# New York State Testing Program

# English Language Arts Short- and Extended-Response Writing Field Tests

## Teacher's Directions for Computer-Based Field Testing

## May 22–June 9, 2017

## Grades 3–8

## 2017

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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**
Field Test Format and Schedule ..... 7
Testing Accommodations for English Language Learners ..... 7
Testing Accommodations for Students with IEPs and 504 Plans ..... 7
Use of Spell-Checking and/or Grammar Checking Devices ..... 8
More Information on Testing Accommodations for Students with IEPs and 504 Plans ..... 8
Computer-Based Testing Accommodations ..... 8
Background Color ..... 10
Reverse Contrast ..... 10
Initial Page Zoom ..... 11
Text-to-Speech (TTS) ..... 11

**STEP THREE:**
**Prepare Your Exam Room** ..... **12**

**STEP FOUR:**
**Prepare Your Students** ..... **13**
Use Standardized Testing Procedures ..... 13

**STEP FIVE:**
**Prepare Field Test Materials** ..... **14**
Student Login Credentials ..... 14
Session Access Code ..... 16
Proctor PIN ..... 17

**STEP SIX:**
**Administer the 2017 English Language Arts Writing Computer-Based Field Tests ..... 18**

**Troubleshooting.....29**

**Appendix A: New York State Practice Test.....31**

**Appendix B: Suggestions for Creating a Secure Computer-Based Testing Environment.....35**

**Appendix C: Pausing and Reactivating a Paused Field Test.....36**

**Appendix D: Log In/Sign Out.....37**

**It is important to read all of Steps One—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 English Language Arts 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 English Language Arts 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 tests.

For all grades, the field tests consist of short- (2-credit) and extended-(4-credit) response writing questions. The short- and extended-response writing questions require students to type appropriate responses in the Nextera® Test Delivery System.

Schools that will be administering the English Language Arts Writing Field Tests with computer-based testing (CBT) should prepare to furnish scratch paper to their students for use when taking the field test. At the start of the field test the proctor should hand out scratch paper to each student testing with CBT. For the Grades 3–8 English Language Arts Writing Field Tests, each student should be given one sheet of lined ruled paper, such as loose leaf 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.

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 |

# 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 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 14 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 16 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*
- One sheet of lined ruled paper, such as loose leaf 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 field testing.
- Pencils

## Security

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

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

## Aid to Students

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

## Temporary Absence from Testing Room

No student may be permitted to leave and then return to the testing room during the 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 field testing to allow sufficient time for instructions and preparations. Students should be allowed approximately 40 minutes to take the field tests.
- **Read the *2017 English Language Arts Writing Field Tests Teacher's Directions for Computer-Based Testing* in its entirety prior to administering the field test.**
- Plan to have school technical support available during field testing, including contact information if staff is not available to be in the testing room.
- Read directions at a moderate, steady pace.

## Field Test Format and Schedule

The 2017 Grades 3–8 English Language Arts Field Tests will take approximately 40 minutes of testing time. The field tests contain short-response questions and an extended-response question. 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.

Students who finish the field test before other students may check their work. When a student is ready, the field test must be submitted by the student in 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 submit 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 English Language Arts 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 English Language Arts Field Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions, passages, and questions.

The field tests 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 Spell-Checking and/or Grammar-Checking Devices

Because the field test measures writing skills, students are not allowed to use spell-checking and/or grammar-checking devices during the 2017 Grades 3–8 English Language Arts Field Tests.

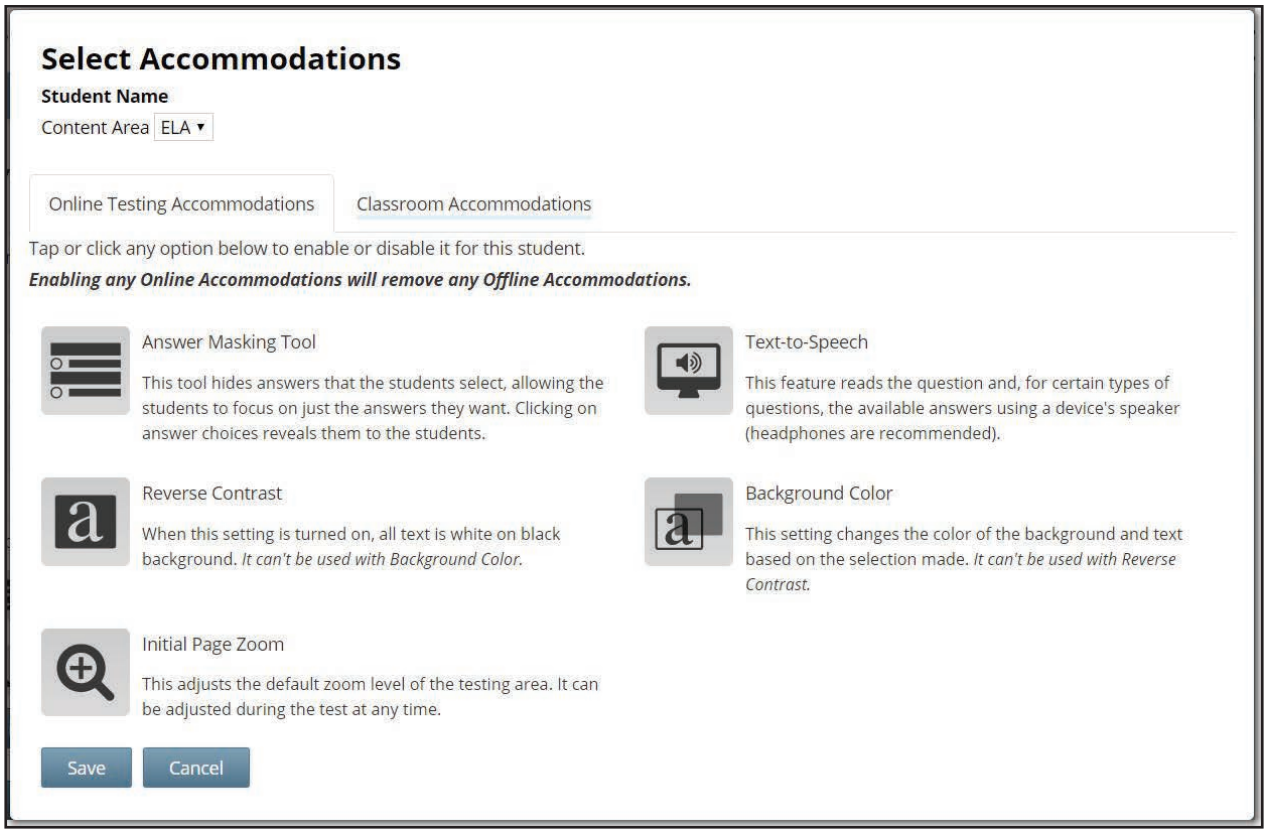
## More Information on Testing Accommodations for Students with IEPs and 504 Plans

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:

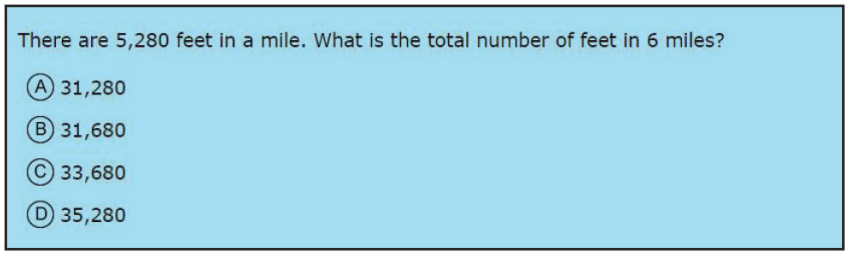
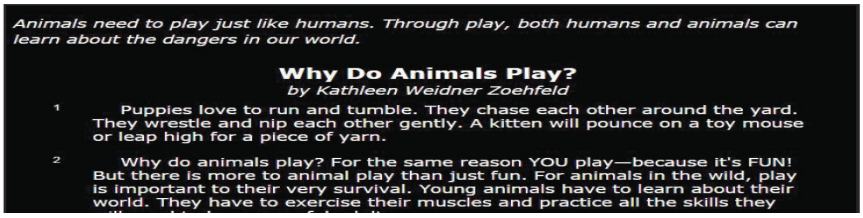
- Reverse Contrast
- Initial Page Zoom
- Text-to-Speech
- Background Color

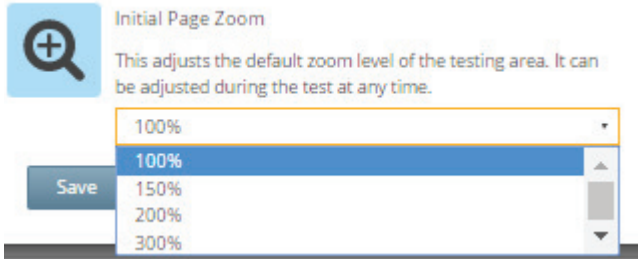
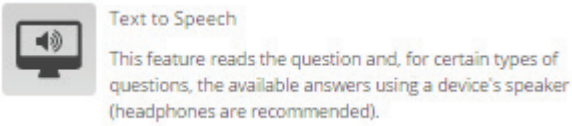



Use of any of these accommodations must be consistent with the student's IEP or 504 plan. These options must be identified and coded in the Nextera® administration system prior to field testing.

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.

