

New York State Testing Program

**2017 Grades 3–8
English Language Arts
and Mathematics Field Tests**

**School
Administrator's
Manual for Computer-
Based Field Testing
May 22–June 9, 2017**

**Grades 3–8
2017**



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Overview

2017 Contact Information

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

Important reminder: Check the Office of State Assessment’s web site regularly for updates on the 2017 Grades 3–8 Testing Program (<http://www.p12.nysed.gov/assessment>).

Field Testing Schedule and Important Administration Dates

Events	Grades 3–8 English Language Arts and Mathematics
Field Test Administration Window	Monday, May 22–Friday, June 9

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

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

This *School Administrator's Manual for Computer-Based Field Testing* serves to guide school administrators in general field test administration activities, such as using Nextera® Administration System.

All devices intended for use in the administration of the field tests must be set up and configured to field test using the Nextera® Test Delivery System. **Appendix H, Nextera® Administration System** includes processes and screen shots for common functions necessary to administer the field tests on a computer (adding and editing teachers, students, etc.). If you have any questions, please contact Questar customer support at 866-997-0695 or email NY.3-8.help@questarai.com. All persons in charge of the administration of the 2017 Grades 3–8 English Language Arts and Mathematics Field Tests should be familiar with the information in this manual.

Instructions for field test administration in the classroom are provided in the *2017 English Language Arts Field Tests Teacher's Directions for Computer-Based Testing* and the *2017 Mathematics Field Tests Teacher's Directions for Computer-Based Testing*.

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

Scratch Paper for CBT

Schools that will be administering the English Language Arts and 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 English Language Arts Field Tests, each student should be given one sheet of lined ruled paper, such as loose leaf paper. 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 they must record their final answer to all field test questions 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.

Part 1

Preparing for the Field Tests

General Features of the 2017 Grades 3–8 English Language Arts and Mathematics Field Tests

The New York State Education Department (NYSED), along with its contractor, Questar, constructed the 2017 Grades 3–8 English Language Arts and Mathematics Field Tests. Teachers from across the State work with the Department in a variety of activities, such as reviewing field test questions and selecting the questions that will be included on the field tests, to ensure that the field tests are appropriate measures of student achievement of the New York State Learning Standards.

The CBT field tests are to be administered **May 22 – June 9, 2017**. The 2017 Grades 3–8 Field Tests will consist of one session. Schools have been assigned a specific grade for the English Language Arts Field Test or a specific grade for the Mathematics Field Test. The field tests can be administered to groups or classes of students in a single class period of approximately 40 minutes.

Field Test Security Requirements and Responsibilities

Field test security responsibilities of the principal or designee:

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

Field test security responsibilities of proctors:

- Receive training in administering field test sessions properly and securely.
- Review the *Teacher's Directions for Computer-Based Field Testing* and:
 - Understand the security requirements before administering field test sessions.
 - Read the scripts and directions prior to the field test administration.
- Obtain the Session Access Code and proctor PIN from your administrator for the field test (see directions on page A-15 of **Appendix H, Nextera® Administration System** for further details).
- Provide students with all required field test materials, including student login credentials and the Session Access Code.
- Administer the field tests during the assigned field testing window.
- Make arrangements in advance to seat students and prepare a secure field testing environment.
- Prevent the use of unapproved materials (see pages 15–16 for approved and unapproved materials).
- Collect all printed student login credentials and scratch paper and return them to the school principal or designee.

Shared field test security responsibilities of principals, proctors, and all other school personnel authorized to have access to secure material:

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

Students to Be Field Tested

Your school is asked to administer the field test to all students in the assigned grade and subject who participated in the 2017 Grades 3–8 Common Core English Language Arts and Mathematics Tests, subject to the availability of special editions that some students may require. For the computer-based field tests, regular editions and Spanish editions (for Mathematics only) will be available. Your school is not expected to include students in the field test who during the operational test made use of a special edition that is not available for the computer-based field test.

English Language Learners

The following English Language Learners **may be exempt** from taking the 2017 Grades 3–8 English Language Arts and Mathematics Field Tests:

- *Recent Entrants*—Schools are permitted to exempt from the 2017 English Language Arts Field Tests those English Language Learners (including those from Puerto Rico) who, on April 1, 2017, had been attending school in the United States for the first time for less than one year and who were exempted from the 2017 Grades 3–8 English Language Arts Operational Tests.
- *Students Requiring Translated Editions of the 2017 Grades 3–8 Mathematics Field Tests*
 - Translated editions are **only available in Spanish** for the 2017 Grades 3–8 Mathematics Field Tests.
 - Schools are permitted to exempt students from the 2017 Grades 3–8 Mathematics Field Tests who used other translated editions for the 2017 Grades 3–8 Mathematics Operational Tests.
- *Students Requiring Oral Translation*—Students who required an oral translation for lower-incidence languages or who wrote responses in a native language other than Spanish for the 2017 Grades 3–8 Mathematics Operational Tests are **exempt** from participating in the 2017 Grades 3–8 Mathematics Field Tests. Translation services need not be provided for the 2017 Grades 3–8 Mathematics Field Tests.
- *Bilingual Dictionaries and Glossaries*—English Language Learners may use bilingual dictionaries and glossaries when taking the 2017 Grades 3–8 English Language Arts and Mathematics Field Tests. These bilingual dictionaries and glossaries may provide only direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations of words, and electronic dictionaries or glossaries with Internet access, are not permitted.

Absent Students

Students who are absent on the day the school administers the 2017 Grades 3–8 English Language Arts and Mathematics Field Tests to their classmates do not need to make them up. In addition, schools are not expected to administer the field tests to students who are receiving their instruction at home or in a medical setting.

General Tools

General Tools are available to all students in the Nextera® Test Delivery System for the appropriate grade(s) and content area(s). Please refer to the table below for information regarding which tools are available by grade and content area.

General Tool	Content Area(s)	Grades
Highlighter	ELA and Math	3–8
Bookmark	ELA and Math	3–8
Zoom	ELA and Math	3–8
Answer Eliminator	ELA and Math	3–8
Line Reader	ELA	3–8
Ruler	Math	3–8
Protractor	Math	4, 5, 6, 7, and 8
Mathematics Reference Sheet	Math	5, 6, 7, and 8
Notepad	ELA and Math	3–8
Calculator	Math	6, 7, and 8

CBT Accommodations

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

Online Testing Accommodation	Content Area Notes
Answer Masking Tool	ELA and Math
Reverse Contrast	ELA and Math
Background Color	ELA and Math
Initial Page Zoom	ELA and Math
Text-to-Speech (TTS)	ELA directions, passages, questions, and answer choices Math directions, questions, and answer choices

Refer to **Appendix C, Nextera® Test Delivery System Computer-Based Field Testing Accommodations** for descriptions of the CBT accommodations. CBT accommodations are assigned to students via Nextera® administration system prior to field testing by the District Test Coordinator or School Test Coordinator. Instructions for assigning CBT accommodations to students are provided in the “To Add or Edit a Student” section of this manual.

Administrator’s Planning Steps for CBT Field Test Preparation

The following information is provided to assist in preparation for administering the New York State 2017 Grades 3–8 English Language Arts and Mathematics CBT Field Tests. A complete checklist of school administrator planning activities is provided in **Appendix A, School Administrator’s Checklist for CBT**. Refer to **Appendix E** for the **District and School Test Coordinator Checklist for Computer-Based Field Testing**.

Refer to **Appendix D** for descriptions of **Roles and Permissions** and **Appendix G** for a **Glossary of Computer-Based Field Testing Terminology**.

All devices intended for use in the administration of the computer-based field tests must be set up and configured to test using the Nextera® Test Delivery System. **Appendix H, Nextera® Administration System** on page A-15 includes processes and screen shots for common functions necessary to administer the field tests on a computer (adding and editing teachers, students, etc.). If you have questions, please contact Questar Customer Support at 866-997-0695 or email NY.3-8.help@questarai.com.

Be sure to:

- Schedule field tests to avoid conflicts with recess or lunch.
- Announce administration of field test dates to students before the date that the field test is scheduled to be administered. All announcements should be made in such a way as to convey information without causing students to become overly anxious.
- Inform parents of the date and purpose of field testing. Parents should be asked to encourage students to do their best on the field test and to ensure that students are well-rested on the day of field testing.
- Familiarize students with the general types of questions on the field test and the procedures that they should follow when recording the answers to the field test questions. For additional instructions, refer to the *Teacher’s Directions*, which will be shipped to schools and may also be accessed on the Department’s web site <http://www.p12.nysed.gov/assessment/manuals>. All students taking the field test on the computer should be provided with at least one opportunity to practice with the Practice Test for either English language arts or mathematics. The practice test is available in the Nextera® secure browser.
- Determine which rooms will be used for field testing.
- Make sure the room(s) in which the field tests are administered are well lit, well ventilated, and quiet.
- Make preparations before the field testing period to keep noise and other distractions to a minimum.
- Prepare a “Do Not Disturb” sign to place on the door to prevent interruptions.
- If field tests are to be administered in a classroom, clear work space of all books, papers, and other materials.

- Completely cover or remove from the walls all charts, blank or completed graphic organizers, number lines, mathematics tables, and all board work pertinent to English language arts and mathematics.
- Make arrangements in advance to seat students so that each student will be clearly visible to the proctor at all times and so that there will be the least possible opportunity for any communication between students. A seating chart is recommended in the event that the Internet fails and a student needs to go back to a certain device to submit their test at a later time. Seating of students in alternate rows is recommended. For additional suggestions for arranging a secure testing environment for computer-based field testing, see **Appendix F**.
- Each student will need a device for his or her exclusive use during the field test that has been configured for testing. Please work with your School or District IT Coordinator to verify the devices are ready for testing.
- Ensure that teachers have printed student login credentials and the Session Access Code prior to testing. For information on how to print student login credentials and where to find the Session Access Code, see the section on the Tests Tab that begins on page A-42 of this manual.
- Ensure that field tests are administered within the field testing window.

Part 2

Administering the Field Tests

School Administrator Responsibilities

It is the responsibility of the school administrator to:

- Inventory all field testing materials.
- Store secure field test materials in a safe or vault, as designated in the school's Examination Storage Plan.
- Distribute the materials to the teachers or proctors, and ensure the security of the field tests.
- Advise all teachers administering and scoring this field test that they are not to discuss field test questions or other specific field test content with each other, with others online via email, or through any other electronic means.
- Ensure that students with disabilities are provided allowable field testing accommodations as indicated on a student's IEP or 504 Plan.
- Ensure that teachers, aides, and assistants receive training to ensure the correct implementation of field testing accommodations.

Prepare the 2017 Grades 3–8 Computer-Based English Language Arts Secure Field Test Materials

In order to prepare the secure materials for computer-based field testing, schools must take the following steps:

- Verify that the school has the following prior to the field test:
 - Printed student login credentials for all students who will be field testing
 - The Session Access Code to begin the field test found on the Nextera® administration system Tests tab
 - The proctor PIN found on the Nextera® administration system Home Page
 - Scratch paper (one piece of lined ruled paper per student)

The following chart lists the English language arts materials needed in each classroom at each grade level for the computer-based field test.

English Language Arts	
Grades 3–8	<ul style="list-style-type: none"> • <i>CBT Teacher's Directions</i> • Classroom roster • Student login credentials for students who will be field testing • Session Access Code for students to begin the field test • Proctor PIN for students who may pause the test prior to submitting • Scratch paper (one piece of lined ruled paper per student)

Prepare the 2017 Grades 3–8 Computer-Based Mathematics Secure Field Test Materials

In order to prepare the secure materials for computer-based field testing, schools must take the following steps:

- Verify that the school has the following prior to the field test:
 - Printed student login credentials for all students who will be field testing
 - The Session Access Code to begin the field test found on the Nextera® administration system Tests tab
 - The proctor PIN found on the Nextera® administration system Home Page
 - Scratch Paper (one piece of plain paper and one piece of graph paper per student)
 - Math Reference Sheet (grades 5–8 only)

The following chart lists the mathematics materials needed in each classroom at each grade level for the computer-based field test.

	Mathematics
Grades 3–8	<ul style="list-style-type: none"> • <i>CBT Teacher's Directions</i> • Classroom roster • Student login credentials for students who will be field testing • Access Code for students to begin the field test • Proctor PIN for students who may pause the test prior to submitting • Scratch Paper (one piece of plain paper and one piece of graph paper per student) • Math Reference Sheet (grades 5–8 only)

Supervision of Students

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests and may not use any unauthorized notes, printed materials, or tools.

Use of Communications Devices

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into a classroom or other location where a State field test is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the field test administration. Admission to the field test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

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

You cannot have any communications device, including a cell phone, with you during this examination or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Personal laptops, notebooks, or any other computing devices
- Cameras, other photographic equipment, and 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?

[Proctor: repeat list of devices.]

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

If any student is observed with any prohibited device while taking a State field test, the proctor must direct the student to turn the device over to the proctor immediately; allow the student to complete the field test (to allow for all possible outcomes of procedural due process); and report the incident promptly to the school principal.

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

Aid to Students

No one, under any circumstances, may interpret or explain field test questions to students, nor may anyone review or comment to students about the correctness or sufficiency of the students' responses while the field tests are in progress. In response to inquiries by students concerning the meaning or interpretation of field test questions, proctors should advise students to use their own best judgment. Proctors may give students assistance only in the mechanics of taking the field tests, such as understanding that their responses must be entered into the Nextera® Test Delivery System or understanding navigation of the Nextera® Test Delivery System.

Temporary Absence from Field Testing Room

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

Emergency Evacuation of a School Building

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

If an emergency evacuation is required, school administrators should follow the below procedures.

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

Student Cheating

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

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

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

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

Proctoring

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

Proctors must:

- Circulate periodically around the room during the administration of the field test to ensure that students are recording their responses to field test questions in the proper manner and in the proper place.
- Make sure that students are recording their multiple-choice or constructed-response answers in the Nextera® Test Delivery System.
- Point out to students if they have left one or more answers blank.
- Not comment to the student on the correctness or sufficiency of any answer.
- Not use cell phones or other photographic devices to duplicate field test materials, and keep their own personal communication devices put away during field testing, using them only in emergency situations.

