New York State Testing Program

2016 Mathematics Field Tests

Teacher's Directions for Computer-Based Field Testing

May 23–June 10, 2016

Grades 3, 4, and 5

2016

Updated: May 18, 2016

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Change Log

Date Updated	Description
May 18, 2016	Screen Reader changes • Table of Contents – removed Screen Reader (Text to Speech) from Table of Contents. The page header was updated from “Contents” to “Table of Contents”. • Pages 7–8 – removed Screen Reader (Text to Speech) from content and updated screen prints to reflect removal of this option.
May 18, 2016	Multi-Student Edit changes • Pages 13–17, 37 – 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.
May 18, 2016	Troubleshooting expanded • Page 25 – additional content added for troubleshooting

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It is important to read all of Steps 1–6 prior to administering the field test.

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

Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment, Inc. (Questar) for the development of the 2016 Grades 3–8 Mathematics Field Tests. Teachers from across the state work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program.

This manual provides information for the teachers, staff, and other educators who oversee student field testing. It includes processes and screen shots for common functions performed in Nextera™ Admin and Nextera™ Test Delivery System as well as scripts and processes for introducing, monitoring, and implementing best practices in secure field test administration. The 2016 Grades 3–5 Mathematics Field Tests can be administered to groups of students in a single class period.

For all three grades, the field tests consist of multiple-choice and short- and extended-response questions.

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

By following the guidelines in this document, you help ensure that the field tests are valid and equitable for all students. A series of instructions helps you follow the steps necessary for administering the computer-based field tests within the field test schedule.

IMPORTANT DATES

Field Test Dates	May 23–June 10, 2016

User Roles and Responsibilities

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

STEP ONE Check Your Field Test Materials

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

For the teacher

- *Teacher's Directions*
- Student login credentials (See page 13 for step-by-step instructions on how to access student login credentials.)
- "Do Not Disturb" sign (not provided)
- Device with Internet access to monitor testing
- Access Code (See page 16 for instructions on where to find the Access Code.)
- Proctor Password (obtain from STC)

For each student

- Student testing device prepared according to the Setup and Installation Guide
- Clean scrap paper for each student. **Note**: used scrap paper is considered secure material and must be collected and securely destroyed after testing.
- Pencils

Security

The 2016 computer-based Grades 3–8 Mathematics Field Tests are secure. School personnel responsible for field testing must ensure a secure environment at all times. No section of the field tests may be discussed with the students before, during, or after administration. You may, however, describe the format of the field tests and the field testing schedule to the students.

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

Unauthorized Materials

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

All students are prohibited from bringing personal electronic devices into a classroom or other location where a State field test is being administered. 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 Individualized Education Program (IEP) or Section 504 Accommodation Plan (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 field testing. Without this 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 field testing.

Aid to Students

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

Temporary Absence from Testing Room

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

Emergency Evacuation of a School Building

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

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

Do 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.

Proctoring

Proctors must circulate periodically around the room during the administration of the field tests to ensure that students are recording their responses to field test questions in the proper manner and in the proper place. While circulating around the room, proctors should support students in the mechanics of taking the tests and ensure a secure environment is maintained. Proctors may assist the student on the **Review Screen** to ensure the student has answered all of the questions before selecting **I'm Done**. Proctors may not comment to the student on the correctness or sufficiency of any answer.

Misadministration

Notify your principal immediately if any portion of the field test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized testing accommodations or tools (for example, calculators for Grades 3–5) and engaging in other types of nonstandard field test administration (for example, cheating).

STEP TWO Plan Your Field Testing Schedule

- The computer-based field tests must be administered May 23–June 10, 2016.
- Schedule field testing to allow sufficient time for instructions and preparations. Students should be allowed approximately 40 minutes to take the field tests.
- **Read the *2016 Mathematics Field Tests Teacher's Directions for Computer-Based Testing* in its entirety prior to administering the field test.**
- Plan to have school technical support available during field testing, including contact information if staff is not available to be in the testing room.
- Read directions at a moderate, steady pace.

Field Test Format and Schedule

The 2016 Grades 3–5 Mathematics Field Tests will take approximately 40 minutes of testing time. The field tests contain multiple-choice questions and short- and extended-response questions. Each multiple-choice question is followed by four choices, one of which is the correct answer. Students will submit their answers in the Nextera™ Test Delivery System. The field tests can be administered to groups or classes of students in a single class session.

Each student field testing in Grade 5 mathematics will have a mathematics reference sheet during the field test session. The mathematics reference sheet is accessible in the Nextera™ Test Delivery System.

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

Testing Accommodations for English Language Learners

Information on accommodations for English Language Learners can be found in the *2016 Grades 3–8 English Language Arts and Mathematics Tests School Administrator's Manual*. Note that testing accommodations may be provided to former English Language Learners who were identified as English language proficient based on their scores on one of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT), either Spring 2014 or Spring 2015.

Spanish Translated Editions

Spanish editions of the 2016 computer-based Grades 3–8 Mathematics Field Tests are available to English Language Learners and eligible former English Language Learners. Such students may also be provided with a printed English version of the 2016 Grades 3–8 Mathematics Field Tests for reference. However, students making use of a paper English edition while taking the Spanish edition mathematics computer-based field tests should be instructed to record and submit all of their responses in the Nextera™ Test Delivery System.

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs or 504 Plans when taking these field tests. However, testing accommodations that change the constructs, or what a field test is measuring, are not permitted for elementary- and intermediate-level field tests. In administering the 2016 Grades 3–8 Mathematics Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *2016 Grades 3–8 English Language Arts and Mathematics Tests School Administrator's Manual*.

Read Aloud: All sessions of the field test may be read aloud to students whose IEPs or 504 Plans include this testing accommodation.

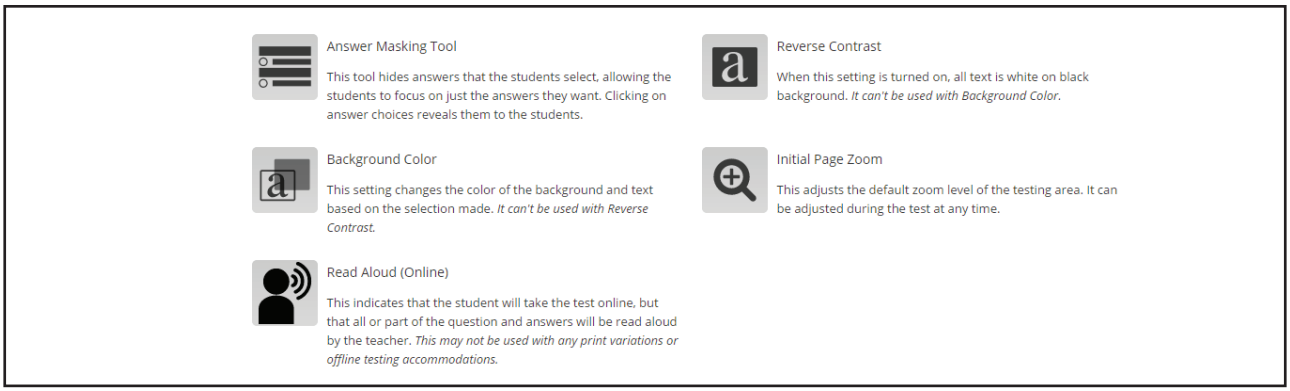
More Information on Testing Accommodations for Students with IEPs and 504 Plans

More detailed information on testing accommodations for students with disabilities can be found on the Department's web site at
http://www.p12.nysed.gov/specialed/publications/policy/testaccess/manual506.pdf.

Online Testing Accommodations

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

- Answer Masking Tool
- Background Color
- Initial Page Zoom
- Read Aloud (Online)



Use of accommodations should be consistent with the student's IEP or 504 plan. These options need to be identified and coded in Nextera™ Admin prior to testing.

Please work with your School Test Coordinator (STC) to verify the Online Testing Accommodations are selected for the applicable students in the Nextera™ Admin before testing begins.

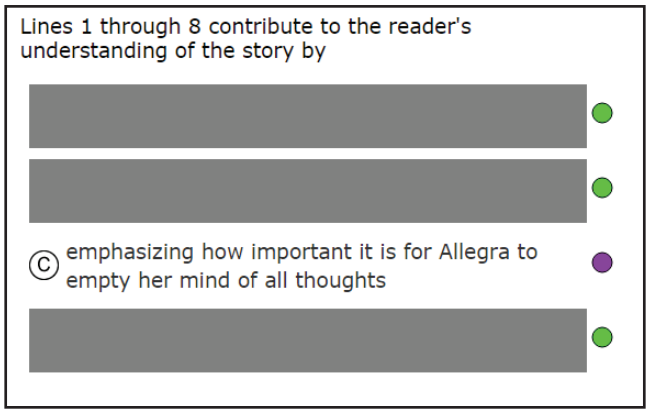
Answer Masking Tool

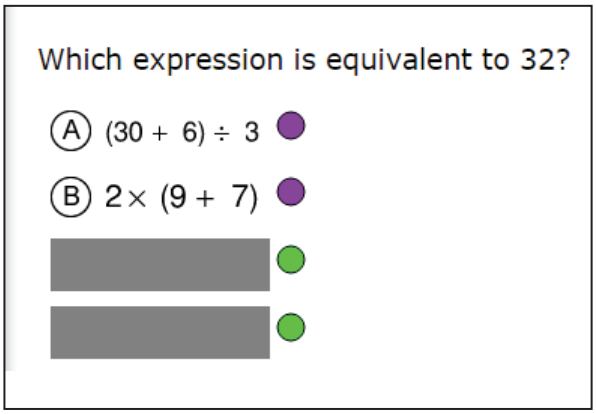
Answer masking is an embedded accommodation that allows for the responses to be shaded so the responses do not distract the focus of the student from the question.

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.

