New York State Testing Program

2019 Grades 3–8 English Language Arts Short-Response Writing Field Tests

Teacher's Directions for Computer-Based Field Testing May 20–June 7, 2019

Grades 3–8

2019

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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 field test.

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

Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the 2019 Grades 3–8 English Language Arts Field Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2019 Grades 3–8 English Language Arts Field Tests can be administered to groups or classes of students in a single class period. The field test does not have to be administered on the same day to every student in the field-tested grade. Schools can elect to administer the field test on as many days as they choose, within the field test window.

For all grades, each field test consists of short-response (2-credit) questions.

The short-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 field tests are valid, reliable, and equitable for all students. A series of instructions helps you follow the steps necessary for administering the computer-based field tests within the test schedule.

IMPORTANT DATES

Computer-Based Field Test Dates	May 20–June 7, 2019

No one, under any circumstances, including the student, may alter the student's responses on the field test once the student has submitted their field 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 (CBT) Field Test Materials

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

For the teacher

- *Teacher's Directions for Computer-Based Field Testing*
- Student login tickets (See page 14 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 ruled paper, such as loose leaf paper, to use as scratch paper. In addition, the proctor should have on hand a further supply of scratch paper to provide to students who request additional sheets during the field test.

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

Security

The New York State Testing Program (NYSTP) includes secure materials. School personnel responsible for testing must ensure a secure environment at all times. No section of the field tests may be discussed with the students before, during, or after administration. You may, however, describe the format of the field tests and the field testing schedule to the students.

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

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests and may not use any unauthorized notes, printed materials, tools, or personal electronic devices that might give them an unfair advantage on the field 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 field 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 field test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the field test. The incident must be reported promptly to the school principal.

Note: Some students with disabilities may use certain recording/playback devices **only** if this accommodation is specifically required as a provision of the student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). In addition, a student may be allowed to retain an otherwise prohibited personal device in 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 personal equipment while testing.

Aid to Students

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

Temporary Absence from Testing Room

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

Emergency Evacuation of a School Building

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

Student Cheating

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

Proctoring

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

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

STEP TWO Plan Your Computer-Based (CBT) Field Testing Schedule

- The CBT field test must be administered May 20–June 7, 2019.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace. Students should be allowed approximately 40 minutes to take the field test.
- **Read the *Teacher's Directions for Computer-Based Field Testing* in its entirety prior to administering the test.**
- Review Step Six, "Administer the 2019 English Language Arts Computer-Based (CBT) Field Tests," before administering the field test.
- Plan to have school technical support available during field testing, including contact information if staff is not available to be in the testing room.
- Avoid field testing just after students have had strenuous physical activity.

Field Test Format and Schedule

The 2019 Grades 3–8 English Language Arts Field Tests will take approximately 40 minutes of testing time. The field tests contain short-response questions. Students will type and submit their answers in the Nextera™ Test Delivery System. The field tests can be administered to groups or classes of students in a single class period.

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

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs or 504 Plans when taking these field tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State tests. In administering the 2019 Grades 3–8 English Language Arts Computer-Based Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual for Computer-Based Field Testing*.

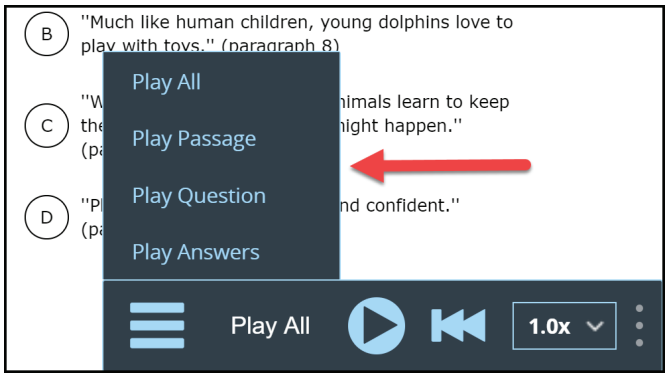
Test Read

The field test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found on the 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). A human reader or the online text-to-speech accommodation may be used for these students testing on the computer.

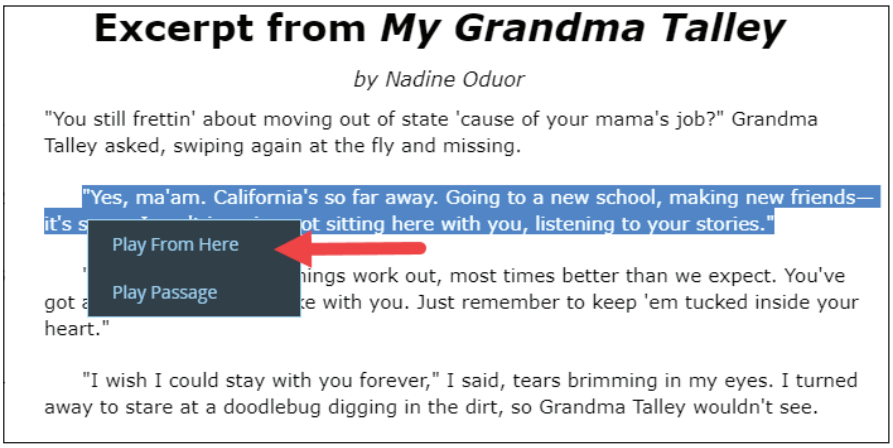
Read Aloud (by human): For the 2019 Grades 3–8 English Language Arts Field Tests, the Read Aloud (by human) accommodation is available for students testing on the computer. The Read Aloud (by human) accommodation indicates that all student directions, passages, and questions, will be read aloud by the teacher, except where otherwise indicated within the student's IEP or Section 504 Plan.

Text-to-Speech (TTS): For the 2019 Grades 3–8 English Language Arts Field Tests, the text-to-speech (TTS) accommodation is available for students testing on the computer. 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 or question, the student can place the cursor where they want the TTS to begin, right click, and select **Play From Here**.



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/).

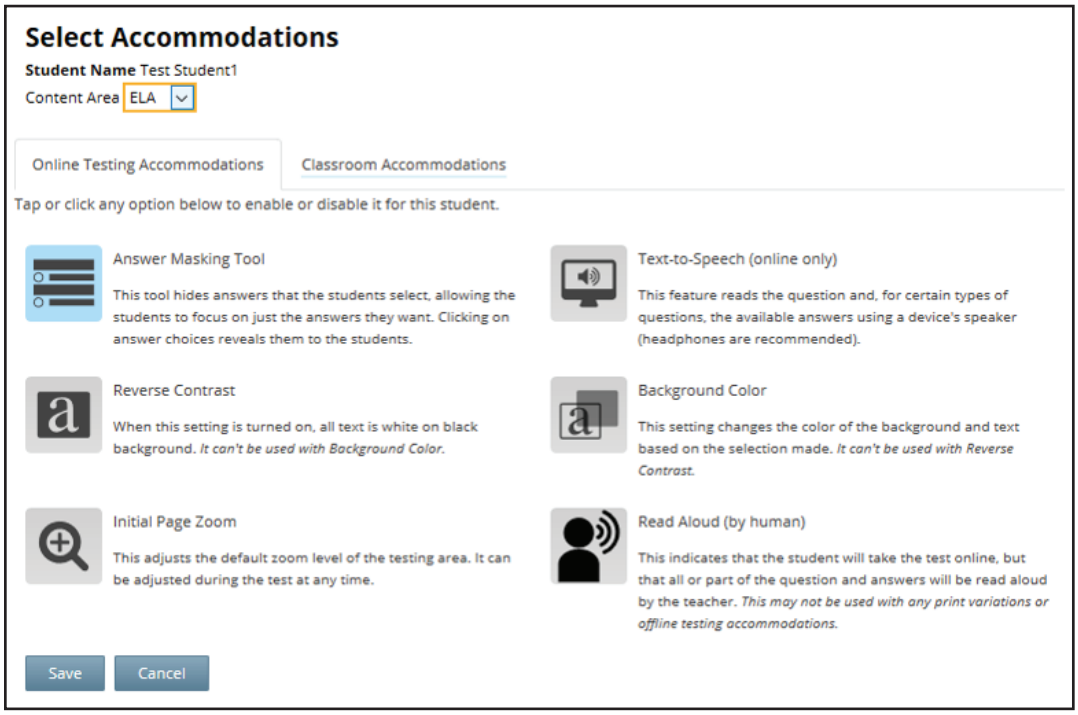
Testing Accommodations for English Language Learners/Multilingual Learners (ELLs/MLLs)

Information on accommodations for English Language Learners/Multilingual Learners can be found in the *School Administrator's Manual for Computer-Based Field Testing*. 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 2017 or Spring 2018.

Computer-Based (CBT) Field Testing Accommodations

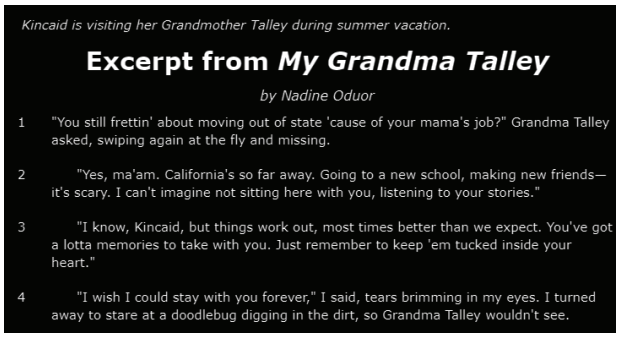
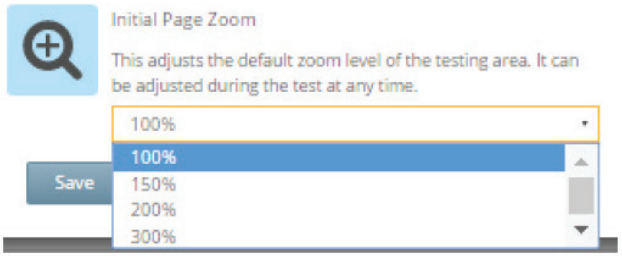
The Nextera™ Test Delivery System includes the following computer-based testing accommodations:

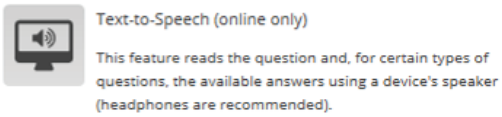
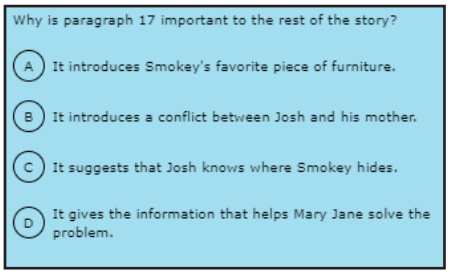
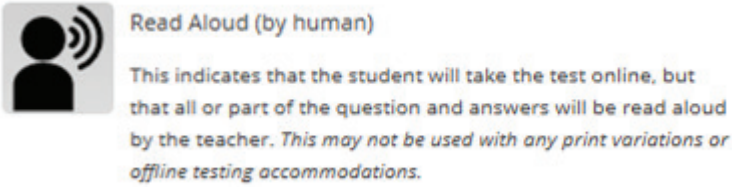
- Reverse Contrast
- Initial Page Zoom
- Text-to-Speech (online only)
- Background Color
- Read Aloud (by human)



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 platform (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.

