New York State Testing Program

2020 Grades 3–5 English Language Arts Computer-Based Tests

Teacher's Directions
March 24–31, 2020

Grades 3, 4, and 5

2020

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

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

Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the 2020 Grades 3–8 English Language Arts Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2020 Grades 3–5 English Language Arts Tests are administered in two sessions on two consecutive school days. Students are asked to demonstrate their knowledge and skills in the areas of reading and writing. Students will have as much time as they need each day to answer the questions in the test sessions within the confines of the regular school day.

For all three grades, each test consists of multiple-choice (1-point) and short-response (2-point) questions and an extended-response (4-point) question.

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

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

IMPORTANT DATES

Computer-Based Testing Dates	March 24–31, 2020*
Computer-Based Testing Make-up Dates	March 30–April 3, 2020

*Each district, charter, religious, or independent school will choose two consecutive school days for the primary test administration for each grade of the test within this testing window.

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No one, *under any circumstances,* including the student, may alter the student's responses on the test once the student has handed in their test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State assessments may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

STEP ONE Check Your Computer-Based Testing Materials

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

For the teacher

- *Computer-Based Tests Teacher's Directions*
- Student login tickets (See page 15 for step-by-step instructions on how to print student login tickets.)
- "Do Not Disturb" sign (not provided)
- Device with Internet access to monitor testing
- Session Access Code (See page 17 for instructions on where to find the Session Access Code.)
- Proctor PIN (provided by School Test Coordinator)

For each student

- Student testing device prepared according to the Nextera™ *Setup and Installation Guide*.
- One sheet of lined paper, such as loose leaf paper, to use as scratch paper. In addition, for all test sessions, the proctor should have on hand a further supply of scratch paper to provide to students who request additional sheets during the test session.

  Note: Scratch paper is considered secure material and must be collected and securely destroyed after testing.
- No. 2 pencils (not provided)

Security

The 2020 Grades 3–5 English Language Arts Computer-Based Tests include secure materials. School personnel responsible for testing must ensure a secure environment at all times. No section of the tests may be discussed with the students before, during, or after administration. You may, however, describe the format of the tests and the testing schedule to the students.

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

Unauthorized Materials

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

All students are prohibited from bringing personal electronic devices, other than the device on which they are taking the test, into a classroom or other location where a State test is being

administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices, other than the device on which they are taking the test, prior to the start of the test administration.

Any student observed with any prohibited device while taking a State test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the test. The incident must be reported promptly to the school principal. If the student had a prohibited device in their possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

The incident must be promptly reported by the principal, in writing, to the Office of State Assessment (OSA) by fax at 518-474-1989 or by e-mail (emscassessinfo@nysed.gov), as is the case for all student-related testing irregularities, misadministrations, or other violations of State testing policy and procedures.

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

Aid to Students

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

Temporary Absence from Testing Room

No student may be permitted to leave and then return to the testing room during the session of the test unless the student is accompanied by a proctor for the duration of their absence from the testing room. Information on "Pausing and Reactivating a Computer-Based Test in Nextera™ Test Delivery System," should it be necessary, can be found in **Appendix C** of these directions.

Emergency Evacuation of a School Building

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the test. Following the test, a written report of the circumstances should be sent by mail or fax to OSA. (See the section "Reporting Irregularities and/or Misadministrations" in the *School Administrator's Manual*.)

Student Cheating

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

Illness

If a student becomes ill during a session of the test, the student should be excused until the student is well enough to continue. When the student is well enough to complete the test (as long as the testing or make-up period has not ended), the student may be given the remaining part of the test. Other unadministered sessions of the test should also be administered according to these directions as long as the testing or make-up period has not ended. When a student is taking a partially completed session of the test, that student must be closely supervised so that they do not go back to previously completed questions on the test. (See **Appendix C** for guidance on how to reactivate a paused test.)

Proctoring

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

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

Misadministration

Notify your principal immediately if any session of the test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized tools and engaging in other types of nonstandard test administration (for example, cheating). (See the section "Reporting Irregularities and/or Misadministrations" in the *School Administrator's Manual*.)

STEP TWO Plan Your Computer-Based Testing Schedule

- The test sessions must be administered in order, on consecutive days. See page 1 for testing and make-up dates.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- **Read the *2020 Grades 3–5 English Language Arts Computer-Based Tests Teacher's Directions* in its entirety prior to administering the test.**
- Plan to have school technical support available during testing, including contact information if staff is not available to be in the testing room.
- Avoid testing just after students have had strenuous physical activity.

Test Format and Schedule

The 2020 Grades 3–5 English Language Arts Computer-Based Tests each consist of two sessions: Session 1 and Session 2, administered on two consecutive school days. Session 1 contains multiple-choice questions; Session 2 contains short-response questions and an extended-response question.

In Spring 2012, in order to have the data obtained from field test questions better reflect students' level of effort, New York State began embedding multiple-choice questions for field testing within the operational tests. For 2020, the embedded questions will occur in Session 1. This means that field test questions will be interspersed with operational test questions in this session. The field test questions will not count toward the student's final score, but will be used to collect valuable information on how well the questions perform and for possible inclusion on future operational tests. Students will not know whether a question is a field test question that does not count toward their score or an operational test question that does count toward their score.

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

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

For the Spring 2020 tests, there are no time limits. On average, students in Grades 3 and 4 will likely need approximately 60–70 minutes of working time to complete Session 1 and 70–80 minutes of working time to complete Session 2. For Grade 5, most students will need approximately 80–90 minutes of working time to complete Session 1 and 90–100 minutes of working time to complete Session 2. Some students will take more or less time. Please plan accordingly to allow students to complete the test at their own pace. All students who are productively working should be allowed to complete the test within the confines of the regular school day regardless of the time approximations listed above. These approximations are an estimate that can be used for planning purposes only.

The following charts provide information about the format of the tests.

2020 Grade 3 English Language Arts Computer-Based Test

Day 1, Session 1	▪ Reading: 24 multiple-choice questions
Day 2, Session 2	▪ Writing: 6 short-response questions and 1 extended-response question

2020 Grade 4 English Language Arts Computer-Based Test

Day 1, Session 1	▪ Reading: 24 multiple-choice questions
Day 2, Session 2	▪ Writing: 6 short-response questions and 1 extended-response question

2020 Grade 5 English Language Arts Computer-Based Test

Day 1, Session 1	▪ Reading: 35 multiple-choice questions
Day 2, Session 2	▪ Writing: 6 short-response questions and 1 extended-response question

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State tests. In administering the 2020 Grades 3–8 English Language Arts Computer-Based Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual*.

Test Read

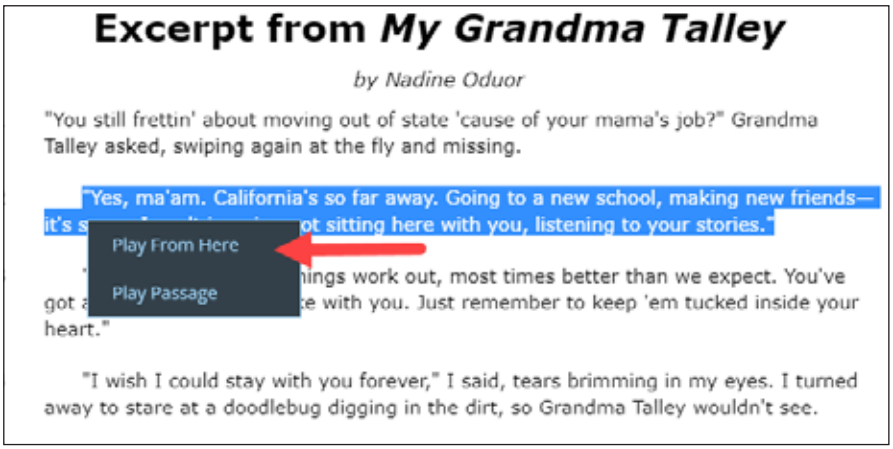
Both sessions of the test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found on the Office of Special Education Department's website (http://www.p12.nysed.gov/specialed/publications/documents/changes-in-allowable-testing-accommodations-grade-3-8-ela.pdf). A human reader or the online text-to-speech accommodation may be used for these students testing on the computer.

Read Aloud (by human): For the 2020 Grades 3–8 English Language Arts Tests, the Read Aloud (by human) accommodation is available for students testing on computers. The Read Aloud (by human) accommodation indicates that all student directions, passages, questions, and multiple-choice answer choices will be read aloud by the teacher, except where otherwise indicated within the student's IEP or 504 Plan.

Text-to-Speech (TTS): For the 2020 Grades 3–8 English Language Arts Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions, passages, and questions. Students who have been identified as having the accommodation of TTS will see a toolbar when they have logged into the test. The following options are available to them:

1. Play All
2. Play Passage
3. Play Question
4. Play Answers
5. Speed Option

Additionally, if a student wants to hear only a portion of the passage, question, or answer options, the student can place the cursor where they want the TTS to begin, right click, and select "Play From Here."



Scoring Student Writing

Students may **not** have requirements for use of complete sentences—including correct grammar, capitalization, and punctuation—waived for **any** constructed-response question on the 2020 Grades 3–8 English Language Arts Tests.

Note: Use of a spell checking device is permissible for those students whose IEP or 504 Plan so specifies.

Use of Scribes

The use of scribes is an allowable accommodation for the 2020 Grades 3–8 English Language Arts Tests. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator's Manual*.

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

More detailed information on testing accommodations for students with disabilities can be found on the Office of Special Education Department's website (http://www.p12.nysed.gov/specialed/publications/).

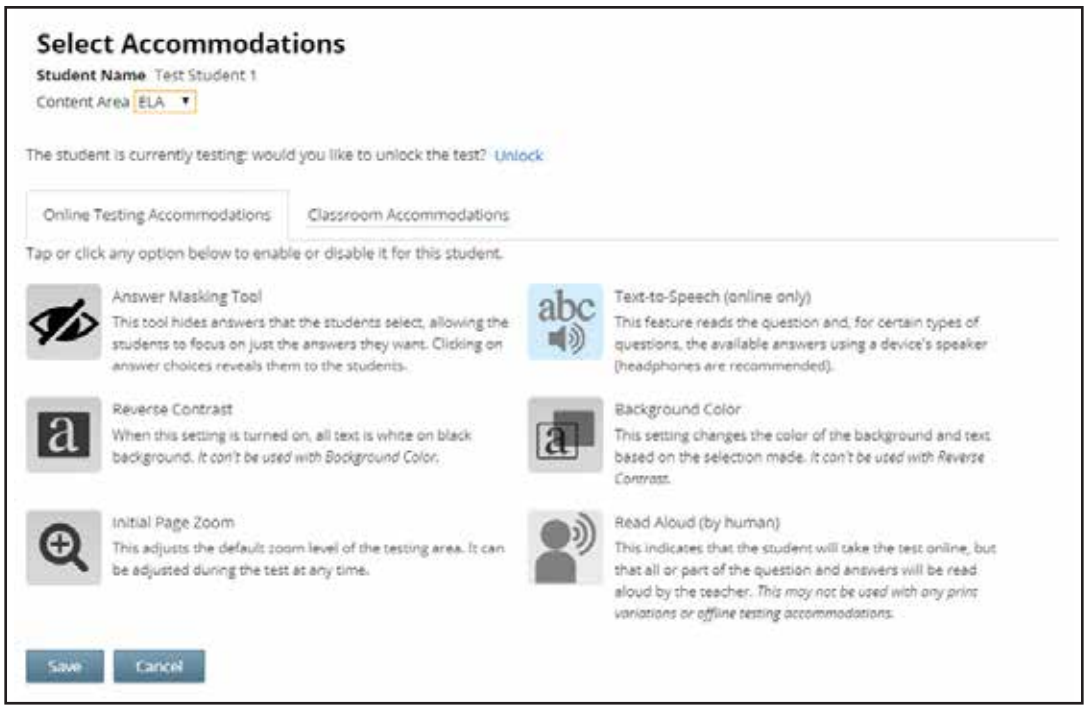
Testing Accommodations for English Language Learners/Multilingual Learners

Information on accommodations for English Language Learners/Multilingual Learners (ELLs/MLLs) can be found in the *School Administrator's Manual*. Note that testing accommodations may be provided to former ELLs/MLLs who were identified as English language proficient based on their scores on one of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT), either Spring 2018 or Spring 2019.