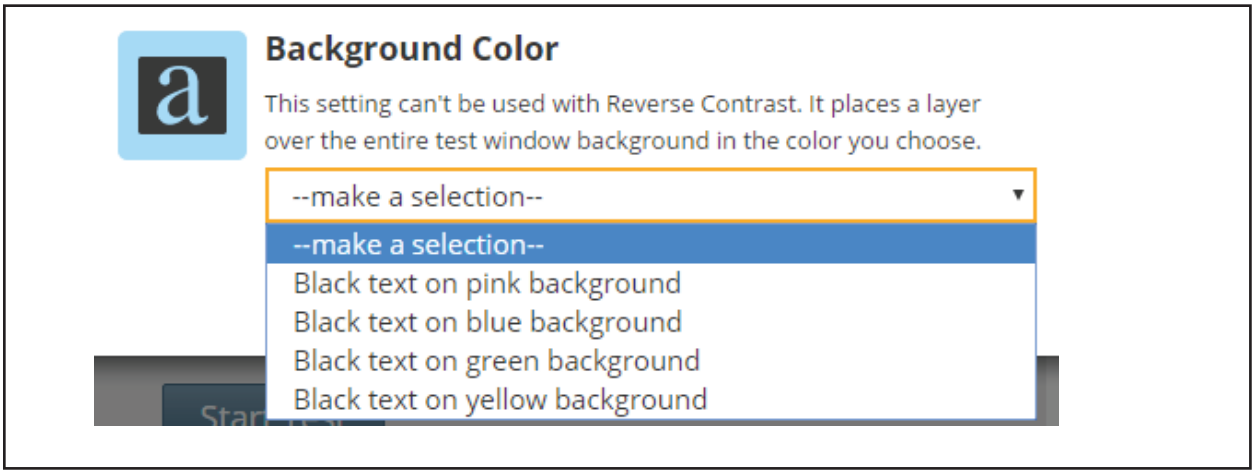
Example:





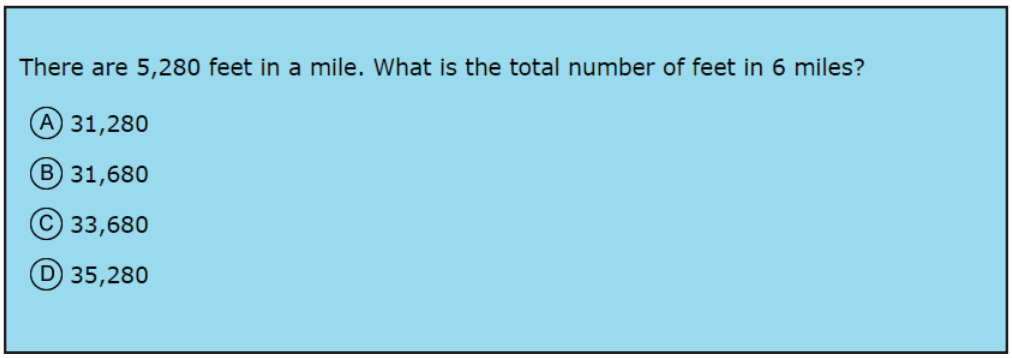
Background Color

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



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

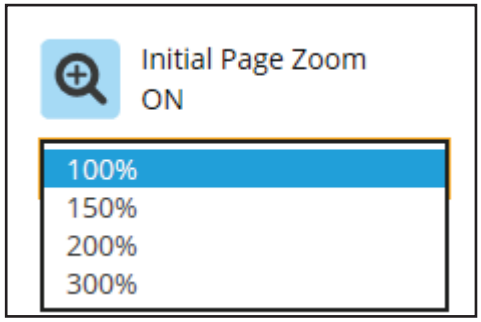
Example:



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 questions and answers will be read aloud by the teacher.

STEP THREE Prepare Your Exam Room

- Provide a well-lit, well-ventilated, and quiet classroom.
- Work with your school's technical support to ensure that all devices are set up with the Questar Secure Browser.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during field testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the field tests are being administered. For additional suggestions for arranging a secure testing environment for computer-based testing, see Appendix B.
- Completely cover—or remove from the walls—mathematics aids or charts and all board work pertaining to mathematics.
- Place a "Do Not Disturb" sign on the door of the testing room.
- Make sure students' work spaces are cleared of all unauthorized materials.

STEP FOUR Prepare Your Students

- Help students approach the field testing in a relaxed, positive way.
- Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions and have had the opportunity to practice using the New York State Question Sampler. For information on how to access the Question Sampler, please see Appendix A. Assist them with field test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any field test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Use Standardized Testing Procedures

This field test must be administered under standard conditions. Follow the directions carefully. The same field test administration procedures must be used with all students.

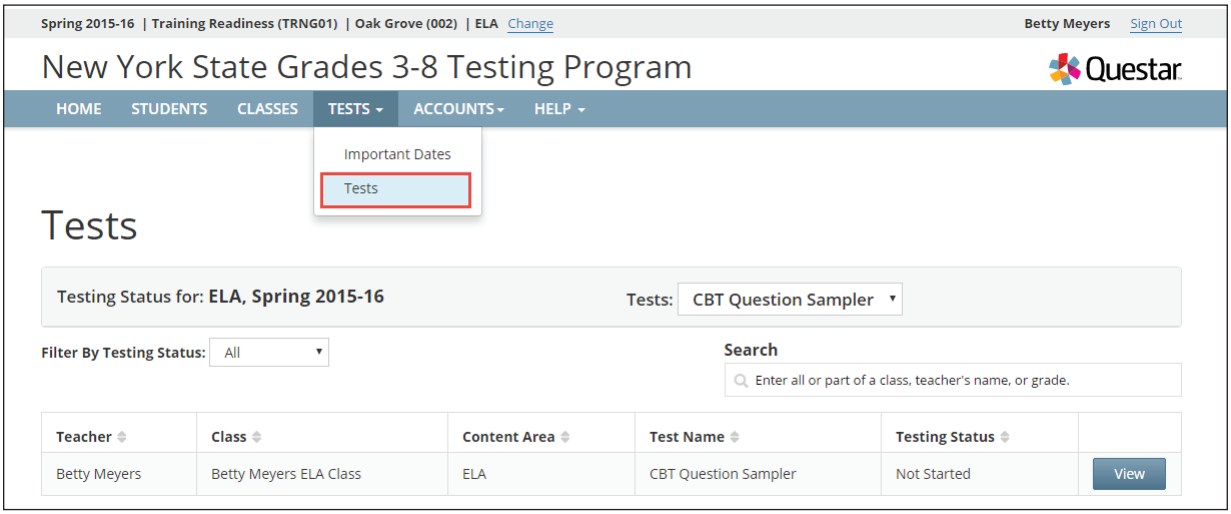
STEP FIVE Prepare Field Test Materials

Teachers will need user names and password information for each student to sign in with, as well as an Access Code for the test session. The information that follows provides step-by-step instructions on how to retrieve this information from Nextera™ Admin.

