

New York State Testing Program

2017 Mathematics Field Tests

**Teacher's Directions for
Computer-Based Testing
May 22–June 9, 2017**

**Grades 3–8
2017**



THE UNIVERSITY OF THE STATE OF NEW YORK

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Table of Contents

Introduction	1
User Roles and Responsibilities	2
STEP ONE:	
Check Your Field Test Materials	4
Security	4
Unauthorized Materials	4
Aid to Students	5
Temporary Absence from Testing Room	5
Emergency Evacuation of a School Building	5
Student Cheating	6
Proctoring	6
STEP TWO:	
Plan Your Field Testing Schedule	7
Test Format and Schedule	7
Testing Accommodations for English Language Learners	7
Testing Accommodations for Students with IEPs and 504 Plans	8
Use of Calculators and Other Devices	8
More Information on Testing Accommodations for Students with IEPs and 504 Plans	8
Computer-Based Testing Accommodations	9
Background Color	10
Reverse Contrast	10
Initial Page Zoom	10
Text-to-Speech (TTS)	10
STEP THREE:	
Prepare Your Exam Room	11
STEP FOUR:	
Prepare Your Students	12
Use Standardized Testing Procedures	12
STEP FIVE:	
Prepare Field Test Materials	13
Student Login Credentials	13
Session Access Code	15
Proctor PIN	17
Mathematics Tools	17

STEP SIX:

Administer the 2017 Grade 3 Mathematics Computer-Based Field Tests.....	18
Administer the 2017 Grade 4 Mathematics Computer-Based Field Tests.....	27
Administer the 2017 Grade 5 Mathematics Computer-Based Field Tests.....	37
Administer the 2017 Grades 6–8 Mathematics Computer-Based Field Tests	47
Troubleshooting.....	57
Appendix A: New York State Practice Test.....	59
Appendix B: Suggestions for Creating a Secure Computer-Based Testing Environment	63
Appendix C: Pausing and Reactivating a Paused Test.....	64
Appendix D: Log In/Sign Out.....	65
Appendix E: Spanish Translated Editions.....	70

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

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

Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the 2017 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 (NYSTP). Field testing provides the data necessary to ensure the validity and reliability of the NYSTP.

The Computer-Based 2017 Grades 3-8 Common Core Mathematics Field Tests can be administered to groups or classes of students in a single class period.

This manual provides information for the teachers, staff, and other educators who oversee student testing. It includes processes and screen shots for common functions performed in the Nextera® administration system and the Nextera® Test Delivery System as well as scripts and processes for administering the field tests.

For all grades, the field tests consist of short- (2-credit) and extended- (3-credit) response questions. The short- and extended-response questions require students to type (rather than select) appropriate responses in the Nextera® Test Delivery System.

Schools that will be administering the Mathematics Field Tests with Computer-Based Testing (CBT) should prepare to furnish scratch paper to their students for use when taking the field tests. At the start of the field test the proctor should hand out scratch paper to each student testing with CBT. For the Grades 3–8 Mathematics Field Tests, each student should be given two sheets of scratch paper (one sheet of plain paper and one sheet of graph paper). In addition, the proctor should have on hand a further supply of scratch paper to provide to students who during the field test request additional sheets. Students testing with CBT should also be advised that their final answer must be entered into the answer box provided for each question in the online test. The scratch paper distributed to students testing with CBT must be collected at the end of the session whether used or unused and securely destroyed.

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 test schedule.

IMPORTANT DATES

Field Test Dates	May 22–June 9, 2017
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User Roles and Responsibilities

- **NYC Region Level User (NYCRIC)**
 - Point of contact for all District Test Coordinators (DTCs) in NYC
 - Edits teacher and student data as necessary
 - Visibility to all NYC district and school level information
- **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
- **Superintendent (SUP)**
 - Provides guidance to the DTC
 - Ensures all student data is correct and in the system
 - Visibility to their own district and school level information
- **Principal (PRN)**
 - Responsible for Tech Readiness
 - Visibility to their own school level information
- **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
 - There is only one teacher per class

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
- Session Access Code (See page 15 for instructions on where to find the Session Access Code.)
- Proctor PIN (obtain from School Test Coordinator)

For each student

- Student testing device prepared according to the *Setup and Installation Guide*
- Two sheets of scratch paper (one sheet of plain paper and one sheet of graph paper) to use as scratch paper. In addition the proctor should have on hand a further supply of scratch paper to provide to students who during the field test request additional sheets.
Note: scratch paper is considered secure material and must be collected and securely destroyed after testing.
- Pencils
- Printed Mathematics Reference Sheet for Grades 5-8
- Scientific or four-function calculator with a square root key for Grade 6
Note: Graphing calculators are **not** permitted.
- Scientific calculator for Grades 7 and 8
Note: Graphing calculators are **not** permitted.

Security

The 2017 Computer-Based Grades 3–8 Mathematics Field Tests include secure materials. School personnel responsible for testing must ensure a secure environment at all times. No section of the field tests may be discussed with the students before, during, or after administration. You may, however, describe the format of the field tests and the testing schedule to the students.

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

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field 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, other than the device on which they are taking the field test, 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, other than the device on which they are taking the field test, prior to the start of the test administration.

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

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 personal device in his or her possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without this documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such personal equipment while 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 field test unless the student is accompanied by a proctor for the duration of his or her absence from the testing room. Information on "Pausing and Reactivating a Paused Test," should it be necessary, can be found in **Appendix C** of these directions.

Emergency Evacuation of a School Building

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

Student Cheating

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

Proctoring

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

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

STEP TWO

Plan Your Field Testing Schedule

- The computer-based field tests must be administered **May 22–June 9, 2017**.
- Schedule testing to allow sufficient time for instructions and preparations. Students should be allowed approximately 40 minutes to take the field tests.
- **Read the *2017 Mathematics Field Tests Teacher’s Directions for Computer-Based Testing* in its entirety prior to administering the field test.**
- Review Step Six, “Administer the Test,” before administering the field test. Refer to the “Table of Contents” to locate the appropriate test directions for your grade.
- Plan to have school technical support available during testing, including contact information if staff is not available to be in the testing room.
- Read directions at a moderate, steady pace.

Test Format and Schedule

The computer-based 2017 Grades 3–8 Mathematics Field Tests will take approximately 40 minutes of testing time. The field tests contain short-response questions and extended-response questions. Students will type and 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 period.

Each student in Grades 5 through 8 will have a mathematics reference sheet for his or her exclusive use during the field test. The mathematics reference sheet is available in the Nextera® Test Delivery System. Your school has also been provided with printed copies of the mathematics reference sheets, which should be distributed to each student prior to beginning the field test. All printed mathematics reference sheets must be collected after the field test and returned to the school administrator.

Students who finish the field test before other students may check their work. When the student is ready, the field test responses must be submitted through the Nextera® Test Delivery System. After a student’s field test responses are submitted, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete 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 *2017 Grades 3–8 English Language Arts and Mathematics Field 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 2015 or Spring 2016.

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs or 504 Plans when taking these field tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State field tests. In administering the 2017 Grades 3–8 Mathematics Computer-Based Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *2017 Grades 3–8 English Language Arts and Mathematics Field Tests School Administrator’s Manual*.

Text-to-Speech (TTS): For the 2017 Grades 3–8 Mathematics Field Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions and questions.

The field test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found on the Department’s web site at <http://www.p12.nysed.gov/assessment/ei/2017/grades3-8cbt-accessibilityfeatures17.pdf>.

Use of Calculators and Other Devices

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices with the 2017 Grades 3–8 Common Core Mathematics Field Tests.

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

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

When students enter the testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student’s calculator is password-protected and cannot be cleared, the calculator must not be used. Students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the field tests.

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

More detailed information on testing accommodations for students with disabilities can be found on the Office of Special Education web site at <http://www.p12.nysed.gov/specialed/>.

Computer-Based Testing Accommodations

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

- Reverse Contrast
- Initial Page Zoom
- Text-to-Speech
- Background Color

Select Accommodations

Student Name Ava McCall
Content Area Math

Online Testing Accommodations Classroom 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.	 Screen Reader This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).
 Reverse Contrast When this setting is turned on, all text is white on black background. <i>It can't be used with Background Color.</i>	 Background Color This setting changes the color of the background and text based on the selection made. <i>It can't be used with Reverse Contrast.</i>
 Initial Page Zoom This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.	

Use of any of these accommodations must be consistent with the student's IEP or 504 Plan. These options must be identified and coded in the Nextera® administration system prior to field testing.

Note: Answer Masking Tool is an available accommodation in the Nextera® Test Delivery System, but it is not applicable for the Mathematics Field Tests.

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

Accommodation	Description
<p data-bbox="199 243 431 275">Background Color</p> 	<p data-bbox="485 243 1422 373">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.</p> <div data-bbox="537 401 1377 646" style="border: 1px solid black; background-color: #ADD8E6; padding: 10px;"> <p data-bbox="548 426 1260 449">There are 5,280 feet in a mile. What is the total number of feet in 6 miles?</p> <p data-bbox="561 470 662 493">Ⓐ 31,280</p> <p data-bbox="561 512 662 535">Ⓑ 31,680</p> <p data-bbox="561 554 662 577">Ⓒ 33,680</p> <p data-bbox="561 596 662 619">Ⓓ 35,280</p> </div>
<p data-bbox="199 672 418 703">Reverse Contrast</p> 	<p data-bbox="485 672 1422 772">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.</p> <div data-bbox="532 789 1386 995" style="border: 1px solid black; background-color: black; color: white; padding: 10px;"> <p data-bbox="540 800 1328 835"><i>Animals need to play just like humans. Through play, both humans and animals can learn about the dangers in our world.</i></p> <p data-bbox="805 848 1105 871">Why Do Animals Play?</p> <p data-bbox="813 867 1097 884"><i>by Kathleen Weidner Zoehfeld</i></p> <p data-bbox="581 886 1333 932">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.</p> <p data-bbox="581 936 1325 995">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</p> </div>
<p data-bbox="199 1041 423 1073">Initial Page Zoom</p> 	<p data-bbox="485 1041 1403 1142">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. Options available are 100%, 150%, 200%, and 300%.</p> <div data-bbox="646 1163 1279 1415" style="border: 1px solid gray; padding: 10px;"> <p data-bbox="654 1171 906 1194">Initial Page Zoom</p> <p data-bbox="756 1209 1239 1262">This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.</p> <div data-bbox="756 1266 1256 1415" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="773 1276 824 1299">100%</p> <p data-bbox="773 1310 824 1333">100%</p> <p data-bbox="773 1344 824 1367">150%</p> <p data-bbox="773 1377 824 1400">200%</p> <p data-bbox="773 1411 824 1434">300%</p> </div> <p data-bbox="695 1335 743 1358">Save</p> </div>
<p data-bbox="199 1476 399 1507">Text-to-Speech</p> 	<p data-bbox="485 1476 1414 1577">Text-to-Speech is an embedded accommodation that reads the question through the device's speaker. Because of this, headsets are recommended when using this accommodation.</p> <div data-bbox="678 1602 1247 1724" style="border: 1px solid gray; padding: 10px;"> <p data-bbox="686 1610 914 1633">Text to Speech</p> <p data-bbox="789 1648 1243 1724">This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).</p> </div> <p data-bbox="485 1745 1430 1812">When using this accommodation, ensure the volume on the student's device is on, unmuted, and adjusted prior to launching the secure browser.</p>

STEP THREE Prepare Your Exam Room

- Provide a well-lit, well-ventilated, and quiet testing room.
- Each student will need his or her own device that has been configured for field testing. Please work with your School IT Coordinator to verify the devices are ready for field testing. The Setup and Installation Guide has detailed instructions for setting up devices for field testing.
- 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**.
- A seating chart is recommended in the event that the Internet fails and a student needs to go back to a certain device to submit his or her field test at a later time.
- 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 tests in a relaxed, positive way.
- Be sure students understand the directions and have had the opportunity to practice using the Practice Test, which can be accessed through the Nextera® Secure Browser. For information on how to access the Practice Test, please see **Appendix A**.
- Assist students with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer. Do not assist students with any field test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Use Standardized Testing Procedures

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

STEP FIVE Prepare Test Materials

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

Student Login Credentials

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

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

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Math	1234	Math	Math Spring SAFT	Not Started	View	
Skinner Test	2.23 Math	Math	Math Spring SAFT	Not Started	View	
Math	1 Math	Math	Math Spring SAFT	Not Started	View	

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

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Math	1234	Math	Math Spring SAFT	Not Started	View	
Skinner Test	2.23 Math	Math	Math Spring SAFT	Not Started	View	
Math	1 Math	Math	Math Spring SAFT	Not Started	View	

4. Select **Login Tickets**.

Spring 2017 3-8 SAFT | QA NY Release District (QA173) | QA NY Release School (NYSCH01) ... | Log Out

New York State Grades 3-8 Testing Program

HOME | STUDENTS | CLASSES | TESTS | ACCOUNTS | HELP

Back to tests list

View Test

You're Viewing: Math Spring SAFT

District: QA NY Release District (QA173)	School: QA NY Release School (NYSCH01)
Testing Window: Spring 2017 3-8 SAFT Test	Content Area: Math
Teacher:	Class: 2,2 (8481)
Test Name: Math Spring SAFT	
Testing Dates: 4/11/2017 to 4/12/2017	

You are not within the testing window.

