NYS 3-8 ELA and Math CBT Field Test Proctor/Teacher Training

New York State
EDUCATION DEPARTMENT
Knowledge › Skill › Opportunity

Questar

Agenda

- Overview
- Logging in to Nextera
- Finding your class lists and students
- Preparing for test day
  - Student log in credentials
  - Session pins/Access Codes
  - Proctor password
- On test day
- Proctoring the computer-based field test

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3-8 ELA & Math Computer-Based Field Test

- CBT Field Test Window: May 23 – June 10, 2016
- Schools were selected for one grade and either ELA or math
- Multiple-choice and short- and extended-response
- Single class period of approximately 40 minutes
- Teacher Directions available online at http://www.p12.nysed.gov/assessment/fieldtest/

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Nextera System Overview

Nextera is made up of two components:

- Nextera Admin -- Test Administration System
  - Student and testing management tools

- Test Delivery System (Secure Browser)
  - Secure browser keeps students focused on their test

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Nextera Online Administration System

Logging in to Nextera Administration

To access Nextera Admin you can either:

1. Contact the District Test Coordinator (DTC) or School Test Coordinator (STC) in your district or school and ask them to reset your password in Nextera;

   OR

2. Click **Create an Account** on the login page and fill in the fields and click submit.

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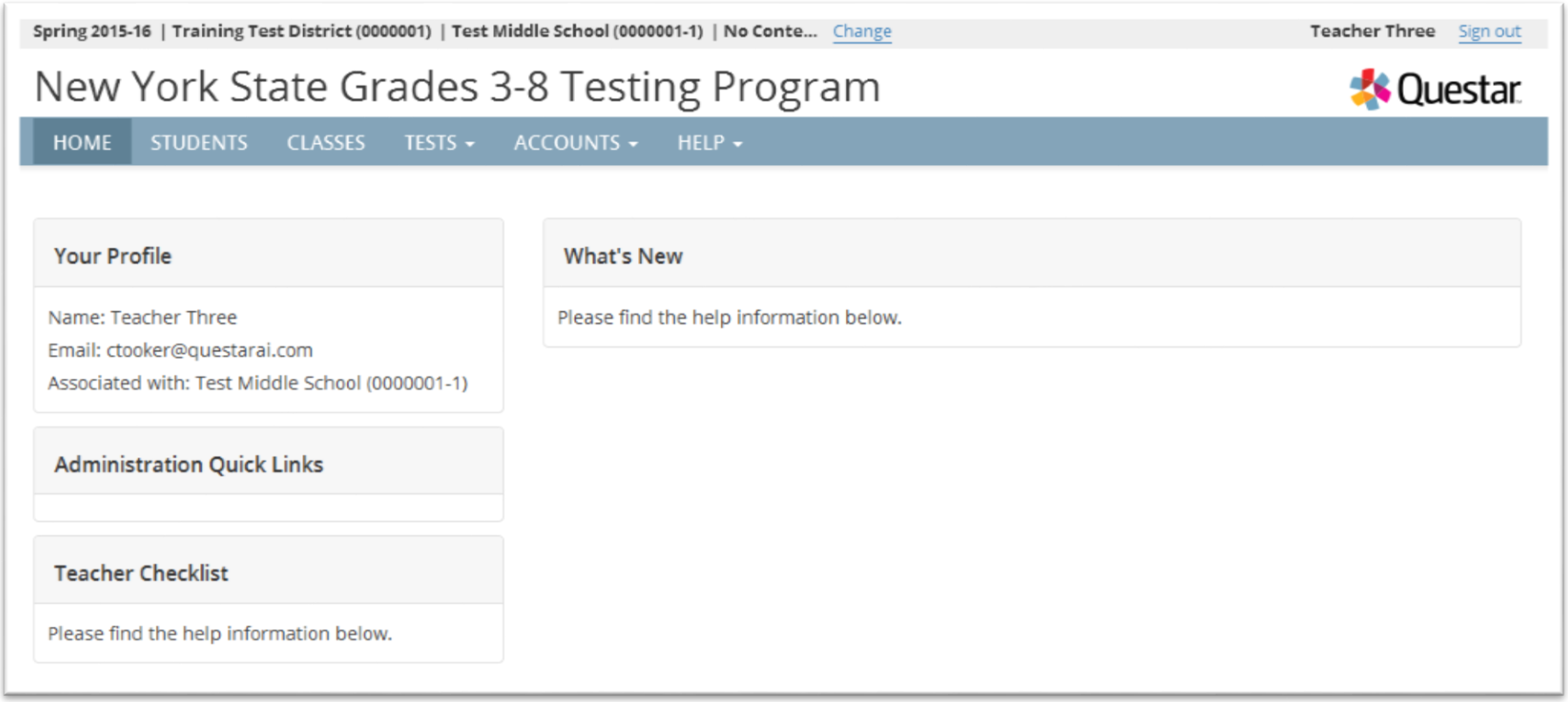
Home Screen