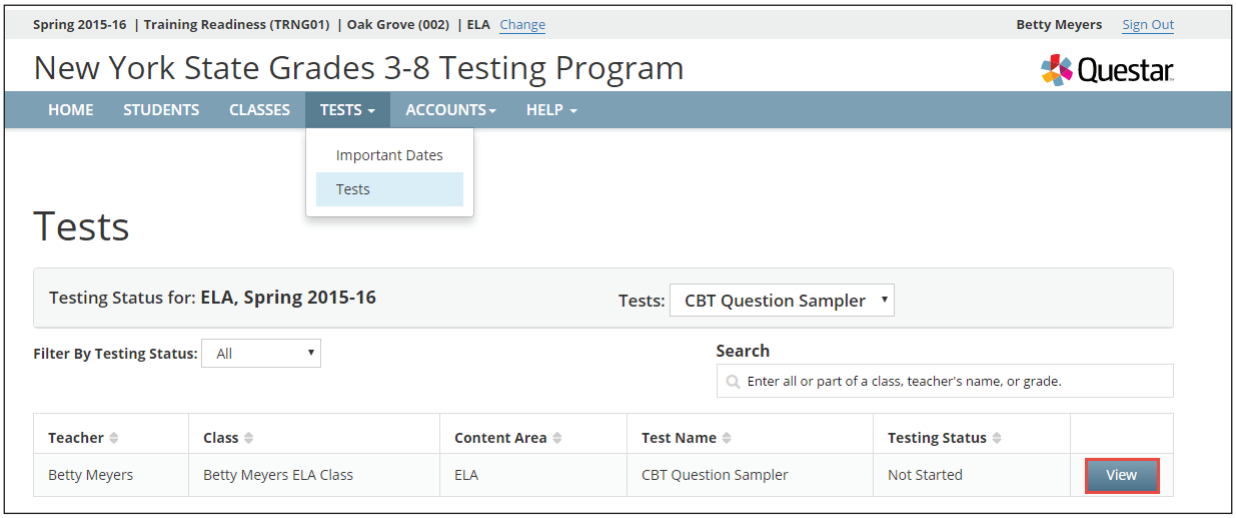
Student Login Credentials

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

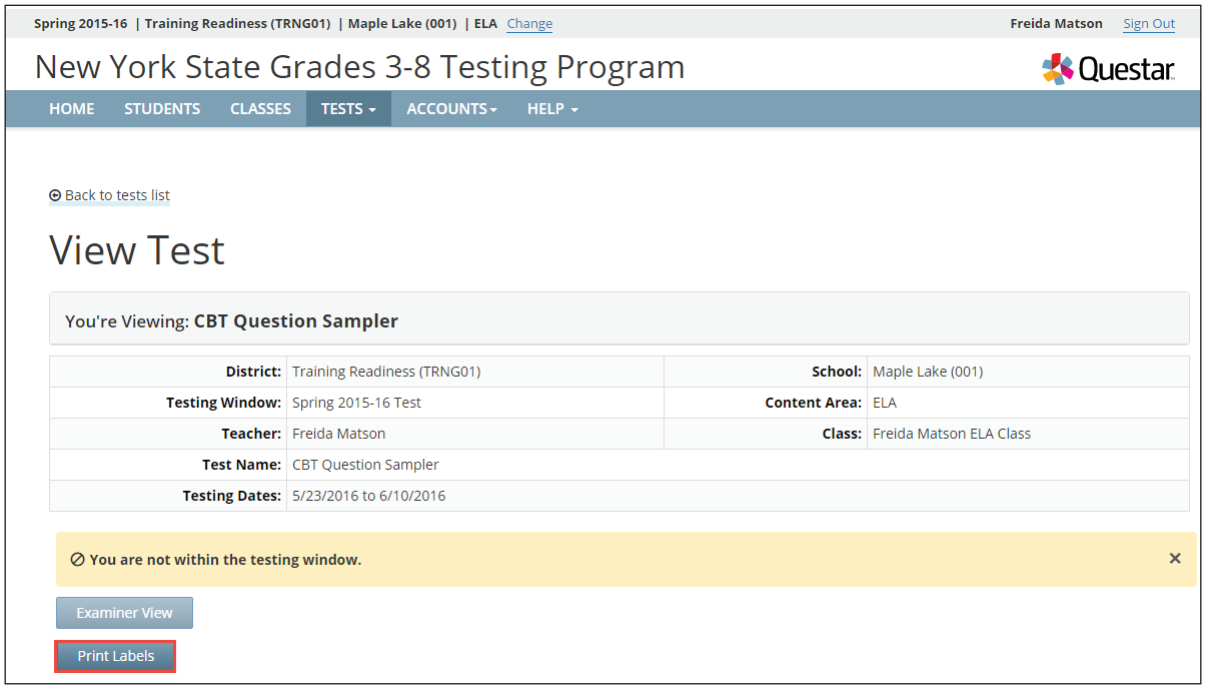
- To print the student login credentials:
  1. Log in to the Nextera™ Admin. For further details on the login process, refer to Appendix D for step-by-step instructions to log in and sign out.
  2. Select **Tests** from the **Tests** tab. The *Tests* screen displays.



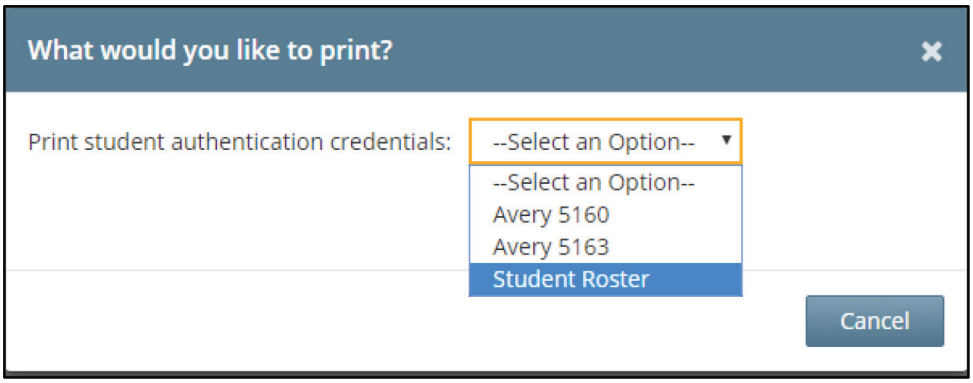
3. Select **View** for the applicable test.



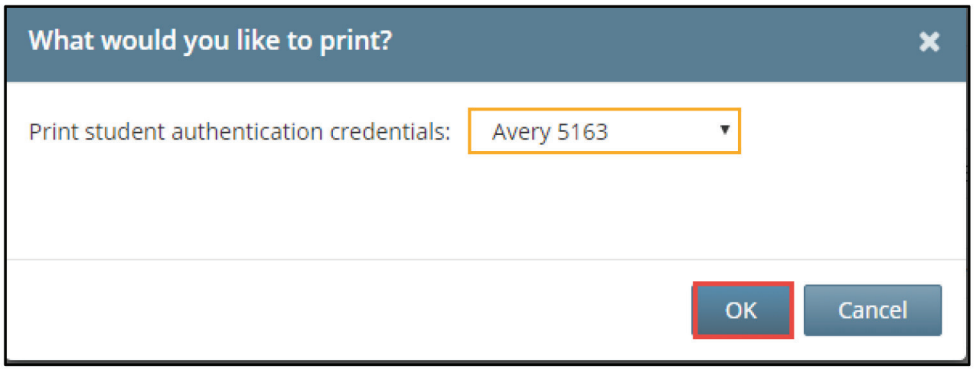
4. Select **Print Labels**.



5. Select the **applicable form**.



6. Select **OK**.

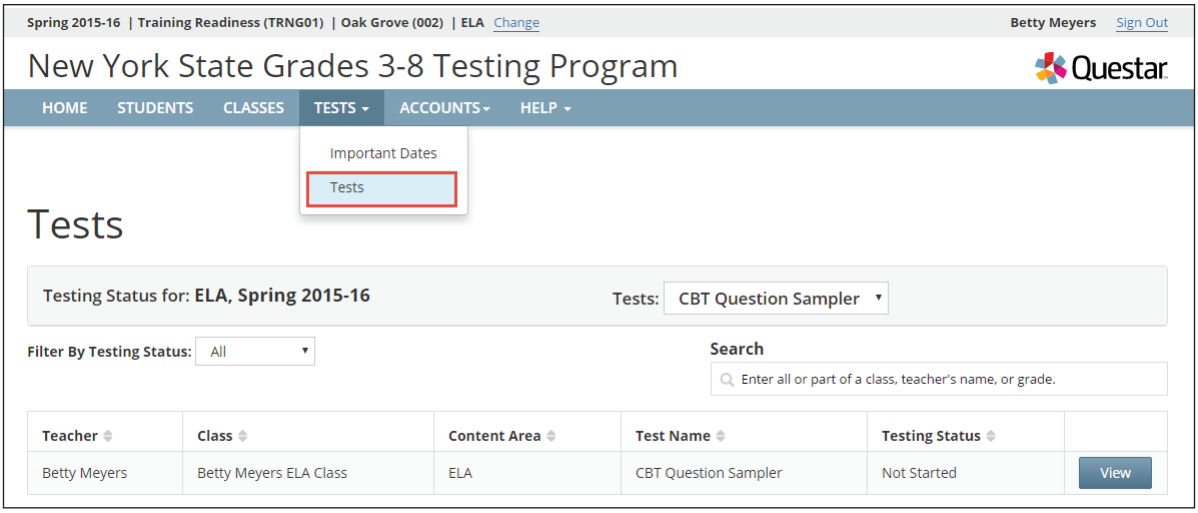


7. The student login credentials display. Use the **Print function** to print the student login credentials. Each label includes a student's name, test name, user ID, and password.

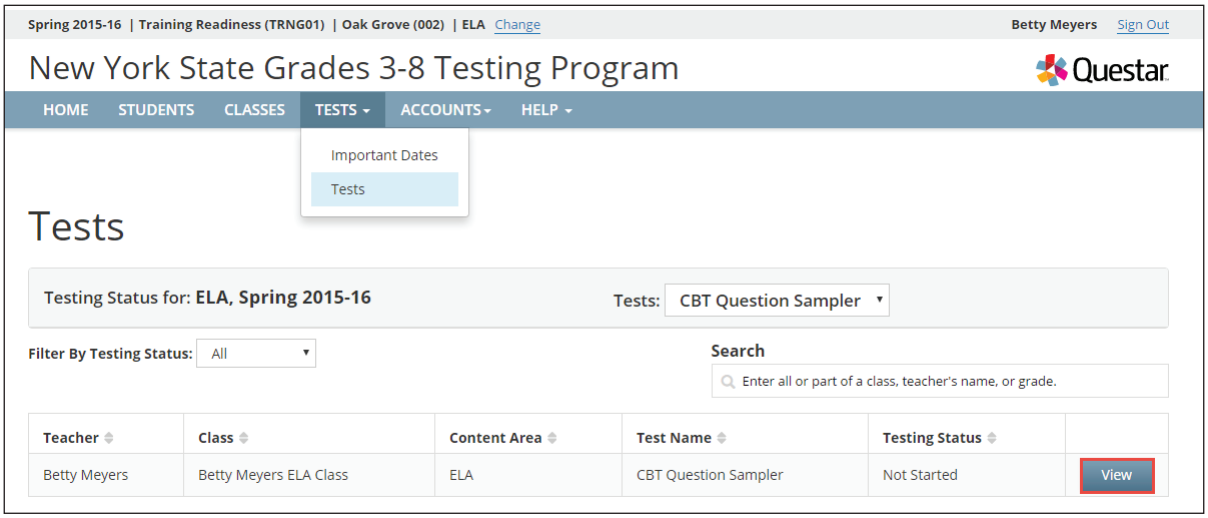
Jefferson, Mary CBT Question Sampler User ID: 1234567899 Password: 7B0BB1F6	**Overbar, Sam** CBT Question Sampler User ID: 1234567888 Password: B4014597