Computer-Based Testing Accommodations

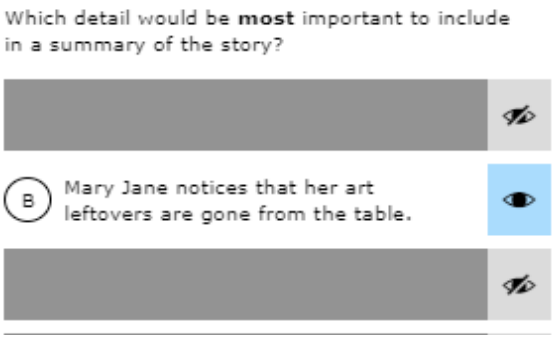
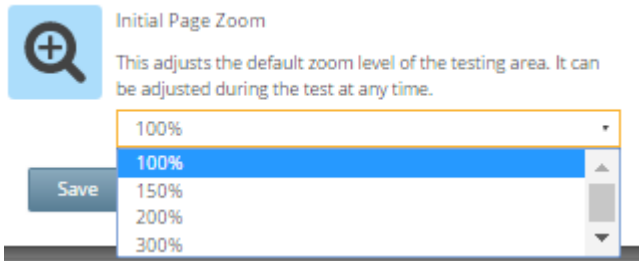
The Nextera™ Test Delivery System includes the following computer-based testing accommodations:

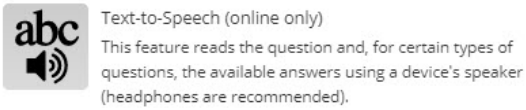
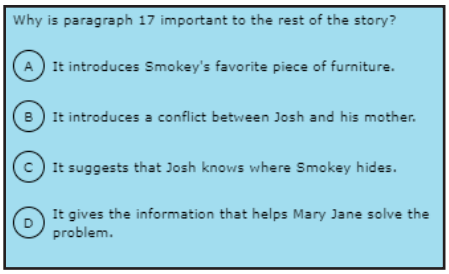
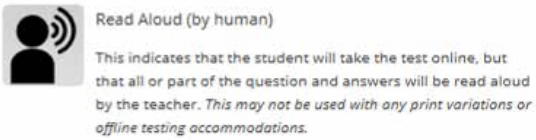
- Answer Masking Tool
- Reverse Contrast
- Initial Page Zoom
- Text-to-Speech (online only)
- Background Color
- Read Aloud (by human)



Use of any of these accommodations must be consistent with the student's IEP or 504 Plan. These options need to be identified and coded in the Nextera™ Administration System (Nextera™ Admin) prior to testing.

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

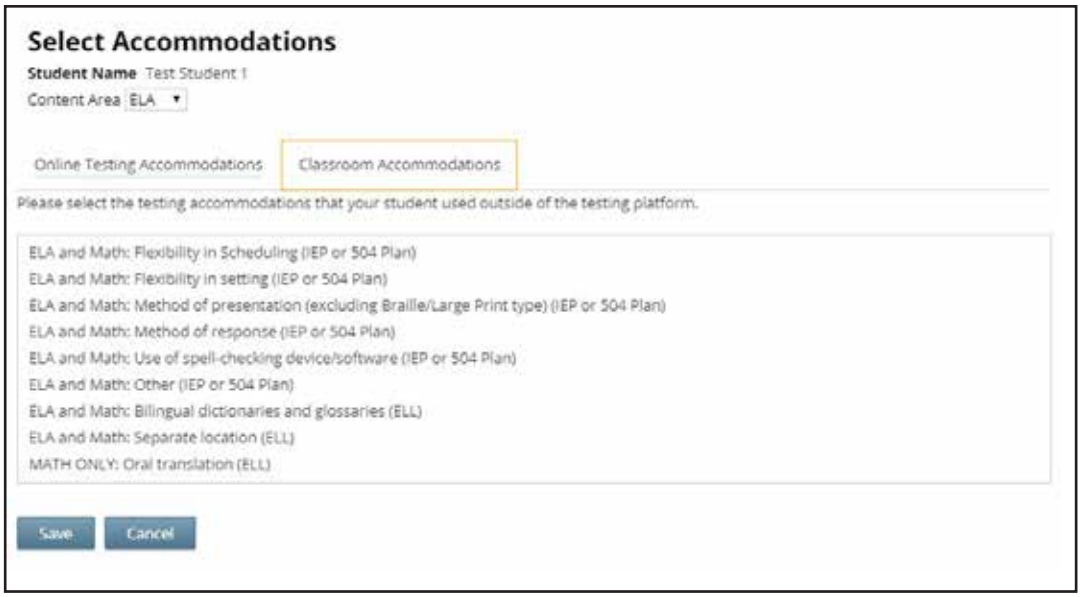
Accommodation	Description
Answer Masking	Answer Masking is an embedded accommodation that allows for the responses to be shaded so the responses do not distract the focus of the student from the question.  • To reveal a response option, the student clicks on the *crossed out eye icon* next to that option. • To hide a response option, the student clicks on the *eye icon* next to that option.
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. *Kincaid is visiting her Grandmother Talley during summer vacation.* **Excerpt from *My Grandma Talley*** *by Nadine Odupr* 1 "You still frettin' about moving out of state 'cause of your mama's job?" Grandma Talley asked, swiping again at the fly and missing. 2 "Yes, ma'am. California's so far away. Going to a new school, making new friends—it's scary. I can't imagine not sitting here with you, listening to your stories." 3 "I know, Kincaid, but things work out, most times better than we expect. You've got a lotta memories to take with you. Just remember to keep 'em tucked inside your heart." 4 "I wish I could stay with you forever," I said, tears brimming in my eyes. I turned away to stare at a doodlebug digging in the dirt, so Grandma Talley wouldn't see.
Initial Page Zoom	Initial Page Zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Options available are 100%, 150%, 200%, and 300%. 

Accommodation	Description
Text-to-Speech (online only)	Text-to-Speech (online only) is an embedded accommodation that reads all student directions, passages, questions, and the answer choices for multiple-choice questions through the device's speaker. Because of this, headsets are recommended when using this accommodation.  When using this accommodation, ensure the volume on the student's device is on, unmuted, and adjusted prior to launching the secure browser.
Background Color	The Background Color option is an embedded accommodation that allows the color of the background to be changed.  The following color options are available: • Black-on-pink • Black-on-blue • Black-on-green • Black-on-yellow
Read Aloud (by human)	Read Aloud (by human) is a combination of an online- and human-delivered accommodation. A human reads the test, in its entirety, to the student from a paper test, and the student enters the responses on the computer, except where otherwise indicated within the student's IEP or 504 Plan. 

Classroom Accommodations

Accommodations provided to students outside of the Nextera™ Test Delivery System, such as flexibility in scheduling or flexibility in setting, must be consistent with the student's IEP or 504 Plan. These options need to be identified and coded in Nextera™ Admin before testing begins.

Please work with your School Test Coordinator to verify classroom accommodations are selected for the applicable students in Nextera™ Admin before testing begins.



General Features and Tools of the Nextera™ Test Delivery System

All students testing on computer have access to general tools and features that are available through the Nextera™ Test Delivery System and can help to enhance their test-taking experience. Some features can help the student make adjustments to the test-taking environment, such as the zoom tool, which helps students to enlarge or minimize text. Other tools help to enhance their test-taking strategies, such as highlighters and answer eliminators. As with the paper-based tests, certain tools for students who are testing in Math are only available for specific grades and test sessions (e.g., calculators, rulers, and more). Please refer to **Appendix F: General Features and Tools of the Nextera™ Test Delivery System** for additional information on the testing tools available to students for computer-based testing.

STEP THREE Prepare Your Computer-Based Testing Room

- Plan for the distribution and collection of materials.
- Provide a well-lit, well-ventilated, and quiet testing room.
- Each student will need their own device that has been configured for testing. Please work with your school administrator to verify the devices are ready for testing. The Nextera™ *Setup and Installation Guide* has detailed instructions for setting up devices for testing.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the tests are being administered. For additional suggestions for arranging a secure testing environment for computer-based testing, see **Appendix B**.
- A seating chart is recommended in the event that the Internet fails and a student needs to go back to a certain device to submit their test at a later time.
- Eliminate distractions such as bells or telephones.
- Completely cover—or remove from the walls—all charts and blank or completed graphic organizers and all board work pertinent to English Language Arts. This includes any such materials that pertain to the New York State computer-based testing system tools.
- Place a "Do Not Disturb" sign on the door of the testing room.
- Make sure students' work spaces are cleared of all unauthorized materials.

STEP FOUR Prepare Your Students

- Help students approach the testing in a relaxed, positive way.
- Explain that the purpose of taking these tests is to find out which concepts have been mastered and which need further development.
- Point out that some questions may be more difficult than others and that, for constructed-response questions, partial credit may be given. Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions and have had the opportunity to practice using the Practice Tests, which can be accessed through the Questar Secure Browser or on the web-based Question Sampler (https://ny.nextera.questarai.com/tds/#practice). For information on how to access the Practice Tests, please see **Appendix A**.
- Assist students with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Practice Tests

Prior to the test window opening, all students taking the 2020 Grades 3–8 English Language Arts Test on the computer should have experienced taking practice tests in the Questar Secure Browser, or on the web-based Question Sampler (https://ny.nextera.questarai.com/tds/#practice), to familiarize themselves with testing in this format. It is recommended that schools participating in computer-based testing set up time in February and March to get students accustomed to taking the test on computer. For information on how to access the Practice Tests, please see **Appendix A**.

Use Standardized Testing Procedures

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

STEP FIVE Prepare Computer-Based Testing Materials

Scratch Paper

Schools that will be administering the English Language Arts Tests with Computer-Based Testing (CBT) should prepare to furnish scratch paper to their students for use when taking the tests. At the start of each test session the proctor should hand out scratch paper to each student testing on computer. For the Grades 3–5 English Language Arts Tests, each student should be given one sheet of lined paper, such as loose leaf paper. In addition, for all test sessions the proctor should have on hand a further supply of scratch paper to provide to students who request additional sheets during the test session. Students testing on computer should also be advised that any work done on this scratch paper will not be counted. The scratch paper distributed to students testing on computer must be collected at the end of the session whether used or unused, and securely destroyed.

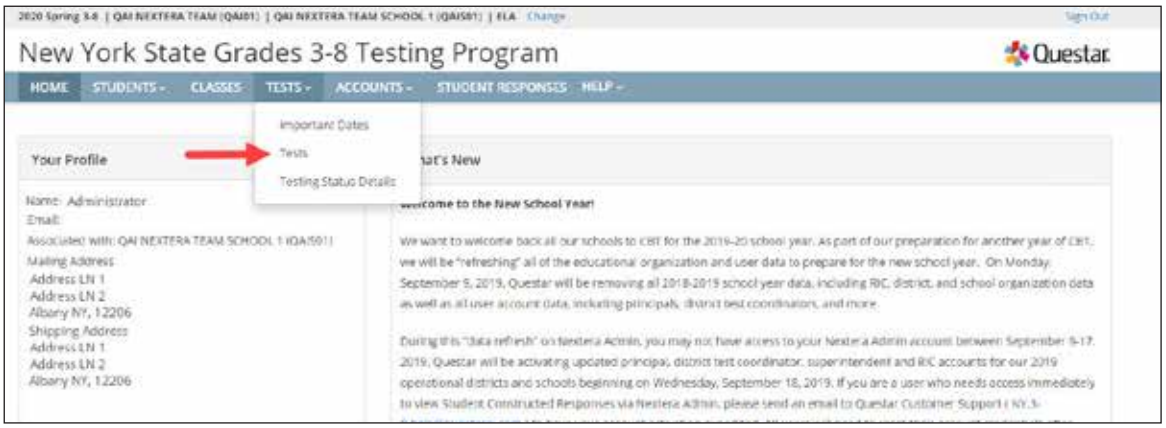
Student Login Tickets

Teachers will need student login tickets for each student to sign in with, a Session Access Code for each test session, and a Proctor PIN for students who may pause the test. The information that follows provides step-by-step instructions on how to retrieve this information from the Nextera™ Admin.