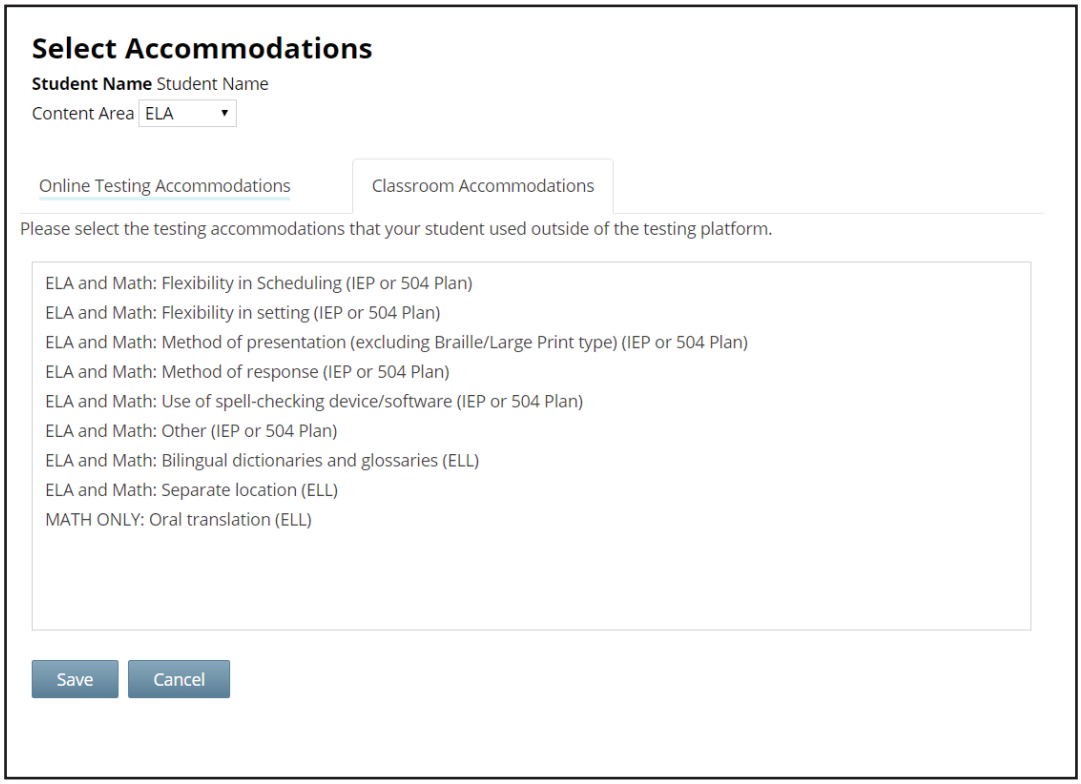
Accommodation	Description
Reverse Contrast	Reverse Contrast is an embedded accommodation that changes the color of the text and the background for students that have an easier time reading white text on a black background. 
Initial Page Zoom	The Initial Page Zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Options available are 100%, 150%, 200%, and 300%. 

Accommodation	Description
Text-to-Speech (online only)	Text-to-Speech is an embedded accommodation that reads the question through the device's speaker. Because of this, headsets are recommended when using this accommodation.  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 as needed in order to make the text easier for the student to read.  The following color options are available: • Black-on-pink • Black-on-blue • Black-on-green • Black-on-yellow
Read Aloud (by human)	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. 

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 field testing begins.



General Features and Tools of the Nextera™ Test Delivery System

All students field testing on computer have access to general features and tools 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, such as highlighters, help to enhance their test-taking strategies. 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 field testing.

STEP THREE Prepare Your Computer-Based (CBT) Field 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 Technology 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 field tests are being administered. For additional suggestions for arranging a secure testing environment for computer-based testing, see **Appendix B**.
- A seating chart is recommended in the event that the Internet fails and a student needs to go back to a certain device to submit 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 field 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 field test in a relaxed, positive way.
- 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. 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. Do not assist students with any field test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Practice Tests

Prior to the field test window opening, all students taking the 2019 Grades 3–8 English Language Arts Field Test on the computer should have experienced taking practice tests in the Questar Secure Browser to familiarize themselves with testing in this format. It is recommended that schools participating in Computer-Based Testing (CBT) set up time to get students accustomed to taking the test on a computer. For information on how to access the Practice Tests, please see **Appendix A**.

Use Standardized Testing Procedures

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

STEP FIVE Prepare Computer-Based (CBT) Field Test Materials

Scratch Paper

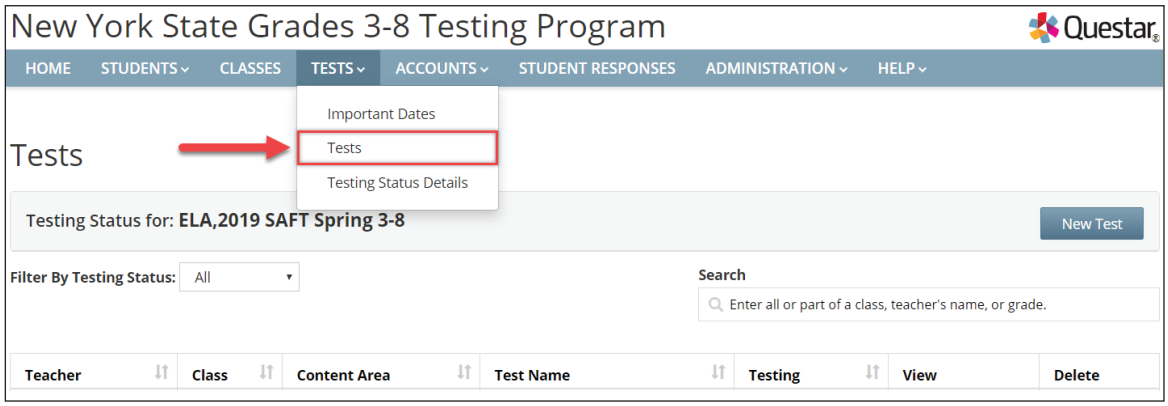
Schools that will be administering the English Language Arts Field Tests with Computer-Based Testing (CBT) should prepare to furnish scratch paper to their students for use when taking the field tests. At the start of the field test, the proctor should hand out scratch paper to each student testing with CBT. For the Grades 3–8 English Language Arts Field Tests, each student should be given one sheet of lined ruled paper, such as loose leaf paper. In addition, the proctor should have on hand a further supply of scratch paper to provide to students who request additional sheets during the field test. 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 field test, whether used or unused, and securely destroyed.

Student Login Tickets

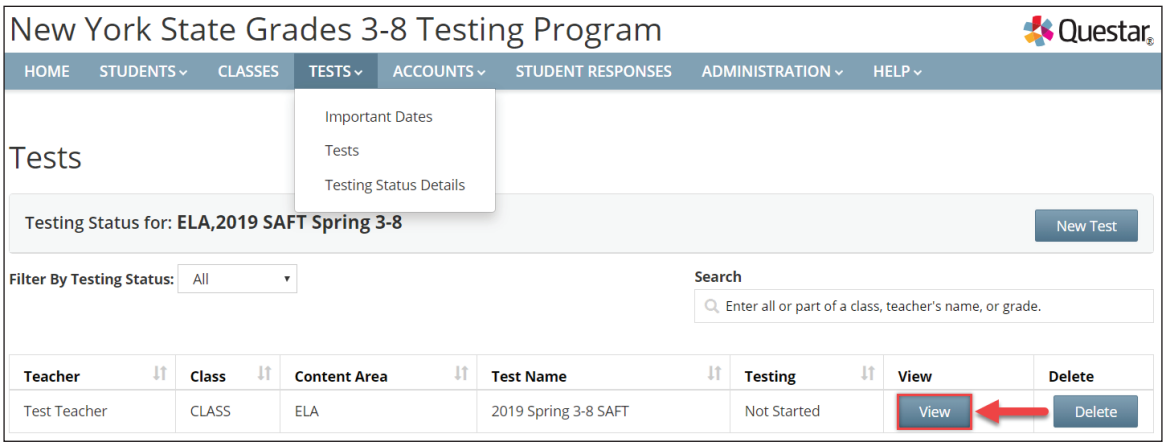
Teachers will need student login tickets for each student to sign in with and a proctor PIN for students who may pause the field test. The information that follows provides step-by-step instructions on how to retrieve this information from Nextera™ Admin.

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.

