

New York State Testing Program

2018 Grades 3–5 English Language Arts Computer-Based Testing

**Teacher's Directions
April 10–17, 2018**

**Grades 3, 4, and 5
2018**



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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 credentials, Session Access Codes, and proctor PINs must be kept secure. You are not to discuss the test or photocopy the student login credentials, 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 2018 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 2018 Grades 3–5 English Language Arts Tests are administered in two sessions on two consecutive school days. Students are asked to demonstrate their understanding of reading passages and writing prompts.

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 and short-response (2-credit) questions and an extended-response (4-credit) 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 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

Test Dates	April 10–17, 2018 *
Makeup Dates	April 13–20, 2018

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

STEP ONE

Check Your Test Materials

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

For the teacher

- *Teacher's Directions*
- Student login credentials (See page 15 for step-by-step instructions on how to print student login credentials.)
- "Do Not Disturb" sign (not provided)
- Device with Internet access to monitor testing
- Session Access Code (See page 18 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 ruled 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 during the test session request additional sheets. **Note:** Scratch paper is considered secure material and must be collected and securely destroyed after testing.
- Pencils

Security

The 2018 computer-based Grades 3–8 English Language Arts 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. 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 his or her 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](mailto:emscassessinfo@nysed.gov) (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 his or her possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without this documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such 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. 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 his or her absence from the testing room. Information on "Pausing and Reactivating a Paused Test," should it be necessary, can be found in **Appendix C** of these directions.

Emergency Evacuation of a School Building

Evacuation of a school building during a 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, 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, he or she may complete that part of the test (as long as the testing or make-up period has not ended). 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 he or she does 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 testing accommodations or tools (for example, a dictionary) 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 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 *2018 English Language Arts Tests Teacher’s Directions for Computer-Based Testing* 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.

Test Format and Schedule

The computer-based 2018 Grades 3–5 English Language Arts 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 2018, 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 (rather than select) appropriate responses in the Nextera™ Test Delivery System.

Students who finish the test before other students may 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 2018 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 each test session. For Grade 5, most students will need approximately 80–90 minutes of working time to complete each test session. 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.

2018 Grade 3 English Language Arts Test

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

2018 Grade 4 English Language Arts Test

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

2018 Grade 5 English Language Arts 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 IEPs or 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 2018 Grades 3–8 English Language Arts Computer-Based Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *2018 Grades 3–8 English Language Arts and Mathematics Tests School Administrator’s Manual*.

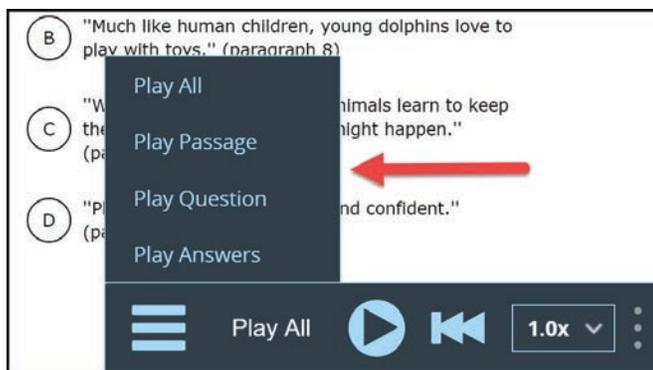
Test Read

All 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 web site](http://www.p12.nysed.gov/specialed/publications/documents/changes-in-allowable-testing-accommodations-grade-3-8-ela.pdf) (<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 2018 Grades 3–8 English Language Arts Tests, the Read Aloud (by human) accommodation is available for students testing on computer, as well as paper. 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 Section 504 Plan.

Text-to-Speech (TTS): For the 2018 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



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

Animals need to play just like humans. Through play, both humans and animals can learn about the dangers in our world.

Why Do Animals Play?

by Kathleen Weidner Zoehfeld

- 1 Puppies love to run and tumble. They chase each other around the yard. They wrestle and nip each other gently. A kitten will pounce on a toy mouse or leap high for a piece of yarn.
- 2 Why do animals play? For the same reason YOU play—because it's FUN! But there is more to animal play than just fun. For animals in the wild, play is important to their very survival. They have to exercise their bodies to learn about their world. They have to play to develop the skills they will need to be successful adults.
- 3 Sometimes a young deer will leap and frolic. With each twisting, twirling dance, the fawn's legs are getting stronger. It is learning how to run fast and

Scoring Student Writing

Students may **not** have requirements for use of complete sentences—including correct spelling, grammar, capitalization, and punctuation—waived for **any** constructed-response question on the 2018 Grades 3–8 English Language Arts Tests.

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

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

Testing Accommodations for English Language Learners/Multilingual Learners

Information on accommodations for English Language Learners/Multilingual Learners can be found in the *2018 Grades 3–8 English Language Arts and Mathematics Tests School Administrator's Manual*. Note that testing accommodations may be provided to former English Language Learners/Multilingual Learners who were identified as English language proficient based on their scores on one of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT), either Spring 2016 or Spring 2017.

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)

Select Accommodations

Student Name Test Student1
Content Area ELA

Online Testing Accommodations Classroom Accommodations

Tap or click any option below to enable or disable it for this student.

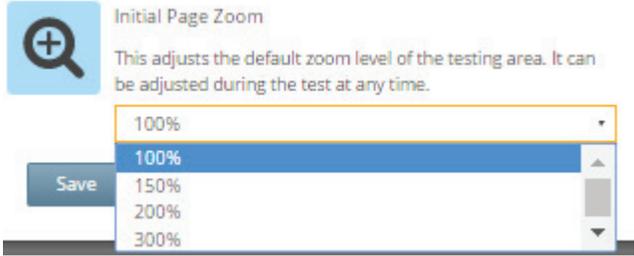
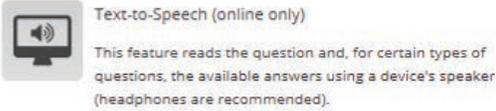
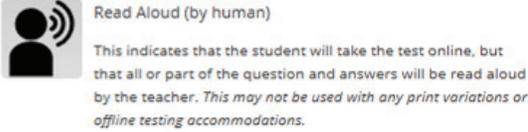
 Answer Masking Tool This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.	 Text-to-Speech (online only) This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).
 Reverse Contrast When this setting is turned on, all text is white on black background. <i>It can't be used with Background Color.</i>	 Background Color This setting changes the color of the background and text based on the selection made. <i>It can't be used with Reverse Contrast.</i>
 Initial Page Zoom This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.	 Read Aloud (by human) This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. <i>This may not be used with any print variations or offline testing accommodations.</i>

Save Cancel

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 prior to testing.

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

Accommodation	Description
<p data-bbox="191 241 415 275">Answer Masking</p> 	<p data-bbox="480 241 1399 342">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.</p> <div data-bbox="662 394 1117 716" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p data-bbox="678 422 1117 447">Which expression is equivalent to 32?</p> <div data-bbox="690 468 922 667" style="display: flex; flex-direction: column; gap: 5px;"> <div data-bbox="690 468 922 510" style="background-color: #ccc; padding: 2px 10px; display: flex; align-items: center; gap: 5px;"> </div> <div data-bbox="690 520 922 562" style="background-color: #ccc; padding: 2px 10px; display: flex; align-items: center; gap: 5px;"> </div> <div data-bbox="690 573 922 615" style="padding: 2px 10px; display: flex; align-items: center; gap: 5px;">C $9 \times (3 + 5)$ </div> <div data-bbox="690 625 922 667" style="background-color: #ccc; padding: 2px 10px; display: flex; align-items: center; gap: 5px;"> </div> </div> </div> <ul data-bbox="529 741 1399 877" style="list-style-type: none"> <li data-bbox="529 741 1399 804">To reveal a response option, the student clicks on the <i>crossed out eye icon</i> next to that option. <li data-bbox="529 814 1399 877">To hide a response option, the student clicks on the <i>eye icon</i> next to that option.
<p data-bbox="191 892 423 926">Background Color</p> 	<p data-bbox="480 892 1416 1024">The Background Color option is an embedded accommodation that allows the color of the background to be changed as needed in order to make the text easier for the student to read. There are multiple color options available.</p> <div data-bbox="527 1052 1365 1297" style="border: 1px solid #ccc; background-color: #add8e6; padding: 10px; margin: 10px auto; width: fit-content;"> <p data-bbox="537 1077 1247 1102">There are 5,280 feet in a mile. What is the total number of feet in 6 miles?</p> <ul data-bbox="548 1119 651 1276" style="list-style-type: none"> <li data-bbox="548 1119 651 1150">(A) 31,280 <li data-bbox="548 1161 651 1192">(B) 31,680 <li data-bbox="548 1203 651 1234">(C) 33,680 <li data-bbox="548 1245 651 1276">(D) 35,280 </div>
<p data-bbox="191 1312 412 1346">Reverse Contrast</p> 	<p data-bbox="480 1312 1399 1413">Reverse Contrast is an embedded accommodation that changes the color of the text and the background for students that have an easier time reading white text on a black background.</p> <div data-bbox="521 1444 1377 1644" style="border: 1px solid #ccc; background-color: #000; color: #fff; padding: 10px; margin: 10px auto; width: fit-content;"> <p data-bbox="529 1455 1317 1486"><i>Animals need to play just like humans. Through play, both humans and animals can learn about the dangers in our world.</i></p> <p data-bbox="792 1497 1092 1528" style="text-align: center;">Why Do Animals Play? <i>by Kathleen Weidner Zoehfeld</i></p> <p data-bbox="570 1539 1317 1581">¹ Puppies love to run and tumble. They chase each other around the yard. They wrestle and nip each other gently. A kitten will pounce on a toy mouse or leap high for a piece of yarn.</p> <p data-bbox="570 1591 1317 1644">² Why do animals play? For the same reason YOU play—because it's FUN! But there is more to animal play than just fun. For animals in the wild, play is important to their very survival. Young animals have to learn about their world. They have to exercise their muscles and practice all the skills they</p> </div>

Accommodation	Description
<p>Initial Page Zoom</p> 	<p>The Initial Page Zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Options available are 100%, 150%, 200%, and 300%.</p> 
<p>Text-to-Speech (online only)</p> 	<p>Text-to-Speech is an embedded accommodation that reads the question and, for multiple-choice questions, the answer choices, through the device's speaker. Because of this, headsets are recommended when using this accommodation.</p>  <p>When using this accommodation, ensure the volume on the student's device is on, unmuted, and adjusted prior to launching the secure browser.</p>
<p>Read Aloud (by human)</p> 	<p>Read Aloud is a combination of an online- and human-delivered accommodation. A human reads the test to the student from a paper test, and the student enters the responses on the computer.</p> 

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 the Nextera™ administration system after testing is completed.

