

New York State Testing Program

**English Language Arts
and Mathematics Field Tests**

School Administrator's Manual for Computer- Based Field Testing

Updated: May 18, 2016

**Grades 3–8
2016**



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Change Log

Date Updated	Description
May 18, 2016	<p>Screen Reader changes</p> <ul style="list-style-type: none"> Page 7 – removed Screen Reader (Text to Speech) from Online Testing Accommodations table. Page 34 – updated screen print. Pages 70, 72 – removed Screen Reader (Text to Speech) from Appendix B: Online Testing Accommodations and updated screen print.
May 18, 2016	<p>Multi-Student Edit changes</p> <ul style="list-style-type: none"> Table of Contents – removed Multi-Student Edits from Table of Contents. Pages 20–33, 35, 37–46, 48–64, 68 – updated screen prints as the removal of the multi-edit option impacted the Students tab in the menu bar. The Students tab no longer has a drop-down menu. Pages 27, 29 – updated step 1 instructions. Page 33 – removed second bulleted item. Pages 35–36 – removed instructions and screen prints to perform multi-student edits.
May 18, 2016	<p>Home Page enhancements</p> <ul style="list-style-type: none"> Pages 21–26 – Reworded Nextera™ Administration Center to What’s New and updated screen prints to reflect this change. Page 21 – Added bullet for Testing Status Dashboard. Page 22 – Reworded Metrics Dashboard to Testing Status Dashboard in the first and second sentences. Page 25 – Added bullet for School Information and Proctor Password.
May 18, 2016	<p>Spanish Translated Edition (Mathematics only)</p> <ul style="list-style-type: none"> Pages 35, 74 – added details and screen prints for the Spanish translated edition.

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2016 Contact Information

For assistance with:	Contact:
<ul style="list-style-type: none"> Technical Support 	Questar Assessment, Inc. (Questar) Customer Support Telephone: 866-997-0695 E-mail: NY.3-8.help@questarai.com
<ul style="list-style-type: none"> Field testing policies regarding accommodations and security of field test materials Administration of the field tests 	The Office of State Assessment (OSA) Telephone: 518-474-5902

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

Field Testing Schedule and Important Administration Dates

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

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

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

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

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

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

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

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

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

Part 1

Preparing for the Field Tests

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

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

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

Field Test Security Requirements and Responsibilities

Principal or Designee

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

Proctors

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

Shared Responsibilities

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

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

Students to be Field Tested

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

English Language Learners

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

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

Absent Students

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

General Tools

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

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

Online Testing Accommodations

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

Online Testing Accommodation	Content Area Notes
Answer Masking Tool	ELA and Math
Reverse Contrast	ELA only
Background Color	ELA and Math
Initial Page Zoom	ELA and Math
Read Aloud	ELA directions only Math directions, questions, and answer choices

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

Administrator’s Planning Steps for Field Test Preparation

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

Be sure to:

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

Supervision of Students

Unauthorized Materials

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

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

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

Aid to Students

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

Temporary Absence from Field Testing Room

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

Emergency Evacuation of a School Building

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

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

Student Cheating

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

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

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

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

Proctoring

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

Proctors must:

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

Materials Supplied by the School

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

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

Mathematics Tools and Reference Sheets

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

Part 2

Nextera™ Admin

Overview

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

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

Login / Sign Out

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

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

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

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

Enter the requested information and Submit.

Account Setup

Welcome to the Nextera account setup system. Please provide the information below to activate your account.

Please enter your last name as it appears in your license.

Please enter your license number as it appears in your license.

Please enter your district-assigned email address where you receive email while at your school.

Please re-enter your district-assigned email address where you receive email while at your school.

Continue to Step 4.

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

Your password has expired.
✕

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.

New Password

Retype Password

3. If you have forgotten your password:

- Select **Forgot your password?**



New York State Grades 3-8 Testing Program
Powered by Nextera™

User ID

Password

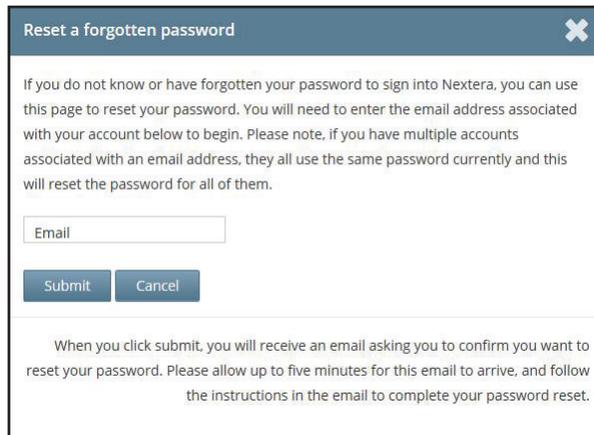
Sign In

Forgot your password?
First Time User? Create an Account

Questar™

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



Reset a forgotten password

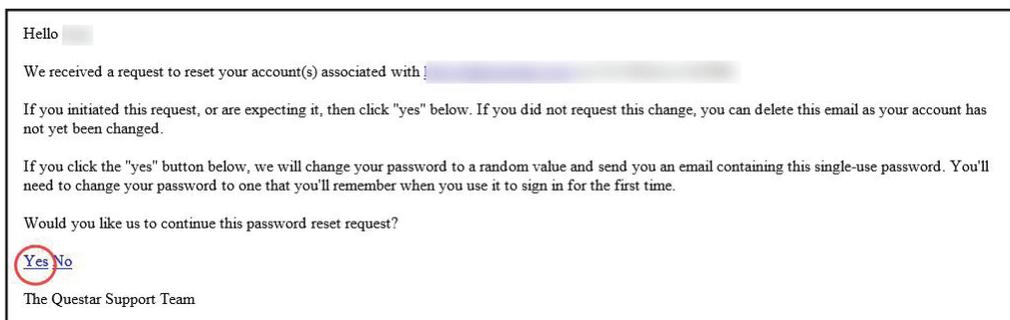
If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need to enter the email address associated with your account below to begin. Please note, if you have multiple accounts associated with an email address, they all use the same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

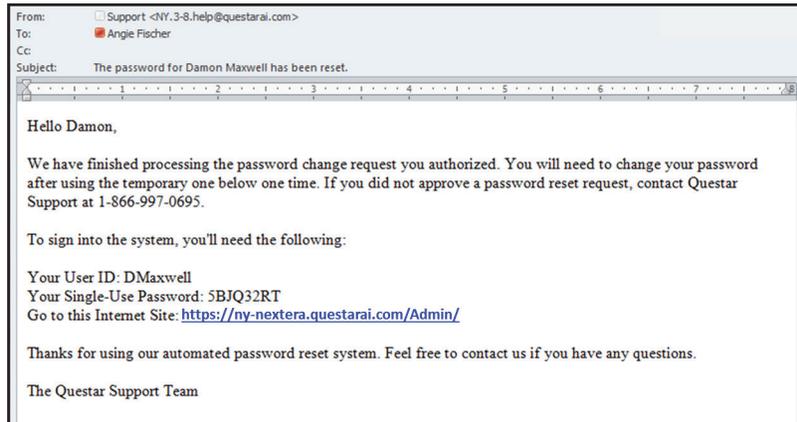
If you click the "yes" button below, we will change your password to a random value and send you an email containing this single-use password. You'll need to change your password to one that you'll remember when you use it to sign in for the first time.

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.

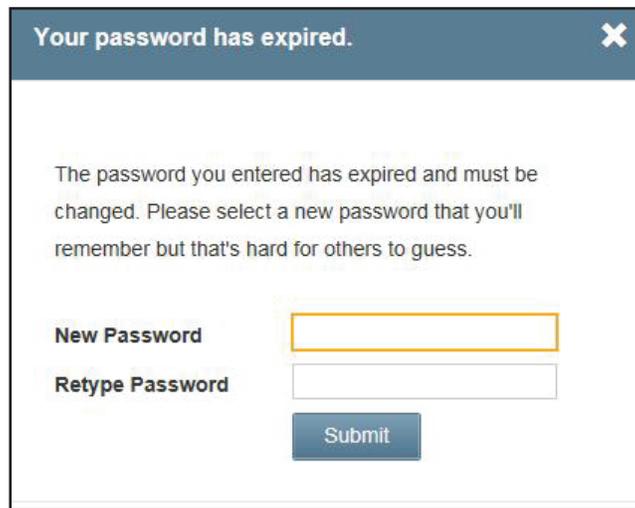


- Enter your **User ID** and Single-Use **Password** and select **Login**.

The screenshot shows the login page for the New York State Grades 3-8 Testing Program. The page features the following elements:

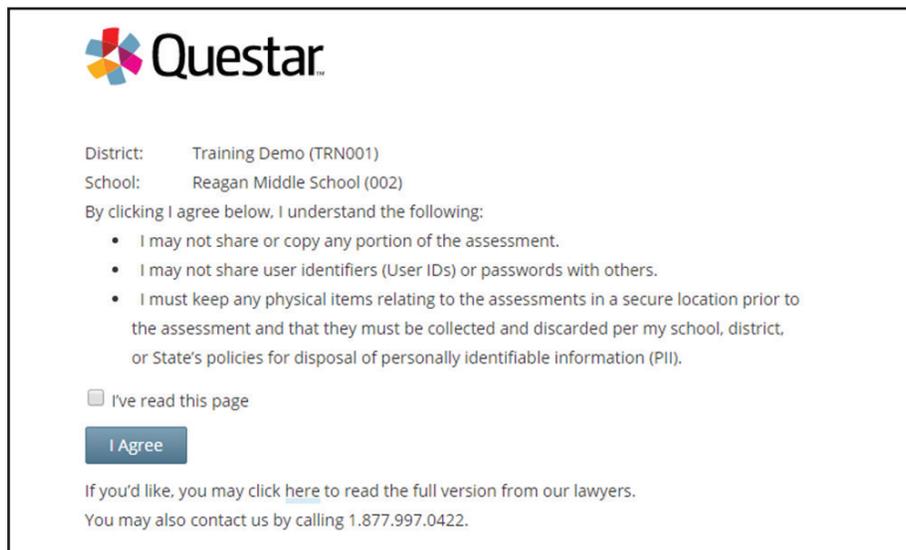
- Header: **New York State Grades 3-8 Testing Program**
- Sub-header: Powered by Nextera™
- Form fields: **User ID** and **Password** (both with input boxes)
- Button: **Sign In** (a blue button)
- Links: [Forgot your password?](#) and [First Time User? Create an Account](#)
- Logo: **Questar** logo with a colorful circular icon
- Footer: © 2016 Questar Assessment. Nextera is a registered trademark of Questar Assessment, Inc.

- 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. The main content area is white and contains the 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.

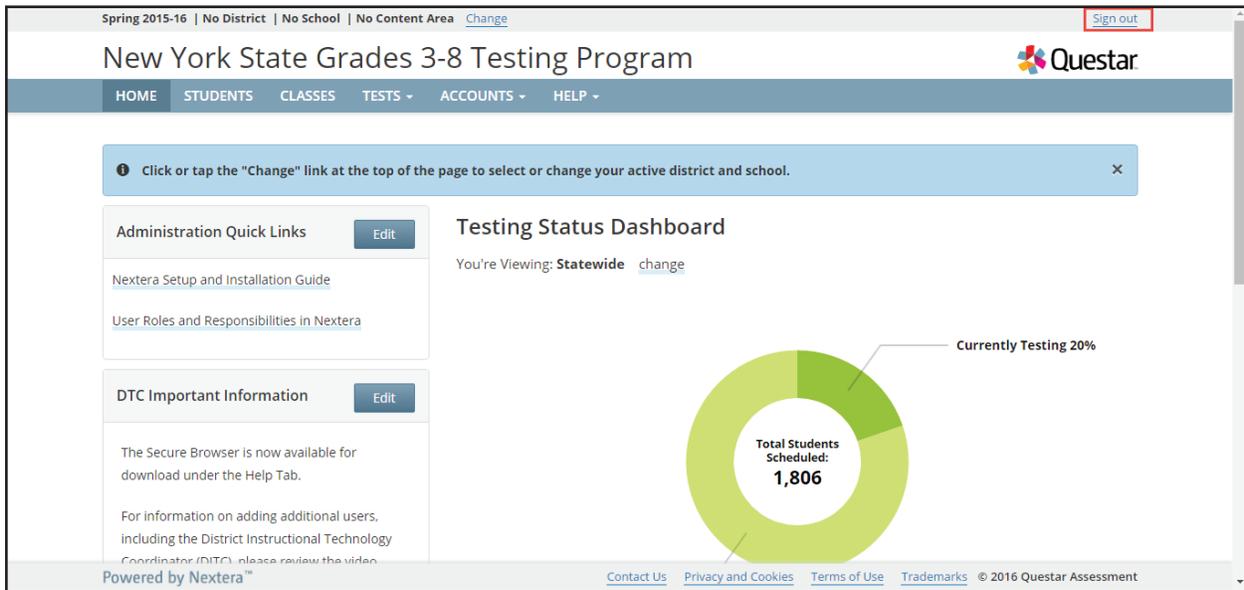
4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **checkbox** for **I've read this page** and select **I Agree**.