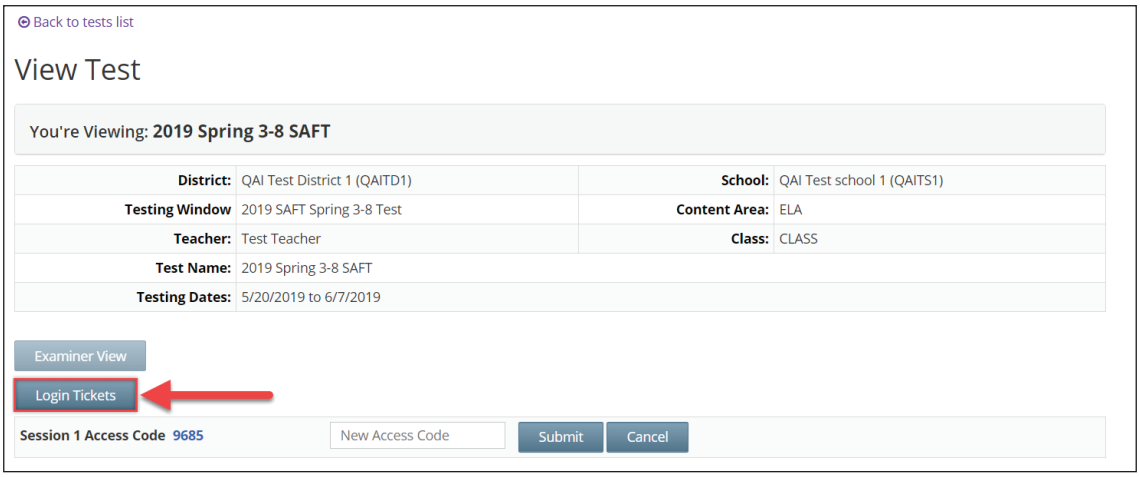
- To print the student login tickets, complete the following steps:
  1. Log in to Nextera™ Admin. For further details on the login process, refer to **Appendix D** for step-by-step instructions to sign in and sign out.
  2. Select **Tests** from the **Tests** tab. The *Tests* page displays.



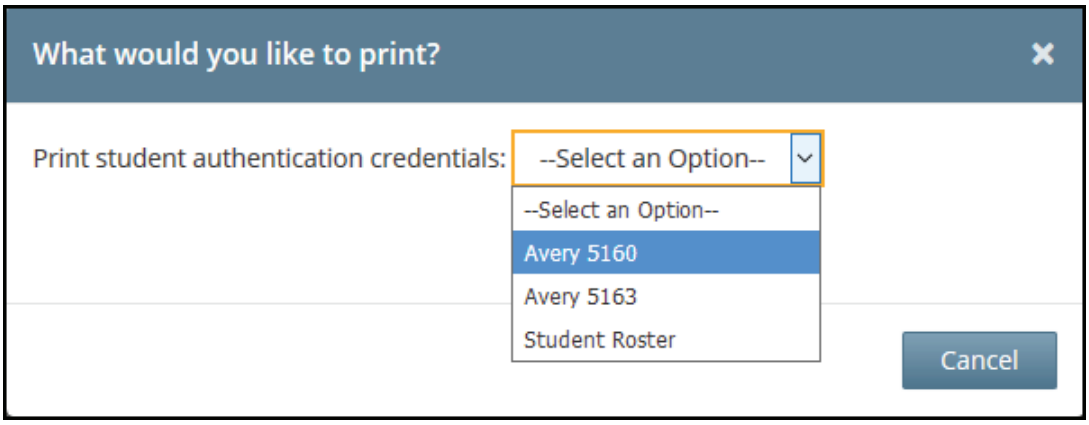
3. Select **View** for the applicable test.



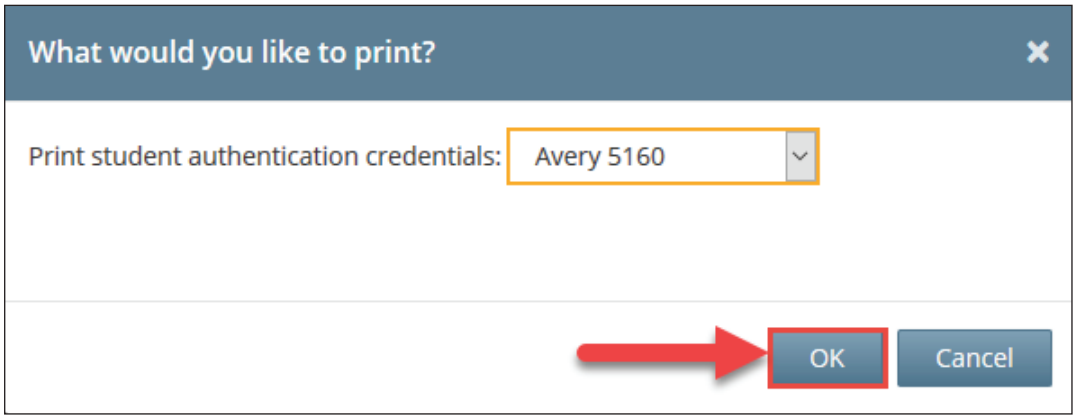
4. Select **Login Tickets**.



5. Select the **applicable form**.



6. Select **OK**.



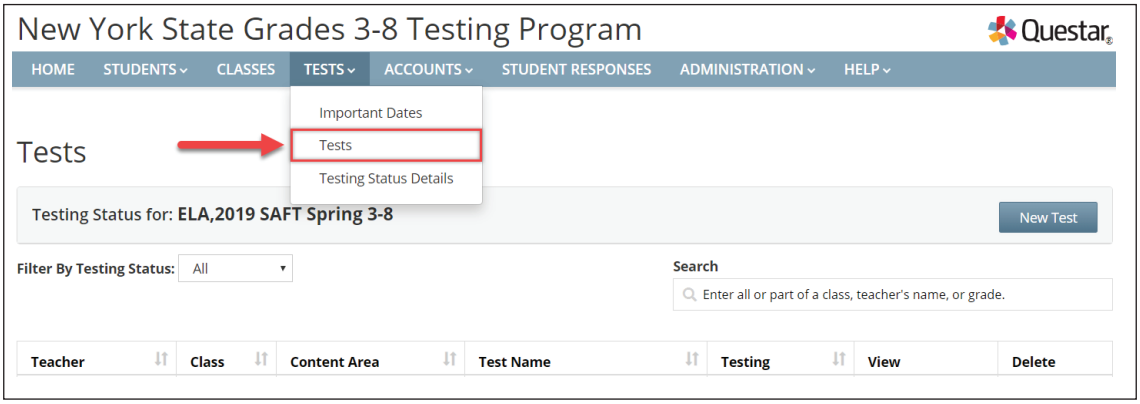
7. The student login tickets will display. Use the **Print function** to print the student login tickets. Each label includes a student's name, NYSSIS ID, password, and test name.

- 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.

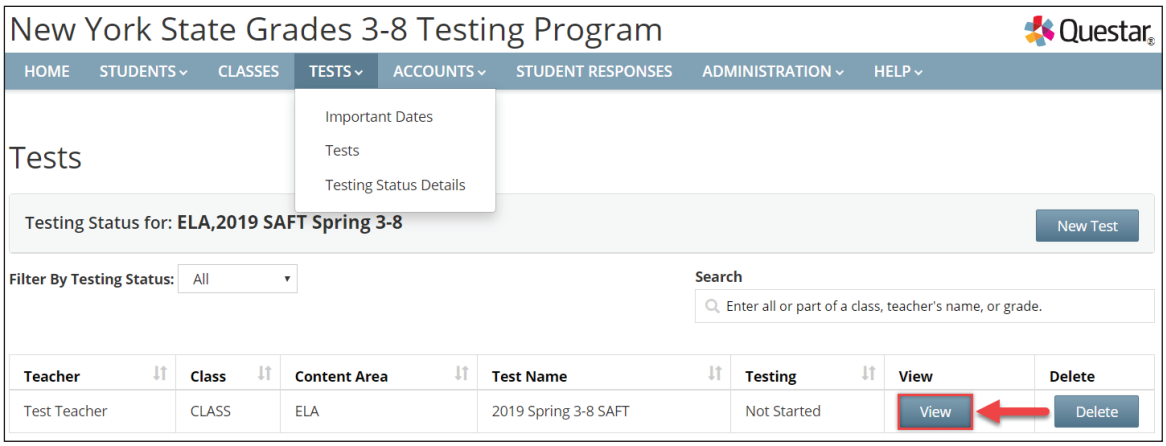
Student1, Test NYSSIS ID: Password: 2019 Spring 3-8 SAFT	**Student2, Test** NYSSIS ID: Password: 2019 Spring 3-8 SAFT

Session Access Code

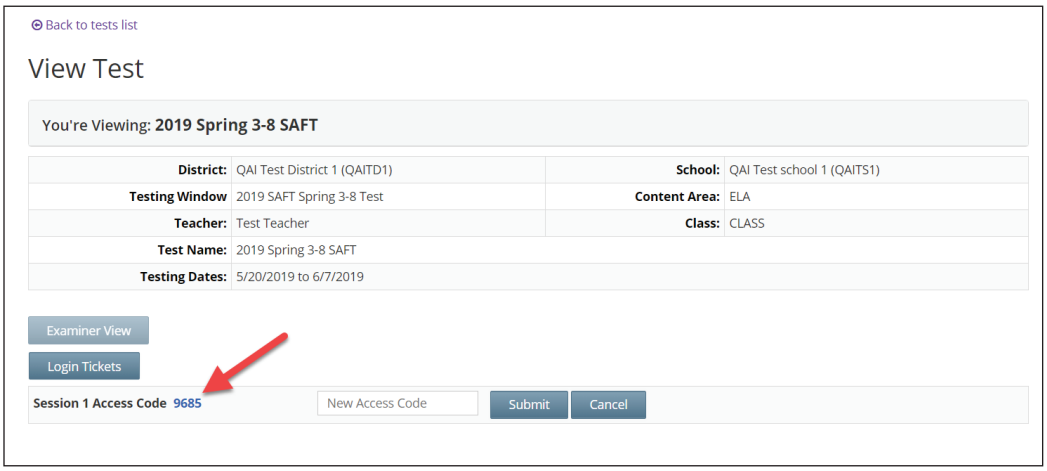
- You will need to provide students with a Session Access Code in order for the students to access their field tests in the Nextera™ Test Delivery System. Instructions for providing the Session Access Code to students are included in **Step Six: Administer the 2019 Grades 3–8 English Language Arts Computer-Based (CBT) Field Tests** of this manual**.**
- To determine the Session Access Code, complete the following steps:
  1. Log in to Nextera™ Admin. For further details on the log in process, refer to **Appendix D** for step-by-step instructions to log in and sign out.
  2. Select **Tests** from the **Tests** tab. The *Tests* screen displays.