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

- To print the student login tickets, complete the following steps:

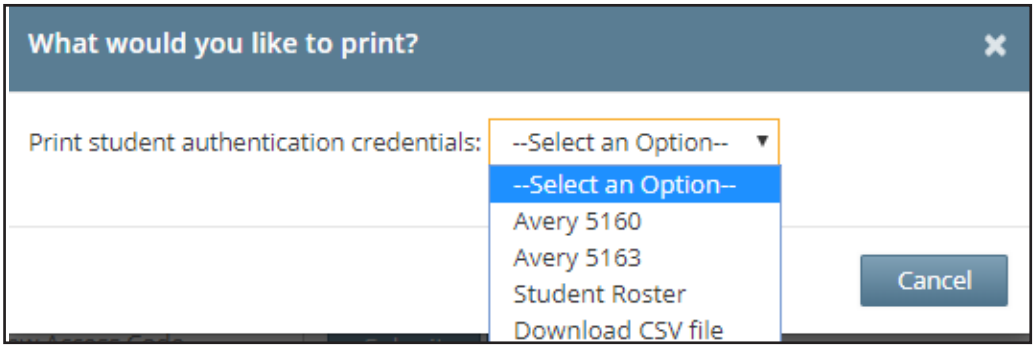
1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix D** for step-by-step instructions to sign in and sign out.
2. Select **Tests** from the **Tests** tab. The Tests page displays.



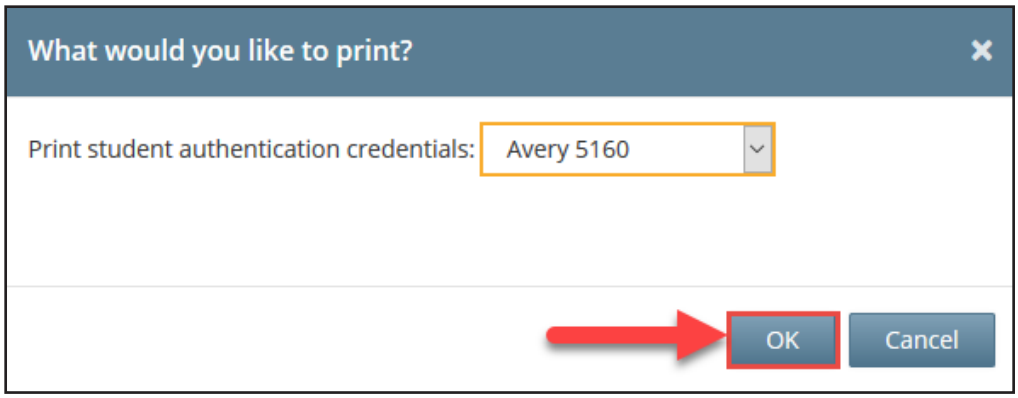
3. Select **View** for the applicable test.

4. Select **Login Tickets**.

5. Select the **applicable form**.

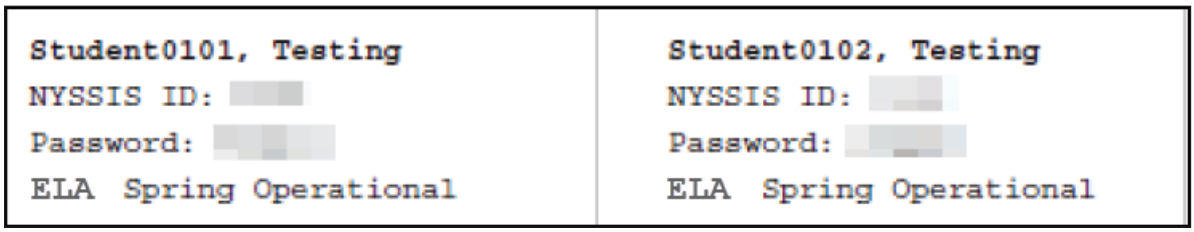


6. Select **OK**.



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

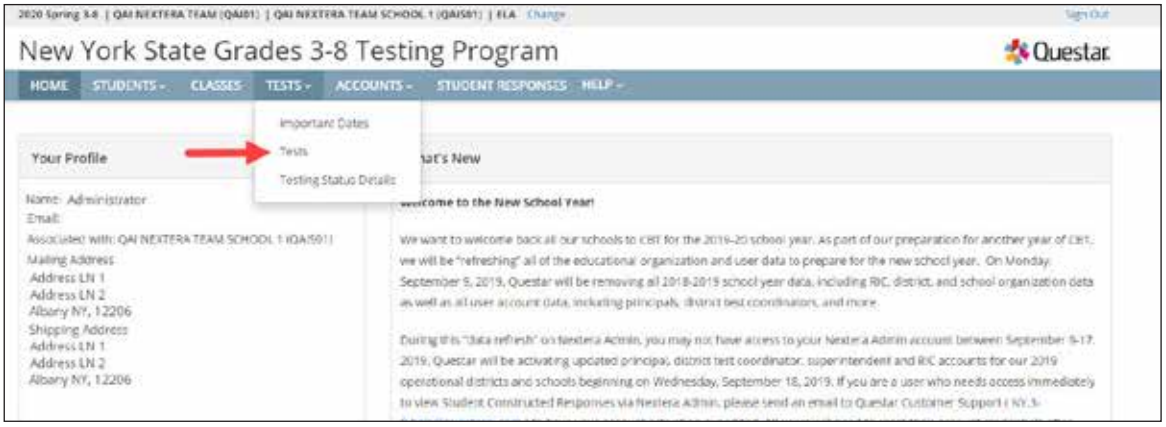
- All student login tickets or labels are secure testing materials and must also be stored in the safe or vault if they are printed prior to administration.



Session Access Code

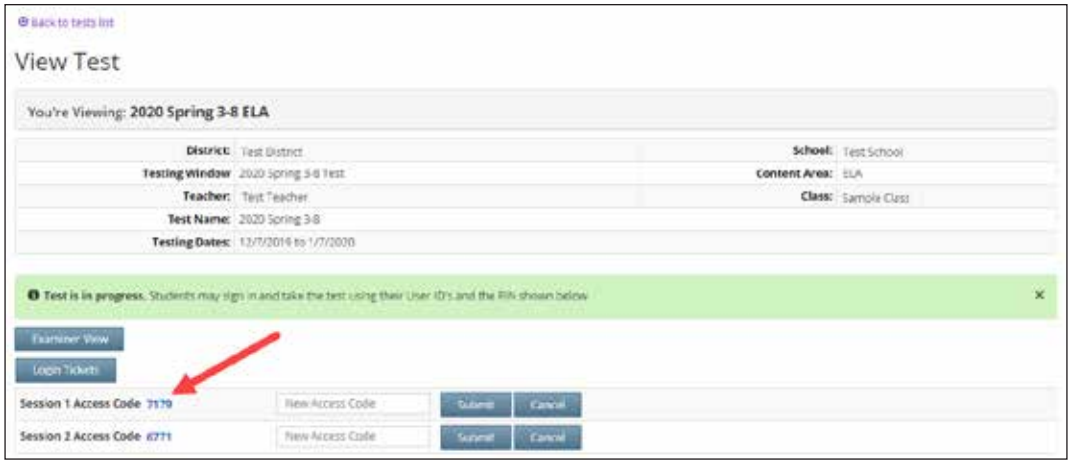
- You will need to provide students with a Session Access Code in order for the students to access their tests in the Nextera™ Test Delivery System. Instructions for providing the Session Access Code to students is included in **Step Six: Administer the 2020 Grades 3–5 English Language Arts Computer-Based Test** of this manual.
- To determine the Session Access Code, complete the following steps:

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



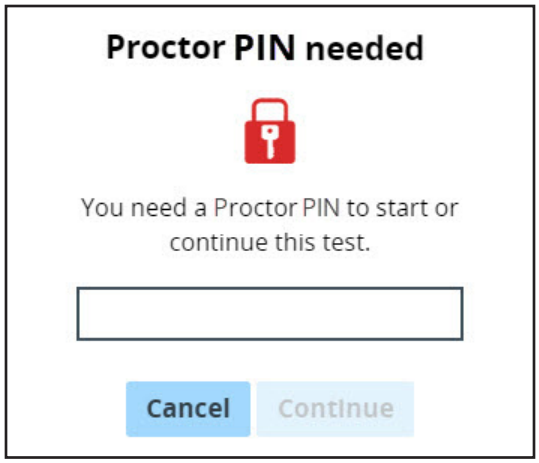
3. Select **View** for the applicable test.

4. The **Session Access Code** is the access code that will be provided to the students during the administration of the tests. Each session of the test will require a different Session Access Code.



Proctor PIN

If a student pauses the test during administration, a Proctor PIN will be required to allow the student to re-enter the test session. The Proctor PIN will be provided by your school administrator before administering the test. The Proctor PIN is secure and should not be distributed to students.



STEP SIX Administer the 2020 Grades 3–5 English Language Arts Computer-Based Test

Please read these directions carefully before administering the tests. When you administer the tests, the directions you are to read aloud are preceded by **SAY**. *Read all directions to the students at a moderate, steady pace. The italicized instructions to teachers should* ***not*** *be read aloud.*

Grades 3–5—Day 1, Session 1

Before you begin the tests, make sure you have the student login tickets for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN.

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

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

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

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

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

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

SAY **You will be taking the 2020 Grade [*say appropriate grade*] English Language Arts Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.**

Today, you will read some passages and answer questions about what you have read. You must select your answers in the online test. You will have as much time as you need today to answer the questions.

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

SAY **You may use this scratch paper to take notes as you take the test. You must record your final answer for each test question in the online test. Anything that you write on the scratch paper will not count toward your final score. This scratch paper must be returned to me after you complete your test. If you need additional scratch paper while you are taking the test, please raise your hand.**

Provide students with their secure student login tickets.

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

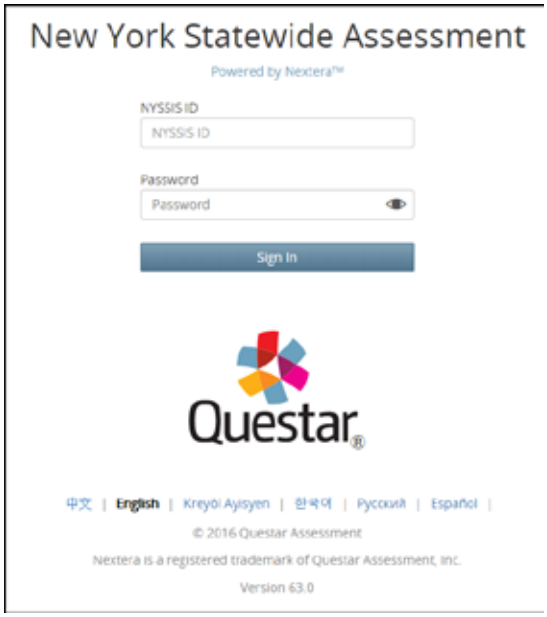
Double-click this icon and the online test will launch.

Once the program has opened, you will see the "Sign In" page.

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

Please raise your hand if you do not see the "Sign In" page.

Sample sign in page:



Please note: If a student clicks on the eye icon, the password will be visible. This will help students enter their password correctly.

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

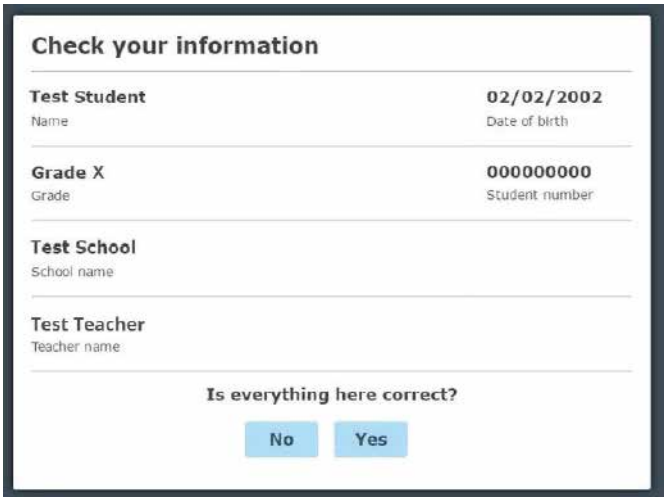
Now select the "Password" field. Type in your password. Your password is also on your student login ticket.

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

Pause for questions.

SAY **After you have entered your password, select "Sign In."**

Sample verification page:



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

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

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

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

If the student information is incorrect: check to be sure the student has the correct login ticket.