Test View

Login Tickets

Session Access Code #203

Registered Students:

Session: All Sessions

Last Name	First Name	NYSID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
						Session Not Started	0			Set
Deive	Rebeccah	30000001	k2nu0	EB	ENTR001		0			Set
							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**.

What would you like to print?

Print student authentication credentials: Avery 5163

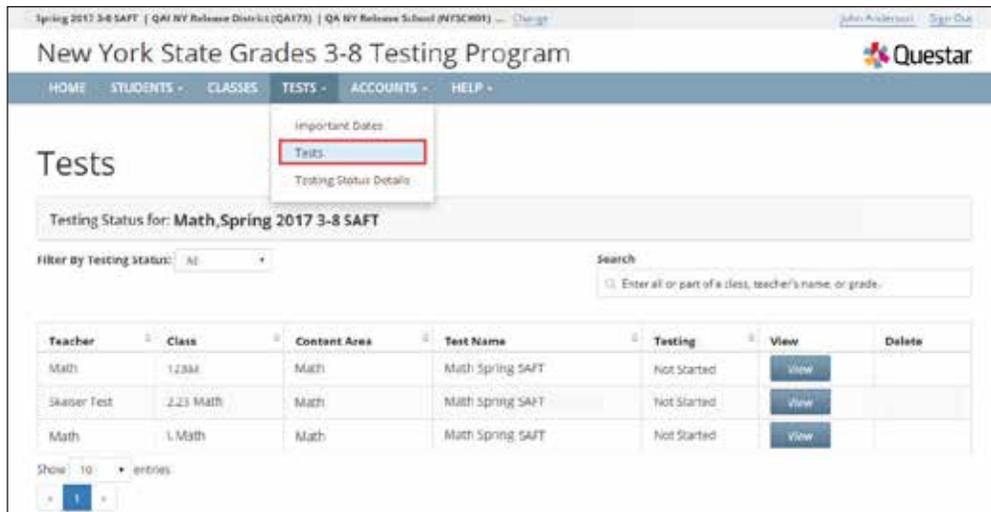
OK Cancel

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

Jefferson, Mary Math Spring SAFT NYSSIS ID: 1234567899 Password: 7B0BB1F6	Overbar, Sam Math Spring SAFT NYSSIS ID: 1234567888 Password: B4014597
---	--

Session Access Code

- You will need to provide students with a Session Access Code in order for the students to access their field tests in the Nextera® Test Delivery System. Instructions for providing the Session Access Code to students are included in **Step Six: Administer the 2017 Mathematics Computer-Based Field Tests** of this manual.
- To determine the Session Access Code, complete the following steps:
 1. Login to the Nextera® administration system. For further details on the login process, refer to **Appendix D** for step-by-step instructions to log in and sign out.
 2. Select **Tests** from the **Tests** tab. The *Tests* screen displays.



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

The screenshot shows the 'Tests' page in the New York State Grades 3-8 Testing Program. A dropdown menu is open under the 'TESTS' tab, with 'Tests' selected. Below the menu, there is a search bar and a table of tests. The table has columns for Teacher, Class, Content Area, Test Name, Testing Status, View, and Delete. Three rows are visible, each with a 'View' button highlighted in red.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Math	1.234	Math	Math Spring SAFT	Not Started	View	
Skinner Test	2.23 Math	Math	Math Spring SAFT	Not Started	View	
Math	1. Math	Math	Math Spring SAFT	Not Started	View	

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

The screenshot shows the 'View Test' page for 'Math Spring Operational'. It displays details such as District, School, Testing Window, Teacher, Test Name, and Testing Dates. Below this, there is a warning that the user is not within the testing window. A table of 'Session Access Codes' is shown, with the first three codes highlighted in red: Session 1 Access Code 8263, Session 2 Access Code 8625, and Session 2 Access Code 8289. Below the codes is a 'Registered Students' table.

Session	Access Code	Submit	Cancel
Session 1	Access Code 8263	Submit	Cancel
Session 2	Access Code 8625	Submit	Cancel
Session 2	Access Code 8289	Submit	Cancel

LAST Name	FIRST Name	NYSSG ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Devis	Winover1	00000001	k2m5	85	ENTRUST	Session 1: Not Started				Set
						Session 2: Not Started				Set
						Session 3: Not Started				Set

Proctor PIN

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

Mathematics Tools

- For computer-based testing, rulers and protractors are available to students in the Nextera® Test Delivery System. Students in Grade 3 will only have access to a ruler as they do not need a protractor.
- All students in Grades 5 through 8 can use a mathematics reference sheet during the field test. The mathematics reference sheet includes the necessary formulas and reference information students need to assist them in answering certain mathematics questions. The mathematics reference sheet is available in the Nextera® Test Delivery System. Your school has also been provided with printed copies of the mathematics reference sheet, which should be distributed to each student prior to the field test.
- Schools should provide students in Grade 6 with a four-function calculator. A four-function calculator will also be available in the Nextera® Test Delivery System.
- Schools should provide students in Grades 7 and 8 with a scientific calculator. A scientific calculator will also be available in the Nextera® Test Delivery System.
- Graphing calculators are **not** allowed.

STEP SIX

Administer the 2017 Grade 3 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, the Session Access Code, and the proctor PIN.*

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

SAY You cannot have any personal communications device, other than the device on which you are taking the field test, including a cell phone, with you during this field test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

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

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

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

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

SAY You will be taking the 2017 Grade 3 Mathematics Field Test. You must type your answers for each question in the Nextera® Test Delivery System.

You may use the ruler provided in the online test to help you solve some of the questions on the field test.

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

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

Provide students with their secure student login credentials.

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

Double-click this icon and the 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.

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

Sample sign-in page:



NYSSIS ID
Password
Sign in

Questar

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

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

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

Pause for questions.

SAY After you have entered your password, select “Sign in.”

Sample verification page:

Check your information	
Test Student Name	02/02/2002 Date of birth
Grade X Grade	000000000 Student number
Test School School name	
Test Teacher Teacher name	
Is everything here correct?	
<input type="button" value="No"/> <input type="button" value="Yes"/>	

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

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

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

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

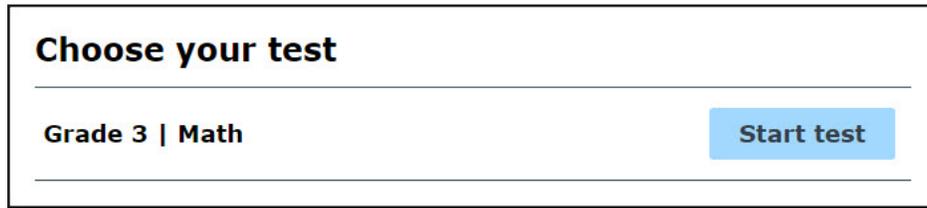
If the date of birth or teacher's name is incorrect or the student's name is misspelled, notify the School Test Coordinator after the field test has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the login process. The student should click "No" and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to the Nextera® administration system and correct the grade level for the student. The student will then get new login credentials in order to begin testing. If the student sees the wrong grade on this screen, he or she will be presented with the wrong field test.

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

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

Sample Tests Page:



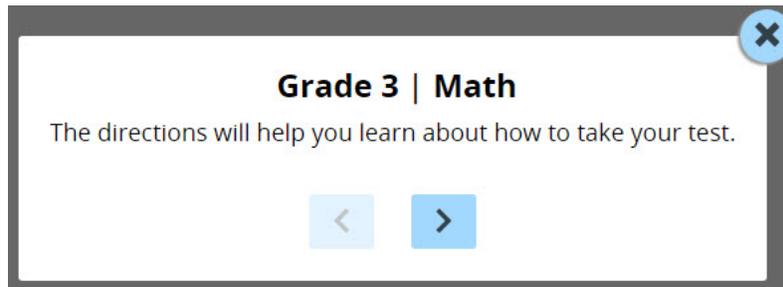
SAY Now we are going to begin the field test. Select “Start Test” next to Grade 3 Math.

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

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

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

Sample directions page:



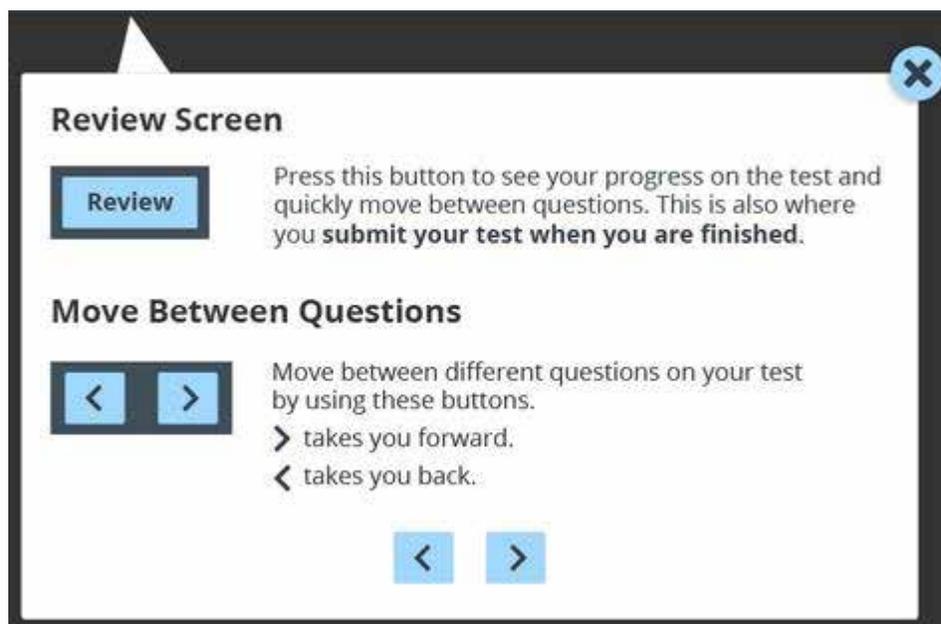
SAY Select the right arrow.

Sample directions page:



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

Sample directions page:



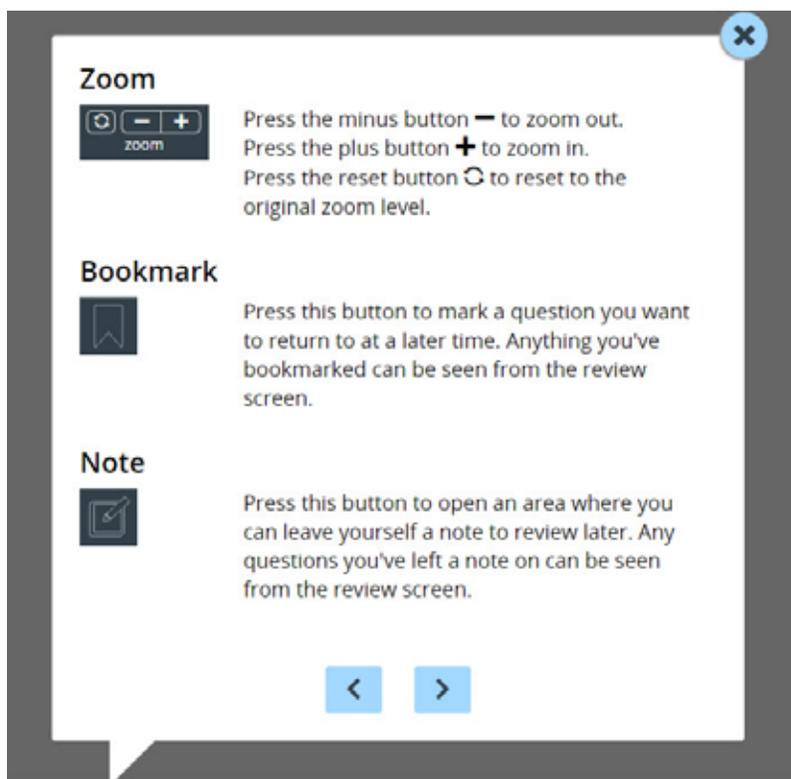
SAY While taking your field test, press the Review button to see your progress and quickly move between questions. This is also where you submit your field test when you are finished. The right and left arrows are used to move between different questions on your field test. The right facing arrow takes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