Concluding Field Test Sessions

As soon as the field test is completed, the principal must arrange for the collection and secure storage of all used and unused secure field test materials (student login credentials, Session Access Codes, proctor PINs, scratch paper, and/or reference sheets). All student login credentials, Session Access Codes, and proctor PINs must be securely destroyed.

Administrator’s Checklist for Collecting, Storing, and Organizing Secure CBT Materials

At the conclusion of the field test, please follow these instructions:

- Collect all secure field test materials, including student login credentials, Session Access Codes, and proctor PINs.
- Teacher’s Directions for Computer-Based Field Testing* should be left in the classrooms with the teachers so that they may review the instructions for the remaining field test session(s), if needed.
- Advise all staff that they are not to discuss field test questions or other specific field test content with each other, with others online via email, or by any other electronic means.

Appendices

Appendix A: School Administrator’s Checklist for CBT

Field Test Administration

Before Field Testing:

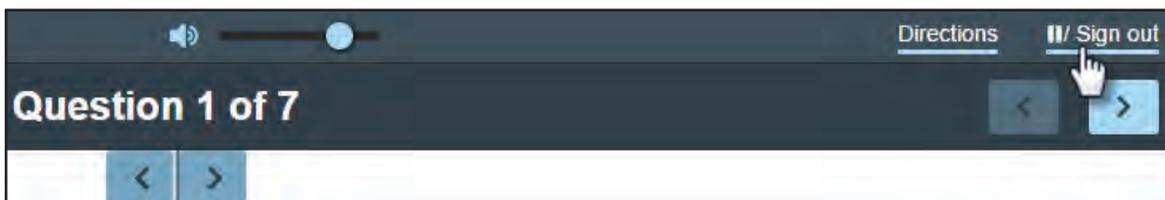
- Announce field testing dates in advance.
- Familiarize yourself with all field test materials, including this manual and the appropriate *Teacher’s Directions*. Provide copies of the *Teacher’s Directions* prior to the day of field testing to all teachers who will be administering the field tests. *Teacher’s Directions* are not secure, and may be distributed.
- Familiarize students with the general types of questions on the field tests and the procedures that they should follow when recording the answers to the field test questions. All students should have at least one opportunity to practice with the Practice Test for either English language arts or mathematics in the Nextera® Test Delivery System.
- Brief all teachers on their responsibilities and roles in field testing, and remind teachers about preparation of the classroom for field testing.
- Each student will need a device for his or her exclusive use during the field test that has been configured for field testing. Please work with your School or District 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, which can be found at <https://cbtsupport.nysed.gov/hc/en-us/articles/208474306>.
- Ensure applicable CBT accommodations are set in the Nextera® administration system for each student requiring such accommodations.
- Ensure that teachers have printed student login credentials, Session Access Codes, and proctor PINs prior to field testing. For information on how to print student login credentials and where to find the Session Access Code, see the section on the Tests Tab that begins on page A-42 of this manual.
- Keep field test materials secure throughout the field testing process.

After Field Testing:

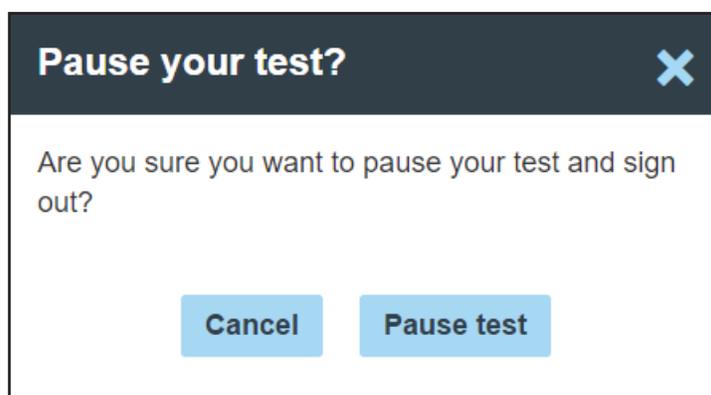
- Collect and securely destroy all used scratch paper, student login credentials, Session Access Codes, and proctor PINs.
- Verify absences, refusals, and exempt status have been indicated in the Nextera® administration system, as applicable.

Appendix B: Pausing and Reactivating a Computer-Based Field Test in Nextera® Test Delivery System

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



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



Any test that is paused will require a **proctor PIN** for the student(s) to log back into the test. Teachers will need to contact their DTC or STC to obtain the proctor PIN, if needed. 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 C: Nextera® Test Delivery System Computer-Based Field Testing Accommodations

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

- Answer Masking Tool
- Reverse Contrast
- Background Color
- Initial Page Zoom
- Text-to-Speech

Select Accommodations

Student Name
Content Area ELA ▾

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.

 **Text-to-Speech**
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. *It can't be used with Background Color.*

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

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

Save Cancel

Students with learning needs as documented in an IEP or 504 Plan may require CBT accommodations. Refer to the following information on CBT accommodations when considering the accommodations your student(s) may need. These options must be identified and coded in Nextera® administration system prior to testing.

Classroom Accommodations

Select Accommodations

Student Name: Firstname Lastname

Content Area | Math ▾

Online Testing Accommodations | Classroom Accommodations

Please select the testing accommodations that your student used outside of the testing platform.

Flexibility in scheduling

Flexibility in setting

Method of presentation (excluding Braille/Large type)

Method of response.

Other

Use of spell-check/grammar-check

Test read (by human reader)

Save Cancel

After testing, please select the testing accommodations that your student used outside of the testing platform.

Answer Masking

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

In order to reveal or hide a response option the student clicks on the gray, crossed-out eye, or blue eye next to that option.

The blue eye indicates response options that have been selected to view.

- The gray, crossed-out eye indicate which response options are masked.
- Examples:

In paragraph 17, Andrew turns the lights off in the house because he

_____ 

B is worried that the bat may be dangerous 

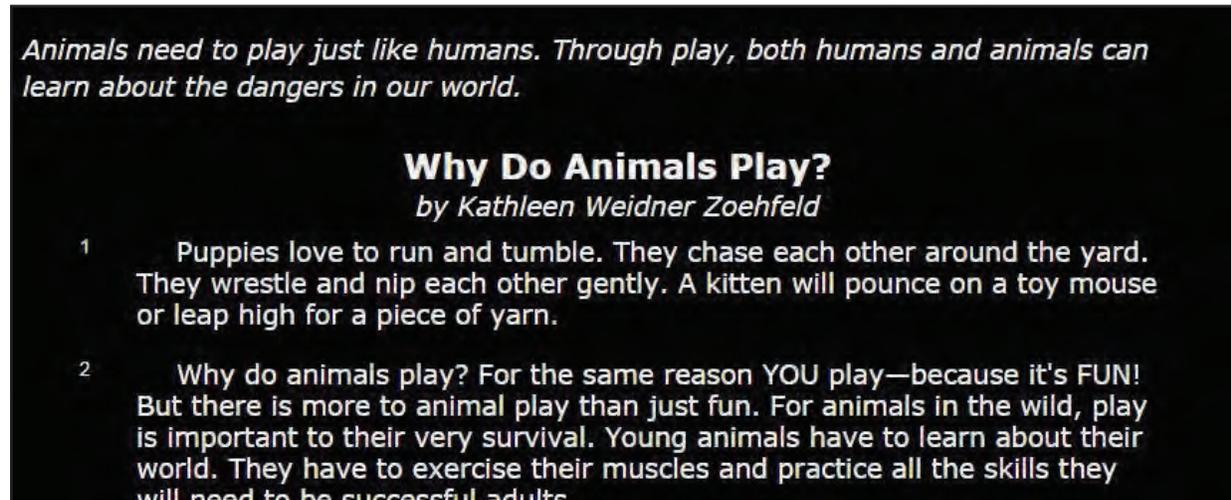
_____ 

_____ 

Reverse Contrast

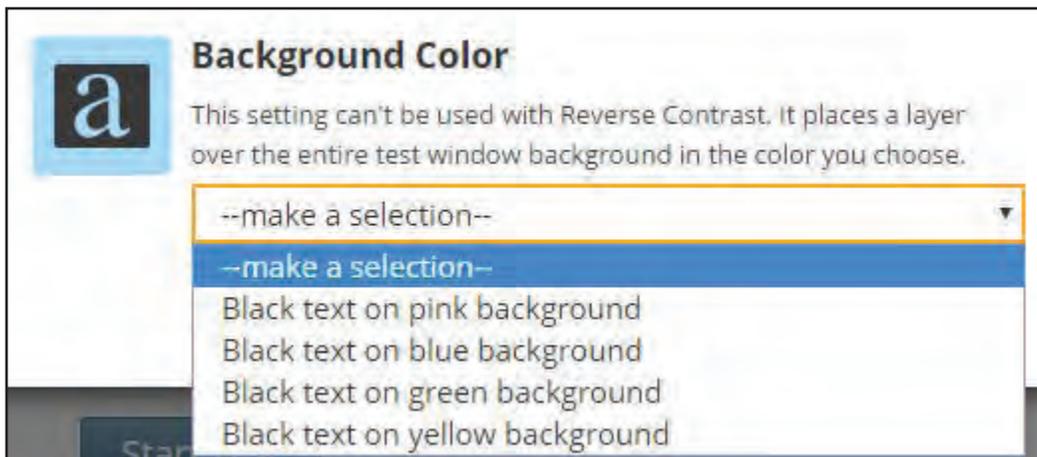
Reverse contrast is an embedded accommodation that changes the color of the text and the background for students that have an easier time reading white text on a black background. If this option is selected, the test will automatically appear in the selected mode and the student does not have to take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

Example:



Background Color

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



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

Example:

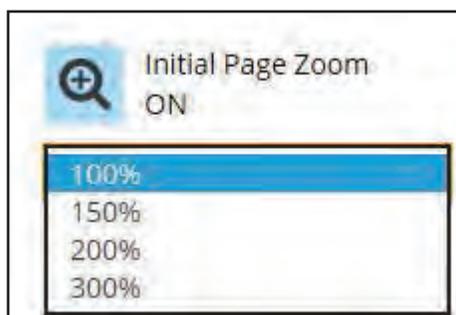
There are 5,280 feet in a mile. What is the total number of feet in 6 miles?

- (A) 31,280
- (B) 31,680
- (C) 33,680
- (D) 35,280

Initial Page Zoom

The initial page zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily.

Example:



Text-to-Speech

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

Spanish Translated Edition (Mathematics only)

The Spanish translated edition is an accommodation that indicates that the student will take the test online, but that the test form is in Spanish. To assign this accommodation, select the Testing Language from the dropdown when editing a student. For details on editing a student see page A-30.

Spring 2017 3-8 SAFT | QAI District 5 (999900010004) | QAI School 1 (99990010037) [Change](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS - CLASSES TESTS - ACCOUNTS - HELP -

Edit Student Record

You're Editing: **Linda Peterson**

District of Record: QAI District 5 (999900010004) School of Record: QAI School 1 (99990010037)

Demographic Information:

NYSSIS ID: 12309743 Grade: Grade 6
 First Name: Linda MI Last Name: Peterson
 Date of Birth: 01/01/2005 Gender: Female

State Assigned Student ID: Credit:
 Student Local ID:

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

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

Home Language: Testing Language: **Spanish**
 Economic Disadvantaged: IEP: Section 504:
 LEP: Highly Mobile:

The icon for this accommodation will appear only when this accommodation is assigned (refer to page A-35 for details on assigning accommodations).

Math

Class: MathFTAGR3, Teache

Accessibility and Accommodation Options:

Answer Masking Tool: OFF
 Text-to-Speech: DISABLED
 Reverse Contrast: OFF
 Background Color: OFF

Initial Page Zoom: OFF
 Classroom Accommodations: 0 Selected
 Testing Language: Spanish

Modify

Locations with students that require the Spanish translated edition will receive a printed copy of the English version of the online Spanish translated field test to be used as a reference. Students must submit their responses online.

Appendix D: Roles and Permissions

- **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

Nextera® User Roles By Functionality

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

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

Appendix E: District and School Test Coordinator Checklist for Computer-Based Field Testing

Activities PRIOR to and DURING Field Test Administration

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

Appendix F: Suggestions for Creating a Secure Computer-Based Field 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 G: Glossary of Computer-Based Field Testing Terminology

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

Appendix H: Nextera® Administration System

Overview

This section provides guidance for administering the computer-based field tests using the Nextera® administration system, including the log in process, navigating, and managing student data.

1. Log In/Sign Out	The Log In/Sign Out section has instructions and screen prints to guide users through Nextera® administration system's log in and sign out processes.
2. Home Page	The Home Page has the general information users will need for field testing. Information available to users on the home page is based on role.
3. Students	The Students tab allows users to view students in the Nextera® administration system. Some roles can make changes (e.g., updating CBT testing accommodations), download class lists, and add students.
4. Classes	The Classes tab allows users to view, edit, and create classes.
5. Tests	Based on the user's role, the Tests tab allows users to view important dates and field test administration details, print student login credentials as labels, designate students not taking the test, and track student progress while taking the field test.
6. Accounts	The Accounts tab allows some roles to view, activate, and add test administrators, such as Teachers.
7. Help	The Help tab offers resources for support, such as customer support contact details, FAQ, and support documentation.

Log In/Sign Out

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

To view the Spanish student login page for the Test Delivery System, click the Espanol link.

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

1. Forgot your password? *Skip ahead to 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**.



The screenshot shows a modal dialog box with a dark blue header containing the text "Your password has expired." and a close button (X). 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: "New Password" and "Retype Password". The "New Password" field is highlighted with a yellow border. Below the input fields is a blue "Submit" button.