Access Code

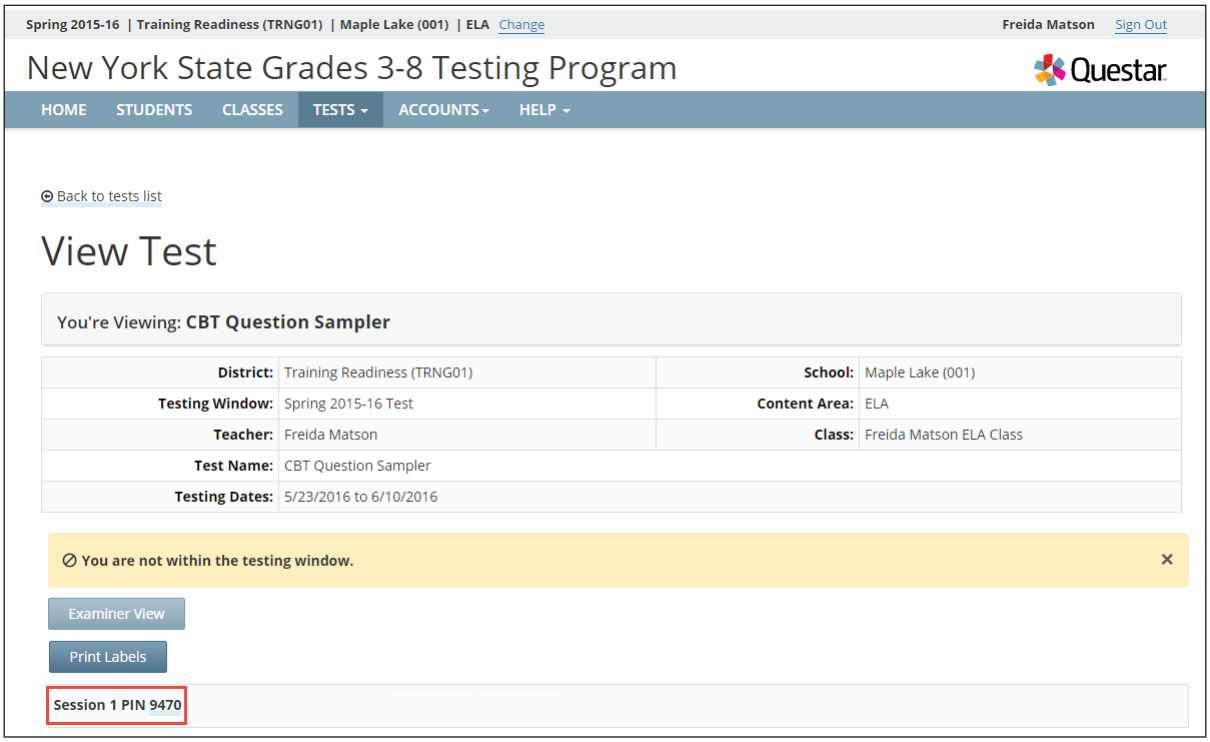
- You will need to provide students with an access code in order for the students to access their field tests in the Nextera™ Test Delivery System. Instructions for providing the Access Code to students is included in the Administer the 2016 Mathematics Computer-Based Field Tests section of this manual.
- To determine the access code, complete the following steps:
  1. Login to the Nextera™ Admin. For further details on the Login process, refer to Appendix D for step-by-step instructions to log in and sign out.
  2. Select **Tests** from the **Tests** tab. The *Tests* screen displays.



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



4. The **Session PIN** is the Access Code that you will provide to the students during the administration of the field tests.



Mathematics Tools

- For computer-based field testing, rulers and protractors are available to students in the Nextera™ Test Delivery System.
- Each student in Grades 4 and 5 must also have a protractor for his or her exclusive use during each session of the field test (provided in the Nextera™ Test Delivery System).
- All Grade 5 students can use the Nextera™ Test Delivery System to access a mathematics reference sheet for use during the field test session. The mathematics reference sheet includes the necessary formulas and reference information students need to assist them in answering certain mathematics questions.

STEP SIX Administer the 2016 Mathematics Computer-Based Field Tests

Please read these directions carefully before administering the field tests. When you administer the field tests, the directions you are to read aloud are preceded by **SAY**. *The italicized instructions to teachers should* ***not*** *be read aloud. Before you begin the field tests, make sure you have the student login credentials for each student.*

Grades 3–5 — Field Tests Session

SAY **Today, you will be taking the 2016 Mathematics Field Test.**

Distribute one clean page of scrap paper to each student.

SAY **You may use this scrap paper to help you solve some of the questions on the test. This scrap paper must be returned to me after you complete your field test.**

Provide students with their secure student login credentials.

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

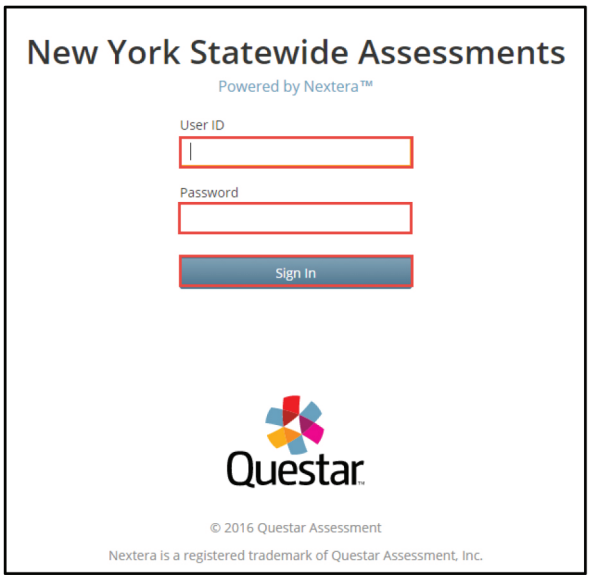
Double-click this icon and the Nextera™ Test Delivery System will launch.

Once the program has opened, you will see the sign-in page.

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

Can everyone see the sign-in page?

Sample sign-in page:



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

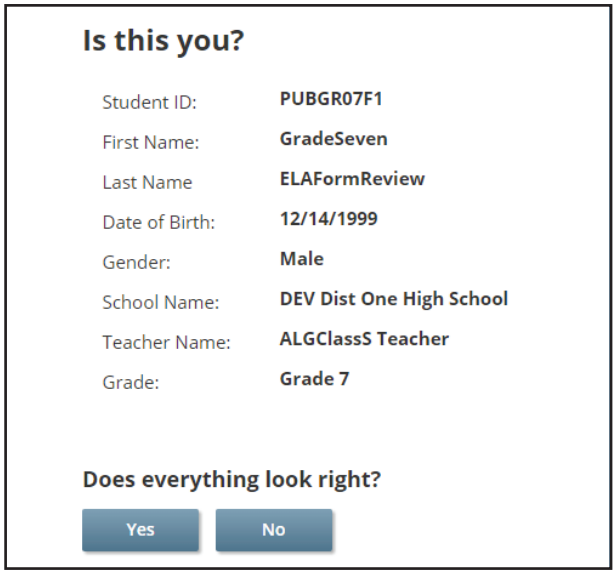
Now select the "Password" field. Type in your password. Your password is also on your student login credentials.

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

Pause for questions.

SAY **Click "Sign In" to start the field test.**

Sample verification page:



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

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

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

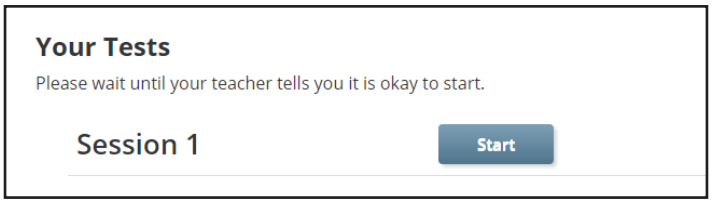
If any of the information is not correct, please raise your hand. You do not need to verify your Student ID.

If a student's information is incorrect, notify your STC before the student begins the test. Students do not need to verify the student ID as this is a number generated by Nextera™ Test Delivery System.

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

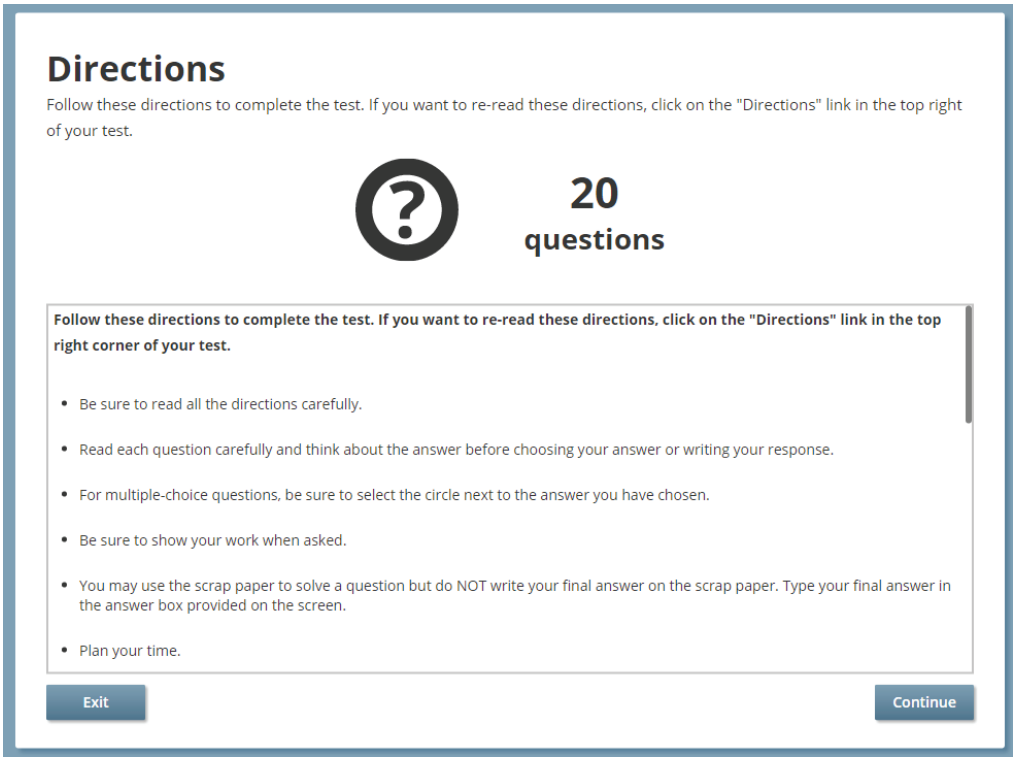
Do not go past the next screen.

Sample Tests Page:



SAY **Now we are going to begin the field test. Click on "Start". You should now see the *Directions* screen.**

Sample Directions Page:



Make sure all students are on the "Directions" screen.