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



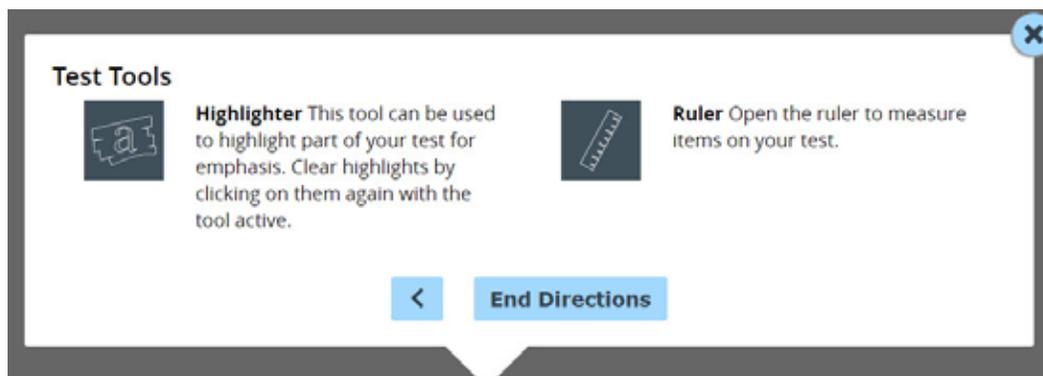
SAY These tools can be used any time during the field test. To make the screen text smaller, press the minus button. To make the screen text larger, press the plus button. The bookmark can be used to mark a question you want to return to at a later time. Anything you have bookmarked can be seen from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

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



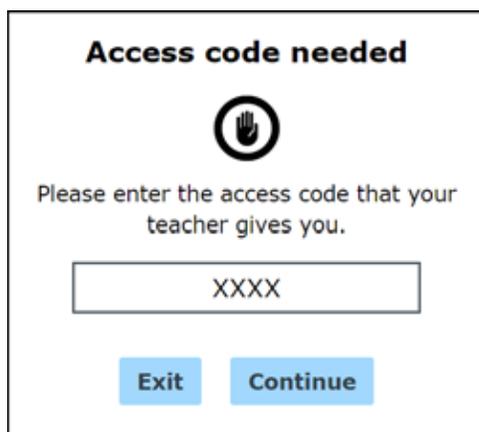
SAY These are additional test tools you can use any time during the field test. The highlighter tool can be used to highlight part of your field test for emphasis. You can clear highlights by clicking on them again when you are using the tool. The ruler can be used to measure items on your field test.

Does anyone have any questions?

Pause for questions.

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

Sample Session Access Code page:



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

After we have reviewed the Review screen together and you are ready to submit your field test, select “Submit test.” If you answered all of the questions you will see a message asking “Are you sure that you want to submit your test?” Then you select “Submit test.”

Does anyone have questions before we begin?

Answer any questions the students may have.

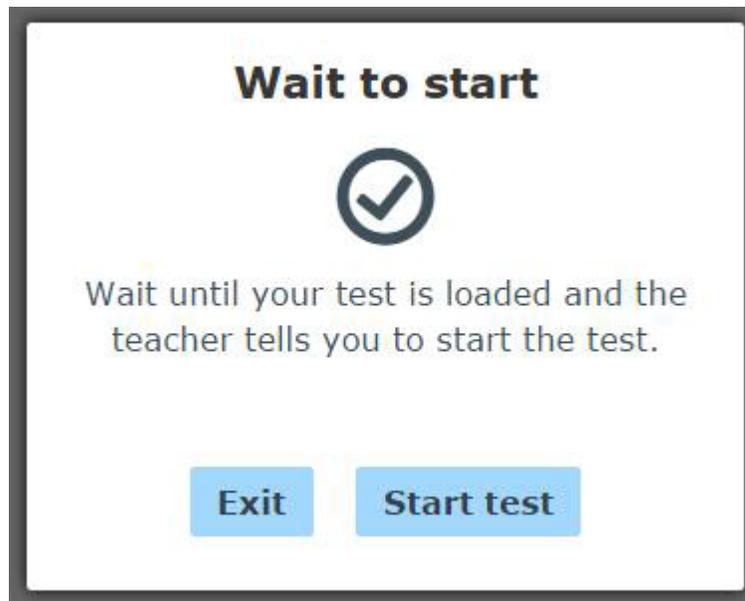
SAY You must work independently, and you may not speak with each other while the field test is being administered. After you have submitted your test, you will return the scratch paper to me.

Input the Session Access Code: [insert your Session Access Code] and then select “Continue.”

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

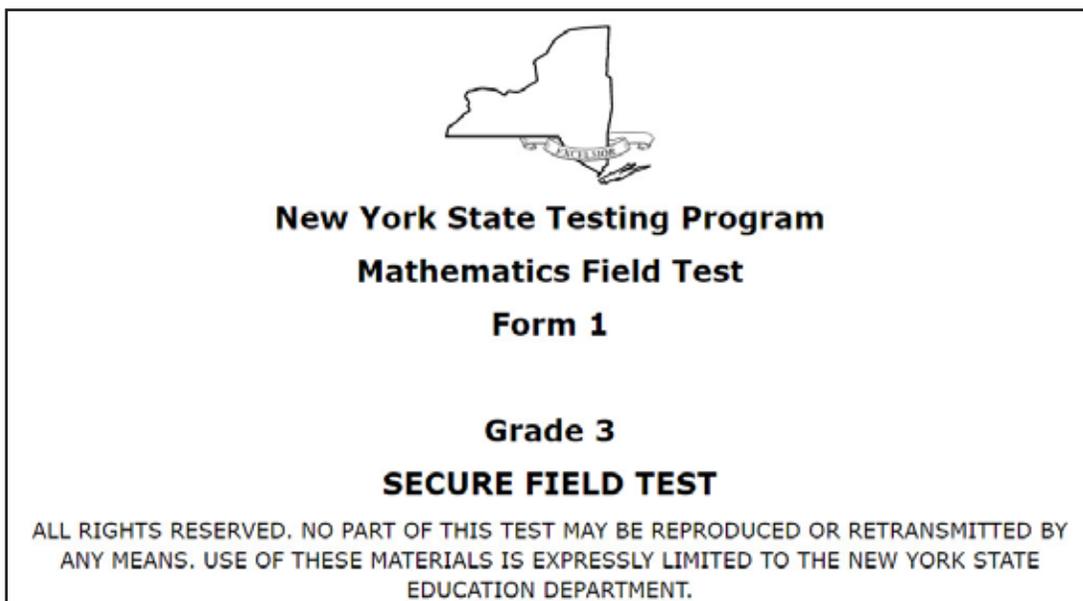
Pause for questions.

Sample screen:



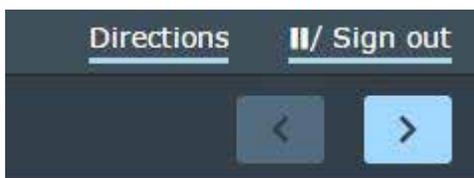
SAY Please select “Start test.”

The next screen confirms you are taking the Grade 3 Mathematics Field Test today. If your screen does not say Grade 3, please raise your hand.



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

Sample screen:



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

- Read each question carefully and think about the answer before writing your response.
- You have been provided with a ruler to use during the test. Use the ruler whenever you think it will help you to answer the question.
- Be sure to show your work when asked.

Does anyone have any questions?

Form 1

TIPS FOR TAKING THE TEST

Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before writing your response.
- You have been provided with a ruler to use during the test. Use the ruler whenever you think it will help you to answer the question.
- Be sure to show your work when asked.

Developed and published under contract with the New York State Education Department by Questar Assessment Inc., 5550 Upper 147th Street West, Minneapolis, MN 55124. Copyright © 2017 by the New York State Education Department.

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

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

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

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

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

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

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

STEP SIX

Administer the 2017 Grade 4 Mathematics Computer-Based Field Test

*Please read these directions carefully before administering the field tests. When you administer the field tests, the directions you are to read aloud are preceded by **SAY**. 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, the Session Access Code, and the proctor PIN.*

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

SAY You cannot have any personal communications device, other than the device on which you are taking the field test, including a cell phone, with you during this field test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

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

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

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

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

SAY You will be taking the 2017 Grade 4 Mathematics Field Test. You must type your answers for each question in the Nextera® Test Delivery System.

You may use the ruler and protractor provided in the online test to help you solve some of the problems on the field test.

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

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

Provide students with their secure student login credentials.

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

Double-click this icon and the 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.

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

Sample sign-in page:



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

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

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

Pause for questions.

SAY After you have entered your password, select “Sign in.”

Sample verification page:

Check your information	
Test Student Name	02/02/2002 Date of birth
Grade X Grade	000000000 Student number
Test School School name	
Test Teacher Teacher name	
Is everything here correct?	
<input type="button" value="No"/> <input type="button" value="Yes"/>	

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

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

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

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

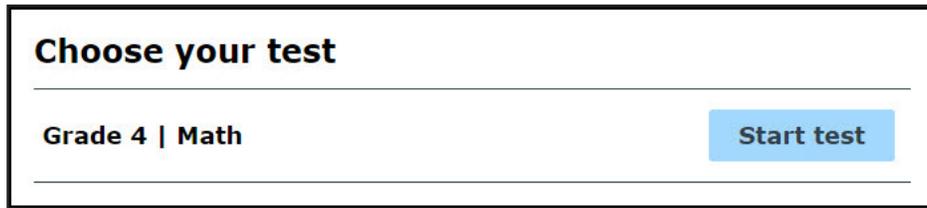
If the date of birth or teacher's name is incorrect or the student's name is misspelled, notify the School Test Coordinator after the field test session has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the login process. The student should click "No" and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to the Nextera® administration system and correct the grade level for the student. The student will then get new login credentials in order to begin testing. If the student sees the wrong grade on this screen, he or she will be presented with the wrong field test.

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

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

Sample Tests Page:



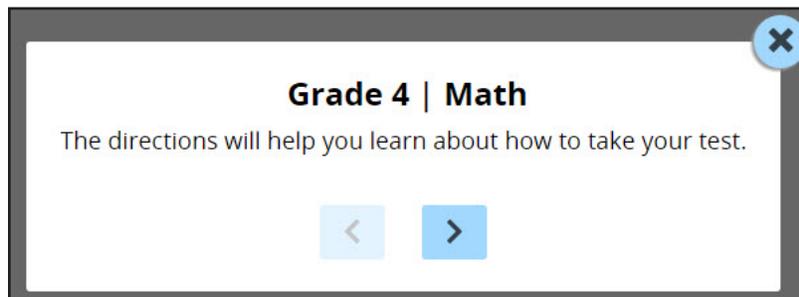
SAY Now we are going to begin the field test. Select “Start Test” next to Grade 4 Math.

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

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

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

Sample directions page:



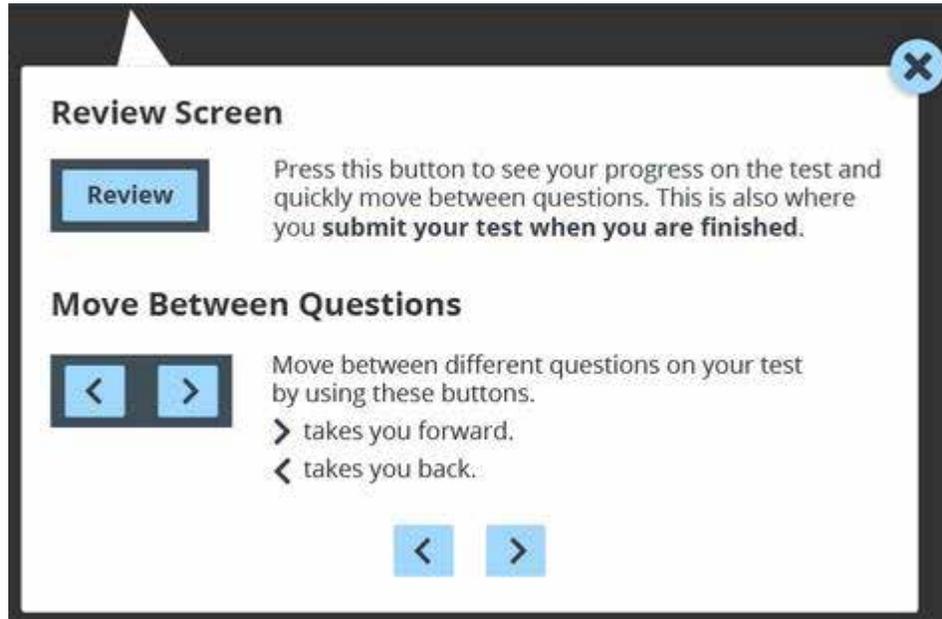
SAY Select the right arrow.