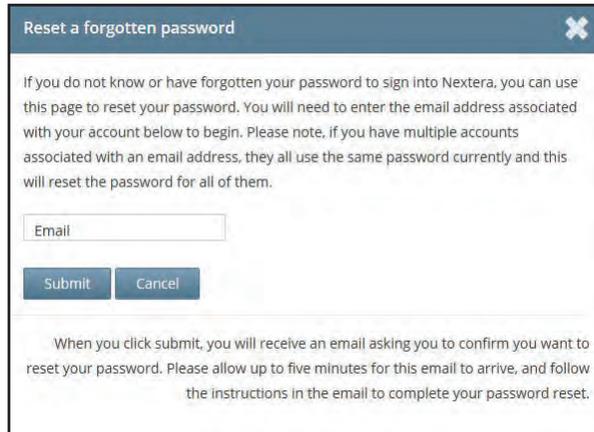
Continue to Step 3.

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



The screenshot shows the login page for the "New York State Grades 3-8 Testing Program". The page is titled "New York State Grades 3-8 Testing Program" and is "Powered by Nextera™". It features a "User ID" field, a "Password" field, and a blue "Sign In" button. Below the "Sign In" button are two links: "Forgot your password?" and "First Time User? Create an Account". At the bottom of the page is the Questar logo, the copyright notice "© 2016 Questar Assessment.", and the text "Nextera is a registered trademark of Questar Assessment, Inc."

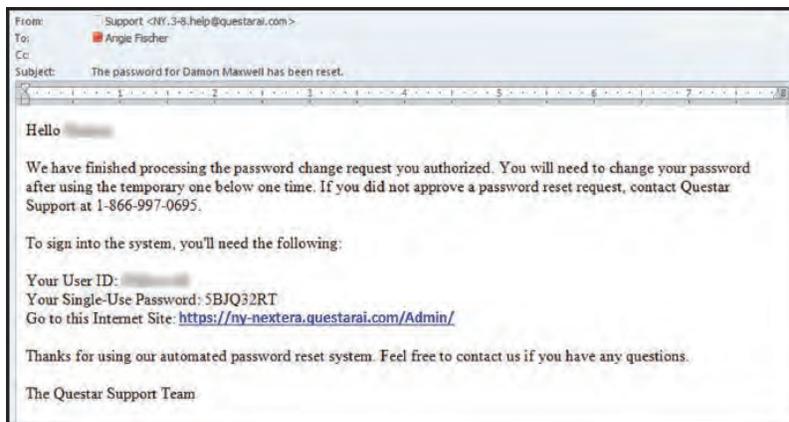
- Enter your email address and select **Submit**.



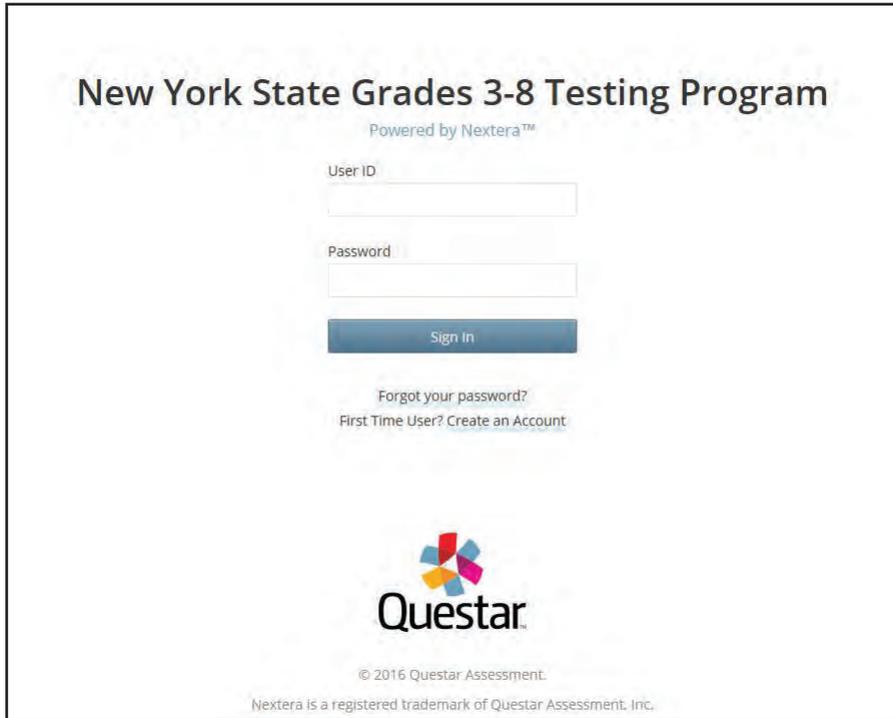
- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



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



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



New York State Grades 3-8 Testing Program

Powered by Nextera™

User ID

Password

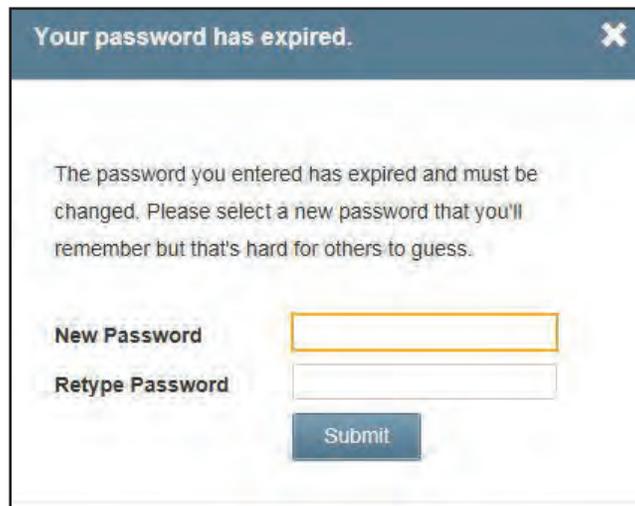
Sign In

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

3. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance Statement. After reviewing the statement, select the **check box** 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 Nextera® administration system, select **Sign out** from the upper right corner of the screen.

Spring 2017 3-8 SAFT | No District | No School | No Content Area [Change](#) [Sign out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Click or tap the “Change” link at the top of the page to select or change your active district and school.

Administration Quick Links

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

DTC Important Information

The Secure Browser is now available for download under the Help Tab.

For information on adding additional users, including the District Instructional Technology Coordinator (DITC), please review the video.

Testing Status Dashboard

You're Viewing: **Statewide** [change](#)

Total Students Scheduled: 1,806

Currently Testing 20%

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The Home Page

Information available on the Home Page is based on role. Please reference **Appendix D** to determine which roles have access to the different information and functionality.

Depending on user role, information available on the Home Page may include:

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

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Administration Quick Links

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

DTC Important Information

The Secure Browser is now available for download under the Help Tab.
For information on adding additional users, including the District Instructional Technology Coordinator (DITC), please review the video tutorials available at <http://www.nysed.gov/edtech/ditc>.

School Test Coordinator Checklist

Teacher Checklist

Please find the help information below.

What's New

Please find the help information below.

School Information

District: Training Readiness (TRNG01)
DTC: Angie Fischer

Schools:

- School: Maple Lake (001)
- School Test Coordinator: Michelle Johnson
- Proctor PIN: HHF2OCL

Send mass welcome e-mails

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

Testing Status Dashboard

You're Viewing Training Readiness (TRNG01) | Maple Lake (001) | ELA [change](#)

Total Students Scheduled: 2

Not Yet Testing 100%

Nextera Testing System Maintenance

No System Maintenance in the last 7 days.

Data last updated 05/16/2016 at 05:01 PM.

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When testing is in progress, for certain roles, the Home Page will also include a Testing Status Dashboard. The Testing Status Dashboard is updated every 4 hours to reflect current data. Please reference **Appendix D** to determine which roles will have access to the functionality.

The Testing Status Dashboard provides the following information:

- Number of students registered to test
 - Number of students with a test in progress
 - Number of students who have completed testing
 - Average time spent testing
 - System Response Time
 - System Maintenance
- Testing data will change dynamically as users drill down from the district to a school

Since certain roles have access to multiple schools' details, it is important to ensure they are looking at the applicable school's page when searching for data, such as the proctor PIN, which is necessary when a student needs to reactivate a paused test. See **Appendix B, Pausing and Reactivating a Computer-Based Field Test in Nextera® Test Delivery System** for more details.

When viewing Nextera® administration system, DTCs should verify they are viewing information for the appropriate school by looking in the **Schools** field on the Home Page.

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS - ACCOUNTS - HELP -

Administration Quick Links

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

DTC Important Information

The Secure Browser is now available for download under the Help Tab.

For information on adding additional users, including the District Instructional Technology Coordinator (DITC), please review the video tutorials available at <http://www.nysed.gov/edtech/cbt>.

School Test Coordinator Checklist

Teacher Checklist

Please find the help information below.

What's New

Please find the help information below.

School Information

District: Training Readiness (TRNG01)
DTC: Angie Fischer

Schools:

- School: Maple Lake (001)
- School Test Coordinator: Michelle Johnson
- Proctor PIN: HH6F2QCL

Send mass welcome e-mails

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

Testing Status Dashboard

You're Viewing: Training Readiness (TRNG01) | Maple Lake (001) | ELA [change](#)

Total Students Scheduled: 2

Not Yet Testing 100%

Data last updated 05/16/2016 at 05:01 PM.

Nextera Testing System Maintenance

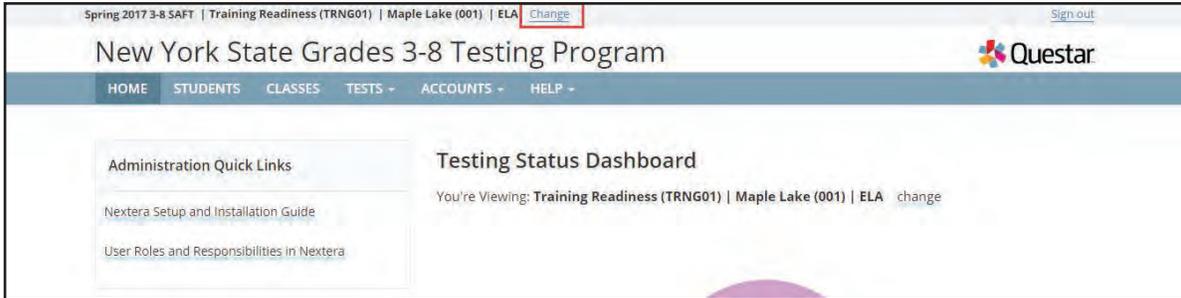
No System Maintenance in the last 7 days.

Powered by Nextera™

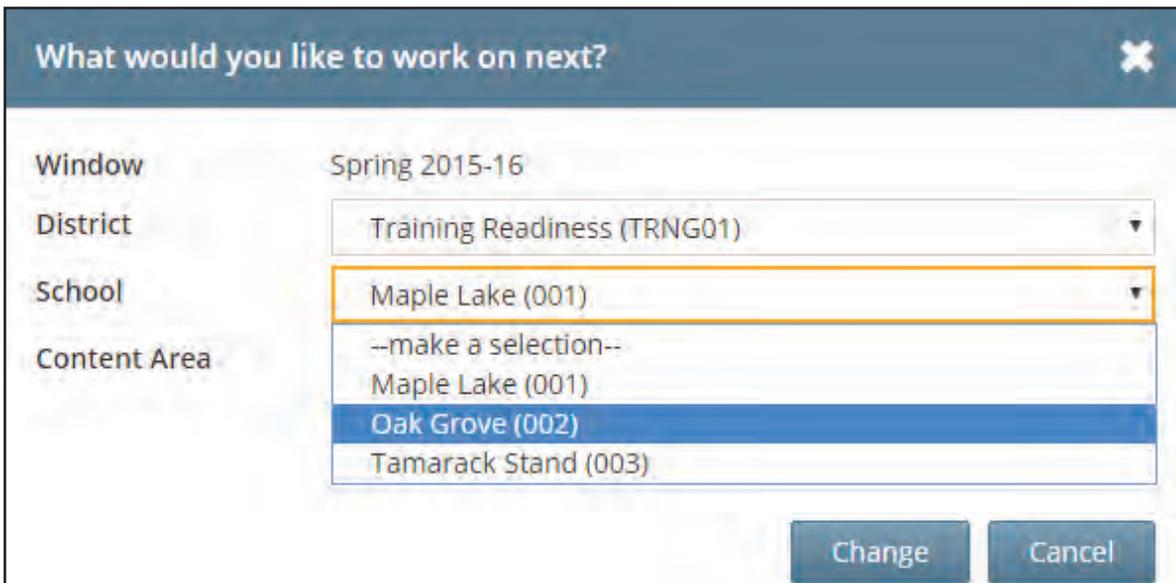
[Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2016 Questar Assessment

If it is not the desired school:

1. Select **Change** in the header.



2. Use the **drop-down menu** to select the correct school and select **Change**.



3. The applicable school's page displays.

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Administration Quick Links

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

DTC Important Information

The Secure Browser is now available for download under the Help Tab.

For information on adding additional users, including the District Instructional Technology Coordinator (DITC), please review the video tutorials available at <http://www.nysed.gov/edtech/cbt>.

School Test Coordinator Checklist

Teacher Checklist

Please find the help information below.

What's New

Please find the help information below.

School Information

District: Training Readiness (TRNG01)
DTC: Angie Fischer

Schools:

- School: Maple Lake (001)
- School Test Coordinator: Michelle Johnson
- Proctor PIN: HH6F2QCL

Send mass welcome e-mails

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

Testing Status Dashboard

You're Viewing: Training Readiness (TRNG01) | Maple Lake (001) | ELA [change](#)

Total Students Scheduled: 2

Not Yet Testing 100%

Data last updated 05/16/2016 at 05:01 PM.

Nextera Testing System Maintenance

No System Maintenance in the last 7 days.

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School Test Coordinator (STC)

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

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

The screenshot shows the user interface for the School Test Coordinator (STC) Home Page. At the top, the page title is "New York State Grades 3-8 Testing Program" with the Questar logo on the right. The user is logged in as "Jacob Thomas" and can click "Sign out". The page has a navigation menu with "HOME", "STUDENTS", "CLASSES", "TESTS", "ACCOUNTS", and "HELP".

