

# **New York State Testing Program**

**English Language Arts  
and Mathematics Field Tests**

**School  
Administrator's  
Manual  
for Computer-Based  
Field Testing**

**May 20–June 7, 2019**

**Grades 3–8  
2019**



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# Overview

## 2019 Contact Information

For assistance with:	Contact:
<ul style="list-style-type: none"> <li>• Errors in school's shipment of secure paper field test booklets for students receiving the Read Aloud (by human) accommodation or taking an alternate language Spanish Mathematics CBT field test</li> <li>• Technical Support for computer-based field testing</li> <li>• Returning secure field test materials</li> </ul>	Questar Assessment Inc. (Questar) Customer Support Telephone: 866-997-0695 Fax: 866-688-0419 <u>Email</u> (ny.3-8.help@questarai.com)
<ul style="list-style-type: none"> <li>• Administration of the field test</li> <li>• Testing policies regarding accommodations and security of test materials</li> </ul>	The Office of State Assessment Telephone: 518-474-5902

**Important reminder:** Check the Office of State Assessment's web site regularly for updates on the **2019 Grades 3–8 Field Testing Program** (<http://www.p12.nysed.gov/assessment>).

## Computer-Based (CBT) Field Test Schedule and Important Administration Dates

Events	Grades 3–8 English Language Arts and Mathematics
<i>School Administrator's Manual, Teacher's Directions, and Secure Field Test Materials Arrive at Schools</i>	Wednesday, May 15–Thursday, May 16
Computer-Based Field Test Administration Window	Monday, May 20–Friday, June 7

## Scratch Paper for Computer-Based Testing (CBT)

Schools that will be administering the English Language Arts and Mathematics Field Tests on the computer should prepare to furnish scratch paper to their students for use when taking the field tests. At the start of the field test, the proctor should hand out scratch paper to each student testing with CBT. For the Grades 3–8 English Language Arts Field Tests, each student should be given one sheet of lined ruled paper, such as loose leaf paper. For the Grades 3–8 Mathematics Field Tests, each student should be given two sheets of scratch paper: one sheet of plain paper and one sheet of graph paper. In addition, the proctor should have a further supply of scratch paper on hand 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 session, whether used or unused, and securely destroyed by the school.

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

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

This *School Administrator's Manual for Computer-Based Field Testing* also serves to guide school administrators in general field test administration activities for CBT.

All persons in charge of the administration of the 2019 Grades 3–8 English Language Arts and Mathematics Field Tests should be familiar with the information in this manual.

Instructions for field test administration in the testing room are provided in the *2019 English Language Arts Field Tests Teacher's Directions for Computer-Based Field Testing* and the *2019 Mathematics Field Tests Teacher's Directions for Computer-Based Field Testing* (<http://www.p12.nysed.gov/assessment/manuals>).

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



# Part 1

## Preparing for the Computer-Based (CBT) Field Tests

# General Features of the 2019 Grades 3–8 English Language Arts and Mathematics Field Tests

The New York State Education Department (NYSED), along with its contractor, Questar Assessment Inc. (Questar), constructed the 2019 Grades 3–8 English Language Arts and Mathematics Field Tests. Teachers from across the State work with the Department in a variety of activities, such as writing and reviewing test questions, and selecting the questions that will be included on the field tests, to ensure that the field tests are aligned to the New York State Learning Standards.

The computer-based field tests are to be administered **May 20–June 7, 2019**. The 2019 Grades 3–8 English Language Arts and Mathematics Field Tests will consist of one session. Schools have been assigned a specific grade for the English Language Arts Field Test or a specific grade for the Mathematics Field Test. The field tests can be administered to groups or classes of students in a single class period of approximately 40 minutes.

The field test does not need to be administered on the same day to every student in the field-tested grade. Schools can choose to administer the field test on as many days as they choose within the field test window.

The principals must arrange for the collection, secure storage, and return of any used and unused printed secure field test materials, as soon as field testing is complete.

Schools will receive secure paper field test booklets for students receiving the Read Aloud (by human) accommodation or to provide as an accommodation to ELLs/MLLs taking an alternate language Spanish Mathematics CBT field test.

# Field Test Security Requirements and Responsibilities

The purpose of the NYSTP field test security requirements is to protect the validity of the field test results. This section of the *School Administrator’s Manual for Computer-Based Field Testing* specifies security responsibilities and planning procedures that must be followed, specifically:

- The security and accounting measures of secure field testing materials;
- Specifications of who is responsible for maintaining field test security; and
- The chain of responsibility in field test security.

Principals are responsible for ensuring that all proctors and school personnel authorized to have access to secure field test materials comply with the requirements and instructions contained in this part of the manual.

To minimize the number of field testing irregularities, principals should conduct a review of the field test administration procedures—prior to test administration—with all faculty and staff who will be involved in the field test administration. In addition, to preserve the integrity of the field test materials, advise all teachers administering this field test that they are not to discuss field test questions or other specific field test content online via email or LISTSERV or through any other electronic means. **Teachers and test administrators may not use cell phones or other photographic devices to duplicate field test materials and should keep their own personal communication devices put away during field testing, using them only in emergency situations.** Please note that shrink-wrapped packages of field test booklets, received for students using a Read Aloud (by human) accommodation, and/or English editions provided as an accommodation to English Language Learners/Multilingual Learners (ELLs/MLLs) taking an alternate language Spanish Mathematics CBT field test, cannot be opened prior to the distribution of the field tests to students.

## Field test security responsibilities of the principal or designee:

- If applicable, arrange for the inventory and secure storage of all printed secure field test booklets received.
- Authorize specific personnel to serve as proctors, and train them to properly administer the field tests.
- Maintain security of all secure materials associated with CBT, including student login tickets, session access codes, and proctor PINs.
- Designate other school personnel permitted to access secure field test materials, and train them in field test security requirements.
- Advise all staff that they are not to discuss field test questions or other specific field test content with each other, with others online via email or LISTSERV, or through any other electronic means.

- ❑ Develop additional local policies and procedures necessary to ensure maximum field test security at all times.
- ❑ Deliver a copy of the *Teacher's Directions for Computer-Based Field Testing* (which is not secure) to each teacher who will be administering the field test.
- ❑ Conduct a review of the test administration procedures prior to the field test administration with all personnel who will be involved in the field test administration.
- ❑ After the conclusion of the field test, securely destroy all used scratch paper, mathematics reference sheets, printed student login credentials, session access codes, and proctor PINs. If applicable, arrange for the collection, secure storage, and return of all used and unused printed secure field test booklets (test read editions for students receiving a Read Aloud [by human] accommodation, and/or English editions provided as an accommodation to English Language Learners/Multilingual Learners taking an alternate language Spanish Mathematics CBT field test) to Questar.

## Field test security responsibilities of proctors:

- ❑ Receive training in administering field test sessions properly and securely.
- ❑ Review the *Teacher's Directions for Computer-Based Field Testing* and:
  - Understand the security requirements before administering the field test.
  - Read the scripts and directions prior to the field test administration.
- ❑ Administer the field tests during the assigned testing window.
- ❑ Make arrangements in advance to seat students and prepare a secure field testing environment. (See **Appendix J: Suggestions for Creating a Secure Computer-Based (CBT) Field Testing Environment.**)
- ❑ Obtain the field test session access codes and proctor PIN from your administrator. (See directions beginning on page A-18 of **Appendix L: Nextera™ Administration System** for further details.)
- ❑ Provide students with all required field test materials, including student login tickets and session access codes, for CBT administration.
- ❑ Prevent the use of unapproved materials. (See pages 19–20 for lists of approved and unapproved materials.) Note that results will be invalidated for students who use or possess cell phones during field testing.
- ❑ Follow proper procedures for students with disabilities. (See **Appendix D: Computer-Based (CBT) Field Testing Accommodations for Students with Disabilities.**)

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

- ❑ Receive training in test security requirements and field test administration protocols.
- ❑ If applicable, document the location of secure printed field test booklets at all times using the **Computer-Based (CBT) Field Testing Secure Printed Materials Tracking Log**, located in **Appendix M**.
- ❑ Ensure the security of the field testing environment. (See **Appendix J: Suggestions for Creating a Secure Computer-Based (CBT) Field Testing Environment**.)
- ❑ Ensure the security of field test questions and other secure materials. Do **not**:
  - Leave secure materials unattended when field tests are not being administered.
  - Read, reveal, review, or duplicate the contents of secure field test material before, during, or after a field test administration.
  - Duplicate any portion of the field test, including but not limited to audiotaping, videotaping, photographing, photocopying, and copying by hand.
  - Remove secure printed field test materials from the school without authorization.
  - Read, review, or change student responses.

# Students to Be Field Tested

Your school is asked to administer the field test to all students in the assigned grade and subject who participated in the 2019 Grades 3–8 English Language Arts and Mathematics Operational Tests, subject to the availability of special editions that some students may require. For the computer-based field tests, regular editions and Spanish editions (for Mathematics only) will be available. Your school is not expected to include students in the field test who, during the operational test, made use of a special edition that is not available for the computer-based field tests.

## English Language Learners/Multilingual Learners

The following English Language Learners/Multilingual Learners (ELLs/MLLs) may be exempt from taking the 2019 Grades 3–8 English Language Arts and Mathematics Field Tests:

- Recent Entrants—Schools are permitted to exempt from the 2019 English Language Arts Field Tests those ELLs/MLLs (including those from Puerto Rico) who, on April 1, 2019, had been attending school in the United States for the first time for less than one year and who were exempted from the 2019 Grades 3–8 English Language Arts Operational Tests.
- Students Requiring Translated Editions other than Spanish of the 2019 Grades 3–8 Mathematics Field Tests:
  - Translated editions are available only in Spanish for the 2019 Grades 3–8 Mathematics Field Tests. ELLs/MLLs taking an alternate language Spanish Mathematics CBT field test will receive a paper English edition, which they may use simultaneously. Students should be instructed to record all of their responses in the Nextera™ Test Delivery System.
  - Schools are permitted to exempt those students from the 2019 Grades 3–8 Mathematics Field Tests who used other translated editions for the 2019 Grades 3–8 Mathematics Operational Tests.
- Students Requiring Oral Translation—Students who required an oral translation for lower-incidence languages or who wrote responses in a native language other than Spanish for the 2019 Grades 3–8 Mathematics Operational Tests are exempt from participating in the 2019 Grades 3–8 Mathematics Field Tests. Translation services need not be provided for the 2019 Grades 3–8 Mathematics Field Tests.

Information on accommodations for English Language Learners/Multilingual Learners who are not exempt is provided in **Appendix C**.

## Students with Disabilities

The following students with disabilities must be exempt from taking the 2019 Grades 3–8 English Language Arts and Mathematics Field Tests:

- Students who participate in the New York State Alternate Assessment (NYSAA)—The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in a particular general State test or in the New York State Alternate Assessment (NYSAA) for students with severe disabilities.

Information on accommodations for students with disabilities who are not exempt is provided in **Appendix D**.

## Absent Students

Students who are absent on the day that the school administers the 2019 Grades 3–8 English Language Arts or Mathematics Field Tests do not need to make up the field tests. In addition, schools are not expected to administer the field tests to students who are receiving their instruction at home or in a medical setting.

# Computer-Based Field Tests

## General Tools for CBT Field Tests

For students who will be taking the field tests on the computer, General Tools are available to all students in the Nextera™ Test Delivery System for the appropriate grade(s) and content area(s). Please refer to the table below for information regarding which tools are available by grade and content area.

General Tool	Content Area(s)	Grades
Highlighter	English Language Arts and Mathematics	3–8
Bookmark	English Language Arts and Mathematics	3–8
Zoom	English Language Arts and Mathematics	3–8
Notepad	English Language Arts and Mathematics	3–8
Line Reader	English Language Arts and Mathematics	3–8
Drawing Tool	Mathematics	3–8
Ruler	Mathematics	3–8
Equation Editor	Mathematics	3–8
Protractor	Mathematics	4, 5, 6, 7, and 8
Mathematics Reference Sheet	Mathematics	5, 6, 7, and 8
Calculator	Mathematics	6, 7, and 8
Answer Eliminator	Mathematics	6

## Nextera™ Test Delivery System Practice Tests

Practice tests will be available in the Nextera™ Test Delivery System secure browser. Taking the practice test in the secure browser provides students with the opportunity to become familiar with the mechanics of taking the test on the computer, the available tools, as well as the general types of questions on the tests. All students taking the 2019 field tests on the computer should be provided with at least one opportunity to take the practice test(s) available in the Nextera™ Test Delivery System.

Logins for the practice tests are available on the Help tab of the Nextera™ administration system and in the section “Secure Browser Practice Test Logins” in **Appendix L** of this manual, page A-62.

## CBT Accommodations

Some students with disabilities whose schools have chosen CBT for field testing in their grade level may benefit from using online testing accommodations that change the way the field test is displayed to enhance its accessibility for those students. Students with learning needs as documented in an Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) may require CBT accommodations. Please refer to the table on the following page as you consider the online testing accommodations your students may need.

CBT Accommodation	Content Area Notes
Answer Masking Tool	Mathematics (Grade 6 only)
Reverse Contrast	English Language Arts and Mathematics
Background Color	English Language Arts and Mathematics
Initial Page Zoom	English Language Arts and Mathematics
Text-to-Speech (TTS)	English Language Arts directions, passages, questions, and answer choices Mathematics directions, questions, and answer choices
Read Aloud (by human)	English Language Arts directions, passages, questions, and answer choices Mathematics directions, questions, and answer choices

**Note:** The Answer Masking Tool is only applicable for the 2019 Grade 6 Mathematics Field Test.

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

# Administrator’s Planning Steps for CBT Field Test Preparation

The following information is provided to assist in preparation for administering the New York State 2019 Grades 3–8 English Language Arts and Mathematics Computer-Based Field Tests. A complete checklist of school administrator planning activities is provided in **Appendix A: School Administrator’s Checklist for Computer-Based (CBT) Field Testing**. Refer to **Appendix I** for the **District and School Test Coordinator Checklist for Computer-Based (CBT) Field Testing**.

Refer to **Appendix H** for descriptions of **Roles, Responsibilities, and Permissions** and **Appendix K** for a **Glossary of Computer-Based (CBT) Field Testing Terminology**.

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

## Long-Term Planning

### Announce Test Dates

Be sure to:

- Schedule field tests to avoid conflicts with recess or lunch.
- Announce administration of field test dates to students before the date that the field tests are scheduled to be administered. All announcements should be made in such a way as to convey information without causing students to become overly anxious.
- Inform parents of the dates and purpose of field testing. Parents should be asked to encourage students to do their best on the field tests and to ensure that students are well-rested on the day of testing.
- Familiarize students with the general types of questions on the field tests and the procedures that they should follow when recording the answers to the field test questions. For additional instructions, refer to the *Teacher’s Directions for Computer-Based Field Testing* (<http://www.p12.nysed.gov/assessment/manuals>).
- All students participating in CBT should be provided at least one opportunity to become familiar with the practice test for the grade and subject for which they will be taking the field test. The practice test is available in the secure browser.
- Ensure that field tests are administered within the testing window.

### Plan Secure Field Test Materials Storage

Paper field test booklets, for students using the Read Aloud (by human) accommodation and/or English editions provided as an accommodation to ELLs/MLLs taking an alternate language Spanish Mathematics CBT field test, must be stored in the safe or vault of the building where the field tests will be shipped. For

CBT administration, the student login tickets, session access codes, and proctor PINs are considered secure materials. The principal must ensure that access to the safe or vault is restricted. If the building where the field tests will be administered does not have a safe or vault large enough to hold the secure field test materials, arrangements must be made to store them at a location with an appropriate safe or vault. If you have specific questions concerning the storage of field test materials, please call OSA at 518-474-8220.

### Gather Mathematics Tools

Students testing on computer will have access to mathematics tools provided through the Nextera™ Test Delivery System. Please refer to the below list regarding which tools are available by grade level. Schools must also furnish hand-held calculators to each student for their exclusive use for computer-based testing. (See **Appendix B: Computer-Based (CBT) Field Testing Mathematics Tools** for complete details on the use of calculators.)

Each student testing in Grades 5–8 will be provided with a mathematics reference sheet for their exclusive use during the tests. This sheet is provided as a stand-alone document and must be handed out to students before the test begins. All tools listed below, as well as the mathematics reference sheet, will be available to students testing on the computer through the Nextera™ Test Delivery System.

Tool	Grades	Usage Notes
Ruler	Grades 3–8	
Protractor	Grades 4–8	
Four-function calculator with a square root key or scientific calculator	Grade 6	<b>Note:</b> Grades 3–5 students may <b>NOT</b> use calculators.
Scientific calculator	Grades 7 & 8	See <b>Appendix B</b> for specifications of scientific calculators.

## Short-Term Planning

### Receive Field Test Materials

All field test shipments will be delivered by UPS and may be delivered at any time between the hours of 8:00 a.m. and 5:00 p.m. (ET). The *School Administrator’s Manual for Computer-Based Field Testing*, the *Teacher’s Directions for Computer-Based Field Testing*, and paper field test booklets (if applicable) will be sent by Questar. Any shrink-wrapped packages of secure field test booklets must not be opened during the inventory. All secure field test materials must remain sealed until the field test administration date.

Use the Packing List provided in Box 1 of your shipment to inventory the following materials received from Questar:

- *School Administrator’s Manual for Computer-Based Field Testing*
- Labels—UPS and CHERRY Questar Return Address Label (provided for shipments containing paper field test booklets only)
- *Teacher’s Directions for Computer-Based Field Testing*: Schools will receive one Field Test *Teacher’s Directions* for every 20 students testing on computer.
- Field Test Booklets: Paper field test booklets, if required for students using the Read Aloud (by human) accommodation and/or English editions provided as an accommodation to ELLs/MLLs taking an alternate language Spanish Mathematics CBT field test, will arrive shrink-wrapped in packages of 5.
- Contact Questar Customer Support at 866-997-0695 or [email](mailto:ny.3-8.help@questarai.com) (ny.3-8.help@questarai.com) after taking inventory, if you determine that additional items are needed.

All secure field test materials must remain sealed until the field test administration date. Boxes used for delivering materials to your school should be kept for storing and returning field test booklets.

- Place all secure field test materials in the storage location as soon as they are received.
- Restrict access to the field test materials.
- Do not remove shrink-wrapped packages of secure material from the safe or vault, except for the inventory of field test materials, until the day on which the field tests are scheduled to be administered.
- Use **Appendix M: Computer-Based (CBT) Field Testing Secure Printed Materials Tracking Log** to document the movement of materials and account for paper field test booklets.
- Check the safe or vault where secure field test materials are being stored daily to ensure that the secure field test materials have not been tampered with and remain secure.
- Maintain the combination or key to the safe or vault under strict security conditions to preclude access to the secure field test materials.

## Prepare the Field Testing Room(s)

Be sure to:

- Determine which rooms will be used for field testing.
- Make sure the room(s) in which the field tests are administered are well-lit, well-ventilated, and quiet.
- Make preparations before the field testing period to keep noise and other distractions to a minimum.
- Prepare a “Do Not Disturb” sign to place on the door to prevent interruptions.
- If field tests are to be administered in a classroom, clear desks and shelves under the desks of all books, papers, and other materials.
- Completely cover or remove from the walls all blank or completed graphic organizers, number lines, mathematics tables, and all aids, charts, posters, and board work pertinent to English language arts and mathematics. This includes any such materials that pertain to the New York State computer-based testing system tools.
- Make arrangements in advance to seat students so that each student will be clearly visible to the proctor at all times and so that there will be the least possible opportunity for any communication between students.
- A seating chart is recommended in the event that the Internet fails and a student needs to go back to a certain device to submit their test at a later time. Seating of students in alternate rows is recommended. For additional suggestions for arranging a secure testing environment, see **Appendix J: Suggestions for Creating a Secure Computer-Based (CBT) Field Testing Environment**.
- Each student will need their own device that has been configured for testing. Please work with your School or District Technology Coordinator to verify the devices are ready for testing. The [Setup and Installation Guide](https://cbtsupport.nysed.gov/hc/en-us/articles/208474306) (<https://cbtsupport.nysed.gov/hc/en-us/articles/208474306>) has detailed instructions for setting up devices for testing.
- Ensure that teachers have printed student login tickets, proctor PINs, and the session access code prior to testing. For information on how to print student login tickets (page A-49) and where to find the session access code (page A-45), see the section on the Tests Tab that begins on page A-44 of **Appendix L: Nextera™ Administration System**.