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)". The main text 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" which is currently unchecked. Below the checkbox is a blue "I Agree" button. At the bottom, there is a link: "If you'd like, you may click [here](#) to read the full version from our lawyers." and a phone number: "You may also contact us by calling 1.877.997.0422."

Sign Out

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



The screenshot displays the Nextera Admin dashboard for the New York State Grades 3-8 Testing Program. At the top right, a red box highlights the "Sign out" button. The dashboard includes a navigation menu with "HOME", "STUDENTS", "CLASSES", "TESTS", "ACCOUNTS", and "HELP". A central "Testing Status Dashboard" shows a donut chart with the following data:

Category	Value
Total Students Scheduled	1,806
Currently Testing	20%

Other elements include "Administration Quick Links" (Nextera Setup and Installation Guide, User Roles and Responsibilities in Nextera) and "DTC Important Information" (The Secure Browser is now available for download under the Help Tab).

The Home Page

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

District Test Coordinator (DTC)

Information available on the Home Page includes:

- Administration Quick Links
- DTC Important Information
- School Test Coordinator Checklist
- Teacher Checklist
- What's New
- School Information, including the Proctor Password, which is required when a student needs to reactivate a paused test
- Functionality to send mass welcome emails to all District accounts
- Testing Status Dashboard

The screenshot displays the user interface for the New York State Grades 3-8 Testing Program. At the top, it shows the current session: Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA. The main navigation bar includes links for HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, and HELP. The sidebar on the left contains several sections: Administration Quick Links (Nextera Setup and Installation Guide, User Roles and Responsibilities in Nextera), DTC Important Information (Secure Browser availability, adding users), School Test Coordinator Checklist, Teacher Checklist, What's New, School Information (District: Training Readiness (TRNG01), DTC: Angie Fischer, Schools: Maple Lake (001), School Test Coordinator: Michelle Johnson, Proctor Password: HH6FZQCL), and Send mass welcome e-mails (Send Emails to all State Accounts, Send Emails to all District Accounts). The main content area features a Testing Status Dashboard showing 'Total Students Scheduled: 2' and 'Not Yet Testing 100%'. Below this is a 'Nextera Testing System Maintenance' section with a 'No System Maintenance in the last 7 days' indicator. The footer includes 'Powered by Nextera™' and various legal links.



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

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

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS 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 Password: [HH6F2QCL](#)

Send mass welcome e-mails

- [Send Emails to all State Accounts](#)
- [Send Emails to all District Accounts](#)

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.

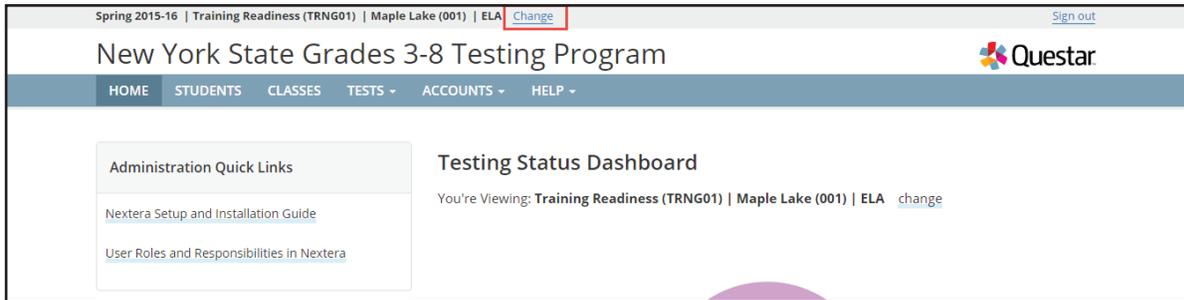
Nextera Testing System Maintenance

No System Maintenance
in the last 7 days.

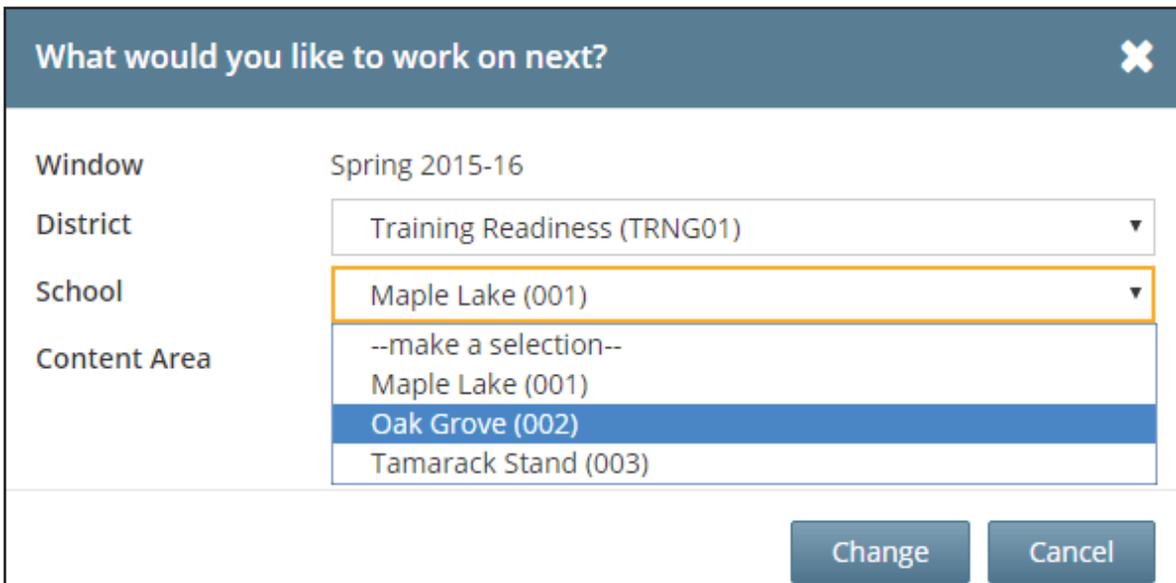
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If it is not the desired school:

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.

Spring 2015-16 | Training Readiness (TRNG01) | Oak Grove (002) | ELA [Change](#) Nextera Administrator [Sign out](#)

New York State Grades 3-8 Testing Program

[HOME](#) [STUDENTS](#) [CLASSES](#) [TESTS](#) [ACCOUNTS](#) [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: Oak Grove (002)

School Test Coordinator: [Jacob Thomas](#)

Proctor Password: LUNF5VS2

Send mass welcome e-mails

[Send Emails to all State Accounts](#)

[Send Emails to all District Accounts](#)

Testing Status Dashboard

You're Viewing: Training Readiness (TRNG01) | Oak Grove (002) | ELA [change](#)

Data not available

Nextera Testing System Maintenance

No System Maintenance

In the last 7 days.

[Add New](#)

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School Test Coordinator (STC)

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

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

Spring 2015-16 | Training Readiness (TRNG01) | Oak Grove (002) | No Content Area [Change](#) Jacob Thomas [Sign out](#)

New York State Grades 3-8 Testing Program

Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Your Profile

Name: Jacob Thomas
Email: jmeyer@questarai.com
Associated with: Oak Grove (002)
Phone: (952) 222-2222
School Mailing Address:
5550 Upper 147th Street West
Minneapolis, MN-55124

Administration Quick Links

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

School Test Coordinator Checklist

Teacher Checklist

Please find the help information below.

What's New

Please find the help information below.

School Information

Schools:
School: Oak Grove (002)
School Test Coordinator: Jacob Thomas
Proctor Password: LUNF5V52

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Teacher

The Teacher's Home Page includes

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

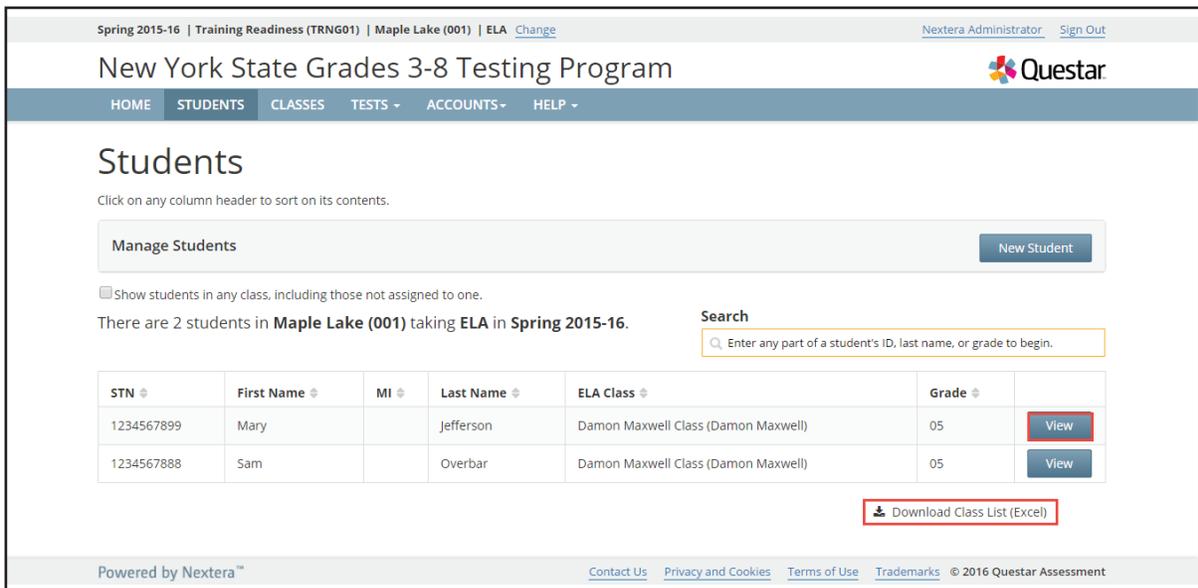
The screenshot shows the Teacher's Home Page in the Nextera Admin interface. At the top, there is a navigation bar with the text "Spring 2015-16 | Training Readiness (TRNG01) | Oak Grove (002) | No Content Area [Change](#)" on the left and "Betty Meyers [Sign out](#)" on the right. Below this is the main header "New York State Grades 3-8 Testing Program" with the Questar logo on the right. A secondary navigation bar contains links for "HOME", "STUDENTS", "CLASSES", "TESTS", "ACCOUNTS", and "HELP". The main content area is divided into three columns. The left column contains three sections: "Your Profile" (Name: Betty Meyers, Email: lmeyer@questarai.com, Associated with: Oak Grove (002)), "Administration Quick Links" (Nextera Setup and Installation Guide, User Roles and Responsibilities in Nextera), and "Teacher Checklist" (Please find the help information below.). The right column contains a "What's New" section (Please find the help information below.). The footer includes "Powered by Nextera™" on the left and "Contact Us", "Privacy and Cookies", "Terms of Use", "Trademarks", and "© 2016 Questar Assessment" on the right.

Students Tab

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

To View Students and Class Lists

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



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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to students list](#)

View Student

You're Viewing: **Mary Jefferson** [Edit](#)

District of Record: Training Readiness (TRNG01) School of Record: Maple Lake (001)

Demographic Information:

STN	1234567899	Grade	Grade 5
First Name	Mary	Last Name	Jefferson
Date of Birth	01/01/2004	Gender	Female

State Assigned Student ID: Credit:

Ethnicity:
 Hispanic
 American Indian or Alaska Native
 Asian
 Black or African American

Disability:
 Not Applicable
 01 (Autism)
 02 (Deaf-Blindness)
 03 (Development Delay)

Home Language: Economic Disadvantaged:

Testing Language:

IEP: Section 504:

LEP: Highly Mobile:

ELA

Class: Damon Maxwell Cla

Accessibility and Accommodation Options

Answer Masking Tool ON	Reverse Contrast OFF	Background Color OFF	Initial Page Zoom OFF
Read Aloud (Online) OFF			

Math

Class: Lindsay Banks Class

Accessibility and Accommodation Options

Answer Masking Tool OFF	Reverse Contrast OFF	Background Color OFF	Initial Page Zoom OFF
Read Aloud (Online) OFF			

[Cancel](#)

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

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

1. Select the **Students** tab.

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Nextera Administrator](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Students

Click on any column header to sort on its contents.