**Note:** Answer Masking Tool is an available accommodation in the Nextera Test Delivery System, but it is not applicable for the English Language Arts Writing Field Tests.

| Accommodation | Description |
|---|---|
| **Background Color** | The Background Color option is an embedded accommodation that allows the color of the background to be changed as needed in order to make the text easier for the student to read. There are multiple color options available.<br>  <br> |
| **Reverse Contrast** | 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.<br>  <br> |

| Accommodation | Description |
|---|---|
| **Initial Page Zoom** | The Initial Page Zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Options available are 100%, 150%, 200%, and 300%.   |
| **Text-to-Speech** | Text-to-Speech is an embedded accommodation that reads the question and, for multiple-choice questions, the answer choices, through the device's speaker. Because of this, headsets are recommended when using this accommodation.   When using this accommodation, ensure the volume on the student's device is on, unmuted, and adjusted prior to launching the secure browser. |

## 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—all charts and blank or completed graphic organizers and all board work pertinent to English Language Arts.
- 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.
- Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions and have had the opportunity to practice using the 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 or help eliminate answer choices. Do not assist students with any field test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

## Use Standardized Testing Procedures

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

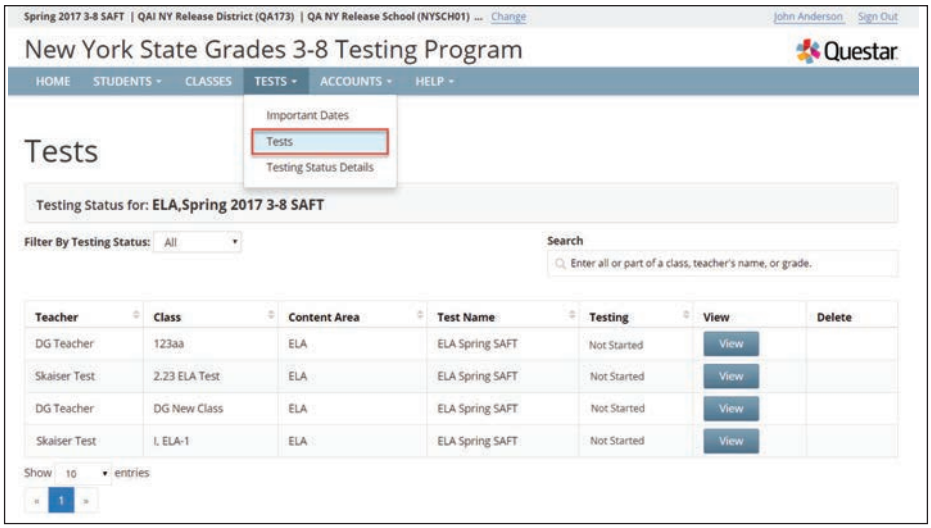
# STEP FIVE Prepare Field Test Materials

Teachers will need student login credentials for each student to sign in with, a Session Access Code, 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.

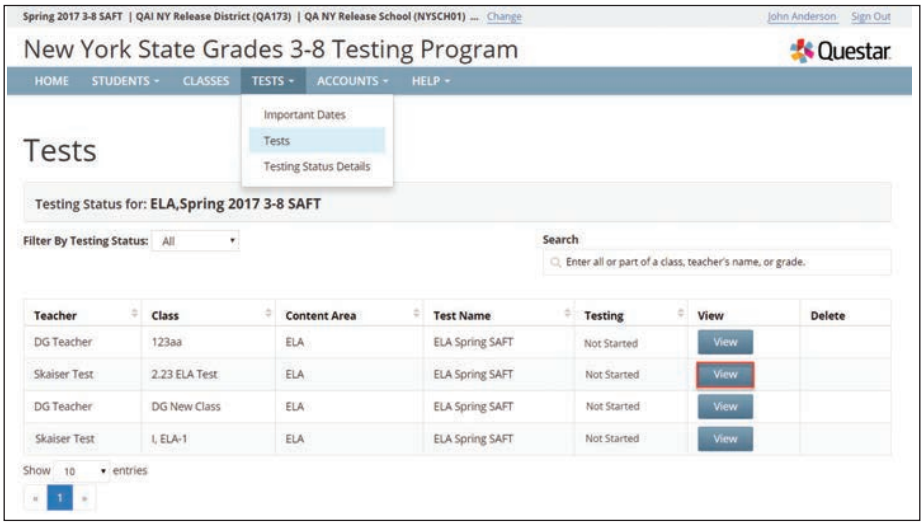
## Student Login Credentials

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.

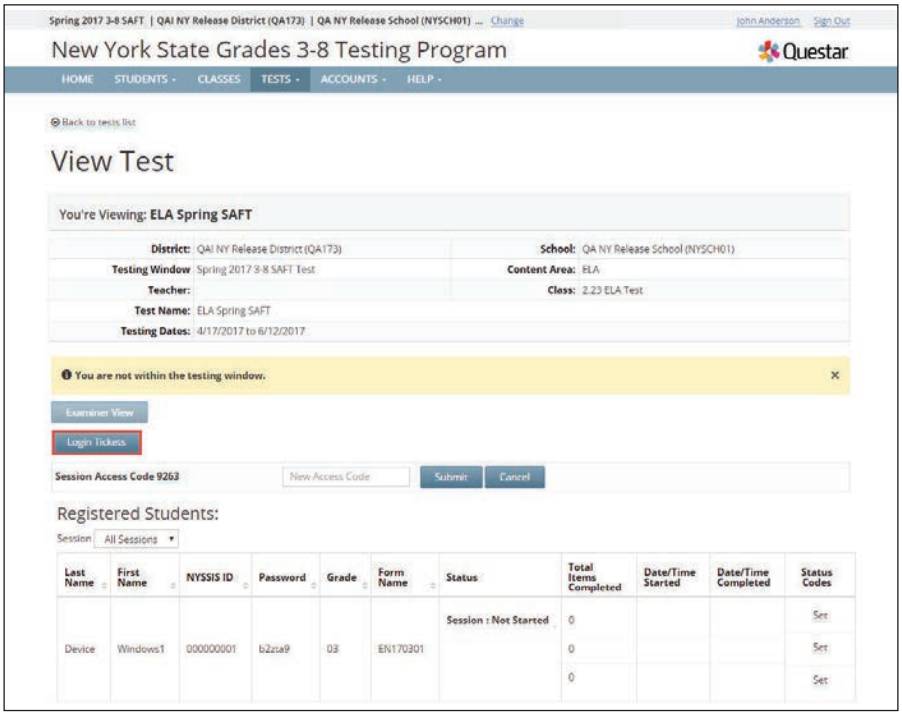
- To print the student login credentials, complete the following steps:
  1. Log in to the Nextera® administration site. For further details on the login process, refer to **Appendix D** for step-by-step instructions to log in and sign out.
  2. Select **Tests** from the **Tests** tab. The *Tests* screen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



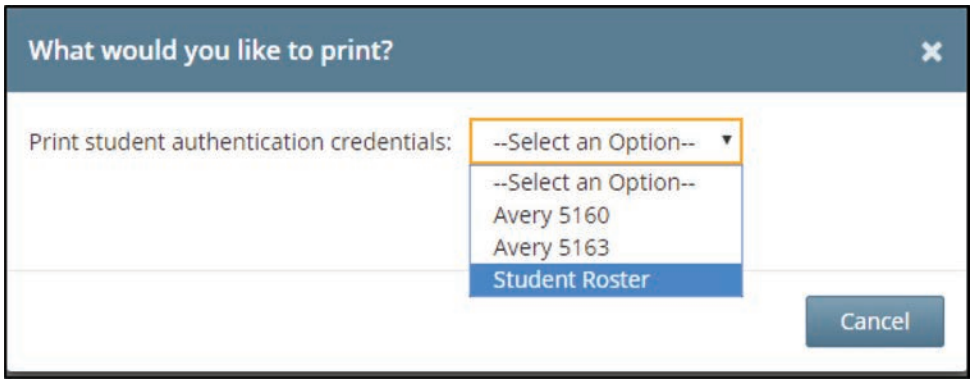

  3. Select **View** for the applicable test.



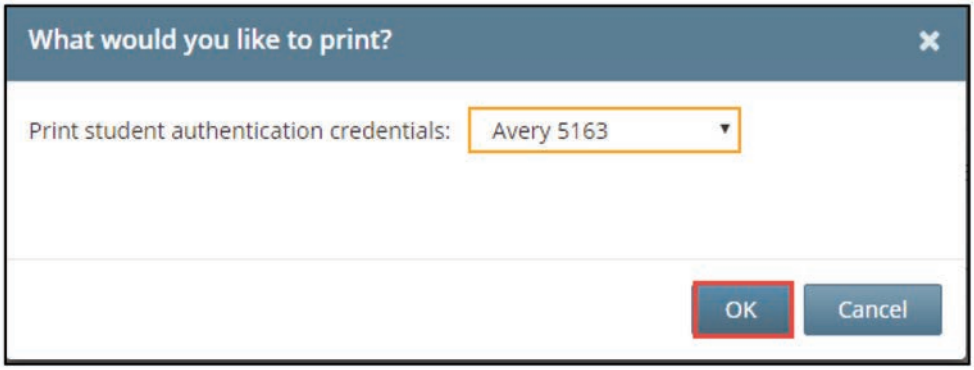
4. Select **Login Tickets**.




5. Select the **applicable form**.




6. Select **OK**.

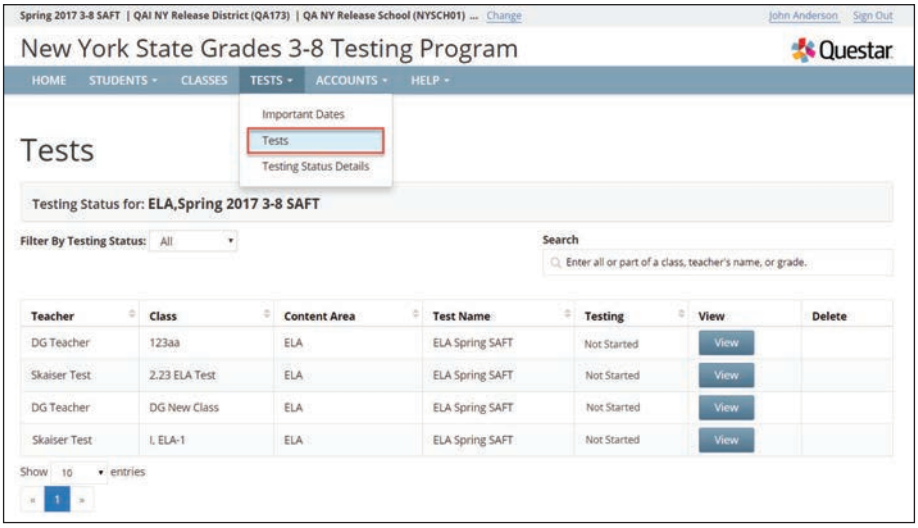


7. The student login credentials will display. Use the **Print function** to print the student login credentials. Each label includes a student's name, test name, NYSSIS ID, and password.