# Part 2

## Administering the Computer-Based (CBT) Field Tests

# School Administrator Responsibilities

**It is the responsibility of the school administrator to:**

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

# Prepare the 2019 Grades 3–8 Computer-Based English Language Arts Secure Field Test Materials

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

- The building Principal and/or the School Test Coordinator (STC) must provide the following prior to the field test:
  - Printed student login tickets for all students who will be field testing (see directions beginning on page A-49)
  - The session access code to begin the field test found on the Nextera™ administration system Tests tab (see directions beginning on page A-44)
  - The proctor PIN found on the Nextera™ administration system Home page (see directions beginning on page A-21)
  - Scratch paper (one piece of lined ruled paper per student)—the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the test session

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

English Language Arts	
Grades 3–8	<ul style="list-style-type: none"> <li>• <i>CBT Teacher’s Directions</i></li> <li>• Classroom roster</li> <li>• Student login tickets for students who will be testing</li> <li>• Session access code</li> <li>• Proctor PIN</li> <li>• Scratch paper (one piece of lined ruled paper per student)</li> <li>• Individual student device</li> </ul>

# Prepare the 2019 Grades 3–8 Computer-Based Mathematics Secure Field Test Materials

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

- The building Principal and/or the School Test Coordinator (STC) must provide the following prior to the field test:
  - Printed student login tickets for all students who will be field testing (see directions beginning on page A-49)
  - The session access code to begin the field test found on the Nextera™ administration system Tests tab (see directions beginning on page A-44)
  - The proctor PIN found on the Nextera™ administration system Home page (see directions beginning on page A-21)
  - Scratch Paper (one piece of plain paper and one piece of graph paper per student)—the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the test session
  - Mathematics Reference Sheet (Grades 5–8 only)

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

Mathematics	
Grades 3–8	<ul style="list-style-type: none"> <li>• <i>CBT Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Student login tickets for students who will be testing</li> <li>• Session access code</li> <li>• Proctor PIN</li> <li>• Scratch Paper (one piece of plain paper and one piece of graph paper per student)</li> </ul> <p><b>Grades 5–8 only:</b></p> <ul style="list-style-type: none"> <li>• Mathematics Reference Sheet</li> </ul> <p><b>Grade 6 only:</b></p> <ul style="list-style-type: none"> <li>• Scientific or four-function calculators with a square root key (one per student)*</li> </ul> <p><b>Grades 7–8 only:</b></p> <ul style="list-style-type: none"> <li>• Scientific calculators (one per student)*</li> </ul>

\*For students testing on computers in Grades 6–8, a calculator is provided as part of the computer testing delivery system. However, schools should continue to supply students with exclusive use of the type of hand-held calculator that the students use for everyday mathematics instruction.

# Supervision of Students

## Unauthorized Materials

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

## Use of Communications Devices

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

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

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

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

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now?

*[Proctor: repeat list of devices.]*

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

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

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

## Aid to Students

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

## Temporary Absence from Testing Room

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

## Emergency Evacuation of a School Building

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

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

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

## Student Cheating

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

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

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

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

## Proctoring

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

Proctors must:

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

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**.



# **Part 3**

## **After Computer-Based (CBT) Field Testing**

# Concluding the Field Test Session

As soon as the field test session is completed, the principal must arrange for the collection and secure storage of all used and unused secure field test materials. All student login credentials, session access codes, scratch paper, reference sheets, and proctor PINs for CBT administrations must be securely destroyed. Any used and unused paper field test booklets must be returned to Questar, using the return shipping materials provided.

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

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

- Collect all secure field test materials, including student login tickets, session access codes, proctor PINs, scratch paper, and reference sheets.
- Teacher’s Directions for Computer-Based Field Testing* should be left in the testing rooms with the teachers so that they may review the instructions for the remaining test session(s), if needed.
- Advise all staff that they are not to discuss field test questions or other specific field test content with each other, with others online via email, or by any other electronic means.
- Return to Questar all paper field test booklets that you may have received, including test read editions for students receiving the Read Aloud (by human) accommodation, and/or English language paper editions provided as an accommodation to ELLs/MLLs taking an alternate language Spanish Mathematics CBT field test.

# Appendices



# Appendix A: School Administrator’s Checklist for Computer-Based (CBT) Field Testing

## Test Administration

### *Before Field Testing:*

- Announce testing dates in advance.
- Familiarize yourself with all test materials, including this manual and the appropriate *Teacher’s Directions for Computer-Based Field Testing*. Provide copies of the *Teacher’s Directions*, prior to the first day of field testing, to all teachers who will be administering the field tests. *Teacher’s Directions* are not secure, and may be distributed.
- Familiarize students with the general types of questions on the field tests and the procedures that they should follow when recording the answers to the field test questions. All students should have at least one opportunity to practice with the practice test for either English language arts or mathematics in the Nextera™ Test Delivery System secure browser. Logins for the practice tests are available on the Help tab of the Nextera™ administration system and in the section “Secure Browser Practice Test Logins” in **Appendix L** of this manual, page A-62.
- Each student will need their own device that has been configured for testing. Please work with your School or District Technology Coordinator to verify the devices are ready for testing. The [Setup and Installation Guide](https://cbtsupport.nysed.gov/hc/en-us/articles/208474306) (<https://cbtsupport.nysed.gov/hc/en-us/articles/208474306>) has detailed instructions for setting up devices for testing.
- Ensure applicable accommodation features are set in the Nextera™ administration system for each student requiring such accommodations.
- Ensure that teachers have printed student login tickets, session access codes, and proctor PINs prior to testing. For information on how to print student login tickets and where to find the session access code, see the section on the Tests Tab that begins on page A-44 of this manual. For information on where to find proctor PINs, see the section on the Home Tab that begins on page A-21.

### *After Field Testing:*

- Collect and securely destroy all used scratch paper, student login tickets, proctor PINs, and session access codes.
- Collect and verify the return of any paper field test booklets (test read editions used by students receiving the Read Aloud [by human] accommodation or English language editions provided as an accommodation to English Language Learners/Multilingual Learners who took an alternate language Spanish Mathematics CBT field test) at the conclusion of field testing. Use **Appendix M** to track the return of materials to secure storage.
- Verify absences, refusals, and exempt status have been indicated in the Nextera™ administration system, as applicable.

## Appendix B: Computer-Based (CBT) Field Testing Mathematics Tools

### Rulers and Protractors

For CBT, rulers and protractors are available to students in the Nextera™ Test Delivery System, as needed for their specific grade-level Mathematics Field Test.

### Calculators

For CBT, schools must provide students with exclusive use of the type of hand-held calculator the students use for everyday mathematics instructions meeting the specifications listed below. Students testing with CBT will be able to use either the hand-held calculator provided by the school or the calculator available within the Nextera™ Test Delivery System.

For those grades in which a calculator is permitted, when students enter the testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the field tests.

#### Grades 3–5

For students in Grades 3–5, the use of a calculator or mathematics tables is not allowed.

#### Grade 6

Students should have exclusive **use of a four-function calculator with a square root key or a scientific calculator**. Graphing calculators are **NOT** permitted. The use of mathematics tables is permitted only if specified in the student's IEP or 504 Plan.

#### Grades 7–8

Students in Grades 7–8 should have exclusive **use of a scientific calculator**. Graphing calculators are **NOT** permitted. The use of mathematics tables is permitted only if specified in the student's IEP or 504 Plan.

# Appendix C: Computer-Based (CBT) Field Testing Accommodations for English Language Learners/Multilingual Learners (ELLs/MLLs)

## English Language Learners/Multilingual Learners

For English Language Learners/Multilingual Learners who are not exempt from the 2019 Grades 3–8 English Language Arts and Mathematics Field Tests, schools may provide the following testing accommodations:

- **Separate Location**—Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer the Grades 3–8 English Language Arts and Mathematics Field Tests to ELLs/MLLs individually or in small groups in a separate location.
- **Translated Editions**— ELLs/MLLs may be provided with a translated edition of the 2019 Grades 3–8 Mathematics Field Tests. Translated editions are available in Spanish. In addition, ELLs/MLLs may use an English and translated edition of the 2019 Grades 3–8 Mathematics Tests simultaneously. For CBT, students should be instructed to record all of their responses in the Nextera™ Test Delivery System.
- **Bilingual Dictionaries and Glossaries**—ELLs/MLLs may use bilingual dictionaries and glossaries when taking the 2019 Grades 3–8 English Language Arts and Mathematics Field Tests. These bilingual dictionaries and glossaries may provide only direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations of words, and electronic dictionaries or glossaries with Internet access, are not permitted. Additional information on bilingual glossaries, as well as testing accommodations for ELLs/MLLs, can be found on the [Bilingual Education and English as a New Language](http://www.nysed.gov/bilingual-ed/english-language-learnermultilingual-learner-assessment-testing-accommodations) web site (<http://www.nysed.gov/bilingual-ed/english-language-learnermultilingual-learner-assessment-testing-accommodations>).

## Former English Language Learners/Multilingual Learners (ELLs/MLLs)

Schools may provide the testing accommodations listed above to former ELLs/MLLs who met the exiting criteria specified in Part 154-2 of the Regulations of the Commissioner of Education and were exited from ELL/MLL status following their participation in one of the two most recent administrations (Spring 2017 or Spring 2018) of the New York State English as a Second Language Achievement Test (NYSESLAT). Such students either achieved an overall level of Commanding on the NYSESLAT **or** achieved an overall level of Expanding on the most recent administration of the NYSESLAT **and** scored at Level 3 or higher on the New York State Grades 3–8 English Language Arts Test. These accommodations may not be provided to former ELLs/MLLs who were identified as English language proficient prior to the 2017 NYSESLAT administration.

## Appendix D: Computer-Based (CBT) Field Testing Accommodations for Students with Disabilities

### Students Who Incur Disabilities Shortly Before Field Test Administration

Principals may provide certain testing accommodations to students who incur an injury (e.g., broken arm) or experience the onset of either a short- or long-term disability (either cognitive or physical) within 30 days prior to field test administration. Eligibility for such accommodations is based on the principal's professional judgment. The principal may confer with Committee on Special Education/Section 504 Accommodation Plan (CSE/504) Multi-Disciplinary Team members, the school physician, or other school personnel in making such determinations. These accommodations must not significantly change the constructs/student skills being tested and are **limited to the following**:

- Administering the field test in a special location,
- Recording the student's answers in any manner (see Accommodations Specific to the 2019 Grades 3–8 English Language Arts Field Tests or Accommodations Specific to the 2019 Grades 3–8 Mathematics Field Tests in **Appendix E**), and
- Reading the field test to the student. This accommodation is allowed only for students whose vision is impaired.

### Students with IEPs or 504 Plans

In general, students with disabilities must be provided with the field testing accommodations specified in their IEPs or 504 Plans when taking these field tests. It is the principal's responsibility to ensure that students receive their field testing accommodations and that those staff who will be providing them are appropriately trained. Teachers are advised to become familiar with the accommodations specific to the particular field test being administered. As explained in this manual, only those field testing accommodations that do not alter the constructs measured by the field test are permitted on elementary and intermediate-level State field tests.

Information on adding students' testing accommodations in the Nextera™ Test Delivery System is provided in the section "Students Tab" in **Appendix L** of this manual, beginning on page A-27. Students' testing accommodations that were added during the operational tests must be added, if still applicable, prior to administering the field tests.

## Appendix E: Specific Computer-Based (CBT) Field Testing Accommodations

### Accommodations Specific to the 2019 Grades 3–8 English Language Arts Field Tests

#### Use of Spell Checking Devices/Software

Students whose IEPs or 504 Plans specify the use of spell checking devices or software are permitted to use such devices with the 2019 Grades 3–8 English Language Arts Field Tests. Please note that spell check is not available as part of the computer-based testing platform. Therefore, students who are testing on computer and who have this accommodation as specified in an IEP or 504 Plan must be provided with a separate device.

#### Test Read

For the 2019 Grades 3–8 English Language Arts Field Tests, students with disabilities whose IEPs/504 Plans specify this accommodation must have field tests read to them in accordance with the testing conditions and implementation recommendations specified on the student’s IEP/504 Plan. For CBT students, either a human reader or the online text-to-speech accommodation may be used. When a field test is read to a student with a disability, the field test should be read in its entirety, which includes directions, passages, field test items, questions, and answer choices. The field test must be read in a neutral manner, without intonation or emphasis, and without otherwise drawing attention to key words or phrases. Passages and questions must be read word for word, without any clarification or explanation. Unless the IEP/504 Plan indicates otherwise, passages, parts of passages, questions, and answer choices may be reread to the student upon the student’s request.

### Accommodations Specific to the 2019 Grades 3–8 Mathematics Field Tests

#### Test Read

For the 2019 Grades 3–8 Mathematics Field Tests, students with disabilities whose IEPs/504 Plans specify this accommodation must have field tests read to them in accordance with the testing conditions and implementation recommendations specified on the student’s IEP/504 Plan. Unless the IEP or 504 Plan specifically disallows it, when a mathematics field test question is read to a student who has this accommodation, all numbers and mathematics symbols, along with words, should be spoken by the teacher to the student. For example, the symbol  $<$  should be read as “less than,” and 1,211 should be read as “one thousand, two hundred, eleven.” However, field test questions may never be modified or simplified, nor may teachers provide additional examples.

**Note:** Information on adding students’ testing accommodations for the 2019 Grades 3–8 English Language Arts and Mathematics Field Tests in the Nextera™ Test Delivery System is provided in the section “Students Tab” in **Appendix L** of this manual, beginning on page A-27. Students’ testing accommodations that were added during the operational tests must be added, if still applicable, prior to administering the field tests.

## Use of Manipulative Devices

Students whose IEPs or 504 Plans specify the use of manipulative devices, such as counting blocks, counters, or an abacus, are permitted to use such devices with the 2019 Grades 3–8 Mathematics Field Tests.

## Use of Calculators and Mathematics Tables

### Grades 3–5

Because these field tests measure student proficiency involving calculations, the use of a calculator or mathematics tables is not allowed.

### Grade 6

Students should have exclusive **use of a four-function calculator with a square root key or a scientific calculator**. Graphing calculators are **NOT** permitted. The use of mathematics tables is permitted in Grade 6 only if specified in the student's IEP or 504 Plan.

### Grades 7–8

Students in Grades 7–8 should have exclusive **use of a scientific calculator**. Graphing calculators are **NOT** permitted. The use of mathematics tables is permitted for students in Grades 7 and 8 only if specified in the student's IEP or 504 Plan.

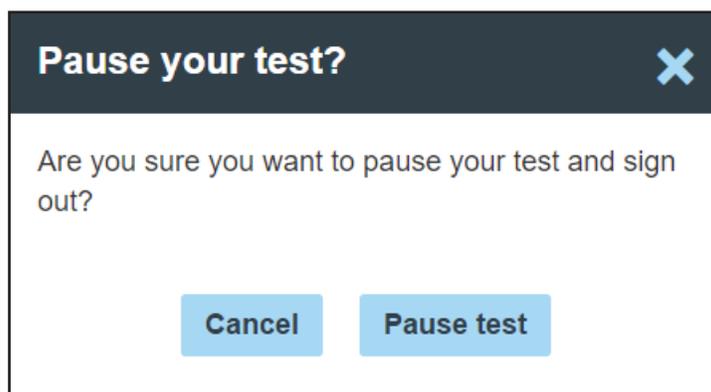
For Grades 6–8, a calculator is provided as part of the computer testing delivery system, but schools should continue to supply students with exclusive use of the type of hand-held calculator the students use for everyday mathematics instruction.

## Appendix F: Pausing and Reactivating a Computer-Based (CBT) Field Test in Nextera™ Test Delivery System

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



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



Any test that is paused will require a **proctor PIN** for the student 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 G: Nextera™ Test Delivery System Computer-Based (CBT) Field Testing Accommodations

Student testing accommodations must be set for both English Language Arts and Mathematics CBT administrations. Testing coordinators can set testing accommodations on the individual student level, from the Classes page, or from the Multi-Student Edit page. The Nextera™ Test Delivery System includes the following online testing accommodations and classroom 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.

	<b>Answer Masking Tool</b> 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.		<b>Text-to-Speech (online only)</b> This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).
	<b>Reverse Contrast</b> When this setting is turned on, all text is white on black background. <i>It can't be used with Background Color.</i>		<b>Background Color</b> 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>
	<b>Initial Page Zoom</b> This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.		<b>Read Aloud (by human)</b> 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

Students with learning needs as documented in an Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) may require online accommodation tools. Refer to the following information concerning online testing accommodations when considering the accommodations your student(s) may need. These options need to be identified and coded in the Nextera™ administration system prior to testing.

After setting all student testing accommodations in Nextera™ Admin, the testing coordinators should review reports from the Students tab for Classes in Nextera™ Admin. It is extremely important that student testing accommodations are set before a student logs into a CBT test session. It is recommended that you

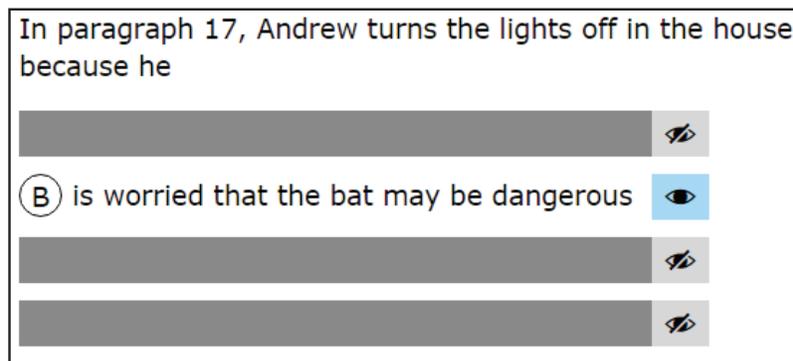
add this verification step to review student testing accommodations at least 1–2 days before CBT begins in your school. If online testing accommodations are not set for the student **before** the student accesses the computer-based test, the student will have to have their online test reset by calling Questar customer support at 866-997-0695.

### Answer Masking

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

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

- The blue eye indicates response options that have been selected to view.
- The gray, crossed-out eyes indicate which response options are masked.
- Examples:



**Note:** Answer Masking will only be available on the 2019 Grade 6 Mathematics Computer-Based Field Test.

### Reverse Contrast

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

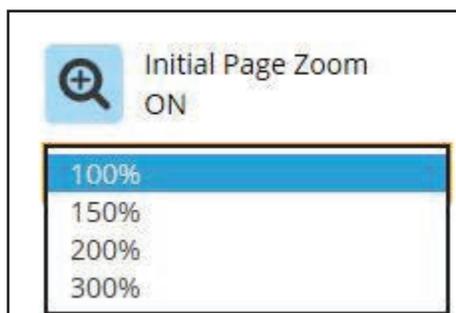
Example:



## 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. Once set in Nextera™ Admin, the initial page zoom remains as is throughout the test unless the student chooses to change it.

Example:



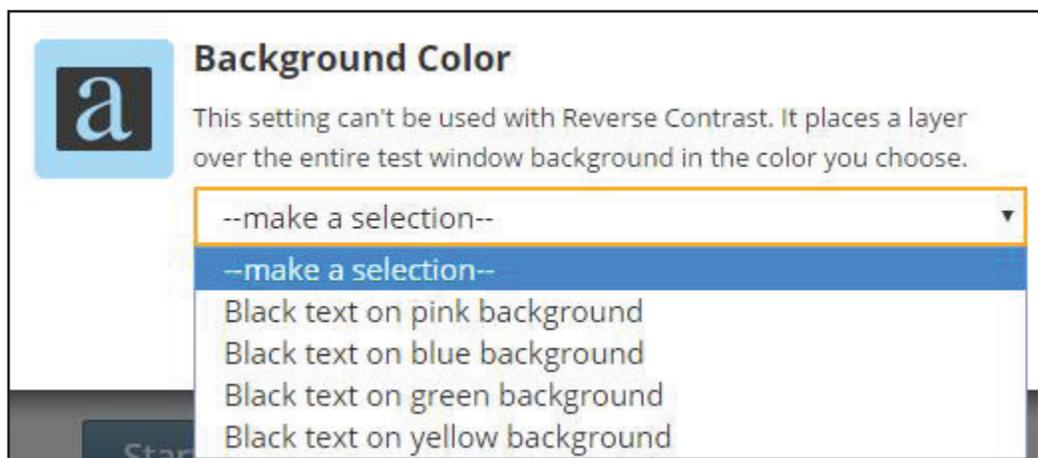
## Text-to-Speech (online only)

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

**Note:** If TTS is not set as an accommodation for the student before the student accesses the computer-based test, the student will have to have their online test reset. This will cause a delay to the student's ability to test that day. Please double-check all testing accommodations by reviewing the student's downloadable report from the Classes page.

