practice Tests

Some students will have some experience in taking this type of online assessment, but there may be students who are not accustomed to them. Before the day of the field test, students should be given the opportunity to try the Practice Tests, which will allow them to become familiar with responding to the types of questions that they will see on the 2018 Grades 3–8 Mathematics Field Tests using the Nextera™ Test Delivery System.

Practice Test Sign In

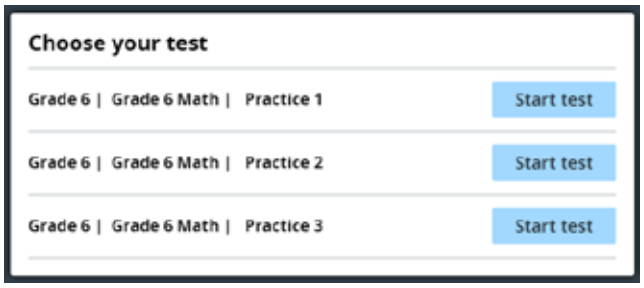
Student login credentials for the Practice Tests are located on the Help Tab in the Nextera™ administration system. There are three practice tests available for each grade.

Students will use the Nextera™ Secure Browser to access the practice tests. Students double click on the Questar Secure Browser icon on their desktop. Once the secure browser opens, students type in the NYSSIS ID and password and select "Sign in."

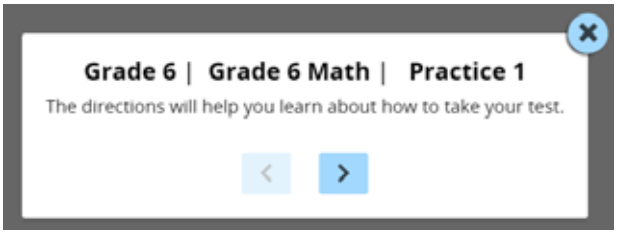


Students will see the Check your information screen. This is generic information for the practice forms. The students select "Yes."

The next screen is where the students will choose which practice test that they will take. The student will select "Start test" next to the desired form.

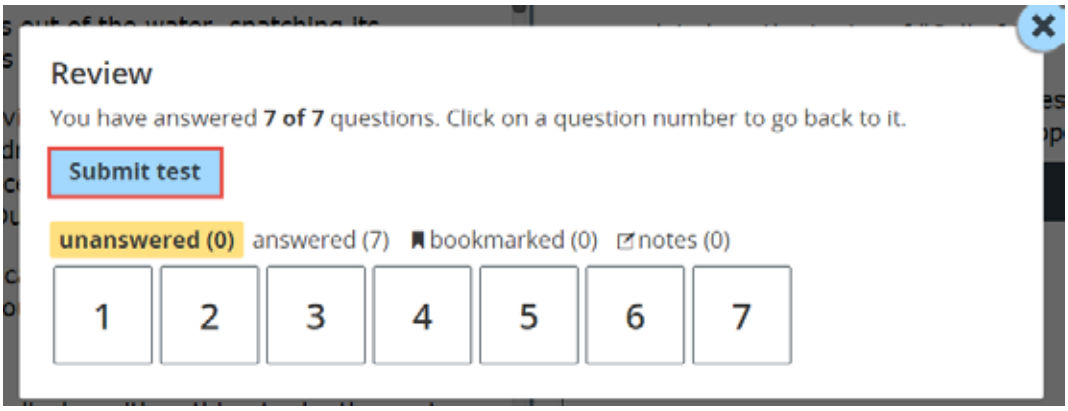


The system will walk students through a short tutorial on the tools and features of the Nextera™ Test Delivery System before they begin the Practice Test. Students use the right-facing arrow to navigate through the directions.