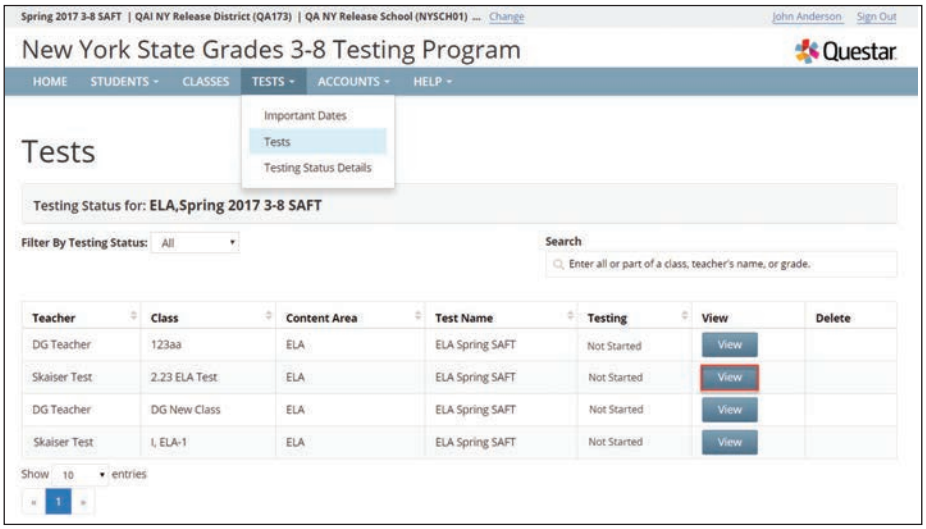
| | |
|---|---|
| **Jefferson, Mary** | **Overbar, Sam** |
| ELA Spring SAFT | ELA Spring SAFT |
| NYSSIS ID: 1234567899 | NYSSIS ID: 1234567888 |
| Password: 7B0BB1F6 | Password: B4014597 |

## Session Access Code

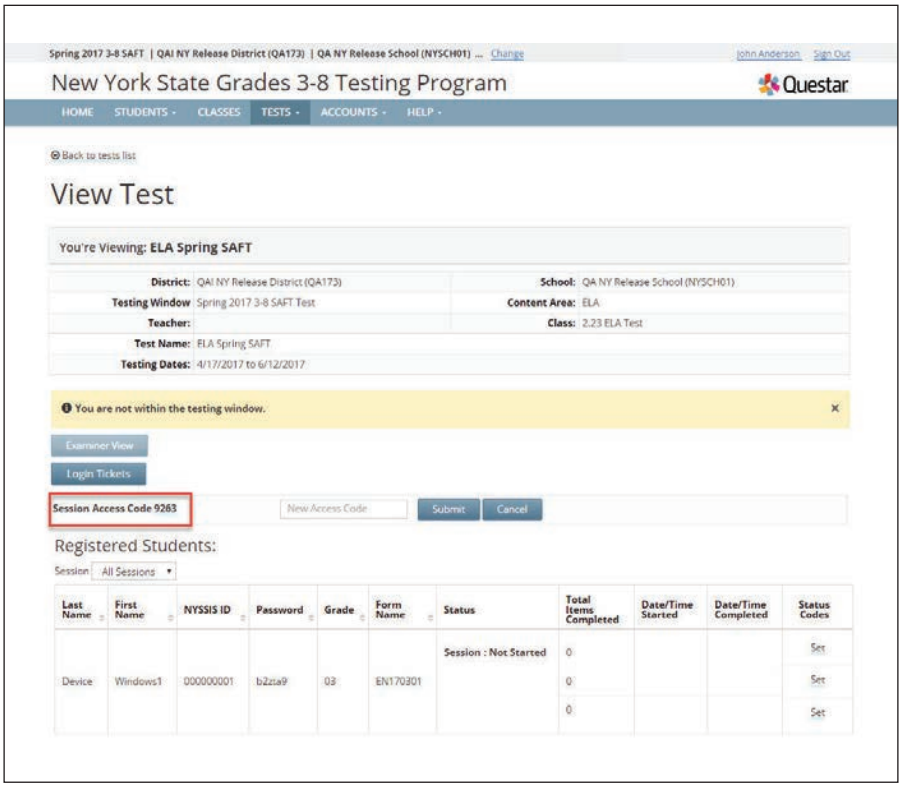
- You will need to provide students with a Session Access Code in order for the students to access their field tests in the Nextera® Test Delivery System. Instructions for providing the Session Access Code to students is included in **Step 6: Administer the 2017 English Language Arts Computer-Based Field 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 log in process, refer to **Appendix D** for step-by-step instructions to log in and sign out.
  2. Select **Tests** from the **Tests** tab. The *Tests* screen displays.



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




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




## Proctor PIN

If a student pauses the field test during administration, a proctor PIN will be required to allow them 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.

# STEP SIX Administer the 2017 English Language Arts Writing 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** **Today, you will be taking the 2017 Grade [say appropriate grade] Common Core English Language Arts Writing Field Test.**

**You will read some passages and answer questions about what you have read. You must type your answers for the written-response questions in the Nextera® Test Delivery System.**

*Distribute one clean page of lined ruled scratch paper to each student.*

**SAY** **You may use this scratch paper to plan your written responses. You must type your final answer in the answer box provided 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."**

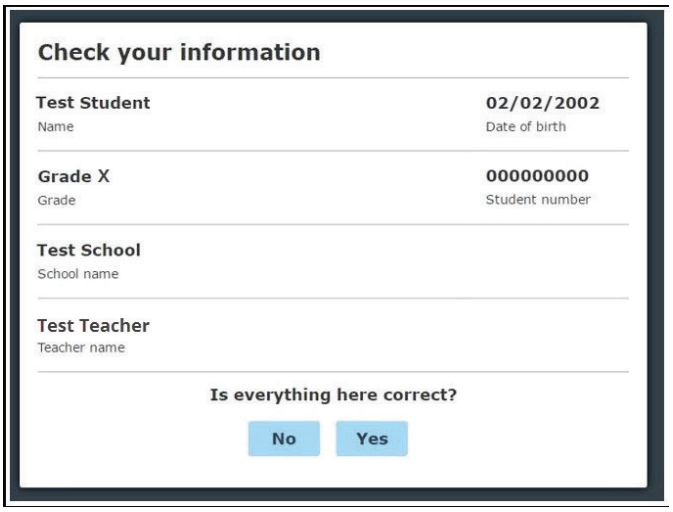
**Now select the "Password" field. Type in your password. Your password is also on your student login credentials.**

**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:*




**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.*

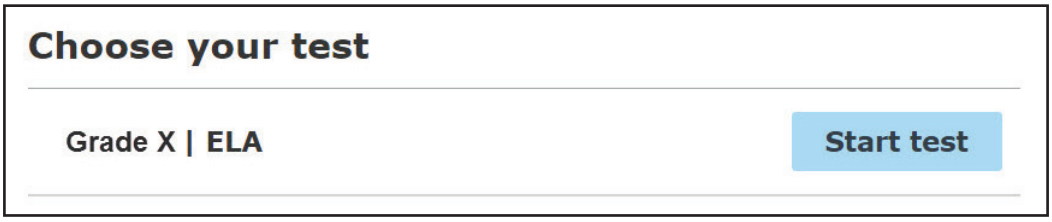
*If the date of birth or teacher's name is incorrect or the student's name is misspelled, notify the School Test Coordinator after the field test has ended. The student should begin testing and the error can be corrected at a later time.*

*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 test until I tell you to do so.**

*Sample Tests Page:*



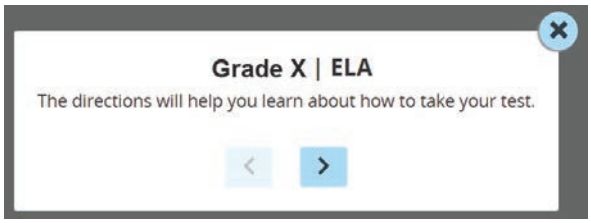

**SAY** **Now we are going to begin the field test. Select "Start Test".**

**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.*

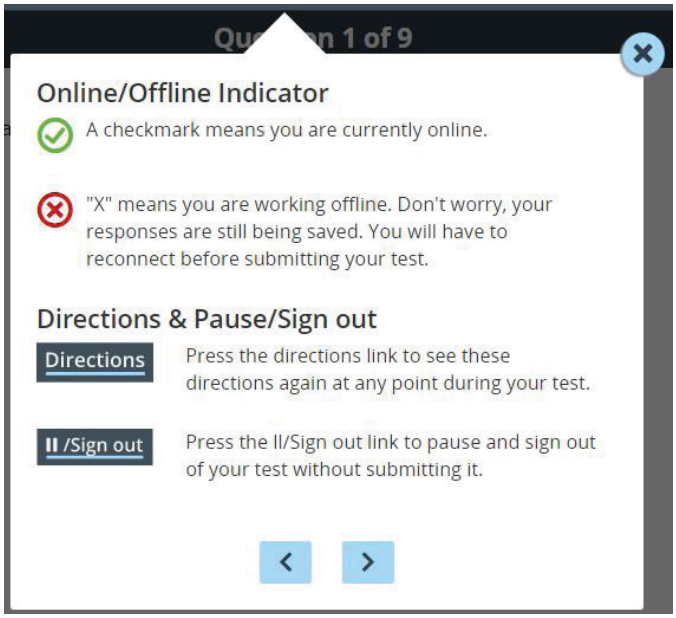
*Students select the right facing arrow to read through the directions, or select the **X** to exit the directions.*