Please work with your School Test Coordinator to verify classroom accommodations are selected for the applicable students in the Nextera™ administration system after testing is completed.

Select Accommodations

Student Name Test1 Student1
Content Area

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-checking device/software

STEP THREE Prepare Your Exam Room

- Provide a well-lit, well-ventilated, and quiet testing room.
- Each student will need his or her own device that has been configured for testing. Please work with your School IT Coordinator 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 his or her test at a later time.
- Completely cover—or remove from the walls—all charts and blank or completed graphic organizers and all board work pertinent to English Language Arts.
- Place a “Do Not Disturb” sign on the door of the testing room.
- Make sure students’ work spaces are cleared of all unauthorized materials.

STEP FOUR Prepare Your Students

- Help students approach the 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 Nextera™ Secure Browser. 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.

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 Test Materials

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 with CBT. For the Grades 3–5 English Language Arts Tests, each student should be given one sheet of lined ruled 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 during the test session request additional sheets. Students testing with CBT should also be advised that any work done on this scratch paper will not be counted. The scratch paper distributed to students testing with CBT must be collected at the end of the session whether used or unused.

Teachers will need student login credentials 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™ administration system.

Student Login Credentials

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

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

The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. The top navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The 'TESTS' tab is active, and a dropdown menu is open, with 'Tests' highlighted by a red box and a red arrow. Below the navigation, the page title 'Tests' is displayed. The main content area shows 'Testing Status for: ELA, Spring 2018 3-8' and a search bar. At the bottom, there is a table with columns: Teacher, Class, Content Area, Test Name, Testing, View, and Delete.

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

New York State Grades 3-8 Testing Program 

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ HELP ▾

Tests

Testing Status for: ELA, Spring 2018 3-8

Filter By Testing Status: All ▾ Search

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Teacher One	Class One	ELA	ELA Spring Operational	Not Started	View	

4. Select **Login Tickets**.

View Test

You're Viewing: ELA Spring Operational

District:	QAI District 8 (99990010007)	School:	QAI School 1 (99990010052)
Testing Window:	Spring 2018 3-8 Test	Content Area:	ELA
Teacher:	Teacher ELA	Class:	ELA, Teacher-EA03
Test Name:	ELA Spring Operational		
Testing Dates:	12/18/2017 to 4/6/2018		

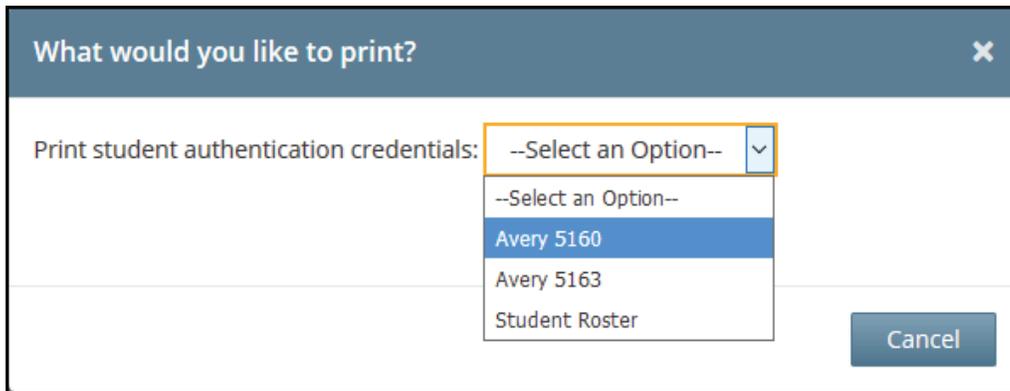
Test is in progress. Students may sign in and take the test using their User ID's and the PIN shown below. ✕

Examiner View **Login Tickets**

Session 1 Access Code 1111

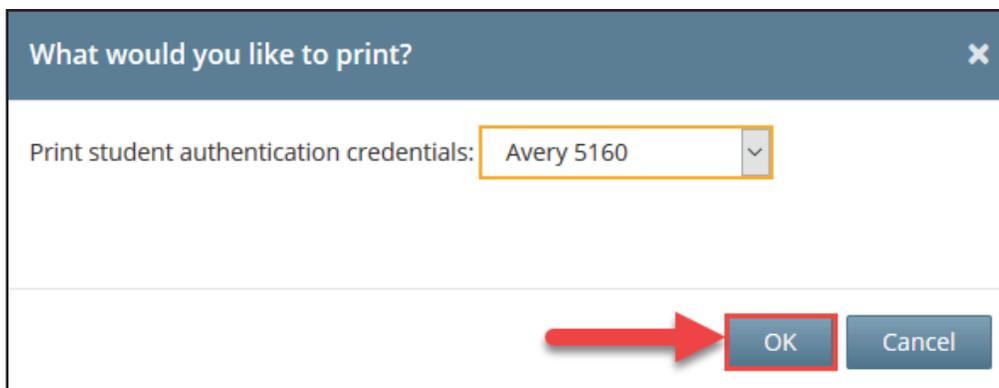
Session 2 Access Code 2222

5. Select the **applicable form**.



The screenshot shows a dialog box with a dark blue header containing the text "What would you like to print?" and a close button (X). Below the header, the text "Print student authentication credentials:" is followed by a dropdown menu. The dropdown menu is open, showing four options: "--Select an Option--", "--Select an Option--", "Avery 5160", and "Avery 5163". The "Avery 5160" option is highlighted in blue. Below the dropdown menu, there is a "Cancel" button.

6. Select **OK**.



The screenshot shows the same dialog box as in the previous image. The dropdown menu is now closed, and the text "Avery 5160" is displayed in the dropdown field. A red arrow points to the "OK" button, which is highlighted with a red border. The "Cancel" button is also visible to the right of the "OK" button.

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

Student0101, Testing NYSSIS ID: [REDACTED] Password: [REDACTED] ELA Spring Operational	Student0102, Testing NYSSIS ID: [REDACTED] Password: [REDACTED] ELA Spring Operational
---	---

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 2018 English Language Arts Computer-Based Tests of this manual.
- To determine the Session Access Code, complete the following steps:
 1. Log in to the Nextera™ administration system. For further details on the log in process, refer to **Appendix D** for step-by-step instructions to log in and sign out.
 2. Select **Tests** from the **Tests** tab. The *Tests* screen displays.

New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ HELP ▾

Tests

Important Dates
Tests
Testing Status Details

Testing Status for: ELA, Spring 2018 3-8

Filter By Testing Status: All ▾

Search
Enter all or part of a class, teacher's name, or grade.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
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3. Select **View** for the applicable test.

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Tests

Testing Status for: ELA, Spring 2018 3-8

Filter By Testing Status: All

Search: Enter all or part of a class, teacher's name, or grade.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Teacher One	Class One	ELA	ELA Spring Operational	Not Started	View	

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.

View Test

You're Viewing: ELA Spring Operational

District: QAI District 8 (999900010007)	School: QAI School 1 (99990010052)
Testing Window: Spring 2018 3-8 Test	Content Area: ELA
Teacher: Teacher ELA	Class: ELA, Teacher-EA03
Test Name: ELA Spring Operational	
Testing Dates: 12/18/2017 to 4/6/2018	

Test is in progress. Students may sign in and take the test using their User ID's and the PIN shown below.

Examiner View

Login Tickets

Session 1 Access Code 1111	New Access Code	Submit	Cancel
Session 2 Access Code 2222	New Access Code	Submit	Cancel

Proctor PIN

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

STEP SIX

Administer the 2018 English Language Arts Computer-Based Tests

*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**. The italicized instructions to teachers should **not** be read aloud. Before you begin the tests, make sure you have the student login credentials for each student, scratch paper for each student, the Session Access Code, and the proctor PIN.*

Grades 3–5—Day 1, Session 1

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 2018 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 during the regular school day 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 credentials.

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:

New York Statewide Assessment
Powered by Nextera™

NYSSIS ID
NYSSIS ID

Password
Password

Sign In



中文 | English | Kreyòl Ayisyen | 한국어 | Русский | Español |

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Version 63.0

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

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

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

Pause for questions.

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

Sample verification page:

Check your information	
Test Student Name	02/02/2002 Date of birth
Grade X Grade	000000000 Student number
Test School School name	
Test Teacher Teacher name	

Is everything here correct?

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

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

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

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

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

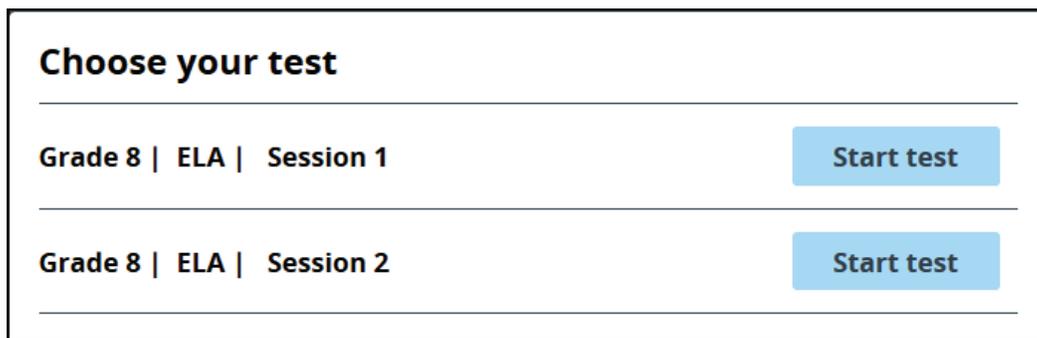
If the date of birth or teacher’s name is incorrect, or the student’s name is misspelled, notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the log in 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 the Nextera™ administration system and correct the grade level for the student. The student will then get new login credentials in order to begin testing. If the student sees the wrong grade on this screen, he or she will be presented with the wrong test.