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



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



Proctor PIN

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

STEP SIX Administer the 2019 Grades 3–8 English Language Arts Computer-Based (CBT) Field Tests

Please read these directions carefully before administering the field tests. When you administer the field tests, the directions you are to read aloud are preceded by **SAY**. *Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should* ***not*** *be read aloud. Before you begin the field 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 field 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. 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 2019 Grade [say appropriate grade] English Language Arts Field Test.**

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

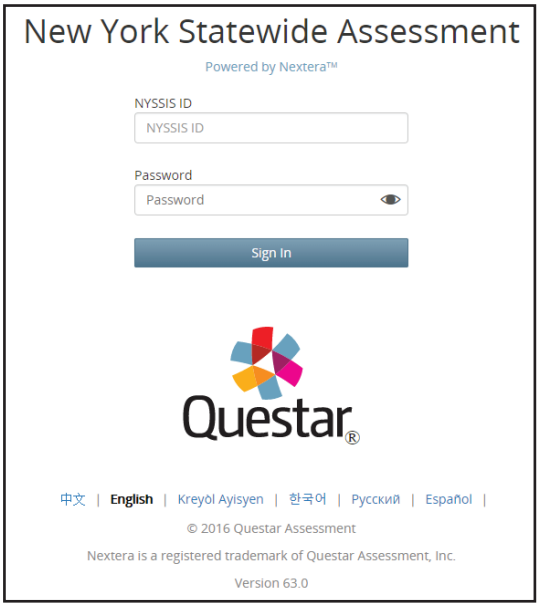
Double-click this icon and the online test will launch.

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 entering their password correctly.

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

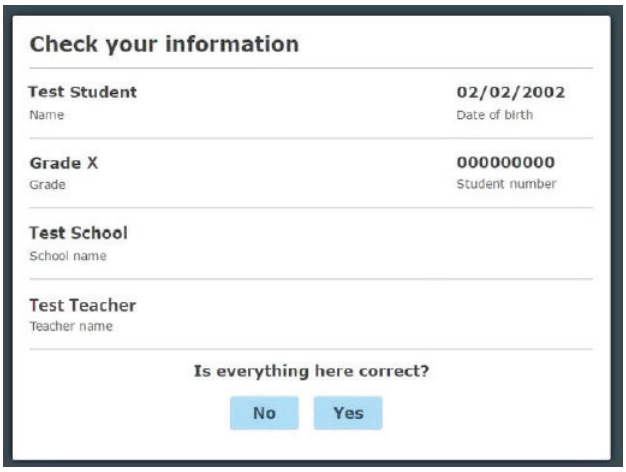
Now select the "Password" field. Type in your password. Your password is also on your student login ticket.

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.

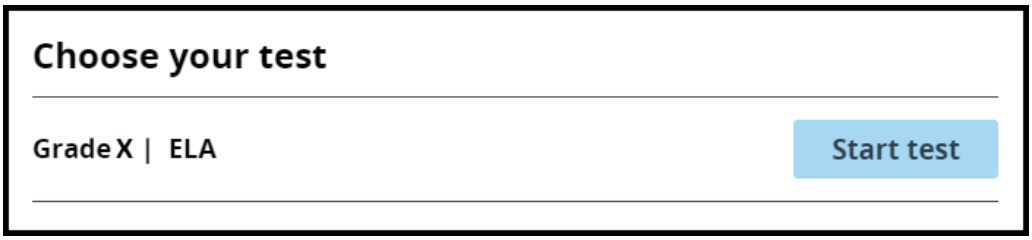
If the date of birth or teacher's name is incorrect or the student's name is misspelled, notify the School Test Coordinator after the field test has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the login process. The student should click "No" and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to 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 Tests Page:



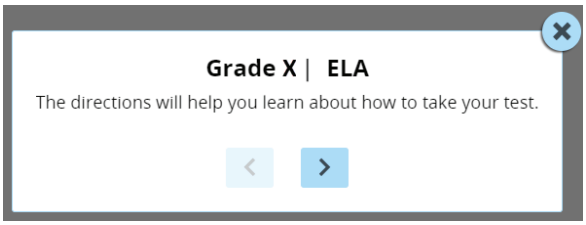
SAY **Now we are going to begin the test. Select "Start Test".**

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. Directions are customized for students receiving computer-based field 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 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 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." If you answered all of the questions there will be a message asking "Are you sure that you want to submit your test?" Then you select "Submit test."

Does anyone have questions before we begin?

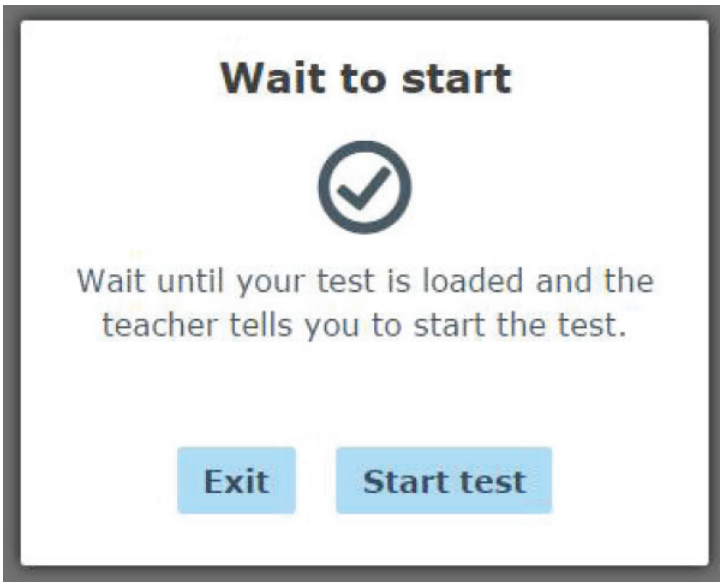
Answer any questions the students may have.

SAY **Enter 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:

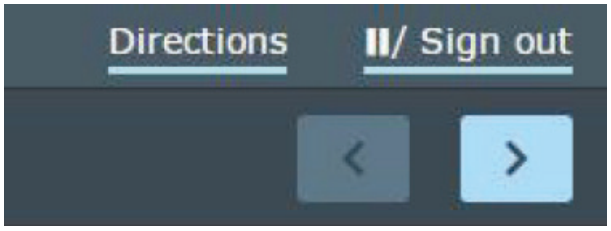


SAY **Please select "Start test."**

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

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

Sample screen:



SAY **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.**

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.

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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.

Field Test

TIPS FOR TAKING THE TEST

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.

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.

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 field test. Students who finish the field test before other students should check their work. Once the student checks their work, or chooses not to, field test materials may be collected by the proctor. The proctor may collect the student login tickets and scratch paper once a student submits the field test.

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

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

Ensure all students return the scratch paper and student login 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 field test materials.

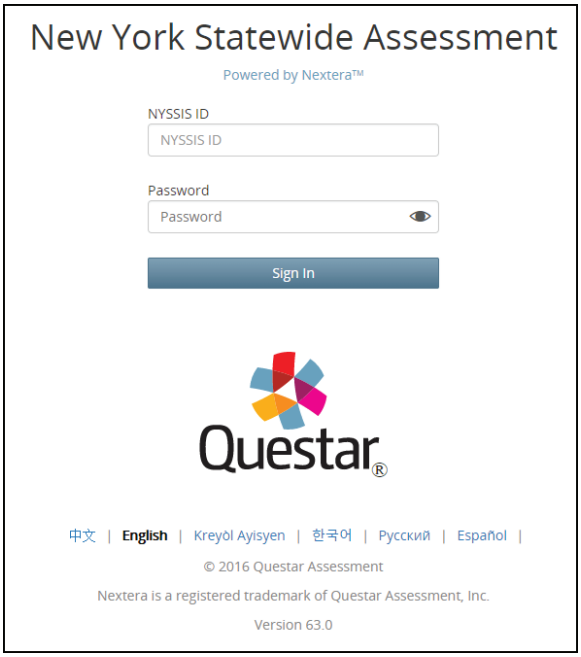
Appendix A: New York State Practice Tests

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 field 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 2019 Grades 3–8 English Language Arts Computer-Based Field Tests using the Nextera™ Test Delivery System.

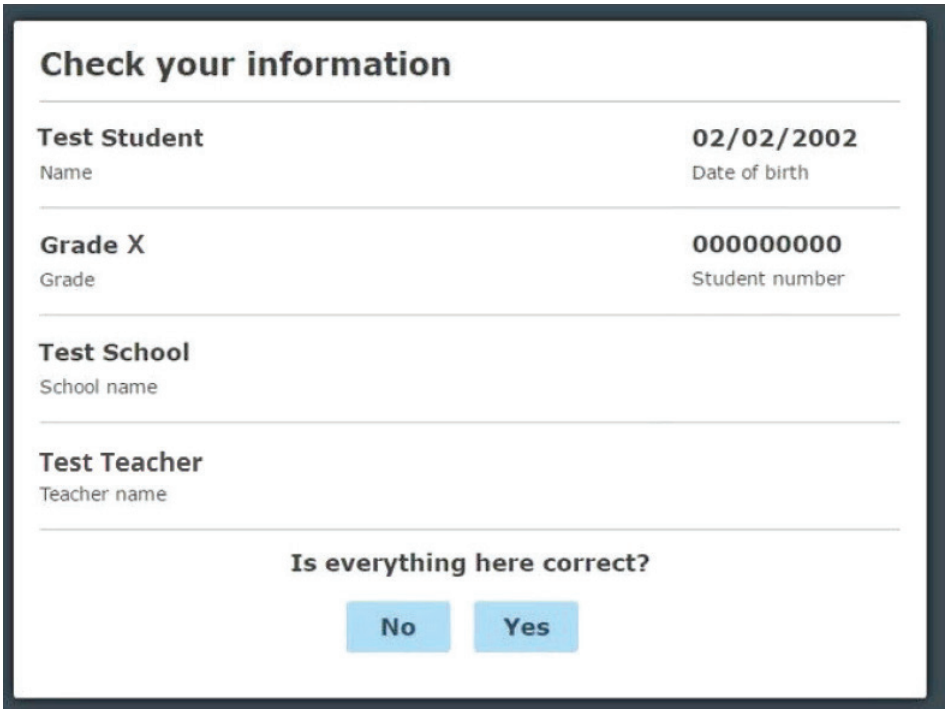
Practice Test Sign In

Student login tickets for the Practice Tests are located on the Help Tab in Nextera™ Admin. There are three forms available 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**.