*Sample directions page:*



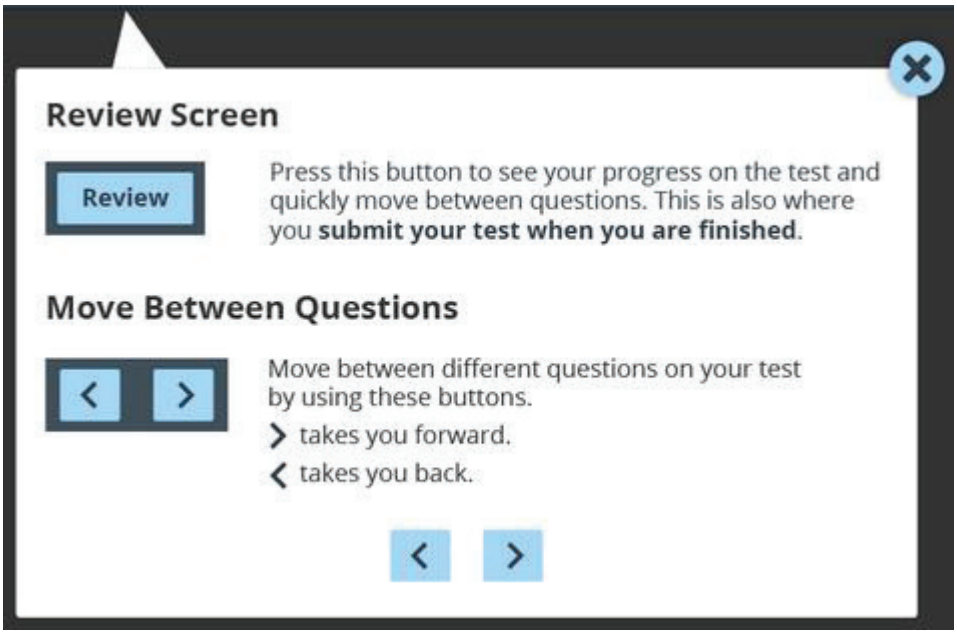

**SAY** **Select the right arrow.**

*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:*



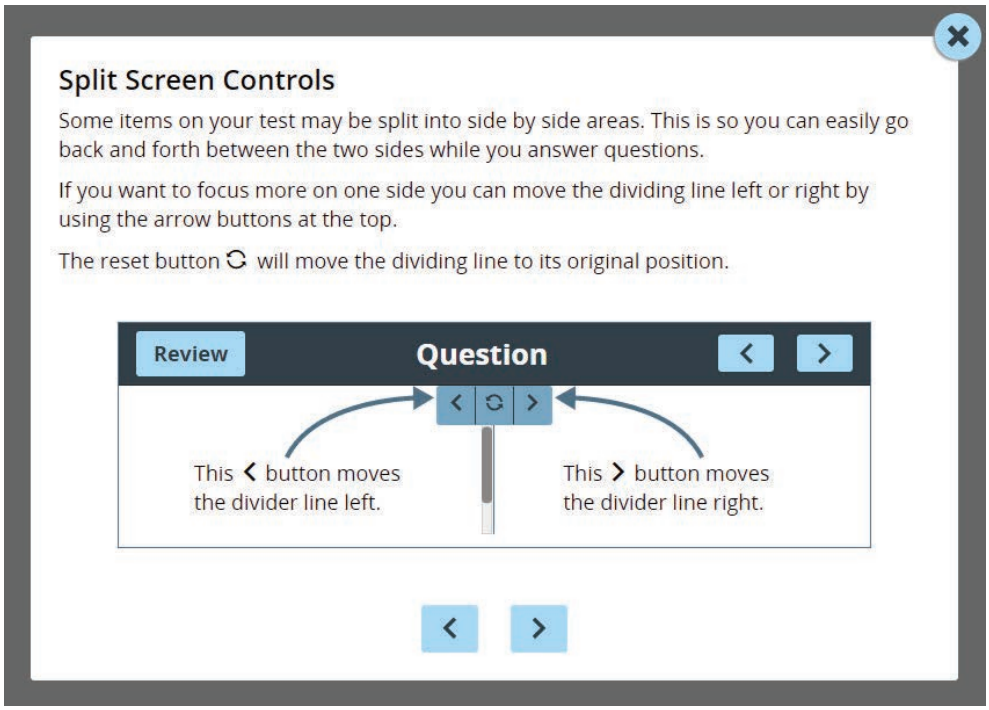
**SAY** **While taking your field test, press the Review button to see your progress and quickly move between questions. This is also where you submit your field test when you are finished. The right and left arrows are used to move between different questions on your field test. The right facing arrow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



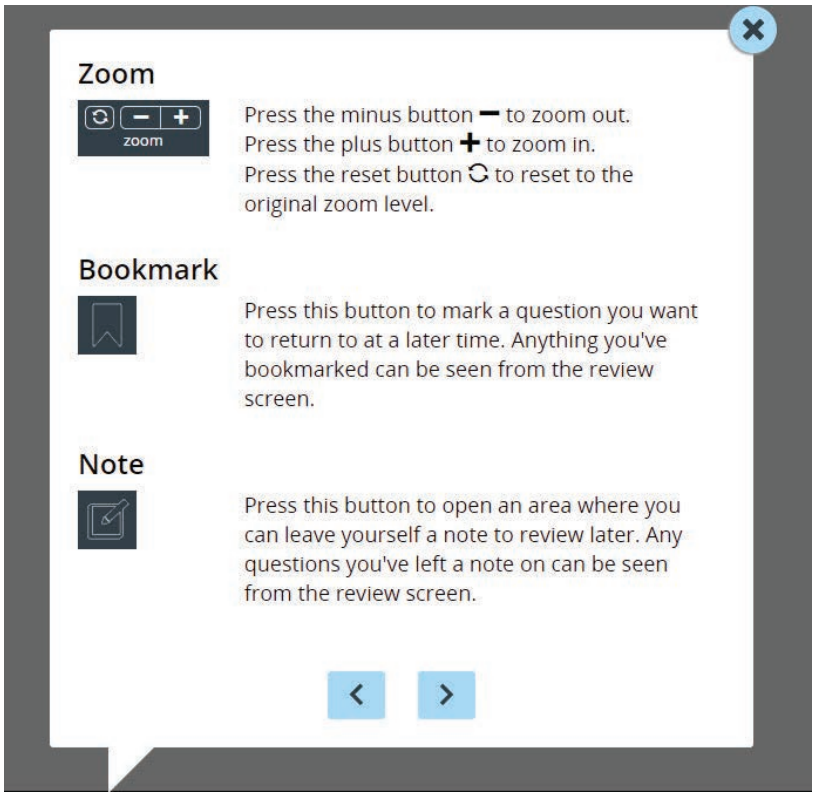

**SAY** **The passages in this field test will appear on the left side of your screen, and the questions will appear on the right side of the screen. If you would like to expand either side of the screen during the field test, you can move the dividing line left or right using the arrow buttons at the top.**

**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:*



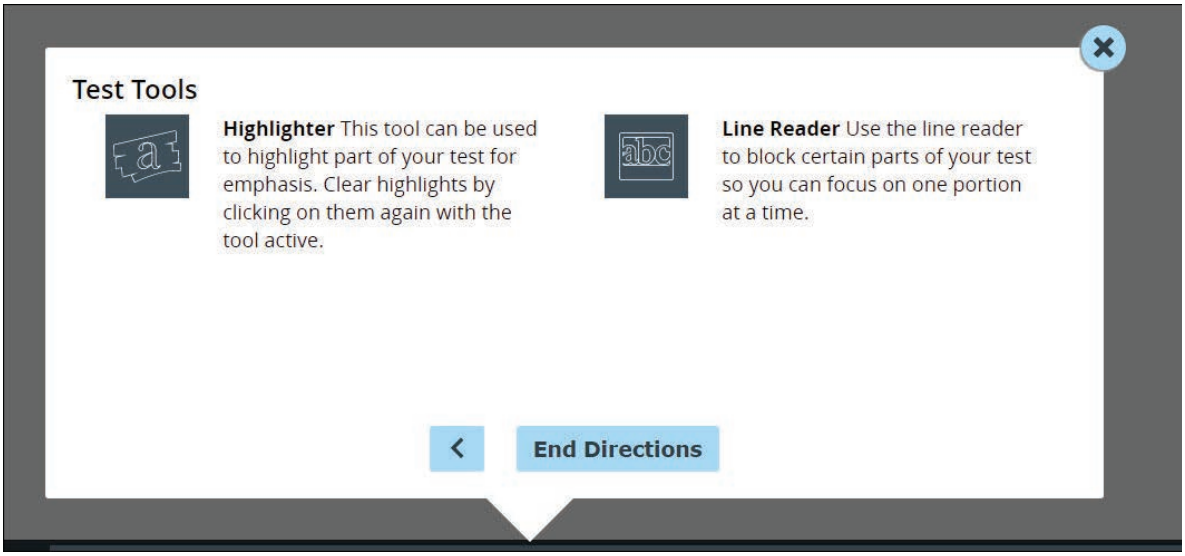

**SAY** **These tools can be used any time during the field test. To make the screen text smaller, press the minus button. To make the screen text larger, press the plus button. The bookmark can be used to mark a question you want to return to at a later time. Anything you have bookmarked can be seen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