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

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

Sample Tests Page:



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

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

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

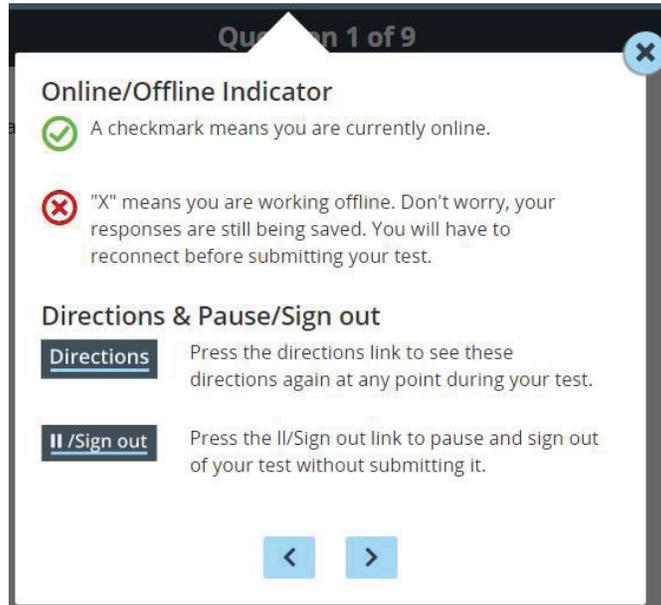
Students select the right facing arrow to read through the directions, or select the **X** to exit the directions.

Sample directions page:



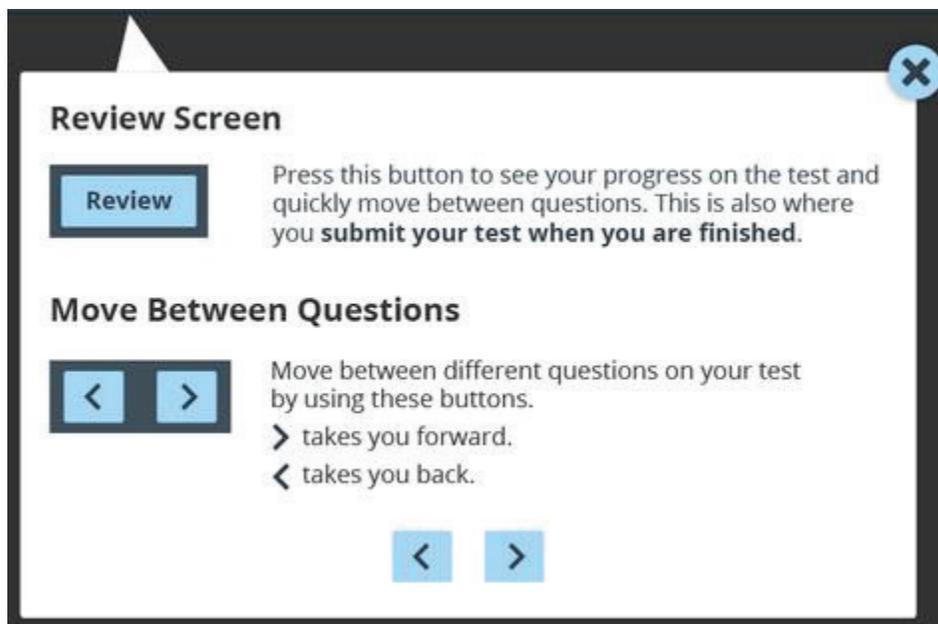
SAY You should select the right arrow.

Sample directions page:



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

Sample directions page:



SAY While in your test, press the Review button to see your progress on the test and quickly move between questions. This is also where you submit your test when you are

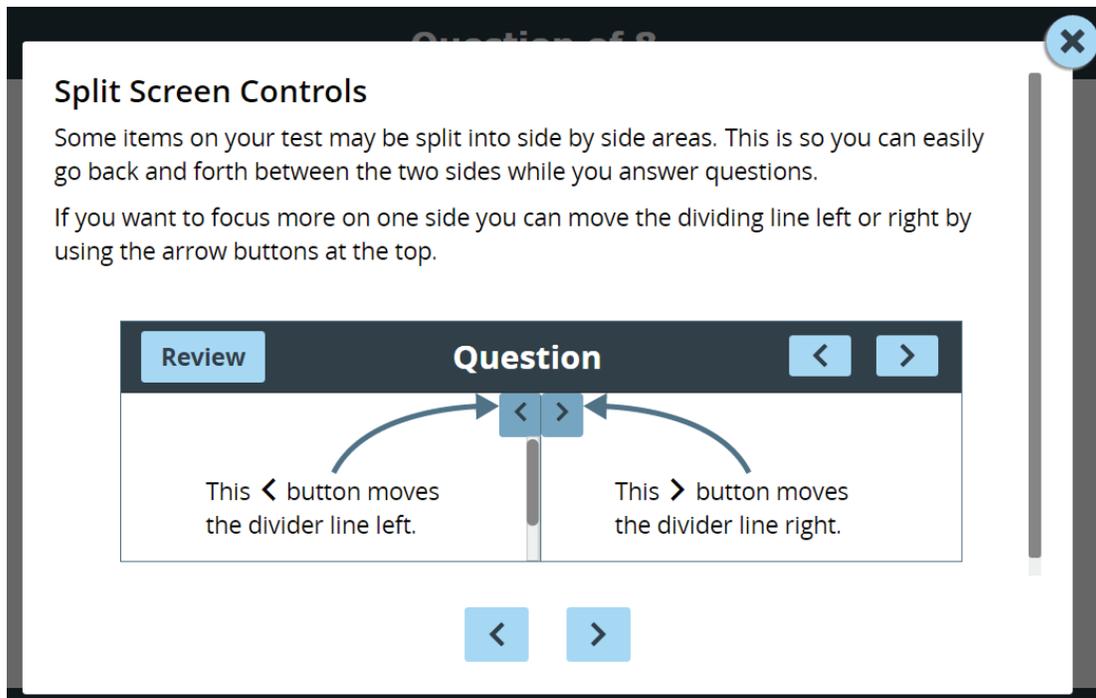
finished. The right and left arrows are used to move between different questions on your test. The right facing arrow takes you forward. The left facing arrow takes you back.

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



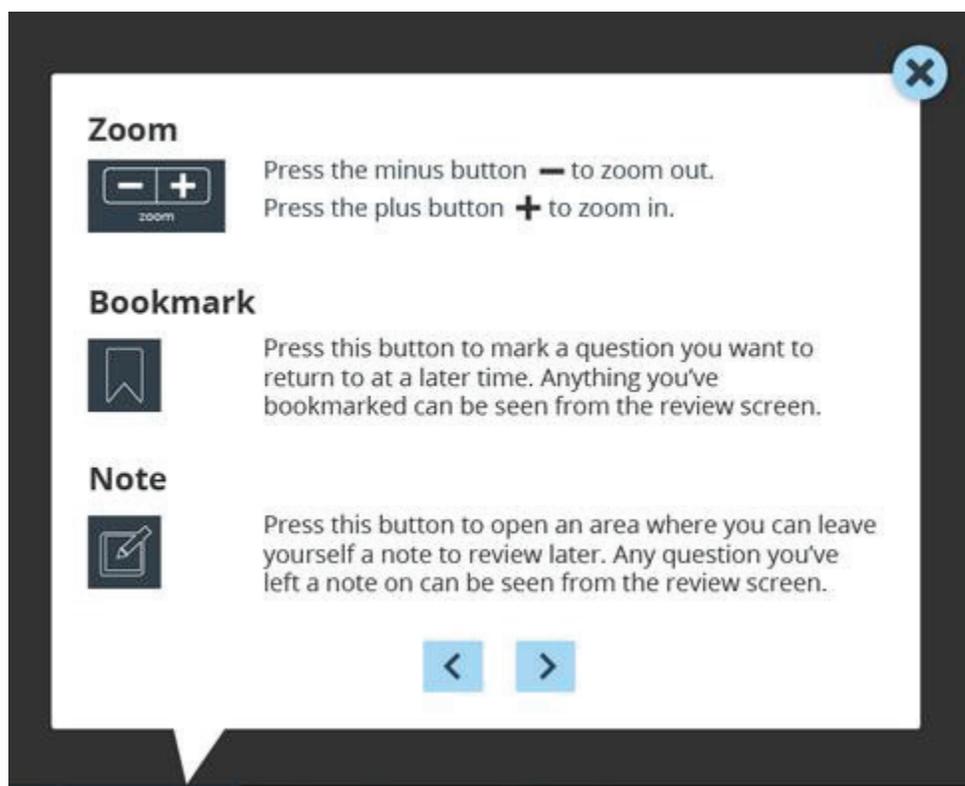
SAY The passages in this test will appear on the left side of your screen, and the questions will appear on the right side of the screen. If you would like to expand either side of the screen during the test, you can move the dividing line left or right using the arrow buttons at the top.