Manage Students New Student

Show students in any class, including those not assigned to one.

There are 2 students in **Maple Lake (001)** taking **ELA** in **Spring 2015-16**.

Search

STN	First Name	MI	Last Name	ELA Class	Grade	
1234567899	Mary		Jefferson	Damon Maxwell Class (Damon Maxwell)	05	View
1234567888	Sam		Overbar	Damon Maxwell Class (Damon Maxwell)	05	View

[Download Class List \(Excel\)](#)

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2. To add a student:

- Select **New Student**.

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Nextera Administrator](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Students

Click on any column header to sort on its contents.

Manage Students New Student

Show students in any class, including those not assigned to one.

There are 2 students in **Maple Lake (001)** taking **ELA** in **Spring 2015-16**.

Search

STN	First Name	MI	Last Name	ELA Class	Grade	
1234567899	Mary		Jefferson	Damon Maxwell Class (Damon Maxwell)	05	View
1234567888	Sam		Overbar	Damon Maxwell Class (Damon Maxwell)	05	View

[Download Class List \(Excel\)](#)

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to students list](#)

New Student

Demographic Information:

STN Grade

First Name MI Last Name

Date of Birth Gender

State Assigned Student ID Credit

Ethnicity Hispanic American Indian or Alaska Native Asian Black or African American Disability Not Applicable 01 (Autism) 02 (Deaf-Blindness) 03 (Development Delay)

Home Language Economic Disadvantaged

IEP Section 504

LEP Highly Mobile

ELA

Class

This Student is Retaking this Test

Math

Class

This Student is Retaking this Test

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3. To edit a student:

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Students

Click on any column header to sort on its contents.

Manage Students

Show students in any class, including those not assigned to one.

There are 2 students in **Maple Lake (001)** taking **ELA** in **Spring 2015-16**.

Search

STN	First Name	MI	Last Name	ELA Class	Grade	
1234567899	Mary		Jefferson	Damon Maxwell Class (Damon Maxwell)	05	<input type="button" value="View"/>
1234567888	Sam		Overbar	Damon Maxwell Class (Damon Maxwell)	05	<input type="button" value="View"/>

[Download Class List \(Excel\)](#)

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- Select **Edit**.

New York State Grades 3-8 Testing Program

HOME
STUDENTS
CLASSES
TESTS
ACCOUNTS
HELP

[Back to students list](#)

View Student

You're Viewing: **Mary Jefferson** Edit

District of Record: Training Readiness (TRNG01)

School of Record: Maple Lake (001)

Demographic Information:

STN	1234567899	Grade	Grade 5
First Name	Mary	Last Name	Jefferson
Date of Birth	01/01/2004	Gender	Female

State Assigned Student ID

Credit

Ethnicity

 Hispanic
 American Indian or Alaska Native
 Asian
 Black or African American

Disability

 Not Applicable
 01 (Autism)
 02 (Deaf-Blindness)
 03 (Development Delay)

Home Language

Economic Disadvantaged

Testing Language

Section 504

IEP

Highly Mobile

ELA

Class: Damon Maxwell Cla:

Accessibility and Accommodation Options

Answer Masking Tool ON

Reverse Contrast OFF

Background Color OFF

Initial Page Zoom OFF

Read Aloud (Online) OFF

Math

Class: Lindsay Banks Class

Accessibility and Accommodation Options

Answer Masking Tool OFF

Reverse Contrast OFF

Background Color OFF

Initial Page Zoom OFF

Read Aloud (Online) OFF

Cancel

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to students list](#)

Edit Student Record

You're Editing: **Mary Jefferson**

District of Record: Training Readiness (TRNG01) School of Record: Maple Lake (001)

Demographic Information:

STN	1234567899	Grade	Grade 5
First Name	Mary	Last Name	Jefferson
Date of Birth	01/01/2004	Gender	Female

State Assigned Student ID: Credit:

Ethnicity:
 Hispanic
 American Indian or Alaska Native
 Asian
 Black or African American

Disability:
 Not Applicable
 01 (Autism)
 02 (Deaf-Blindness)
 03 (Development Delay)

Home Language: Economic Disadvantaged:

Testing Language:

IEP: Section 504:

LEP: Highly Mobile:

ELA

Class: Damon Maxwell Cla

Accessibility and Accommodation Options:

- Answer Masking Tool: ON
- Reverse Contrast: OFF
- Background Color: OFF
- Initial Page Zoom: OFF
- Read Aloud (Online): OFF

[Modify](#)

Math

Class: Lindsay Banks Class

Accessibility and Accommodation Options:

- Answer Masking Tool: OFF
- Reverse Contrast: OFF
- Background Color: OFF
- Initial Page Zoom: OFF
- Read Aloud (Online): OFF

[Modify](#)

[Save](#) [Cancel](#)

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- To update the student's online testing accommodations, scroll to the bottom of the *Edit Student Record* page and select **Modify** under the Accessibility and Accommodation Options.

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to students list](#)

Edit Student Record

You're Editing: **Mary Jefferson**

District of Record: Training Readiness (TRNG01) School of Record: Maple Lake (001)

Demographic Information:

STN	1234567899	Grade	Grade 5
First Name	Mary	MI	
Date of Birth	01/01/2004	Last Name	Jefferson
		Gender	Female

State Assigned Student ID: Credit:

Ethnicity:
 Hispanic
 American Indian or Alaska Native
 Asian
 Black or African American

Disability:
 Not Applicable
 01 (Autism)
 02 (Deaf-Blindness)
 03 (Development Delay)

Home Language: Economic Disadvantaged:

Testing Language:

IEP: Section 504:

LEP: Highly Mobile:

ELA

Class: Damon Maxwell Cla:

Accessibility and Accommodation Options:

- Answer Masking Tool: ON
- Reverse Contrast: OFF
- Background Color: OFF
- Initial Page Zoom: OFF
- Read Aloud (Online): OFF

Modify

Math

Class: Lindsay Banks Class

Accessibility and Accommodation Options:

- Answer Masking Tool: OFF
- Reverse Contrast: OFF
- Background Color: OFF
- Initial Page Zoom: OFF
- Read Aloud (Online): OFF

Modify

Save **Cancel**

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

Select Accommodations

Student Name: Mary Jefferson
Content Area: Math ▼

Online Testing Accommodations

Tap or click any option below to enable or disable it for this student.
Enabling any Online Accommodations will remove any Offline Accommodations.



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.



Reverse Contrast
 When this setting is turned on, all text is white on black background. *It can't be used with Background Color.*



Background Color
 This setting changes the color of the background and text based on the selection made. *It can't be used with Reverse Contrast.*



Initial Page Zoom
 This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.

100% ▼



Read Aloud (Online)
 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. *This may not be used with any print variations or offline testing accommodations.*

Save

Cancel

- To assign a Mathematics Spanish Edition Form, use the **Testing Language** dropdown menu to select **Spanish**.

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to students list](#)

Edit Student Record

You're Editing: **Mary Jefferson**

District of Record: Training Readiness (TRNG01) School of Record: Maple Lake (001)

Demographic Information:

STN	1234567899	Grade	Grade 5
First Name	Mary	MI	
Last Name	Jefferson	Gender	Female
Date of Birth	01/01/2004		

State Assigned Student ID: Credit:

Ethnicity:
 Hispanic
 American Indian or Alaska Native
 Asian
 Black or African American

Disability:
 Not Applicable
 01 (Autism)
 02 (Deaf-Blindness)
 03 (Development Delay)

Home Language: Economic Disadvantaged:

Testing Language:

IEP: Section 504:

LEP: Highly Mobile:

To verify, scroll down to the Math section of the Student Record. Verify that the Testing Language Spanish icon appears.

Math

Class: Lindsay Banks Class

Accessibility and Accommodation Options

Answer Masking Tool OFF	Reverse Contrast OFF	Background Color OFF	Initial Page Zoom OFF
Read Aloud (Online) OFF	Testing Language Spanish		

[Modify](#)

- Select **Save** again.

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to students list](#)

Edit Student Record

You're Editing: **Mary Jefferson**

District of Record: Training Readiness (TRNG01) School of Record: Maple Lake (001)

Demographic Information:

STN	1234567899	Grade	Grade 5
First Name	Mary	Last Name	Jefferson
Date of Birth	01/01/2004	Gender	Female

State Assigned Student ID: Credit:

Ethnicity:

- Hispanic
- American Indian or Alaska Native
- Asian
- Black or African American

Disability:

- Not Applicable
- 01 (Autism)
- 02 (Deaf-Blindness)
- 03 (Development Delay)

Home Language: Economic Disadvantaged:

Testing Language:

IEP: Section 504:

LEP: Highly Mobile:

ELA

Class: Damon Maxwell Cla

Accessibility and Accommodation Options:

- Answer Masking Tool: ON
- Reverse Contrast: OFF
- Background Color: OFF
- Initial Page Zoom: OFF
- Read Aloud (Online): OFF

[Modify](#)

Math

Class: Lindsay Banks Class

Accessibility and Accommodation Options:

- Answer Masking Tool: OFF
- Reverse Contrast: OFF
- Background Color: OFF
- Initial Page Zoom: 100%
- Read Aloud (Online): OFF

[Modify](#)

[Save](#) [Cancel](#)

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Classes Tab

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

To View and Edit a Class

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS **CLASSES** TESTS ACCOUNTS HELP

Classes

Classes for Spring 2015-16, Maple Lake (001), ELA New Class

Search
Enter all or part of a class, teacher's name, or grade.

Class	Teacher	Proctor Name	Grades	
Damon Maxwell Class	Maxwell, Damon	None	05	View
Lindsay Banks Class	Banks, Lindsay	None	—	View

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

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS **CLASSES** TESTS ACCOUNTS HELP

[Back to classes list](#)

Class Details

You're Viewing: **Damon Maxwell Class** Edit

Teacher: Damon Maxwell
Class: Damon Maxwell Class
Test Window: Spring 2015-16
Classroom Proctor: None
Content Area: ELA

Students in this Class

First Name	MI	Last Name	STN	
Mary		Jefferson	1234567899	View
Sam		Overbar	1234567888	View

[Download Students in this Class \(Excel CSV\)](#)

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to classes list](#)

Edit Class Details

You're Editing: **Damon Maxwell Class** in **Maple Lake (001)**

Teacher: Maxwell, Damon

Class: Damon Maxwell Class

Classroom Proctor Present? No Yes

Proctor Name: None

Class: Unassigned Students				Damon Maxwell Class:				
<input type="checkbox"/>	Last Name	First Name	STN	<input type="checkbox"/>	Last Name	First Name	STN	
<input type="checkbox"/>	Lewis	Kayla	1234567788	<input type="button" value="→"/>	<input type="checkbox"/>	Jefferson	Mary	1234567899
				<input type="button" value="→"/>	<input type="checkbox"/>	Overbar	Sam	1234567888

Save

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to classes list](#)

Edit Class Details

You're Editing: **Damon Maxwell Class** in **Maple Lake (001)**

Teacher: Maxwell, Damon

Class: Damon Maxwell Class

Classroom Proctor Present? No Yes

Proctor Name: None

Class: Unassigned Students				Damon Maxwell Class:				
<input type="checkbox"/>	Last Name	First Name	STN	<input type="checkbox"/>	Last Name	First Name	STN	
<input checked="" type="checkbox"/>	Lewis	Kayla	1234567788	<input checked="" type="button" value="→"/>	<input type="checkbox"/>	Jefferson	Mary	1234567899
				<input type="button" value="→"/>	<input type="checkbox"/>	Overbar	Sam	1234567888

Save

5. To remove students from the class

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS **CLASSES** TESTS ACCOUNTS HELP

[Back to classes list](#)

Edit Class Details

You're Editing: **Damon Maxwell Class** in **Maple Lake (001)**

Teacher: Maxwell, Damon
 Class: Damon Maxwell Class
 Classroom Proctor Present? No Yes
 Proctor Name: None

Class: Unassigned Students				Damon Maxwell Class:			
<input type="checkbox"/>	Last Name	First Name	STN	<input type="checkbox"/>	Last Name	First Name	STN
<input type="checkbox"/>	Lewis	Kayla	1234567788	<input type="checkbox"/>	Jefferson	Mary	1234567899
				<input type="checkbox"/>	Overbar	Sam	1234567888

[Save](#)

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To Add a Class

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS **CLASSES** TESTS ACCOUNTS HELP

Classes

Classes for Spring 2015-16, Maple Lake (001), ELA [New Class](#)

Search

Class	Teacher	Proctor Name	Grades	
Damon Maxwell Class	Maxwell, Damon	None	05	View
Lindsay Banks Class	Banks, Lindsay	None	—	View

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

@javascript:_doPostBack('ctl00\$MainContent\$Sink\$StudentGroupName,') [Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2016 Questar Assessment

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Nextera Administrator](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS **CLASSES** TESTS ACCOUNTS HELP

[Back to classes list](#)

New Class

You're Viewing: ELA class in Maple Lake (001)

Teacher:

Class:

Classroom Proctor Present? No Yes

Proctor Name:

Class:

	Last Name	First Name	STN		this class:
<input checked="" type="checkbox"/>	Lewis	Kayla	1234567788	<input type="checkbox"/>	<input type="checkbox"/>

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Tests Tab

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

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

The screenshot shows the 'Important Dates' page within the 'New York State Grades 3-8 Testing Program' interface. The page title is 'Important Dates'. Below the title is a table with one row labeled 'TEST'. The interface includes a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The footer contains 'Powered by Nextera™', 'Contact Us', 'Privacy and Cookies', 'Terms of Use', 'Trademarks', and '© 2016 Questar Assessment'.