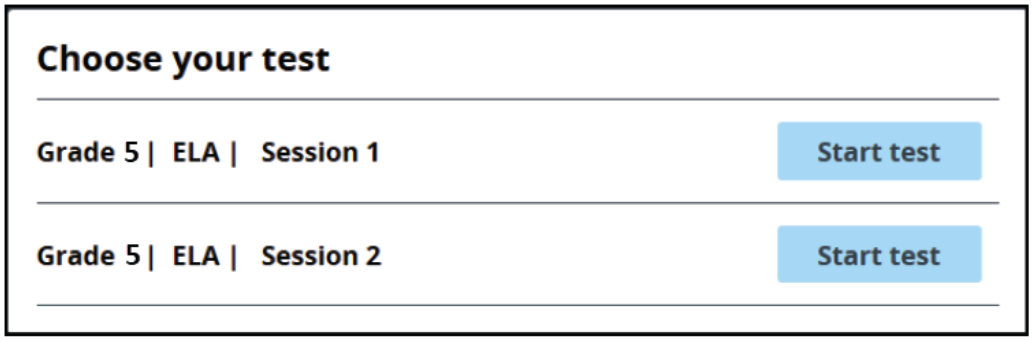
If the date of birth or teacher's name is incorrect, or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

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

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

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

Sample Test Page:



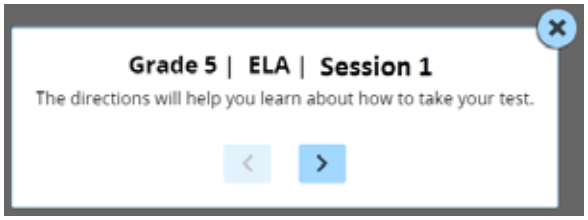
SAY **Now we are going to begin the test. Select "Start test" next to ELA Session 1.**

You should now see the first page of the directions that will help you learn about how to take your test. Take a few minutes to review the directions and read about the tools you can use.

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

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

Sample directions page:



Pause for two minutes to allow the students to click through the directions.

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

Sample Access Code page:

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

After we have checked the Review screen together and you are ready to submit your test, select "Submit test." A message asking "Are you sure that you want to submit your test?" will appear. If you are ready, then select "Submit test."

Does anyone have questions before we begin?

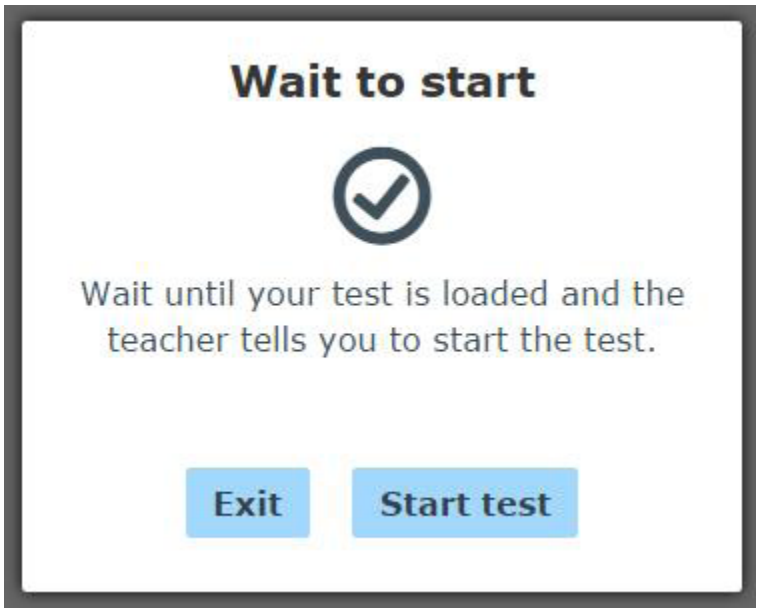
Answer any questions the students may have.

SAY **Enter the session access code: [***say the Session Access Code***] and then select "Continue."**

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

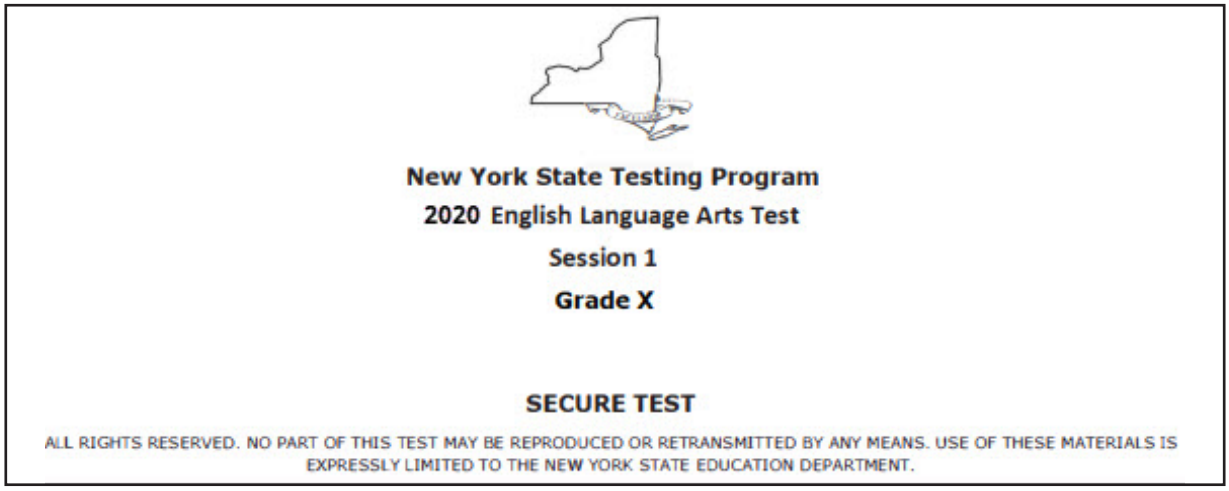
Pause for questions.

Sample screen:



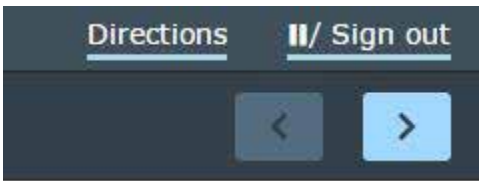
SAY **Please select "Start test."**

The next screen confirms you are taking the [*say appropriate grade*] English Language Arts Test Session 1 today. If your screen does not say [*say appropriate grade*], please raise your hand.



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

Sample screen:



SAY **The possession or use of any communications device, other than the device on which you are taking the test, is strictly prohibited when taking this examination. If you have or use any communications device, other than the device on which you are taking the test, no matter how briefly, your examination will be invalidated and no score will be calculated for you.**

Does anyone have any questions?

Pause for questions.

The possession or use of any communications device, other than the device on which you are taking your test, is strictly prohibited when taking this examination. If you have or use any communications device, other than the device on which you are taking your test, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

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

Pause to allow students to go to the next screen.

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

- **Be sure to read all the directions carefully.**
- **Most questions will make sense only when you read the whole passage. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned from reading the whole passage. You may need to review both the quotation and the passage in order to answer the question correctly.**
- **Read each question carefully and think about the answer before making your choice.**

Does anyone have any questions?

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

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

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

Students should remain quietly at their workstations after they have submitted the test. Students who finish the test before other students should check their work before submitting it. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. The proctor may collect the student login tickets and scratch paper once a student submits the test.

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

Given that the Spring 2020 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

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

Ensure all students return the scratch paper and student login tickets to you. These materials are considered secure materials and need to be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.

Grades 3–5—Day 2, Session 2

Before you begin the tests, make sure you have the student login tickets for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN. At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

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

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

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

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

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

SAY **Today, you will be taking the 2020 Grade [***say appropriate grade***] English Language Arts Test, Session 2.**

You will read some passages and answer questions about what you have read. You must type your answers for the written-response questions in the online test. You will have as much time as you need today to answer the questions.

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

SAY **You may use this scratch paper to take notes as you take the test or to plan your written responses. You must record your final answer for each test question in the online test. Anything that you write on the scratch paper will not count toward your final score.**

This scratch paper must be returned to me after you complete your test. If you need additional scratch paper while you are taking the test, please raise your hand.

Provide students with their secure student login tickets.

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

Double-click this icon and the online test will launch.

Once the program has opened, you will see the "Sign In" page.

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

Please raise your hand if you do not see the "Sign In" page.

Sample sign in page:

Please note: If a student clicks on the eye icon, the password will be visible. This will help students enter their password correctly.

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

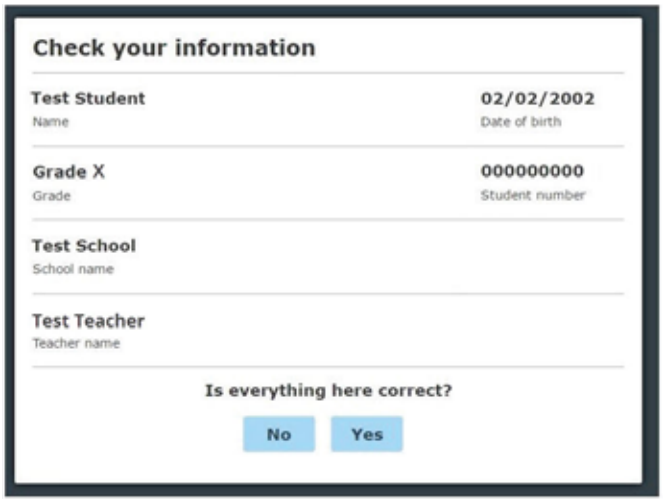
Now select the "Password" field. Type in your password. Your password is also on your student login ticket.

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

Pause for questions.

SAY **After you have entered your password, select "Sign In."**

Sample verification page:



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

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

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

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

If the student information is incorrect: check to be sure the student has the correct login ticket.

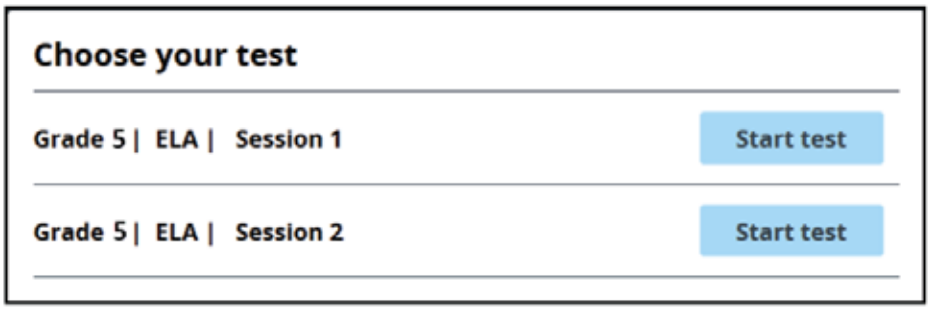
If the date of birth or teacher's name is incorrect or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

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

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

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

Sample Test Page:



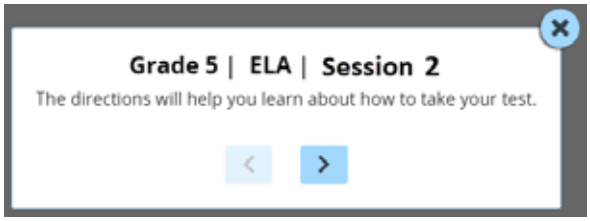
SAY **Now we are going to begin the test. Select "Start Test" next to ELA Session 2.**

You should now see the first page of the directions that will help you learn about how to take your test. Take a few minutes to review the directions and read about the tools you can use.

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

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

Sample directions page:



Pause for two minutes to allow the students to click through the directions.

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

Sample Access Code page:

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

After we have checked the Review screen together and you are ready to submit your test, select "Submit test." A message asking "Are you sure that you want to submit your test?" will appear. If you are ready, then select "Submit test."

Does anyone have questions before we begin?

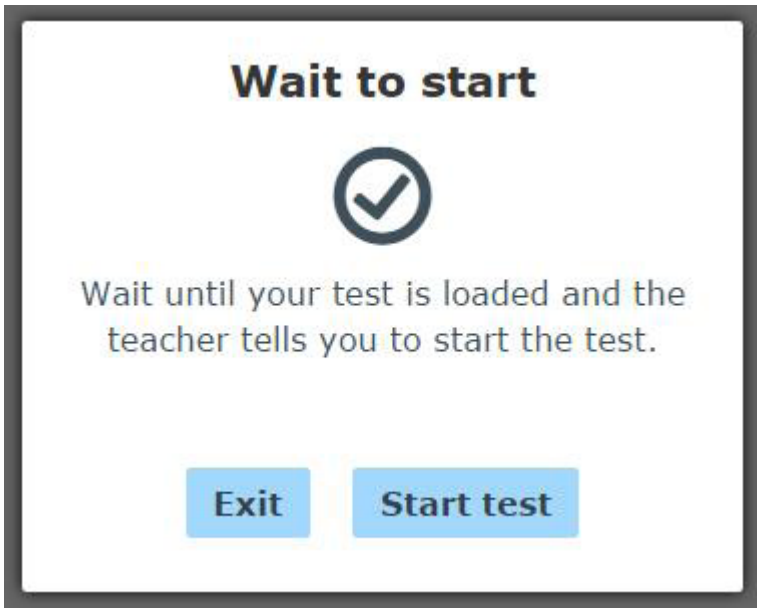
Answer any questions the students may have.