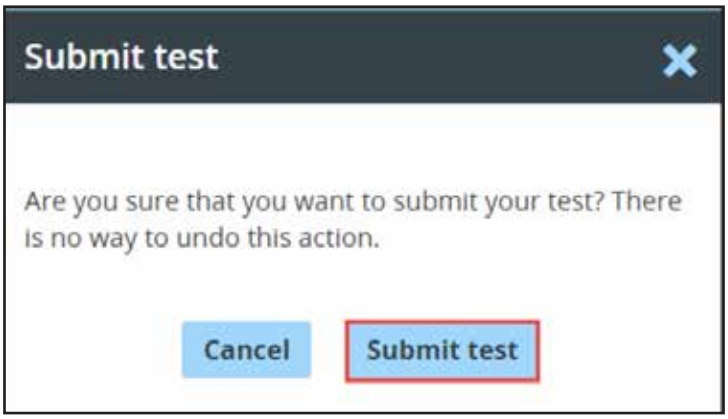


Once the directions close, the **Practice Test** appears. After the student responds to each question, direct the student to select **Review**.

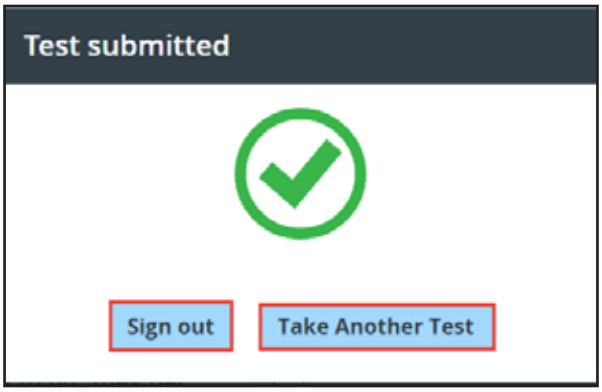
The *Review* screen appears. Once students confirm that they have responded to all questions, direct them to select **Submit test**.



A confirmation message appears. Direct students to select **Submit test**.



Another confirmation message appears. Direct students to select **Sign out** or **Take Another Test.**



Appendix B: Suggestions for Creating a Secure Computer-Based Testing Environment

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

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

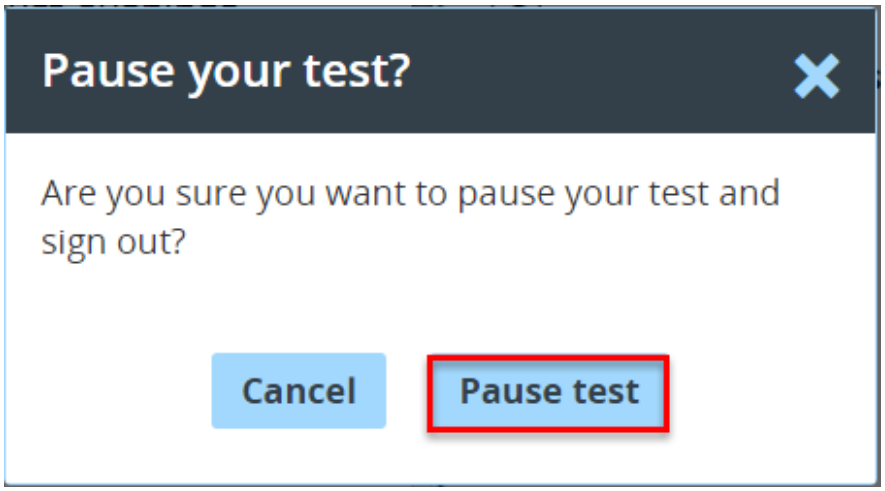
The following physical and visual barriers between testing devices can also be used as security measures for computer-based testing.

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

Appendix C: Pausing and Reactivating a Paused Test

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.