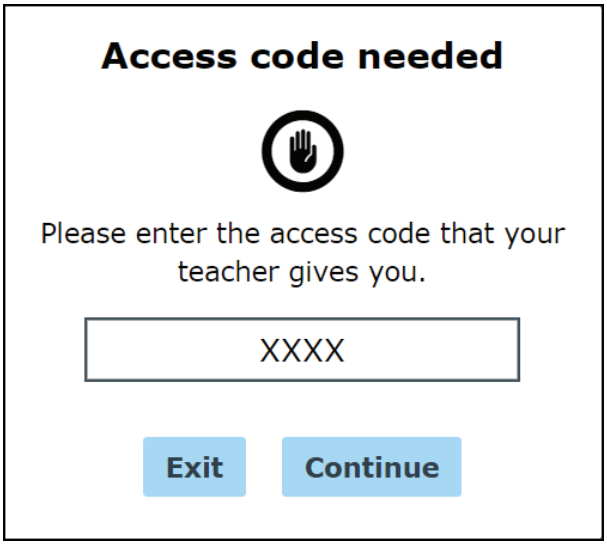

**SAY** **These are additional tools you can use any time during the field test. The highlighter tool can be used to highlight part of your field test for emphasis. You can clear highlights by clicking on them again when you are using the tool. The line reader tool can be used to block certain parts of your field test so you can focus on one portion at a time.**

**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 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.*

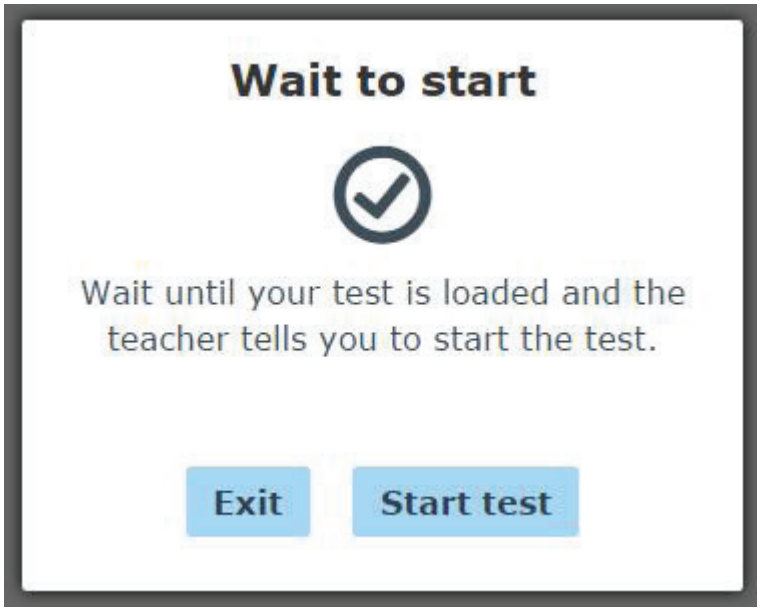
**SAY** **You must work independently, and you may not speak with each other while the field test is being administered. After you have submitted your field test, you will return the scratch paper to me.**

**Input the Session Access Code: [say 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:*



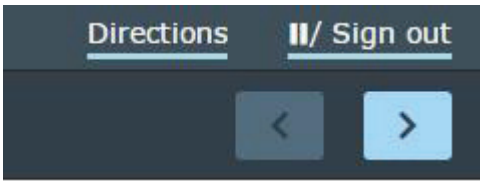
**SAY** **Please select "Start test."**

**The next screen confirms you are taking the [say appropriate grade] English Language Arts Grade Field Test today.**

**If your screen does not say [say appropriate grade], please raise your hand.**

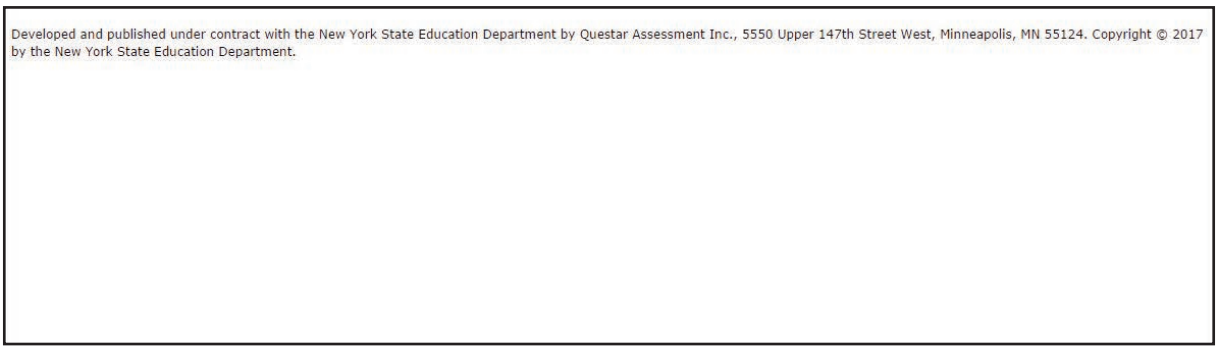
**SAY** **Please find the right arrow in the top right corner and select it.**

*Sample screen:*




**SAY** **Does anyone have any questions?**

*Pause for questions.*




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

*Pause to allow students to go to the next screen.*

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

- **Be sure to read all the directions carefully.**
- **Most questions will make sense only when you read the whole passage. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned from reading the whole passage. You may need to review both the quotation and the passage in order to answer the question correctly.**
- **Read each question carefully and think about the answer before writing your response.**
- **In writing your responses, be sure to**
  - **clearly organize your writing and express what you have learned;**
  - **accurately and completely answer the questions being asked;**
  - **support your responses with examples or details from the text; and**
  - **write in complete sentences using correct spelling, grammar, capitalization, and punctuation.**
- **For the last question in this test session, you may plan your writing on the scratch paper provided but do NOT write your final answer on the scratch paper. Writing on scratch paper will NOT count toward your final score. Type your final answer in the box provided online below the question.**

**Does anyone have any questions?**

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

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

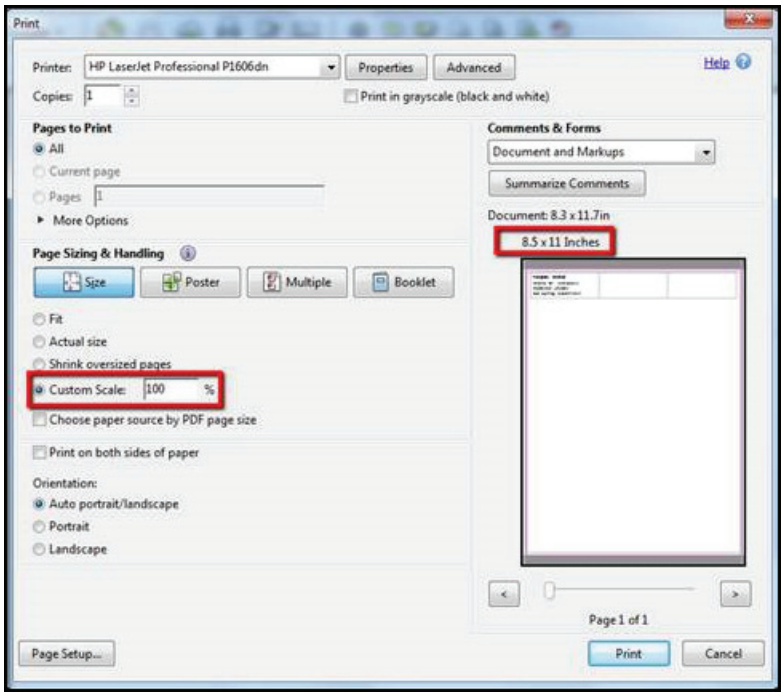
*Ensure all students return the scratch paper and student login credentials to you. These materials are considered secure materials and must be destroyed.*

# 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 |
|---|---|
| 1. Turn off the device*<br>2. Restart the device<br>3. The student should login and continue testing or submit the test<br>*for Mac: power down by pressing the power button for 5 seconds | 1. Exit using the button at the lower left<br>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.

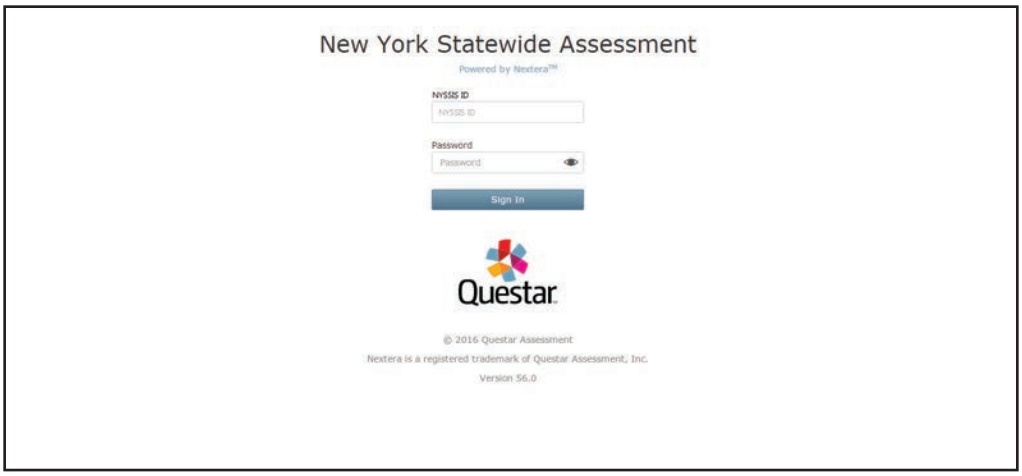
# Appendix A: New York State Practice Test

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 English Language Arts Field Tests using the Nextera® Test Delivery System.