## Background Color

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



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

Example:

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

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

### Read Aloud (by human)

Read Aloud (by human) is an accommodation that indicates the student will take the test online, but that all or part of the test will be read aloud by a human reader. Setting this accommodation for the student in Nextera™ Admin ensures that the student and human reader are using the same test form, so that all test questions match between the computer-based test and the paper-based test being read to the student. Students with disabilities whose IEPs/504 Plans recommend this accommodation must have tests read to them in accordance with the testing conditions and implementation recommendations specified in the student's IEP/504 Plan.

### Classroom Accommodations

The below image shows a list of the classroom accommodations that can be selected in Nextera™ Admin that students may use outside of the testing platform.

#### Select Accommodations

**Student Name** Student Name

Content Area

Online Testing Accommodations     Classroom Accommodations

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

- ELA and Math: Flexibility in Scheduling (IEP or 504 Plan)
- ELA and Math: Flexibility in setting (IEP or 504 Plan)
- ELA and Math: Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)
- ELA and Math: Method of response (IEP or 504 Plan)
- ELA and Math: Use of spell-checking device/software (IEP or 504 Plan)
- ELA and Math: Other (IEP or 504 Plan)
- ELA and Math: Bilingual dictionaries and glossaries (ELL)
- ELA and Math: Separate location (ELL)
- MATH ONLY: Oral translation (ELL)

## Appendix H: Roles, Responsibilities, and Permissions in Nextera™ Administration System for Computer-Based (CBT) Field Testing

- **Regional Information Coordinator (RIC)**

- Point of contact for all District Test Coordinators in their region
- Can create district- and school-level users in their region
- Visibility to all district and school level information in their region

- **District Test Coordinator (DTC)**

- Main point of contact at the district for Questar
- Ensures accuracy of all student data in the system
- Manages district-level accounts and sets up primary school-level users, including the School Test Coordinator and School Information Technology Coordinator
- There is only one District Test Coordinator per district
- Can verify CBT Technology Readiness in Nextera™ Admin

- **District Information Technology Coordinator (DITC)**

- Information technology point of contact for all schools in the district
- May help district and school staff troubleshoot technology issues
- Cannot create new users
- Can verify CBT Technology Readiness in Nextera™ Admin

- **District Level User (DLU)**

- Receives the same permissions in the system as the District Test Coordinator
- Has access to all district schools, users, and students
- Can assist in managing district-level users and students, and in scheduling tests
- Can create users with DITC role and school-level users

- **Superintendent (SUP)**

- Provides guidance to the District Test Coordinator
- Ensures all student data is correct and in the system
- Visibility 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)**
  - Visibility to their own school level information
  - Can verify CBT Technology Readiness
- **School Test Coordinator (STC)**
  - Handles test coordinator responsibilities at the school level
  - Responsible for managing users and students, and schedules tests at the school level
  - There is only one School Test Coordinator per school
- **Building Level User (BLU)**
  - Receives the same permissions in the system as the School Test Coordinator
  - Can assist in managing school level users and students, and in scheduling tests
  - Can create users with SITC role and Teacher
- **School Information Technology Coordinator (SITC)**
  - Information technology point of contact for the school
  - Can download the secure test browser on all devices used for testing
  - May help district and school staff troubleshoot technology issues
  - Cannot create users
  - Can verify CBT Technology Readiness
- **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

## Nextera™ User Roles By Functionality

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

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

# Appendix I: District and School Test Coordinator Checklist for Computer-Based (CBT) Field Testing

## Activities PRIOR to and DURING Field Test Administration

---

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

## Appendix J: Suggestions for Creating a Secure Computer-Based (CBT) Field Testing Environment

The following seating arrangements are suggestions for creating a secure field 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 K: Glossary of Computer-Based (CBT) Field Testing Terminology

Term	Definition
Nextera™ Administration System (Nextera™ Admin)	System used by teachers, school, and district representatives to verify student registration, assign accessibility/ accommodation features, print student login tickets, and other administrative duties
Nextera™ Test Delivery System	System that delivers tests to students and receives responses
Secure Browser	Downloadable application that protects the security of the test and student responses
Session Access Code	Four-digit code announced or displayed for all students in a session once the teacher has ensured all students have successfully logged in and are ready to begin testing
Proctor PIN	Password entered by the proctor in the Nextera™ Test Delivery System to reactivate a paused student test
Student Login Tickets (Student Labels)	Login tickets students use to initiate a test session in the Nextera™ Test Delivery System. These are the New York State Student Identification System (NYSSIS) ID and password.
Test Administrator/Proctor	Individual(s) at the school ultimately responsible for administering the assessment

# Appendix L: Nextera™ Administration System

## Overview

This section provides guidance for administering computer-based tests using the Nextera™ administration system, commonly called “Nextera™ Admin,” including the login process, navigation, and management of class and student data. In New York State, students are loaded into Nextera™ Admin from the Level 2 Data Warehouse before each computer-based testing (CBT) test administration. Students are loaded by grade-level enrollment. Schools are responsible for ensuring that all students are available in Nextera™ Admin for CBT and that all needed student-testing accommodations are set for students. Any students in a CBT grade level that are testing on paper or not testing for allowable reasons must be marked with a Not Testing code.

You will find information on all CBT administrative activities for Nextera™ Admin in this appendix. Contact **Questar Customer Support** if you need additional help at 866-997-0695 or [email \(ny.3-8.help@questarai.com\)](mailto:ny.3-8.help@questarai.com).

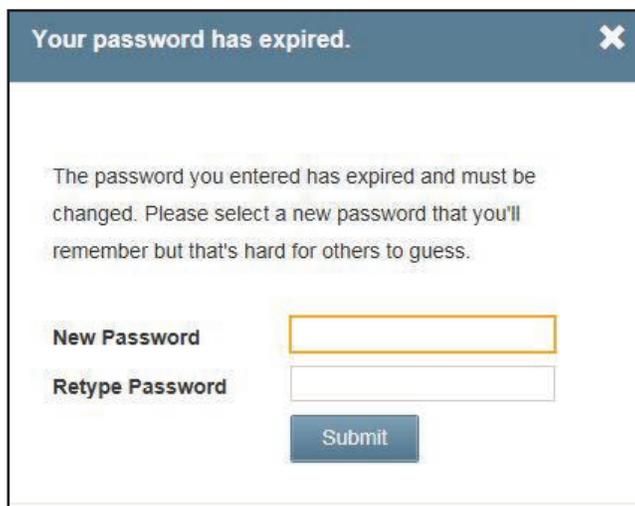
1. Home Page	The Home Page has general information districts and schools need for testing, such as important updates and the school’s proctor PIN, based on role.
2. Students	The Students tab allows users to view students in the Nextera™ administration system. Some roles can make changes (e.g., updating online testing accommodations), download class lists, and add students.
3. Classes	The Classes tab allows users to view, edit, and create classes.
4. Tests	Based on the user’s role, the Tests tab allows users to view important dates and test administration details, print student login tickets as labels or tickets, designate students not taking the test, and track student progress while taking the test.
5. Accounts	The Accounts tab allows some roles to view, activate, and add test administrators, such as Teachers. District Test Coordinators (DTCs) can also edit contact information and addresses.
6. Student Responses	The Student Responses tab provides access to the previous spring’s operational tests’ constructed-responses. DTCs and Principals have access to download the PDFs.
7. Help	The Help tab offers resources for support, such as customer support contact details, FAQ, and support documentation.

## Sign In/Sign Out

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.

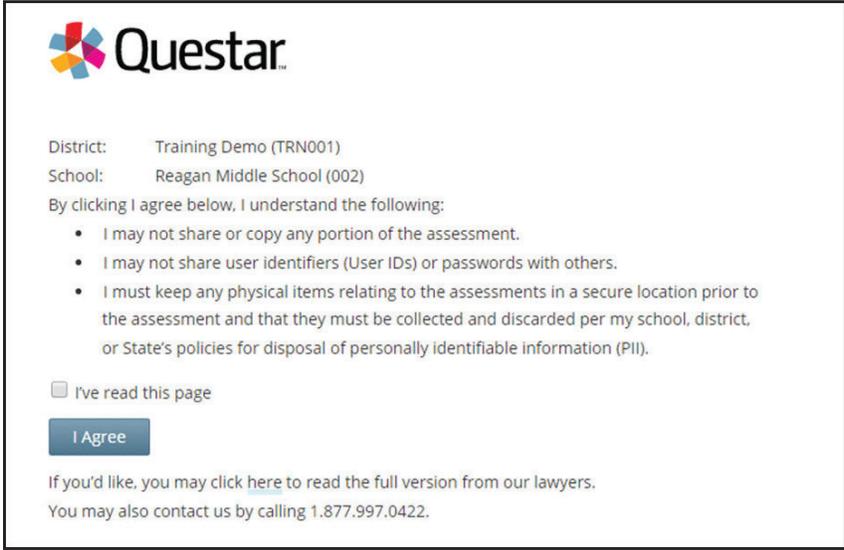
### Sign In

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-66. 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**.



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

4. 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 **check box** for “I’ve read this page” and select **I Agree**.



**Questar**

District: Training Demo (TRN001)  
School: Reagan Middle School (002)

By clicking I agree below, I understand the following:

- I may not share or copy any portion of the assessment.
- I may not share user identifiers (User IDs) or passwords with others.
- I must keep any physical items relating to the assessments in a secure location prior to the assessment and that they must be collected and discarded per my school, district, or State’s policies for disposal of personally identifiable information (PII).

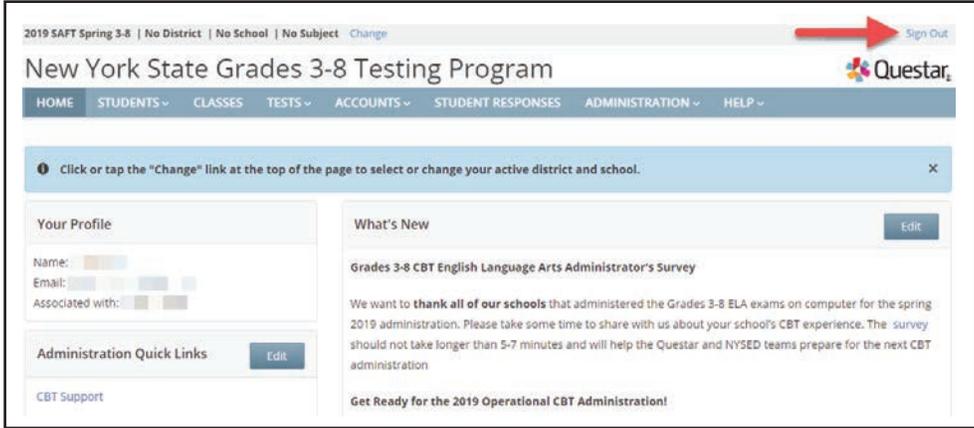
I've read this page

**I Agree**

If you'd like, you may click [here](#) to read the full version from our lawyers.  
You may also contact us by calling 1.877.997.0422.

## Sign Out

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



2019 SAFT Spring 3-8 | No District | No School | No Subject [Change](#) [Sign Out](#)

### New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

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

**Your Profile**

Name: [redacted]  
Email: [redacted]  
Associated with: [redacted]

**Administration Quick Links** [Edit](#)

CBT Support

**What's New** [Edit](#)

**Grades 3-8 CBT English Language Arts Administrator's Survey**

We want to **thank all of our schools** that administered the Grades 3-8 ELA exams on computer for the spring 2019 administration. Please take some time to share with us about your school's CBT experience. The survey should not take longer than 5-7 minutes and will help the Questar and NYSED teams prepare for the next CBT administration

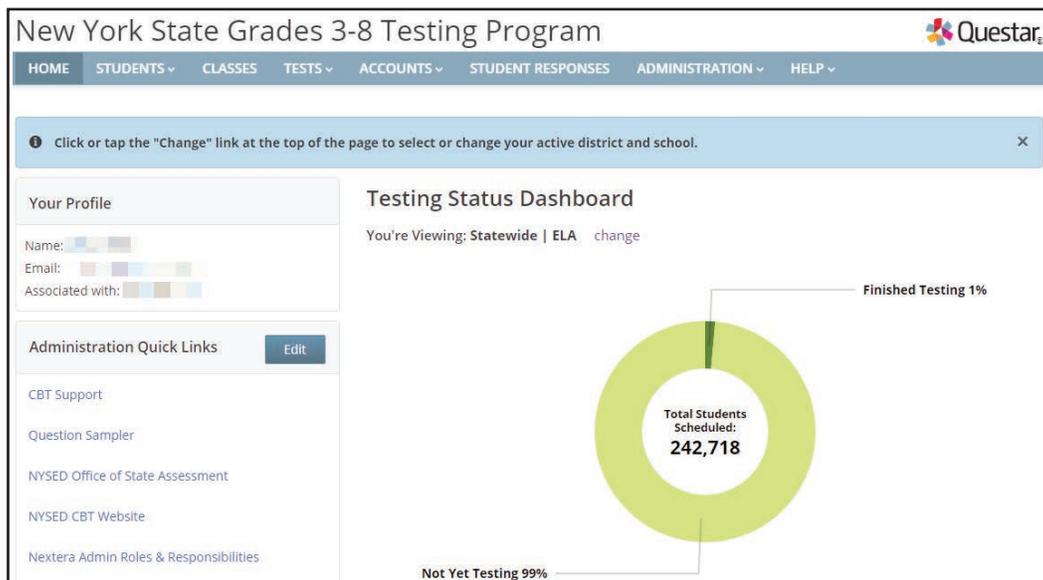
**Get Ready for the 2019 Operational CBT Administration!**

## The Home Tab

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

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

- Administration Quick Links
- District Test Coordinator (DTC) Important Information
- School Test Coordinator (STC) Checklist
- Teacher Checklist
- What's New
- School Information, including **the proctor PIN**, which is required when a student needs to reactivate a paused test
- Testing Status Dashboard



When testing is in progress, for certain roles, the Home page will also include a Testing Status Dashboard. The Testing Status Dashboard is updated every 2–3 hours to reflect current data. Please reference **Appendix H** to determine which roles will have access to the functionality.

The Testing Status Dashboard provides the following information:

- Number of students registered to test
- Number of students with a test in progress
- Number of students who have completed testing
- Average time spent testing
- System Response Time
- System Maintenance

Testing information will change dynamically as user data drills down from the district to a school.

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

When viewing the Nextera™ administration system, District Test Coordinators should verify they are viewing information for the appropriate school by looking in the **Schools** field on the Home page.

Spring 2018 3-8 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign out](#)

## New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

### Administration Quick Links

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

### DTC Important Information

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

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

### School Test Coordinator Checklist

### Teacher Checklist

Please find the help information below.

### What's New

Please find the help information below.

### School Information

District: [Training Readiness \(TRNG01\)](#)

DTC: [Angie Fischer](#)

Schools:

- [School: Maple Lake \(001\)](#)
- [School Test Coordinator: Michelle Johnson](#)
- [Proctor PIN: HH6F2QCL](#)

### Testing Status Dashboard

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

Total Students Scheduled: 2

Not Yet Testing 100%

Data last updated 05/18/2016 at 05:01 PM.

### Nextera Testing System Maintenance

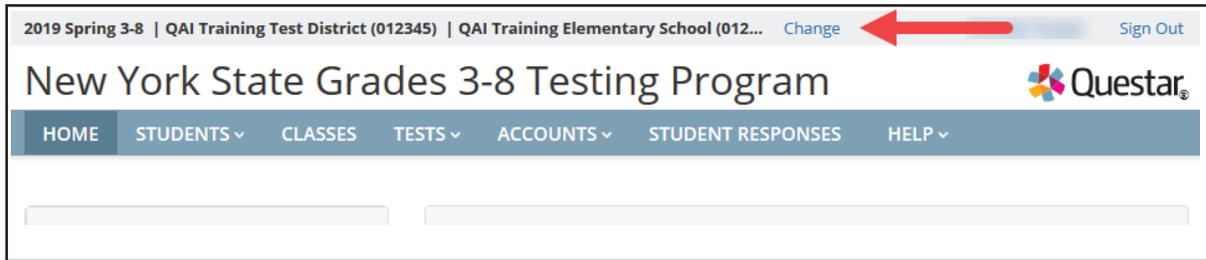
No System Maintenance in the last 7 days.

Powered by Nextera™

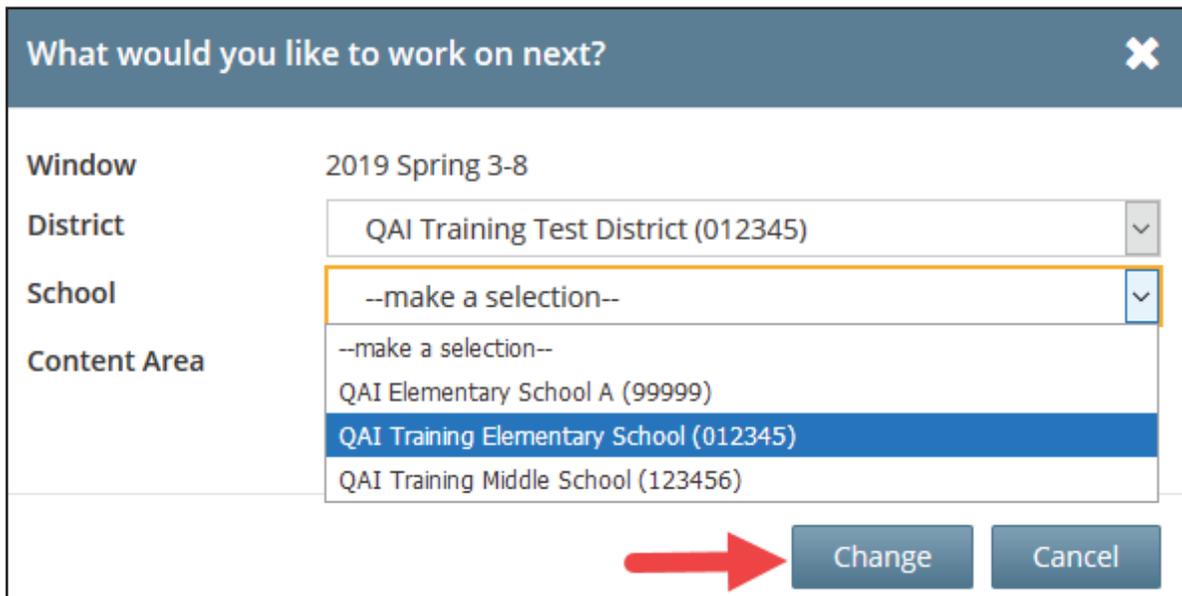
[Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2016 Questar Assessment

If it is not the desired school:

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



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



3. The applicable school's page displays.

Spring 2019 3-8 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign out](#)

## New York State Grades 3-8 Testing Program

[HOME](#) [STUDENTS](#) [CLASSES](#) [TESTS](#) [ACCOUNTS](#) [STUDENT RESPONSES](#) [HELP](#)

### Administration Quick Links

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

### DTC Important Information

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

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

### School Test Coordinator Checklist

### Teacher Checklist

Please find the help information below.

### What's New

Please find the help information below.

### School Information

**District:** Training Readiness (TRNG01)  
**DTC:** Angie Fischer

**Schools:**

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

### Testing Status Dashboard

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

**Total Students Scheduled:**  
2

Not Yet Testing 100%

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

### Nextera Testing System Maintenance

**No System Maintenance**  
in the last 7 days.

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# School Test Coordinator (STC)

The School Test Coordinator's Home page includes

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

The screenshot shows the user interface for the New York State Grades 3-8 Testing Program. At the top, there is a navigation bar with the following items: "Spring 2019 3-8 | QAI Training Test District (012345) | QAI Training Elementary School (012... Change" and a "Sign Out" link. The main header reads "New York State Grades 3-8 Testing Program" with the Questar logo on the right. Below the header is a menu with "HOME", "STUDENTS", "CLASSES", "TESTS", "ACCOUNTS", and "HELP".