SAY **Enter the session access code: [***say the Session Access Code***] and then select "Continue."**

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

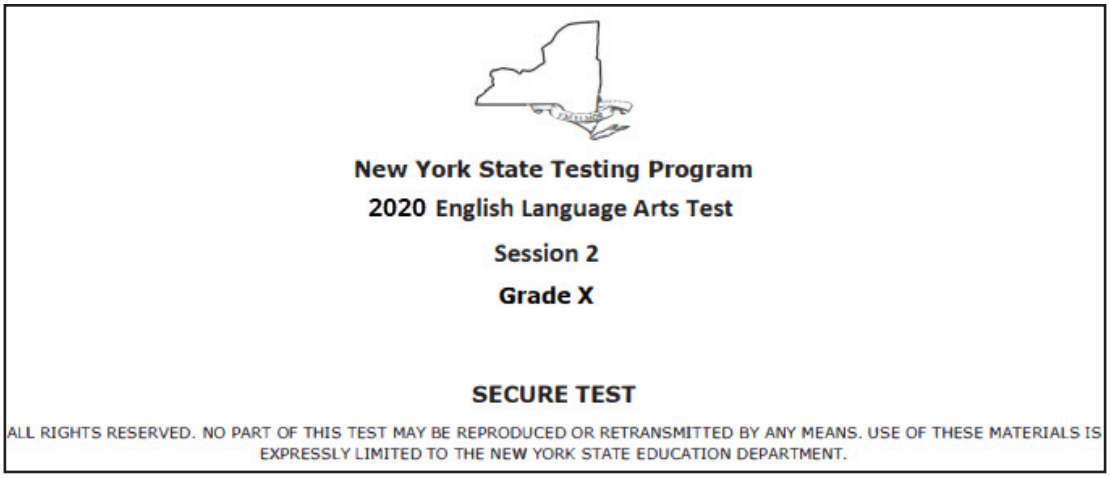
Pause for questions.

Sample screen:



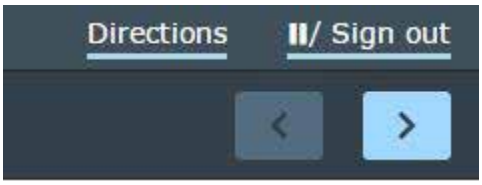
SAY **Please select "Start test."**

The next screen confirms you are taking the [*say appropriate grade*] English Language Arts Test Session 2 today. If your screen does not say [*say appropriate grade*], please raise your hand.



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

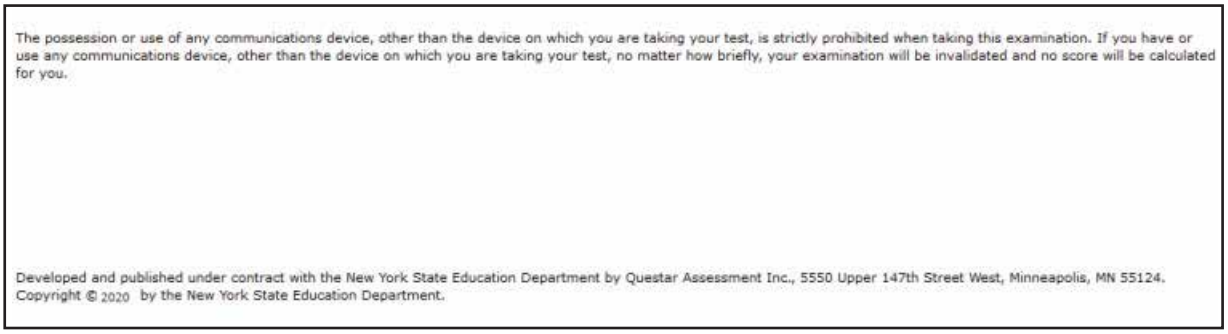
Sample screen:



SAY **The possession or use of any communications device, other than the device on which you are taking the test, is strictly prohibited when taking this examination. If you have or use any communications device, other than the device on which you are taking the test, no matter how briefly, your examination will be invalidated and no score will be calculated for you.**

Does anyone have any questions?

Pause for questions.



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

Pause to allow students to go to the next screen.

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

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

Does anyone have any questions?

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

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

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

Students should remain quietly at their workstations after they have submitted the test. Students who finish the test before other students should check their work before submitting it. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. The proctor may collect the student login tickets and scratch paper once a student submits the test.

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

Given that the Spring 2020 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

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

Ensure all students return the scratch paper and student login tickets to you. These materials are considered secure materials and need to be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.

Appendices

Appendix A: New York State Practice Tests

Some students will have some experience in taking this type of online assessment, but there may be students who are not accustomed to them. Before the day of the test, students should be given the opportunity to try the Practice Tests, which will allow them to become familiar with using the tools and responding to the types of questions they will see on the 2020 Grades 3–8 English Language Arts Computer-Based Tests using the Nextera™ Test Delivery System. It is recommended that students have the opportunity to take practice tests in the Questar Secure Browser 3–6 weeks prior to the test window opening on March 24. Below is a sample schedule of when practice tests could be administered.

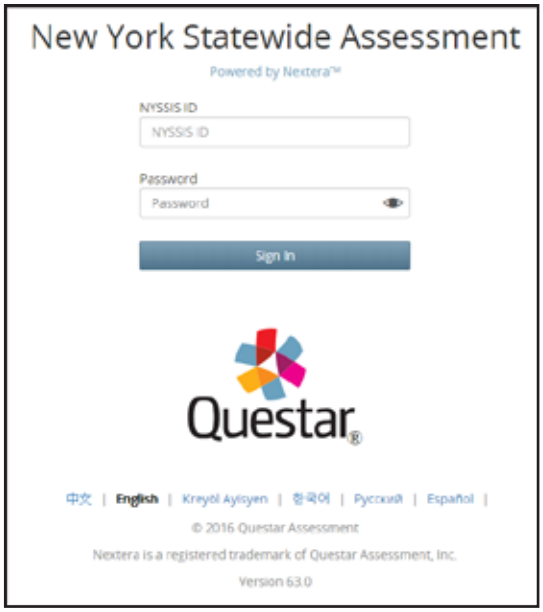
Practice Test	February 10–14
Practice Test	March 2–6
Live Testing Window	March 24–31

This is only a suggested schedule and schools may choose to hold more or fewer practice sessions.

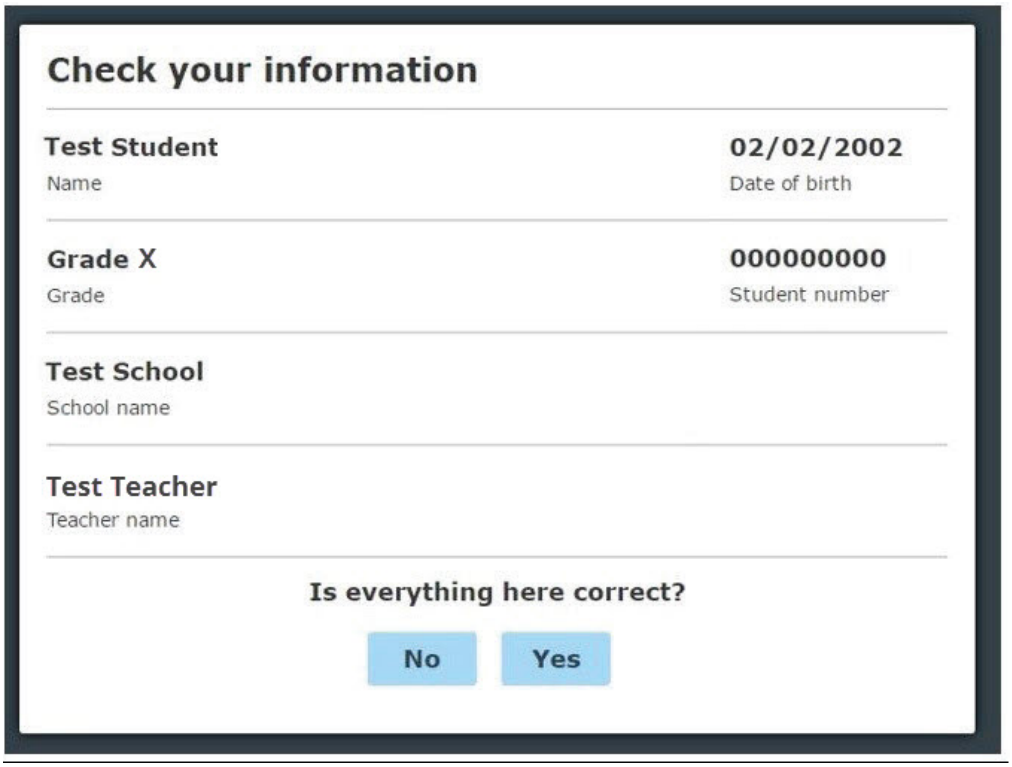
Practice Test Sign In

Student login tickets for the Practice Tests are located on the Help tab in the Nextera™ Administration System. There are three forms available for each grade. Additionally, there are accommodated practice test forms for each grade.

Students will use the Questar Secure Browser to access the practice tests. Students double click on the Questar Secure Browser icon on their desktop. Once the secure browser opens, students type in the NYSSIS ID and password and select **Sign In**.

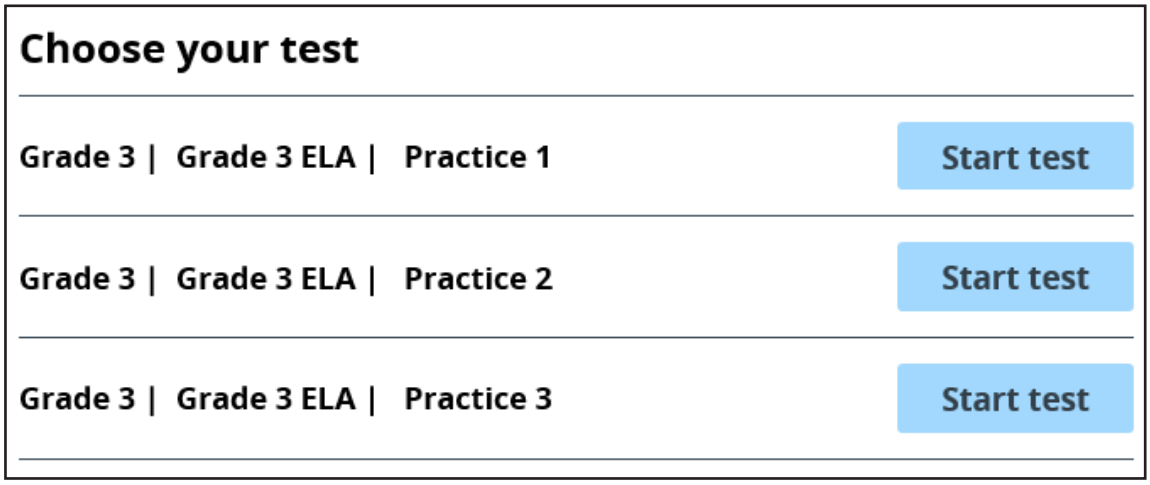


Please note: If a student clicks on the eye icon, the password will be visible. This will help students enter their password correctly.

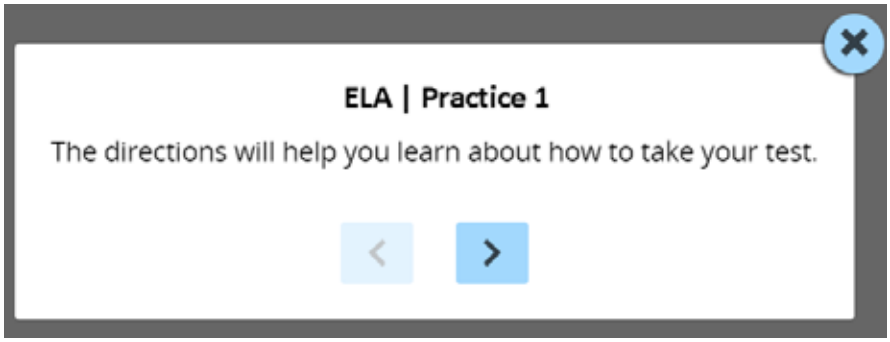


Students will see the Check your information screen. This is generic information for the practice forms. The students select **Yes**.