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



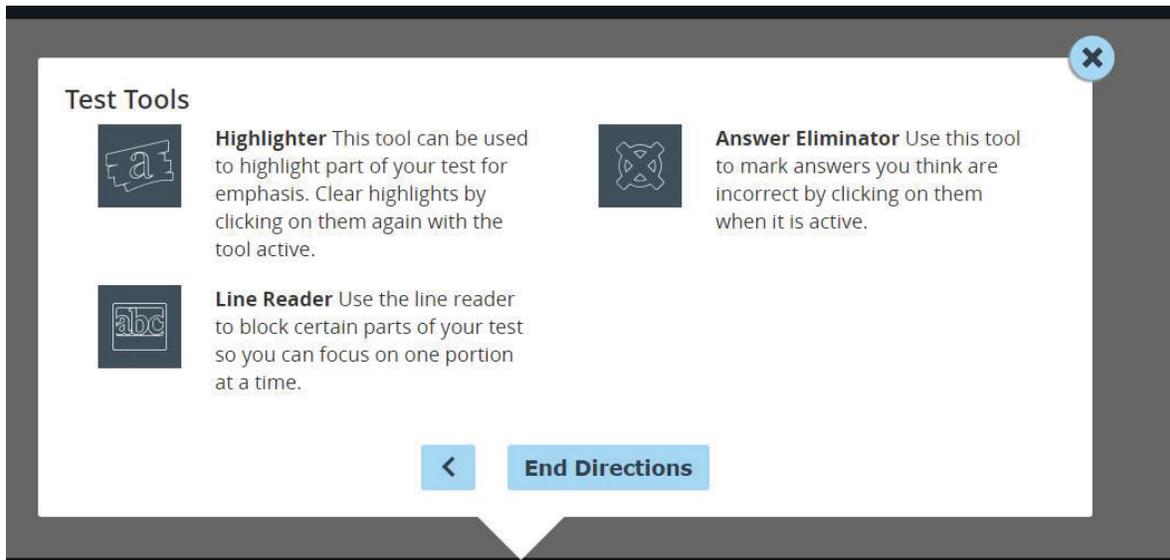
SAY These tools can be used any time during the test. To make the screen text smaller, press the minus button. To make the screen text larger, press the plus button. The bookmark can be used to mark a question you want to return to at a later time. Anything you have bookmarked can be seen from the review screen. If you want to leave yourself a note to review later, you can use the note tool. Any question you have left a note on can be seen from the review screen. Anything you write in a note will not be scored.

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



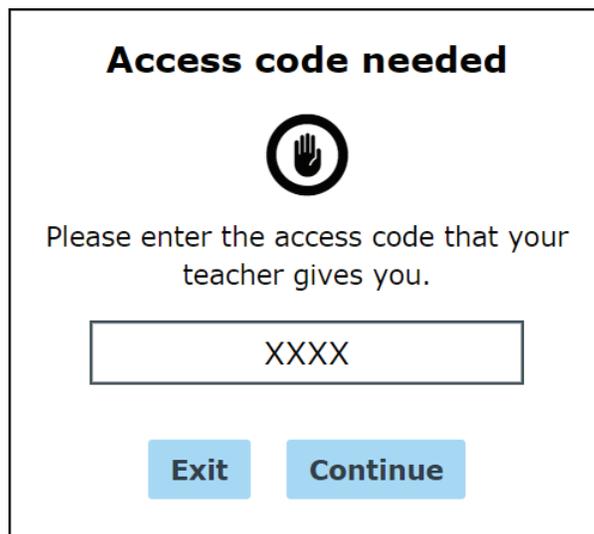
SAY These are additional test tools you can use any time during the test. The highlighter can be used to highlight part of your test for emphasis. You can clear highlights by clicking on them again when you are using the tool. The answer eliminator can be used to mark answers you think are incorrect. When this tool is on, click on the answers you want to be crossed out. The line reader can be used to block certain parts of your test so you can focus on one portion at a time.

Does anyone have any questions?

Pause for questions.

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

Sample Access Code page:



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

Does anyone have questions before we begin?

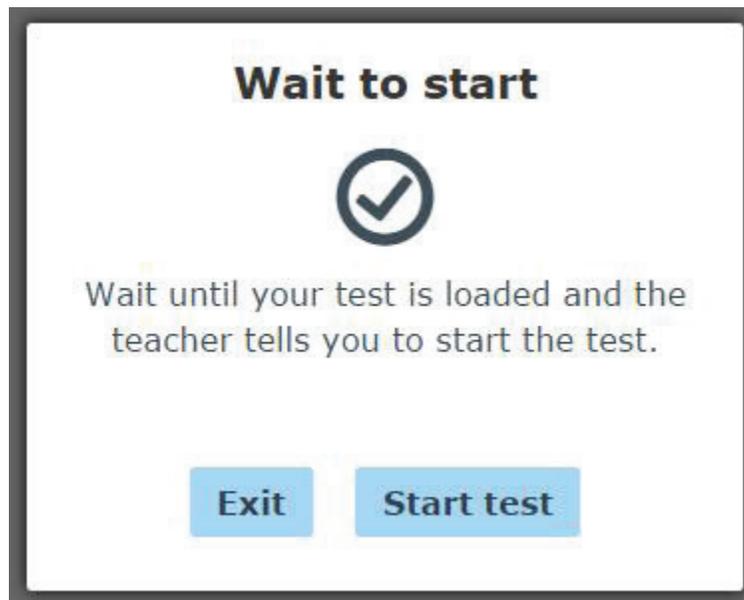
Answer any questions the students may have.

SAY Input the session access code: [say 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?

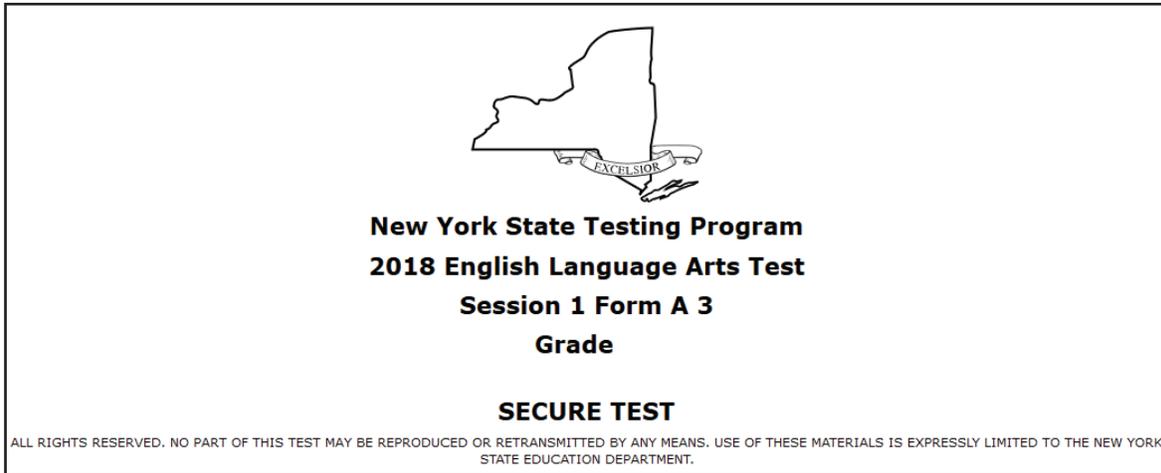
Pause for questions.

Sample screen:



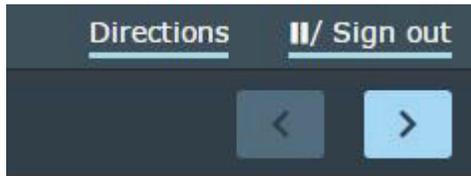
SAY Please select “Start test.”

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. The proctor may collect the student login credentials 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 2018 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 credentials to you. These materials are considered secure materials and need to be destroyed.

Grades 3–5—Day 2, Session 2

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 2018 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 during the regular school day to answer the questions.

Distribute one clean page of lined ruled 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 credentials.

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:

New York Statewide Assessment
Powered by Nextera™

NYSSIS ID
NYSSIS ID

Password
Password

Sign In


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Version 63.0

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

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

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

Pause for questions.

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

Sample verification page:

The image shows a sample verification page with the following content:

Check your information	
Test Student Name	02/02/2002 Date of birth
Grade X Grade	000000000 Student number
Test School School name	
Test Teacher Teacher name	

Is everything here correct?

No Yes

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

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

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

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

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

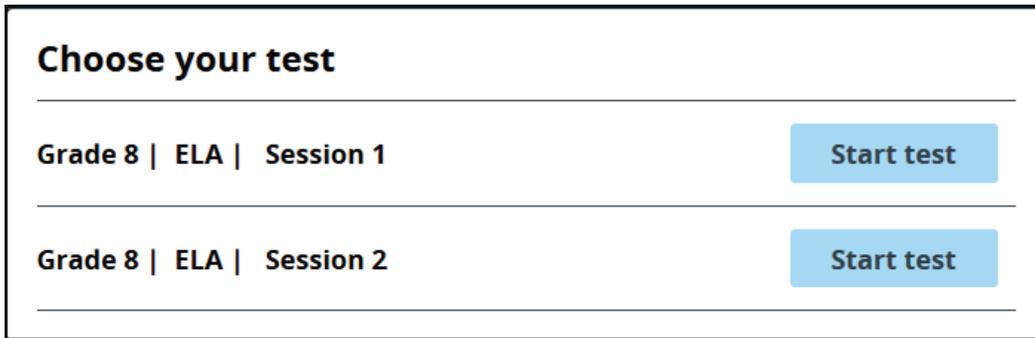
If the date of birth or teacher's name is incorrect or the student's name is misspelled, notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

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 the Nextera™ administration system and correct the grade level for the student. The student will then get new login credentials in order to begin testing. If the student sees the wrong grade on this screen, he or she will be presented with the wrong test.

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

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

Sample Tests Page:



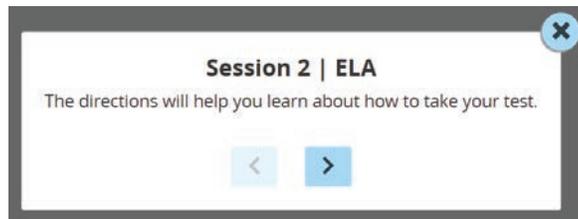
SAY Now we are going to begin the test. Select “Start Test” next to Session 2 ELA.