SAY **Follow these directions to complete the test. If you want to re-read these directions, click on the "Directions" link in the top right corner of your test.**

- **Be sure to read all the directions carefully.**
- **Read each question carefully and think about the answer before choosing your answer or writing your response.**
- **For multiple-choice questions, be sure to select the circle next to the answer you have chosen.**
- **Be sure to show your work when asked.**

- **You may use the scrap paper to solve a question but do NOT write your final answer on the scrap paper. Type your final answer in the answer box provided on the screen.**
- **Plan your time.**
- **Use the "Directions" button to review the test directions at any time during the session.**
- **Use the "Highlight" button to highlight key words or areas on the screen.**
- **Use the "Eliminate Answers" button to eliminate answer choices that you think are incorrect.**
- **Use the "Reading Guide" button to view specific portions of the question, covering portions of the question in order to reduce the viewing pane. The Reading Guide viewing pane can be resized.**
- **Use the "Magnifier" button to magnify specific portions of the question.**
- **Use the "Notes" button to take notes on a specific question. Notes will appear on the *Review* screen.**
- **Use the "Flag" button to flag a question to come back to later. Flags will appear on the *Review* screen.**
- **Use the "Selector" button to select options in the questions.**
- **Use the "Ruler" button to measure distances or lengths of objects. The ruler can be rotated to measure different sides, at different angles, or to change the measurement scale.**

For Grades 4 and 5

SAY

- **Use the "Protractor" button to measure angles. The protractor can be rotated.**

For Grade 5

SAY

- **Use the "Reference" button to view the Reference Sheet with formulas and other information that may help you solve problems on the test.**

For Grades 3, 4, and 5

SAY

- **Select "Sign Out" at any time to leave the test. This will exit you from the test, and you will need to enter your username and password to log in again.**
- **For some students, the last 9 questions of the test will be survey questions. Please answer and then move on to the *Review* screen.**

When you get to the last question, the right arrow will not function as there are no further questions. At that point, you will select the "Review" button.

At the top right of the *Review* screen there will be a message indicating the number of questions you have answered.

You can navigate back to a question by selecting the question number. Then select the "Review" button again to return to the *Review* screen.

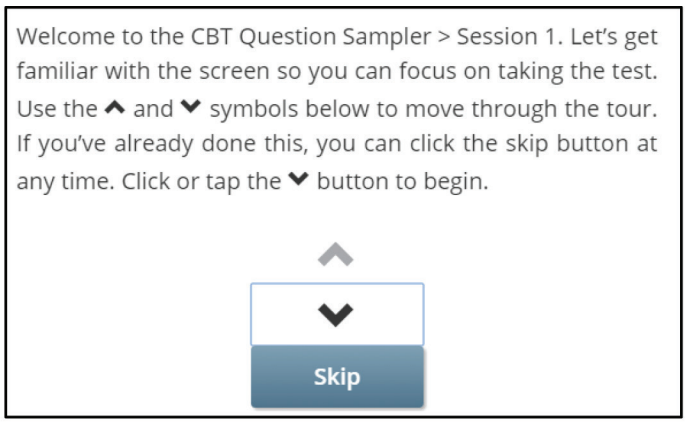
If you have any questions once you finish the test and go to the *Review* screen, raise your hand at that time and I will help you.

When you are ready to submit your field test, go to the *Review* screen and click "I'm Done." If you answered all the questions, there will be a message asking if you are sure you want to submit your field test. Click "Yes" to submit your field test. If you did not answer all the questions, you will see a different message asking if you want to go back and answer the remaining questions. You may go back and answer these questions. Does anyone have questions before we begin?

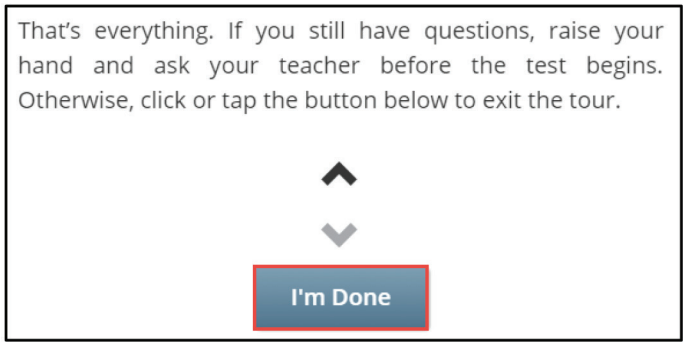
Pause for questions.

SAY **Select "Continue." You should see a short tutorial explaining different features of the testing system.**

Sample tutorial page:



Please review the tutorial and raise your hand if you have any questions.



When you are finished, select "I'm Done."

Pause until students are finished with the tutorial.

SAY **You should now see a screen asking for the Access Code. I will provide you the access code in a moment.**

Are there any questions?

Pause for questions.

SAY **You must work independently, and you may not speak with each other while the field test is being administered. After you have completed your field test, return the scrap paper to me.**

Input the access code: _____. Select "Continue." Select "Begin." Now, please begin the field test.

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

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

Ensure all students return the scrap paper and student login credentials to you. These materials are considered secure materials that need to be destroyed.

Troubleshooting

Platforms

- Students MUST restart a paused or terminated field test on the same platform (Windows, Mac, iPad, etc.). It is advised to use the same device, as previously entered responses may be cached.

Issues during testing

- If the screen freezes, sign-in takes longer than one minute, or test load takes longer than one minute, try exiting the test and signing back in.
- If the device is permanently incapacitated, or if network connectivity is lost for an extended period of time, please contact the School Test Coordinator (STC). The STC can contact Questar Customer Support, if needed.
- iPad2 Guided Access—If your students are using the Apple iPad2 without Guided Access turned on, you may receive a message telling you to turn on Guided Access to sign in to the test. Due to a known issue introduced by Apple, when you turn Guided Access on, it may not allow students to select their responses in the test. If you encounter this issue, it will be resolved by resetting all of the device settings. This can be done by going to the device Settings, selecting General, and then selecting Reset All Settings. If multiple workstations exhibit the same issue, please contact Questar Customer Support to further isolate and troubleshoot the issue.
- Chromebooks—If a student clicks on the Exit button at the lower left portion of the screen, they will exit the test and the secure browser. The student will need to sign in again and continue testing.
- Lost Internet connectivity—If network connectivity is lost during the test, the student should continue to test and submit the test. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses.

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

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

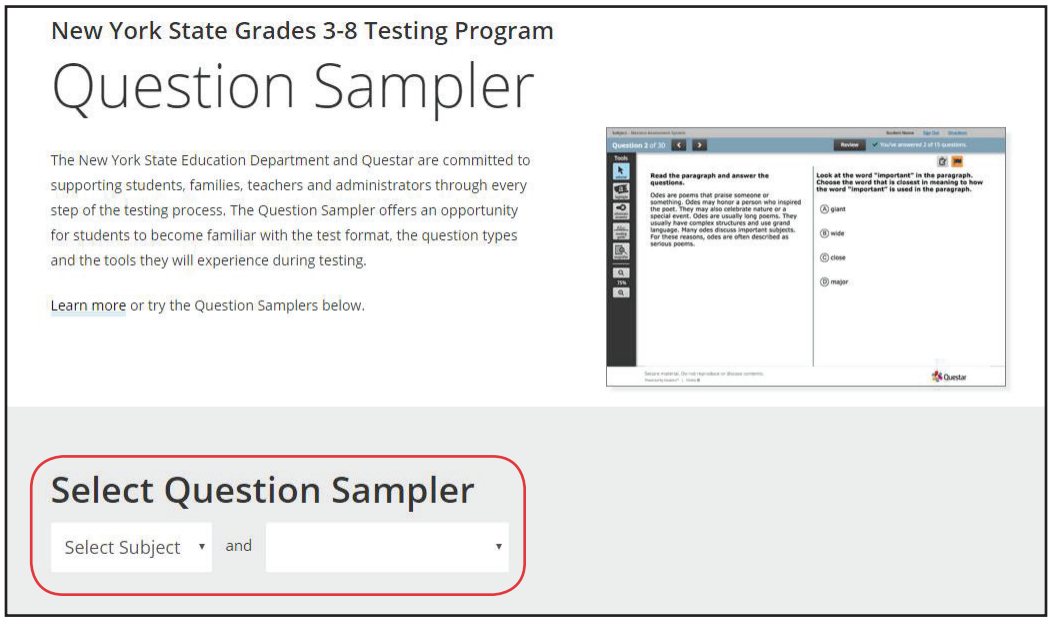
These steps may reset the Internet connection or would allow for an administrator to manually repair an Internet connection.

Appendix A: New York State Question Sampler

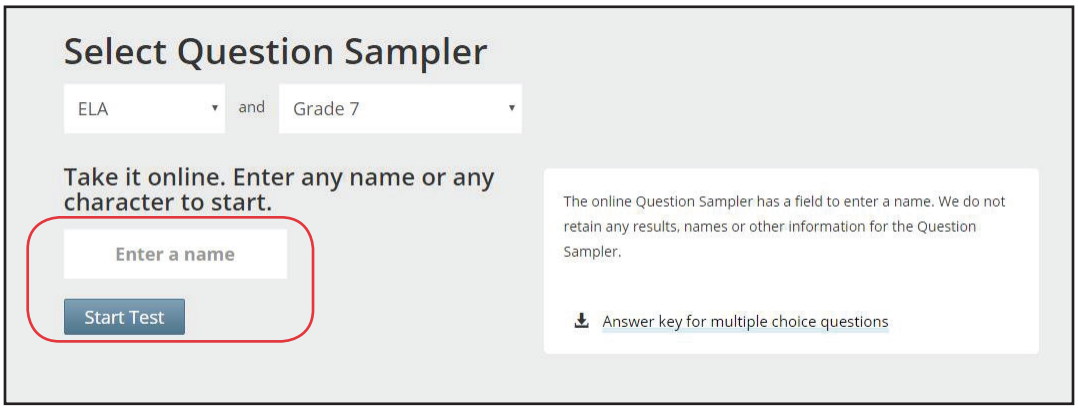
Some students will have some experience in taking this type of online assessment, but there may be students who are not accustomed to them. Before the day of the test, students should be given the opportunity to try the Question Sampler, which will allow them to become familiar with the question types they will see on the 2016 Grades 3–8 Mathematics Computer-Based Field Tests. Students may take the Question Sampler as many times as they'd like. It is highly recommended that students become familiar with the New York State Question Sampler available at https://ny-practice.nextera.questarai.com/student/WebClient/PracticeTest/.