The main content area is divided into several sections:

- Your Profile:** Displays user information: Name: Jacob Thomas, Email: lmeyer@questarai.com, Associated with: Oak Grove (002), Phone: (952) 222-2222, School Mailing Address: 5550 Upper 147th Street West, Minneapolis, MN-55124.
- Administration Quick Links:** Includes links for "Nextera Setup and Installation Guide" and "User Roles and Responsibilities in Nextera".
- School Test Coordinator Checklist:** A section for the STC checklist.
- Teacher Checklist:** A section for the teacher checklist, with a note: "Please find the help information below."
- What's New:** A section for updates, with a note: "Please find the help information below."
- School Information:** A section for school details, including:
 - Schools:** A list of schools.
 - School:** Oak Grove (002)
 - School Test Coordinator:** Jacob Thomas
 - Proctor Password:** LUNF5V52

At the bottom, the page is powered by Nextera™ and includes links for "Contact Us", "Privacy and Cookies", "Terms of Use", and "Trademarks", along with the copyright notice "© 2016 Questar Assessment".

Teacher

The Teacher's Home Page includes

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

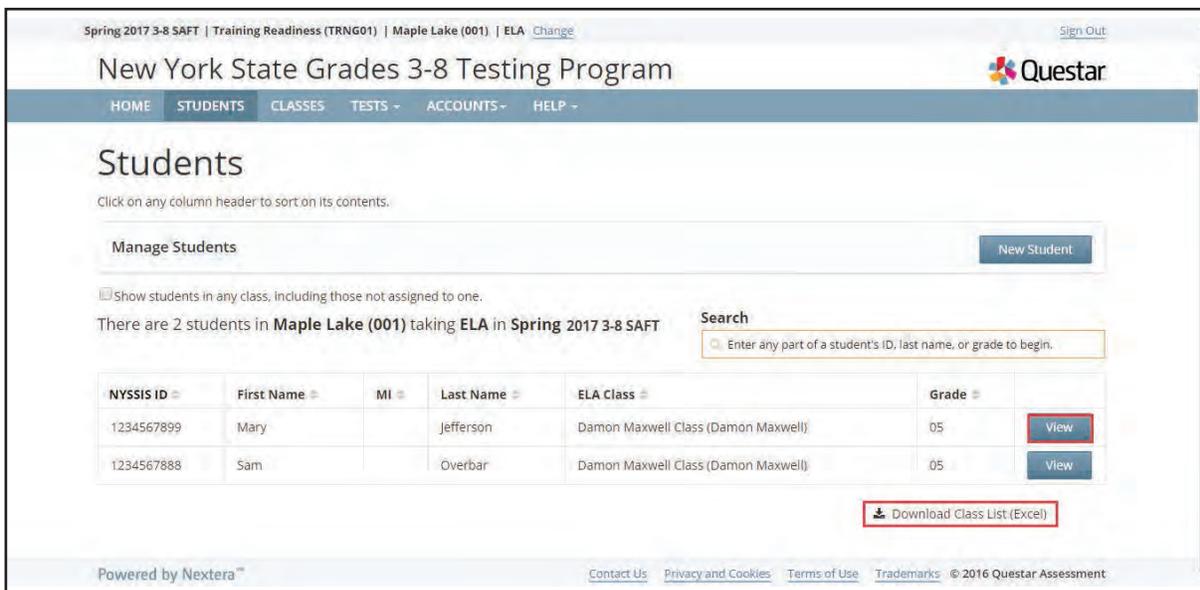
The screenshot displays the 'New York State Grades 3-8 Testing Program' interface. At the top, it shows the user's session information: 'Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Oak Grove (002) | No Content Area' and the user's name 'Betty Meyers' with a 'Sign out' link. The main header includes the 'New York State Grades 3-8 Testing Program' title and the 'Questar' logo. A navigation bar contains links for 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The page is divided into several sections: 'Your Profile' (Name: Betty Meyers, Email: lmeyer@questarai.com, Associated with: Oak Grove (002)), 'Administration Quick Links' (Nextera Setup and Installation Guide, User Roles and Responsibilities in Nextera), 'Teacher Checklist' (Please find the help information below.), and 'What's New' (Please find the help information below.). The footer includes 'Powered by Nextera™' and links for 'Contact Us', 'Privacy and Cookies', 'Terms of Use', and 'Trademarks', along with the copyright notice '© 2016 Questar Assessment'.

Students Tab

Based on the user's role, the **Students** tab allows users to view, make changes, and add students in Nextera® administration system. STCs, DTCs, and Teachers can make changes (e.g., updating accommodation options) and add students in Nextera® administration system.

To View Students and Class Lists

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



Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Students

Click on any column header to sort on its contents.

Manage Students [New Student](#)

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

There are 2 students in **Maple Lake (001)** taking **ELA** in **Spring 2017 3-8 SAFT**

Search

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

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

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

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to Students list](#)

View Student

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

District of Record: M11 (M11) School of Record: Jr (S001)

Demographic Information:

NYSSIS ID	ID001	Grade	Grade 3
First Name	Mary	Last Name	Jefferson
Date of Birth	12/11/1998	Gender	Female

State Assigned Student ID: ID001 Credit: 1

Student Local ID:

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

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

Home Language:
 IEP: Yes
 LEP: Not LEP
 Economic Disadvantaged: No
 Section 504: No
 Highly Mobile: No

ELA

Class: 3-8 class ELA

Accessibility and Accommodation Options:

- Answer Masking Tool: OFF
- Text-to-Speech: OFF
- Reverse Contrast: OFF
- Background Color: OFF
- Initial Page Zoom: OFF
- Classroom Accommodations: 0 Selected

Math

Class: -- Not Testing --

[Cancel](#)

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

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

1. Select the **Students** tab.

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Students

Click on any column header to sort on its contents.

Manage Students New Student

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

There are 2 students in **Maple Lake (001)** taking ELA in **Spring 2017 3-8 SAFT**

Search

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

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

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2. To add a student:

- Select **New Student**.

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Students

Click on any column header to sort on its contents.

Manage Students New Student

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

There are 2 students in **Maple Lake (001)** taking ELA in **Spring 2017 3-8 SAFT**

Search

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

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

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- Enter the new student's information and select **Save**.

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) John Anderson [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS - CLASSES TESTS - ACCOUNTS - HELP -

[Back to Students list](#)

New Student

Demographic Information:

NYSSIS ID Grade

First Name MI Last Name

Date of Birth Gender

State Assigned Student ID Credit

Student Local ID

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

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

Home Language Economic Disadvantaged

IEP Section 504

LEP Highly Mobile

ELA

Class

Math

3. To edit a student:

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

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS - ACCOUNTS - HELP -

Students

Click on any column header to sort on its contents.

Manage Students [New Student](#)

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

There are 2 students in **Maple Lake (001)** taking **ELA** in **Spring 2017 3-8 SAFT**

Search

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

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

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- Select **Edit**.

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to Students list](#)

View Student

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

District of Record: M11 (M11) School of Record: Jr (S001)

Demographic Information:

NYSSIS ID	ID001	Grade	Grade 3
First Name	Mary	Last Name	Jefferson
Date of Birth	12/11/1998	Gender	Female

State Assigned Student ID: ID001 Credit: 1

Student Local ID:

Ethnicity

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

Disability

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

Home Language:

IEP: Yes

LEP: Not LEP

Economic Disadvantaged: No

Section 504: No

Highly Mobile: No

ELA

Class: 3-8 class ELA

Accessibility and Accommodation Options

- Answer Masking Tool OFF
- Text-to-Speech OFF
- Reverse Contrast OFF
- Background Color OFF
- Initial Page Zoom OFF
- Classroom Accommodations 0 Selected

Math

Class: -- Not Testing --

Cancel

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

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) John Anderson [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to Students list](#)

Edit Student Record

You're Editing: **Mary Jefferson**

District of Record: M11 (S001) School of Record: Jr (S001)

Demographic Information:

NYSSIS ID	ID001	Grade	Grade 3
First Name	Mary	MI	J
Last Name	Jefferson	Gender	Female
Date of Birth	12/11/1998		

State Assigned Student ID: ID001 Credit: 1

Student Local ID:

Ethnicity:

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

Disability:

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

Home Language:

Economic Disadvantaged: No

IEP: Yes Section 504: No

LEP: Not LEP Highly Mobile: No

ELA

Class: 3-8 class: ELA

Accessibility and Accommodation Options

Answer Masking Tool OFF	Text-to-Speech OFF	Reverse Contrast OFF	Background Color OFF
Initial Page Zoom OFF	Classroom Accommodations 0 Selected		

[Modify](#)

Math

Class: - Not Testing -

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

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

For a description of the options available in Nextera® administration system, see **Appendix C, Nextera® Test Delivery System Computer-Based Field Testing Accommodations.**

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) John Anderson [Sign Out](#)

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS - CLASSES TESTS - ACCOUNTS - HELP -

[Back to Students list](#)

Edit Student Record

You're Editing: **Mary Jefferson**

District of Record: M11 (5001) School of Record: Jr (5001)

Demographic Information:

NYSID ID	ID001	Grade	Grade 3
First Name	Mary	Last Name	Jefferson
Date of Birth	12/11/1998	Gender	Female

State Assigned Student ID: ID001 Credit: 1

Student Local ID:

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

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

Home Language: Economic Disadvantaged: No

IEP: Yes Section 504: No

LEP: Not LEP Highly Mobile: No

ELA

Class: 3-8 class ELA

Accessibility and Accommodation Options:

Answer Masking Tool: OFF	Text-to-Speech: OFF	Reverse Contrast: OFF	Background Color: OFF
Initial Page Zoom: OFF	Classroom Accommodations: 0 Selected		

Modify

Math

Class: -- Not Testing --

Save Cancel

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

Select Accommodations

Student Name

Content Area ELA ▾

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.

 **Text-to-Speech**

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. *It can't be used with Background Color.*

 **Background Color**

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

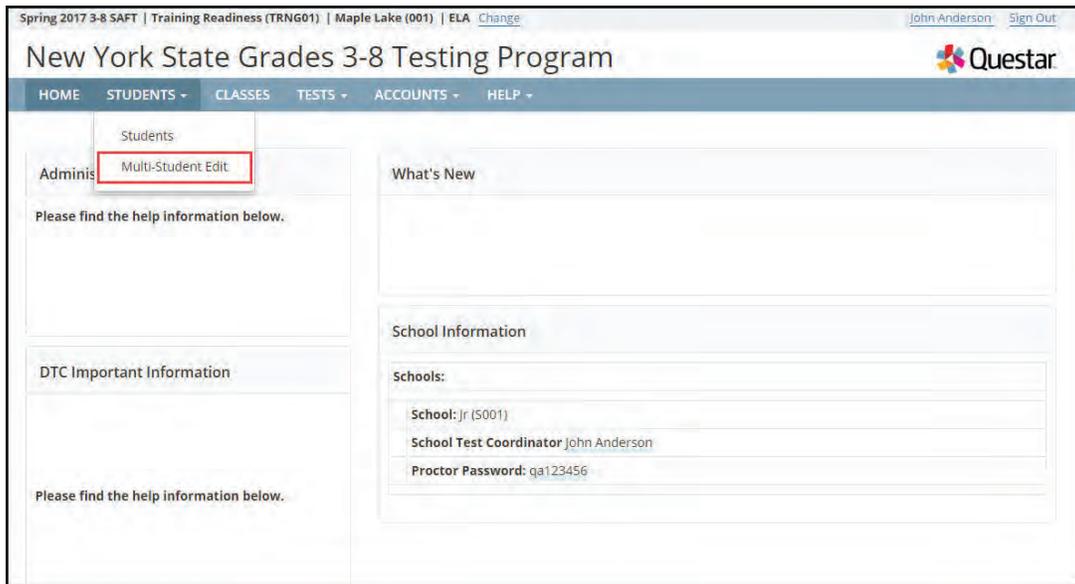
 **Initial Page Zoom**

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

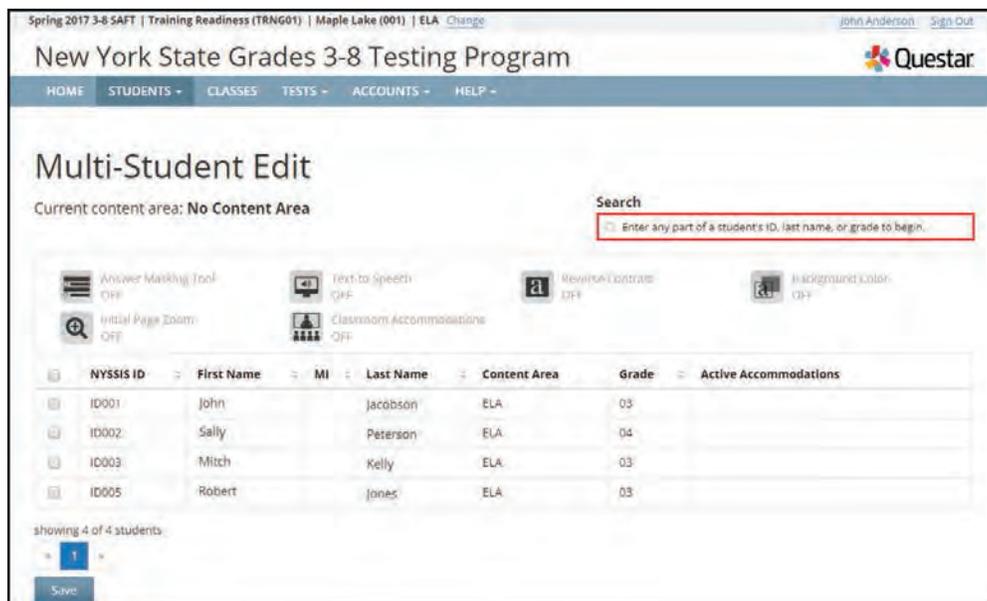
Multi-Student Edit

This function allows you to edit accommodations for a group of students who have the same accommodations. Changes made using this function will affect all students selected.