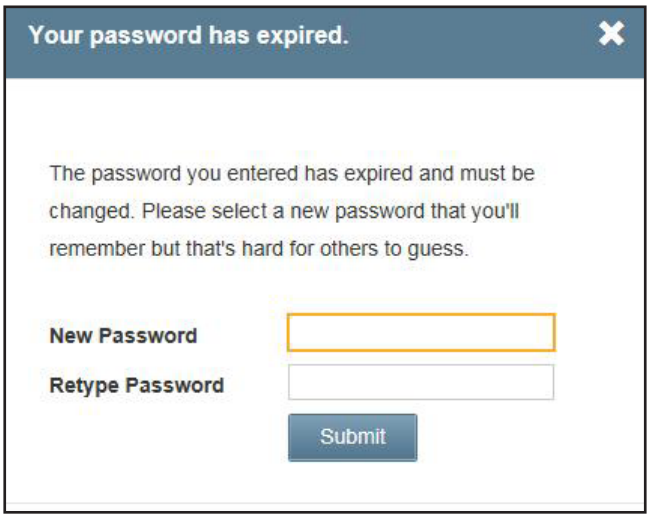
For each instance in which a student pauses a test, the proctor is responsible for entering the proctor PIN, in order to reactivate the test. Note that the proctor PIN is **secure** and should not be shared with students.

Appendix D: Log In/Sign Out

If you have been provided with Nextera™ login credentials, you can access the Nextera™ administration system 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 the Nextera™ administration system, you should contact your School Test Coordinator.

Log In

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 36. You can also contact your School Test 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**.



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**.

Sign Out

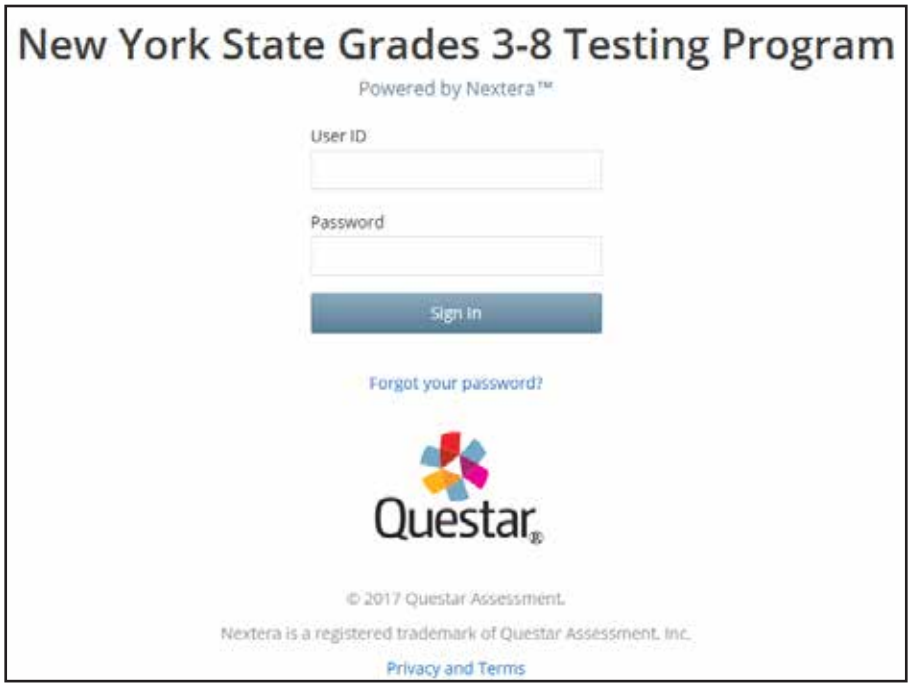
To **Sign Out** of the Nextera™ administration system, select **Sign Out** from the upper-right corner of the screen. You will be logged out of the Nextera™ administration system immediately.

Forgot Your Password?

Upon initial log in, users 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?**



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

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

Hello

We received a request to reset your account(s) associated with

If you initiated this request, or are expecting it, then click "yes" below. If you did not request this change, you can delete this email as your account has not yet been changed.

If you click the "yes" button below, we will change your password to a random value and send you an email containing this single-use password. You'll need to change your password to one that you'll remember when you use it to sign in for the first time.

Would you like us to continue this password reset request?