Sample directions page:



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

Sample directions page:



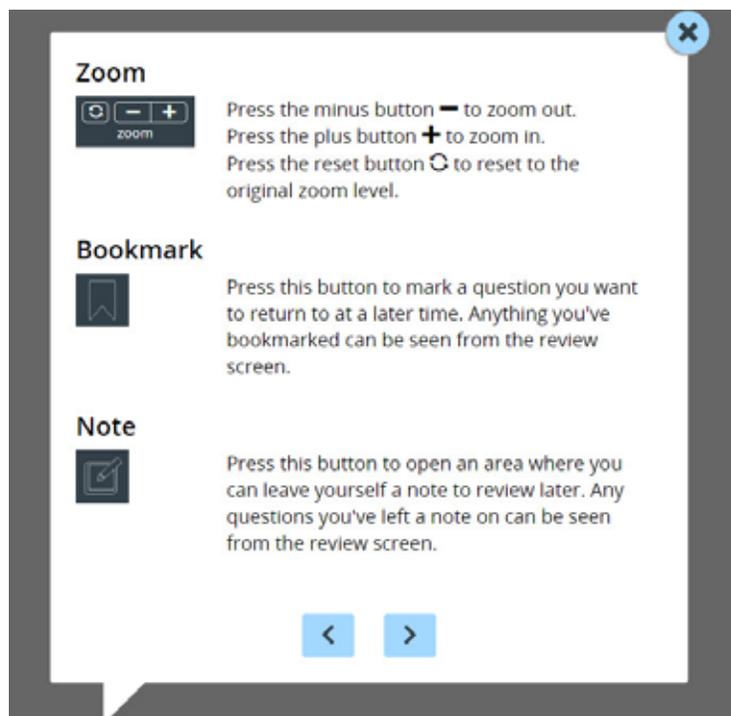
SAY While taking your field test, press the Review button to see your progress and quickly move between questions. This is also where you submit your field test when you are finished. The right and left arrows are used to move between different questions on your field test. The right facing arrow takes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

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



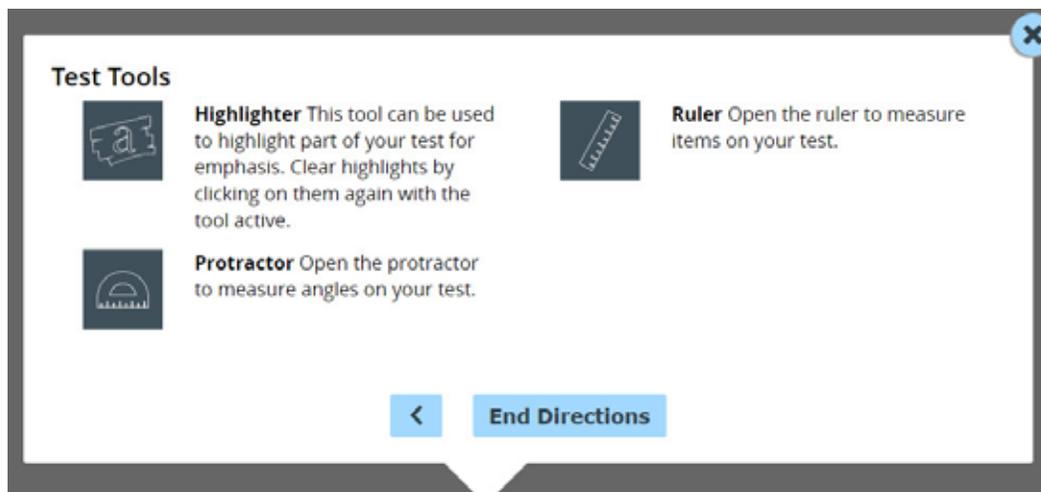
SAY These tools can be used any time during the field test. To make the screen text smaller, press the minus button. To make the screen text larger, press the plus button. The bookmark can be used to mark a question you want to return to at a later time. Anything you have bookmarked can be seen from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

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



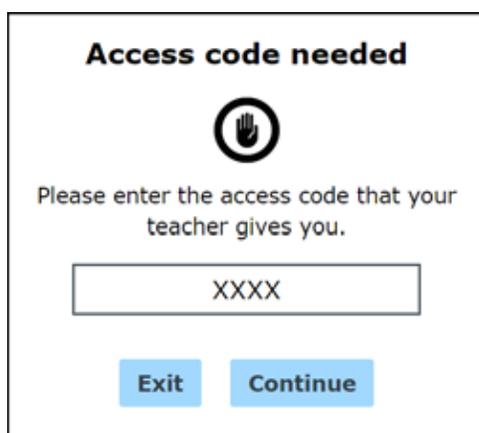
SAY These are additional test tools you can use any time during the field test. The highlighter tool can be used to highlight part of your field test for emphasis. You can clear highlights by clicking on them again when you are using the tool. The ruler can be used to measure items on your field test. The protractor can be used to measure angles used on your field test.

Does anyone have any questions?

Pause for questions.

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

Sample Session Access Code page:



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

After we have reviewed the Review screen together and you are ready to submit your field test, select “Submit test.” If you answered all of the questions you will see a message asking “Are you sure that you want to submit your test?” Then you select “Submit test.”

Does anyone have questions before we begin?

Answer any questions the students may have.

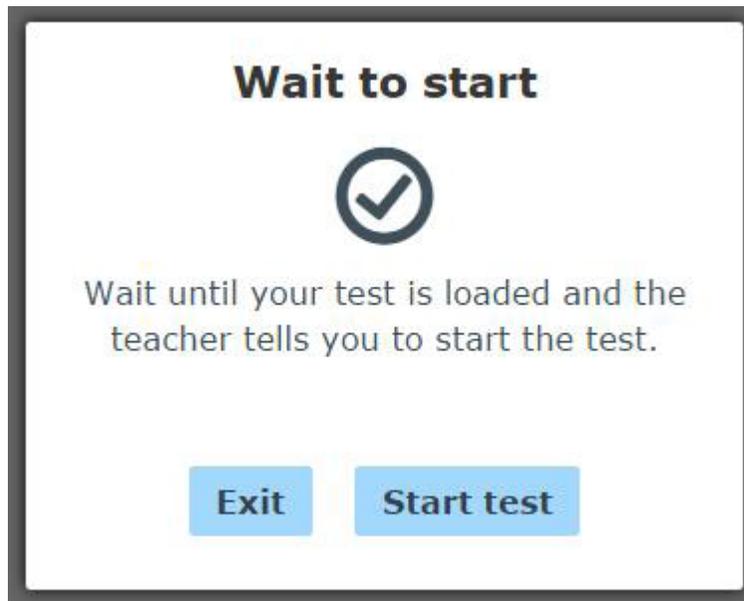
SAY You must work independently, and you may not speak with each other while the field test is being administered. After you have submitted your field test, you will return the scratch paper to me.

Input the Session Access Code: [insert your Session Access Code] and then select "Continue."

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

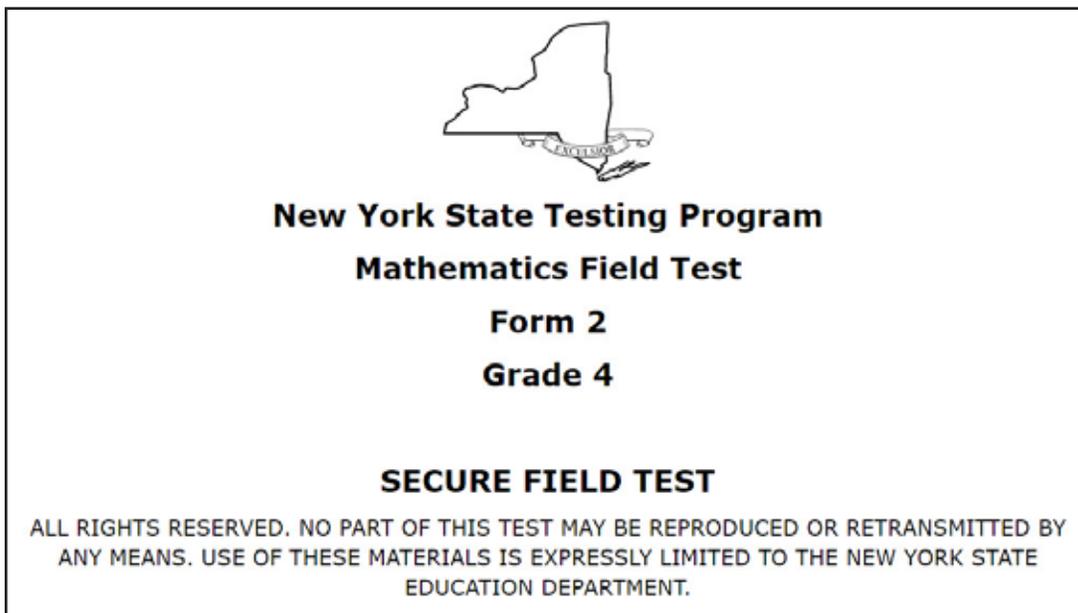
Pause for questions.

Sample screen:



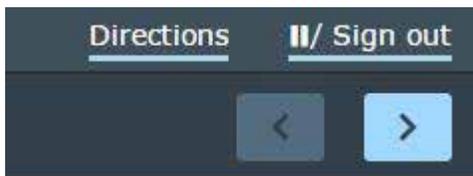
SAY Please select "Start test."

The next screen confirms you are taking the Grade 4 Mathematics Field Test today. If your screen does not say Grade 4, please raise your hand.



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

Sample screen:



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

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

Does anyone have any questions?

Form 2

TIPS FOR TAKING THE TEST

Here are some suggestions to help you do your best:

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

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

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

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

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

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

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

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

STEP SIX

Administer the 2017 Grade 5 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 and printed mathematics reference sheet for each student, the Session Access Code, and the proctor PIN. The mathematics reference sheet is also available in the Nextera® Test Delivery System.*

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

SAY You cannot have any personal communications device, other than the device on which you are taking the field test, including a cell phone, with you during this field test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

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

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

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

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

SAY You will be taking the 2017 Grade 5 Mathematics Field Test. You must type your answers for each question in the Nextera® Test Delivery System.

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

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

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

Provide students with their secure student login credentials.

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

Double-click this icon and the 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.

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

Sample sign-in page:



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

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

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

Pause for questions.

SAY After you have entered your password, select “Sign in.”

Sample verification page:

Check your information	
Test Student Name	02/02/2002 Date of birth
Grade X Grade	000000000 Student number
Test School School name	
Test Teacher Teacher name	
Is everything here correct?	
<input type="button" value="No"/> <input type="button" value="Yes"/>	

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

- grade
- school’s name
- teacher’s name
- date of birth

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

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

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

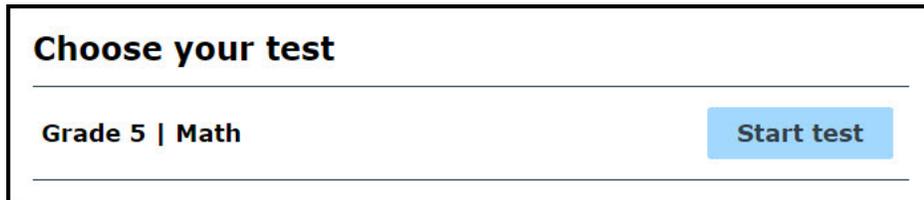
If the grade is incorrect, the student should not continue the login process. The student should click “No” and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to the Nextera® administration system and correct the grade level for the student. The student will then get new

login credentials in order to begin testing. If the student sees the wrong grade on this screen, he or she will be presented with the wrong field test.

SAY If all of the information is correct, select “YES” at the bottom of the screen.

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

Sample Tests Page:



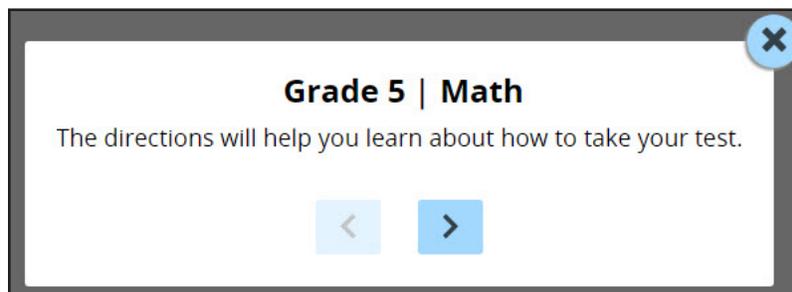
SAY Now we are going to begin the field test. Select “Start Test” next to Grade 5 Math.