1. Select Multi-Student Edit from the **Students** Tab.



2. Locate the students you would like to edit using either the search bar or scrolling through search results.



3. Check the boxes on the left, next to the students in the list you would like to edit.

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) John Anderson [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Multi-Student Edit

Current content area: **No Content Area**

Search

Enter any part of a student's ID, last name, or grade to begin.

Answer Masking Tool
OFF

Text-to-Speech
OFF

Reverse Contrast
OFF

Background Color
OFF

Initial Page Zoom
OFF

Classroom Accommodation
OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input checked="" type="checkbox"/>	ID001	John		Jacobson	ELA	03	
<input checked="" type="checkbox"/>	ID002	Sally		Peterson	ELA	04	
<input type="checkbox"/>	ID003	Mitch		Kelly	ELA	03	
<input type="checkbox"/>	ID005	Robert		Jones	ELA	03	

showing 4 of 4 students

[Save](#)

4. Click the icon next to each accommodation you would like to turn on or off for the students and click Save to save your changes.

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) John Anderson [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Multi-Student Edit

Current content area: **No Content Area**

Search

Enter any part of a student's ID, last name, or grade to begin.

Answer Masking Tool
ON

Text-to-Speech
OFF

Reverse Contrast
ON

Background Color
OFF

Initial Page Zoom
OFF

Classroom Accommodation
OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input checked="" type="checkbox"/>	ID001	John		Jacobson	ELA	03	
<input checked="" type="checkbox"/>	ID002	Sally		Peterson	ELA	04	
<input type="checkbox"/>	ID003	Mitch		Kelly	ELA	03	
<input type="checkbox"/>	ID005	Robert		Jones	ELA	03	

showing 4 of 4 students

[Save](#)

Classes Tab

Based on the user's role, the **Classes** tab allows users to view, make changes, and create classes in the Nextera® administration system.

To View and Edit a Class

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

The screenshot shows the 'Classes' tab in the Nextera administration system. The page title is 'New York State Grades 3-8 Testing Program'. The navigation menu includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The main content area is titled 'Classes' and displays a list of classes for 'Spring 2017 3-8 SAFT, Maple Lake (001), ELA'. A 'New Class' button is visible in the top right. A search box is provided with the placeholder text 'Enter all or part of a class, teacher's name, or grade.' The class list has the following data:

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

Below the table, a note states: 'Click View to see the list of students that are associated with a class and make any changes.'

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

The screenshot shows the 'Class Details' page in the Nextera administration system. The page title is 'New York State Grades 3-8 Testing Program'. The navigation menu includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The main content area is titled 'Class Details' and displays information for the 'Damon Maxwell Class'. A 'Back to classes list' link is visible in the top left. A 'You're Viewing: Damon Maxwell Class' header is displayed with an 'Edit' button in the top right. The class details are as follows:

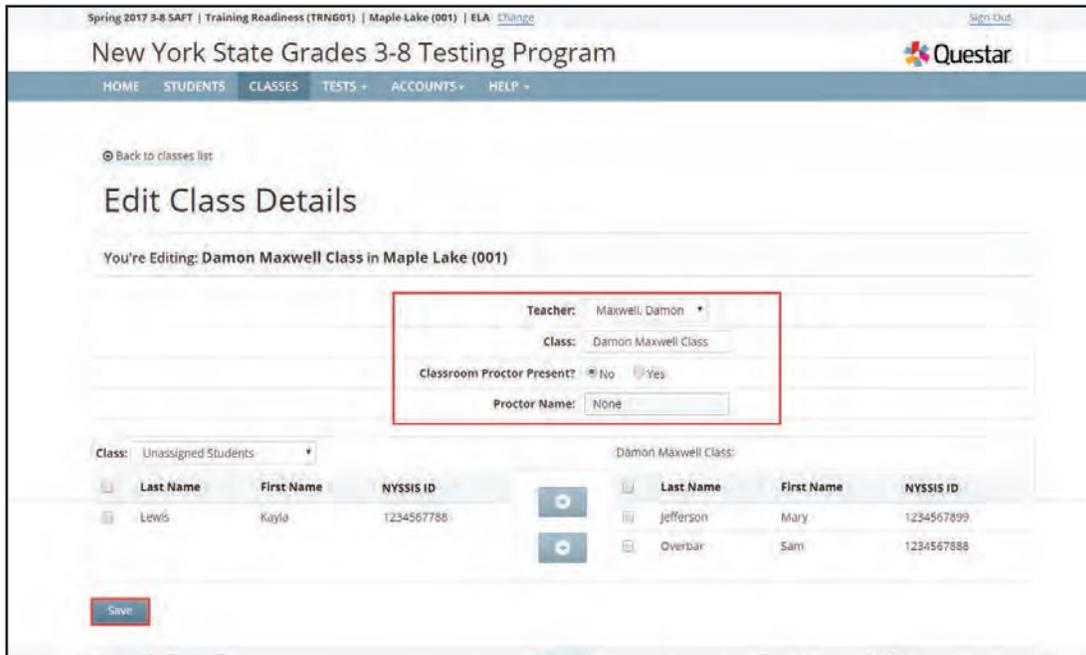
Teacher: Damon Maxwell
Class: Damon Maxwell Class
Test Window: Spring 2017 3-8 SAFT
Classroom Proctor: None
Content Area: ELA

Students in this Class

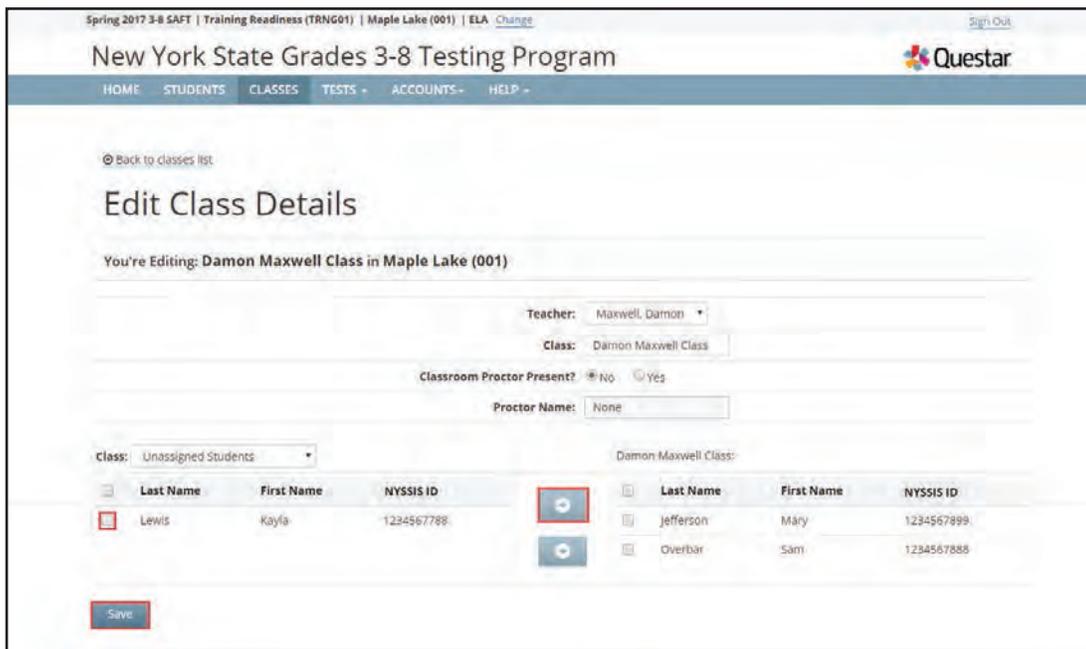
First Name	MI	Last Name	NYSSIS ID	
Mary		Jefferson	1234567899	View
Sam		Overbar	1234567888	View

Below the table, a link is provided: 'Download Students in this Class (Excel CSV)'. The footer includes 'Powered by Nextera' and various links: 'Contact Us', 'Privacy and Cookies', 'Terms of Use', 'Trademarks', and '© 2016 Questar Assessment'.

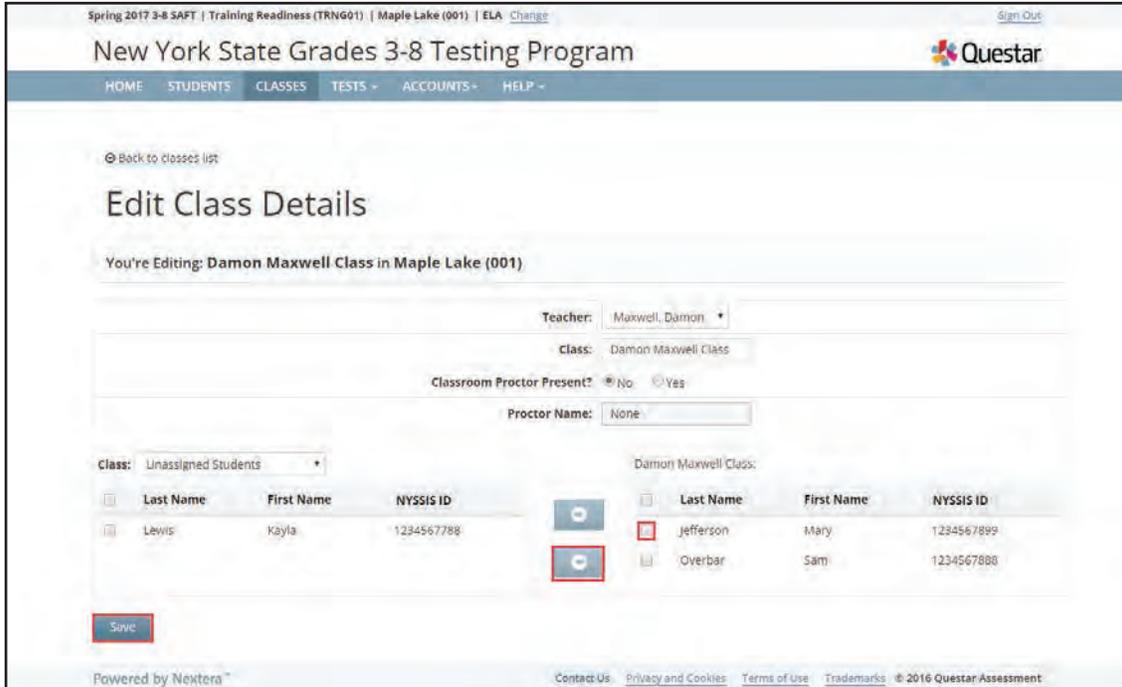
- To change general class information (teacher, class name, proctor, etc.), update the applicable field(s) and select **Save**.



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

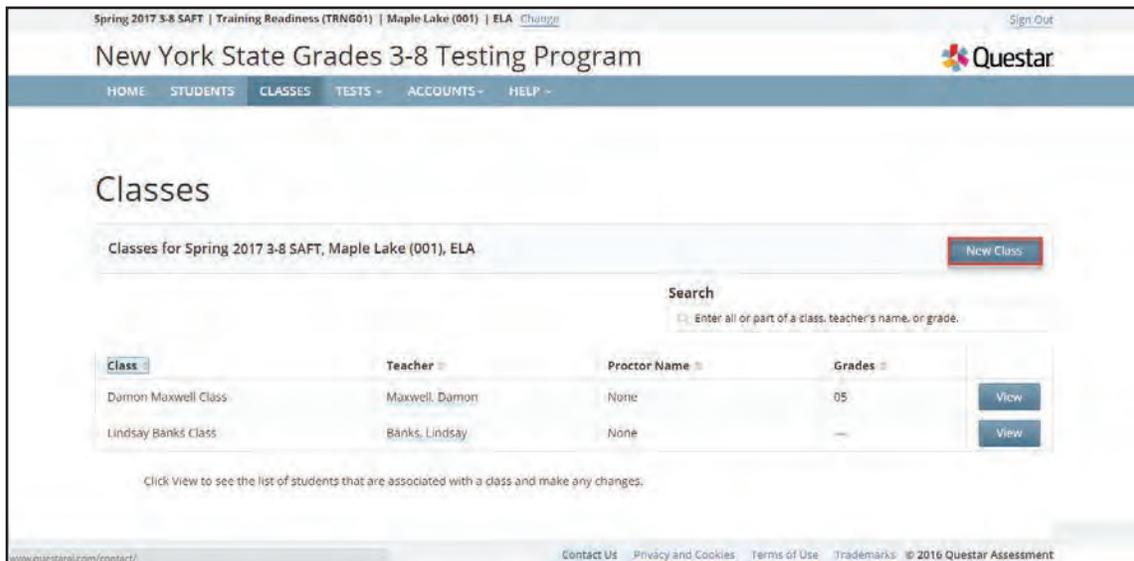


- To remove students from the class
 - Select the **check box(es)** for the applicable student(s) in the right column
 - Select the **left arrow** to remove the student(s) from the class
 - Select **Save**



To Add a Class

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



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

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign Out](#)

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to classes list](#)

New Class

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

Teacher:

Class:

Classroom Proctor Present? No Yes

Proctor Name:

Class: this class:

	Last Name	First Name	NYSSIS ID			Last Name	First Name	NYSSIS ID
<input checked="" type="checkbox"/>	Lewis	Kayla	1234567788	<input type="checkbox"/>	<input type="button" value="→"/>			

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Tests Tab

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

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

The screenshot shows the 'Important Dates' page within the 'New York State Grades 3-8 Testing Program' interface. The page title is 'Important Dates'. Below the title is a large, empty rectangular box. The interface includes a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The footer contains 'Powered by Nextera' and various links like 'Contact Us', 'Privacy and Cookies', 'Terms of Use', and 'Trademarks'.

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

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

The screenshot shows the 'Tests' page within the 'New York State Grades 3-8 Testing Program' interface. The page title is 'Tests'. Below the title, there is a 'Testing Status for: ELA, Spring 2015-16' and a 'Tests: ELA SAFT' dropdown menu. A 'New Test' button is visible. Below this is a 'Filter By Testing Status: All' dropdown and a 'Search' box with the placeholder text 'Enter all or part of a class, teacher's name, or grade.'. A table displays the following data:

Teacher	Class	Content Area	Test Name	Testing Status	
Damon Maxwell	Damon Maxwell Class	ELA	ELA SAFT	Not Started	View
Lindsay Banks	Lindsay Banks Class	ELA	ELA SAFT	Not Started	View

The footer contains 'Powered by Nextera' and various links like 'Contact Us', 'Privacy and Cookies', 'Terms of Use', and 'Trademarks'.