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

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

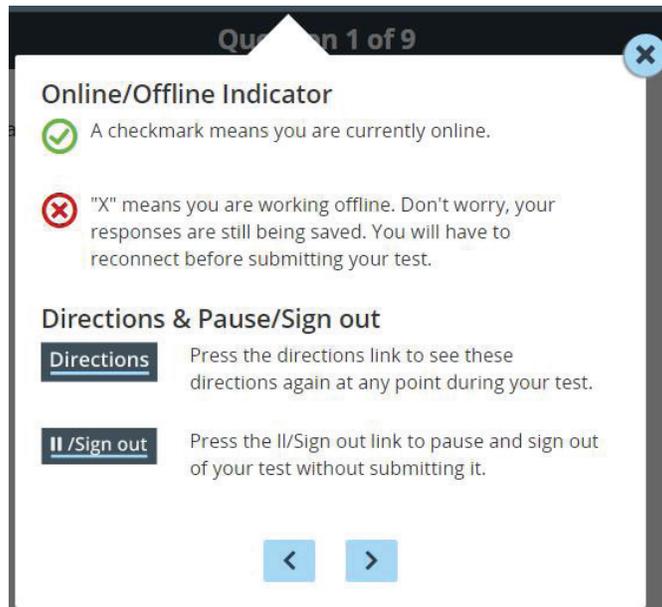
*Students select the right facing arrow to read through the directions, or select the **X** to exit the directions.*

Sample directions page:



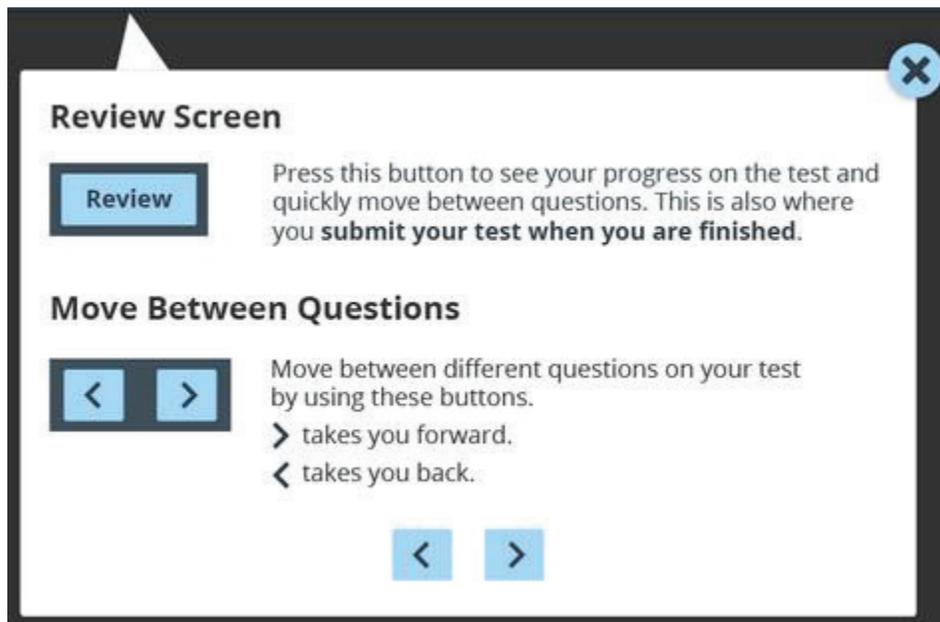
SAY You should select the right arrow.

Sample directions page:



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

Sample directions page:



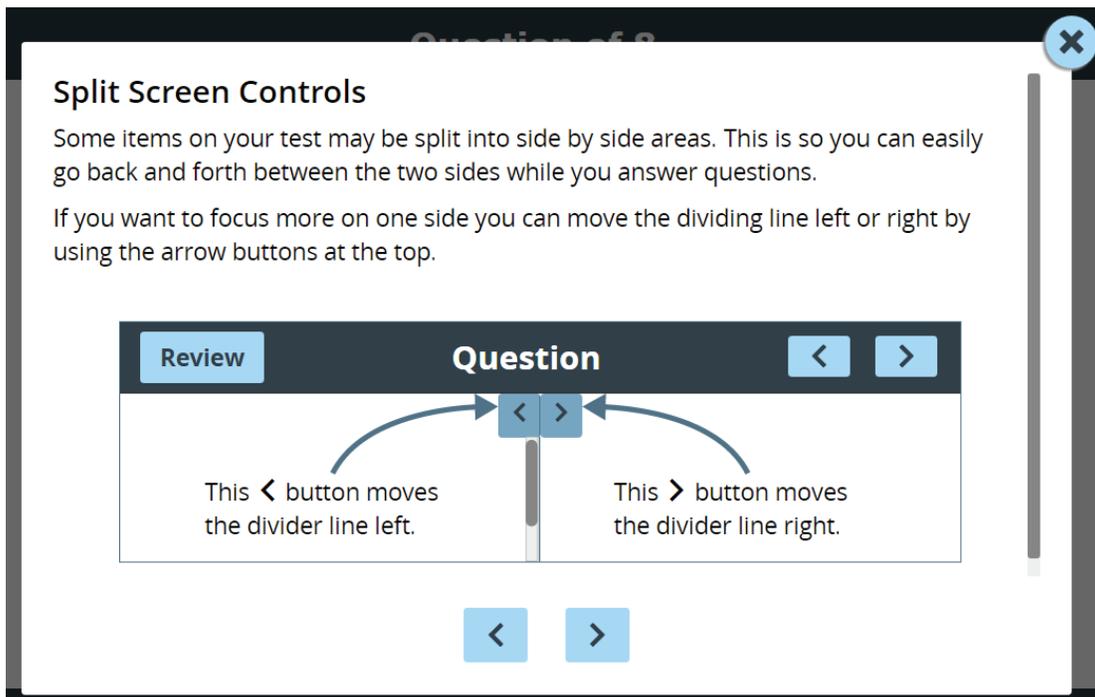
SAY While in your test, press the Review button to see your progress on the test and quickly move between questions. This is also where you submit your test when you are finished. The right and left arrows are used to move between different questions on your test. The right facing arrow takes you forward.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

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



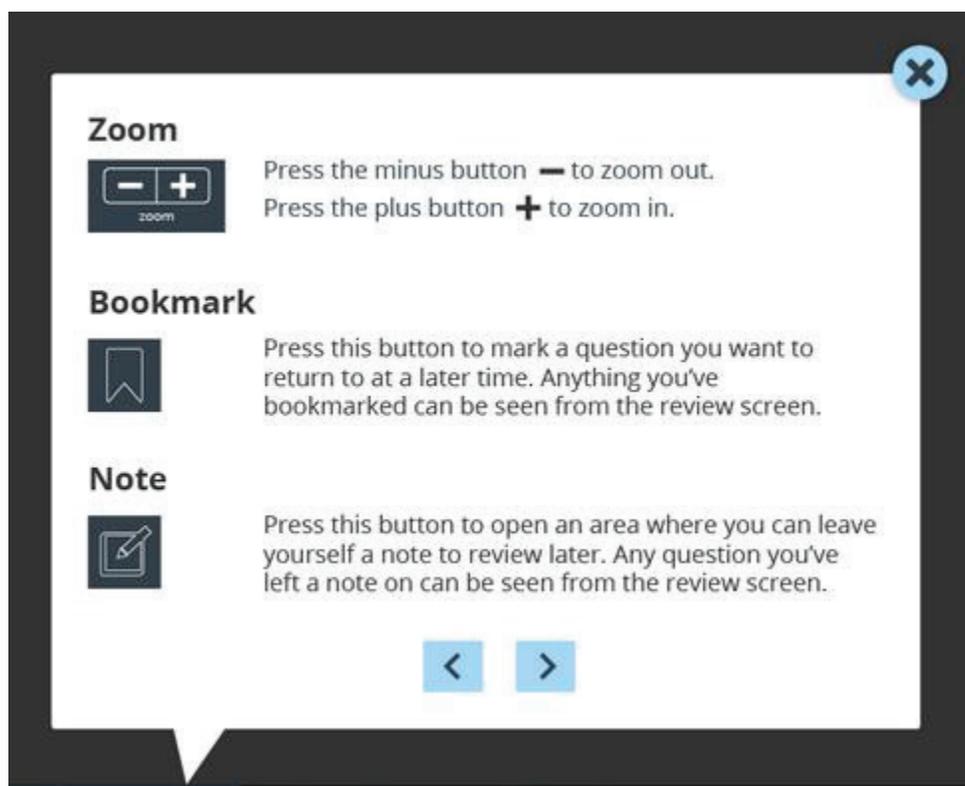
SAY The passages in this test will appear on the left side of your screen, and the questions will appear on the right side of the screen. If you would like to expand either side of the screen during the test, you can move the dividing line left or right using the arrow buttons at the top.

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



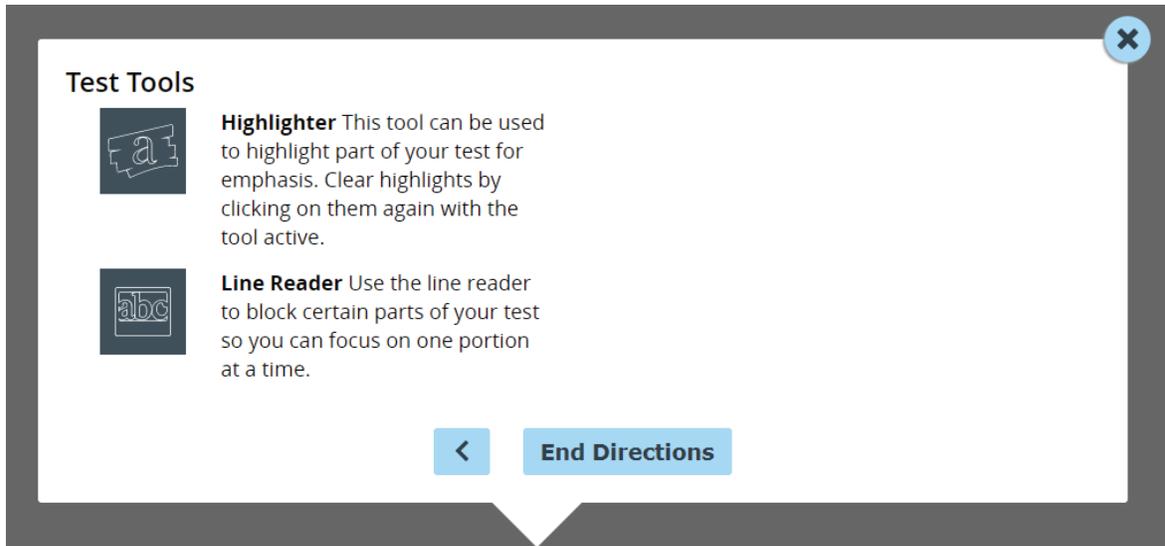
SAY These tools can be used any time during the test. To make the screen text smaller, press the minus button. To make the screen text larger, press the plus button. The bookmark can be used to mark a question you want to return to at a later time. Anything you have bookmarked can be seen from the review screen. If you want to leave yourself a note to review later, you can use the note tool. Any question you have left a note on can be seen from the review screen. Anything you write in a note will not be scored.