The page is divided into several sections:

- Administration Quick Links:** A list of links including "CBT Support", "Question Sampler", "NYSED Office of State Assessment", "NYSED CBT Website", "Nextera Admin Roles & Responsibilities", and "CBT High-Level Timeline".
- School Test Coordinator Checklist:** A section containing a "PII Reminder" that states: "When contacting CBT Support or Questar Support, do not send any Personally Identifiable Information (PII) for a student via email which, when unencrypted, is not a secure method of transmittal. This is to ensure that student PII is not released to those not authorized to receive them in compliance with the Family".
- What's New:** A section titled "Welcome to the New School Year!" with a message: "We want to welcome back all our schools to CBT for the 2018-19 school year. As part of our preparation for another year of CBT, we have 'refreshed' all educational organization and user data for the 2018-19 school year. As a result of this data refresh, all users will have had to reset their user accounts. Additionally, principals and district test coordinators may need to create new accounts for users who are not automatically created from the SEDREF data used to populate Nextera Admin. You can find more details about users that need to be created along with helpful links in the article Nextera Admin: Data Refresh, September 10-13, 2018 on CBT Support."
- School Information:** A table listing school and user details:

Schools:
School: QAI Training Elementary School (012345)
School Test Coordinator: FName LName
Proctor PIN: mkmsm3tq
ELA Lead Scoring Entity: Training Test District (012345)
Math Lead Scoring Entity: Pending

# Teacher

The Teacher's Home page includes

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

The screenshot shows the user interface for the New York State Grades 3-8 Testing Program. At the top, there is a navigation bar with the text "Spring 2019 3-8 | QAI Training Test District (012345) | QAI Training Elementary School (012... Change" on the left and "Christie Tooker Sign Out" on the right. Below this is a header for "New York State Grades 3-8 Testing Program" with the Questar logo on the right. A secondary navigation bar contains "HOME", "STUDENTS", "CLASSES", "TESTS", and "HELP". The main content area is divided into two columns. The left column has two sections: "Administration Quick Links" with links for "CBT Support", "Question Sampler", "NYSED Office of State Assessment", "NYSED CBT Website", "Nextera Admin Roles & Responsibilities", and "CBT High-Level Timeline"; and "Teacher Checklist" with a bullet point for "Student Login Tickets: The Tests tab that". The right column has a "What's New" section with a heading "Welcome to the New School Year!" and two paragraphs of text. The first paragraph discusses a data refresh for the 2018-19 school year, mentioning that users will need to reset their accounts and that principals and district test coordinators may need to create new accounts. The second paragraph is a reminder about access to "Student Constructed Responses" and "Nextera Secure Browser" downloads.

## Students Tab

Based on the user's role, the Students tab allows users to view, make changes, and add students in the Nextera™ Admin system. School Test Coordinators, District Test Coordinators, and Teachers can make changes (e.g., setting Not Tested codes) and add students in the Nextera™ administration system. To access all students, users must verify they are viewing information for the appropriate school.

### To View Students

1. Select **Students** from the **STUDENTS** tab. The list of all students displays. The students appear in a list with New York State Student Identification System (NYSSIS) ID, first and last name, class assignment, and grade.
  - Click the up/down arrows in the column headings to sort users.
  - Click **View** to view student details and make changes, such as adding student testing accommodations, if permissions allow.
  - Use the “Show Students” drop-down list on the upper left to tailor your view of students by assigned to any class, finished all testing, not assigned to any class, testing, and assigned not testing code.

Spring 2018 3-8 | QAI Training Test District (012345) | QAI Elementary School A (99999) | N... Change Sign Out

### New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

#### Students

Click on any column header to sort on its contents.

Manage Students New Student

Show Students: All Search

There are 3 Students in QAI Elementary School A (99999) taking No Content Area in Spring 2018 3-8.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
1111222244	Test1	A	Student1	ELA Testing Class 1 (TEACHERS15 TEACHER)	03	<a href="#">View</a>
2222333344	Test2	A	Student2	ELA Testing Class 1 (TEACHERS15 TEACHER)	03	<a href="#">View</a>
3333444455	Test3		Student3	ELA Testing Class 1 (TEACHERS15 TEACHER)	03	<a href="#">View</a>

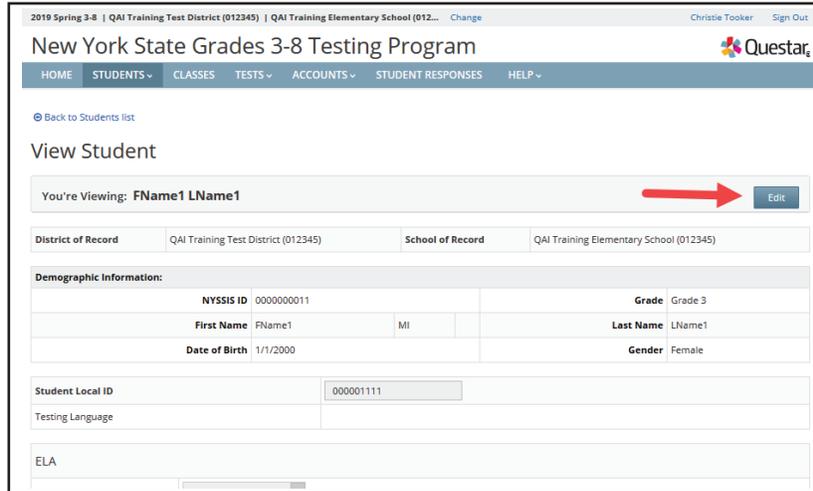
showing 1 to 3 of 3 students

[Student Download \(Excel\)](#)

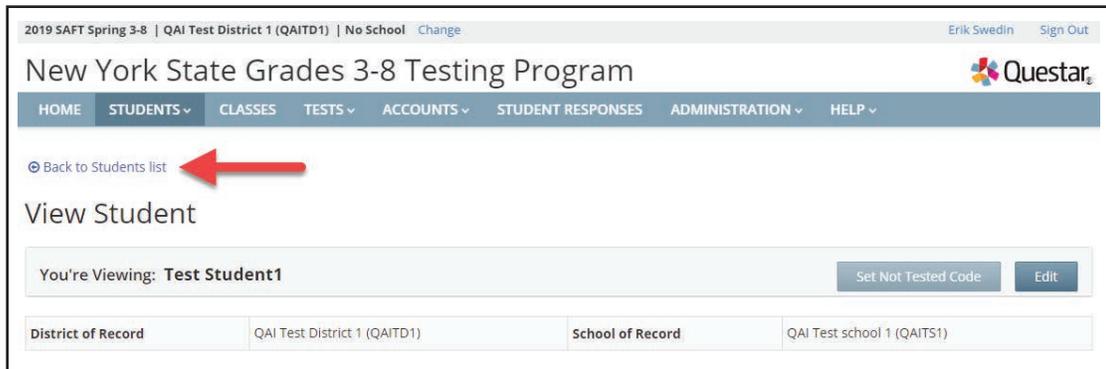
Powered by Nextera™ Contact Us Privacy and Cookies Terms of Use Trademarks © 2018 Questar Assessment

2. To download the list of students, select the **Student Download (Excel)** link in the lower right corner of the screen.
  - The downloaded list of students will show all student testing accommodations that have been set for each student. Students are listed on a separate line in the report for every testing accommodation that has been set for the student.

- To view the details of a particular student and make changes to that student (if permissions allow), select **View** for the applicable student. The student information displays, including the student's name, grade, date of birth, NYSSIS ID, local ID, class name, and accommodation options.
  - Click **Edit** on the upper right to make changes to the student's information or to set testing accommodations.

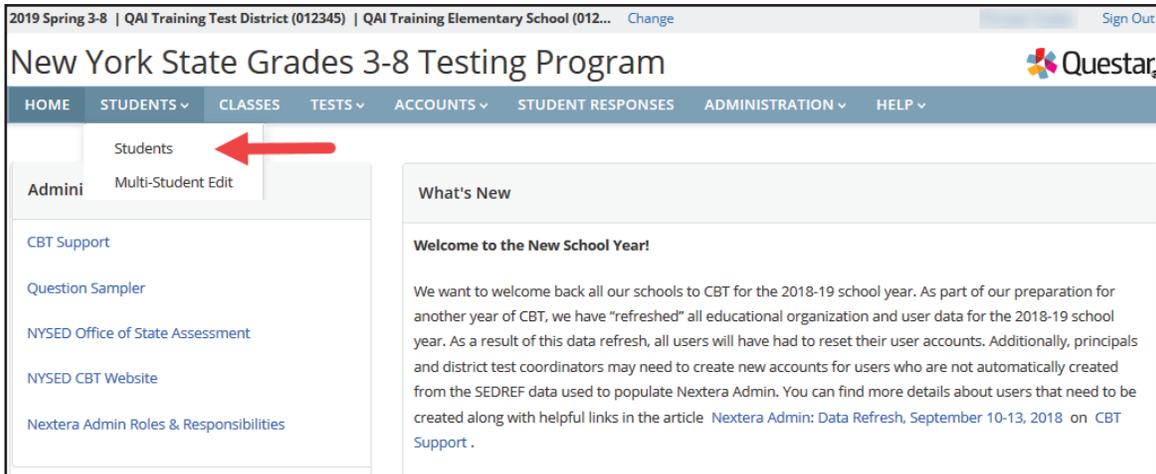


- To return to the Class List, select **Back to Students list** in the upper left corner of the screen.



## To Add or Edit a Student (*School and District Test Coordinators only*)

1. Select **Students** from the **STUDENTS** tab.



2019 Spring 3-8 | QAI Training Test District (012345) | QAI Training Elementary School (012... Change Sign Out

### New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Students Multi-Student Edit

Admini

CBT Support

Question Sampler

NYSED Office of State Assessment

NYSED CBT Website

Nextera Admin Roles & Responsibilities

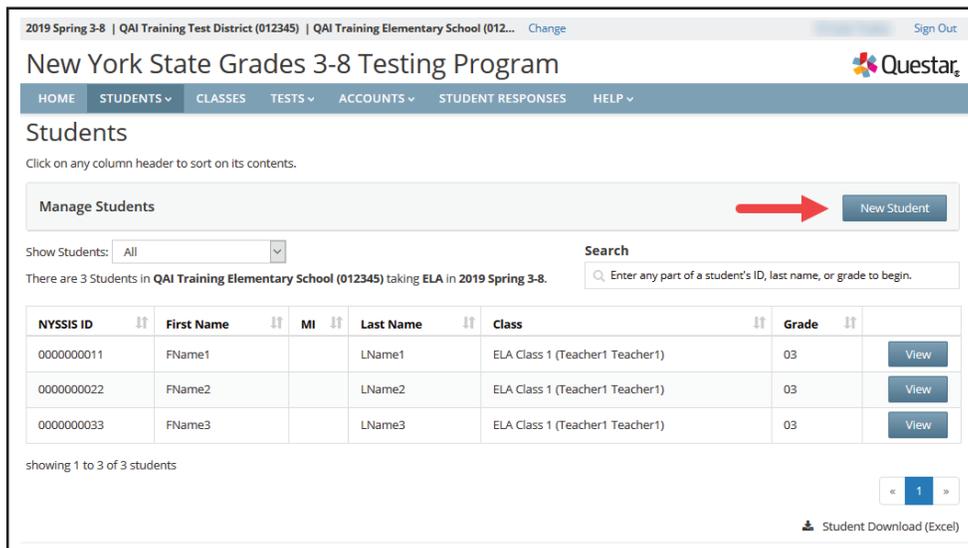
What's New

**Welcome to the New School Year!**

We want to welcome back all our schools to CBT for the 2018-19 school year. As part of our preparation for another year of CBT, we have "refreshed" all educational organization and user data for the 2018-19 school year. As a result of this data refresh, all users will have had to reset their user accounts. Additionally, principals and district test coordinators may need to create new accounts for users who are not automatically created from the SEDREF data used to populate Nextera Admin. You can find more details about users that need to be created along with helpful links in the article [Nextera Admin: Data Refresh, September 10-13, 2018 on CBT Support](#).

2. To add a student:

- Select **New Student** on the upper right of the Students page.



2019 Spring 3-8 | QAI Training Test District (012345) | QAI Training Elementary School (012... Change Sign Out

### New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

## Students

Click on any column header to sort on its contents.

Manage Students New Student

Show Students: All

Search

There are 3 Students in QAI Training Elementary School (012345) taking ELA in 2019 Spring 3-8.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
000000011	FName1		LName1	ELA Class 1 (Teacher1 Teacher1)	03	View
000000022	FName2		LName2	ELA Class 1 (Teacher1 Teacher1)	03	View
000000033	FName3		LName3	ELA Class 1 (Teacher1 Teacher1)	03	View

showing 1 to 3 of 3 students

Student Download (Excel)

- Enter the new student’s information and click **Save**. The bold text on the **New Student** page indicates required information to create a new student (NYSSIS ID, Grade, First Name, Last Name, and Date of Birth). Local Student ID is also required.
- When creating a new student, you can assign that student to a class in Nextera™ Admin before clicking **Save** or you can assign the student to a class as an additional step.

2019 Spring 3-8 | QAI Training Test District (012345) | QAI Training Elementary School (012... Change Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

### New Student

**Demographic Information:**

**NYSSIS ID**  **Grade**

**First Name**  **MI**  **Last Name**

**Date of Birth**  **Gender**

**Student Local ID**

Testing Language

**ELA**

Class

**Math**

Class

**Save**

3. To edit a student:

- Locate the student’s name on the Students page (you can browse to the student’s name or use the Search feature on the upper right) and click **View**.

2019 Spring 3-8 | QAI Training Test District (012345) | QAI Training Elementary School (012... Change Sign Out

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

### Students

Click on any column header to sort on its contents.

Manage Students

Show Students: All

Search

There are 3 Students in QAI Training Elementary School (012345) taking ELA in 2019 Spring 3-8.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
0000000011	FName1		LName1	ELA Class 1 (Teacher1 Teacher1)	03	<input type="button" value="View"/>
0000000022	FName2		LName2	ELA Class 1 (Teacher1 Teacher1)	03	<input type="button" value="View"/>
0000000033	FName3		LName3	ELA Class 1 (Teacher1 Teacher1)	03	<input type="button" value="View"/>

showing 1 to 3 of 3 students

Student Download (Excel)

- Click **Edit** on the upper right of the student's details page.

2019 Spring 3-8 | QAI Training Test District (012345) | QAI Training Elementary School (012... [Change](#) Christie Tooker [Sign Out](#)

## New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

[Back to Students list](#)

### View Student

You're Viewing: **FName1 LName1**  [Edit](#)

<b>District of Record</b>	QAI Training Test District (012345)	<b>School of Record</b>	QAI Training Elementary School (012345)
---------------------------	-------------------------------------	-------------------------	---

**Demographic Information:**

<b>NYSSIS ID</b>	0000000011	<b>Grade</b>	Grade 3
<b>First Name</b>	FName1	<b>Last Name</b>	LName1
<b>Date of Birth</b>	1/1/2000	<b>Gender</b>	Female

<b>Student Local ID</b>	000001111
Testing Language	

ELA

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

Spring 2019 3-8 | QAI Training Test District (012345) | QAI Elementary School A (99999) [Change](#) [Sign Out](#)

## New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

You're Editing: **Test2 Student2**

District of Record: QAI Training Test District (99999) ▾ School of Record: QAI Elementary School A (99999) ▾

**Demographic Information:**

NYSSIS ID	2222333344	Grade	Grade 3 ▾
First Name	Test2 MI A	Last Name	Student2
Date of Birth	01/01/1999	Gender	Male ▾

Student Local ID: 123456789  
Testing Language: ▾

**ELA**

Class: ELA Testing Class 1 ▾

Accessibility and Accommodation Options

Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Reverse Contrast OFF	Background Color OFF
Initial Page Zoom OFF	Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	

[Modify](#)

**Math**

Class: -- Unassigned -- ▾

[Save](#) [STUDENT RESPONSES](#)

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4. To add or edit a student's accommodations:
  - Locate the student's name on the Students page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.
  - Click **Edit** on the upper right of the student's details page.
  - Scroll to the bottom of the Edit Student Record page and click **Modify** under the "Accessibility and Accommodation Options". The **Select Accommodations** screen pops up. Nextera™ Admin includes both online testing accommodations as well as classroom accommodations. Please note that classroom accommodations are accommodations that are managed outside of the Nextera™ Test Delivery System, such as for Flexibility in setting, Method of response, and more.

For a description of the online testing accommodations options available in the Nextera™ administration system, see **Appendix G: Nextera™ Test Delivery System Computer-Based (CBT) Field Testing Accommodations**.

Spring 2019 3-8 | QAI Training Test District (012345) | QAI Elementary School A (99999) Sign Out

## New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

You're Editing: **Test2 Student2**

District of Record: QAI Training Test District (99999) School of Record: QAI Elementary School A (99999)

**Demographic Information:**

NYSSIS ID	2222333344	Grade	Grade 3
First Name	Test2	MI	A
Last Name	Student2	Gender	Male
Date of Birth	01/01/1999		

Student Local ID: 123456789  
Testing Language: [Dropdown]

**ELA**

Class: ELA Testing Class 1

**Accessibility and Accommodation Options**

Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Reverse Contrast OFF	Background Color OFF
Initial Page Zoom OFF	Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	

**Modify** (indicated by a red arrow)

**Math**

Class: -- Unassigned --

Save Cancel

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- To update or add an online testing accommodation, first select the “Online Testing Accommodations” tab (the “Online Testing Accommodations” tab is the default view).
- Click on the testing accommodation icon for the testing accommodation you want to add to the student.
- Click **Save** to add the online testing accommodation to the student’s computer-based test.
- Click **Save** again on the Edit Student Record page to apply all changes to the student.

**Note:** A student must be assigned to a class in order to see the “Accommodations and Accessibility Options” panel on the Edit Student Record page.

### 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.

<div style="margin-bottom: 10px;">  <p><b>Answer Masking Tool</b> 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.</p> </div> <div style="margin-bottom: 10px;">  <p><b>Reverse Contrast</b> When this setting is turned on, all text is white on black background. <i>It can't be used with Background Color.</i></p> </div> <div>  <p><b>Initial Page Zoom</b> This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.</p> </div>	<div style="margin-bottom: 10px;">  <p><b>Text-to-Speech (online only)</b> This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).</p> </div> <div style="margin-bottom: 10px;">  <p><b>Background Color</b> 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></p> </div> <div>  <p><b>Read Aloud (by human)</b> 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></p> </div>
--	---

Save
Cancel

To update or add a classroom accommodation, first select the “Classroom Accommodations” tab.

- Select the classroom accommodation you want to add from the list.
- Click **Save** to add the classroom accommodation to the student.
- Please note that these are classroom accommodations only; there is no online component to a classroom accommodation.
- Click **Save** again on the Edit Student Record page to apply all changes to the student.

**Note:** A student must be assigned to a class in order to see the “Accommodations and Accessibility Options” panel on the Edit Student Record page.

### Select Accommodations

**Student Name** Student Name  
Content Area

[Online Testing Accommodations](#) **Classroom Accommodations**

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

ELA and Math: Flexibility in Scheduling (IEP or 504 Plan)

ELA and Math: Flexibility in setting (IEP or 504 Plan)

ELA and Math: Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)

ELA and Math: Method of response (IEP or 504 Plan)

ELA and Math: Use of spell-checking device/software (IEP or 504 Plan)

ELA and Math: Other (IEP or 504 Plan)

ELA and Math: Bilingual dictionaries and glossaries (ELL)

ELA and Math: Separate location (ELL)

MATH ONLY: Oral translation (ELL)

## To Set a Student's Alternate Language to Spanish for the Computer-Based (CBT) Mathematics Field Test

To set Spanish as the alternate language to display for the student's Mathematics Field Test in the Nextera™ Test Delivery System, you must first set the student's testing language to Spanish.

- Locate the student's name on the Students page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.
- Click **Edit** on the upper right of the student's details page.
- Select **Spanish** from the drop-down menu next to **Testing Language**.
- The accompanying alternate language accommodation icon displays in the "Accommodations and Accessibility Options" panel for mathematics, indicating that Spanish is set for that student's computer-based Mathematics Field Test.