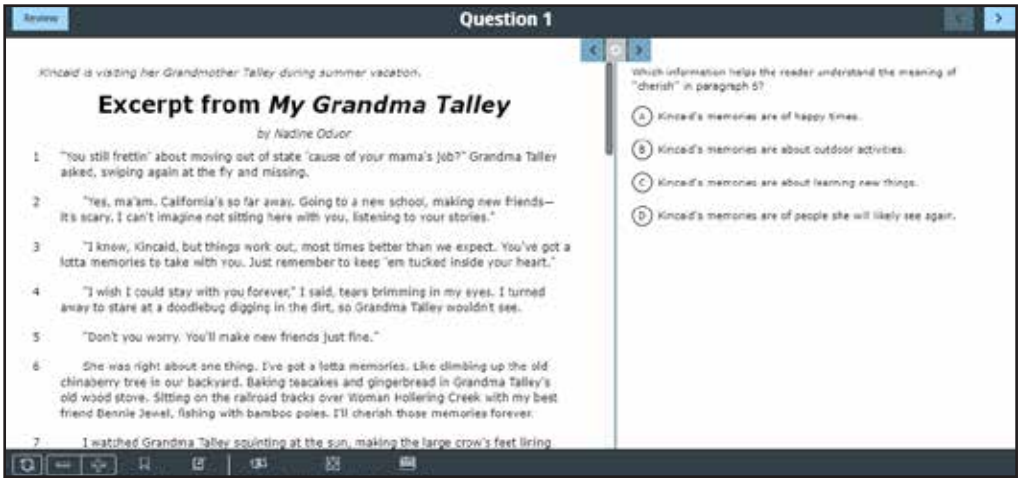
The next screen is where the students will choose which practice test session they will take. The student will select **Start test** next to the desired form.



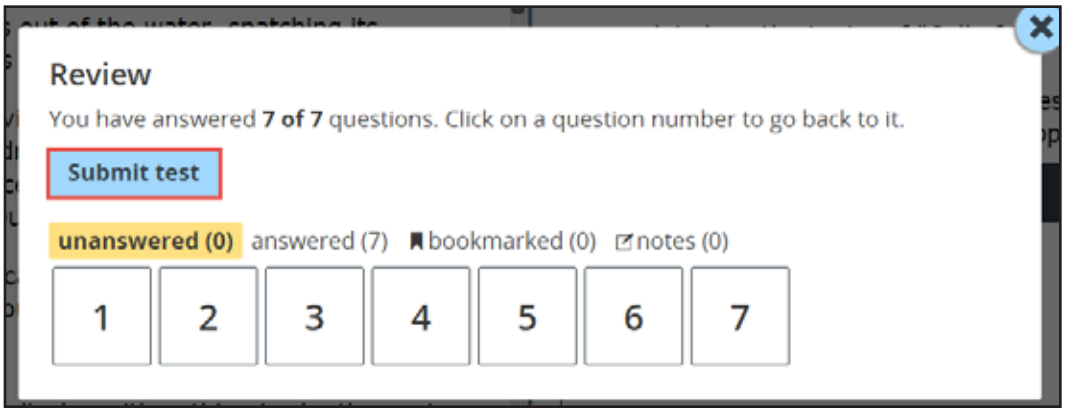
The system will walk students through a short tutorial on the tools and features of the Nextera™ Test Delivery System before they begin the Practice Test. Students use the right-facing arrow to navigate through the directions.



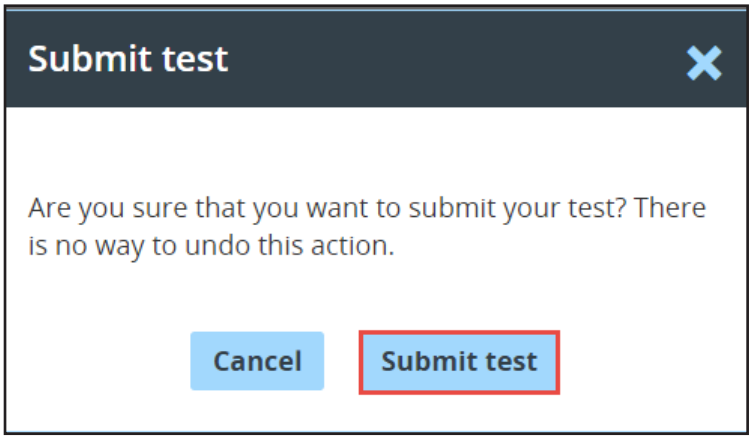
Once the directions close, the **Practice Test** appears. After the student responds to each question, direct the student to select **Review**.



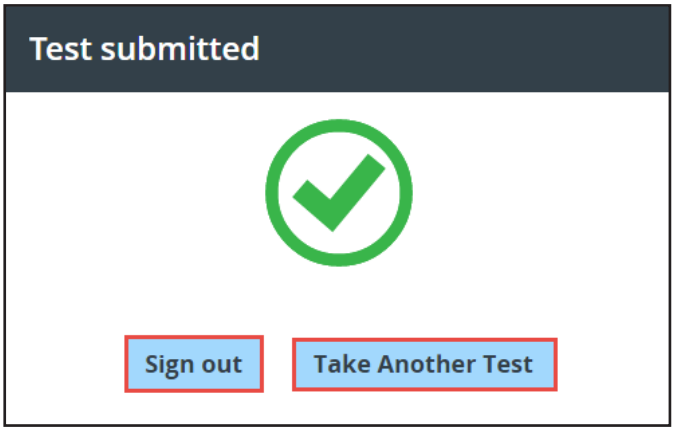
The Review screen appears. Once students confirm they have responded to all questions, direct them to select **Submit test**.



A confirmation message appears. Direct students to select **Submit test.** The **Cancel** button returns the student to the ongoing test rather than submitting the test.



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



Secure Browser Practice Test Logins

Below are the logins for the practice tests in the secure browser. These logins, along with the logins for the accommodated practice test forms, can also be found in the Support Documentation section under **Help** in the **HELP** tab.

ELA Secure Browser Practice Test Logins		
ELA Grade Level	**User Name**	**Password**
Grade 3	elag03	practice
Grade 4	elag04	practice
Grade 5	elag05	practice
Grade 6	elag06	practice
Grade 7	elag07	practice
Grade 8	elag08	practice

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

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

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

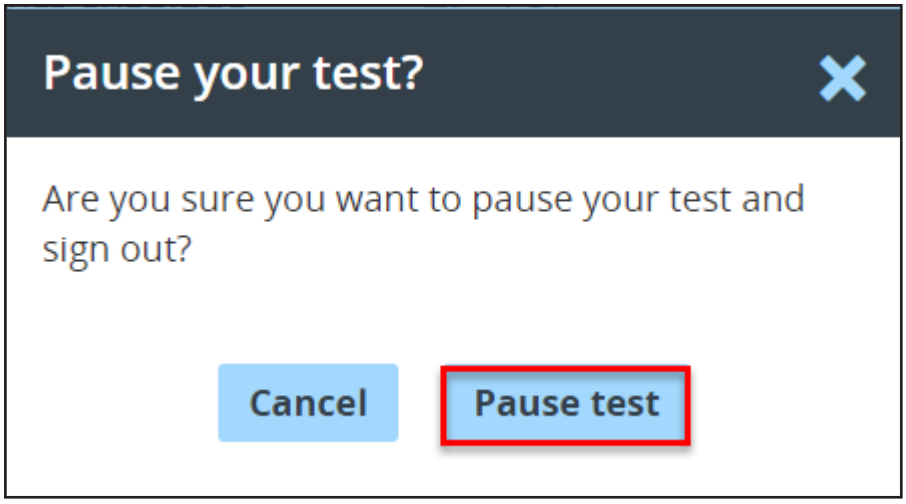
The following physical and visual barriers between testing devices can also be used as security measures for computer-based testing.

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

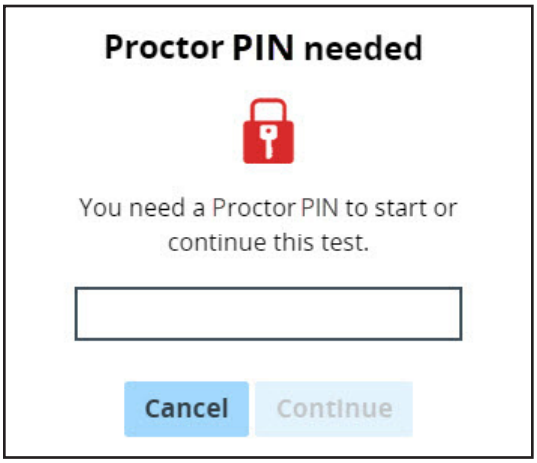
Appendix C: Pausing and Reactivating a Computer-Based Test in Nextera™ Test Delivery System

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 exit the test session and save current progress until the student can return to the test session. If the student selects **Cancel**, the student will immediately return to the test session without pausing the test.



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 school administrator to obtain the Proctor PIN prior to administering the test. For each instance in which a student pauses a test, the proctor is responsible for entering the Proctor PIN to reactivate the test. The Proctor PIN is **secure** and should not be shared with students. The Proctor PIN will be the same for all teachers within a school, but each school will have a unique Proctor PIN.



Appendix D: Sign In/Sign Out

Overview

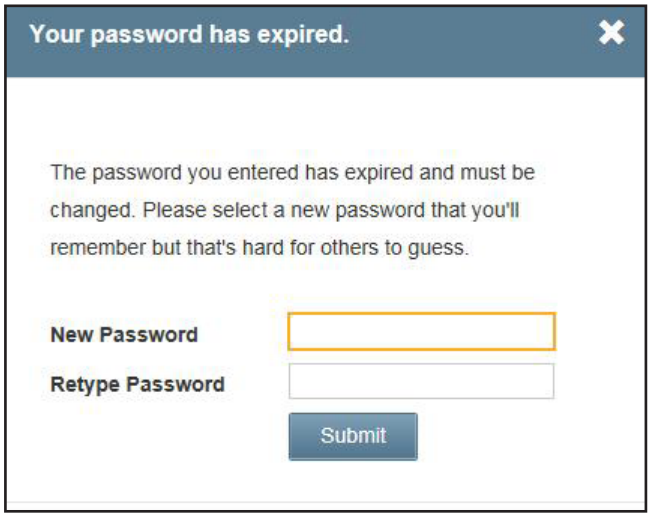
This section will guide you through the login process in Nextera™ Administration System (Nextera™ Admin).

Sign In

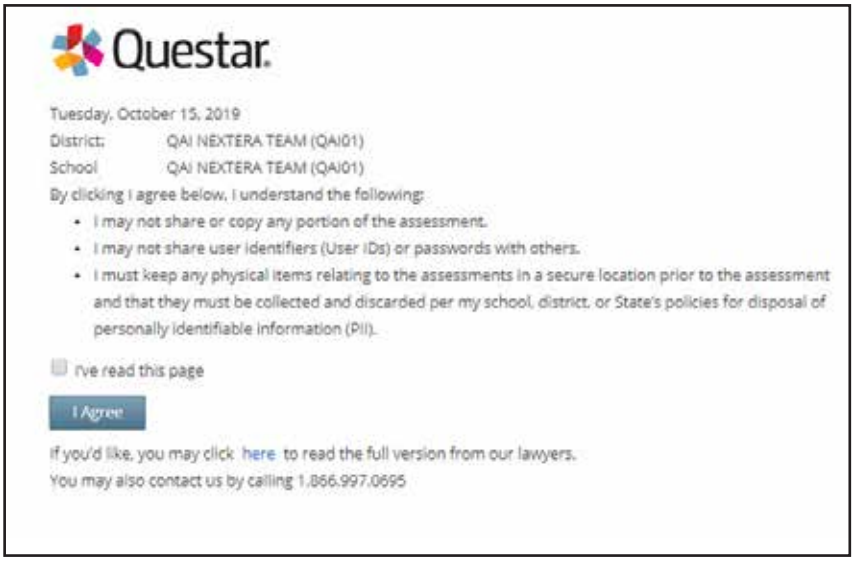
If you have been provided with Nextera™ login tickets, you can enter the following website address in your browser address bar to access Nextera™ Admin (https://ny.nextera.questarai.com/Admin/). If you have not been provided with login tickets to Nextera™ Admin, you should contact your District Test Coordinator, School Test Coordinator, or your local Regional Information Center testing department.