Does anyone have any questions?

Pause for questions.

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

Sample directions page:



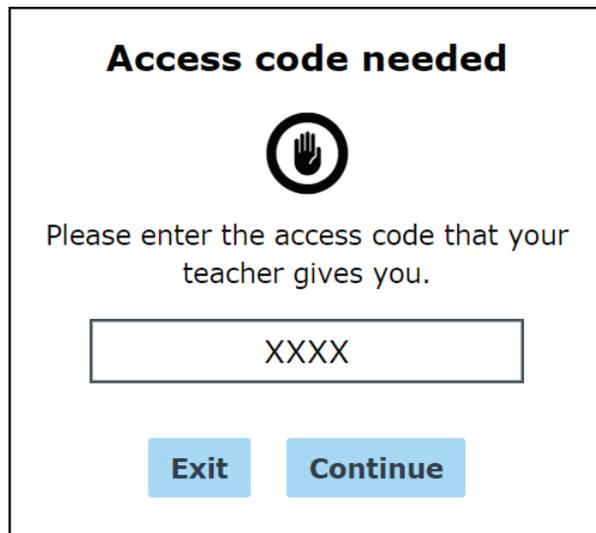
SAY These are additional test tools you can use any time during the test. The highlighter can be used to highlight part of your test for emphasis. You can clear highlights by clicking on them again when you are using the tool. The line reader can be used to block certain parts of your test so you can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

Does anyone have any questions?

Pause for questions.

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

Sample Access Code page:



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

Does anyone have questions before we begin?

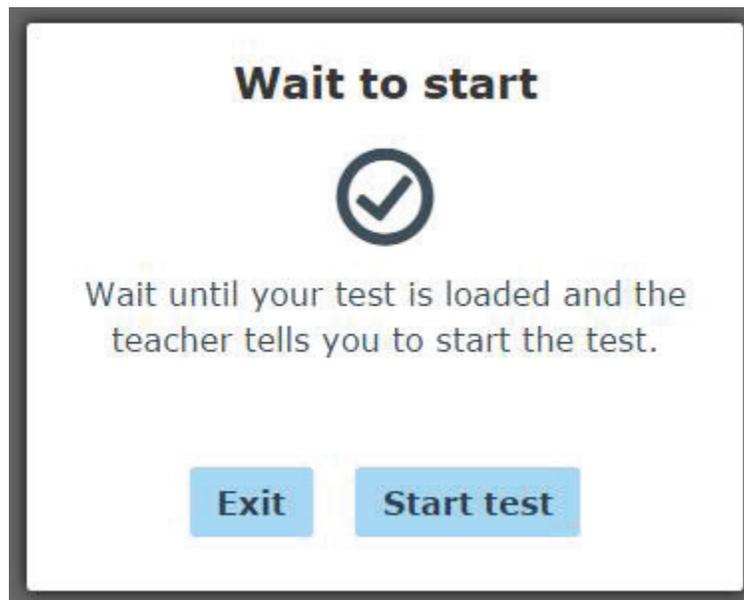
Answer any questions the students may have.

SAY Input the session access code: [say 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:



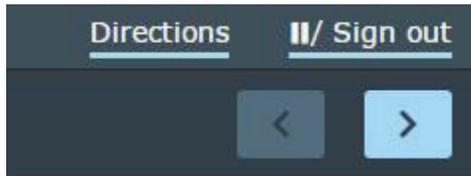
SAY Please select “Start test.”

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.

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 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. The proctor may collect the student login credentials 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 2018 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.

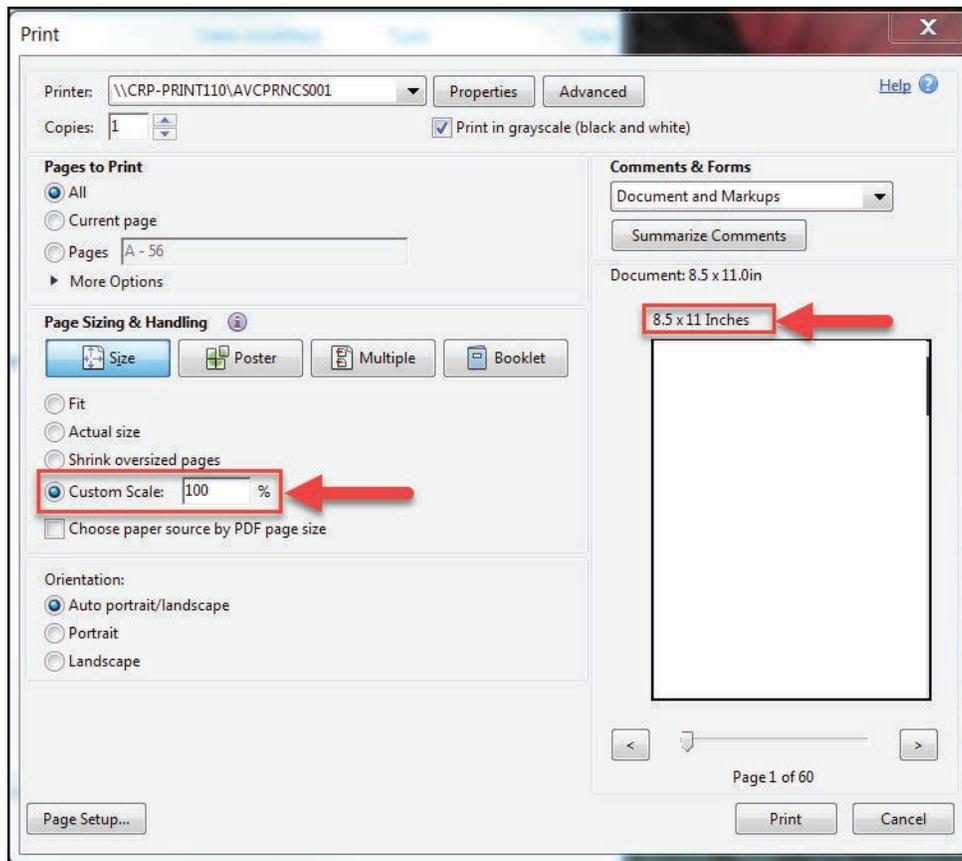
Ensure all students return the scratch paper and student login credentials to you. These materials are considered secure materials and need to be destroyed.

Troubleshooting

Printing Student Login Tickets

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

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



Issues During Testing

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

Note: If Internet connectivity is lost while students are using the Text-to-Speech computer-based testing accommodation, the computer generated voice will not play. The voice will be available once Internet connectivity is re-established.

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

Windows, Mac, iPad	Chromebook
<ol style="list-style-type: none">1. Turn off the device*2. Restart the device3. The student should login and continue testing or submit the test <p>*for Mac: power down by pressing the power button for 5 seconds</p>	<ol style="list-style-type: none">1. Exit using the button at the lower left2. The student should login and continue testing or submit the test

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

Appendix A: New York State Practice 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 responding to the types of questions they will see on the 2018 Grades 3–8 English Language Arts Tests using the Nextera™ Test Delivery System.

Practice Test Sign In

Student login credentials for the Practice Tests are located on the Help Tab in the Nextera™ administration system. There are three forms available for each grade.

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

New York Statewide Assessment

Powered by Nextera™

NYSSIS ID
NYSSIS ID

Password
Password

Sign In

 Questar®

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Version 63.0

Check your information

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

Grade X **00000000**
 Grade Student number

Test School
 School name

Test Teacher
 Teacher name

Is everything here correct?

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.