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

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

The screenshot shows the 'Tests' page within the 'New York State Grades 3-8 Testing Program' interface. The page title is 'Tests'. Below the title is a filter section with 'Testing Status for: ELA, Spring 2015-16', a dropdown menu for 'Tests' set to 'CBT Question Sampler', and a 'New Test' button. There is also a 'Filter By Testing Status' dropdown set to 'All' and a search bar with the placeholder text 'Enter all or part of a class, teacher's name, or grade.' Below the filter section is a table with columns: Teacher, Class, Content Area, Test Name, Testing Status, View, and Delete. The table contains two rows of test data.

Teacher	Class	Content Area	Test Name	Testing Status	View	Delete
Damon Maxwell	Damon Maxwell Class	ELA	CBT Question Sampler	Not Started	View	Delete
Lindsay Banks	Lindsay Banks Class	ELA	CBT Question Sampler	Not Started	View	Delete

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Tests

Testing Status for: ELA, Spring 2015-16 Tests: CBT Question Sampler [New Test](#)

Filter By Testing Status: All Search

Teacher	Class	Content Area	Test Name	Testing Status		
Damon Maxwell	Damon Maxwell Class	ELA	CBT Question Sampler	Not Started	View	Delete
Lindsay Banks	Lindsay Banks Class	ELA	CBT Question Sampler	Not Started	View	Delete

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to tests list](#)

View Test

You're Viewing: CBT Question Sampler

District: Training Readiness (TRNG01)	School: Maple Lake (001)
Testing Window: Spring 2015-16 Test	Content Area: ELA
Teacher: Damon Maxwell	Class: Damon Maxwell Class
Test Name: CBT Question Sampler	
Testing Dates: 5/23/2016 to 6/10/2016	

ⓘ You are not within the testing window. ✕

[Examiner View](#)

[Print Labels](#)

Session 1 PIN 9470

Last Name	First Name	User ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Jefferson	Mary	1234567899	7B0BB1F6	05	NY1602EP05	Session 1: Not Started	0			Set
Overbar	Sam	1234567888	B4014597	05	NY1602EP05	Session 1: Not Started	0			Set

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to tests list](#)

View Test

You're Viewing: **CBT Question Sampler**

District: Training Readiness (TRNG01)	School: Maple Lake (001)
Testing Window: Spring 2015-16 Test	Content Area: ELA
Teacher: Damon Maxwell	Class: Damon Maxwell Class
Test Name: CBT Question Sampler	
Testing Dates: 5/23/2016 to 6/10/2016	

ⓘ You are not within the testing window. ✕

[Examiner View](#) [Print Labels](#)

Session 1 PIN [9470](#)

Last Name	First Name	User ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Jefferson	Mary	1234567899	780BB1F6	05	NY1602EP05	Session 1: Not Started	0			Set
Overbar	Sam	1234567888	B4014597	05	NY1602EP05	Session 1: Not Started	0			Set

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

Set Status Codes ✕

Student Name	<input type="text"/>
Session Name	<input type="text"/>
Content Area	<input type="text"/>
Scoring Option	<input checked="" type="radio"/> Not Testing <input type="radio"/> Invalidate Test
Reason	<input type="text" value="--make a selection--"/>

Submit
Cancel

Examiner View

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

To set up Examiner View:

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Nextera Administrator](#) [Sign Out](#)

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to tests list](#)

View Test

You're Viewing: **CBT Question Sampler**

District:	Training Readiness (TRNG01)	School:	Maple Lake (001)
Testing Window:	Spring 2015-16 Test	Content Area:	ELA
Teacher:	Damon Maxwell	Class:	Damon Maxwell Class
Test Name:	CBT Question Sampler		
Testing Dates:	5/23/2016 to 6/10/2016		

You are not within the testing window.

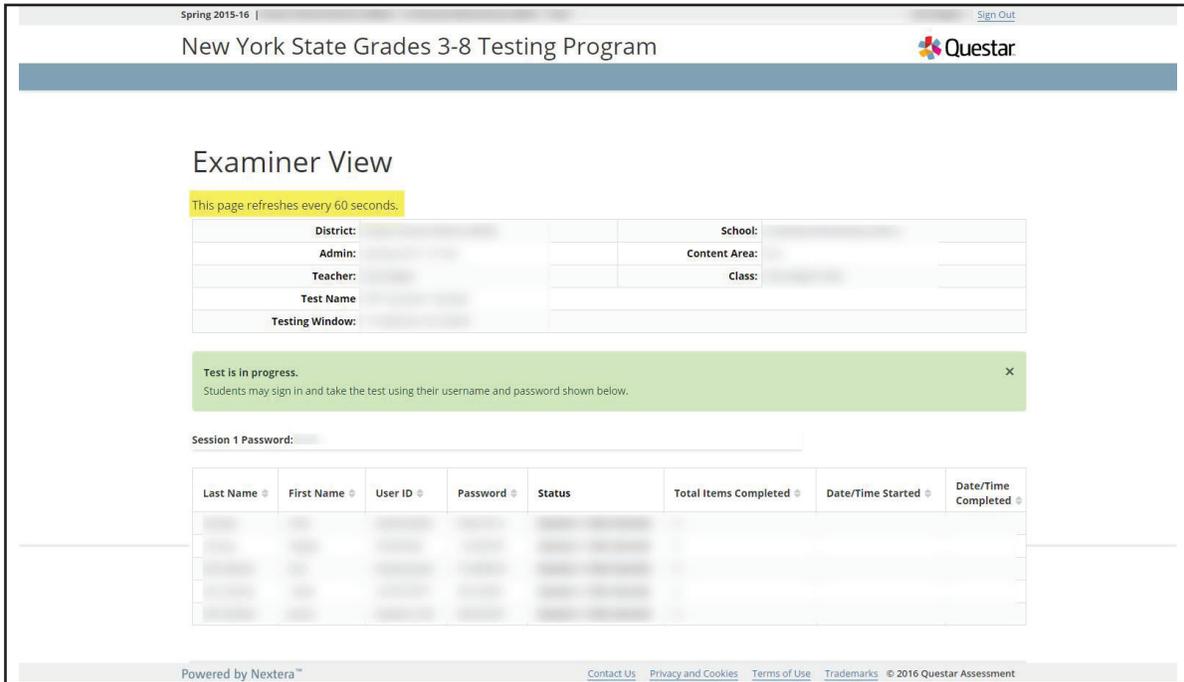
[Examiner View](#) [Print Labels](#)

Session 1 PIN 9470

Last Name	First Name	User ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Jefferson	Mary	1234567899	7B0BB1F6	05	NY1602EP05	Session 1: Not Started	0			Set
Overbar	Sam	1234567888	B4014597	05	NY1602EP05	Session 1: Not Started	0			Set

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

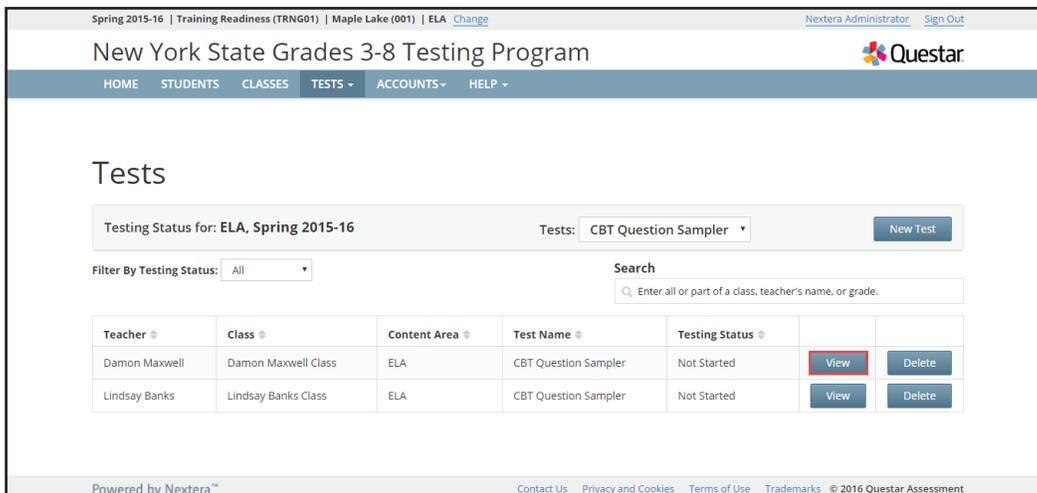


To Print Student Login Credentials (Labels)

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

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

1. Login to Nextera™ Admin.
2. Select **Tests** from the **Tests** tab.
3. Select **View** for the applicable test.



4. Select **Print Labels**.

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to tests list](#)

View Test

You're Viewing: **CBT Question Sampler**

District: Training Readiness (TRNG01)	School: Maple Lake (001)
Testing Window: Spring 2015-16 Test	Content Area: ELA
Teacher: Damon Maxwell	Class: Damon Maxwell Class
Test Name: CBT Question Sampler	
Testing Dates: 5/23/2016 to 6/10/2016	

You are not within the testing window.

[Examiner View](#) [Print Labels](#)

Session 1 PIN [9470](#)

Last Name	First Name	User ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Jefferson	Mary	1234567899	7B0BB1F6	05	NY1602EP05	Session 1: Not Started	0			Set
Overbar	Sam	1234567888	B4014597	05	NY1602EP05	Session 1: Not Started	0			Set

5. Select the **applicable form**.

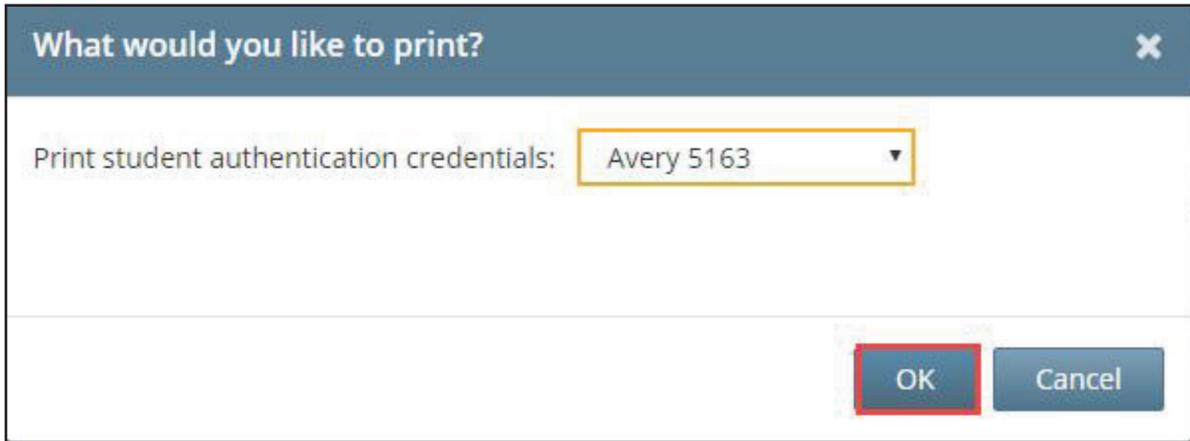
What would you like to print?