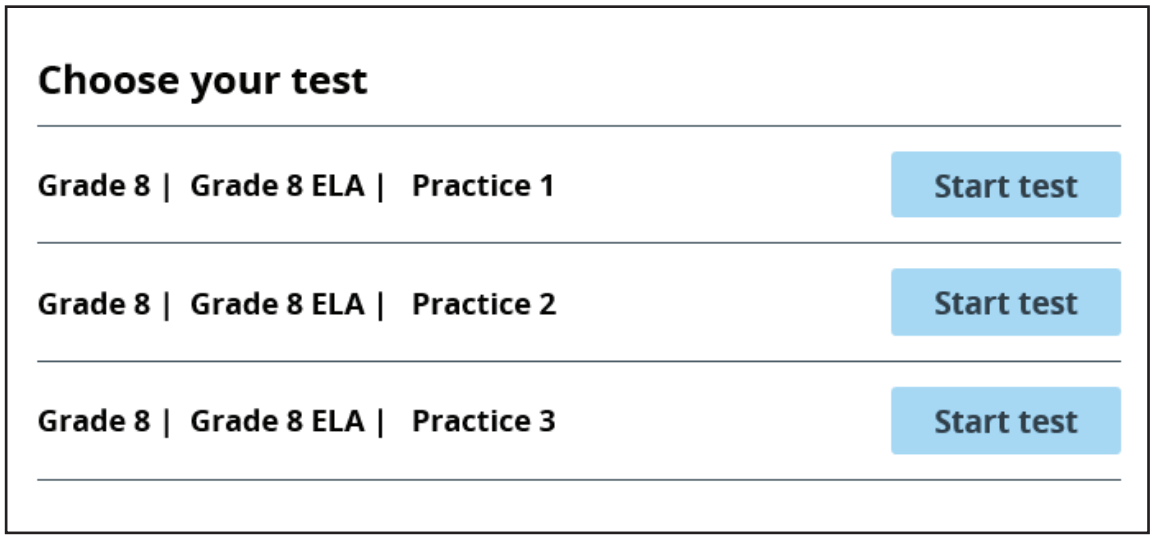


Please note: If a student clicks on the eye icon, the password will be visible. This will help students entering their password correctly.

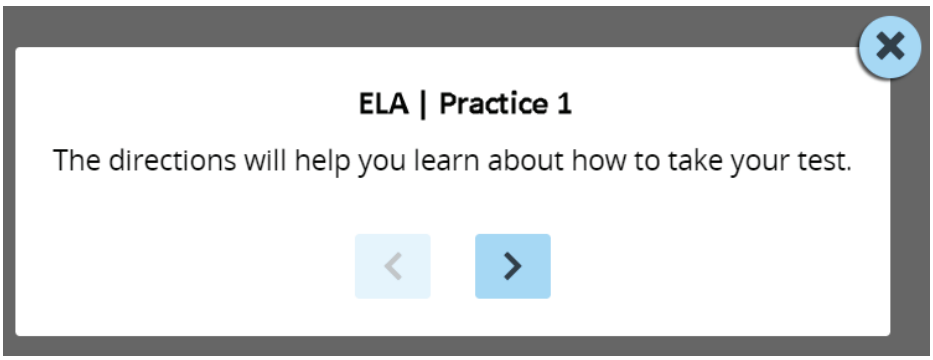


Students will see the *Check your information* screen. This is generic information for the practice forms. The students select **Yes**.

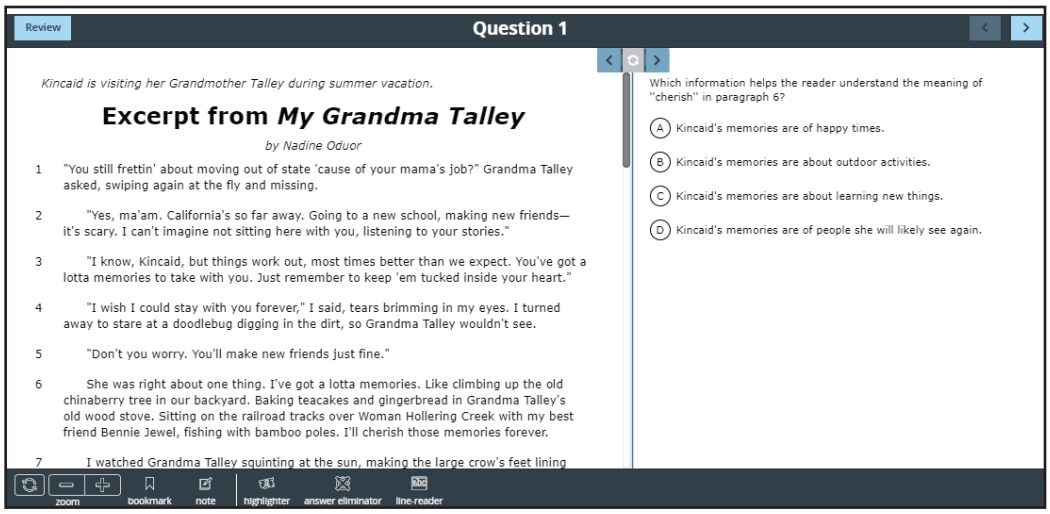
The next screen is where the students will choose which practice test they will take. The student will select **Start test** next to the desired form.



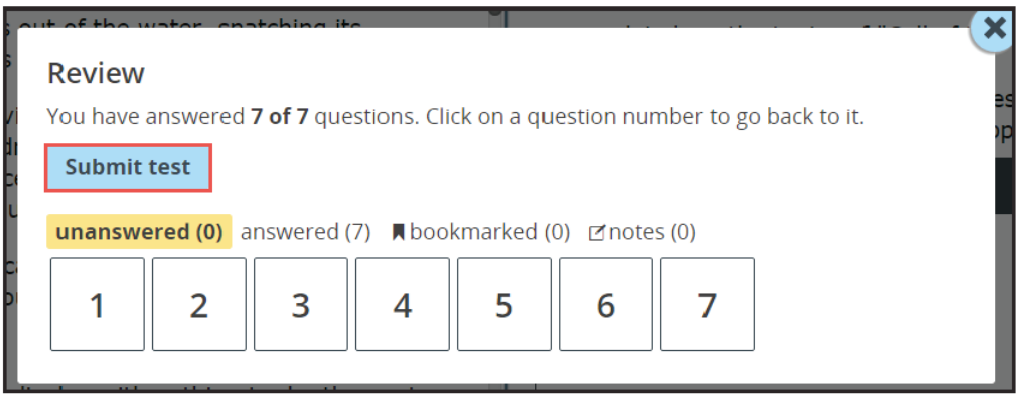
The system will walk students through a short tutorial on the features and tools of the Nextera™ Test Delivery System before they begin the Practice Test. Students use the right-facing arrow to navigate through the directions.



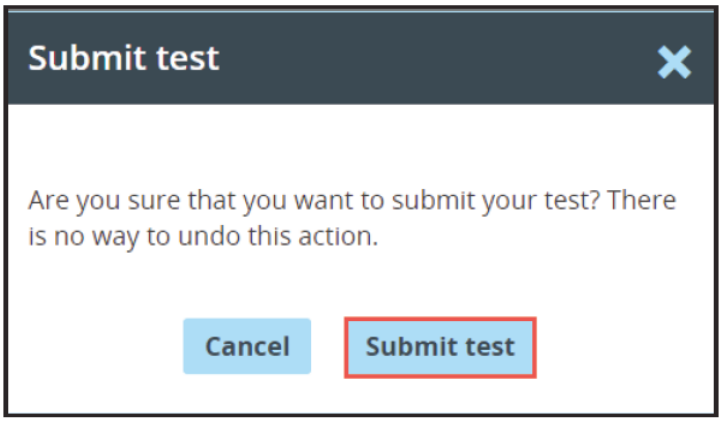
Once the directions close, the **Practice Test** appears. After the student responds to each question, direct the student to select **Review**.



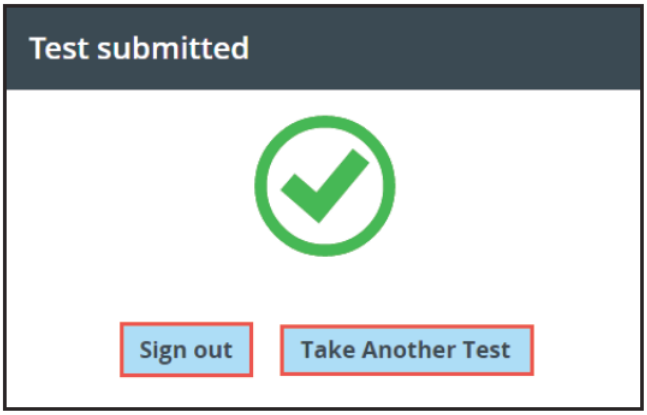
The *Review* screen appears. Once students confirm they have responded to all questions, direct them to select **Submit test**.