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

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

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

Sample directions page:



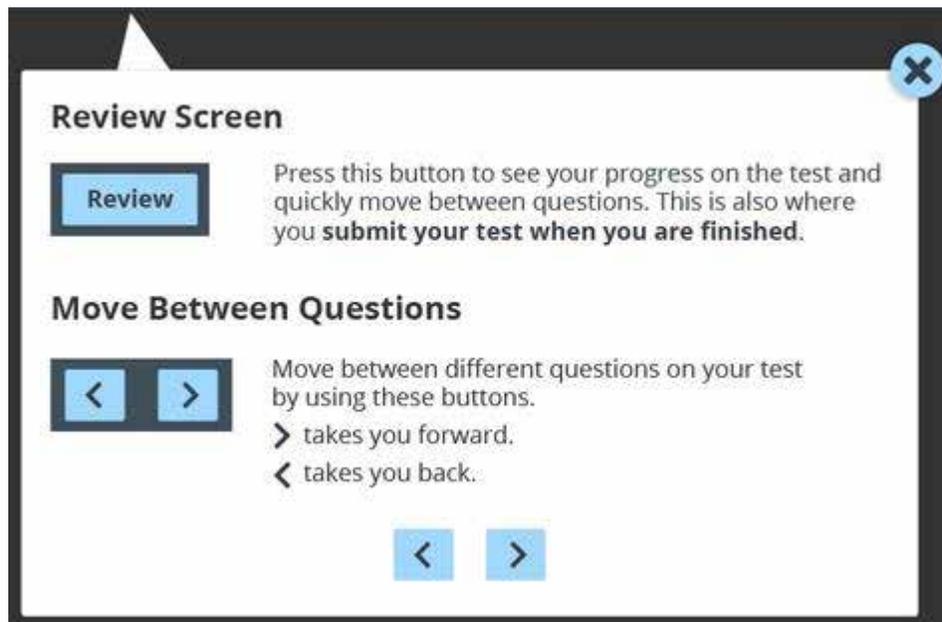
SAY Select the right arrow.

Sample directions page:



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

Sample directions page:



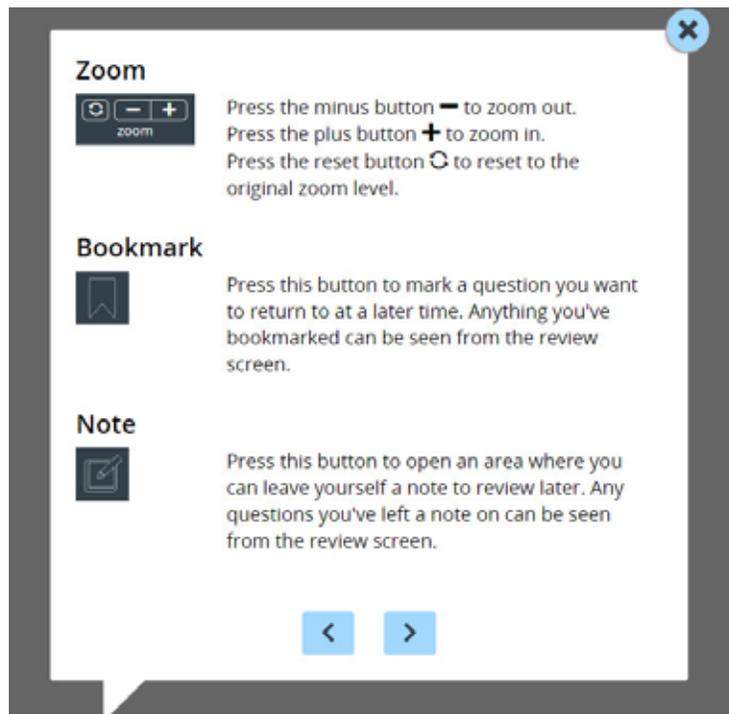
SAY While taking your field test, press the Review button to see your progress and quickly move between questions. This is also where you submit your field test when you are finished. The right and left arrows are used to move between different questions on your field test. The right facing arrow takes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

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



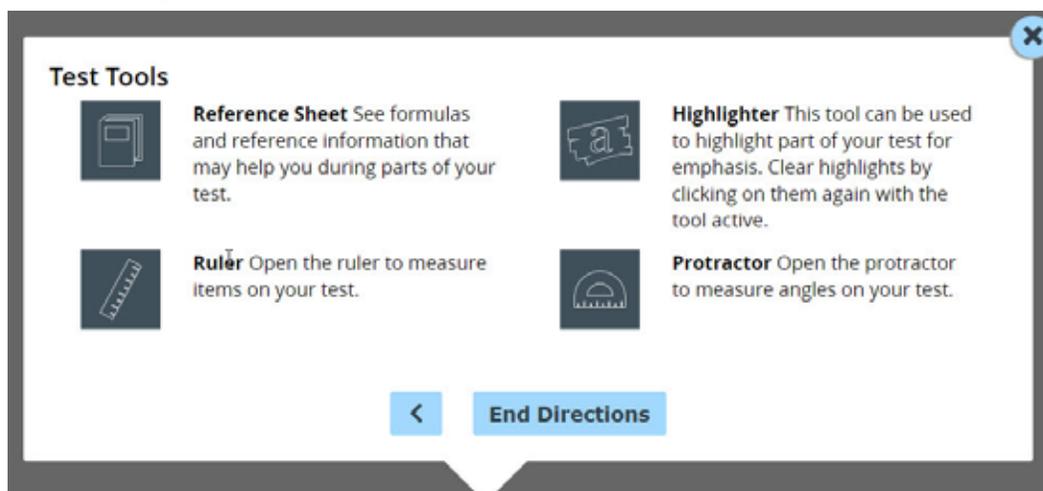
SAY These tools can be used any time during the field test. To make the screen text smaller, press the minus button. To make the screen text larger, press the plus button. The bookmark can be used to mark a question you want to return to at a later time. Anything you have bookmarked can be seen from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

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



SAY These are additional test tools you can use any time during the field test. The highlighter tool can be used to highlight part of your field test for emphasis. You can clear highlights by clicking on them again when you are using the tool. The ruler can be used to measure items on your field test. The protractor can be used to measure angles on your field test. You may refer to the reference sheet at any point during the field test. The reference sheet can be accessed by clicking the button or you may refer to the printed copy provided to you.



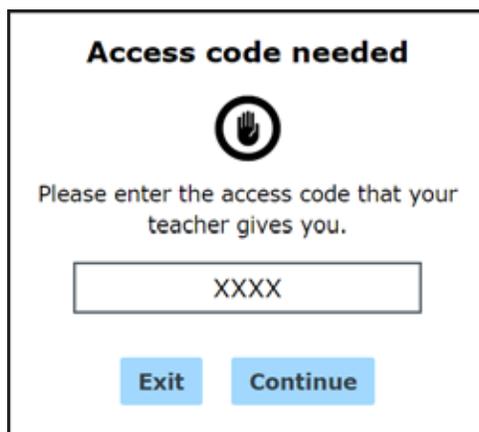
SAY The printed copy reference sheet is exactly the same as the reference sheet you see in the Tools.

Does anyone have any questions?

Pause for questions.

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

Sample Session Access Code page:



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

After we have reviewed the Review screen together and you are ready to submit your field test, select “Submit test.” If you answered all of the questions you will see a message asking “Are you sure that you want to submit your test?” Then you select “Submit test.”

Does anyone have questions before we begin?

Answer any questions the students may have.

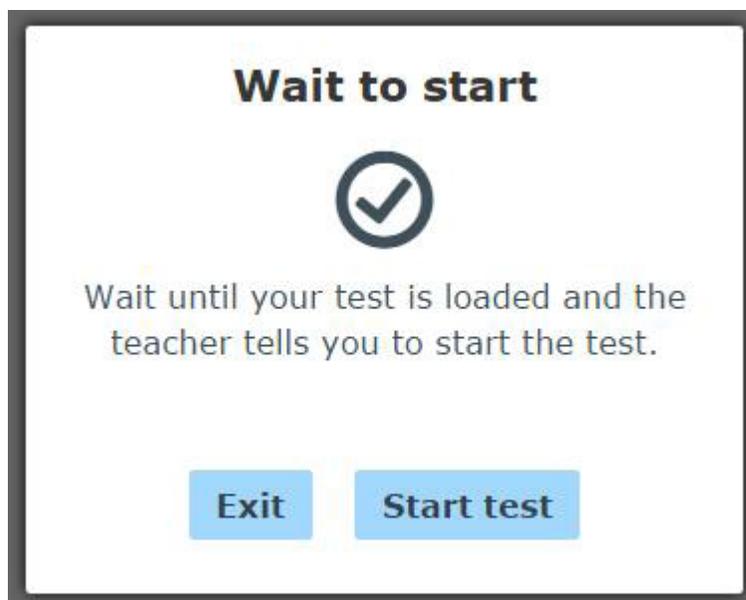
SAY You must work independently, and you may not speak with each other while the field test is being administered. After you have submitted your field test, you will return the scratch paper and reference sheets to me.

Input the Session Access Code: [insert your Session Access Code] and then select “Continue.”

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

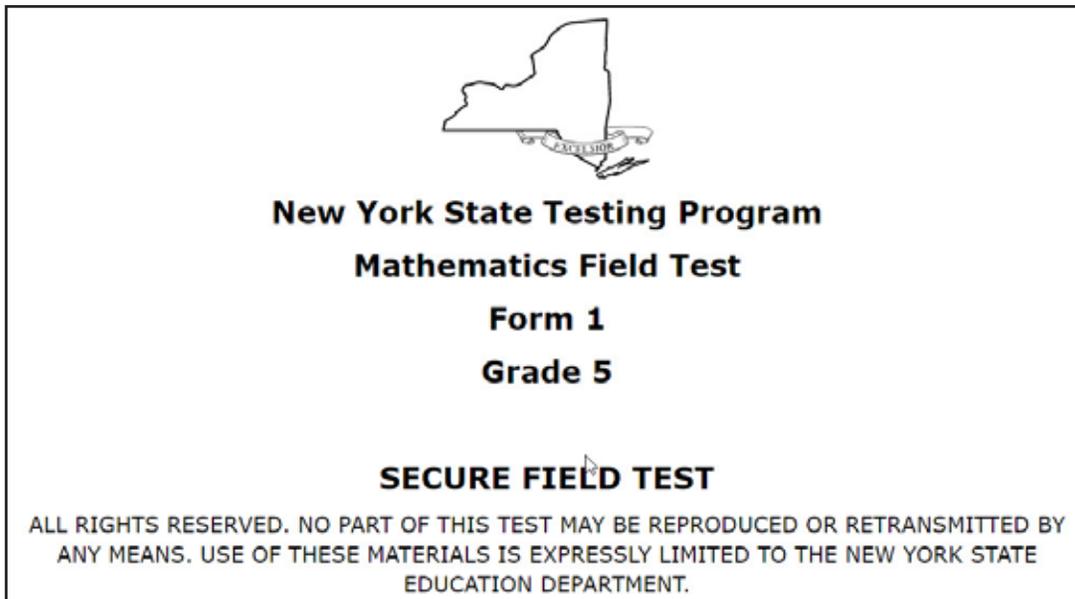
Pause for questions.

Sample screen:



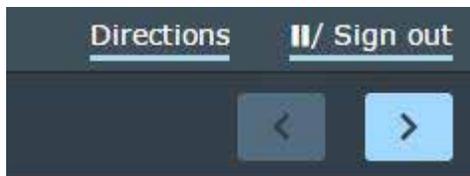
SAY Please select "Start test."

The next screen confirms you are taking the Grade 5 Mathematics Field Test today. If your screen does not say Grade 5, please raise your hand.



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

Sample screen:



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

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

Does anyone have any questions?

Form 1

TIPS FOR TAKING THE TEST

Here are some suggestions to help you do your best:

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

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

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

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

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

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

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

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

STEP SIX

Administer the 2017 Grades 6–8 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, printed mathematics reference sheets, hand-held calculators for each student, the Session Access Code, and the proctor PIN.*

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

SAY You cannot have any personal communications device, other than the device on which you are taking the field test, including a cell phone, with you during this field test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

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

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

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

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

SAY Today, you will be taking the 2017 Grade [say appropriate grade] Mathematics Field Test. You must type your answers for each question in the Nextera® Test Delivery System.

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

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

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

Provide students with their secure student login credentials.

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

Double-click this icon and the 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.

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

Sample sign-in page:

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

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

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

Pause for questions.

SAY After you have entered your password, select “Sign in.”