Print student authentication credentials: --Select an Option--

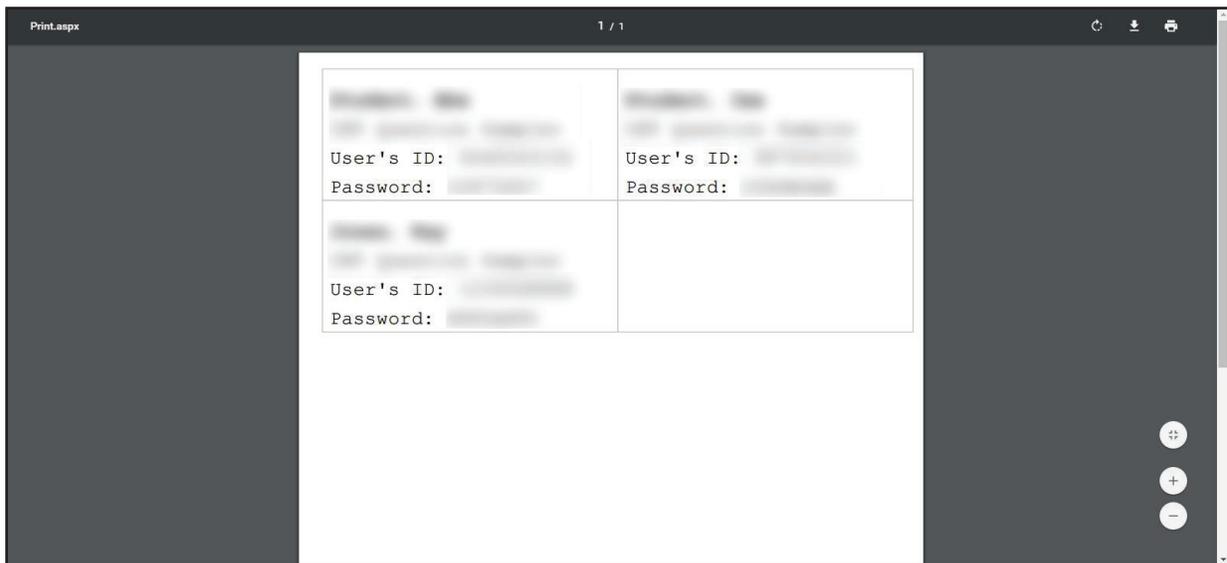
- Select an Option--
- Avery 5160
- Avery 5163
- Student Roster

[Cancel](#)

6. Select **OK**.



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



District Review (DTCs only)

To perform District Review:

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

The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. The 'TESTS' tab is selected, and a dropdown menu is open, with 'Testing' highlighted in red. The interface includes filters for Window (Spring 2015-16), District (ACHIEVEMENT FIRST CROWN HI), School (ACHIEVEMENT FIRST CROWN HI), Content Area (ELA), and Session (Session 1). A search bar is also present.

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

The screenshot shows the 'Testing' screen with a table of test results. The table has columns for District ID, District Name, School ID, School Name, Content Area, Session, Class, Not Started, In Progress, Finished, and Session Status. The data row shows: TRNG01, Training Readiness, 001, Maple Lake, ELA, Session 1, Damon Maxwell Class, 4, 0, 0, Incomplete. A 'Download a copy (Excel)' button is highlighted in red.

District ID	District Name	School ID	School Name	Content Area	Session	Class	Not Started	In Progress	Finished	Session Status
TRNG01	Training Readiness	001	Maple Lake	ELA	Session 1	Damon Maxwell Class	4	0	0	Incomplete

Accounts Tab (DTCs and STCs only)

The options on the Accounts tab vary by role.

The screenshot shows the 'New York State Grades 3-8 Testing Program' dashboard. The 'ACCOUNTS' menu is open, showing options: Accounts, Teachers, Districts, Schools, Registration, and Registration Status. A donut chart indicates 'Total Students Scheduled: 2' and 'Not Yet Testing 100%'. The page includes navigation links like 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', and 'HELP', along with 'Administration Quick Links' and 'DTC Important Information' sections.

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

To Edit an Account (DTCs and STCs only)

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

The screenshot shows the 'Accounts' page in the Nextera Admin interface. A dropdown menu is open over the 'ACCOUNTS' tab, with 'Accounts' highlighted. Below the menu is a 'Manage Accounts' section with a 'New Account' button. A search bar is present with the placeholder text 'Type part of a name, User ID, or email address'. A table lists user accounts with columns for User ID, Last Name, First Name, Email Address, Account Type, Membership, and Actions.

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions
LBanks	Banks	Lindsay	afischer@questarai.com	Teacher	Maple Lake (001)	View Reset
STC-001	Johnson	Michelle	afischer@questarai.com	School Test Coordinator	Maple Lake (001)	View Reset
DMaxwell	Maxwell	Damon	afischer@questarai.com	Teacher	Maple Lake (001)	View Reset

2. Select **Edit**.

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS - ACCOUNTS - HELP -

[Back to accounts list](#)

View Teacher

You're Viewing: **Lindsay Banks** [Edit](#)

First Name:	Lindsay
Last Name:	Banks
Email:	afischer@questarai.com
Teacher's ID:	123422
Associated with:	Maple Lake (001)
Active:	<input checked="" type="checkbox"/>
Content Areas:	<input checked="" type="checkbox"/> ELA <input checked="" type="checkbox"/> Math

[Cancel](#)

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

- Be sure to select the **check box** "This account is currently active".

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS - ACCOUNTS - HELP -

[Back to Teachers list](#)

Edit Teacher

You're Editing: **Lindsay Banks**

Fields **Bolded** are required.

User ID:	LBanks
First Name:	Lindsay
Last Name:	Banks
Email:	afischer@questarai.com
This account is currently active:	<input checked="" type="checkbox"/>
Teacher's ID:	123422
Associated with:	Maple Lake (001)
Content Areas:	<input checked="" type="checkbox"/> ELA <input checked="" type="checkbox"/> Math

[Save](#) [Cancel](#)

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

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

The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. The navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The 'ACCOUNTS' menu is open, with 'Accounts' highlighted. Below the navigation bar, the 'Accounts' page is visible, featuring a 'Manage Accounts' section, a 'New Account' button, and a table of existing accounts.

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions
LBanks	Banks	Lindsay	afischer@questarai.com	Teacher	Maple Lake (001)	View Reset
STC-001	Johnson	Michelle	afischer@questarai.com	School Test Coordinator	Maple Lake (001)	View Reset
DMaxwell	Maxwell	Damon	afischer@questarai.com	Teacher	Maple Lake (001)	View Reset

2. Select **New Account**.

This screenshot is identical to the previous one, but the 'New Account' button in the 'Manage Accounts' section is highlighted with a red box, indicating the next step in the process.

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Please select a user type. ×

[Back to accounts list](#)

New Accounts

Type:

--make a selection--

--make a selection--

State Level User

District Test Coordinator

District Information Technology Coordinator

District Level User

Building Level User

School Information Technology Coordinator

School Test Coordinator

Teacher

User Types	Role
SLU	State Level User
DTC	District Test Coordinator
DITC	District Information Technology Coordinator
DLU	District Level User
BLU	Building Level User
SITC	School Information Technology Coordinator
STC	School Test Coordinator

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS - ACCOUNTS - HELP -

[Back to accounts list](#)

New Accounts

Type:

User Types	Role
SLU	State Level User
DTC	District Test Coordinator
DITC	District Information Technology Coordinator
DLU	District Level User
BLU	Building Level User
SITC	School Information Technology Coordinator
STC	School Test Coordinator
Teacher	Teacher

Fields **Bolded** are required.

STC Contact Information

First Name:

Last Name:

Email:

This account is currently active:

Phone: ext:

School Mailing Address

Address 1:

Address 2:

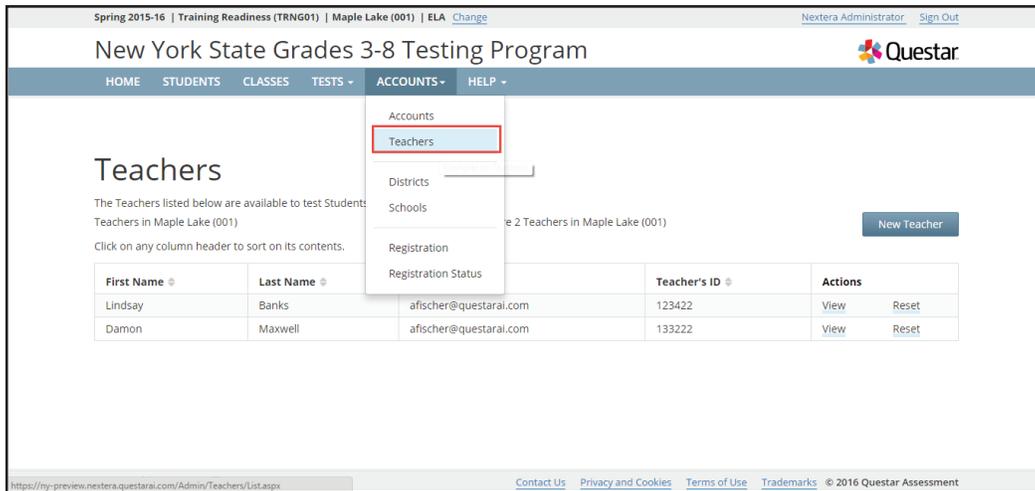
City: **State:** NY

ZIP Code:

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

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



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New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS - ACCOUNTS - HELP -

Teachers

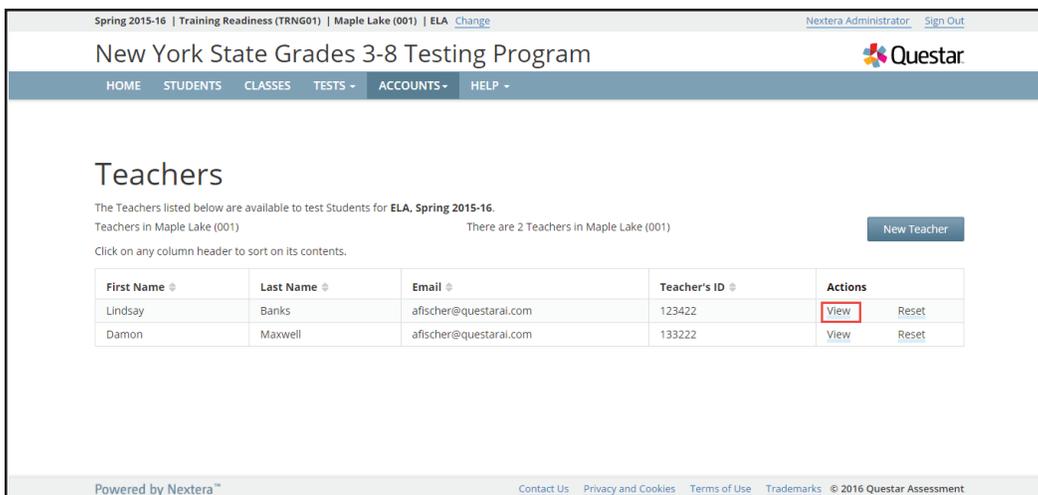
The Teachers listed below are available to test Students for ELA, Spring 2015-16.
Teachers in Maple Lake (001) There are 2 Teachers in Maple Lake (001) [New Teacher](#)

Click on any column header to sort on its contents.

First Name	Last Name	Email	Teacher's ID	Actions
Lindsay	Banks	afischer@questarai.com	123422	View Reset
Damon	Maxwell	afischer@questarai.com	133222	View Reset

<https://ny-preview.nextera.questarai.com/Admin/Teachers/List.aspx> [Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2016 Questar Assessment

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



Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS - ACCOUNTS - HELP -

Teachers

The Teachers listed below are available to test Students for ELA, Spring 2015-16.
Teachers in Maple Lake (001) There are 2 Teachers in Maple Lake (001) [New Teacher](#)

Click on any column header to sort on its contents.

First Name	Last Name	Email	Teacher's ID	Actions
Lindsay	Banks	afischer@questarai.com	123422	View Reset
Damon	Maxwell	afischer@questarai.com	133222	View Reset

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3. Select **Edit**.

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New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to Teachers list](#)

View Teacher

You're Viewing: **Lindsay Banks** Edit

First Name:	Lindsay
Last Name:	Banks
Email:	afischer@questarai.com
Teacher's ID:	123422
Associated with:	Maple Lake (001)
Active:	<input checked="" type="checkbox"/>
Content Areas:	<input checked="" type="checkbox"/> ELA <input checked="" type="checkbox"/> Math

Cancel

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4. Edit the teacher's information and select **Save**.