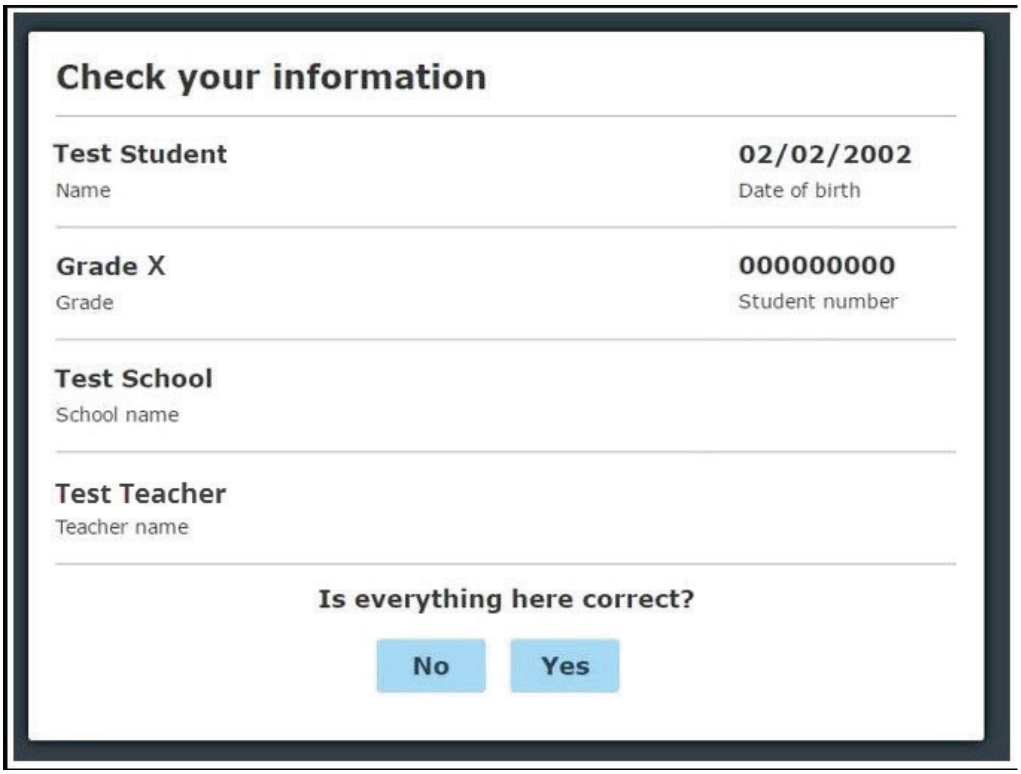
## Practice Test Sign In

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.

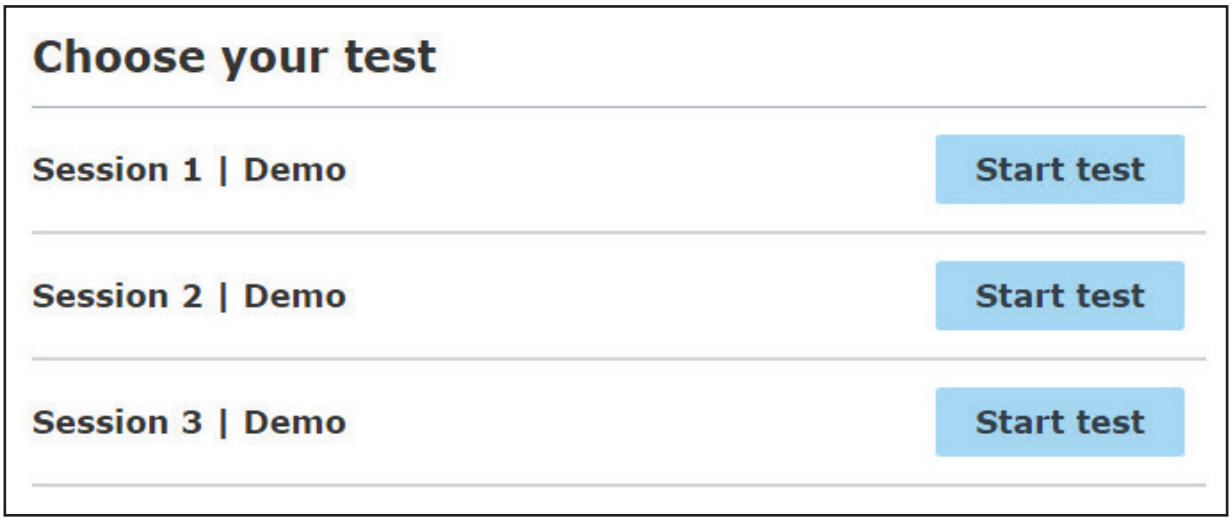
Students will use the Nextera® Secure Browser to access the Practice Tests. Students double click on the Questar Secure Browser icon on their desktop. Once the secure browser opens, students type in the NYSSIS ID and password and select "Sign in."



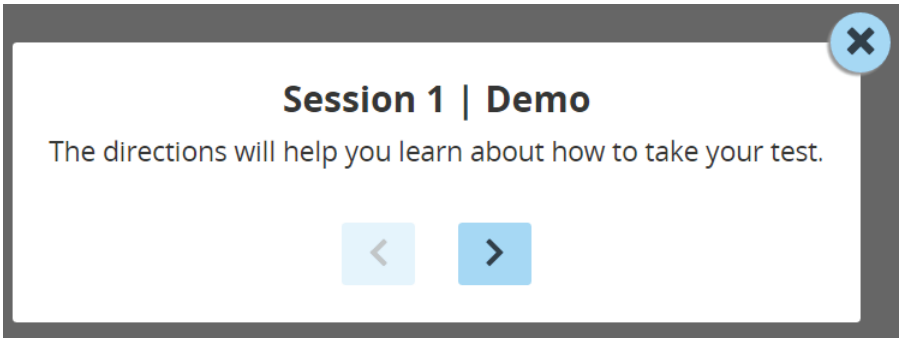
Students will see the **Check your information** screen. This is generic information for the Practice Test. The students select "Yes."



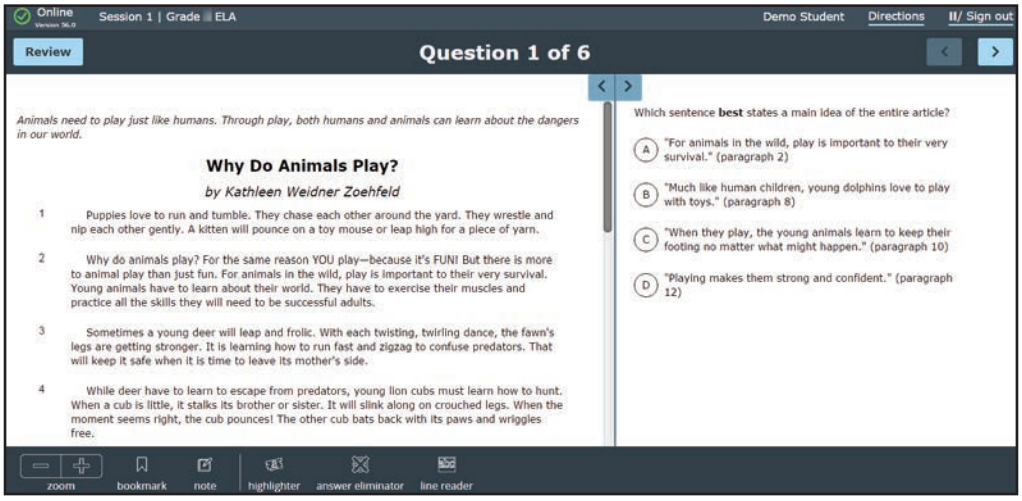

The next screen is where the students will choose which Practice Test session they will take. The student will select "Start Test" next to the desired session.



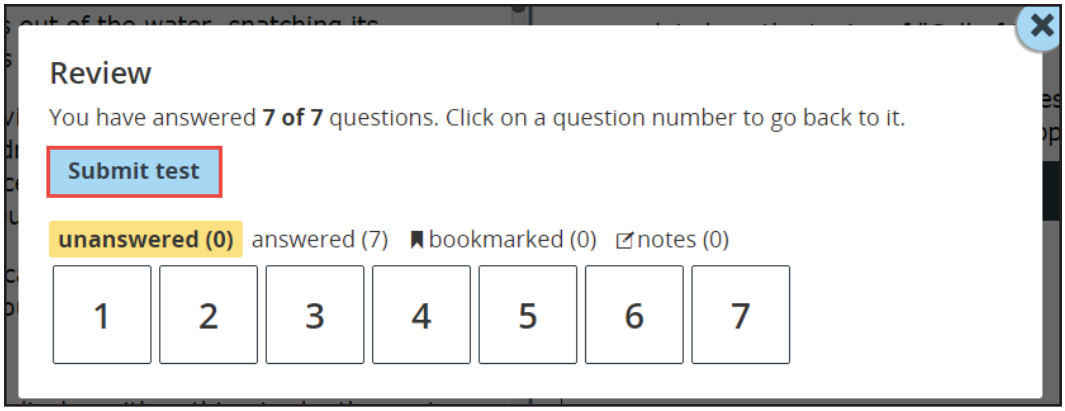

The system will walk students through a short tutorial on the tools and features of the Nextera® Test Delivery System before they begin the Practice Test. Students use the right-facing arrow to navigate through the directions.



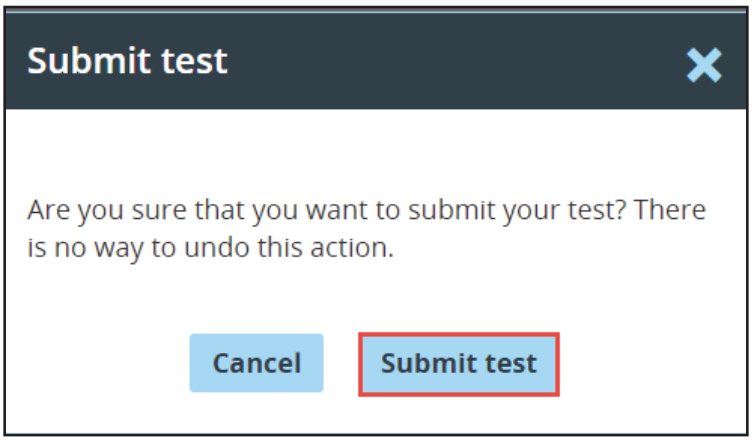

Once the directions close, the Practice Test appears. After the student responds to each question, direct the student to select **Review**.