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



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



Secure Browser Practice Test Logins

Below are the logins for the practice tests in the secure browser. These logins 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 (CBT) Field Testing Environment

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

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

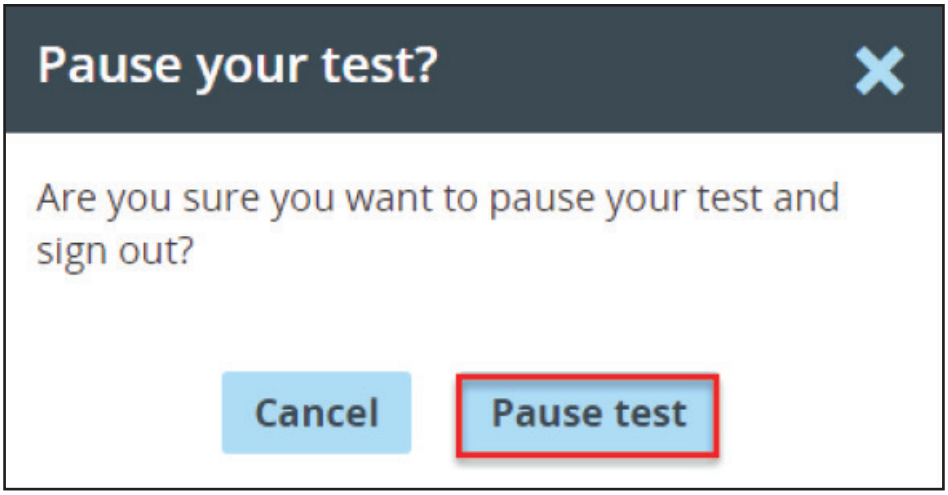
The following physical and visual barriers between testing devices can also be used as security measures for computer-based field testing.

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

Appendix C: Pausing and Reactivating a Paused Computer-Based (CBT) Field Test

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

The student then selects **Pause test** to exit the field test and save current progress until the student can return to the test. If the student selects **Cancel**, the student will immediately return to the test 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 District Test Coordinator or School Test Coordinator to obtain the proctor PIN prior to administering the test. 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 distributed to students.

Appendix D: Sign In/Sign Out

Overview

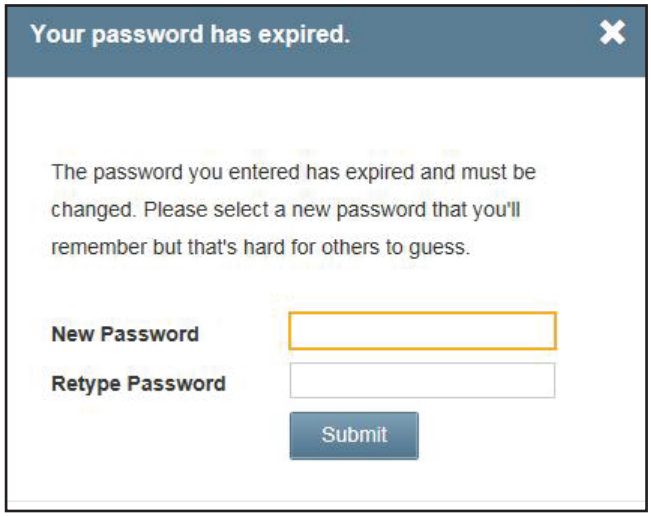
This section will guide you through the login process in Nextera™ Admin.

Sign In

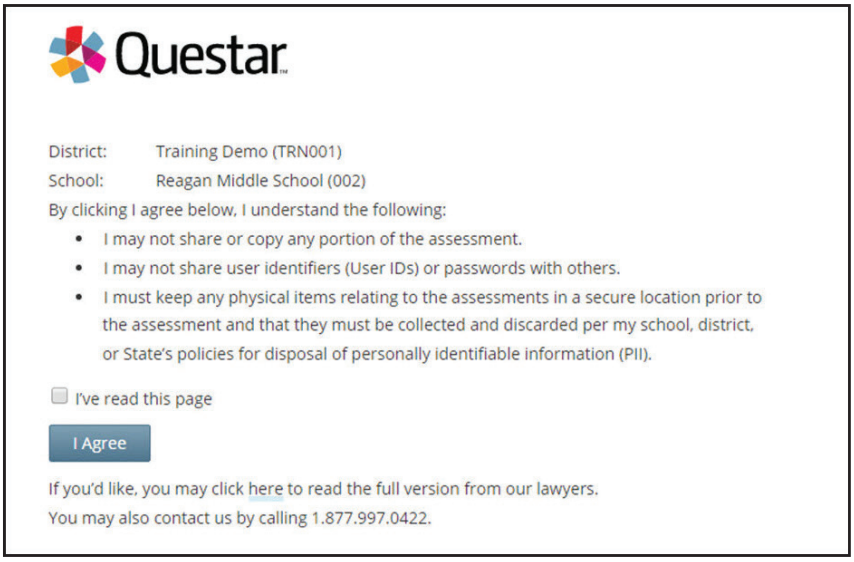
If you have been provided with Nextera™ login tickets, you can access Nextera™ Admin by entering the following web site address in your browser address bar: https://ny.nextera.questarai.com/Admin/. If you have not been provided with login tickets to Nextera™ Admin, you should contact your District Test Coordinator, School Test Coordinator, or your local Regional Information Center (RIC) 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-10. 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**.

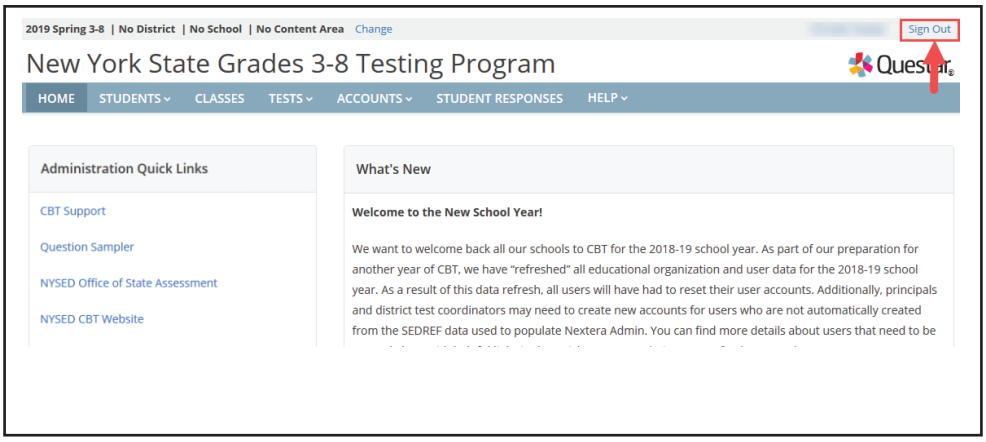


4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **check box** for "I've read this page" and select **I Agree**.



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.

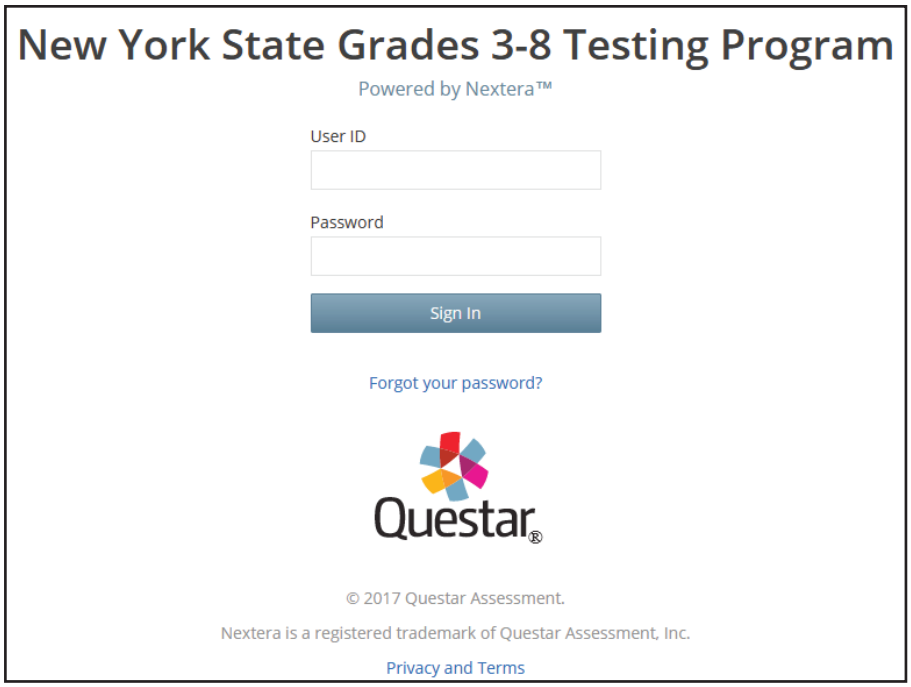


Forgot Your Password?

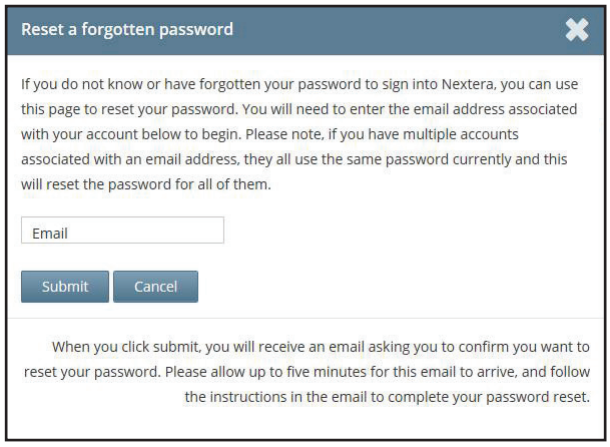
Upon initial login, you will be required to change your password. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

If you have forgotten your password:

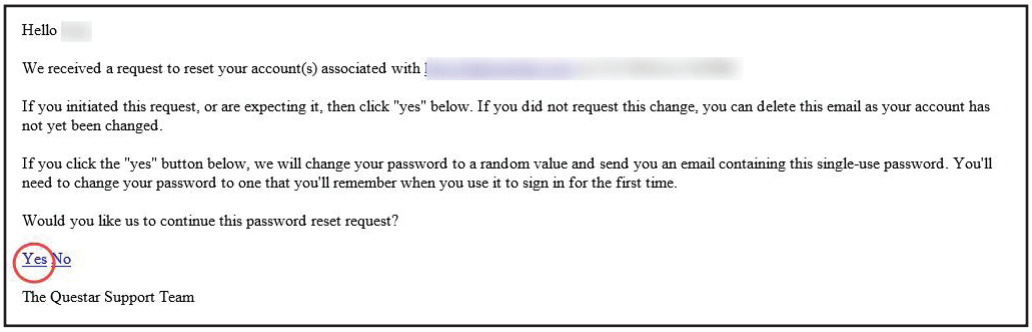
- Select **Forgot your password?**



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



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



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.