Question Sampler Sign-In

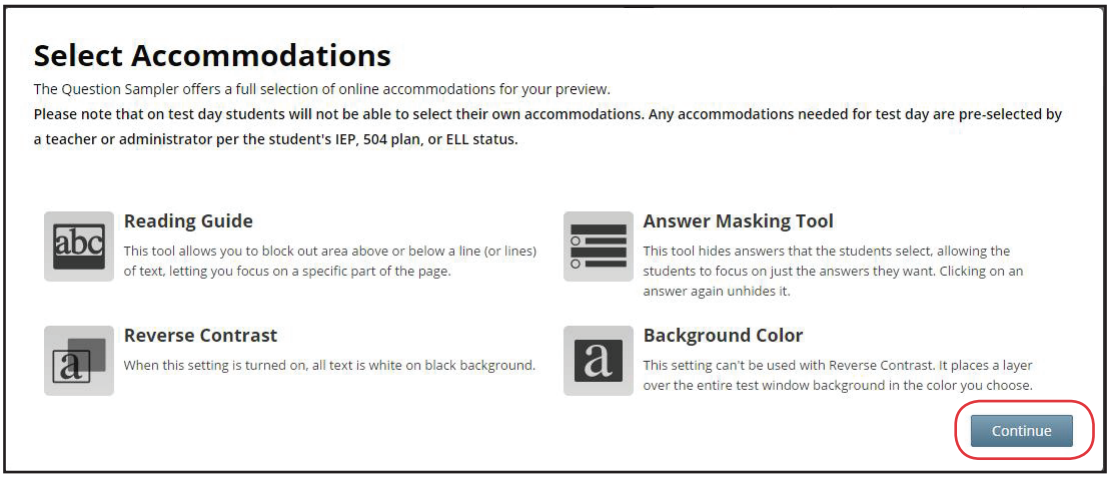
1. To access the Question Sampler, direct students to https://ny-practice.nextera.questarai.com/student/WebClient/PracticeTest/
2. No sign-in information is needed to access the Question Sampler.
3. Once on the page, direct students to the *Select Question Sampler* area on the screen to use the dropdown menus to select the appropriate **subject** and **grade**.



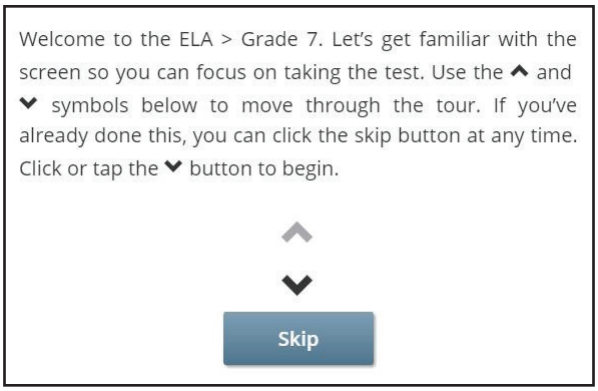
4. Students should enter a **name** in the box and select **Start Test**.



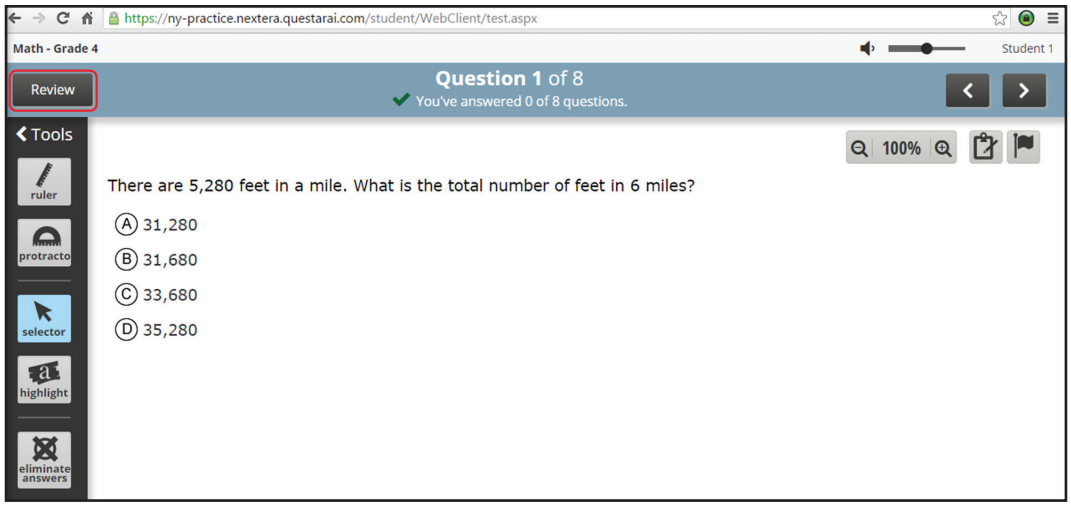
5. A *Select Accommodations* screen will appear to allow students with testing accommodations to practice with those accommodations. Help students select any **testing accommodations** specified in their IEP/504 Plans, then direct them to select **Continue**. (During the actual assessment, accommodations are pre-assigned based on students' IEPs/504 Plans in the Nextera™ Admin.)



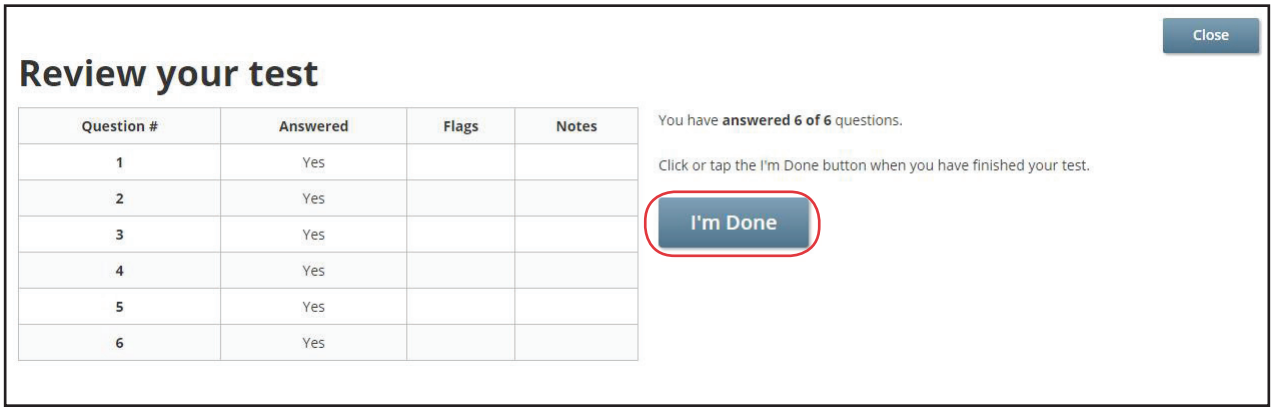
6. The system will walk students through a short tutorial on the tools and features of the Sampler before they begin the Question Sampler.



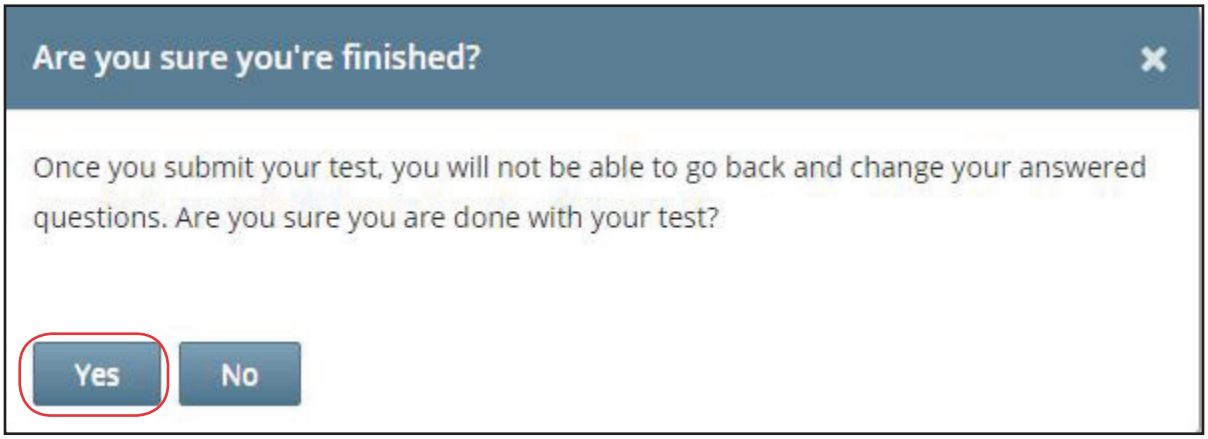
7. Once the subject and grade have been chosen, the **Question Sampler** appears. After the student responds to each question, direct the student to select **Review**.



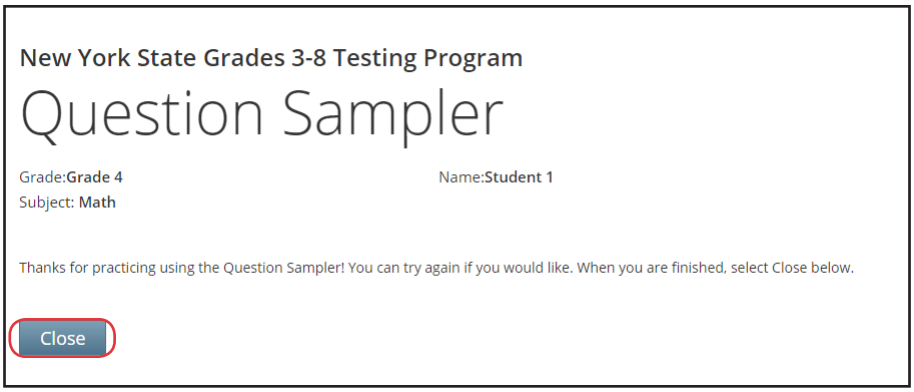
8. The *Review your test* screen appears. Once students confirm they have responded to all questions, direct them to select **I'm Done**.