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to Teachers list](#)

Edit Teacher

You're Editing: **Lindsay Banks**

Fields **Bolded** are required.

User ID:	LBanks
First Name:	Lindsay
Last Name:	Banks
Email:	afischer@questarai.com
This account is currently active:	<input checked="" type="checkbox"/>
Teacher's ID:	123422
Associated with:	Maple Lake (001)
Content Areas:	<input checked="" type="checkbox"/> ELA <input checked="" type="checkbox"/> Math

Save Cancel

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To Add a Teacher (DTCs and STCs only)

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Nextera Administrator](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS **ACCOUNTS** HELP

Teachers

The Teachers listed below are available to test Students in Maple Lake (001)

Click on any column header to sort on its contents.

First Name	Last Name	Email	Teacher's ID	Actions
Lindsay	Banks	afischer@questarai.com	123422	View Reset
Damon	Maxwell	afischer@questarai.com	133222	View Reset

[New Teacher](#)

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2. Select **New Teacher**.

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Nextera Administrator](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS **ACCOUNTS** HELP

Teachers

The Teachers listed below are available to test Students for ELA, Spring 2015-16.

Teachers in Maple Lake (001) There are 2 Teachers in Maple Lake (001)

Click on any column header to sort on its contents.

First Name	Last Name	Email	Teacher's ID	Actions
Lindsay	Banks	afischer@questarai.com	123422	View Reset
Damon	Maxwell	afischer@questarai.com	133222	View Reset

[New Teacher](#)

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

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA | [Change](#) [Nextera Administrator](#) | [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to Teachers list](#)

New Teacher

District:	Training Readiness (TRNG01)
School:	Maple Lake (001)
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
This account is currently active:	<input checked="" type="checkbox"/>
Teacher's ID:	<input type="text"/>
Content Areas:	<input type="checkbox"/> ELA <input type="checkbox"/> Math

[Save](#) [Cancel](#)

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To Edit a School (DTCs only)

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS **ACCOUNTS** HELP

[Back to Teachers list](#)

New Teacher

Accounts
Teachers
Districts
Schools
Registration
Registration Status

District: Training Readiness (TRNG01)
School: Maple Lake (001)

First Name:
Last Name:
Email:

This account is currently active:

Teacher's ID:

Content Areas:
 ELA
 Math

<https://ny-preview.nextera.questarai.com/Admin/Organization/ListSchools.aspx> [Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2016 Questar Assessment

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

- Use the search function to quickly find the school you are updating.

Spring 2015-16 | Training Readiness (TRNG01) [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS **ACCOUNTS** HELP

Schools

Manage Schools

Search

School Number	School Name	
001	Maple Lake	<input type="button" value="View"/>
002	Oak Grove	<input type="button" value="View"/>
003	Tamarack Stand	<input type="button" value="View"/>

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3. Select **Edit**.

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to schools list](#)

View School

You're Viewing: Maple Lake (001) Edit

District:	Training Readiness (TRNG01)
School Number:	001
School Name:	Maple Lake
Type:	Public
This school is currently active:	<input checked="" type="checkbox"/>

Cancel

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4. Edit the school's information and select **Submit**.

- Be sure to select the **check box** "This school is currently active".

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to schools list](#)

Update School

District:	Training Readiness (TRNG01)
School Number:	001
School Name:	Maple Lake
Type:	Public
This school is currently active:	<input checked="" type="checkbox"/>

Submit Cancel

Waiting for ny-preview.nextera.questara.com...

To Complete Registration (*DTCs only*)

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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS **ACCOUNTS** HELP

[Back to schools list](#)

Update School

District: Tr
 School Number: 001
 School Name: Ma
 Type: Public
 This school is currently active:

Submit Cancel

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

Spring 2015-16 | Training Readiness (TRNG01) [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS **ACCOUNTS** HELP

Registration

Contact Information

Review and complete the table below with the required contact information for your districts and schools.

Contact Information	Role	Name	Email Address	Phone Number	Extension	Actions
Training Readiness (TRNG01)	DTC	Angie Fischer	afischer@questarai.com	952.222.2222 (primary) 952.222.2222 (alternate)		View Reset
	DTC					Assign
Maple Lake (001)	STC	Michelle Johnson	afischer@questarai.com	952.222.2222 (primary)		View Activate
Oak Grove (002)	STC	Jacob Thomas	lmeyer@questarai.com	952.222.2222 (primary)		View Reset
Tamarack Stand (003)	STC	Heather Smith	afischer@questarai.com	952.222.2222 (primary)		View Reset

District Shipping Information

When sending materials, use the district shipping address.

Address Type	Address	City	ZIP Code	
Mailing	5550 Upper 147th Street West	Minneapolis, NY	55124	Edit
Shipping	5550 Upper 147th Street West	Minneapolis, NY	55124	

Registration

School: **Maple Lake (001)**

If this school is testing a selected content area or grade, check the "testing" box below and enter enrollment counts for all selected items. We use this information for planning purposes, and for content areas that have a printed portion, calculating the number of items that will be sent. Please note that accommodation-based testing such as Braille or large-print is ordered separately. Thank you.

Testing	Content Area	Enrollment Counts
<input checked="" type="checkbox"/>	ELA	
<input checked="" type="checkbox"/>	Math	

Registration

Each content area being tested requires an estimate on the number of students taking that test.

[Save](#) [Complete Registration](#)
Registration Counts and Testing Dates for this administration have been completed.



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

Spring 2015-16 | Training Readiness (TRNG01) [Change](#) Nextera Administrator [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS **ACCOUNTS** HELP

Registration

Contact Information

Review and complete the table below with the required contact information for your districts and schools.

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	DTC					Assign
Maple Lake (001)	STC	Michelle Johnson	afischer@questarai.com	952.222.2222 (primary)		View Activate
Oak Grove (002)	STC	Jacob Thomas	lmeyer@questarai.com	952.222.2222 (primary)		View Reset
Tamarack Stand (003)	STC	Heather Smith	afischer@questarai.com	952.222.2222 (primary)		View Reset

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Shipping	5550 Upper 147th Street West	Minneapolis, NY	55124	

Registration

School: Maple Lake (001)

If this school is testing a selected content area or grade, check the "Testing" box below and enter enrollment counts for all selected items. We use this information for planning purposes, and for content areas that have a printed portion, calculating the number of items that will be sent. Please note that accommodation-based testing such as Braille or large-print is ordered separately. Thank you.

Testing	Content Area	Enrollment Counts
<input type="checkbox"/>	ELA	<input type="text"/>
<input type="checkbox"/>	Math	<input type="text"/>

Registration
Each content area being tested requires an estimate on the number of students taking that test.

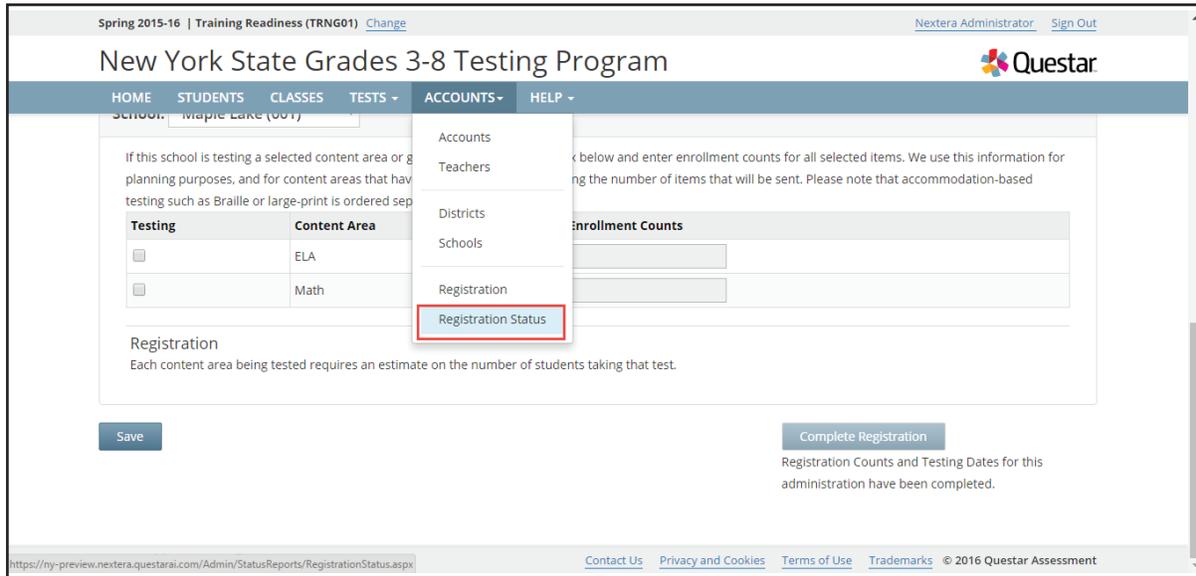
Save
Complete Registration

Registration Counts and Testing Dates for this administration have been completed.

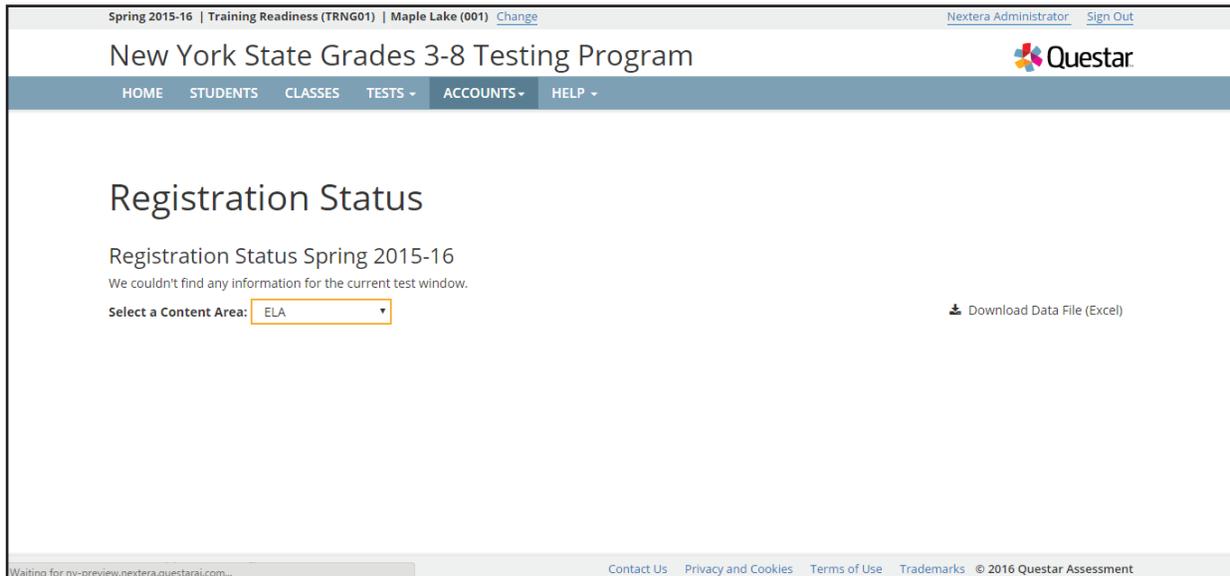
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To View the Registration Status (DTCs only)