Accessing Nextera™ Admin

1. Enter your **User ID** and **Password**, then select **Sign In**. If you need to reset your password, please find password reset instructions on page A-9. You can also contact your testing coordinator to have login tickets resent to you.
2. If you are signing in for the first time, you will be prompted to reset your password upon first login.
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**.

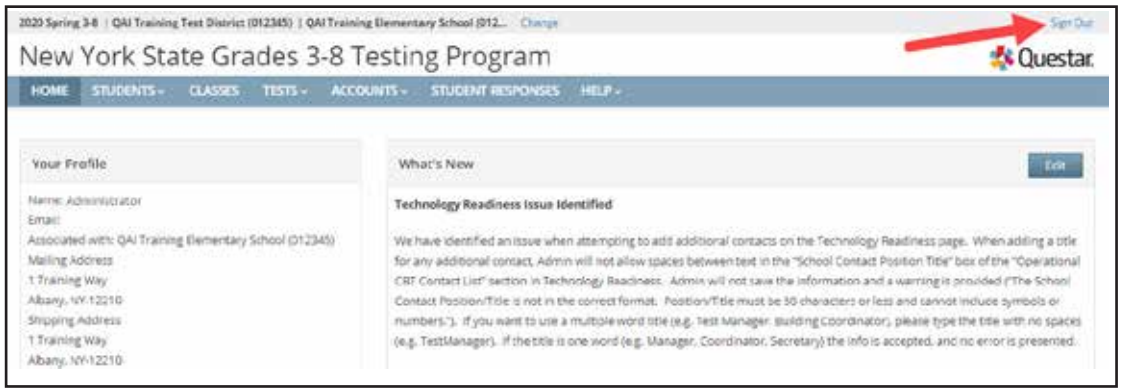


4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **check box** for "I've read this page" and select **I Agree**.



Sign Out

To **Sign Out** of Nextera™ Admin, select **Sign Out** from the upper right corner of the screen. You will be logged out of Nextera™ Admin immediately.

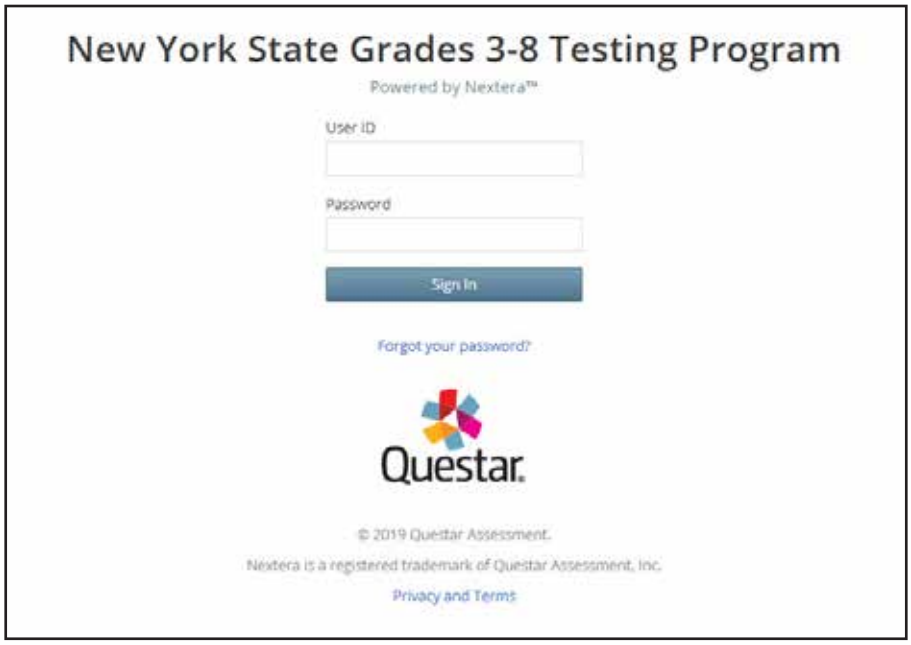


Forgot Your Password?

Upon initial login, users will be required to change your password. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

If you have forgotten your password:

- Select **Forgot your password?**



- Enter your e-mail address and select **Submit**.

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

Hello

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

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

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

Would you like us to continue this password reset request?

Yes No

The Questar Support Team

- You will receive another e-mail that provides you with a single-use **Password**. Select the **Go to this Internet Site** link.

From: Support <NY_3-8.help@questarai.com>
To: Angie Fischer
Cc:
Subject: The password for Damon Maxwell has been reset.

Hello Damon,

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

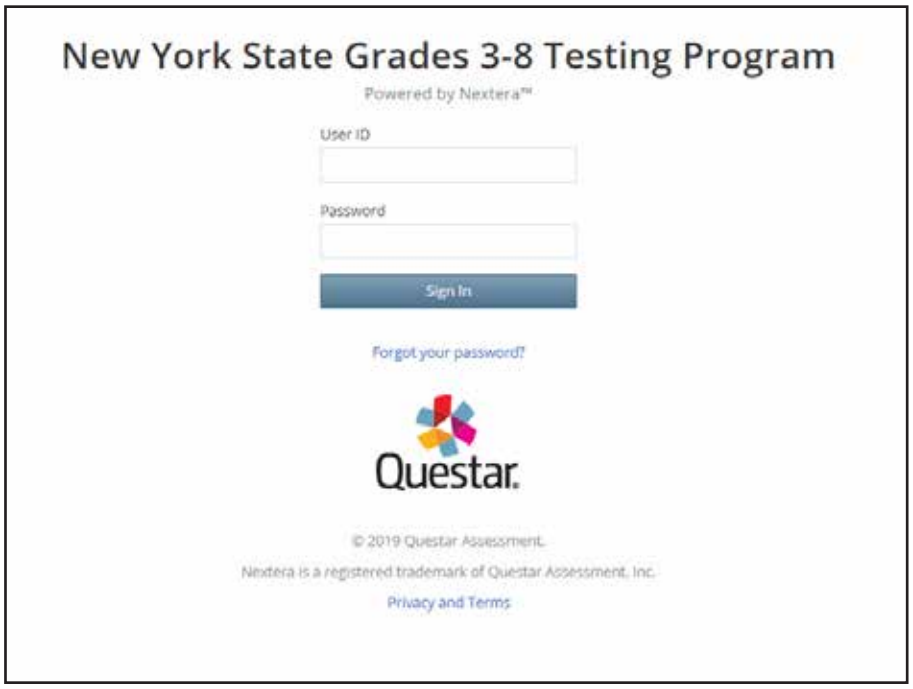
To sign into the system, you'll need the following:

Your User ID: DMaxwell
Your Single-Use Password: 5BJQ32RT
Go to this Internet Site: https://ny-nextera.questarai.com/Admin/

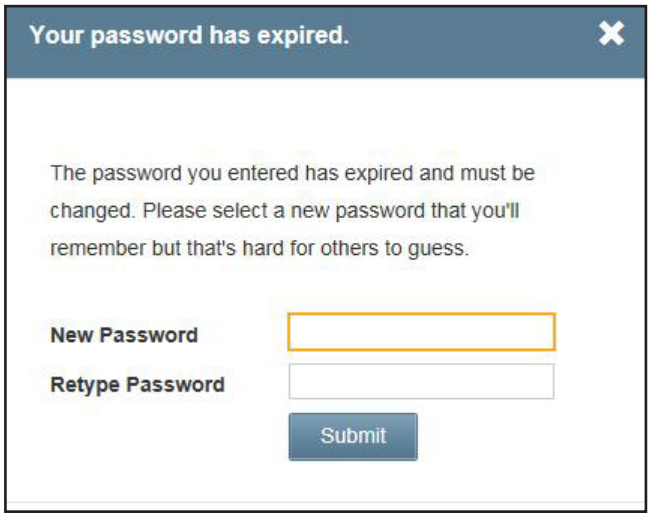
Thanks for using our automated password reset system. Feel free to contact us if you have any questions.

The Questar Support Team

- Enter your **User ID** and single-use **Password** and select **Sign In**.



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



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**.

Appendix E: Roles, Responsibilities, and Permissions in Nextera™ Administration System for Computer-Based Testing

This section describes the roles, responsibilities, and permissions of the various user roles in Nextera™ Administration System for computer-based testing (CBT).

- **Regional Information Coordinator (RIC)**
  - Point of contact for all District Test Coordinators in region
  - Can create district- and school-level users in their region
  - Has access to all district- and school-level information in their region
- **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
  - Can verify CBT Technology Readiness in Nextera™ Admin
- **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
  - Cannot create new users
  - Can verify CBT Technology Readiness in Nextera™ Admin
- **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
  - Can create users with DITC role and school-level users
- **Superintendent (SUP)**
  - Provides guidance to the District Test Coordinator
  - Ensures all student data is correct and in the system
  - Has access to their own district- and school-level information
  - Can assist in managing district-level users and students, and in scheduling tests
  - Can view student constructed responses for their schools
  - There is only one SUP per district

- **Principal (PRN)**
  - Has access to their own school-level information
  - Can verify CBT Technology Readiness in Nextera™ Admin
- **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
  - Can create users with SITC role and Teacher
- **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
  - Cannot create users
  - Can verify CBT Technology Readiness in Nextera™ Admin
- **Teacher (TA)**
  - Responsible for leading test administration
  - There is only one teacher per class
  - Visibility to their class-level information
  - Cannot create users
  - Confirms the students are present
  - Reads the directions from the *Teacher's Directions* and leads students

Appendix F: General Features and Tools of the Nextera™ Test Delivery System

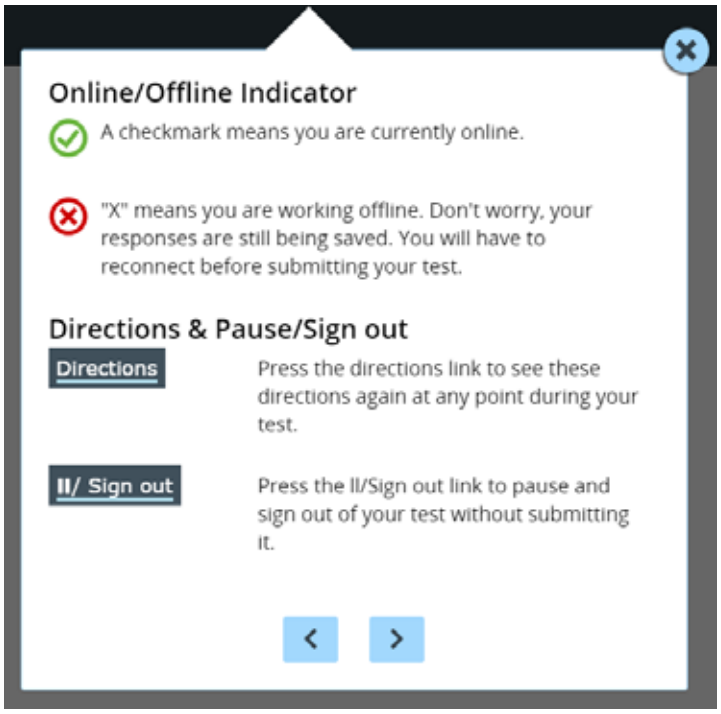
All students testing on computer have access to general features and tools that are available through the Nextera™ Test Delivery system. The following information provides an overview of the CBT tools and features available to students testing on computer. Students should have had opportunities prior to testing to practice using these features and tools.

General Features of the Nextera™ Test Delivery System

All students testing on computer have access to the general features provided through the Nextera™ Test Delivery System. The following is a list of the general features available to all students taking the Grades 3–8 ELA tests on computer.