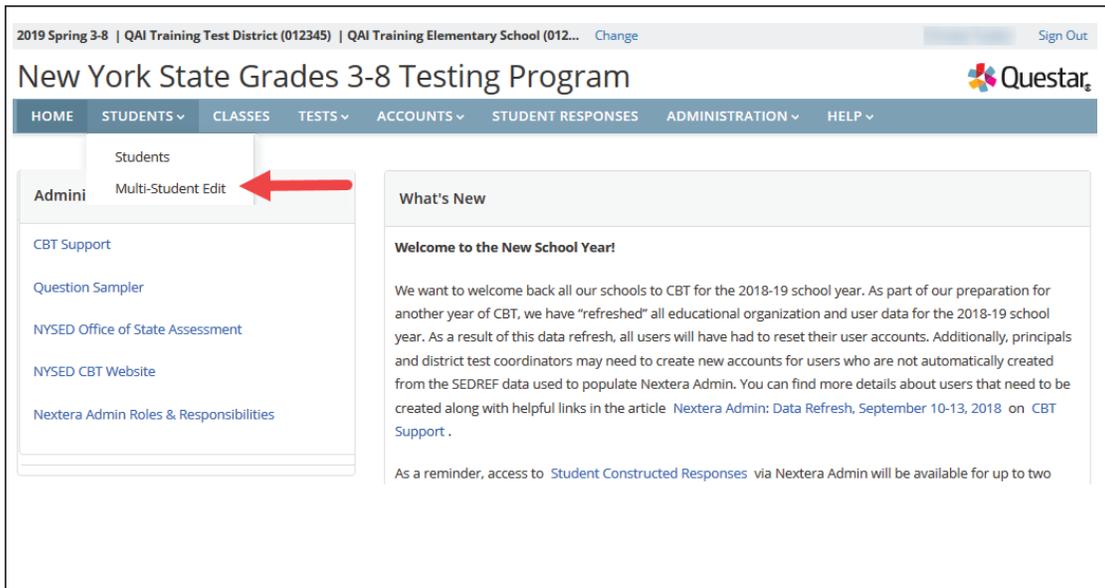
**Reminder:** To review student testing accommodations and alternate languages that have been set for students, you can navigate to any student details page or download the list of all students from the Students page. Student testing accommodations appear in downloadable reports.

The screenshot displays the 'New York State Grades 3-8 Testing Program' interface. At the top, it shows the user 'Erik Swedin' and a 'Sign Out' link. The main navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', 'ADMINISTRATION', and 'HELP'. The 'Demographic Information' section contains fields for NYSSIS ID (1010101010), Grade (Grade 7), First Name (Test), Last Name (Student1), Date of Birth (08/04/2009), and Gender (Male). Below this, the 'Student Local ID' is 344555 and the 'Testing Language' is set to 'Spanish', with a red arrow pointing to the dropdown menu. The 'ELA' section shows a 'Class' dropdown set to 'CLASS' and a grid of 'Accessibility and Accommodation Options' including Answer Masking Tool (OFF), Text-to-Speech (online only) (OFF), Reverse Contrast (OFF), Background Color (OFF), Initial Page Zoom (OFF), Classroom Accommodations (0 Selected), and Read Aloud (by human) (OFF). The 'Math' section also shows a 'Class' dropdown set to 'CLASS' and a similar grid of options, with 'Reverse Contrast' (ON), 'Background Color' (DISABLED), and 'Testing Language' (Spanish) highlighted by a red arrow. At the bottom, there are 'Save' and 'Cancel' buttons.

# Multi-Student Edit

This feature allows you to add or edit student testing accommodations to any student in the school from one location. Navigating to the **Multi-Student Edit** page provides access to all students, with the ability to set individual or multiple accommodations for individual students or for a group of students from one location. Accommodations are set only for selected students.

- Changes made using this function will affect all selected students.
  - Selecting students, clicking on accommodations icons, and clicking **Save** will overwrite any previously set accommodations, so it is important to be careful with student selections (the checkbox to the left of a student’s name).
  - You can select multiple students to set the same accommodation(s) to multiple students at one time.
  - After clicking **Save**, all student checkbox selections will clear.
  - You can return to the Multi-Student Edit page to update student testing accommodations, including Classroom Accommodations, at any time before testing, but you must reselect any previously set accommodations when updating any selected student’s testing accommodations.
  - You can also set student testing accommodations for an individual student from the student’s details page.
1. Select **Multi-Student Edit** from the **STUDENTS** Tab.



- Locate the students you would like to edit using either the search bar or browsing through the list of student results.

2019 SAFT Spring 3-8 | QAI Test District 1 (QAID1) | QAI Test school 1 (QAITS1) | Math [Change](#) Sign Out

## New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

### Multi-Student Edit

Current content area: **Math**

Show all content areas.

Answer Masking Tool OFF

Text-to-Speech (online only) OFF

Reverse Contrast OFF

Background Color OFF

Initial Page Zoom OFF

Read Aloud (by human) OFF

Classroom Accommodations OFF

**Search**

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	1010101010	Test		Student1	Math	07	
<input type="checkbox"/>	1010101111	Test		Student2	Math	07	

showing 1 to 2 of 2 students

◀ 1 ▶

- Check the boxes** on the left next to the students' names you would like to edit.

2019 SAFT Spring 3-8 | QAI Test District 1 (QAID1) | QAI Test school 1 (QAITS1) | Math [Change](#) Sign Out

## New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

### Multi-Student Edit

Current content area: **Math**

Show all content areas.

Answer Masking Tool OFF

Text-to-Speech (online only) OFF

Reverse Contrast OFF

Background Color OFF

Initial Page Zoom OFF

Read Aloud (by human) OFF

Classroom Accommodations OFF

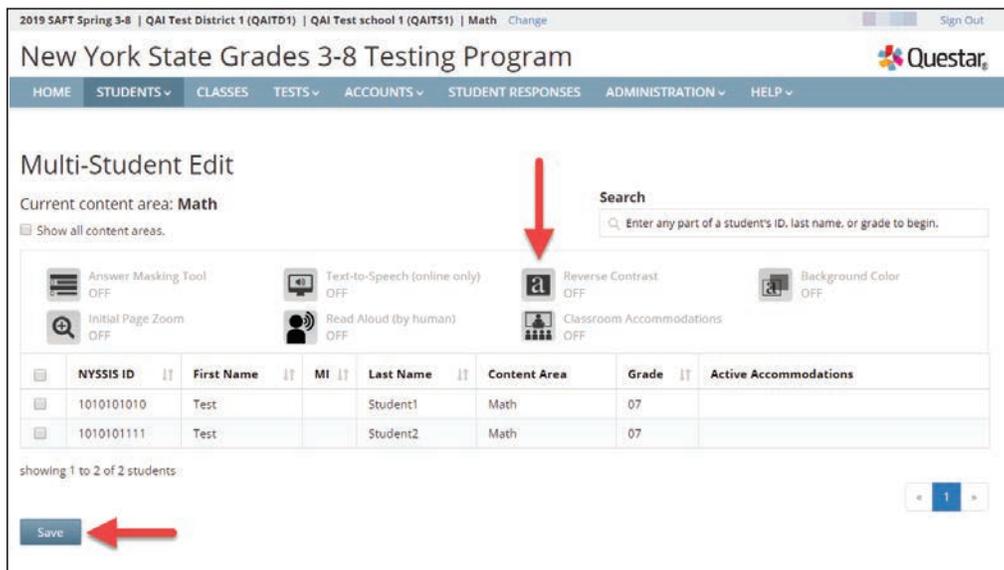
**Search**

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input checked="" type="checkbox"/>	1010101010	Test		Student1	Math	07	
<input checked="" type="checkbox"/>	1010101111	Test		Student2	Math	07	

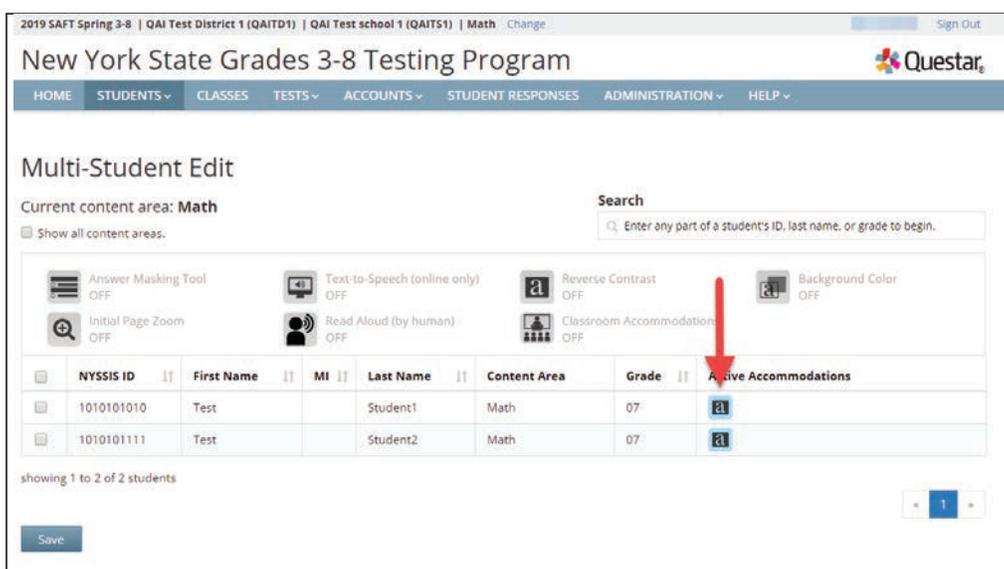
showing 1 to 2 of 2 students

◀ 1 ▶

4. Click the icon next to each accommodation you would like to turn on or off for the students and click **Save** to save your changes.
  - You will see the accommodations icons appear to the right of the student's name after you click **Save**.
  - If you click the Classroom Accommodations icon, the list of classroom accommodations will display, allowing the user to select checkboxes for the needed classroom accommodation. Click **Apply** and then **Save** to add a classroom accommodation to a selected student.
  - After clicking **Save**, all student checkbox selections will clear.
  - If you want to add additional accommodations to a group of students or an individual student, you must select the student by clicking the check box on the left next to the student's name.



- You can confirm that accommodations are correctly set for your students.



## Classes Tab

Based on the user's role, the **CLASSES** tab allows users to view, make changes, and create classes in the Nextera™ Admin system. In New York State, students are loaded into Nextera™ Admin from the Level 2 Data Warehouse before each CBT administration. Students are loaded by grade-level enrollment. When navigating to the **CLASSES** tab for the first time, a user may see the enrollment classes that were loaded to Nextera™ Admin entitled "PRE ID" with the grade level. Users can edit the name of the populated class with all student enrollments or create new classes to group students, such as by testing accommodation, homeroom, and more. Each school can arrange student testing in a way that best fits their computer-based testing needs. The "teacher role" in Nextera™ Admin is associated to a class only for CBT proctoring purposes.

### To View and Edit a Class

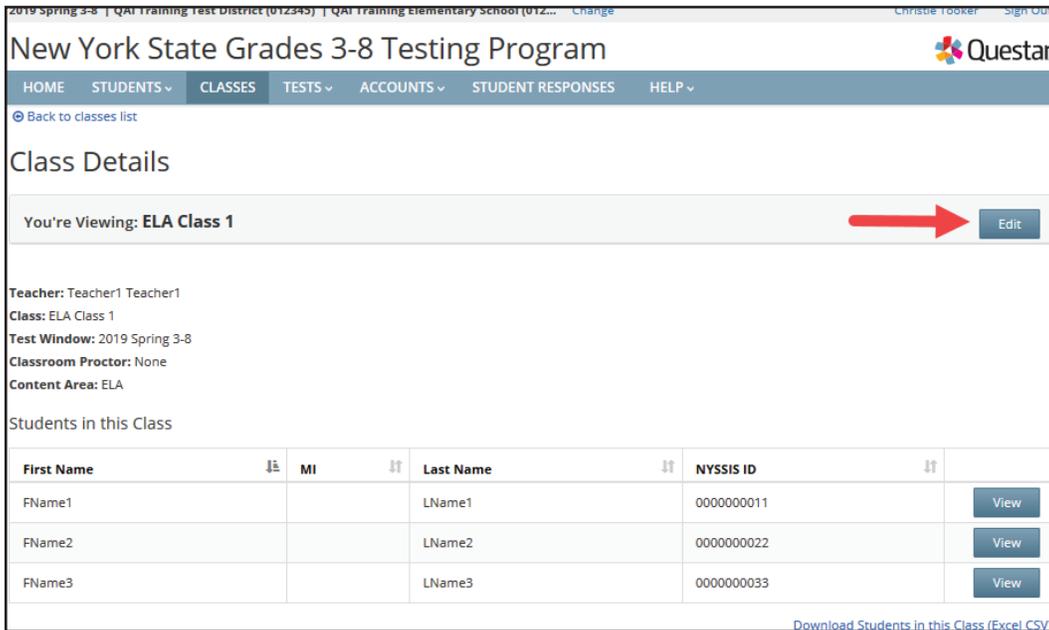
1. Select the **CLASSES** tab. Review the list of classes. To see details regarding a class, select **View**.

The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. The 'CLASSES' tab is selected in the navigation menu. The page title is 'New York State Grades 3-8 Testing Program' and the Questar logo is visible. Below the navigation menu, the page is titled 'Classes' and shows 'Classes for 2019 Spring 3-8, QAI Training Elementary School (012345), ELA'. There is a 'New Class' button. A search bar is present with the text 'Search' and 'Enter all or part of a class, teacher's name, or grade.' Below the search bar is a table with the following data:

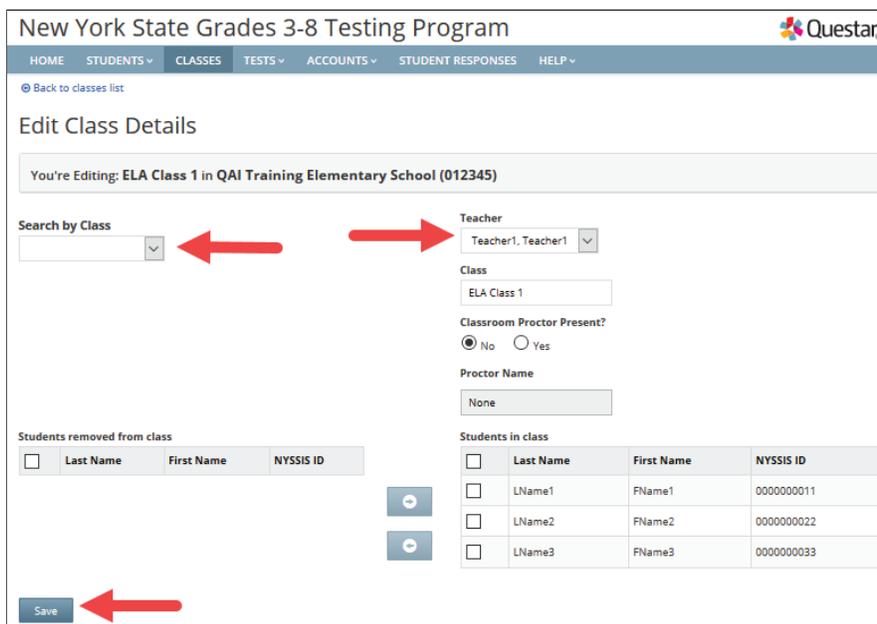
Class	Teacher	Proctor Name	Grades		Delete
ELA Class 1	Teacher1 Teacher1	None	03	View	
ELA Class 2	Teacher1 Teacher1	None	—	View	Delete

A red arrow points to the 'View' button for 'ELA Class 1'.

- Information displayed includes the class name, teacher, class, test window, classroom, proctor, content area, and the list of students in the class.
  - To edit the class details, including adding or removing students associated to the class, click **Edit**.

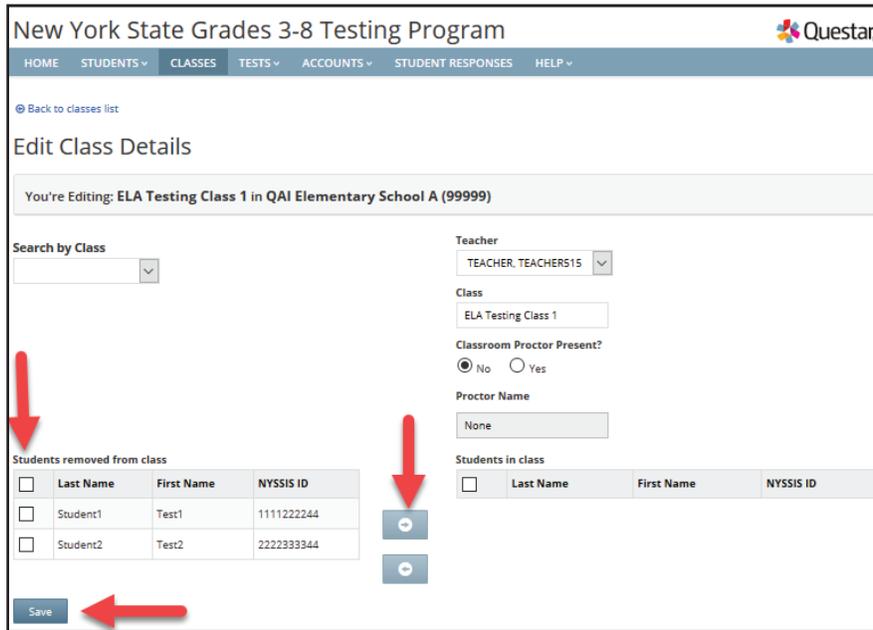


- To change general class information (teacher, class name, classroom, proctor, etc.), update the applicable field(s) and click **Save**.
  - Pro tip:* A teacher account must be active in Nextera™ Admin to appear in the drop-down list of Teachers to be selected and associated to a class.
  - To find students in different classes to add to a class, use the “Search by Class” drop-down menu on the upper left.



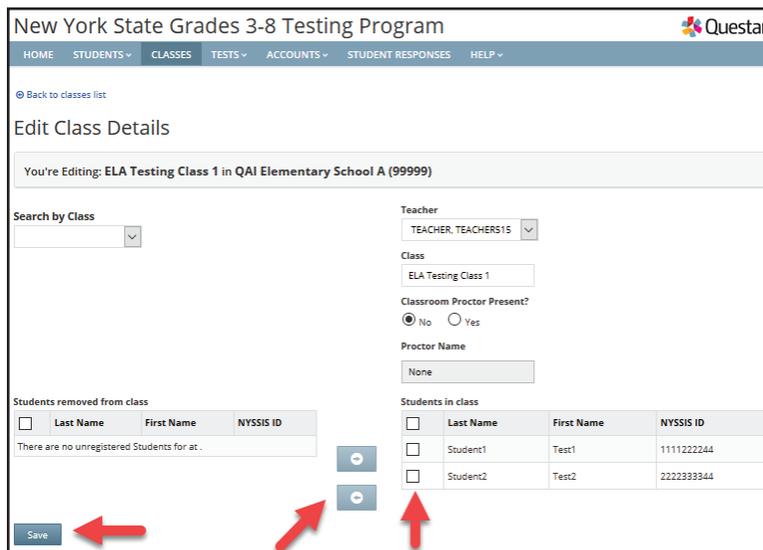
4. To add students to the class:

- Beneath the “Search results” list, select the **check box** (or **check boxes** to add more than one student at a time to the class list) to the left of a student’s name.
- Select the **right arrow** to move the student(s) to the “Students in class” list on the lower right.
- Click **Save**.



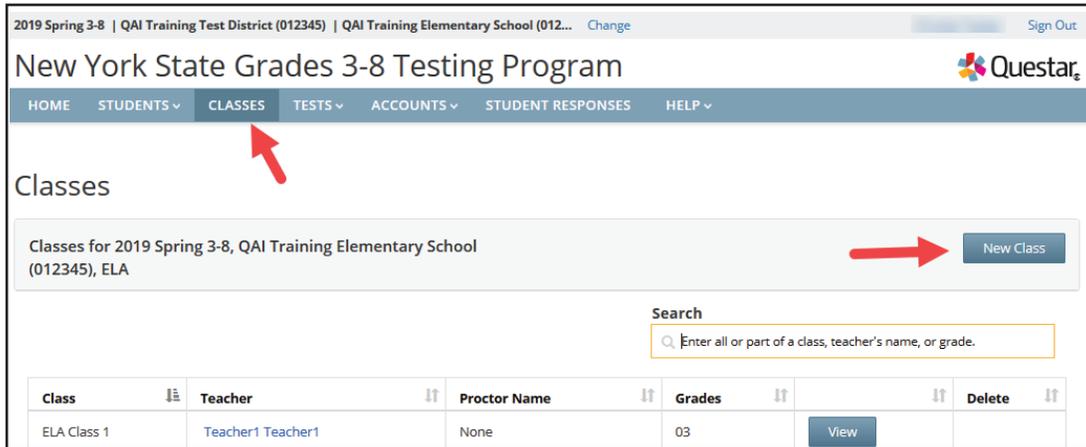
5. To remove students from the class:

- Select the **check box** (or **check boxes** to remove more than one student at a time from the class list) to the left of the student’s name in the right column.
- Select the **left arrow** to remove the student(s) from the “Students in class” list.
- Click **Save**.