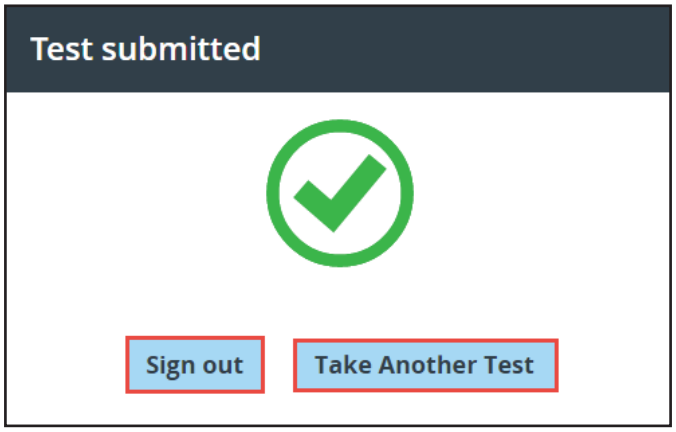

The *Review* screen appears. Once students confirm they have responded to all questions, direct them to select **Submit test**.



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 field tests.

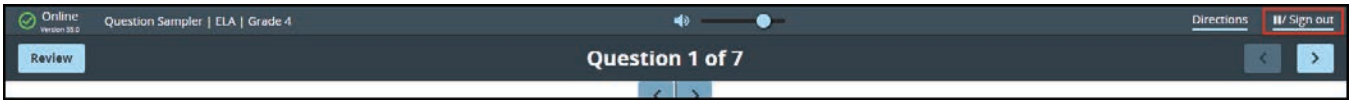
- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely-spaced rows or in every other row.

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

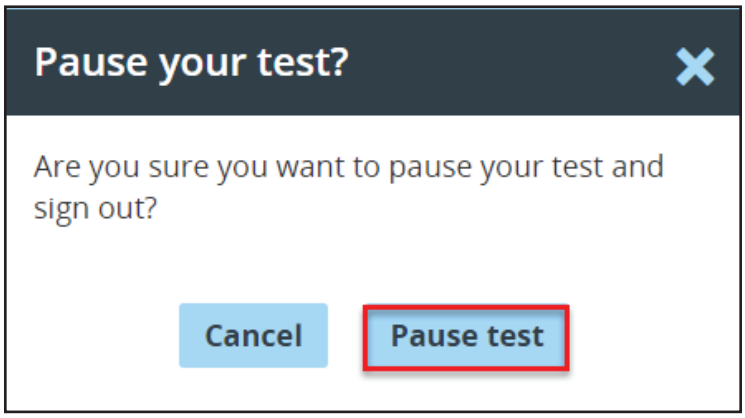
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible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

# Appendix C: Pausing and Reactivating a Paused Field Test

A student may pause a field 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

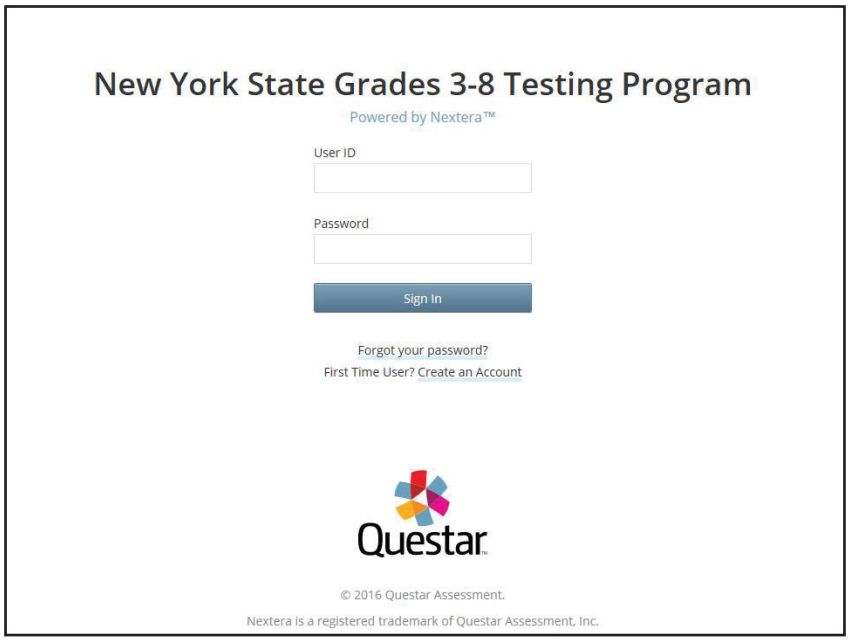
This section will guide you through the log in process in the Nextera® administration system.

## Log In/Sign Out

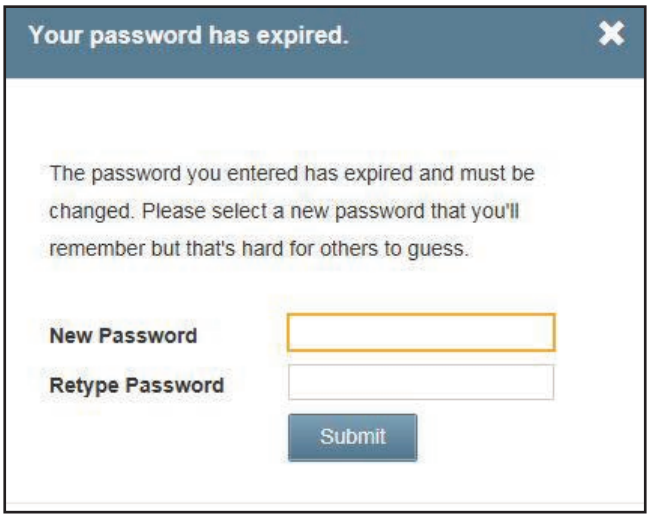
Enter this web site address in your browser window: https://ny.nextera.questarai.com/Admin/

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.*



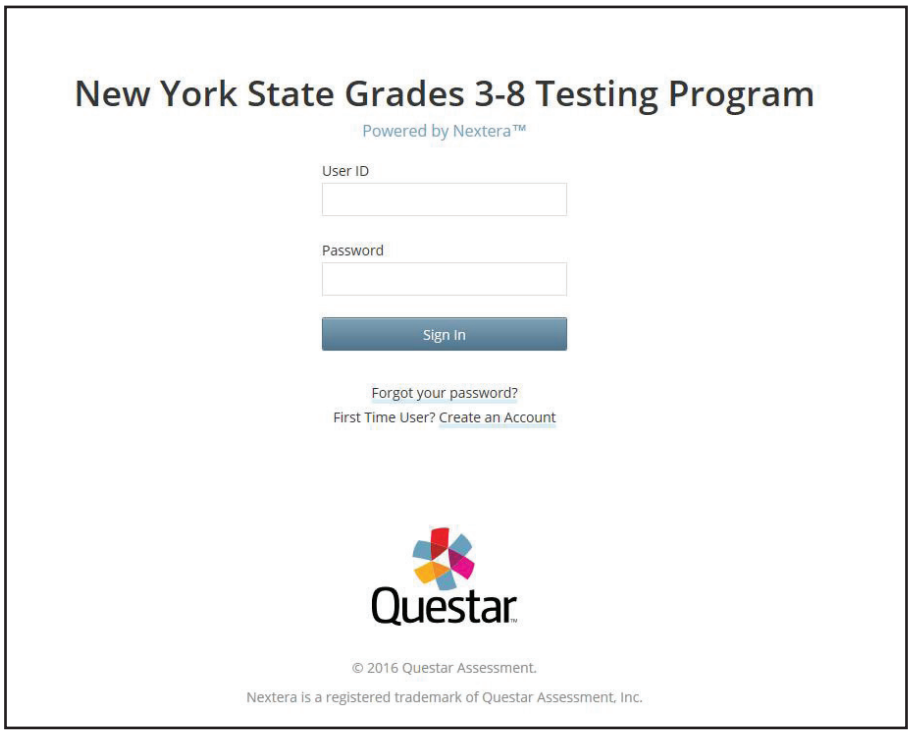
You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



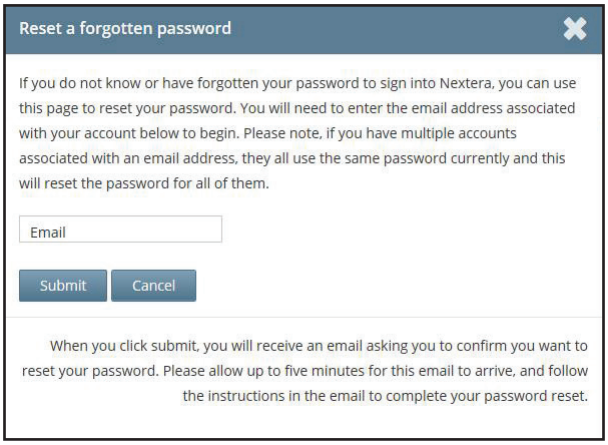

Continue to Step 3.