Sample verification page:

Check your information	
Test Student Name	02/02/2002 Date of birth
Grade X Grade	00000000 Student number
Test School School name	
Test Teacher Teacher name	
Is everything here correct?	
<input type="button" value="No"/> <input type="button" value="Yes"/>	

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

- grade
- school’s name
- teacher’s name
- date of birth

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

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

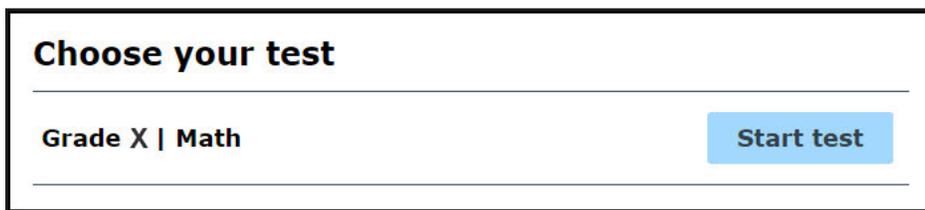
If the date of birth or teacher’s name is incorrect or the student’s name is misspelled, notify the School Test Coordinator after the field test has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the login process. The student should click “No” and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to the Nextera® administration system and correct the grade level for the student. The student will then get new login credentials in order to begin testing. If the student sees the wrong grade on this screen, he or she will be presented with the wrong field test.

SAY If all of the information is correct, select “YES” at the bottom of the screen.

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

Sample Tests Page:



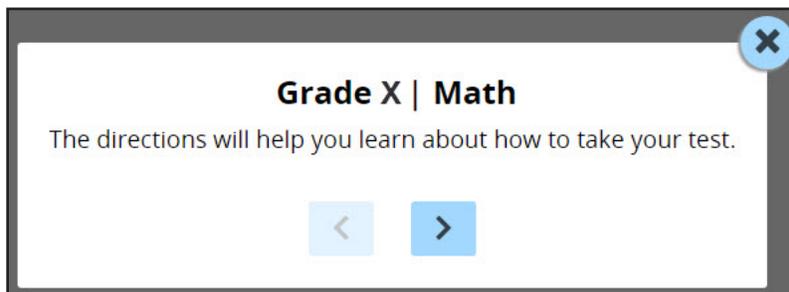
SAY Now we are going to begin the test. Select “Start Test” next to Grade [say appropriate grade] Math.

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

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

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

Sample directions page:



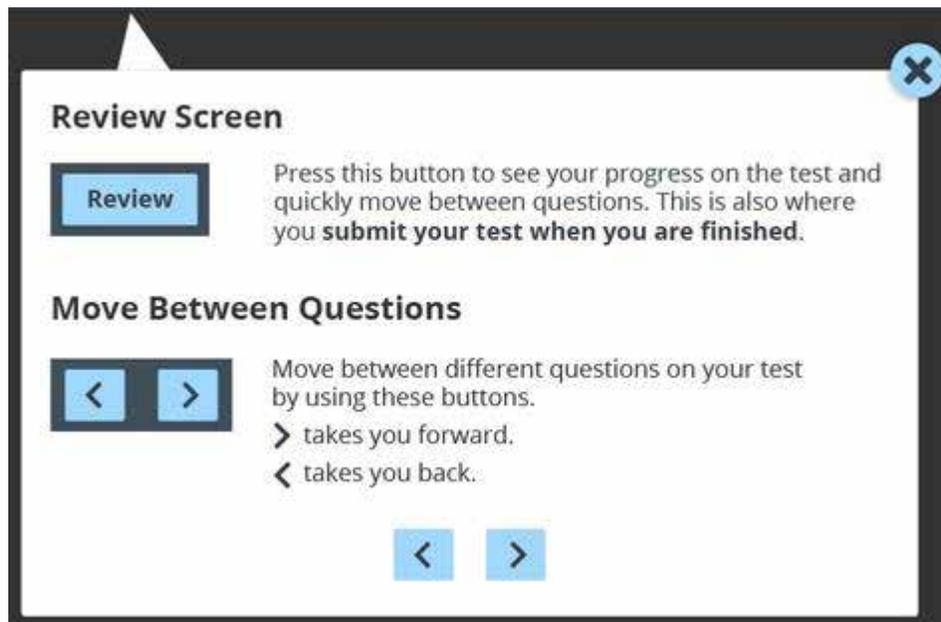
SAY Select the right arrow.

Sample directions page:



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

Sample directions page:



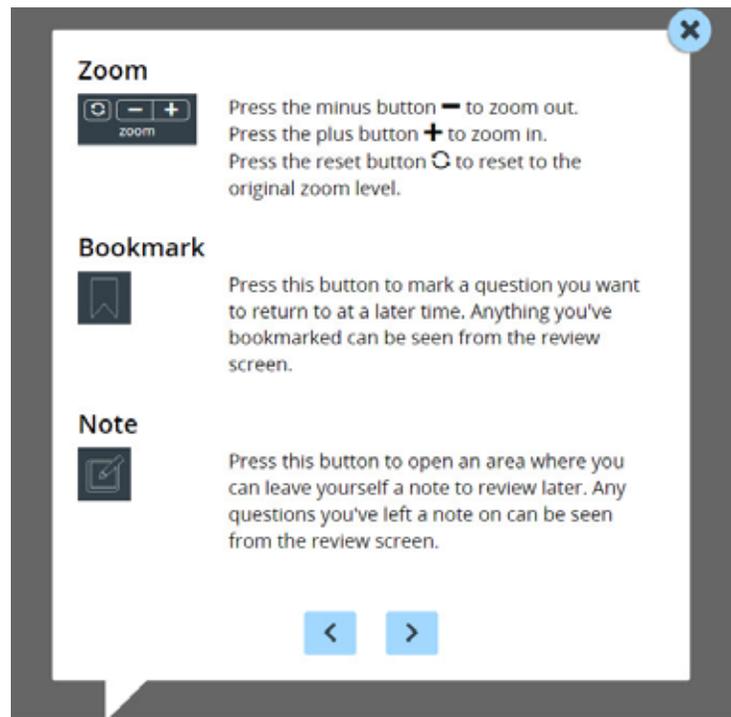
SAY While taking your field test, press the Review button to see your progress and quickly move between questions. This is also where you submit your field test when you are finished. The right and left arrows are used to move between different questions on your field test. The right facing arrow takes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

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



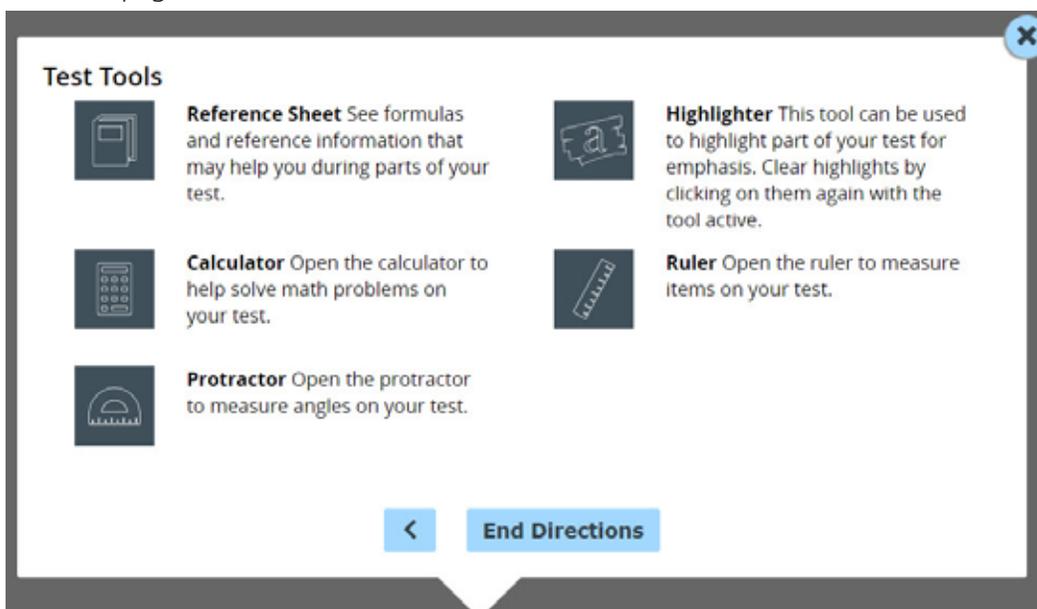
SAY These tools can be used any time during the field test. To make the screen text smaller, press the minus button. To make the screen text larger, press the plus button. The bookmark can be used to mark a question you want to return to at a later time. Anything you have bookmarked can be seen from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

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



SAY These are additional test tools you can use any time during the field test. The highlighter tool can be used to highlight part of your field test for emphasis. You can clear highlights by clicking on them again when you are using the tool. The ruler can be used to measure items on your field test. The protractor can be used to measure angles used on your field test. You may refer to the reference sheet at any point during the field test. The reference sheet can be accessed by clicking the button on the tool bar or you may refer to the printed copy provided to you.



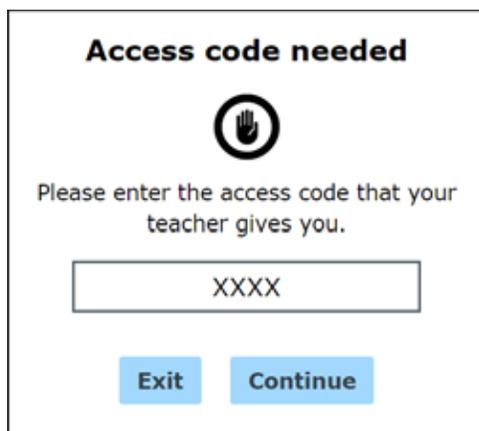
SAY The printed copy reference sheet is exactly the same as the reference sheet you see in the Tools. The calculator can be used to help solve questions on your field test.

Does anyone have any questions?

Pause for questions.

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

Sample Session Access Code page:

A screenshot of a computer screen titled "Access code needed". At the top center is a circular icon containing a hand with fingers spread. Below the icon, the text reads "Please enter the access code that your teacher gives you." In the center is a rectangular input field containing the text "XXXX". At the bottom are two blue buttons: "Exit" on the left and "Continue" on the right.

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

After we have reviewed the Review screen together and you are ready to submit your field test, select "Submit test." If you answered all of the questions there will be a message asking "Are you sure that you want to submit your test?" Then you select "Submit test."

Does anyone have questions before we begin?

Answer any questions the students may have.

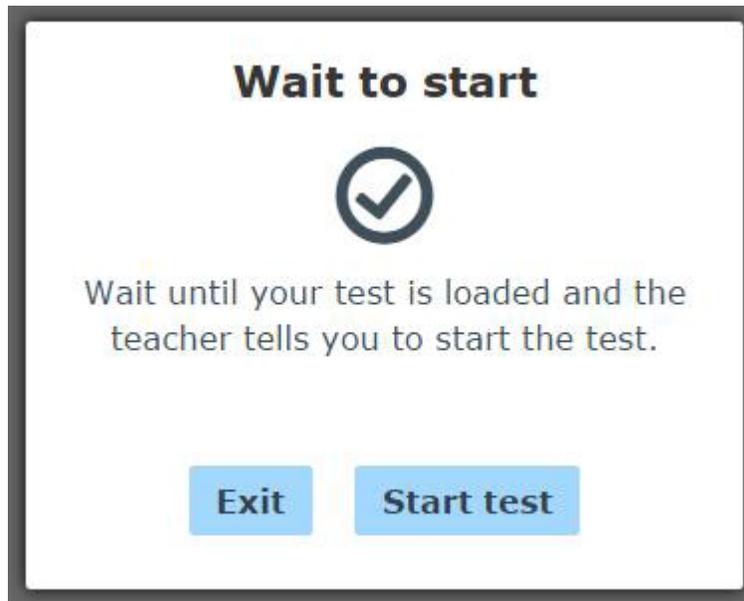
SAY You must work independently, and you may not speak with each other while the field test is being administered. After you have submitted your field test, you will return the scratch paper and reference sheets to me.

Input the Session Access Code: [insert your Session Access Code] and then select "Continue."