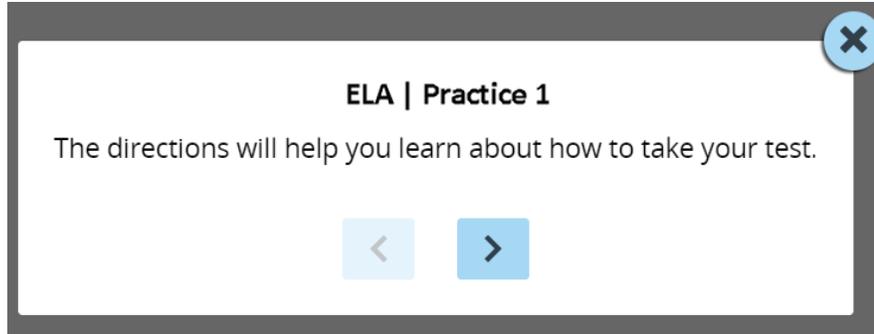
Choose your test

ELA | Practice 1

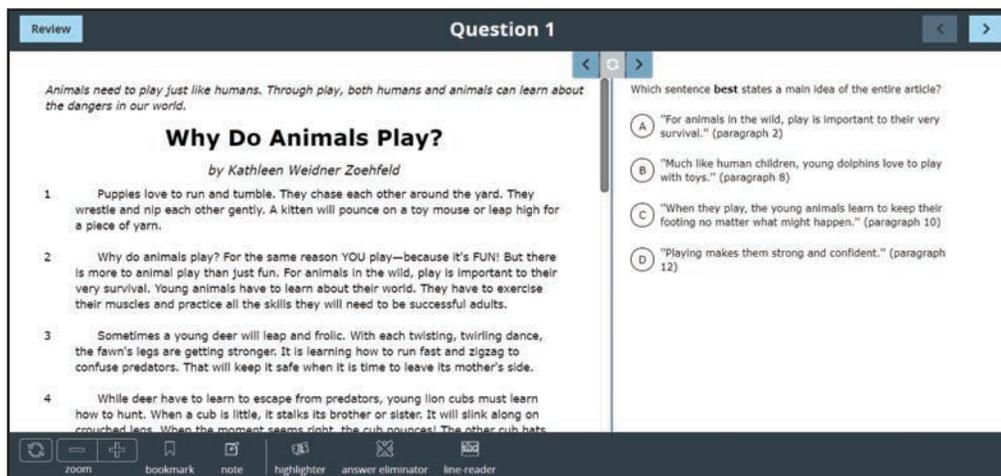
ELA | Practice 2

ELA | Practice 3

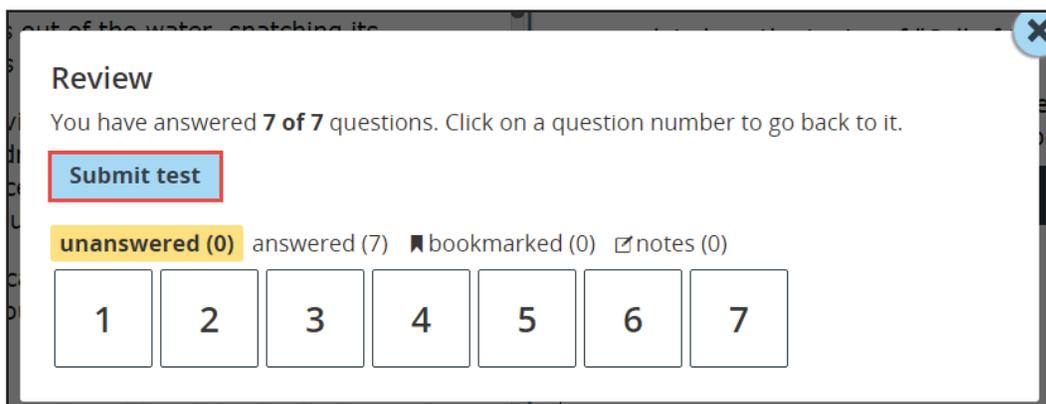
The system will walk students through a short tutorial on the tools and features of the Nextera™ Test Delivery System before they begin the Practice Test. Students use the right-facing arrow to navigate through the directions.



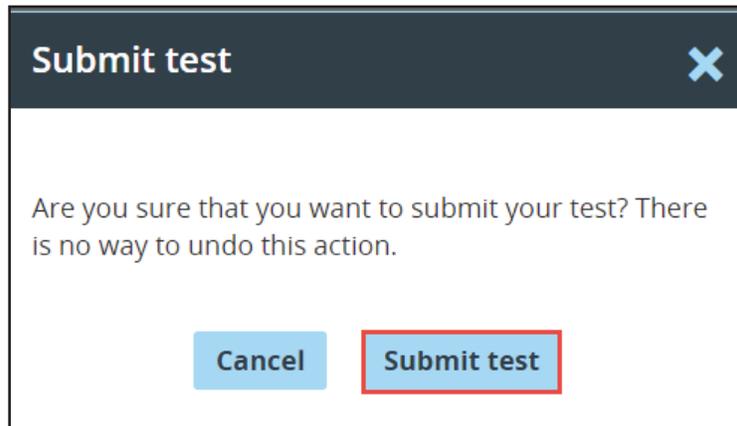
Once the directions close, the **Practice Test** appears. After the student responds to each question, direct the student to select **Review**.



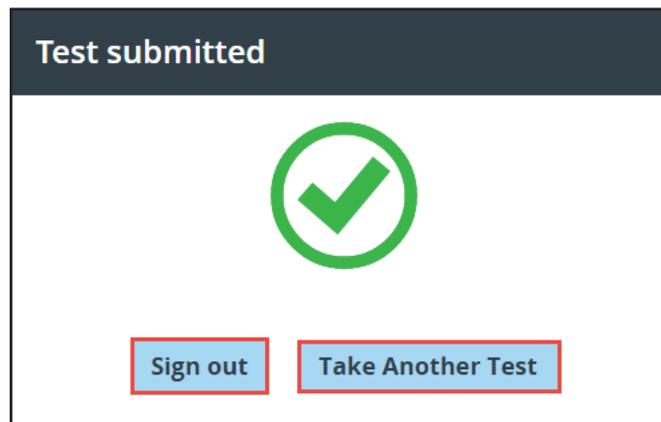
The **Review** screen appears. Once students confirm they have responded to all questions, direct them to select **Submit test**.



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



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



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

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

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

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

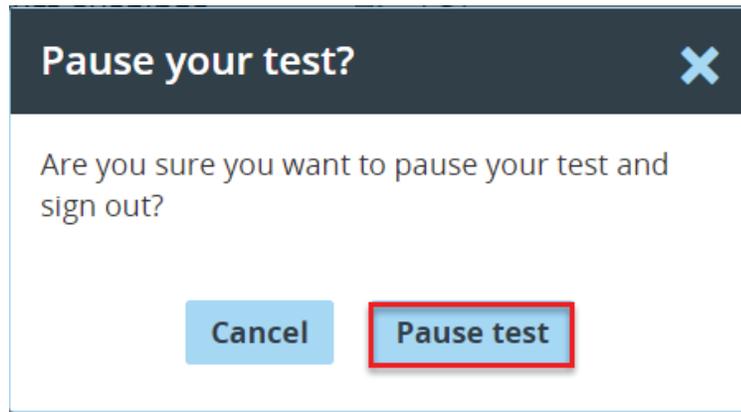
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible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

Appendix C: Pausing and Reactivating a Paused Test

A student may pause a test by selecting **||/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 School or District Test Coordinator to obtain the proctor PIN. Note that the proctor PIN will be the same for all teachers within a school, but each school will have a unique proctor PIN.

For each instance in which a student pauses a test, the proctor is responsible for entering the proctor PIN to reactivate the test. Note that the proctor PIN is **secure** and should not be shared with students.

Appendix D: Log In/Sign Out

Overview

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

Log In/Sign Out

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

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

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

New York State Grades 3-8 Testing Program
Powered by Nextera™

User ID

Password

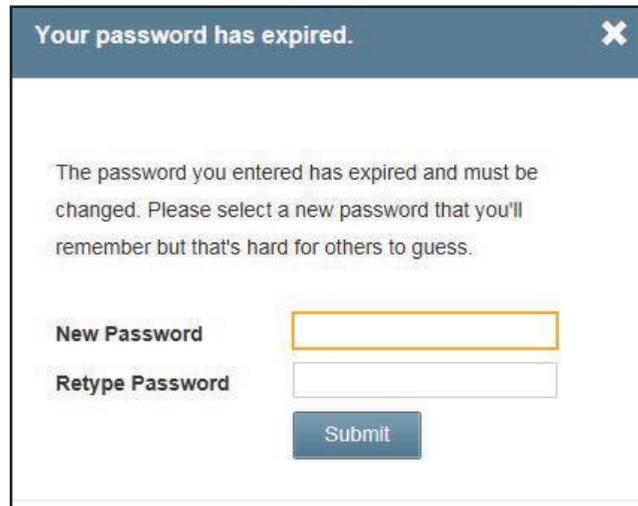
Sign In

[Forgot your password?](#)


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[Privacy and Terms](#)

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**.

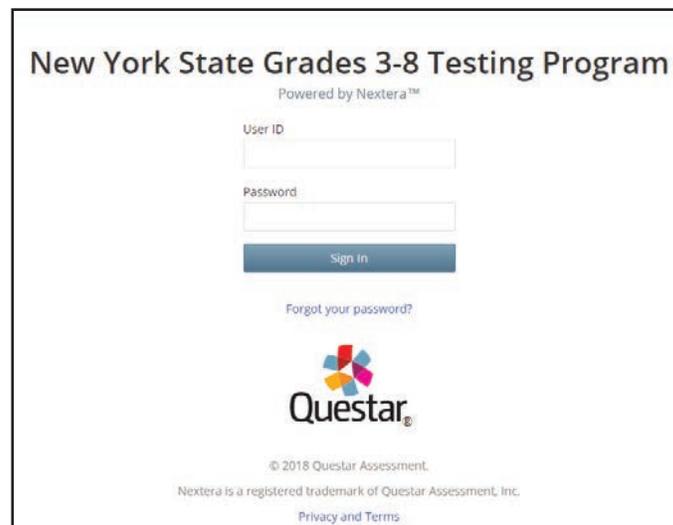


The screenshot shows a modal window with a dark blue header containing the text "Your password has expired." and a close button (X). The main content area has a light gray background and contains the following text: "The password you entered has expired and must be changed. Please select a new password that you'll remember but that's hard for others to guess." Below this text are two input fields: "New Password" and "Retype Password". A blue "Submit" button is positioned below the "Retype Password" field.

Continue to Step 3.

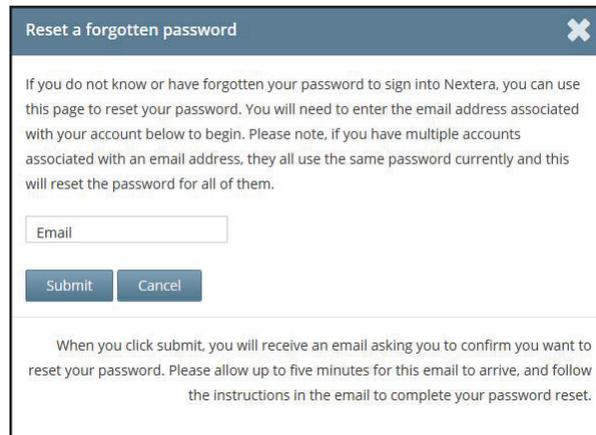
2. If you have forgotten your password:

- Select **Forgot your password?**



The screenshot shows the login page for the "New York State Grades 3-8 Testing Program", powered by Nextera™. It features a "User ID" field, a "Password" field, and a blue "Sign In" button. Below the sign-in button is a link for "Forgot your password?". The Questar logo is centered below the sign-in button. At the bottom of the page, there is a copyright notice: "© 2018 Questar Assessment. Nextera is a registered trademark of Questar Assessment, Inc." and a link for "Privacy and Terms".