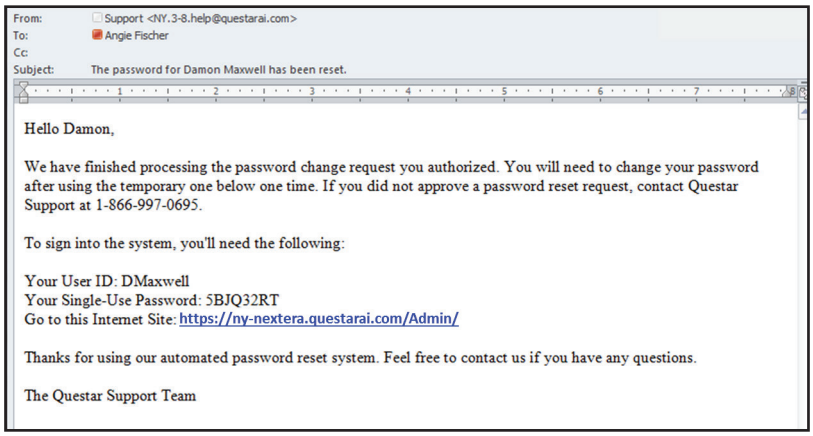
If you click the "yes" button below, we will change your password to a random value and send you an email containing this single-use password. You'll need to change your password to one that you'll remember when you use it to sign in for the first time.

Would you like us to continue this password reset request?

Yes No

The Questar Support Team

- You will receive another 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: 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.

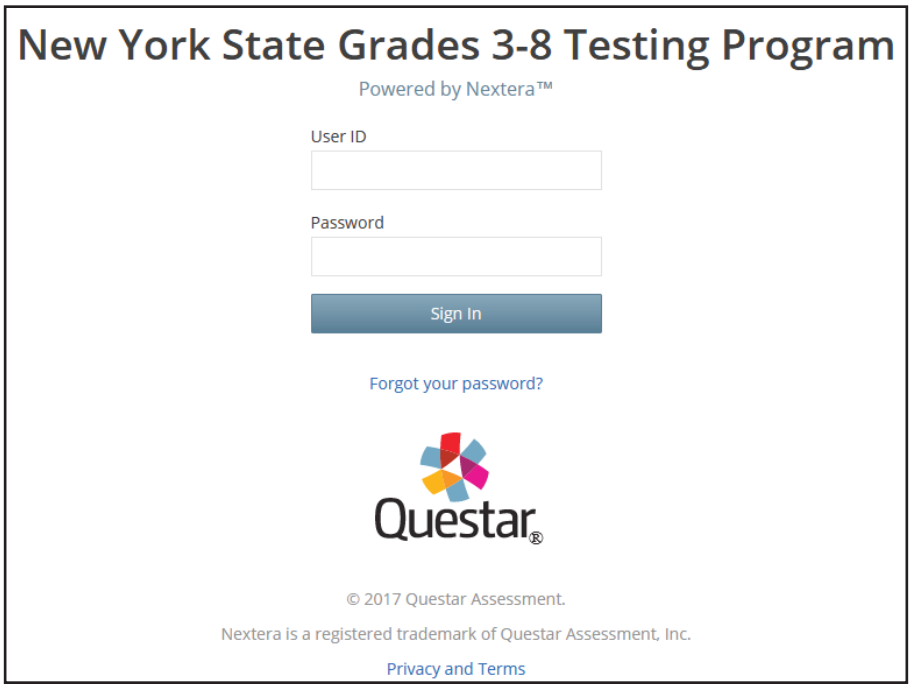
To sign into the system, you'll need the following:

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**.



New York State Grades 3-8 Testing Program

Powered by Nextera™

User ID

Password

Sign In

Forgot your password?

Questar®

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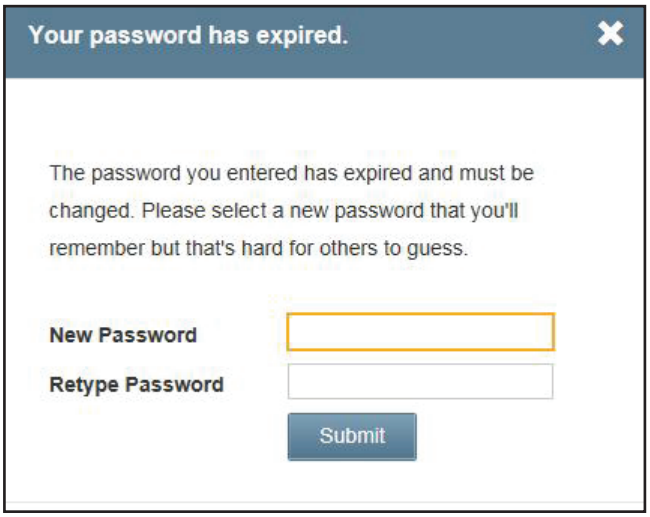
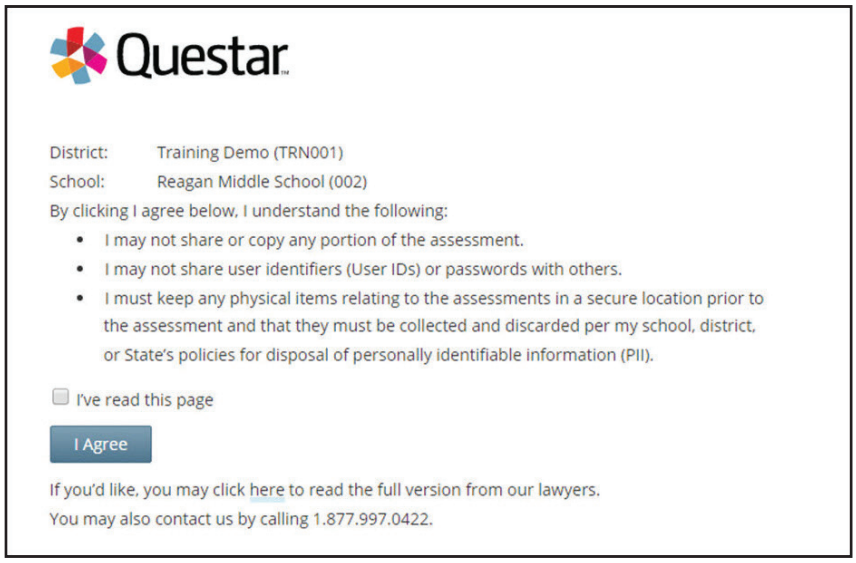
Privacy and Terms

- 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**.



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: Nextera™ Administration System User Roles, Responsibilities, and Permissions

This section describes the roles, responsibilities, and permissions of the various user roles in Nextera™ Admin.

- **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 region district- and school-level information
- **District Test Coordinator (DTC)**
  - Main point of contact at the district for Questar
  - Ensures accuracy of all student data in the system
  - Manages district-level accounts and sets up primary school-level users, including the School Test Coordinator and School Information Technology Coordinator
  - There is only one District Test Coordinator per district
  - Can verify CBT Technology Readiness in Nextera™ Admin
- **District Information Technology Coordinator (DITC)**
  - Can verify Tech Readiness
  - 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)**
  - Can verify CBT
  - Has access to their own school-level information
- **School Test Coordinator (STC)**
  - Handles test coordinator responsibilities at the school level
  - Responsible for managing users and students, and schedules tests at the school level
  - There is only one School Test Coordinator per school
- **Building Level User (BLU)**
  - Receives the same permissions in the system as the School Test Coordinator
  - Can assist in managing school-level users and students, and in scheduling tests
  - Can create users with SITC role and Teacher
- **School Information Technology Coordinator (SITC)**
  - Can verify Tech Readiness
  - 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 Checklist 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 for Computer-Based Field Testing* and leads students

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

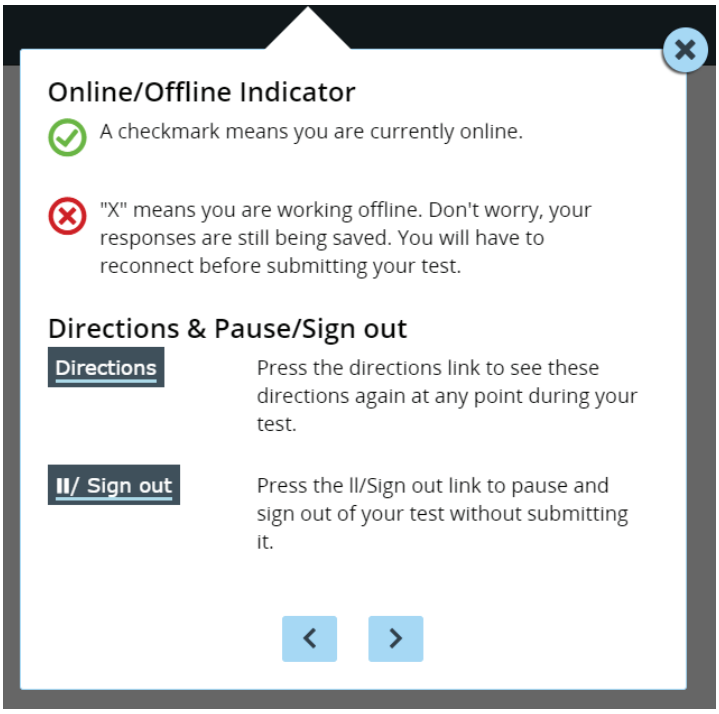
All students testing on computer have access to general features and tools that are available through the Nextera™ Test Delivery system. The following information provides an overview of the CBT features and tools available to students testing on computer. Students should have had opportunities prior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

General Features of the Nextera™ Test Delivery System

All students field 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 English Language Arts field tests on computer.