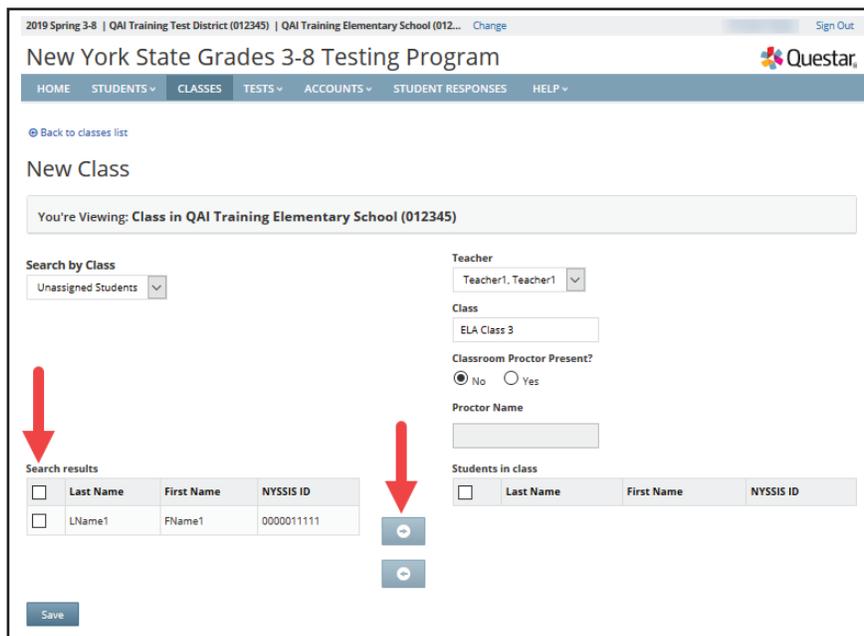


## To Add a Class

1. Select the **CLASSES** tab. Select **New Class**.
  - *Protip:* You must have a content area, such as English Language Arts or Mathematics, selected on the “Change” menu in order to create a new class.



2. Enter the class details, including selecting the teacher from the “Teacher” drop-down menu, class name, and proctor information. (Proctors are not required but can be added if the school wants this information visible for the class data in Nextera™ Admin.)
  - Use the “Search by class” drop-down menu on the upper left to locate lists of students.
  - Add students by selecting the **check box** (or **check boxes** to add more than one student at a time to the class list) to the left of a student’s name.
  - Select the right arrow to move the student(s) to the “Students in class” list on the lower right.
  - Click **Save**.



- Navigate to the “Class Details” page to download a list of all students in the class for review.

**Class Details**

You're Viewing: **ELA Class 1** Edit

**Teacher:** Teacher1 Teacher1  
**Class:** ELA Class 1  
**Test Window:** 2019 Spring 3-8  
**Classroom Proctor:** None  
**Content Area:** ELA

Students in this Class

First Name	MI	Last Name	NYSSIS ID	
FName1		LName1	000000011	<span>View</span>
FName2		LName2	000000022	<span>View</span>
FName3		LName3	000000033	<span>View</span>

Download Students in this Class (Excel CSV)

## Tests Tab

Based on the user’s role, the **TESTS** tab allows users to view important dates and field test administration details, print student login tickets, designate students not taking the field test, and track student progress of students who are actively testing. The **TESTS** tab includes the **Important Dates, Tests, and Testing Status Details** pages. The **Tests** page, which includes the ability to print student login tickets, and view session access codes, is only available directly before a content area testing administration. Check on [CBT Support](http://cbtsupport.nysed.gov) (<http://cbtsupport.nysed.gov>) to find out when the English Language Arts and Mathematics Field **Tests** page will be available to schools.

To view important dates, which include the testing dates for all CBT field test administrations, select **Important Dates** from the **TESTS** tab. The field test dates are displayed.

2019 Spring 3-8 | QAI Training Test District (012345) | QAI Training Elementary School (012... Change Sign Out

### New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES **TESTS** ACCOUNTS STUDENT RESPONSES HELP

**Administration Quick Links**

- [CBT Support](#)
- [Question Sampler](#)
- [NYS Office of State Assessment](#)
- [NYS CBT Website](#)

**Important Dates**

**Tests**

**Testing Status Details**

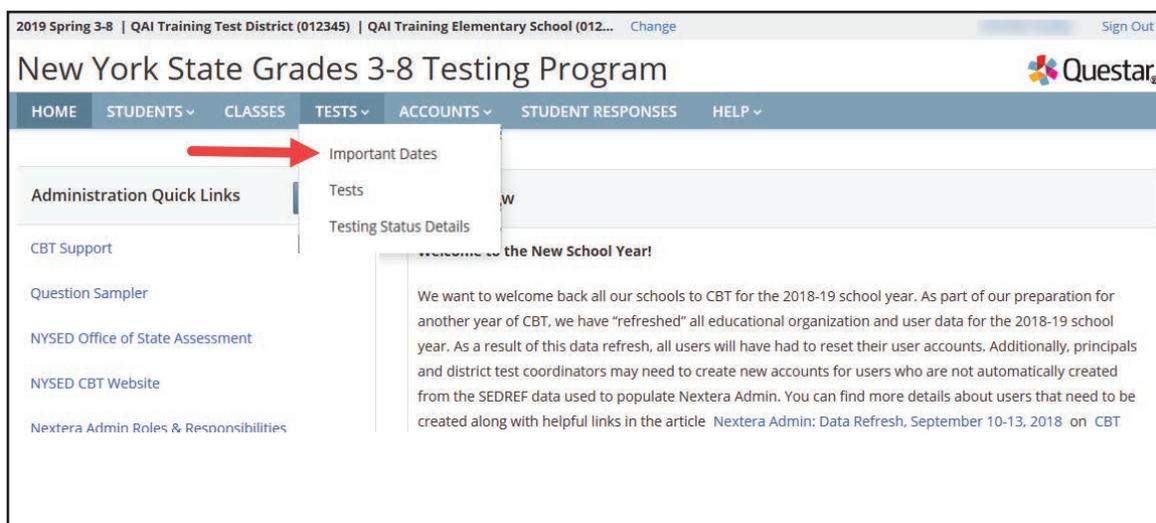
**Welcome to the New School Year!**

We want to welcome back all our schools to CBT for the 2018-19 school year. As part of our preparation for another year of CBT, we have “refreshed” all educational organization and user data for the 2018-19 school year. As a result of this data refresh, all users will have had to reset their user accounts. Additionally, principals and district test coordinators may need to create new accounts for users who are not automatically created

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

There are two ways to set student Not Tested codes in Nextera™ Admin: either from the **Tests** page or from the **Testing Status Details** page. The latter is available to schools as soon as students are loaded and available in Nextera™ Admin. The former, from the **Tests** page, is available when the **Tests** page is opened directly before field test administration.

1. Select **Tests** from the **TESTS** tab. Information displayed includes the teacher, class, content area, test name, and testing status.
  - As soon as the first student accesses their test in the Nextera™ Test Delivery System, the “Testing Status” will show “In Progress” for students in that testing class.
  - Click the up/down arrows in the column headings to sort classes on the **Tests** page.
  - The View Test page displays the student name, username and password, grade level, test form assigned to the student, testing status, total test questions completed, and start and end times.
  - The View Test page is refreshed every 60 seconds.



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

The screenshot shows the 'Tests' page in the Questar system. At the top, it displays 'New York State Grades 3-8 Testing Program' and the Questar logo. A navigation bar includes links for HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. Below the navigation bar, the page title is 'Tests' and the testing status is 'ELA, Spring 2019 3-8'. A filter dropdown is set to 'All'. A search box is present with the placeholder text 'Enter all or part of a class, teacher's name, or grade.' Below this is a table with columns: Teacher, Class, Content Area, Test Name, Testing, View, and Delete. The first row shows 'TEACHER515 TEACHER' for 'ELA Testing Class 1' in 'ELA' with the test name 'ELA Spring Operational' and status 'Not Started'. A red arrow points to the 'View' button in this row.

3. The View Test page displays test details, including the test progress, student status, and session access codes. The teacher will provide the session access code on the day of the applicable test session to students to allow them to start the test in the Nextera™ Test Delivery System.

- The session access code can be changed by entering a new code in the “New Access Code” field and clicking **Submit**.
- The session access code is a secure testing material that should be distributed to testing classrooms on the morning of the test session.

The screenshot shows the 'View Test' page. At the top, it displays 'New York State Grades 3-8 Testing Program' and the Questar logo. A navigation bar includes links for HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, ADMINISTRATION, and HELP. Below the navigation bar, there is a 'Back to tests list' link. The page title is 'View Test'. A section titled 'You're Viewing: 2019 Spring 3-8 SAFT' contains details for the test: District (QAI Test District 1 (QAITD1)), School (QAI Test school 1 (QAITS1)), Testing Window (2019 SAFT Spring 3-8 Test), Content Area (Math), Teacher (Test Teacher), Class (CLASS), Test Name (2019 Spring 3-8 SAFT), and Testing Dates (5/20/2019 to 6/7/2019). Below this are buttons for 'Examiner View' and 'Login Tickets'. A red arrow points to the 'Session 1 Access Code' field, which contains the value '9271'. There is also a 'New Access Code' field and 'Submit' and 'Cancel' buttons. Below the access code field is a section titled 'Registered Students:' with a dropdown for 'All Sessions'. A table lists registered students with columns: Last Name, First Name, NYSSIS ID, Password, Grade, Form Name, Status, Total Items Completed, Date/Time Started, Date/Time Completed, and Status Codes. The table shows two students, both with a status of 'Session 1: Not Started' and 0 items completed. A 'Student Download (Excel)' link is at the bottom right.

4. To indicate that a student is not testing, locate the student's name in the class list and click **Set** in the "Status Codes" column.
  - For "Scoring Option," select **Not Testing** to view the list of Not Testing codes in the "Reason" drop-down menu.

**Set Status Codes**

Student Name: Student1, Test1

Session Name: Session 1

Content Area: ELA

Scoring Option:
   
 Not Testing
   
 None

Reason:
   
 --make a selection--
   
 --make a selection--
   
 Absent for entire test
   
 Absent for session
   
 Administrative error, no score
   
 First-year ELL student
   
 Medically excused
   
 Not enrolled at time of test
   
 Refused session
   
 Refused to take entire test
   
 Taking NYSAA
   
 Taking Regents
   
 Testing on Paper

- Select the applicable Not Testing code.
- Click **Submit**. You will see that a status code has been set for the student's field test.
  - To download a list of students with their Not Testing codes, visit the **Testing Status Details** page for that class.

Session 1 Access Code 9271

Registered Students:

Session: All Sessions

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Student1	Test	1010101010		07	MA190705	Session 1: Not Started	0			Set
Student2	Test	1010101111		07	MA190704	Session 1: Not Started	0			Set

Student Download (Excel)

## Examiner View

The Examiner View feature is helpful when you have an educator supporting field testing who does not have or need access to the Nextera™ administration system. The Examiner View allows the School Test Coordinator or Teacher associated to the testing class to open up a view of the active testing status for a testing class on a different user's computer without providing editing access to that testing class. The user can "examine" the testing status, including viewing student login tickets, but cannot edit any information associated to the field test or students.

If you would like another educator to have access to individual student passwords and progress during the field test and that educator does not have a user account in Nextera™ Admin, use this feature by completing the following steps:

### To set up Examiner View:

1. As the School Test Coordinator or Teacher, on the other educator's computer, log in to the Nextera™ administration system with your username and password.
2. Select **Tests** from the **TESTS** tab.
3. Locate the applicable class and select **View**.
4. Click the blue **Examiner View** button on the **View Test** page.

2019 SAFT Spring 3-8 | QAI Test District 1 (QAIDT1) | QAI Test school 1 (QAITS1) | Math [Change](#) Sign Out

### New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Back to tests list

## View Test

You're Viewing: 2019 Spring 3-8 SAFT

District:	QAI Test District 1 (QAIDT1)	School:	QAI Test school 1 (QAITS1)
Testing Window:	2019 SAFT Spring 3-8 Test	Content Area:	Math
Teacher:	Test Teacher	Class:	CLASS
Test Name:	2019 Spring 3-8 SAFT		
Testing Dates:	5/20/2019 to 6/7/2019		

[Examiner View](#) 

[Login Tickets](#)

Session 1 Access Code: 9271  [Submit](#) [Cancel](#)

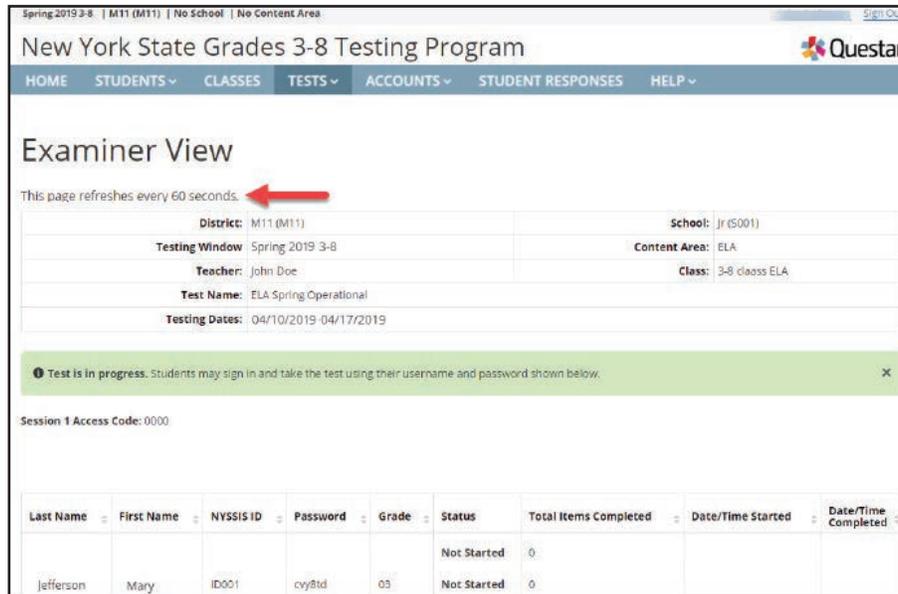
### Registered Students:

Session: All Sessions

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Student1	Test	1010101010		07	MA190705	Session 1: Not Started	0			Set
Student2	Test	1010101111		07	MA190704	Session 1: Not Started	0			Set

[Student Download \(Excel\)](#)

- This opens a new tab on the Web browser containing the session access codes, student passwords, and student testing progress. This tab will automatically refresh and display updated student progress information. Keep this tab open. On the first tab, **sign out** of the Nextera™ administration system.
  - Now the other educator will have access to student progress during the assessment even though that educator does not have a Nextera™ Admin user account.
  - The testing status with student testing progress refreshes every 60 seconds.
  - The Examiner View page shows student names, usernames and passwords, test status, the number of test questions completed, and start and end time stamps for every student.

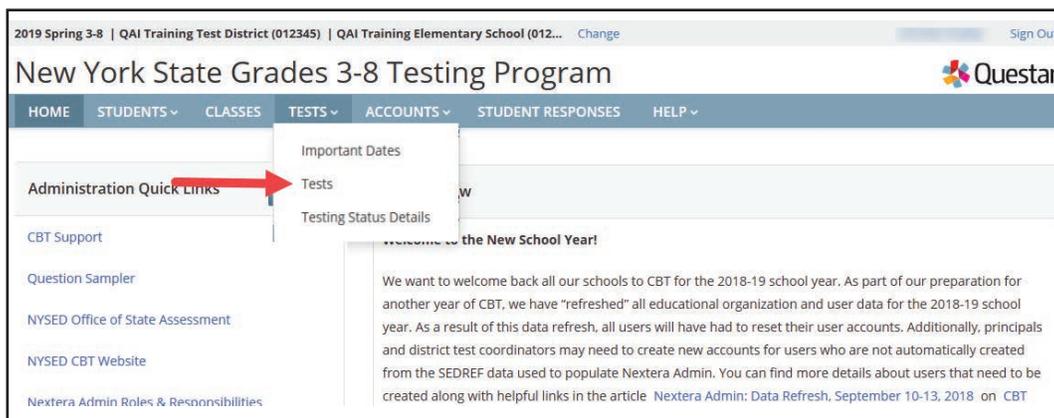


## To Print Student Login Tickets (Labels)

Each student in the class will need student login tickets to log in to the field test. On the day of the computer-based field test, the teacher will provide the access code to the students for the field test session. Teachers may print student login tickets as labels.

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

- Select **Tests** from the **TESTS** tab.



- Click **View** for the applicable test.

Spring 2019 3-8 | QAI Training Test District (012345) | QAI Elementary School A (99999) | E... Change Sign Out

## New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

### Tests

Testing Status for: ELA, Spring 2019 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
TEACHERS15 TEACHER	ELA Testing Class 1	ELA	ELA Spring Operational	Not Started	<a href="#">View</a>	
TEACHERS15 TEACHER	ELA Testing Class 2	ELA	ELA Spring Operational	Not Started	<a href="#">View</a>	

Show 10 entries

< 1 >

- On the **View Test** page, click **Login Tickets**.