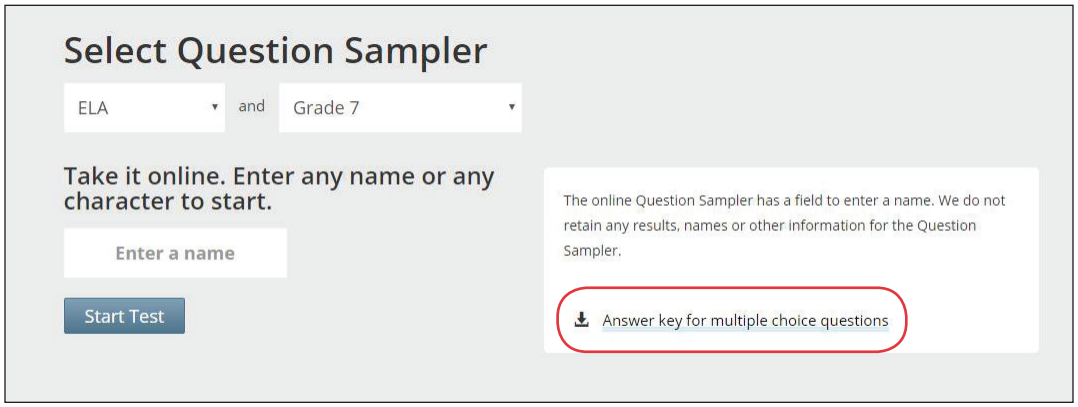
9. A confirmation message appears. Direct students to select **Yes**.



10. Another confirmation message appears. Direct students to select **Close**.



Note: an answer key for multiple choice questions is available once a subject and grade are selected in the Select Question Sampler area on the main page.



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

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

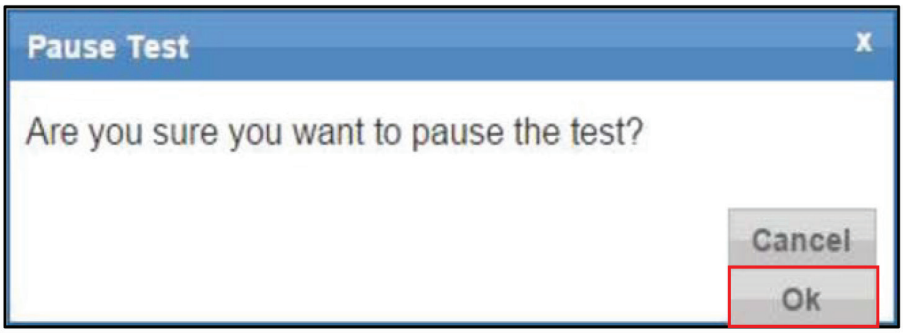
The following physical and visual barriers between testing devices can also be used as security measures for computer-based field testing.

- 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 C: Pausing and Reactivating a Paused Test

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

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 field test. Teachers will need to contact their School or District Test Coordinator (STC or DTC) to obtain the proctor password. 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 D: Login/Sign Out

Overview

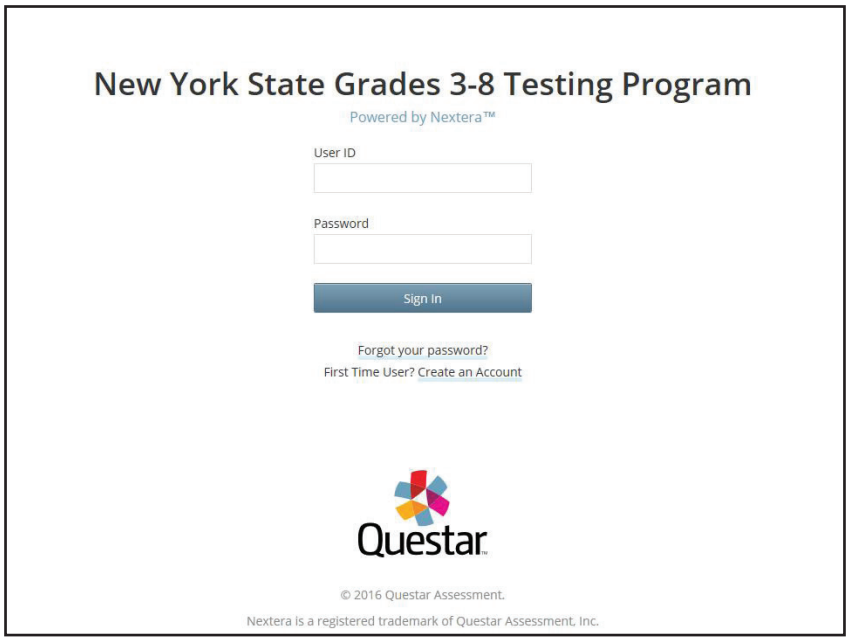
In this section we will guide you through the login process in Nextera™ Admin.

Login/Sign Out

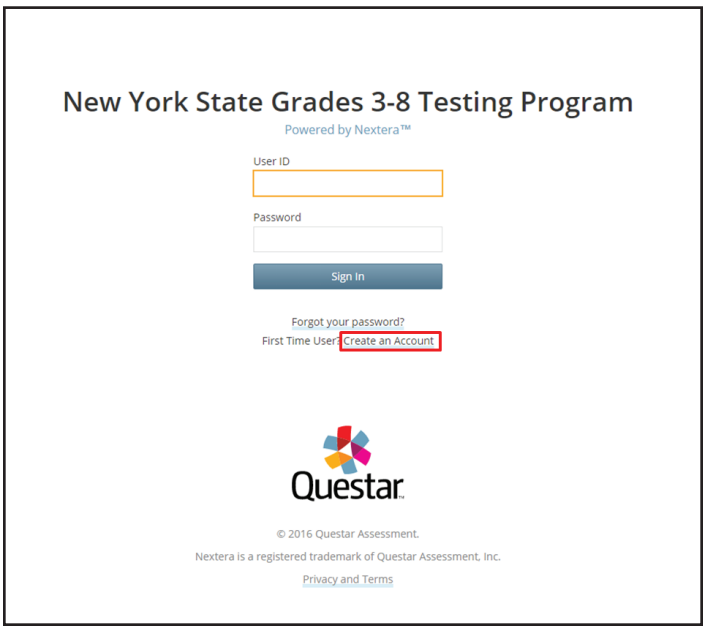
Enter this website address in your browser window: https://ny.nextera.questarai.com/Admin/

Enter your **User ID** and **Password**, then select **Sign in**.

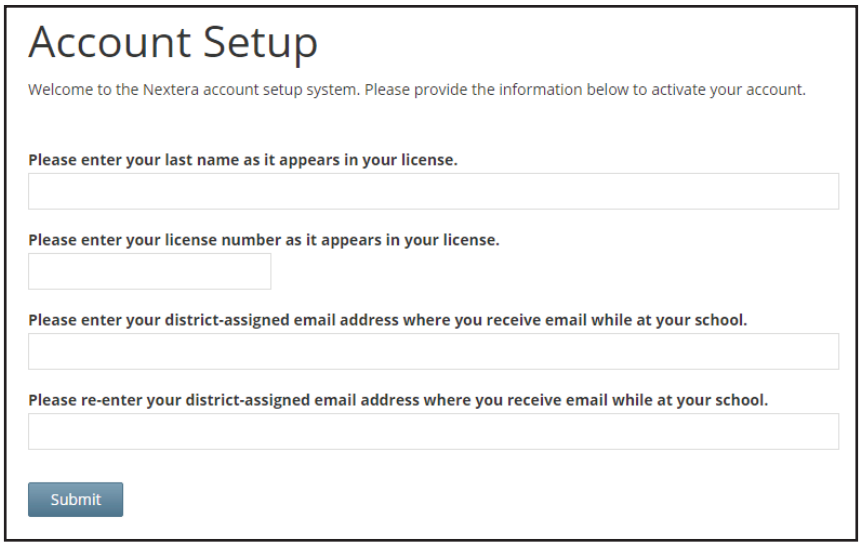
1. Initial User? *Complete steps 2 and 4.*
   - Forgot your password? *Complete steps 3 and 4.*



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

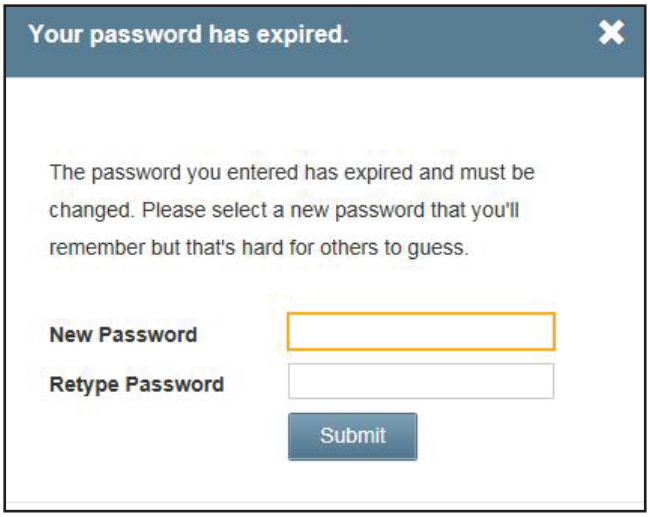


Enter the requested information and **Submit**.



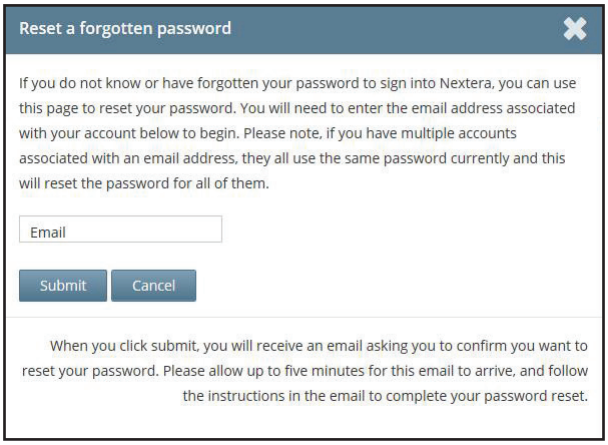
Continue to Step 4.