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

The screenshot shows the 'Tests' page in the New York State Grades 3-8 Testing Program. The page title is 'New York State Grades 3-8 Testing Program' with the Questar logo. The navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The main content area shows 'Testing Status for: ELA, Spring 2015-16' and 'Tests: ELA SAFT'. A search bar is present with the placeholder text 'Enter all or part of a class, teacher's name, or grade.' Below this is a table with columns: Teacher, Class, Content Area, Test Name, and Testing Status. Two rows are visible, both with 'View' buttons highlighted in red.

Teacher	Class	Content Area	Test Name	Testing Status
Damon Maxwell	Damon Maxwell Class	ELA	ELA SAFT	Not Started
Lindsay Banks	Lindsay Banks Class	ELA	ELA SAFT	Not Started

- The **View Test** screen displays test details, including the test progress, student status, and Session Access Code. The teacher will provide the Access Code to students to allow them to start the test in the Nextera® Test Delivery System.

The screenshot shows the 'View Test' screen for the ELA SAFT test. The page title is 'New York State Grades 3-8 Testing Program' with the Questar logo. The navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The main content area shows 'You're Viewing: ELA SAFT' and a list of details: District: Training Readiness (TRNG01), School: Maple Lake (001), Testing Window: Spring 2017 3-8 SAFT, Content Area: ELA, Teacher: Damon Maxwell, Class: Damon Maxwell Class, Test Name: ELA SAFT, and Testing Dates: 5/23/2016 to 6/10/2016. A yellow warning box states 'You are not within the testing window.' Below this are buttons for 'Examined View' and 'Print Labels'. A red box highlights the 'ELA 03 Access Code 0000'. At the bottom is a table with columns: Last Name, First Name, User ID, Password, Grade, Form Name, Status, Total Items Completed, Date/Time Started, Date/Time Completed, and Status Codes.

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

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

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to tests list](#)

View Test

You're Viewing: ELA SAFT

District: Training Readiness (TRNG01) School: Maple Lake (001)
 Testing Window: Spring 2017 3-8 SAFT Content Area: ELA
 Teacher: Damon Maxwell Class: Damon Maxwell Class
 Test Name: ELA SAFT
 Testing Dates: 5/23/2016 to 6/10/2016

You are not within the testing window. x

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

ELA 03 Access Code 0000

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

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

Set Status Codes x

Student Name	Johnson, Lisa
Session Name	Demo Form
Content Area	Demo Form
Scoring Option	<input type="radio"/> Not Testing <input type="radio"/> Invalidate Test <input checked="" type="radio"/> None
Reason	--make a selection-- ▼

Examiner View

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

To set up Examiner View:

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

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign Out](#)

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS CLASSES TESTS - ACCOUNTS - HELP -

[Back to tests list](#)

View Test

You're Viewing: ELA SAFT

District: Training Readiness (TRNG01)	School: Maple Lake (001)
Testing Window: Spring 2017 3-8 SAFT	Content Area: ELA
Teacher: Damon Maxwell	Class: Damon Maxwell Class
Test Name: ELA SAFT	
Testing Dates: 5/23/2016 to 6/10/2016	

You are not within the testing window. ✕

Examiner View Examiner View

[Print Labels](#)

ELA 03 Access Code 0000

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

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

To Print Student Login Credentials (Labels)

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

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

- Login to Nextera® administration system.
- Select **Tests** from the **Tests** tab.
- Select **View** for the applicable test.

4. Select **Print Labels**.

Spring 2017 3-8 SAFT | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS - ACCOUNTS - HELP -

Back to tests list

View Test

You're Viewing: ELA SAFT

District: Training Readiness (TRNG01) School: Maple Lake (001)
Testing Window: Spring 2017 3-8 SAFT Content Area: ELA
Teacher: Damon Maxwell Class: Damon Maxwell Class
Test Name: ELA SAFT
Testing Dates: 5/29/2016 to 6/10/2016

You are not within the testing window.

Examiner View
Print Labels

ELA 03 Access Code 0000

Last Name	First Name	User ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Jefferson	Macy	1234567899	780BB1FG	05	NY1602EP05	Session 1: Not Started	0			Set
Overbar	Sam	1234567888	B4014597	05	NY1602EP05	Session 1: Not Started	0			Set

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5. Select the **applicable form**.

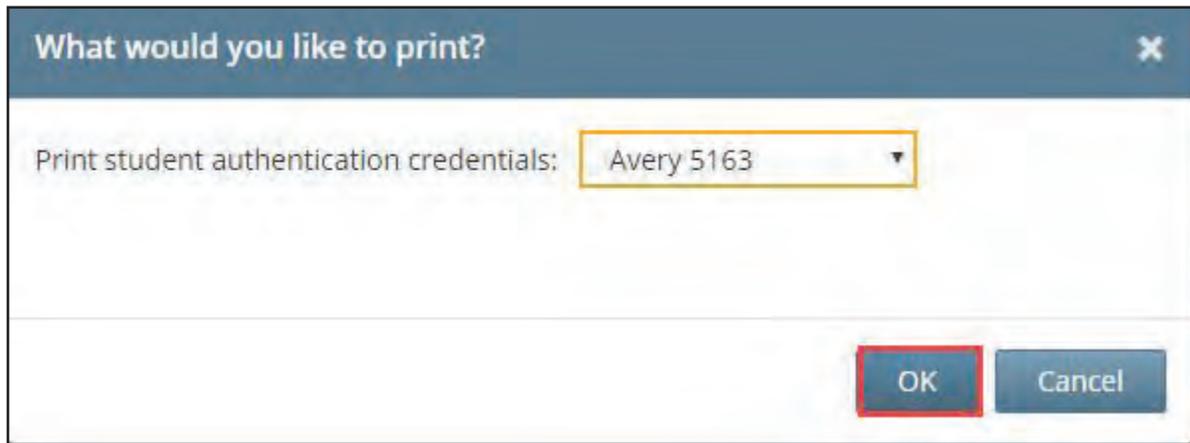
What would you like to print?

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

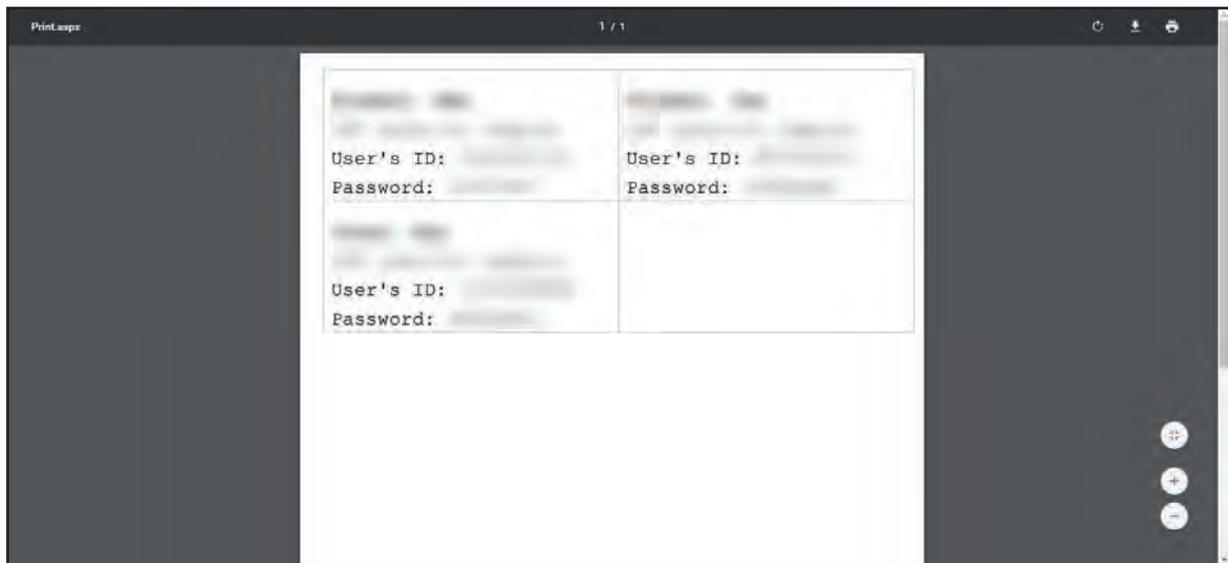
- Select an Option--
- Avery 5160
- Avery 5163
- Student Roster**

Cancel

6. Select **OK**.



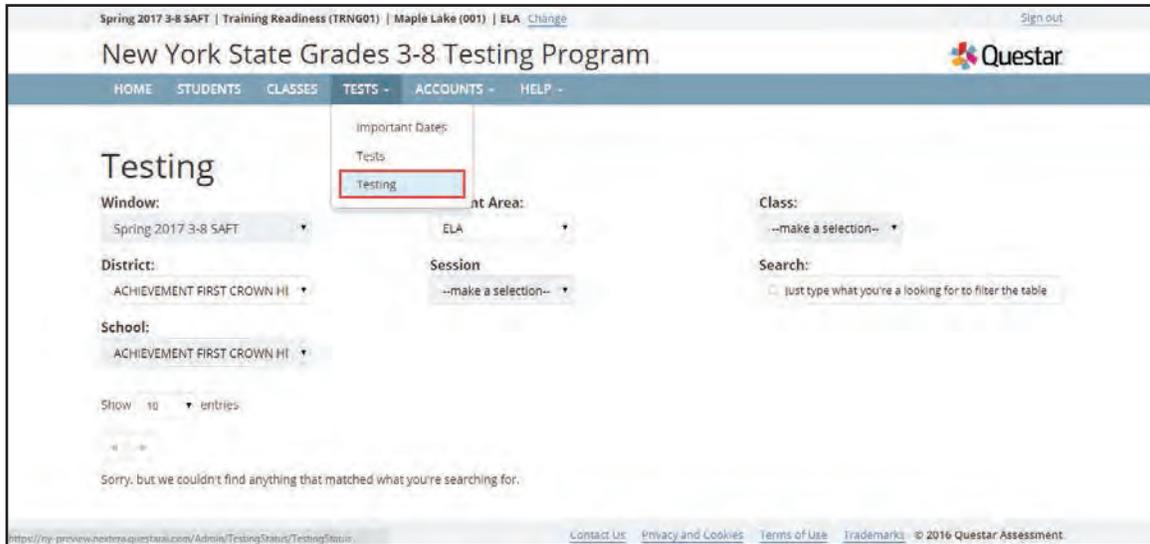
7. The student login credential labels display. Use the **Print** function to print the labels. Each label includes a student's name, test name, user ID, and password.



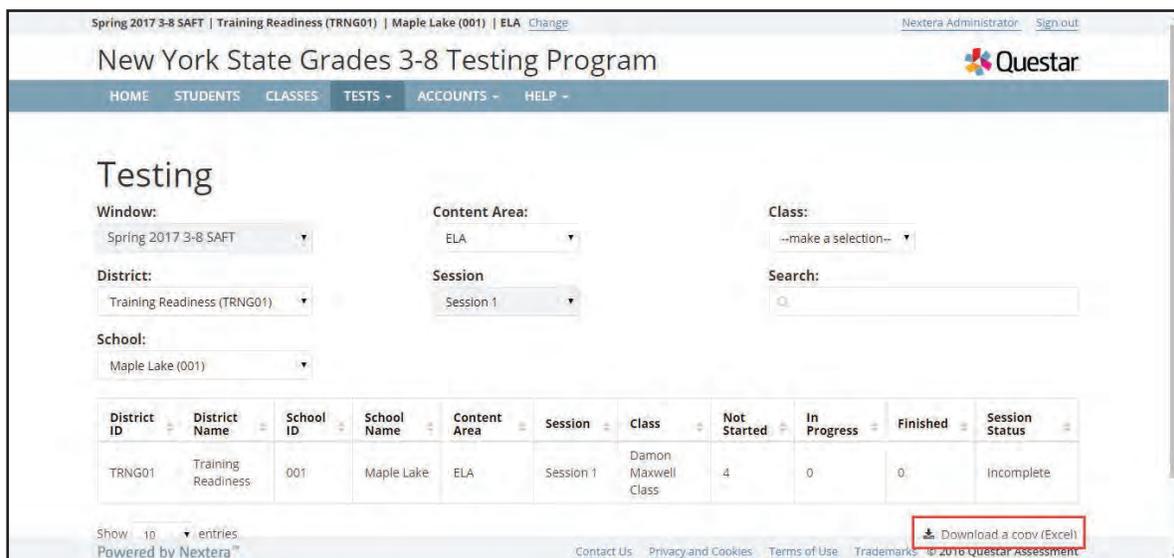
District Review (DTCs only)

To perform District Review:

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



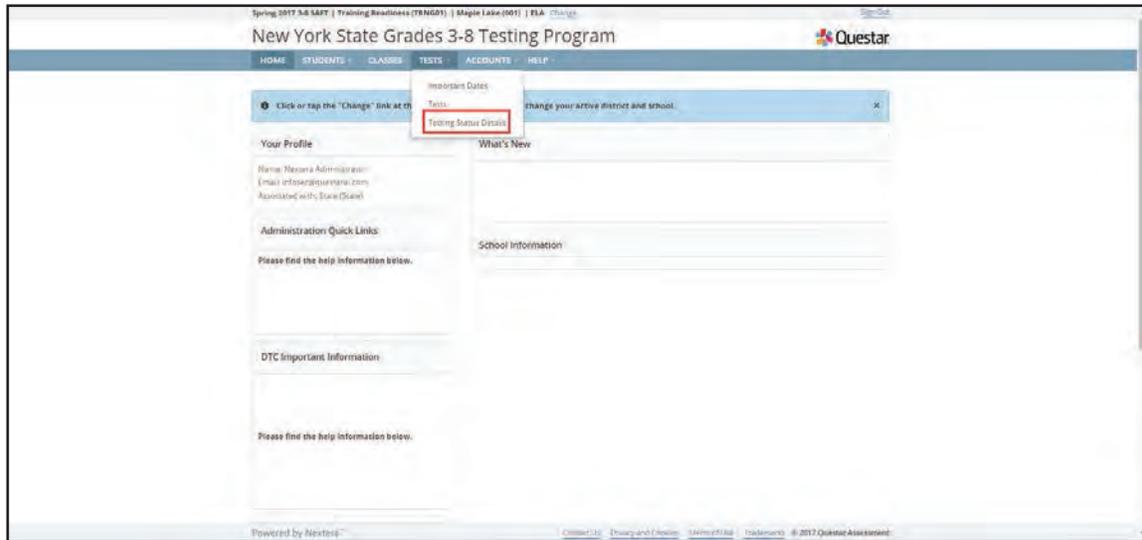
2. The Testing screen displays test details, such as the class name, number of students not started, in progress, and finished. The results also display the overall session status.
 - You can download the data into a spreadsheet by selecting **Download a copy (Excel)**.
 - To filter the information,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



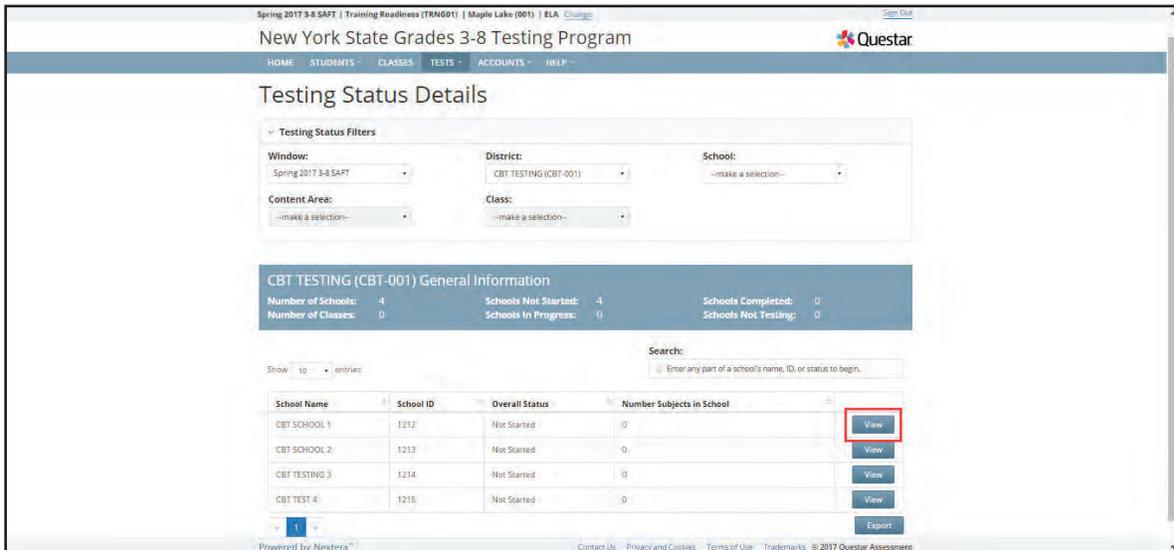
Testing Status Details

To review testing status details:

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

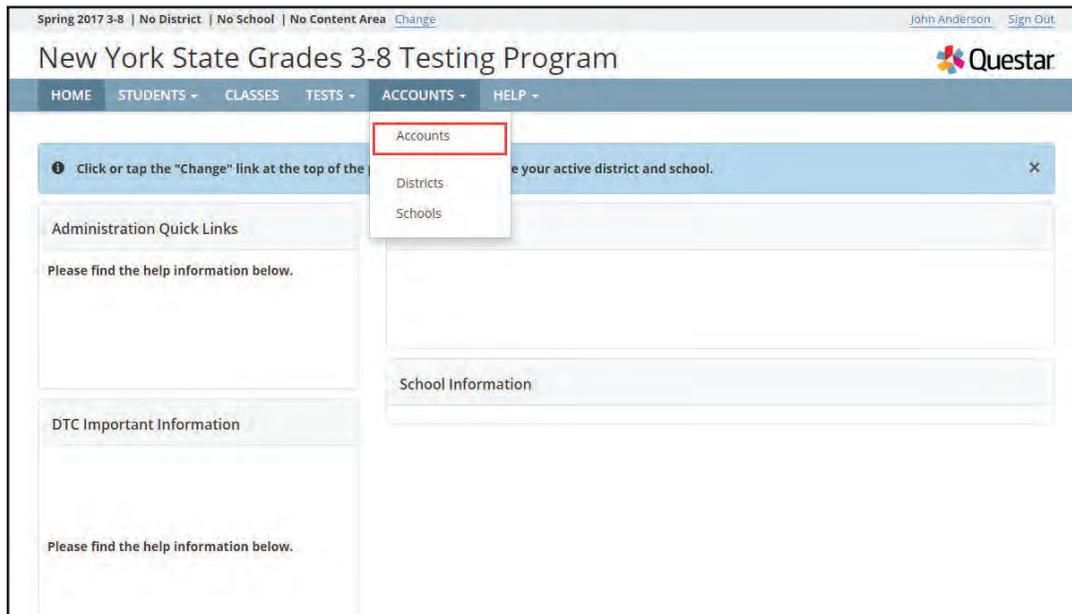


2. The Testing Status Details screen displays test details, such as the school or class name, number of subjects in the school and overall status.
 - You can download the data into a spreadsheet by selecting **Export**.
 - To view more detailed information for a specific school, select **View** for the applicable school.



Accounts Tab

The options on the **Accounts** tab vary by role.

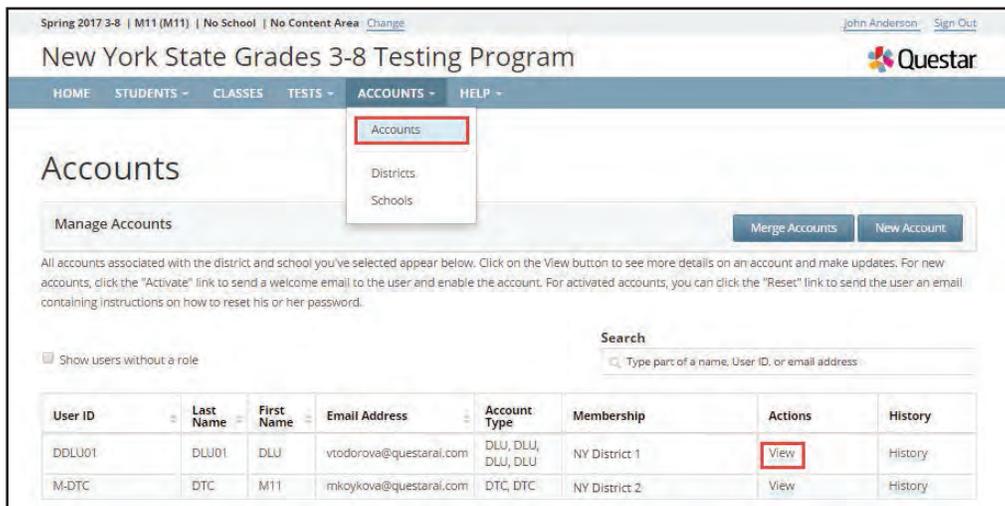


Multiple user levels exist within Nextera® administration system. DTCs and STCs can add or edit users at or below their level as needed to allow specific individuals the rights they need for accessing their student information.

To Edit an Account

Please reference **Appendix D** to determine which roles have access to this functionality.

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



2. Select **Edit**.

The screenshot shows the 'View Account' page. At the top, there is a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The main heading is 'View Account' and it says 'You're Viewing: N YSLU'. There are two buttons: 'Merge account with another' and 'Edit', with the 'Edit' button highlighted by a red box. Below this is the 'User Info' section with fields for 'First Name: N', 'Last Name: YSLU', and 'Email: dbogdanova@questarai.com'. A checkbox labeled 'This account is currently active:' is checked. At the bottom, the 'User Role(s)' section shows 'School Test Coordinator' for 'School A21, District A21'.

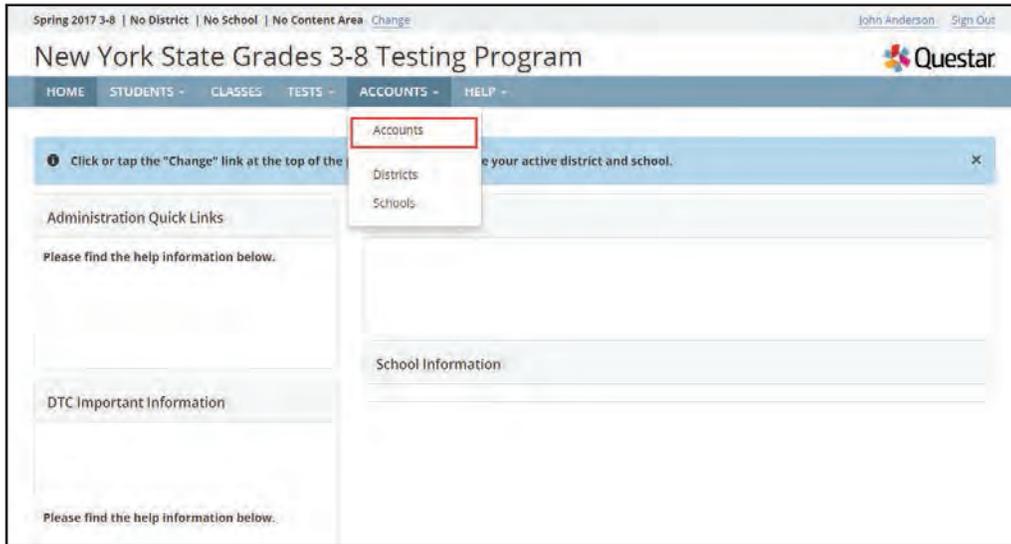
3. Make the applicable changes and select **Save**.

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

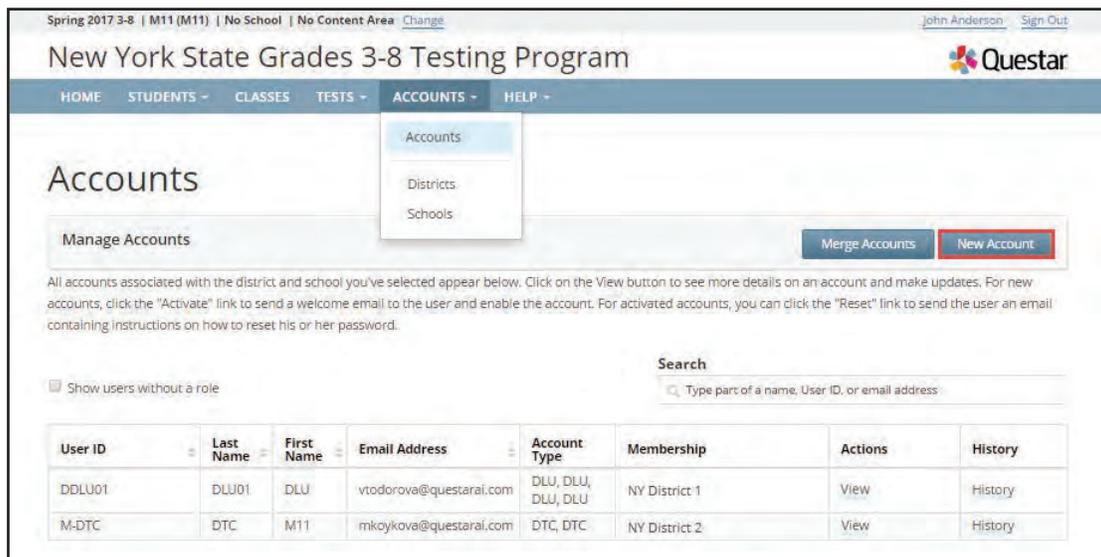
The screenshot shows the 'Edit Account' page. At the top, there is a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The main heading is 'Edit Account' and it says 'You're Editing: N YSLU'. There are fields for 'User ID: NYSLU', 'First Name: N', 'Last Name: YSLU', and 'Email: dbogdanova@questarai.com'. A checkbox labeled 'This account is currently active:' is checked. Below this is the 'Select Role(s)' section with a 'Role Type' dropdown menu and an 'Add Role' button. To the right is the 'Selected Roles' section with a table showing 'School Test Coordinator' for 'District A21 (DA21)' and 'School A21 (SNA21)'. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

To Add an Account

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



2. Select **New Account**.



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

The screenshot shows the 'Add New Account' page in the New York State Grades 3-8 Testing Program. The page header includes the user name 'John Anderson' and a 'Sign Out' link. The navigation menu contains 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. A breadcrumb trail shows 'Back to accounts list'. The main heading is 'Add New Account'. Under 'User Information', there are input fields for 'First Name', 'Last Name', and 'Username'. There are checkboxes for 'This account is currently active' and 'Can log in the system'. The 'Select Role(s)' section features a 'Role Type' dropdown menu with the following options: '--make a selection--', 'District Test Coordinator', 'District Level User', 'District Information Technology Coordinator', 'School Test Coordinator' (highlighted with a red border), 'Building Level User', 'School Information Technology Coordinator', 'Teacher', 'Principal', and 'Superintendent'. To the right, a 'Selected Roles' box contains the text 'Please select role(s) for this user using the controls on the left.' The footer includes 'Powered by Nextera' and links for 'Contact Us', 'Privacy and Cookies', 'Terms of Use', and 'Trademarks', along with the copyright notice '© 2017 Questar Assessment'.