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



Reset a forgotten password

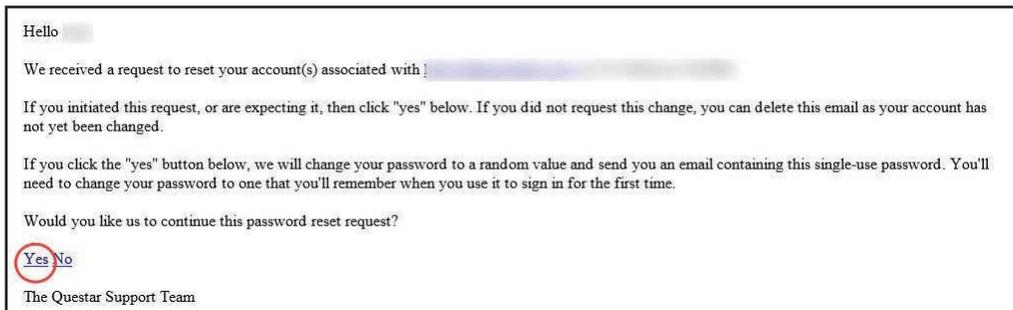
If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need to enter the email address associated with your account below to begin. Please note, if you have multiple accounts associated with an email address, they all use the same password currently and this will reset the password for all of them.

Email

Submit Cancel

When you click submit, you will receive an email asking you to confirm you want to reset your password. Please allow up to five minutes for this email to arrive, and follow the instructions in the email to complete your password reset.

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



Hello

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

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

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

Would you like us to continue this password reset request?

Yes No

The Questar Support Team

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



From: Support <NY_3-8_help@questarai.com>
To: [redacted]
Cc: [redacted]
Subject: The password for [redacted] has been reset.

Hello

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

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

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

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

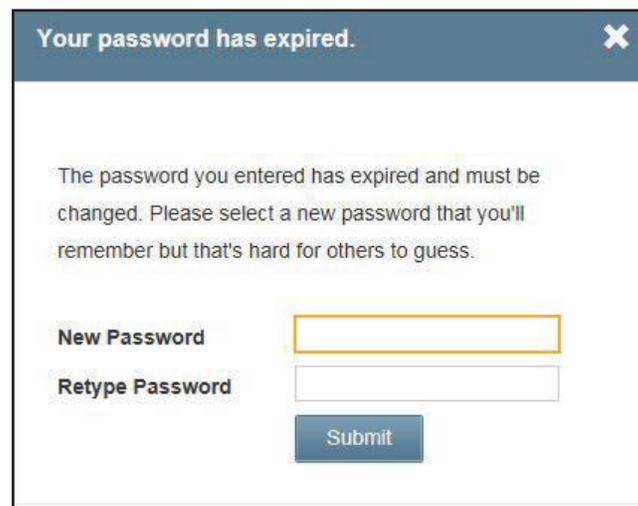
The Questar Support Team

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



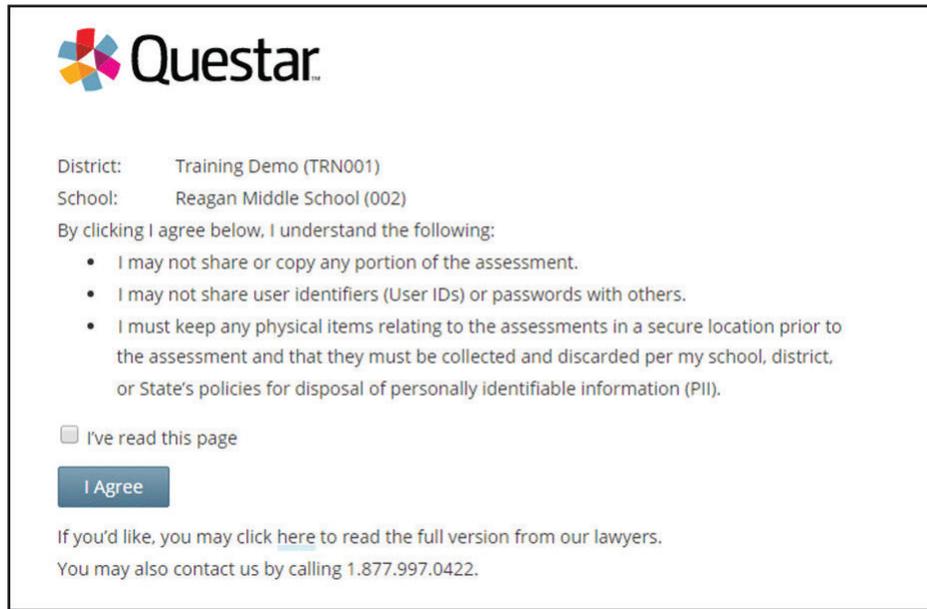
The image shows a login screen for the New York State Grades 3-8 Testing Program. At the top, it says "New York State Grades 3-8 Testing Program" and "Powered by Nextera™". Below this are two input fields: "User ID" and "Password". A blue "Sign In" button is positioned below the password field. Underneath the button is a link that says "Forgot your password?". The Questar logo is centered below the link. At the bottom, there is copyright information: "© 2018 Questar Assessment. Nextera is a registered trademark of Questar Assessment, Inc." and a link for "Privacy and Terms".

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



The image shows a message box with a dark blue header that says "Your password has expired." and a close button (X). The main content area contains the 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". A blue "Submit" button is located below the "Retype Password" field.

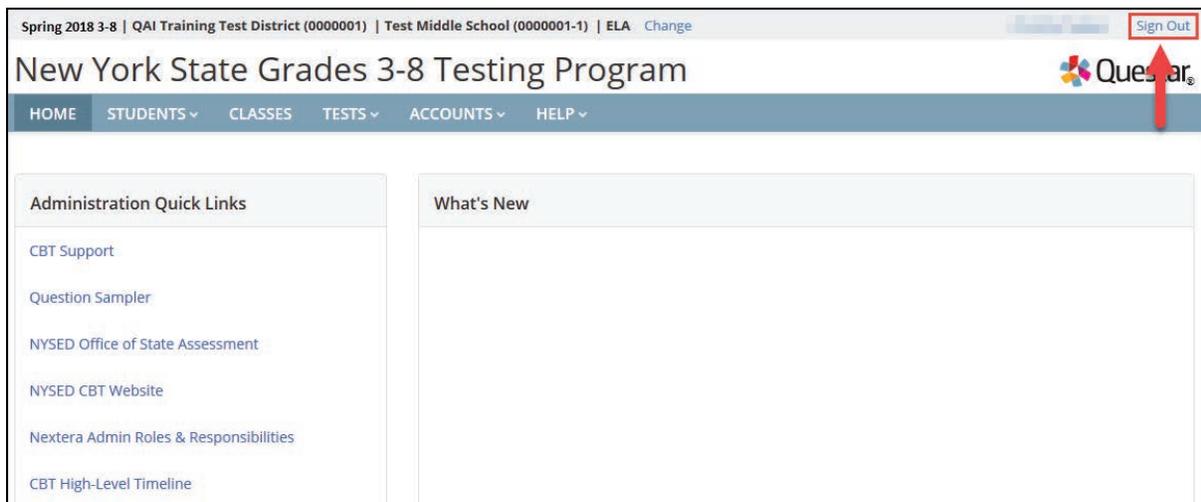
3. For initial log ins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **checkbox** for **I've read this page** and select **I Agree**.



The screenshot shows a Questar security compliance form. At the top left is the Questar logo. Below it, the form displays the following information: District: Training Demo (TRN001) and School: Reagan Middle School (002). A heading reads "By clicking I agree below, I understand the following:" followed by three bullet points: "I may not share or copy any portion of the assessment.", "I may not share user identifiers (User IDs) or passwords with others.", and "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).". Below the bullet points is a checkbox labeled "I've read this page" which is currently unchecked. Underneath the checkbox is a blue button labeled "I Agree". At the bottom of the form, there is text that says "If you'd like, you may click here to read the full version from our lawyers. You may also contact us by calling 1.877.997.0422."

Sign Out

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



Appendix E: Nextera™ Administration System User Roles and Responsibilities

This section describes the roles and responsibilities of the various users in the Nextera™ administration system.

■ Regional Level User (RIC)

- Point of contact for all District Test Coordinators (DTCs) for the Region
- Visibility to all region, district, and school level information
- Cannot create other RIC Users
- Can create district-level and school-level users

■ NYC Region Level Users (NYCRIC)

- Point of contact for all District Test Coordinators (DTCs) for the state
- Edits teacher and student data as necessary
- Visibility to all region, district, and school level information
- Cannot create other NYCRIC users
- Can create district-level and school-level users

■ 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
- Cannot create other DTC users
- Can create district-level and school-level users

NOTE: There is only one District Test Coordinator per district. Please consider other roles, such as a DLU or DITC, if you need additional district-level roles in Nextera Admin.

■ Superintendent (SUP)

- Adviser to the DTC
- Ensures all student data is correct and in the system
- Visibility to their own district and school level information
- Cannot create other Superintendents
- Can create district-level users and below

■ 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
- Cannot create other DLU's
- Can create school level users and below
- **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
- **Principal (PRN)**
 - Responsible for Tech Readiness
 - Visibility to their own school level information
 - Cannot create other Principals
 - Can create school level users and below
- **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

NOTE: There is only one School Test Coordinator per school. Please consider other roles, such as BLU or SITC, if you need additional school-level roles in Nextera Admin.

 - Cannot create other STC's
 - Can create building level users and below
- **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
 - Cannot create other building level users
 - Can create SITC's and teachers
- **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 the administration
 - Reads the directions from the Teacher's Directions and leads students
 - Confirms the students are present
 - Visibility to their class level information

NOTE: There is only one Teacher per class. Please consider other roles, such as BLU or SITC, if you need additional school-level roles that can assist a teacher with class setup in Nextera Admin.

Test content, student login credentials, Session Access Codes, and proctor PINs must be kept secure. You are not to discuss the test or photocopy the student login credentials, 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.



**2018 Grades 3–5
English Language Arts Tests
Teacher's Directions for
Computer-Based Testing
April 10–17, 2018**