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

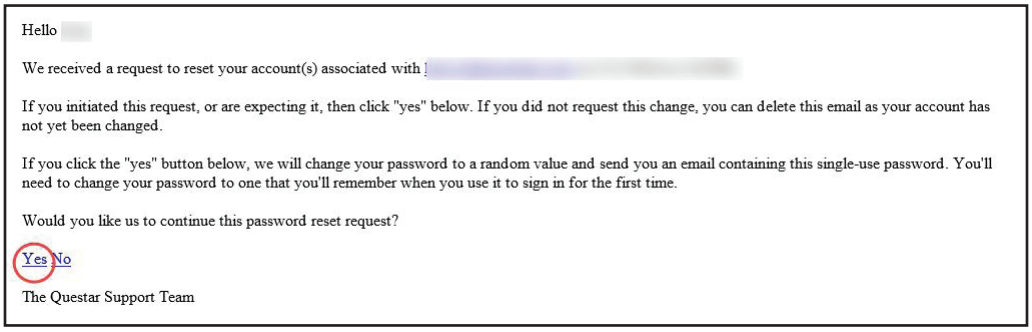


3. If you have forgotten your password:
   - Select **Forgot your password?**

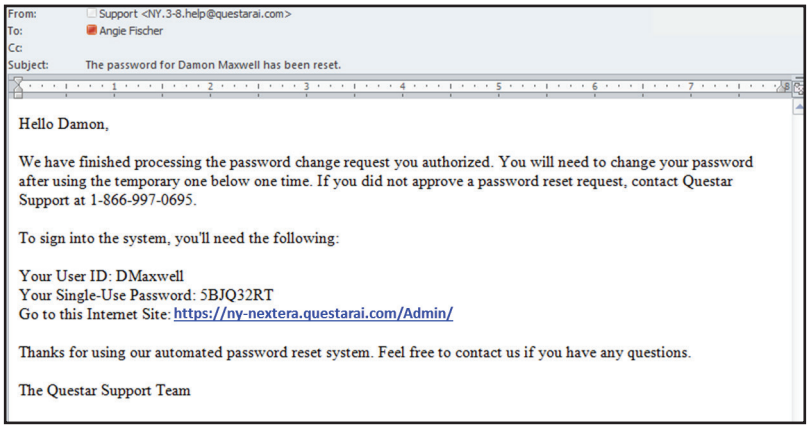
- Enter your email address and select **Submit**.



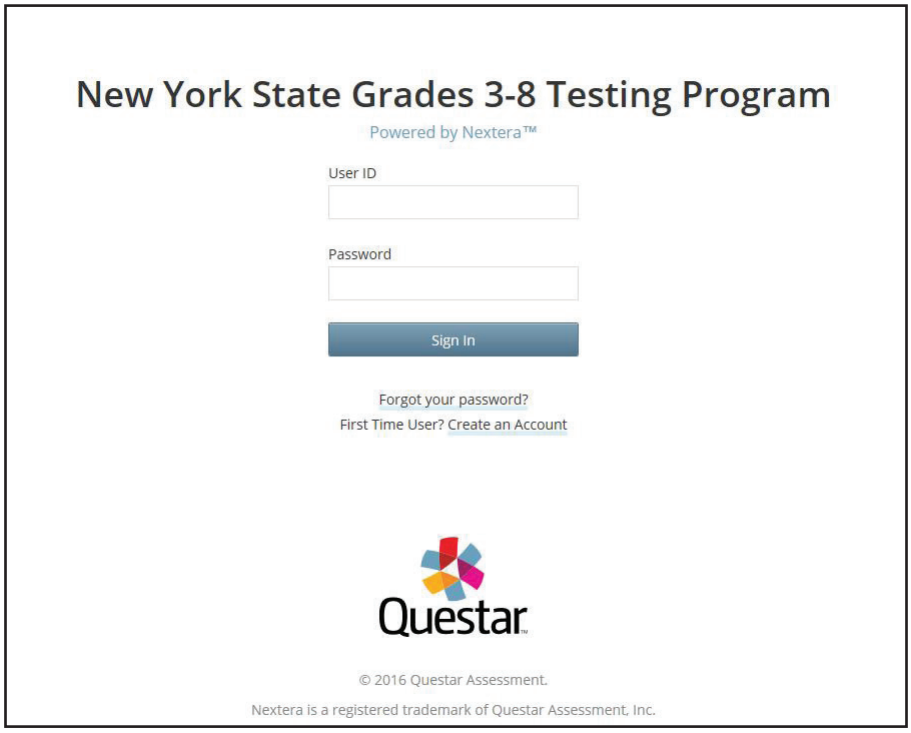
- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



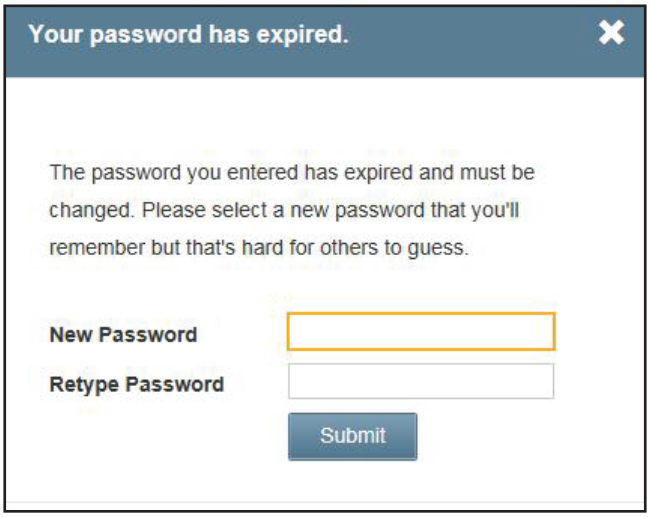
- You will receive another email that provides you with a **Single-Use Password**. Select the **Go to this Internet Site** link.



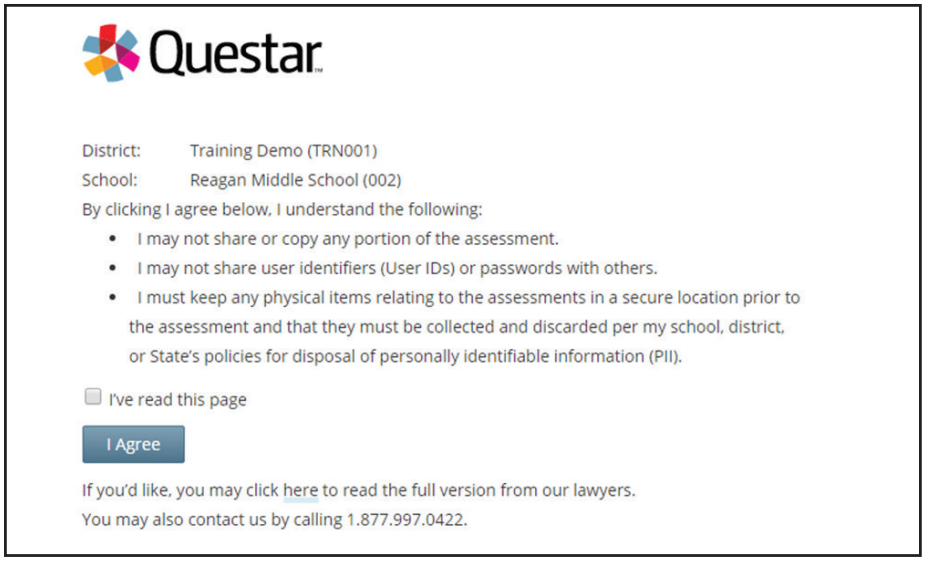
- Enter your **User ID** and Single-Use **Password** and select **Sign in**.



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

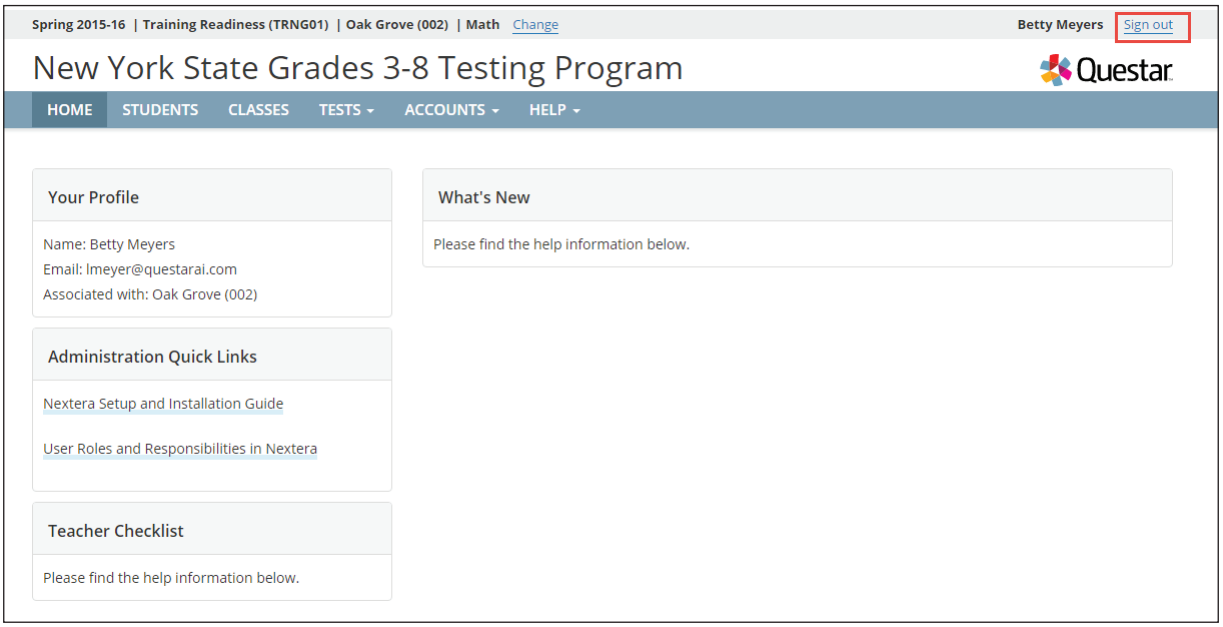


4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **checkbox** for **I've read this page** and select **I Agree**.



Sign Out

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



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

2016 Grades 3–5 Mathematics Field Tests Teacher's Directions for Computer-Based Testing May 23–June 10, 2016

QAI17216