2. If you have forgotten your password:

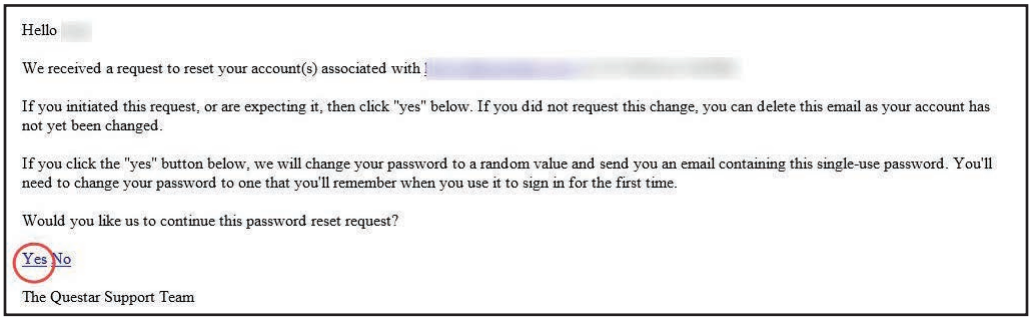
- Select **Forgot your password?**



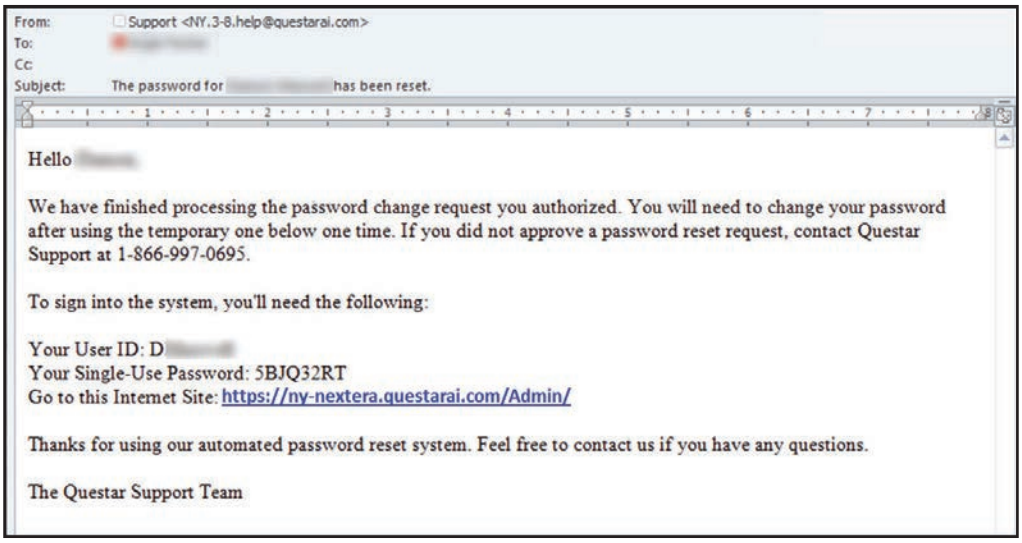
- Enter your email address and select **Submit**.



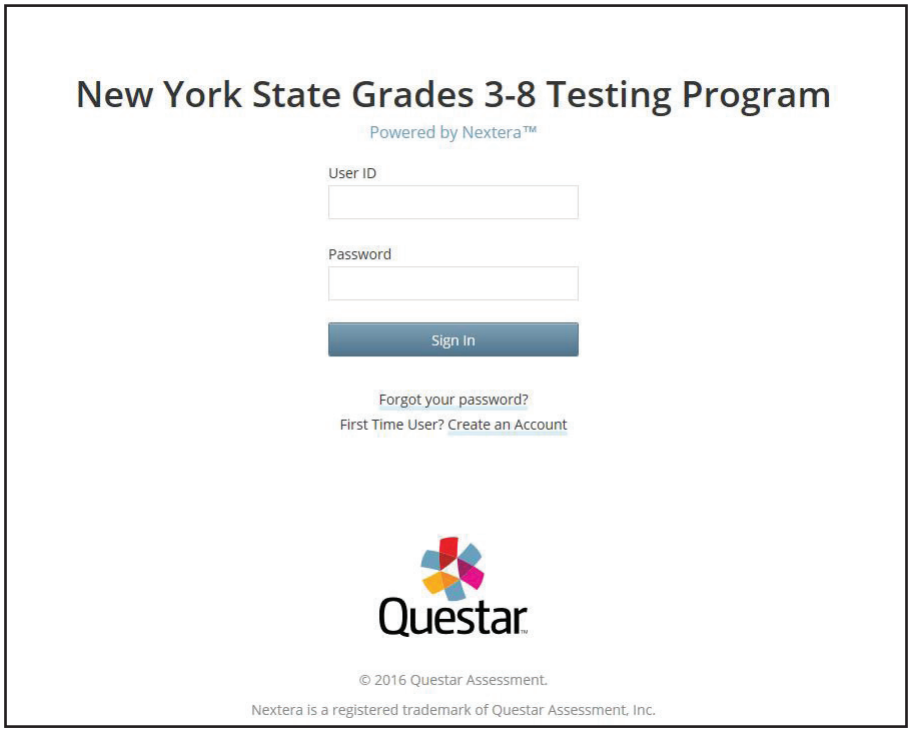

- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



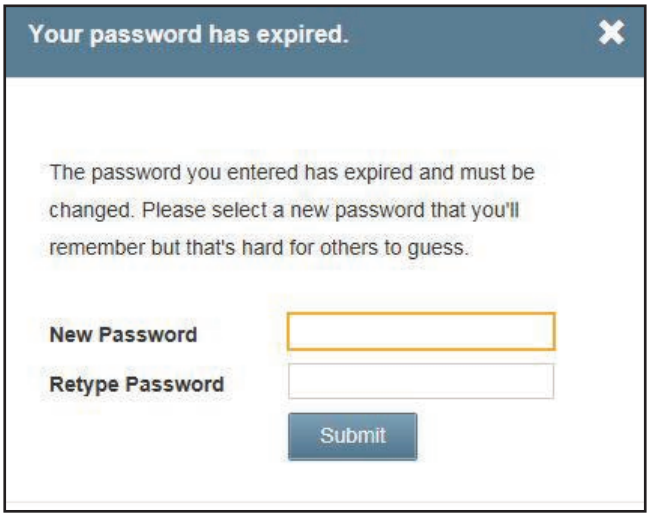

- You will receive another email that provides you with a **Single-Use Password**. Select the **Go to this Internet Site** link.



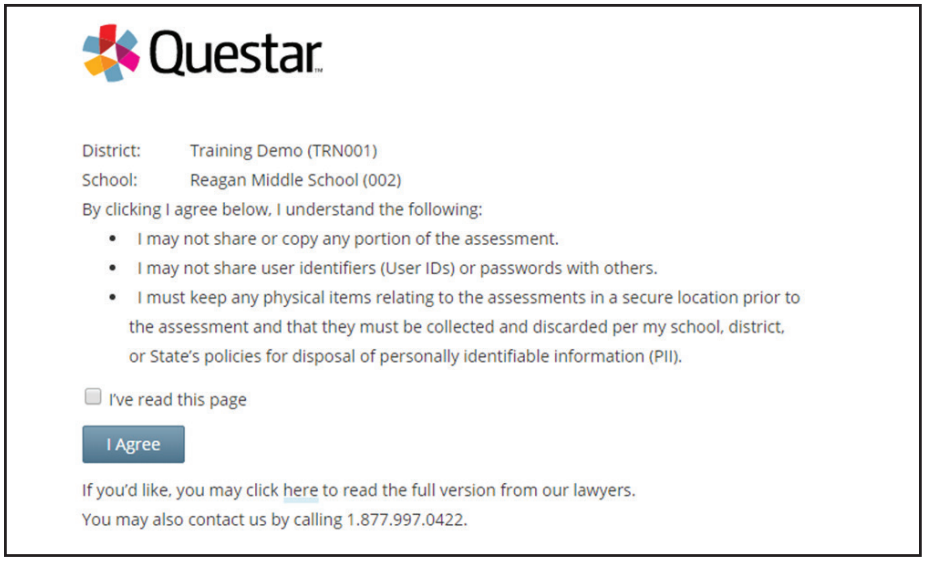
- Enter your **User Name** and Single-Use **Password** and select **Sign in**.




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

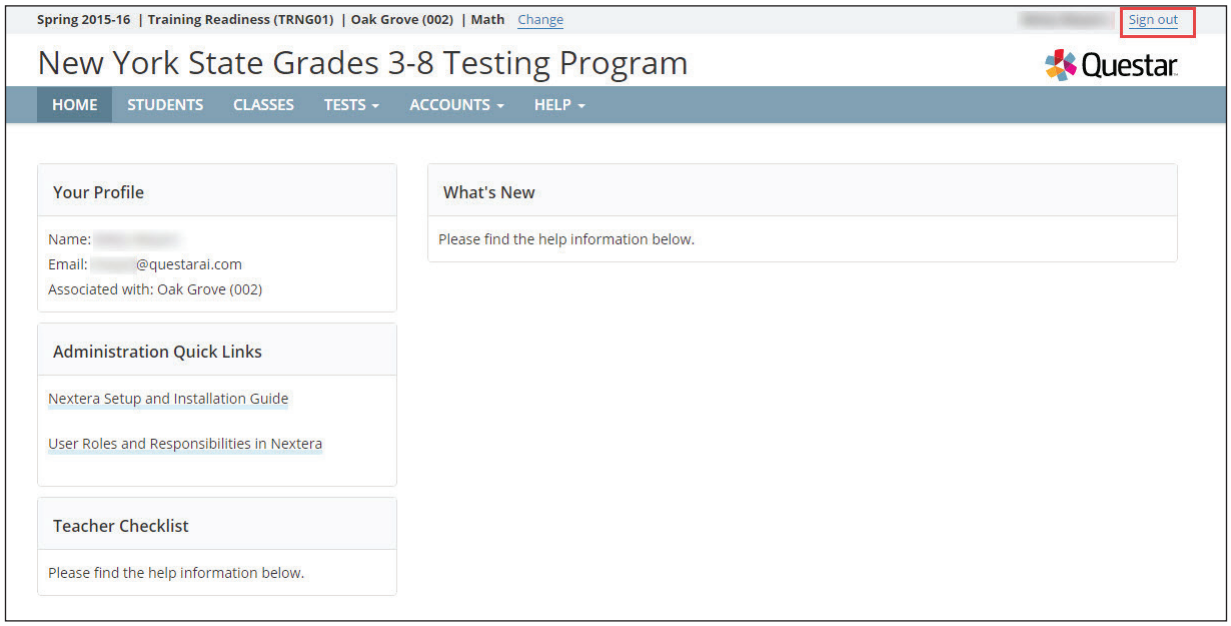


3. For initial log ins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **checkbox** for **I've read this page** and select **I Agree**.




## Sign Out

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



**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 English Language Arts Short- and Extended-Response Writing Field Tests Teacher's Directions for Computer-Based Testing May 22–June 9, 2017