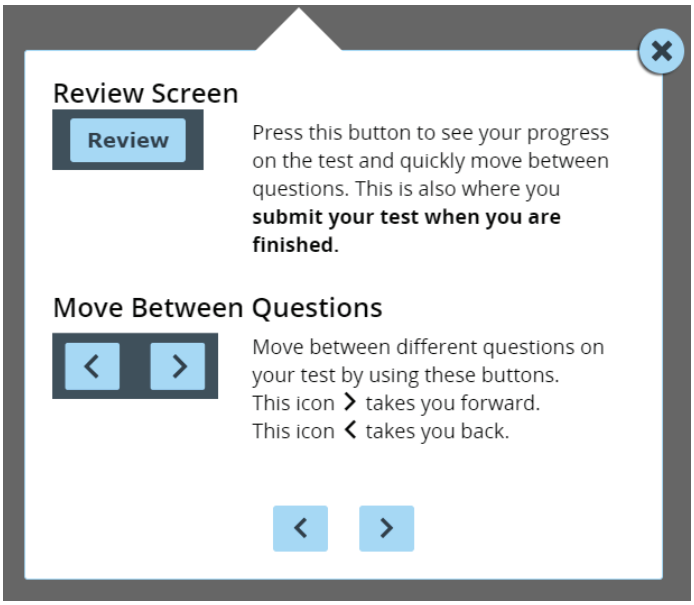
Online/Offline Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions
Split Screen Controls

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



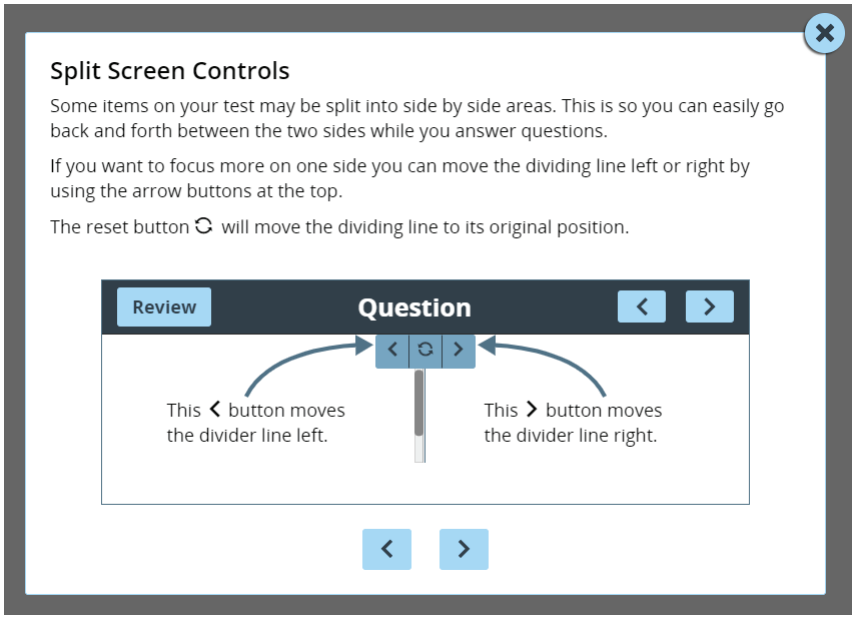
- The Online/Offline Indicator in the upper left corner of the screen indicates whether a student's device has or has not lost Internet connectivity. Students should be informed to continue testing even if they lose Internet connectivity as their responses will be saved to their local device. In an event 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



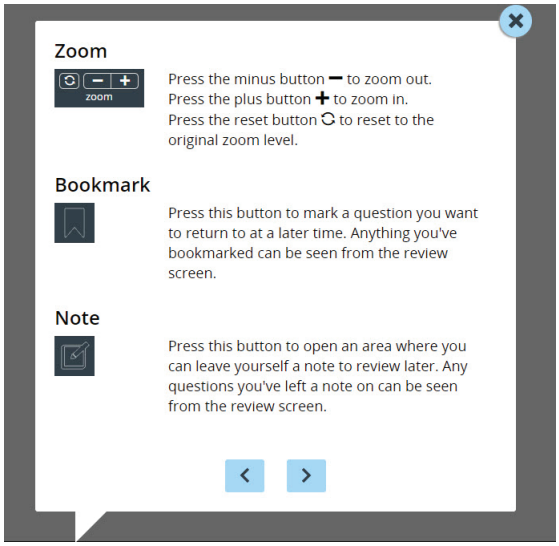
- All passages in the Grades 3–8 English Language Arts Field Tests appear on the left side of the screen, and the questions appear on the right side of the screen. If a student would like to expand either side of the screen, they can move the dividing line at the top of the page by clicking the left 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 field 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 Field Tests on computer.

Zoom
Bookmark
Note (Notepad)
Highlighter
Line Reader

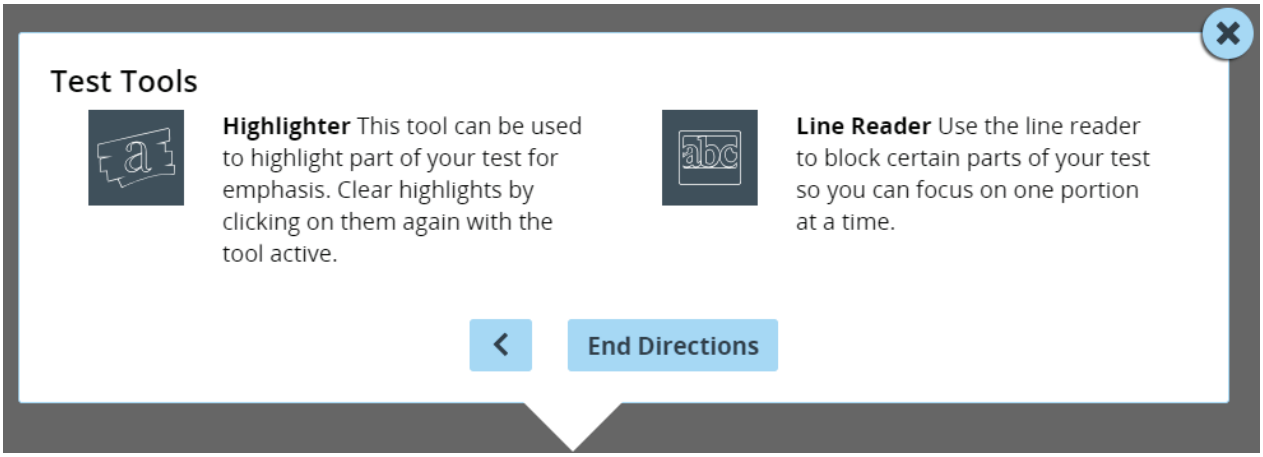
Zoom, Bookmark, and Note (Notepad)



These general CBT tools can be used any time during the field 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.
- 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 and Line Reader



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

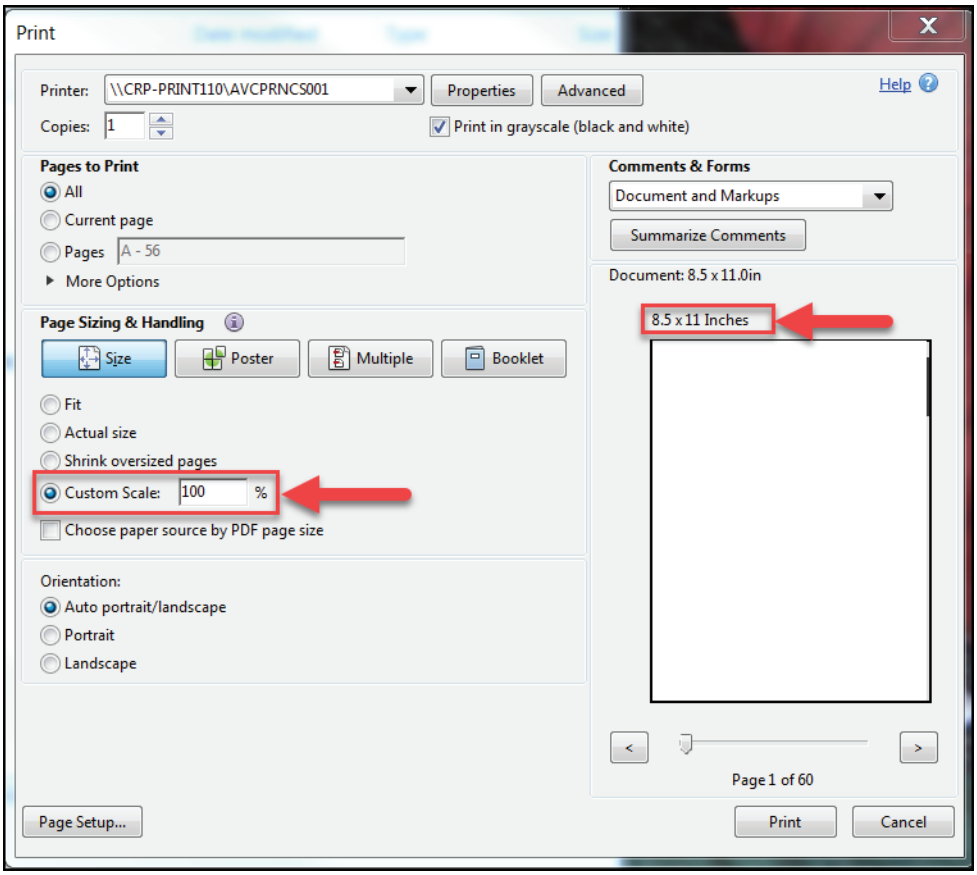
- Students can use the highlighter tool to identify part of the text for emphasis. To clear highlighted text, click on the highlighted text a second time while the tool is active.
- Students can use the line reader to block certain parts of the text so a student can focus on one portion at a time by 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 the 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 Field 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, 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 testing. 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 field 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.

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

2019 Grades 3–8 English Language Arts Field Tests Teacher's Directions for Computer-Based Field Testing May 20–June 7, 2019

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