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



2. The registration status is displayed.

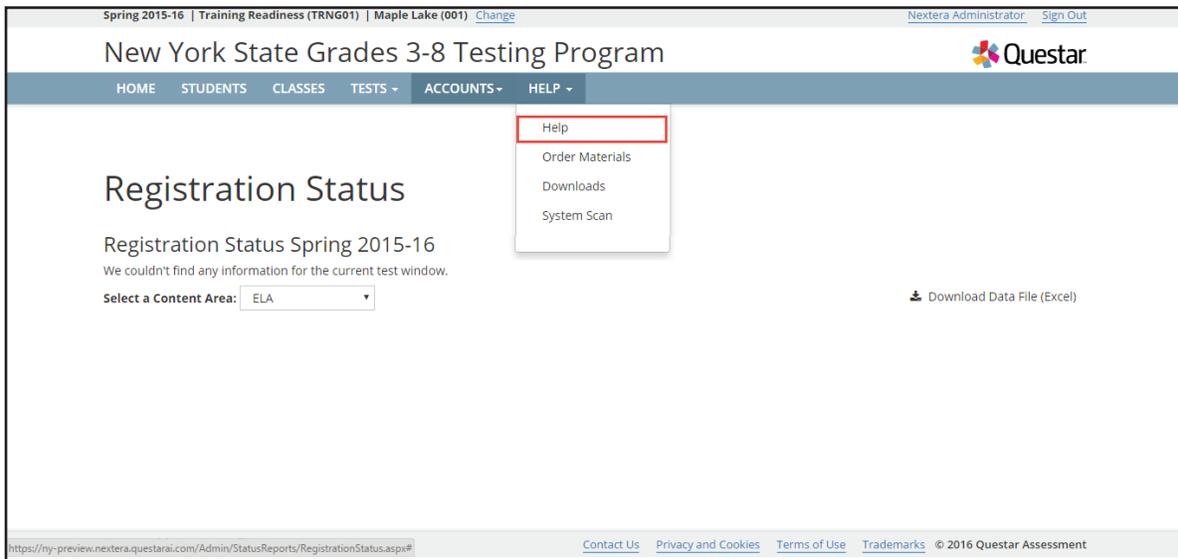


Help Tab

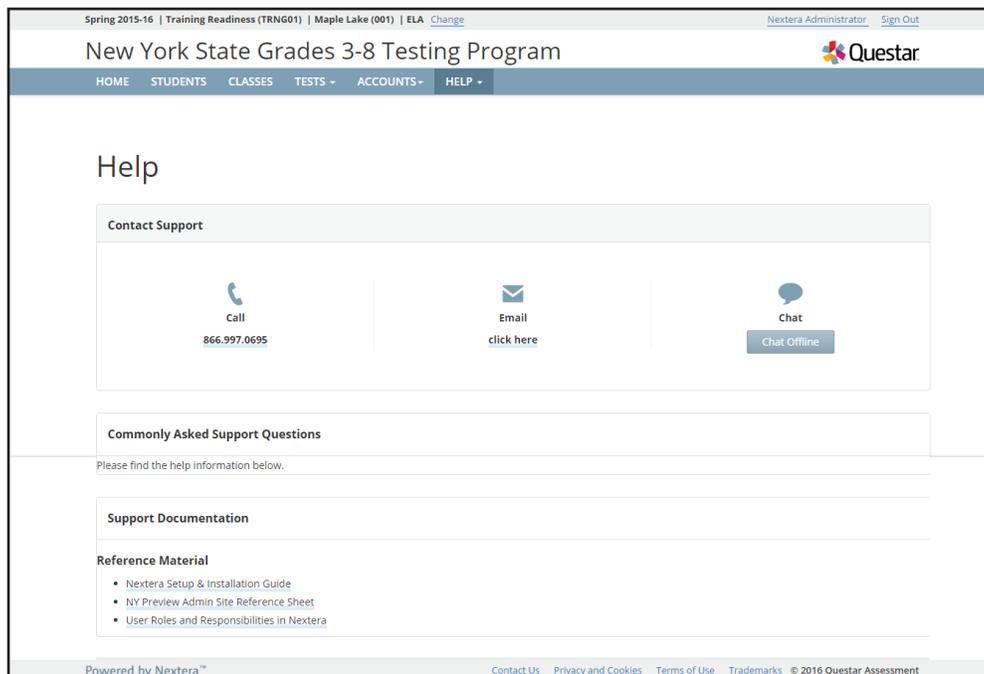
Customer Support contact details, Commonly Asked Support Questions, and Support Documentation are available on Nextera™ Admin's Help tab.

To access this information:

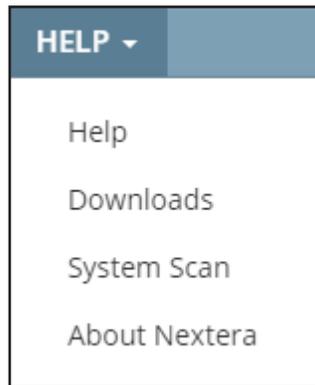
1. Select **Help** from the **Help** tab.



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



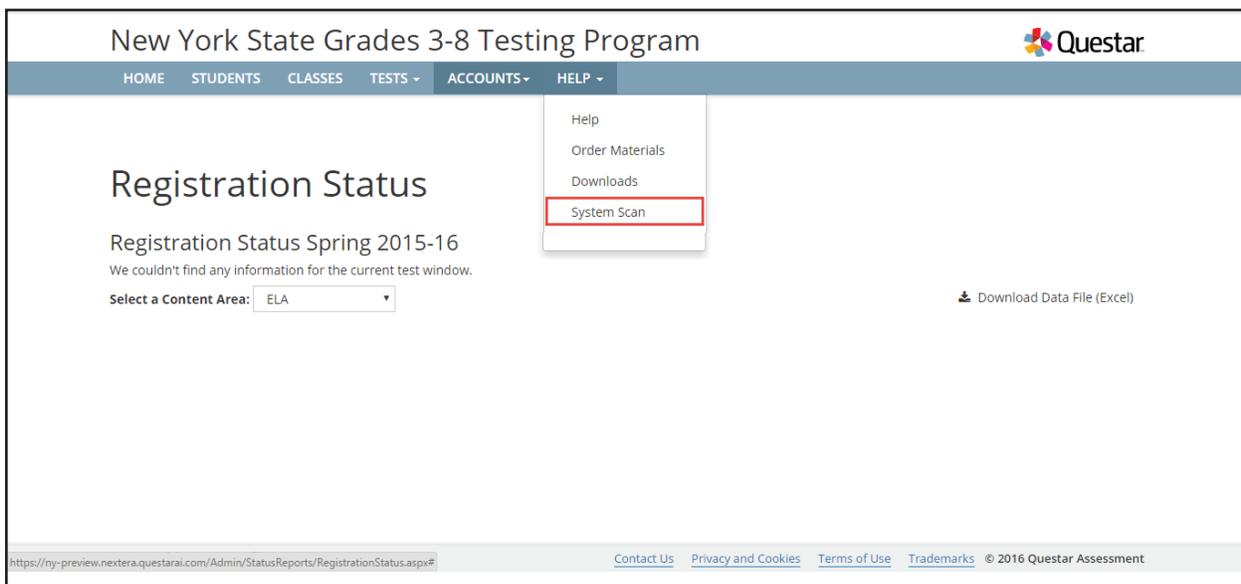
STCs and DTCs can access **Downloads** from the **Help** tab. Download the Questar Secure Browser using the links on the **Downloads** page.



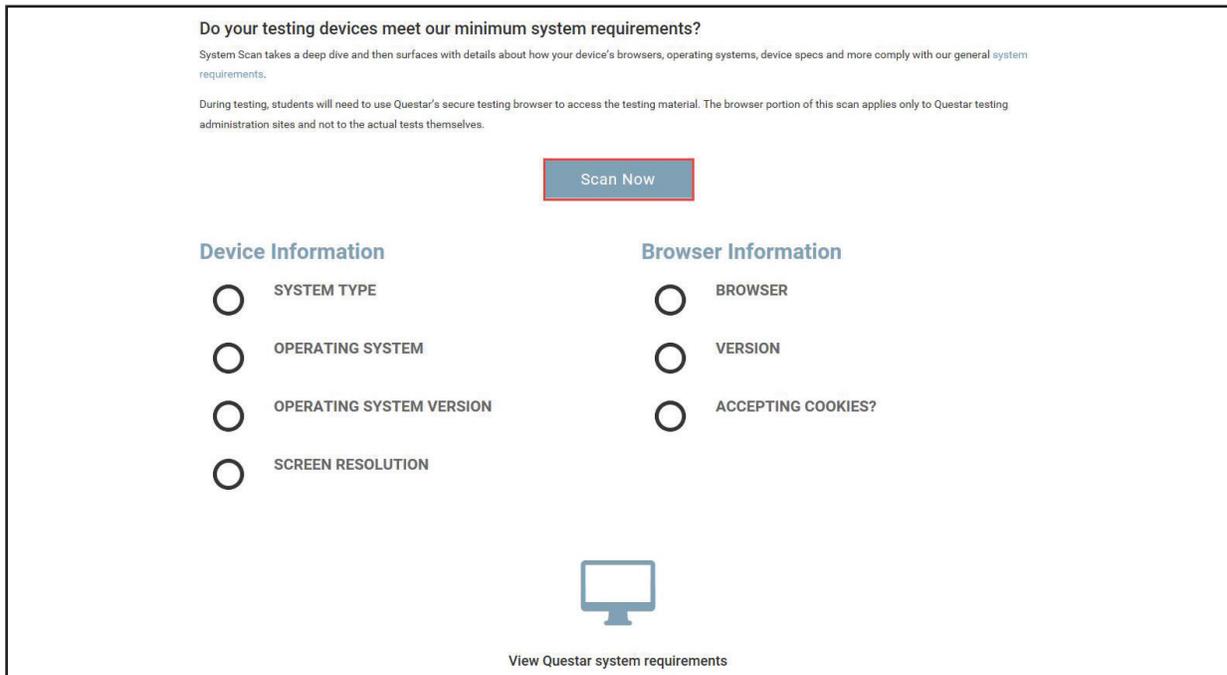
For STCs and DTCs, the Help tab also provides a link to the System Scan.

To perform the System Scan:

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



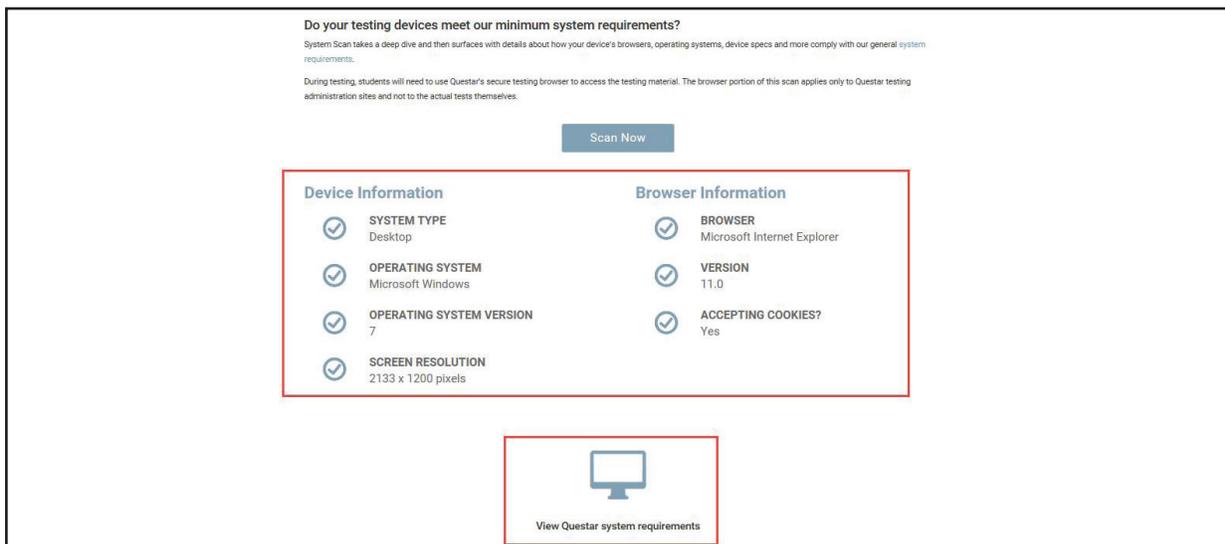
2. Select **Scan Now**.



3. The scan results display and include the following details:

- System type
- Operating system and version
- Screen resolution
- Browser and version
- Whether or not the system accepts cookies

4. To view Questar’s system requirements, select the **View Questar system requirement** option.



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

The screenshot displays a user interface for ensuring online test readiness. On the left, under the heading "Ensure Online Test Readiness", there is a sub-section "System Requirements" with two expandable menu items: "Desktop Requirements" and "Mobile/Tablet Requirements". A red circle highlights the plus sign on the right side of the "Desktop Requirements" item. To the right of the menu items are two orange panels. The top panel is titled "System Scan" and asks "Do your testing devices meet our minimum system requirements?", with a "Scan Now" button below it. The bottom panel is titled "Test Readiness" and asks "Do your classrooms and schools have the right resources to test online?", with a "Test Now" button below it.

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

The screenshot displays the 'Ensure Online Test Readiness' section of the Nextera Admin interface. It features a main heading, a descriptive paragraph, and a 'System Requirements' section. The 'System Requirements' section is divided into 'Desktop Requirements' and 'System/Network Requirements'. The 'Desktop Requirements' section includes 'Physical Requirements' (Operating System, Processor, System Memory, Screen & Resolution Size) and 'System/Network Requirements' (Supported Browsers, LAN Network, Internet Speed). To the right of the requirements are two orange buttons: 'System Scan' and 'Test Readiness', each with a corresponding 'Scan Now' or 'Test Now' button below it. At the bottom of the requirements section is a 'Mobile/Tablet Requirements' button.