Yes No

The Questar Support Team

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

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

Hello Damon,

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

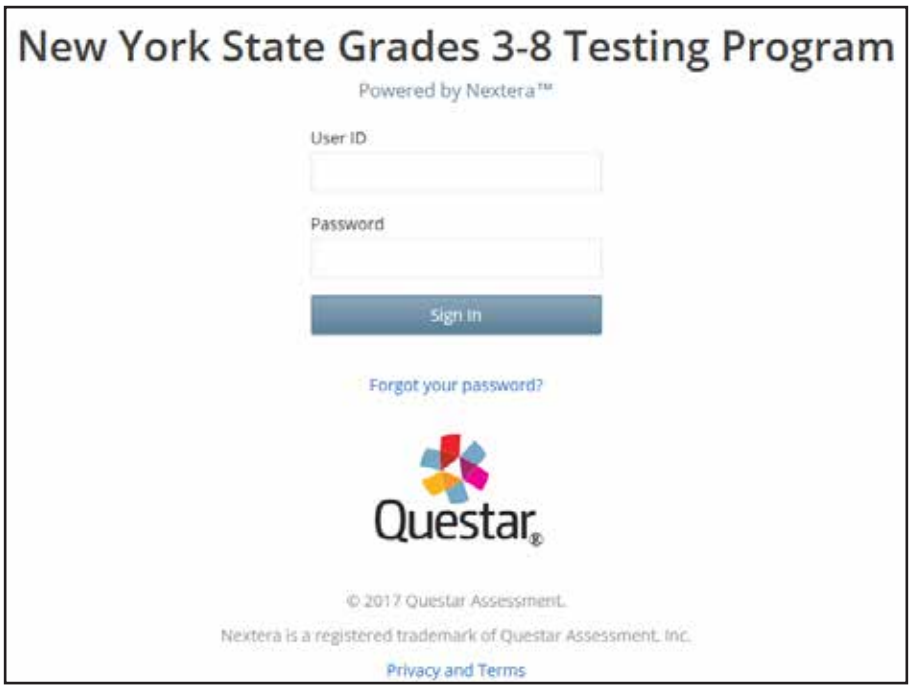
To sign into the system, you'll need the following:

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

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

The Questar Support Team

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



New York State Grades 3-8 Testing Program

Powered by Nextera™

User ID

Password

Sign In

Forgot your password?

Questar

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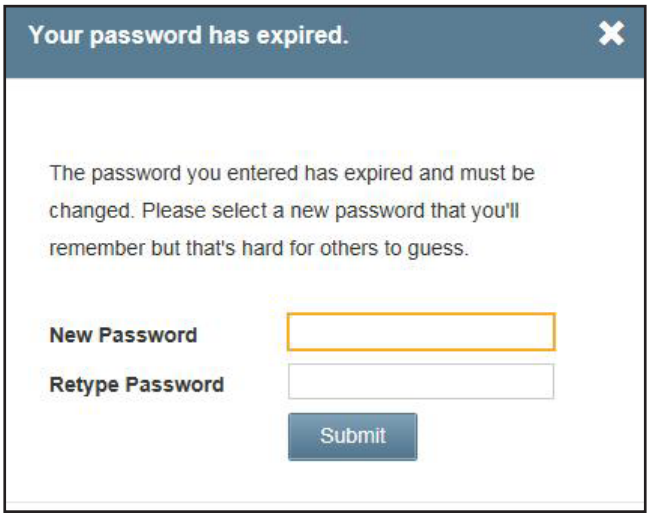
Privacy and Terms

- 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**.



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**.

Appendix E: Nextera™ Administration System User Roles and Responsibilities

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.

Field test content, student login credentials, Session Access Codes, and proctor PINs must be kept secure. You are not to discuss the field test or photocopy the student login credentials, as the security of the field test could be breached. However, school personnel may make photocopies of this *Teacher's Directions,* if additional copies are needed.

2018 Grade 6 Mathematics Field Tests Teacher's Directions for Computer-Based Field Testing May 21–June 8, 2018

QAI22976