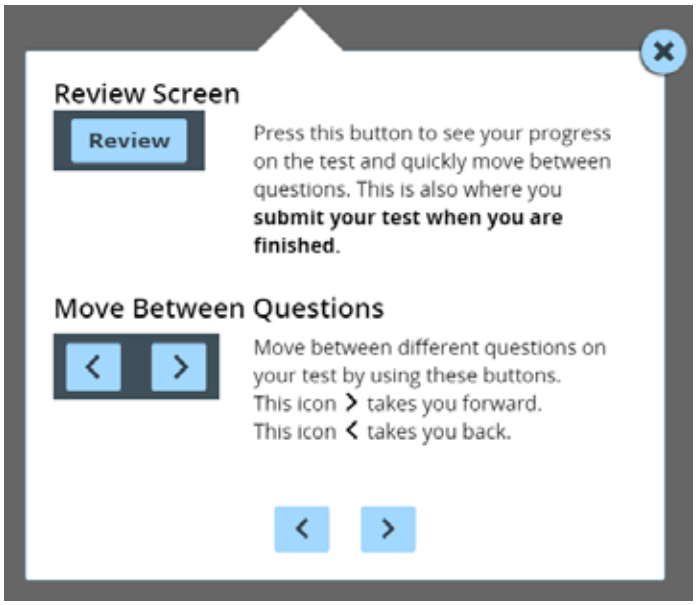
Online/Offline Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions
Split Screen Controls

Online/Offline Indicator, Directions, and Pause/Sign Out



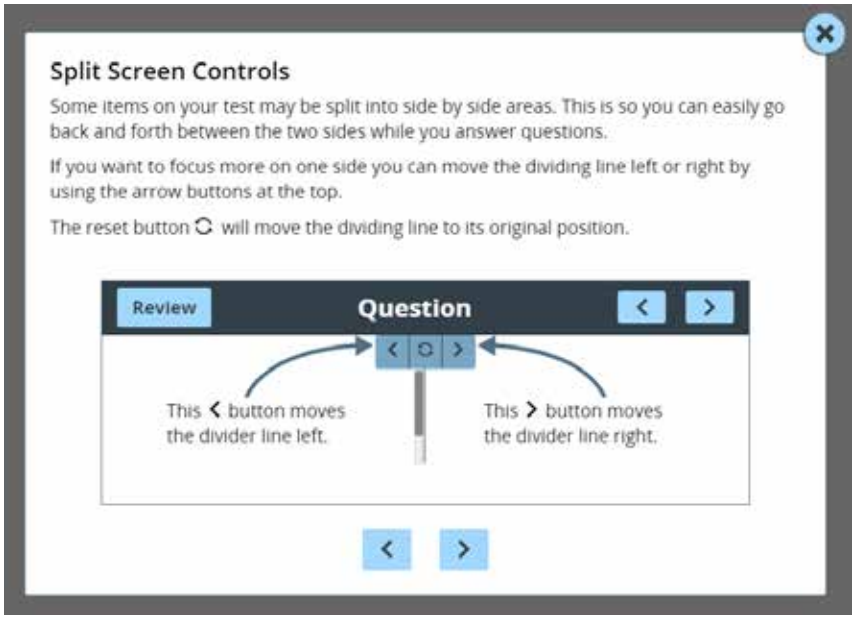
- The Online/Offline Indicator in the upper left corner of the screen indicates whether a student's device has or has not lost internet connectivity. Students should be informed to continue testing even if they lose internet connectivity as their responses will be saved to their local device. In an event where internet connectivity is not restored, please contact Questar Customer Support for assistance at 866-997-0695.
- The student can click on the **Directions** link in the upper right of the screen to see the directions again at any point during the test.
- The student can click on the **Pause/Sign Out** button in the upper right to pause and sign out of the test without submitting their answers. For additional information on pausing and reactivating a test, see **Appendix C**.

Review Screen and Navigation Between Questions



- Students can use the **Review** button on the upper left of the screen to review their progress and quickly move among questions. The Review screen also provides the student with the ability to submit their responses when they have completed their test.
- The right and left arrows on the upper right of the screen are used to move between different questions on the test. The right facing arrow advances the student forward. The left facing arrow takes the student to the previous question.

Split Screen Controls



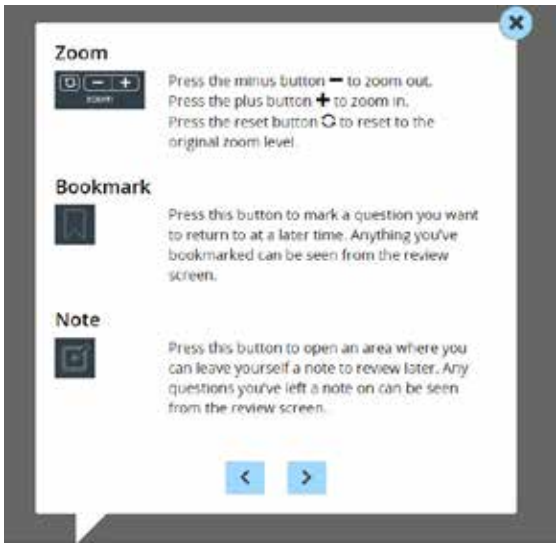
- All passages in the Grades 3–8 English Language Arts test appear on the left side of the screen, and the questions appear on the right side of the screen. If a student would like to expand either side of the screen, they can move the dividing line at the top of the page by clicking the left or right arrow buttons. If a student would like to reset their page to its original position, they can click the reset button at the top of the page.

General Tools

All students testing on computer have access to the general tools provided through the Nextera™ Test Delivery System. The following is a list of the general tools available to all students taking the Grades 3–8 English Language Arts test on computer.

Zoom
Bookmark
Note (Notepad)
Highlighter
Answer Eliminator
Line Reader

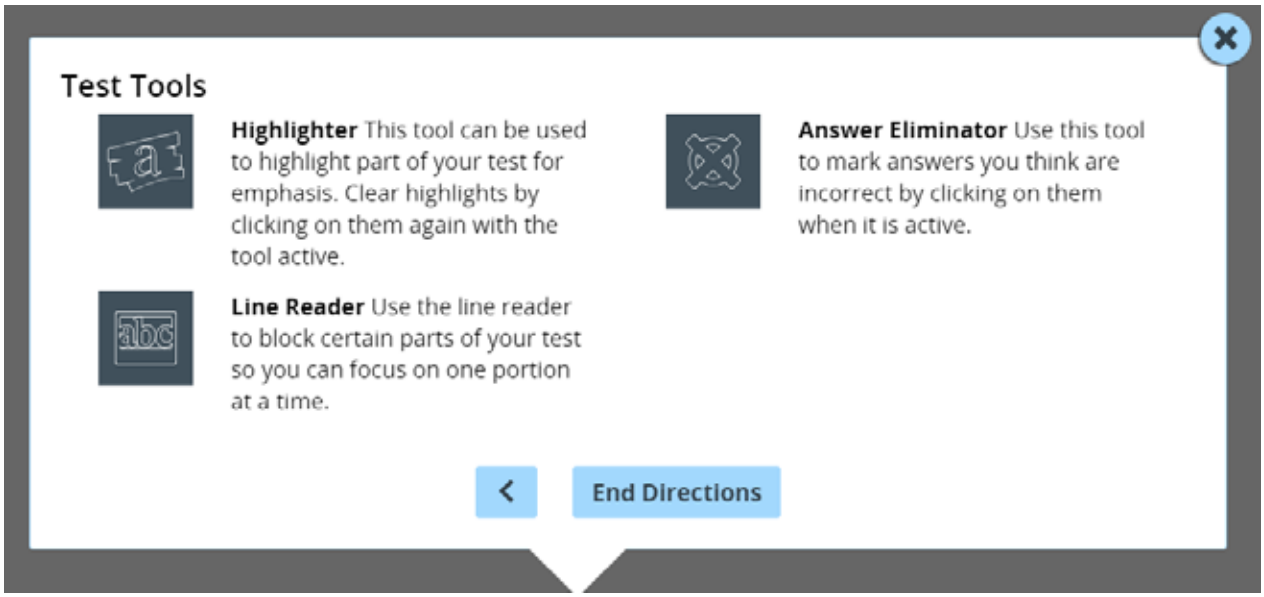
Zoom, Bookmark, and Note (Notepad)



These general computer-based testing tools can be used any time during the test.

- Zoom—Students can increase and decrease font size. Clicking on the minus button makes the screen smaller. Clicking the plus button makes it larger. Note that if students click the reset button within the zoom tool, the text will return to the original setting.
- Bookmark—Students can press the bookmark in the tool tray to flag questions they want to return to at a later time. Bookmarked questions appear on the Review screen with a flag on it.
- Note (Notepad)—Students can use the Notepad to plan their responses. Please ensure that your students understand that text they type in the notepad tool will not be scored. Once the test is submitted, notepad text is not saved.

Highlighter, Answer Eliminator, and Line Reader



The following tools can help students to highlight or focus on certain text or eliminate multiple-choice answers. When using any of the following tools, a student must deactivate the currently active tool before using another.

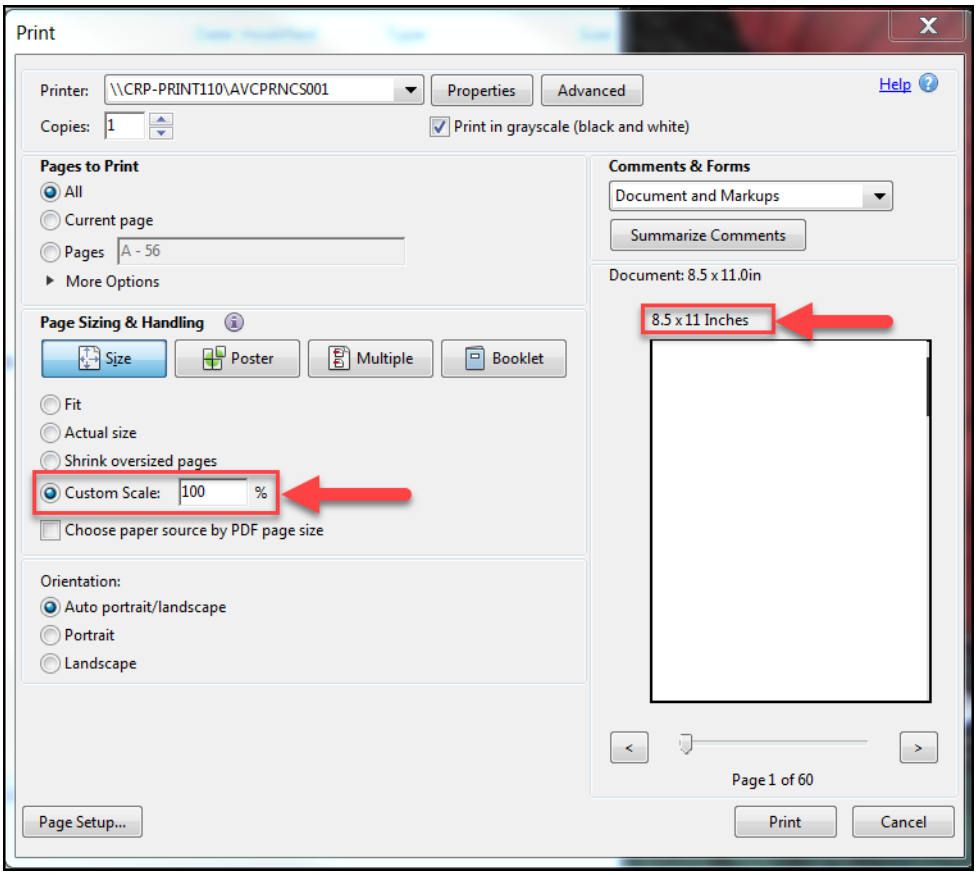
- Students can use the highlighter tool to identify part of the test for emphasis. To clear highlighted text, click on the highlighted text a second time while the tool is active.
- Students can eliminate multiple-choice answers they think are incorrect by clicking the answer eliminator in the tool tray. When this tool is on, a student can click on the answers they want to be crossed out. Note that the answer eliminator is only available for multiple-choice questions.
- Students can use the line reader to block certain parts of the text so a student can focus on one portion at a time by clicking on the line reader tool in the tool tray. Students can use the window to focus on the text they want to see and the opaque portion around the window to block out what they don't want to see. Both the window and opaque portions can be resized.

Appendix G: Troubleshooting

Printing Student Login Tickets

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

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



Issues During Testing

- If the screen freezes, sign in takes longer than one minute, or test load takes longer than one minute, try exiting the test and signing back in. A reboot may be necessary.
- If the device is permanently incapacitated, or if network connectivity is lost for an extended period of time, please contact the School Test Coordinator. The School Test Coordinator can contact Questar Customer Support, if needed.
- Chromebooks—If a student clicks on the Exit button at the lower left portion of the screen, they will exit the test and the secure browser. The student will need to sign in again and continue testing.
- Lost Internet connectivity—If network connectivity is lost during the test, the student should continue to test. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses.

  Note: If Internet connectivity is lost while students are using the Text-to-Speech computer-based testing accommodation, the computer generated voice will continue to play.
- If attempts to reestablish Internet connectivity are unsuccessful, follow the applicable steps from the table below:

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

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

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

2020 Grades 3–5 English Language Arts Computer-Based Tests Teacher's Directions March 24–31, 2020

QAI25218