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

Physical Requirements

Operating System

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

Processor

- Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU

System Memory

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

Screen & Resolution Size

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

System/Network Requirements

Supported Browsers:

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

LAN Network

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

Internet Speed

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

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?

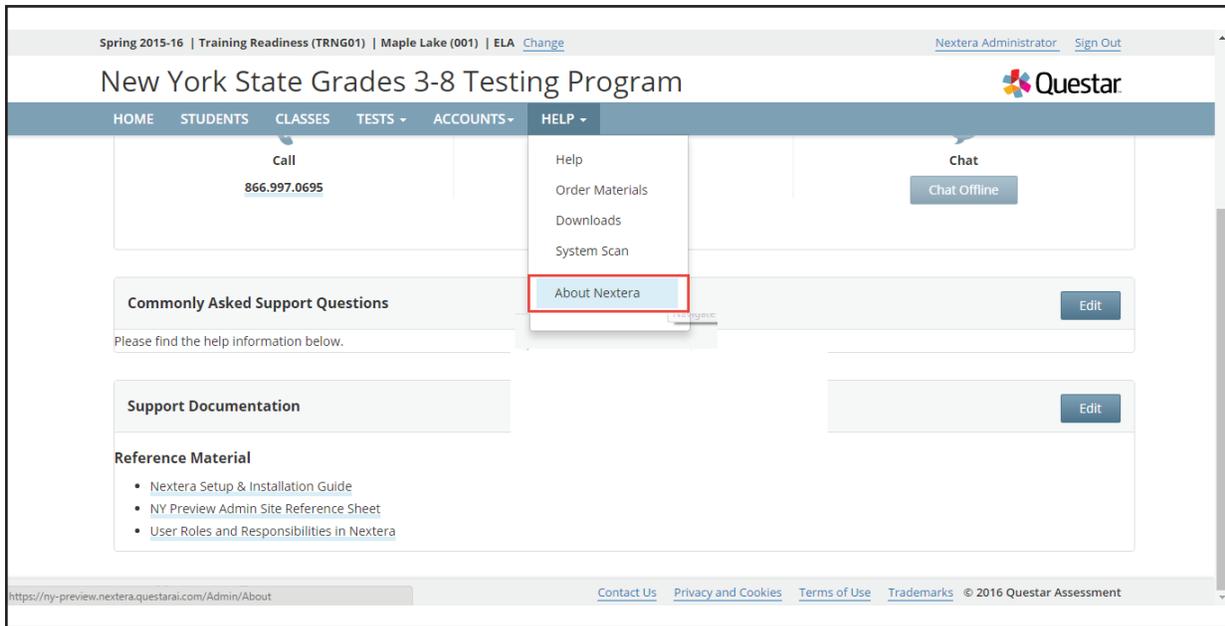
Test Now

Mobile/Tablet Requirements

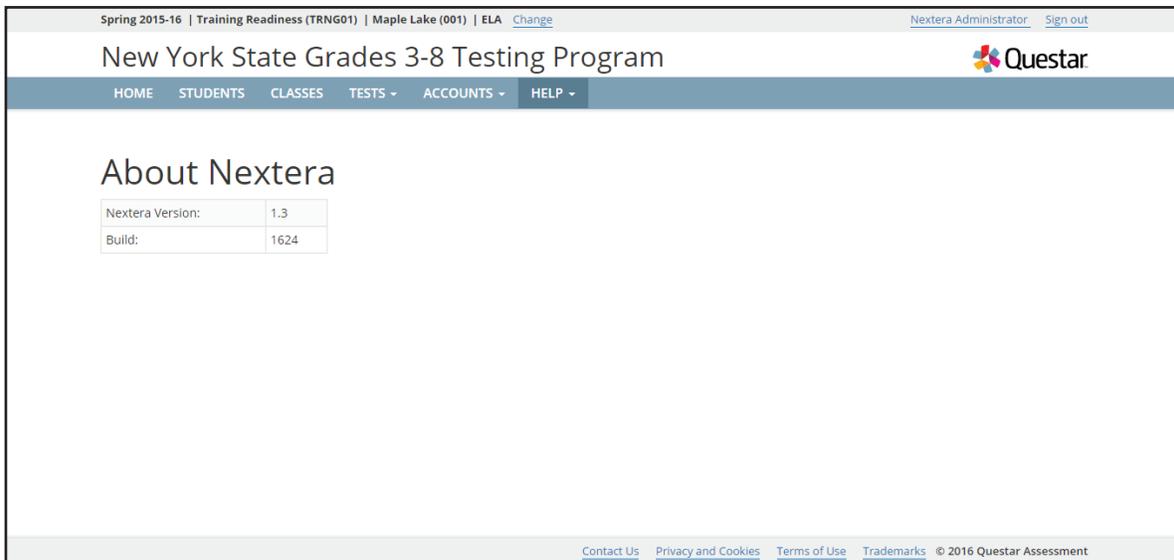
You can also determine the current version of Nextera™ Admin through the Help tab.

To determine the current version of Nextera™ Admin:

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



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

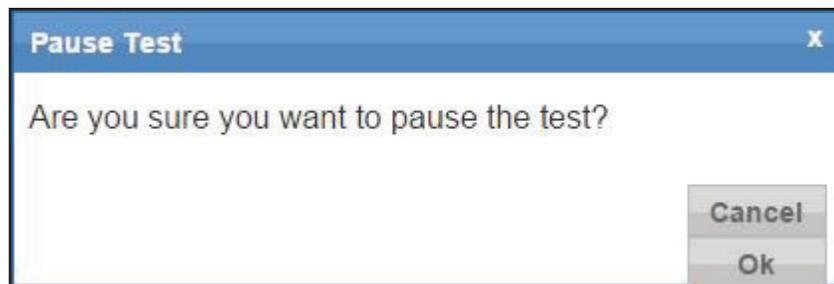


Appendix A: Pausing and Reactivating a Test

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



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



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

Appendix B: Online Testing Accommodations

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

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

Online Testing Accommodations

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

Enabling any Online Accommodations will remove any Offline Accommodations.

 <p>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.</p>	 <p>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></p>
 <p>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></p>	 <p>Initial Page Zoom This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.</p>
 <p>Read Aloud (Online) 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></p>	

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

Answer Masking Tool

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

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

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

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

Lines 1 through 8 contribute to the reader's understanding of the story by

[Masked response] ●

[Masked response] ●

Ⓒ emphasizing how important it is for Allegra to empty her mind of all thoughts ●

[Masked response] ●

Which expression is equivalent to 32?

Ⓐ $(30 + 6) \div 3$ ●

Ⓑ $2 \times (9 + 7)$ ●

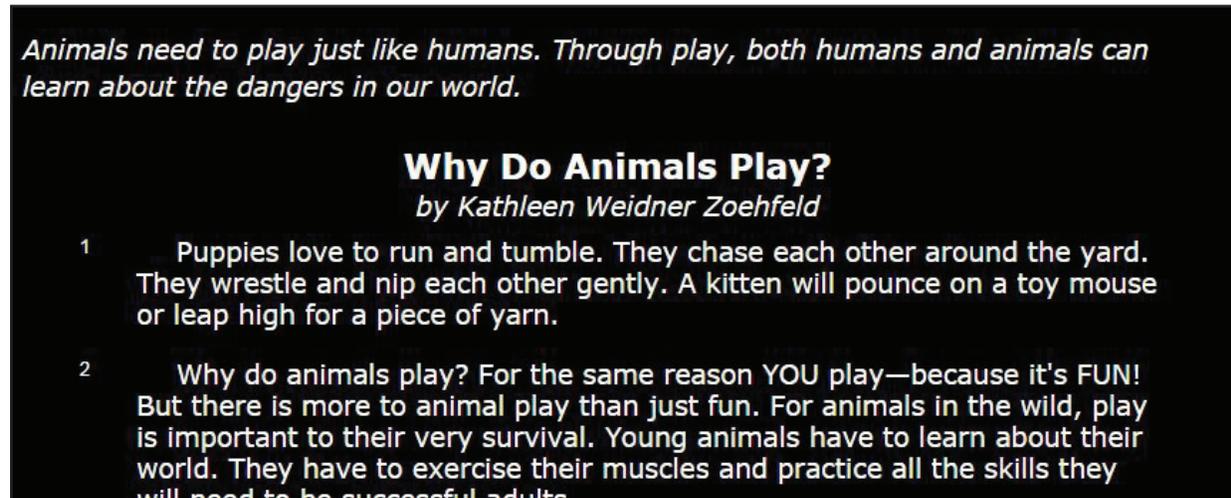
[Masked response] ●

[Masked response] ●

Reverse Contrast (ELA only)

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

Example:



Animals need to play just like humans. Through play, both humans and animals can learn about the dangers in our world.

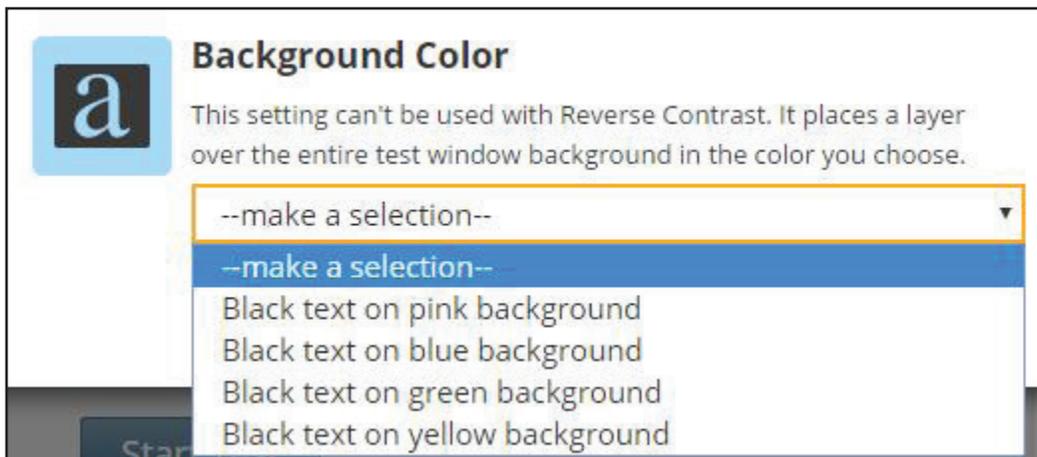
Why Do Animals Play?

by Kathleen Weidner Zoehfeld

- 1 Puppies love to run and tumble. They chase each other around the yard. They wrestle and nip each other gently. A kitten will pounce on a toy mouse or leap high for a piece of yarn.
- 2 Why do animals play? For the same reason YOU play—because it's FUN! But there is more to animal play than just fun. For animals in the wild, play is important to their very survival. Young animals have to learn about their world. They have to exercise their muscles and practice all the skills they will need to be successful adults.

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.



a **Background Color**

This setting can't be used with Reverse Contrast. It places a layer over the entire test window background in the color you choose.

- make a selection--
- make a selection--
- Black text on pink background
- Black text on blue background
- Black text on green background
- Black text on yellow 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:

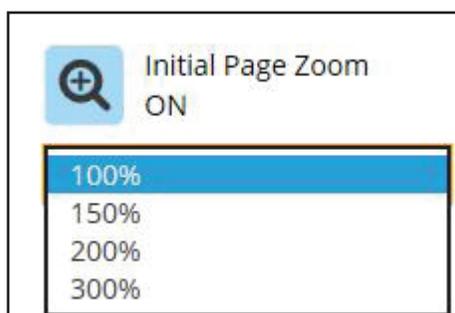
There are 5,280 feet in a mile. What is the total number of feet in 6 miles?

- (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 the student can view or read the text more easily.

Example:



Read Aloud (Online)

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

Spanish Translated Edition (Mathematics only)

The Spanish translated edition is an accommodation that indicates that the student will take the test online, but that the test form is in Spanish. The icon for this accommodation will appear only when this accommodation is assigned (refer to page 36). Locations with students that require the Spanish translated edition will receive a hard copy of the English version of the online Spanish translated field test to be used as a reference. Students must submit their responses online.

Appendix C: Roles and Permissions

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

Nextera™ User Roles By Functionality

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

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

Appendix D: District and School Test Coordinator Checklist

Activities PRIOR to and DURING Field Test Administration

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

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

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

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

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

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

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

Appendix F: Glossary of Computer-Based Field Testing Terminology

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



Grades 3–8
English Language Arts
and Mathematics Field Tests
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2016 Edition