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

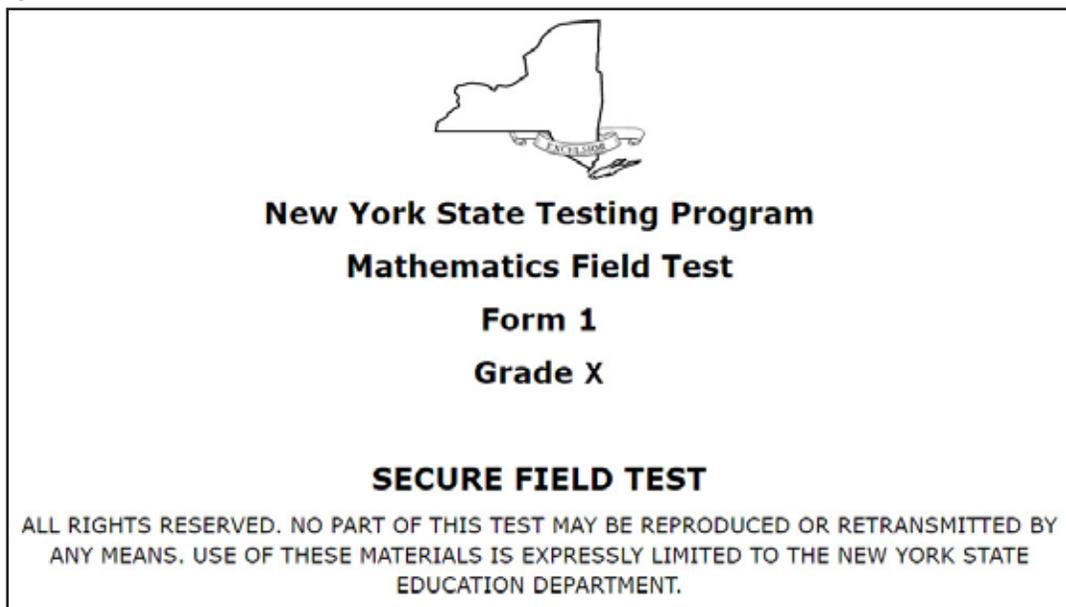
Pause for questions.

Sample screen:



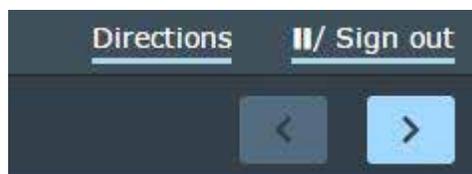
SAY Please select "Start test."

The next screen confirms you are taking the Grade [say appropriate grade] Mathematics Field Test today. If your screen does not say Grade [say appropriate grade], please raise your hand.



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

Sample screen:



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

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

Does anyone have any questions?

Form 1

TIPS FOR TAKING THE TEST

Here are some suggestions to help you do your best:

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

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

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

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

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

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

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

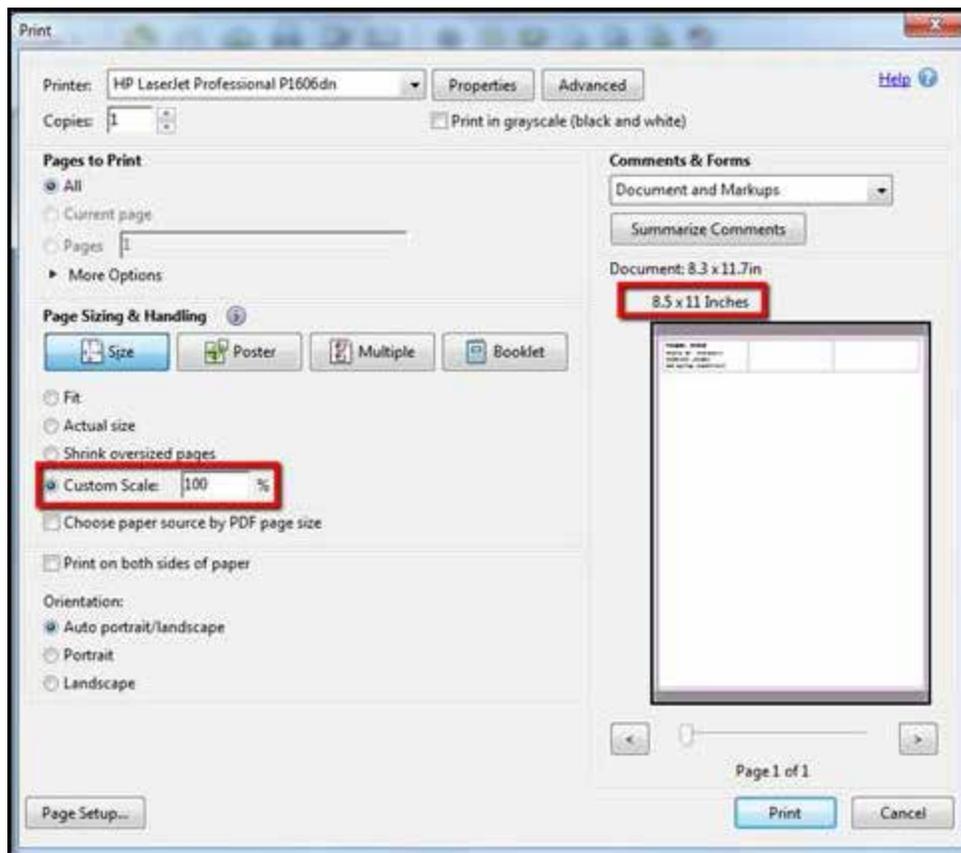
Ensure all students return the scratch paper, student login credentials, and reference sheets to you. These materials are considered secure materials and must be destroyed.

Troubleshooting

Printing student login tickets

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

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



Issues during testing

- If the screen freezes, sign-in takes longer than one minute, or test load takes longer than one minute, try exiting the test and signing back in.
- If the device is permanently incapacitated, or if network connectivity is lost for an extended period of time, please contact the School Test Coordinator. The School Test Coordinator can contact Questar Customer Support, if needed.

- 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, he or she will exit the test and the secure browser. The student will need to sign in again and continue testing.
- Lost Internet connectivity—If network connectivity is lost during the test, the student should continue to test and submit the test. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses.

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

Windows, Mac, iPad	Chromebook
<ol style="list-style-type: none"> 1. Turn off the device* 2. Restart the device 3. The student should login and continue testing or submit the test <p>*for Mac: power down by pressing the power button for 5 seconds</p>	<ol style="list-style-type: none"> 1. Exit using the button at the lower left 2. The student should login and continue testing or submit the test

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

Appendix A: New York State Practice Test

Some students will have some experience in taking this type of online assessment, but there may be students who are not accustomed to them. Before the day of the field test, students should be given the opportunity to try the Practice Test, which will allow them to become familiar with responding to the types of questions they will see on the 2017 Grades 3–8 Mathematics Field Tests using the Nextera® Test Delivery System.

Practice Test Sign In

Student login credentials for the Practice Test are located on the Help Tab in the Nextera® administration system. There are three sessions available for each grade.

Students will use the Nextera® Secure Browser to access the Practice Test. Students double click on the Questar Secure Browser icon on their desktop. Once the secure browser opens, students type in the NYSSIS ID and password and select “Sign in.”

New York Statewide Assessment
Powered by Nextera™

NYSSIS ID
NYSSIS ID

Password
Password

Sign In


Questar

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Version 56.0

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

Check your information

Test Student
Name **02/02/2002**
Date of birth

Grade X
Grade **00000000**
Student number

Test School
School name

Test Teacher
Teacher name

Is everything here correct?

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

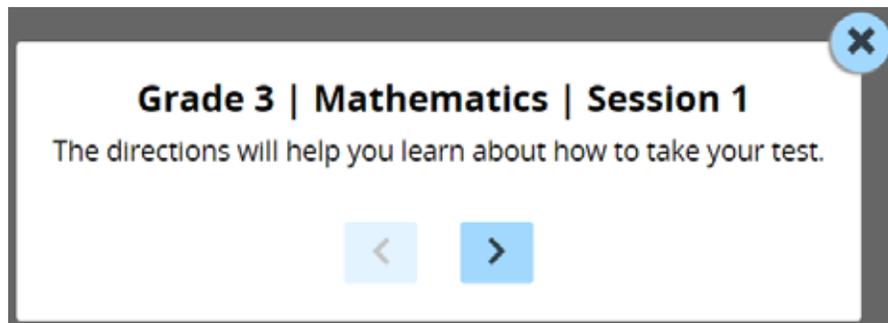
Choose your test

Grade 3 | Mathematics | Session 1

Grade 3 | Mathematics | Session 2

Grade 3 | Mathematics | Session 3

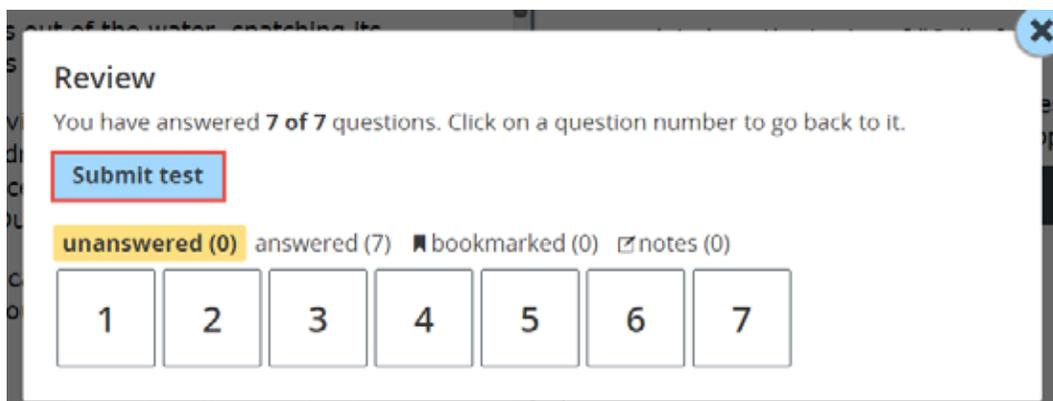
The system will walk students through a short tutorial on the tools and features of the Nextera® Test Delivery System before they begin the Practice Test. Students use the right-facing arrow to navigate through the directions.



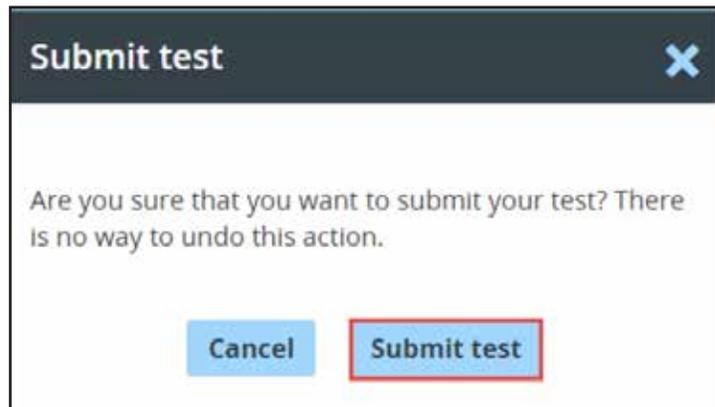
Once the directions close, the **Practice Test** appears. After the student responds to each question, direct the student to select **Review**.



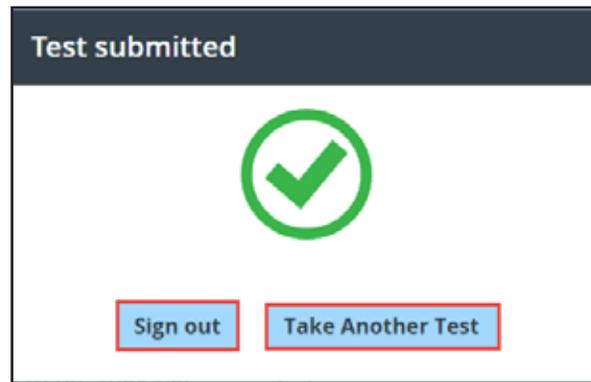
The *Review* screen appears. Once students confirm they have responded to all questions, direct them to select **Submit test**.



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



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



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

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

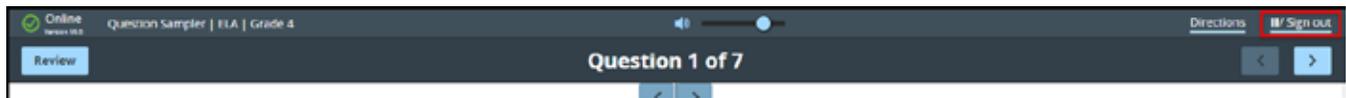
- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely spaced rows or in every other row.