2019 SAFT Spring 3-8 | QAI Test District 1 (QAIDT1) | QAI Test school 1 (QAITS1) | Math Change Sign Out

## New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Back to tests list

### View Test

You're Viewing: 2019 Spring 3-8 SAFT

District: QAI Test District 1 (QAIDT1)	School: QAI Test school 1 (QAITS1)
Testing Window: 2019 SAFT Spring 3-8 Test	Content Area: Math
Teacher: Test Teacher	Class: CLASS
Test Name: 2019 Spring 3-8 SAFT	
Testing Dates: 5/20/2019 to 6/7/2019	

Examiner View [Login Tickets](#)

Session 1 Access Code: 9271 New Access Code Submit Cancel

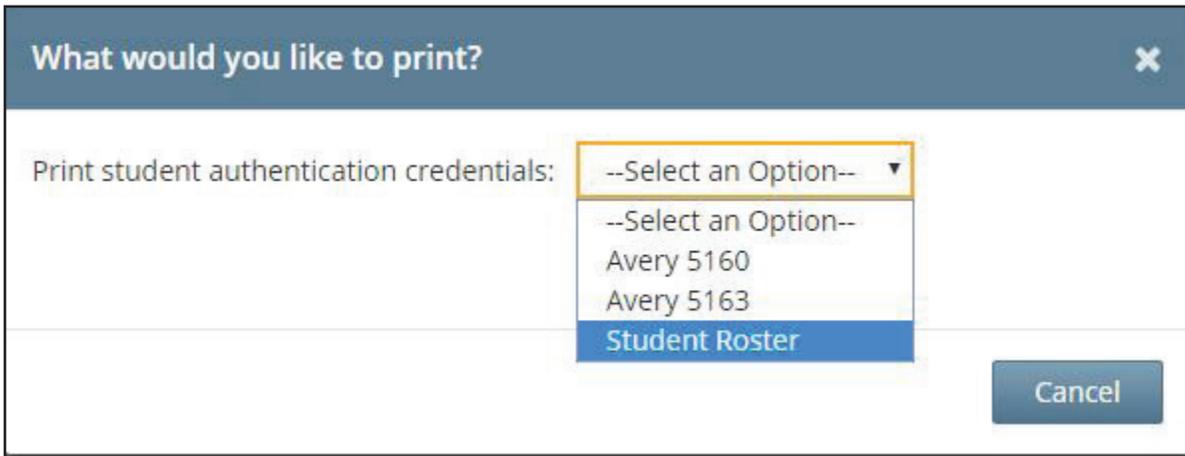
### Registered Students:

Session: All Sessions

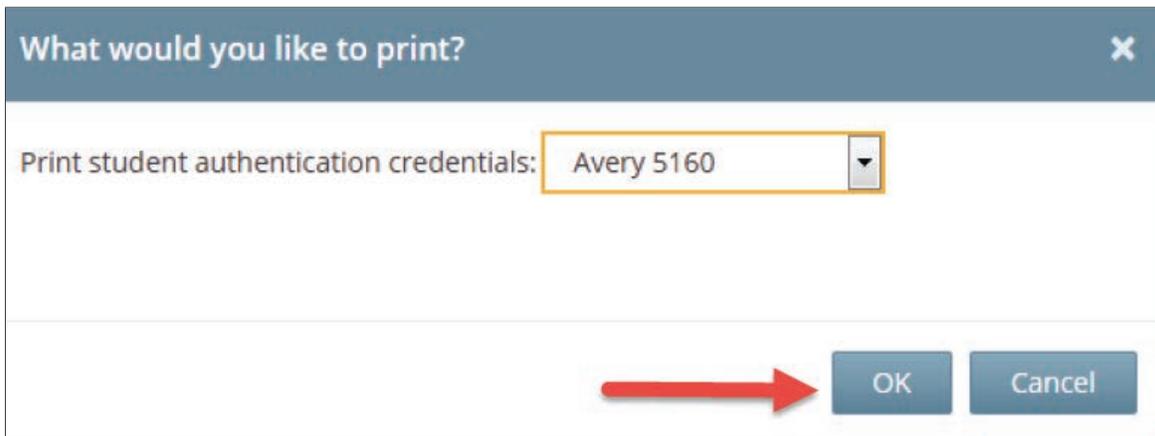
Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Student1	Test	1010101010		07	MA190705	Session 1: Not Started	0			Set
Student2	Test	1010101111		07	MA190704	Session 1: Not Started	0			Set

Student Download (Excel)

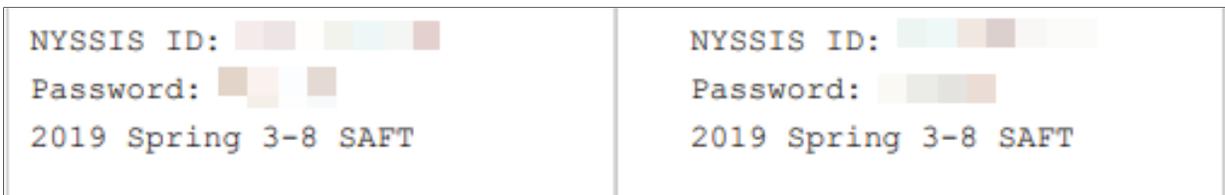
4. Select the **form option** from the printing drop-down menu.



5. Click **OK**.



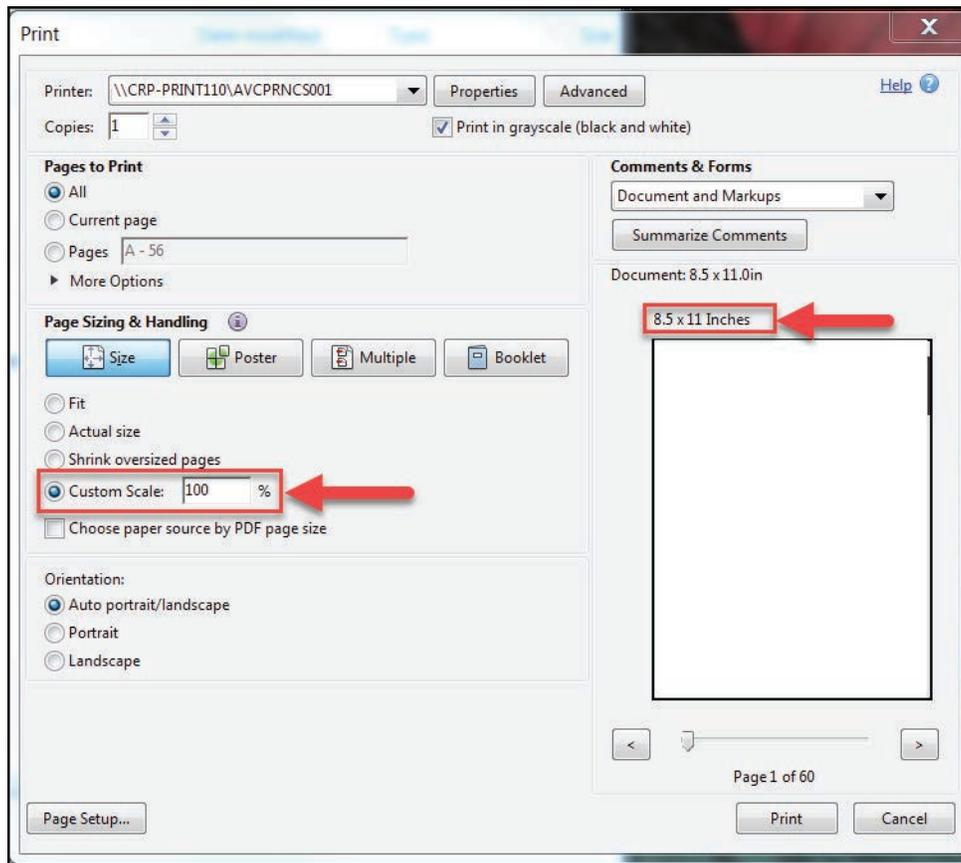
6. The student login ticket labels display. Use the **Print** function to print the labels. Each label includes the student's name, user ID (NYSSIS ID), password, and field test name.
  - All student login tickets or labels are secure testing materials and must also be stored in the safe or vault if they are printed prior to administration.



## Troubleshooting Tip for 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



## Testing Status Details

To review testing status details and to set Not Testing codes, you can visit the **Testing Status Details** page. When navigating to the **Testing Status Details** page, the user will have some testing status filters automatically populated based on permissions. District Test Coordinators will need to select the school for which they want to review a class's status details. School Test Coordinators will need to select the class and content area for which they want to review a class's status details.

1. To review the status of tests in your district or school, select **Testing Status Details** from the **TESTS** tab.
  - Use the Testing Status filter feature to select testing window, district, school, content area, and class to tailor your view.
  - The testing status details display, showing each student with their testing status for each test session.
  - You can download the student testing status data into a spreadsheet by clicking **Export**.

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

### Testing Status Details

Testing Status Filters

Window: Spring 2019 3-8 District: QAI Training Test District (012) School: QAI Elementary School A (999)

Content Area: ELA Class: ELA Testing Class 1

QAI Elementary School A (99999) ELA Testing Class 1 General Information

Number of Students: 2 Students Not Started: 2 Students Completed: 0  
Number of Sessions: 2 Students In Progress: 0 Students Not Testing: 0

Show Students: All

Show 10 entries

Search: Enter any part of a student's first name, last name, or ID to be

First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
Test1	A	Student1	1111222244	Not Started	Not Started
Test2	A	Student2	2222333344	Not Started	Not Started

Export

## Setting Student Not Testing Codes

A student's testing status can be set to a "Not Testing" code as long as the student has not accessed the computer-based field test in the Nextera™ Test Delivery System.

1. Select **Testing Status Details** from the **TESTS** tab.
2. Use the Testing Status filter feature to select testing window, district, school, content area, and class to tailor your view.
3. The testing status details display, showing each student with their testing status.
4. For the student, click on the blue "Not Started" link within the applicable test session column. The Set Status Codes screen pops up.

5. On the Set Status Codes screen, select **Not Testing** for the **Scoring Option** field.
6. The Reason menu is populated with the Not Testing codes.
7. Select the applicable Not Testing code from the "Reason" drop-down menu.

8. Click **Submit**. You will see that a status code has been set for the student's test.

- You can download the student testing status data into a spreadsheet by clicking **Export**.

New York State Grades 3-8 Testing Program Questar<sup>®</sup>

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

### Testing Status Details

Testing Status Filters

Window: 2019 SAFT Spring 3-8 District: QAI Test District 1 (QAITD1) School: QAI Test school 1 (QAITS1)

Content Area: ELA Class: --make a selection--

**QAI Test school 1 (QAITS1) ELA General Information**

Number of Students: 2 Students Not Started: 2 Students Completed: 0  
 Number of Sessions: 1 Students In Progress: 0 Students Not Testing: 0

Show Students: All

Show 10 entries Search: Enter any part of a student's first name, last name, or ID to begin.

First Name	Mi	Last Name	NYSSIS ID	Session 1	Session 2
Test		Student1	1010101010	Not Started	N/A
Test		Student2	1010101111	Not Started	N/A

« 1 » **Export**



## Accounts Tab

The options on the **ACCOUNTS** tab vary by role. Any user who will be actively managing CBT may need a Nextera™ Admin account. Multiple user levels exist within the Nextera™ administration system. District and School Test Coordinators can add or edit users at or below their user-account level as needed to allow specific individuals the rights they need for accessing student testing information.

### To Edit an Account

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

1. Select **Accounts** from the **ACCOUNTS** tab.
  - Locate the user either by using the Search bar on the upper right or browsing through the list of users in the accounts results list.
  - Click **View** in the **Actions** column to navigate to the user account details page.

Spring 2019 3-8 | QAI Training Test District (012345) | QAI Elementary School A (99999) | N... Change Sign Out

### New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

#### Accounts

Manage Accounts Merge Accounts New Account

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

Account Type: Teacher Search: Type part of a name, User ID, or email address

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
TEACHER@QUESTARAI.COM	TEACHER	TEACHERS15	TEACHER@QUESTARAI.COM	Teacher, Teacher	QAI Training Middle School, QAI Training School A	View Reset History	

showing 1 to 1 of 1 accounts

2. Click **Edit**.

### New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Back to accounts list

#### View Account

You're Viewing: Test Account Merge account with another Edit

User Info:

First Name: Test  
Last Name: Account  
Email: testaccount0201@test.com

This account is currently active:

User Role(s)

Building Level User: QAI Training Elementary School, QAI Training Test District

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

- If you are editing user roles, you must select district and school before clicking **Add Role**. The Selected Roles will appear in a list on the left.
- If you are adding a teacher role, you will need to include a TEACH ID or a local ID for the user and then select the content area for test administration.
- *Protip:* A teacher account must be active in Nextera™ Admin to appear in the drop-down list of Teachers to be selected and associated to a class.

The screenshot displays the 'Edit Account' interface for a 'Test Account'. The page header includes 'New York State Grades 3-8 Testing Program' and the Questar logo. A navigation bar contains links for HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. A 'Back to accounts list' link is visible. The account details section shows the following information:

User ID:	testaccount0201@test.com
First Name:	Test
Last Name:	Account
Email:	testaccount0201@test.com
This account is currently active:	<input checked="" type="checkbox"/>

Below the account details is the 'Select Role(s)' section, which includes a 'Role Type' dropdown menu (currently set to '--make a selection--') and an 'Add Role' button. To the right is the 'Selected Roles' section, which contains a table with the following data:

Building Level User		clear
District	QAI Training Test District (012345)	
School	QAI Training Elementary School (012345)	
		clear all

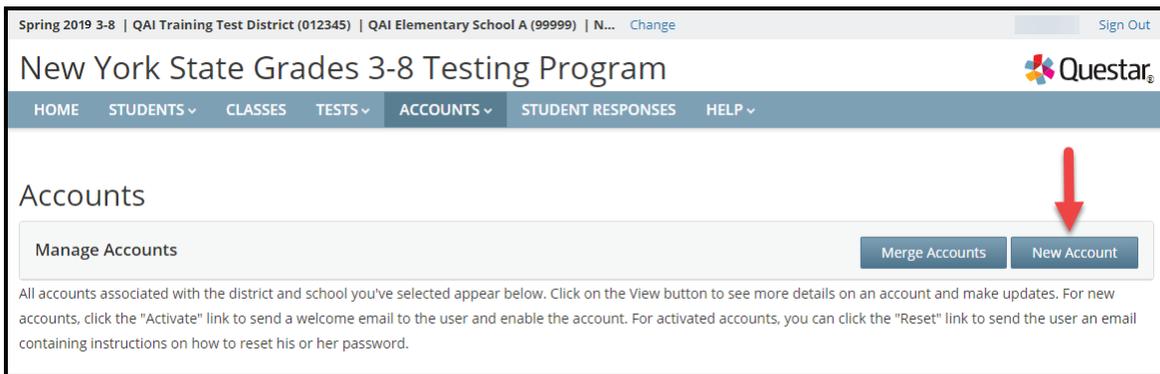
At the bottom of the form, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

## To Add an Account

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



2. Select **New Account**.



3. Enter first/last name and email address. The username is the user's email address.
  - An email address can only be associated to one account in Nextera™ Admin.
  - Select district and school and the appropriate Role Type from the **drop-down menu**, then click **Add Role**.
  - The Selected Roles will appear in a list on the left.
  - If you are adding a teacher role, you will need to include a TEACH ID or a local ID for the user and then select the content area for test administration.
  - *Protip:* A teacher account must be active in Nextera™ Admin to appear in the drop-down list of Teachers to be selected and associated to a class.

The screenshot shows the 'Add New Account' page in the Nextera Admin interface. The page title is 'New York State Grades 3-8 Testing Program' with the Questar logo. The navigation bar includes links for HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. Below the navigation bar, there is a link to 'Back to accounts list' and the main heading 'Add New Account'. The 'User Information' section contains input fields for 'First Name', 'Last Name', and 'Username', along with a checkbox for 'This account is currently active' and a checked checkbox for 'Can log in the system:'. The 'Select Role(s)' section features a 'Role Type' dropdown menu that is open, displaying a list of roles: Superintendent, District Level User, District Information Technology Coordinator, Principal, School Test Coordinator, Building Level User, School Information Technology Coordinator, and Teacher. The 'Teacher' role is highlighted in blue, and a red arrow points to it. To the right of the dropdown is a 'Selected Roles' box with the instruction: 'Please select role(s) for this user using the controls on the left.'

- In this example, **Teacher** is selected.
- For a description of the different user account roles, see **Appendix H: Roles, Responsibilities, and Permissions in Nextera™ Administration System for Computer-Based (CBT) Field Testing**.

4. Enter the new user's information and select **Create an Account**. Be sure to select the check box "This account is currently active" to see that account in the Class "Teacher" drop-down menu for editing or creating new classes.

The screenshot shows the 'Add New Account' form in the New York State Grades 3-8 Testing Program. The form is divided into several sections:

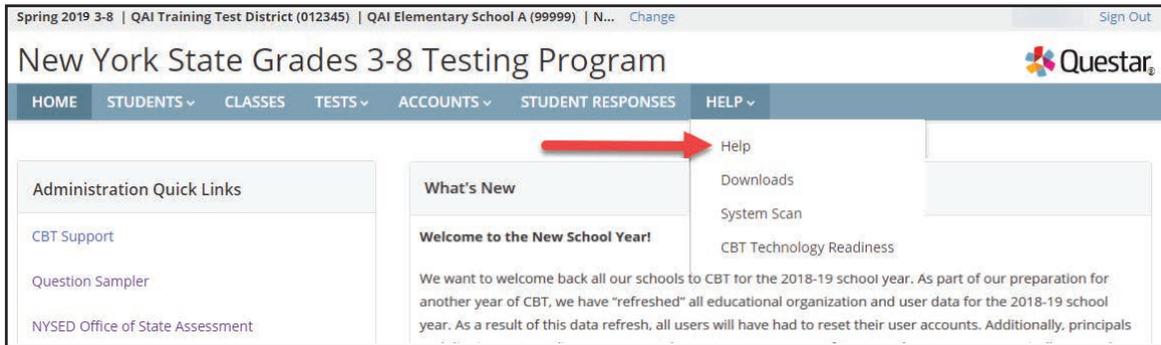
- User Information:** Includes fields for First Name, Last Name, and Username. A red arrow points to the checkbox labeled "This account is currently active".
- Select Role(s):** Includes dropdown menus for Role Type (set to Teacher), District (QAI Test District 1 (QAITD1)), and School (QAI Test school 1 (QAITS1)). A red arrow points to the "Add Role" button.
- Additional Information Needed:** Includes a field for Teacher's ID and a section for Content Areas with checkboxes for 2019 Spring 3-8 - ELA, 2019 Spring 3-8 - Math, 2019 SAFT Spring 3-8 - ELA, and 2019 SAFT Spring 3-8 - Math. Red arrows point to the Teacher's ID field and the Content Areas checkboxes.
- Buttons:** At the bottom, there are "Cancel" and "Create an Account" buttons. A red arrow points to the "Create an Account" button.

# Help Tab

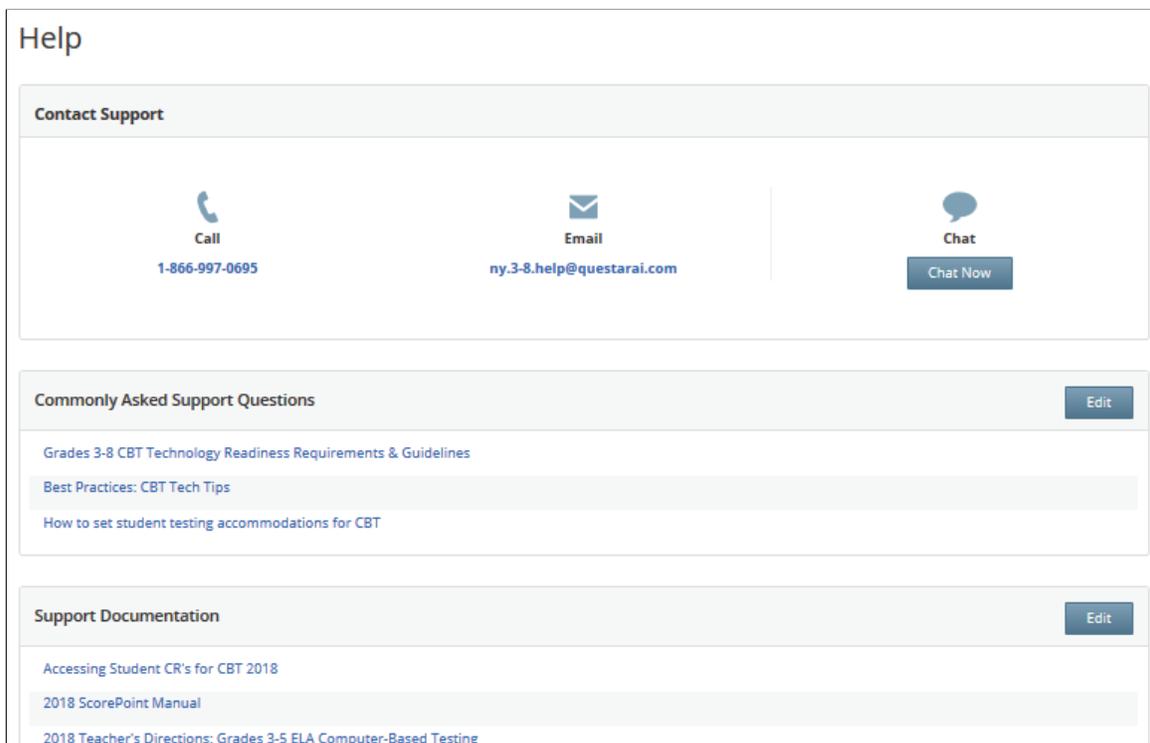
Customer Support contact details, Commonly Asked Support Questions, and Support Documentation are available on the Nextera™ administration system's **HELP** tab.