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

The screenshot shows the 'Add New Account' form in the New York State Grades 3-8 Testing Program. The form is titled 'Add New Account' and is located under the 'ACCOUNTS' menu. It includes a 'Back to accounts list' link. The form is divided into two main sections: 'User Information' and 'Select Role(s)'. The 'User Information' section contains fields for 'First Name', 'Last Name', and 'Username', along with a checkbox for 'This account is currently active' and a checkbox for 'Can log in the system'. The 'Select Role(s)' section contains a 'Role Type' dropdown menu with 'School Test Coordinator' selected, an 'Add Role' button, and a 'Selected Roles' section with the instruction 'Please select role(s) for this user using the controls on the left.' At the bottom of the form are 'Cancel' and 'Create an Account' buttons. The 'Create an Account' button is highlighted with a red box. The footer of the page includes 'Powered by Nextera™' and links for 'Contact Us', 'Privacy and Cookies', 'Terms of Use', and 'Trademarks', along with the copyright notice '© 2017 Questar Assessment'.

Help Tab

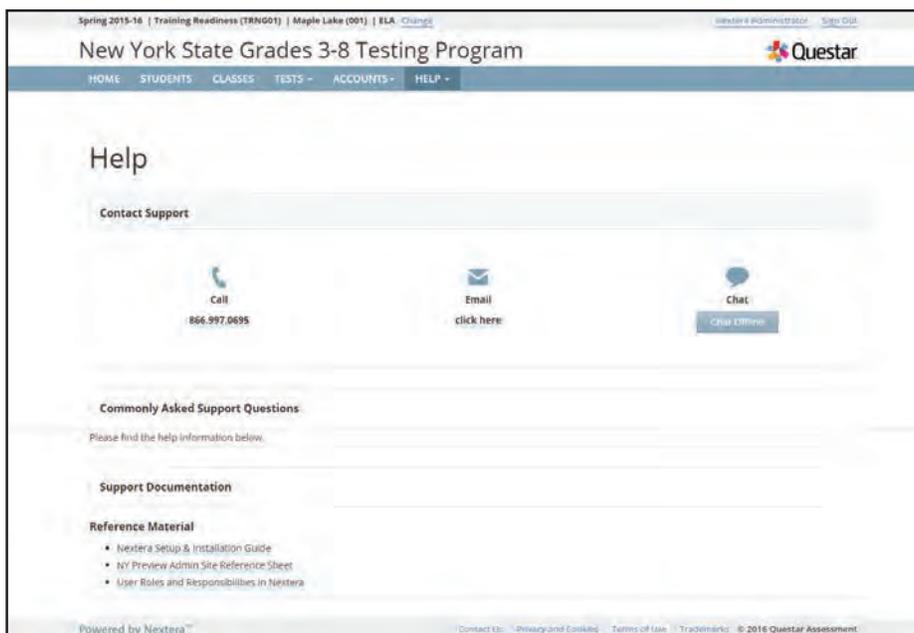
Customer Support contact details, Commonly Asked Support Questions, and Support Documentation are available on Nextera® administration system's **Help** tab.

To access this information:

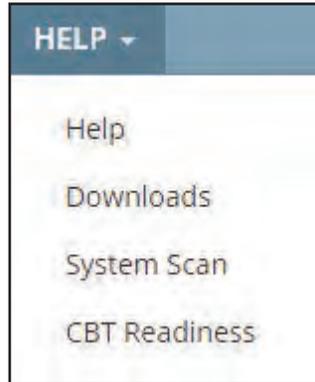
1. Select **Help** from the **Help** tab.



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



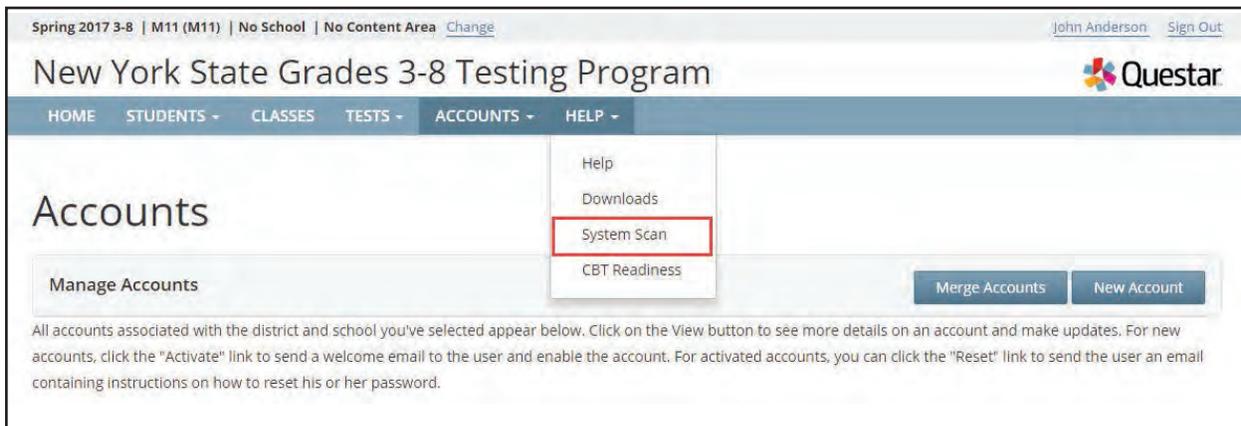
All users can access **Downloads** from the **Help** tab. Download the Questar Secure Browser using the links on the **Downloads** page.



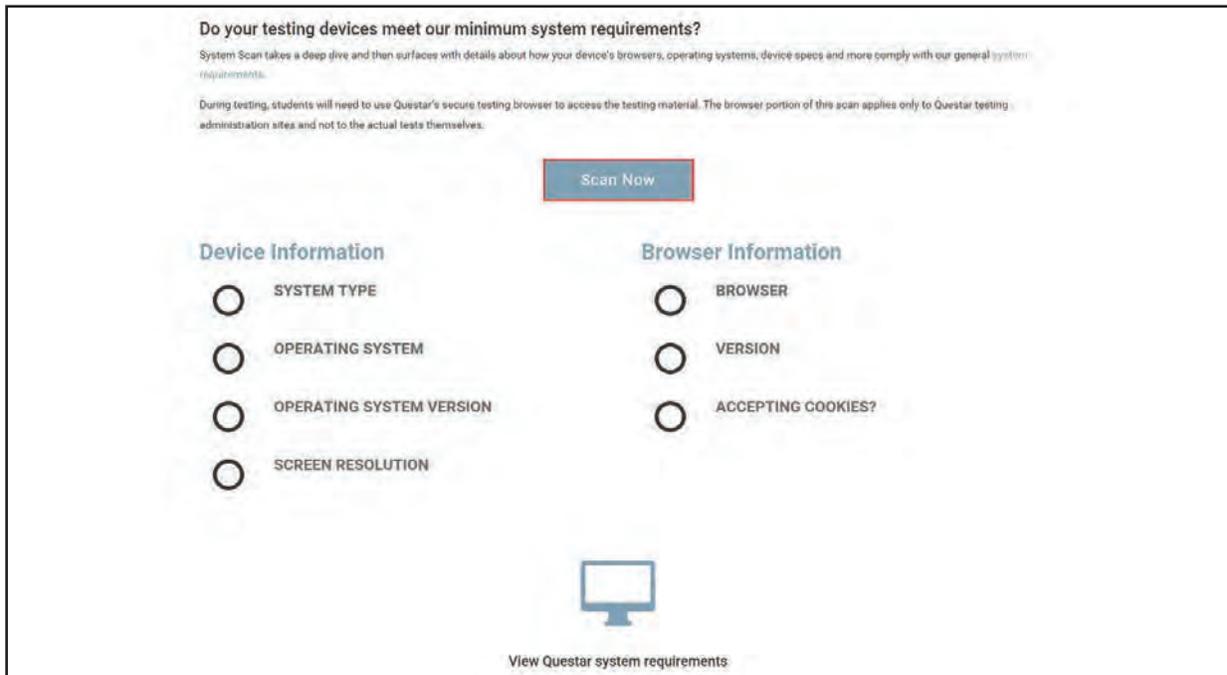
For all users, the **Help** tab also provides a link to the System Scan.

To perform the System Scan:

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



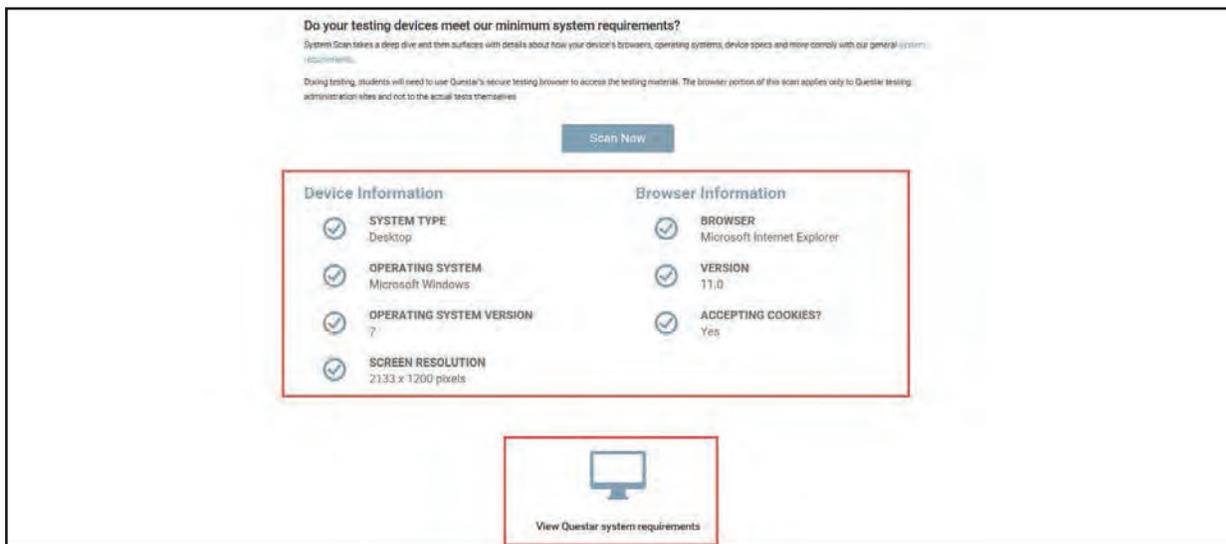
2. Select **Scan Now**.



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

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

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



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

Ensure Online Test Readiness

While students are preparing for their tests, make sure you're ready, too. Use System Scan and Test Readiness Check to quickly and easily find out if testing devices and resources are all systems go – and then make adjustments before testing season.

System Requirements

Desktop Requirements

Mobile/Tablet Requirements

System Scan

Do your testing devices meet our minimum system requirements?

Scan Now

Test Readiness

Do your classrooms and schools have the right resources to test online?

Test Now

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

The screenshot displays the Questar website's 'System Requirements' page. The page is titled 'Ensure Online Test Readiness' and includes a navigation bar with links for Home, Large-Scale Assessment, Literacy Assessment, Perspectives, About Us, and a 'Get Started' button. The main content area is divided into two columns. The left column, titled 'System Requirements', lists 'Desktop Requirements' and 'System/Network Requirements'. The 'Desktop Requirements' section is further divided into 'Physical Requirements' and 'System Memory'. The 'Physical Requirements' section lists 'Operating System' (Windows Vista | 7 | 8 | 10 | 2003 | 2008 | 2012 (latest service pack) and Apple Mac OS X 10.6+), 'Processor' (Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU), and 'Screen & Resolution Size' (Physical screen size: 11.6 in + and Minimum Resolution: 1024 x 768). The 'System/Network Requirements' section lists 'Supported Browsers for Questar administration portal' (Internet Explorer v9+, Microsoft Edge, Mozilla Firefox 38+, Google Chrome 49+, Safari 8), 'LAN Network' (Minimum General Requirement: 802.11g Wireless 54Mbps or greater | 100 Mbps LAN for desktops, Minimum available LAN bandwidth at each workstation: 1Mbps, Recommended General Settings: 802.11n Wireless 150 Mbps or higher | 1 Gbps LAN for desktops, Recommended available LAN bandwidth at each workstation: 2 Mbps), and 'Internet Speed' (Minimum per device: 150 Kbps, Recommended: 300 Kbps). The right column features two orange call-to-action boxes: 'System Scan' with the text 'Do your testing devices meet our minimum system requirements?' and a 'Scan Now' button, and 'Test Readiness' with the text 'Do your classrooms and schools have the right resources to test online?' and a 'Test Now' button.

Questar Home Large-Scale Assessment Literacy Assessment Perspectives About Us **Get Started**

Ensure Online Test Readiness

While students are preparing for their tests, make sure you're ready, too. Use System Scan and Test Readiness Check to quickly and easily find out if testing devices and resources are all systems go – and then make adjustments before testing season.

System Requirements

Desktop Requirements

Physical Requirements

- Operating System
 - Windows
 - Vista | 7 | 8 | 10 | 2003 | 2008 | 2012 (latest service pack)
 - Apple
 - Mac OS X 10.6+
- Processor
 - Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU
- System Memory
 - Minimum: 512MB free ram | 1GB free storage space
 - Recommended: 1GB free ram
- Screen & Resolution Size
 - Physical screen size: 11.6 in +
 - Minimum Resolution: 1024 x 768

System/Network Requirements

- Supported Browsers for Questar administration portal:
 - Internet Explorer v9+
 - Microsoft Edge
 - Mozilla Firefox 38+
 - Google Chrome 49+
 - Safari 8
- LAN Network
 - Minimum General Requirement: 802.11g Wireless 54Mbps or greater | 100 Mbps LAN for desktops
 - Minimum available LAN bandwidth at each workstation: 1Mbps
 - Recommended General Settings: 802.11n Wireless 150 Mbps or higher | 1 Gbps LAN for desktops
 - Recommended available LAN bandwidth at each workstation: 2 Mbps
- Internet Speed
 - Minimum per device: 150 Kbps
 - Recommended: 300 Kbps

System Scan
Do your testing devices meet our minimum system requirements?
[Scan Now](#)

Test Readiness
Do your classrooms and schools have the right resources to test online?
[Test Now](#)



Grades 3–8
English Language Arts
and Mathematics Field Tests
School Administrator’s Manual for
Computer-Based Field Testing

2017 Edition