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

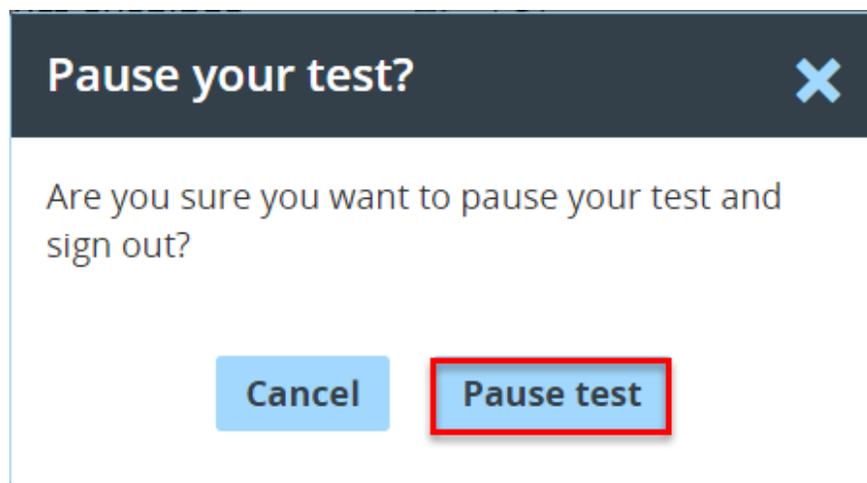
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible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

Appendix C: Pausing and Reactivating a Paused Test

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



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



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

Appendix D: Log In/Sign Out

Overview

This section will guide you through the login process in the Nextera® administration system.

Log In/Sign Out

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

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

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



New York State Grades 3-8 Testing Program

Powered by Nextera™

User ID

Password

Sign In

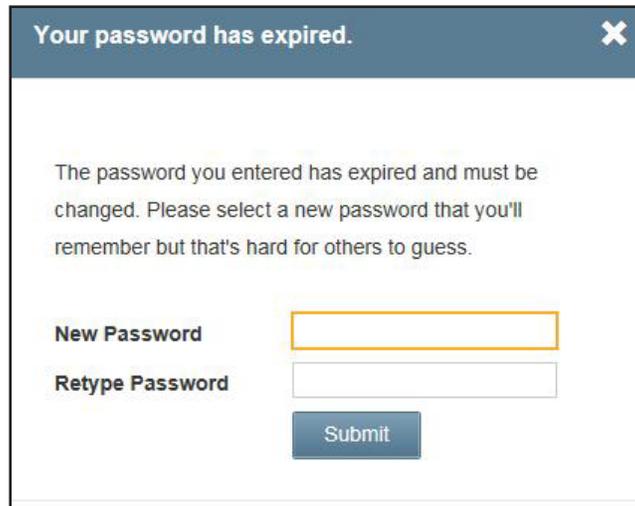
[Forgot your password?](#)

[First Time User? Create an Account](#)


Questar

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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

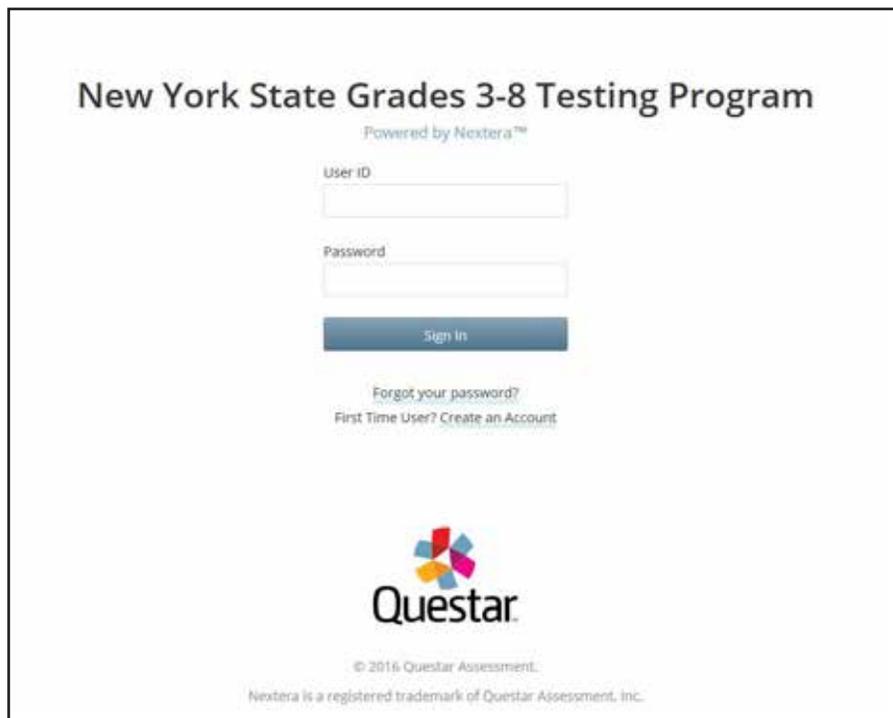
Retype Password

Submit

Continue to Step 3.

2. 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](#)


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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

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 [redacted]

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

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

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

Would you like us to continue this password reset request?

Yes No

The Questar Support Team

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

From: Support <NY.3-8.help@questarai.com>
To: [redacted]
Cc: [redacted]
Subject: The password for [redacted] has been reset.

Hello [redacted]

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

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

Your User ID: D [redacted]
Your Single-Use Password: 5BJQ32RT
Go to this Internet Site: <https://ny-nextera.questarai.com/Admin/>

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

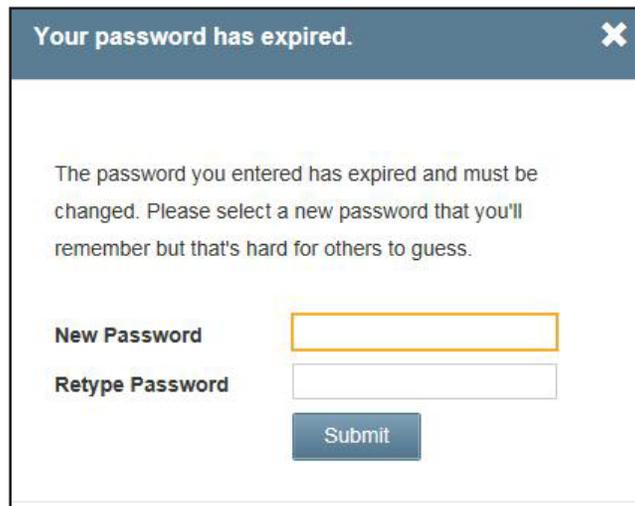
The Questar Support Team

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



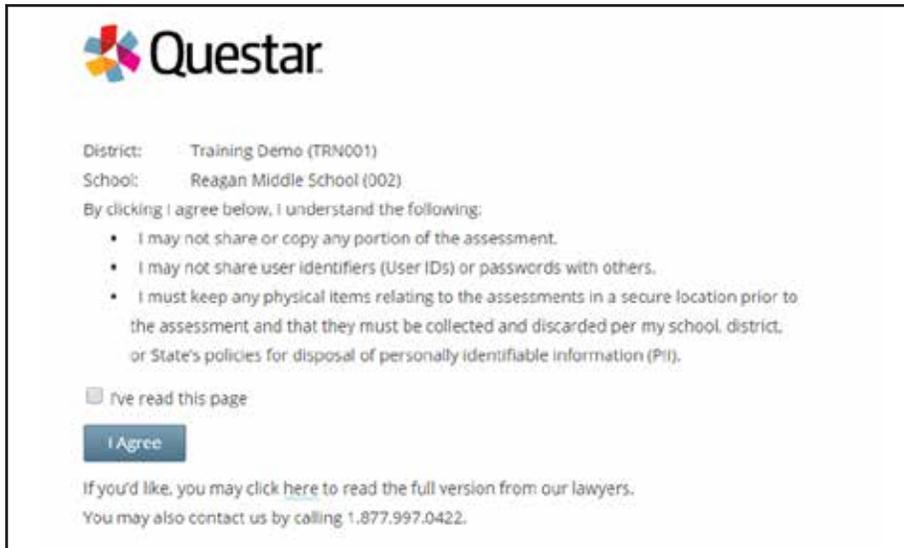
The image shows the login page for the New York State Grades 3-8 Testing Program. At the top, it says "New York State Grades 3-8 Testing Program" and "Powered by Nextera™". Below this are two input fields: "User ID" and "Password". A blue "Sign In" button is positioned below the password field. Underneath the button, there are two links: "Forgot your password?" and "First Time User? Create an Account". At the bottom of the page is the Questar logo, which consists of a colorful circular icon above the word "Questar". Below the logo, there is a copyright notice: "© 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 image shows a dialog box with a dark blue header that says "Your password has expired." and a close button (X) in the top right corner. The main content area is white and contains the following text: "The password you entered has expired and must be changed. Please select a new password that you'll remember but that's hard for others to guess." Below this text are two input fields. The first is labeled "New Password" and the second is labeled "Retype Password". A blue "Submit" button is located below the "Retype Password" field.

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



Questar

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

By clicking I agree below, I understand the following:

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

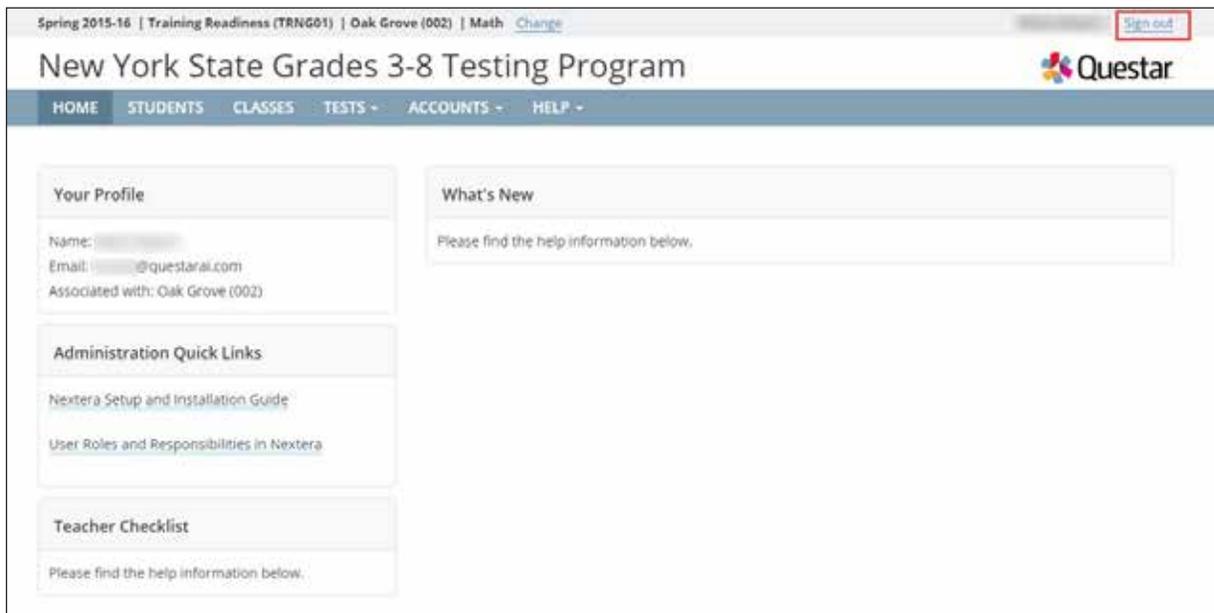
I've read this page

I Agree

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

Sign Out

To **Sign Out** of the Nextera® administration system, select **Sign Out** from the upper right corner of the screen.



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

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Your Profile

Name: [redacted]
Email: [redacted]@questarai.com
Associated with: Oak Grove (002)

Administration Quick Links

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

Teacher Checklist

Please find the help information below.

Appendix E: Spanish Translated Editions

Spanish translated editions are available for the computer-based 2017 Grades 3–8 Mathematics Field Tests. In order for a student to receive a Spanish translated edition CBT form, the School or District Test Coordinator will need to set the Testing Language in the Nextera® administration system prior to the student logging into the field test. Instructions for setting the Testing Language in the Nextera® administration system are included in the *2017 Grades 3–8 English Language Arts and Mathematics Field Tests School Administrator’s Manual*.

Students can access the Spanish translated Nextera® Test Delivery System Login page by selecting *Español* below the Questar logo on the login page.

Note: As long as the student is assigned Spanish as the Testing Language in the Nextera® administration system, the student will receive the Spanish translated edition test form even if he or she does not log in using the Spanish translated login page.



The image shows a login page titled "Nueva York a nivel estatal" with the subtitle "Con tecnología Nextera™". It features two input fields: "NYSSIS ID" and "Contraseña" (Password). Below the fields is a blue button labeled "Iniciar sesión". The Questar logo is centered below the fields, with "English" and "Español" options below it. At the bottom, there is a copyright notice: "© Questar Assessment 2017" and "Nextera es una marca registrada de Questar Assessment, Inc." along with the version number "Versión 3.7.0".

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



**2017 Grades 3–8
Mathematics Field Tests
Teacher's Directions for
Computer-Based Testing
May 22–June 9, 2017**