To access this information:

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



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



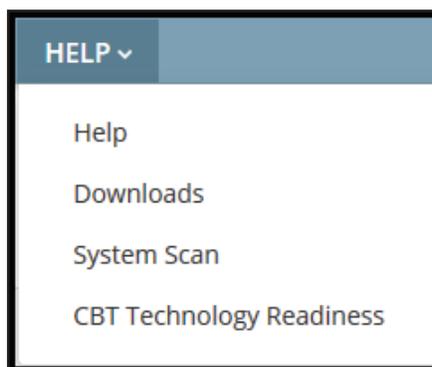
## Secure Browser Practice Test Logins

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

Math Secure Browser Practice Test Logins		
Math Grade Level	User Name	Password
Grade 3	mathg03	practice
Grade 4	mathg04	practice
Grade 5	mathg05	practice
Grade 6	mathg06	practice
Grade 7	mathg07	practice
Grade 8	mathg08	practice

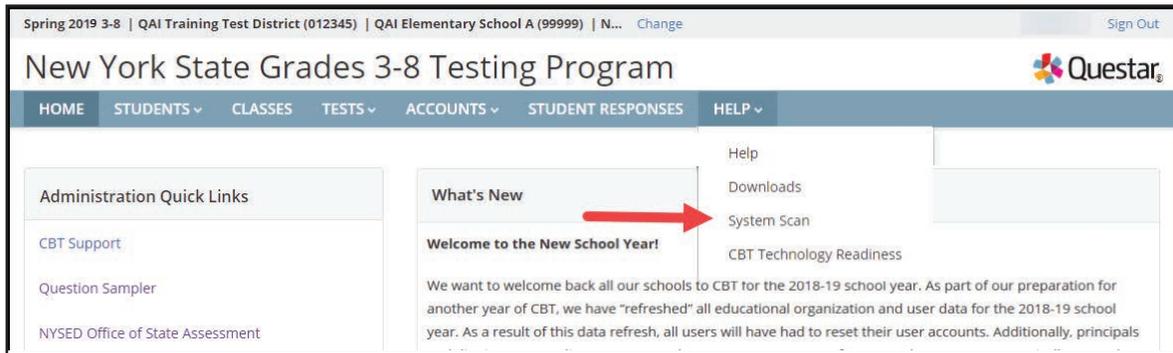
All users can access **Downloads** from the **HELP** tab. Download the Questar Secure Browser using the links on the **Downloads** page. The **HELP** tab also includes the **Downloads** page where technology coordinators can download the most recent versions of the Questar Secure Browser.



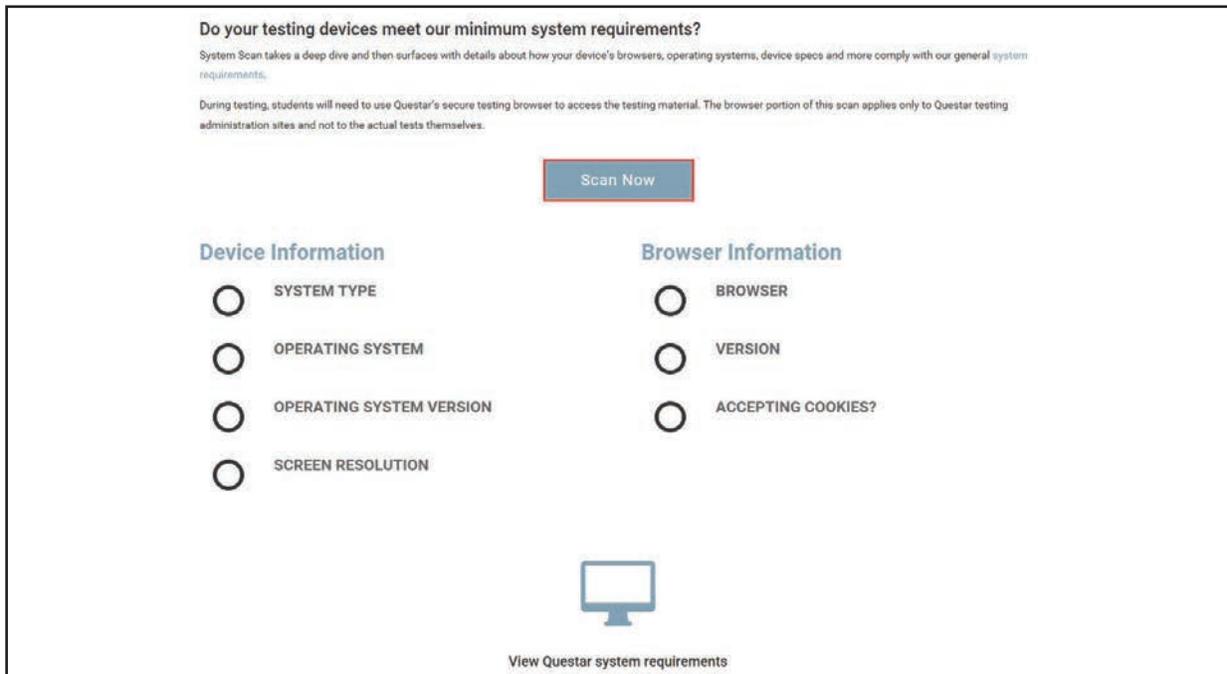
For all users, the **HELP** tab also provides a link to the System Scan.

To perform the System Scan:

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



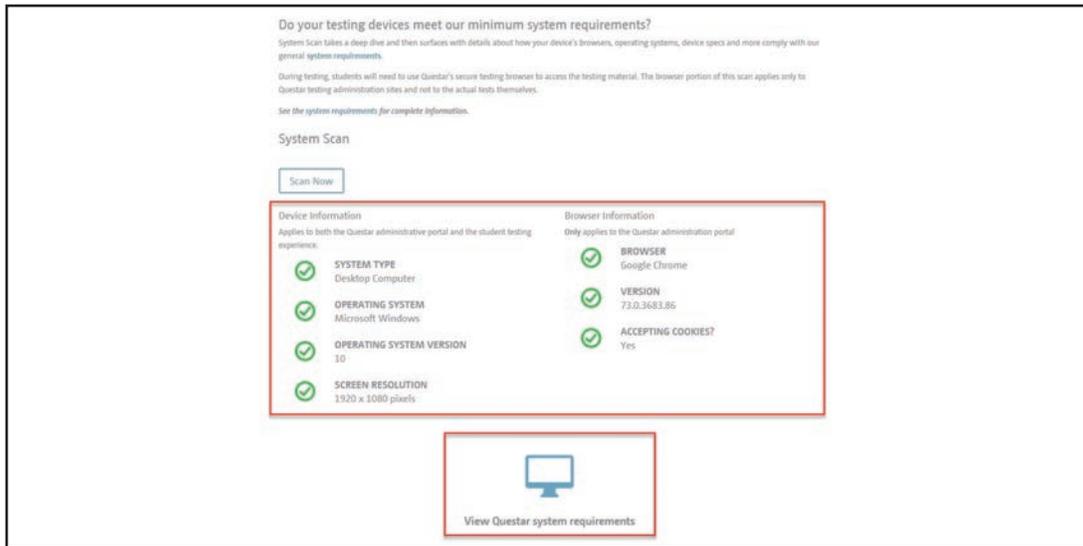
2. Select **Scan Now**.



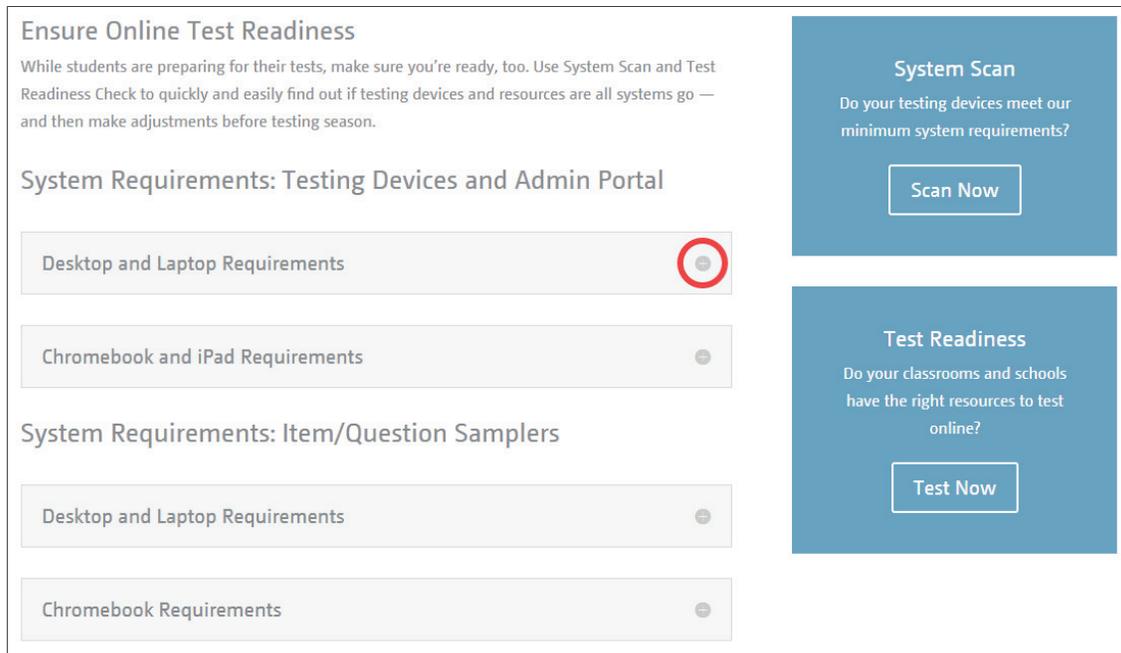
3. The scan results display and include the following details:

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

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



- To view the requirements, select the plus sign next to **Desktop and Laptop Requirements** or **Chromebook and iPad Requirements**.



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

The screenshot displays the Questar website's 'Ensure Online Test Readiness' page. The main heading is 'System Requirements: Testing Devices and Admin Portal'. The page is divided into two main sections: 'Desktop and Laptop Requirements' and 'System/Network Requirements'. The 'Desktop and Laptop Requirements' section includes a note about the October 2018 update and lists supported operating systems (Windows 7, 8.1, 10, and Server 2008/2012; Mac OS 10.10-10.14) and physical specifications for processors, system memory, and screen resolution. The 'System/Network Requirements' section lists supported browsers (Internet Explorer v9+, Microsoft Edge, Mozilla Firefox 38+, Google Chrome 49+, Safari 8) and network specifications for LAN and internet speed.

**Questar** Assessments ▾ Our Approach ▾ Resources ▾ Company ▾

### Ensure Online Test Readiness

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

#### System Requirements: Testing Devices and Admin Portal

##### Desktop and Laptop Requirements

Effective October 2018: Nextera supports desktop or laptop devices with touchscreen interaction with supported operating systems that meet or exceed minimum specifications noted below.

- The supported operating systems are listed below. If an OS is not listed, it is not supported.
- Questar does not recommend making an OS upgrade/update within 30 days of a testing window.

**Physical Requirements**

**Operating System**

- Windows
  - 7 | 8.1 | 10 | Windows Server 2008 | 2012 (latest service pack)
  - Windows 10S is not supported.
- Apple
  - Mac OS 10.10 – 10.14
  - Macs need to be updated to OS 10.13.4 or newer to support mass installations.

**Processor**

- Intel Core 2 Duo 1.6 GHz equivalent or higher CPU

**System Memory**

- Minimum 512MB RAM
- Recommended 2GB RAM with 1GB free RAM
- Minimum 1GB free storage space

**Screen & Resolution Size**

- Physical screen size: 11.6" +
- Minimum Resolution: 1024 x 768

##### System/Network Requirements

**Supported Browsers for Questar administration portal:**

- Internet Explorer v9+
- Microsoft Edge
- Mozilla Firefox 38+
- Google Chrome 49+
- Safari 8

**LAN Network**

- Minimum General Requirement: 802.11g Wireless 54Mbps or greater | 100 Mbps LAN for desktops
- Minimum available LAN bandwidth at each workstation: 1Mbps
- Recommended General Settings: 802.11n Wireless 150 Mbps or higher | 1 Gbps LAN for desktops
- Recommended available LAN bandwidth at each workstation: 2 Mbps

**Internet Speed**

- Minimum per device: 150 Kbps
- Recommended: 300 Kbps

##### System Scan

Do your testing devices meet our minimum system requirements?

[Scan Now](#)

##### Test Readiness

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

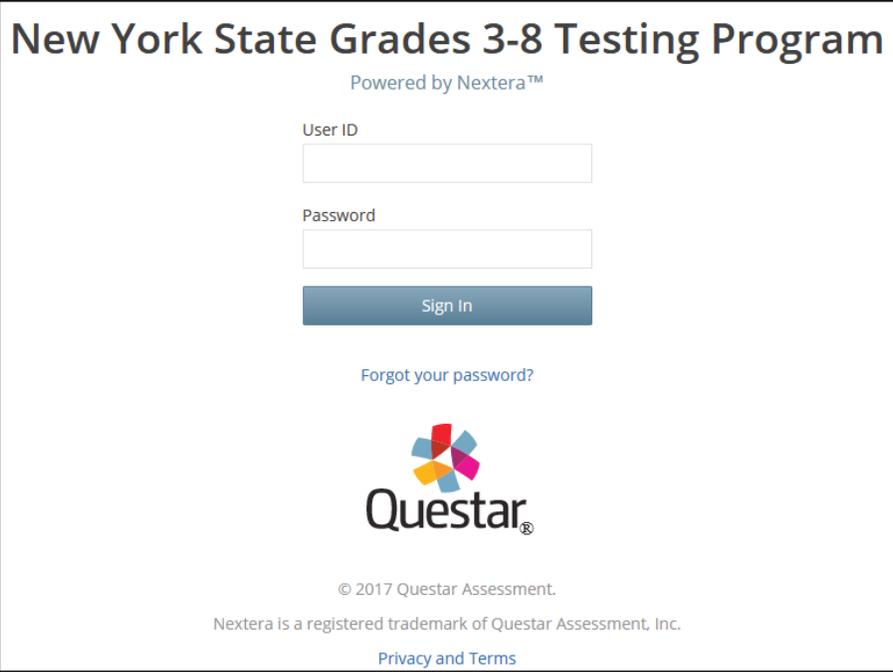
[Test Now](#)

## 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?**



New York State Grades 3-8 Testing Program

Powered by Nextera™

User ID

Password

Sign In

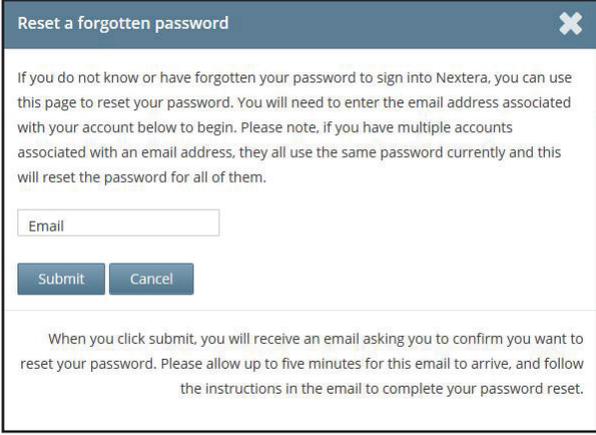
[Forgot your password?](#)



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[Privacy and Terms](#)

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



Reset a forgotten password

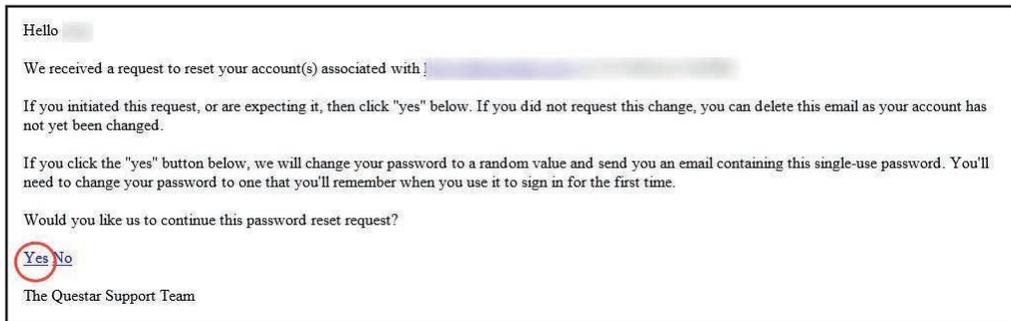
If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need to enter the email address associated with your account below to begin. Please note, if you have multiple accounts associated with an email address, they all use the same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

Email

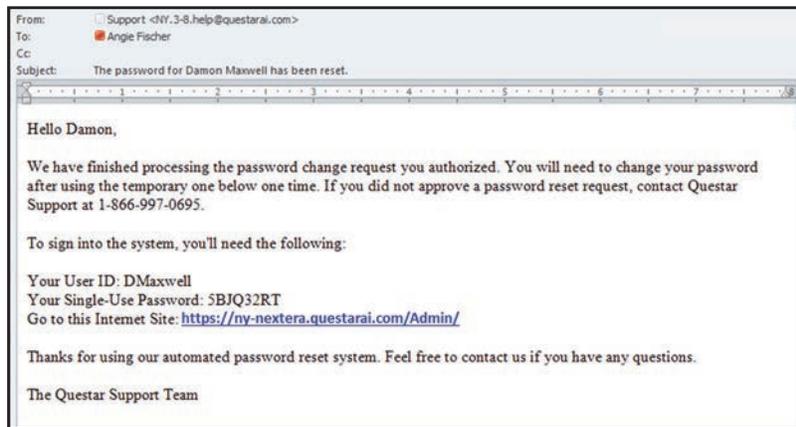
Submit Cancel

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.



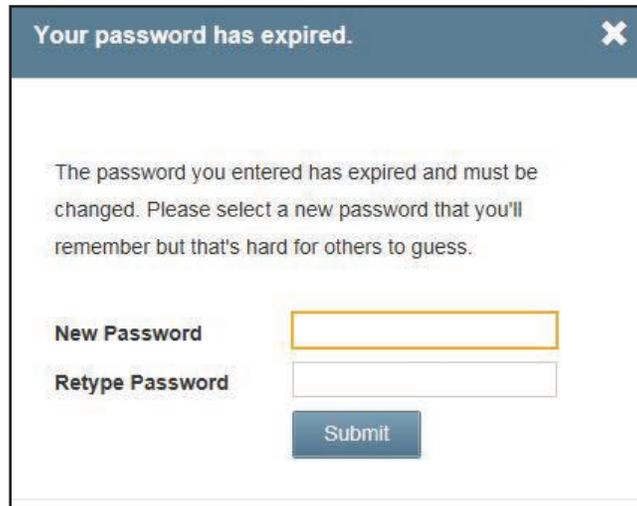
- You will receive another email that provides you with a **Single-Use Password**. Select the **Go to this Internet Site** link.



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

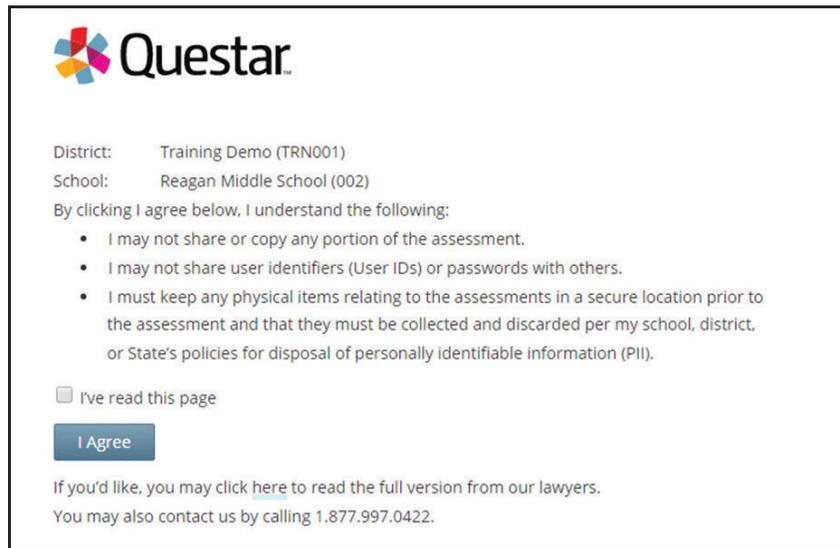


- You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



The screenshot shows a dialog box with a dark blue header that says "Your password has expired." with a close button (X) in the top right corner. Below the header, the text reads: "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." There are two input fields: "New Password" and "Retype Password". Below these fields is a blue "Submit" button.

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**.



The screenshot shows a Questar Security Compliance statement. At the top left is the Questar logo. Below it, the text reads: "District: Training Demo (TRN001)" and "School: Reagan Middle School (002)". The statement continues: "By clicking I agree below, I understand the following:" followed by a bulleted list of three items: "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 list is a checkbox labeled "I've read this page" which is currently unchecked. Below the checkbox is a blue "I Agree" button. At the bottom, the text reads: "If you'd like, you may click here to read the full version from our lawyers." and "You may also contact us by calling 1.877.997.0422."





**Grades 3–8**  
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**and Mathematics Field Tests**  
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**2019 Edition**



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