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Student and Class Information

Classes

- Classes, in Nextera, refer to students grouped for testing purposes.
- Classes are assigned to a teacher by the DTC or STC. A teacher may have multiple classes. Classes may or may not have a proctor indicated.
- Classes are connected to the teacher who is administering the field test (not necessarily the teacher of record).
- A student **must** be assigned to a class to participate in the field test.

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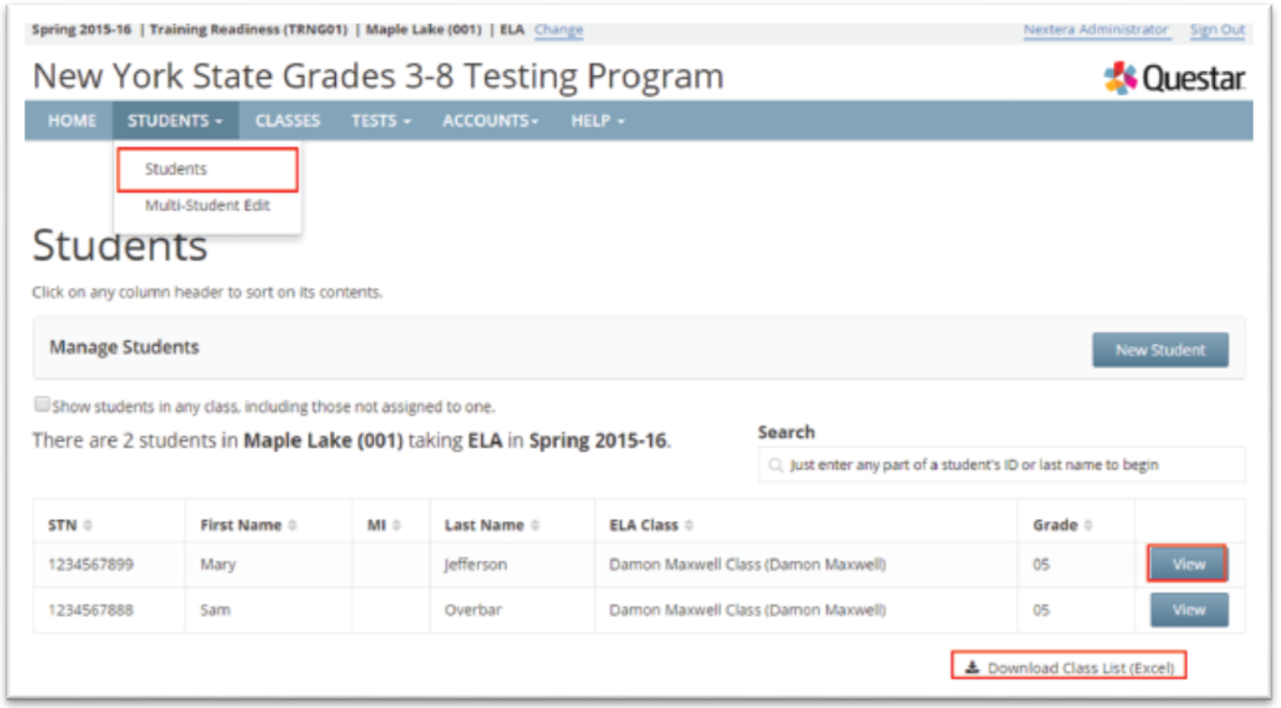
View Students

1. Select **Students** from the **Students** tab.
2. Select **View.**

*To download the class list, select the **Download Class List (Excel)** link in the lower, right corner of the screen.



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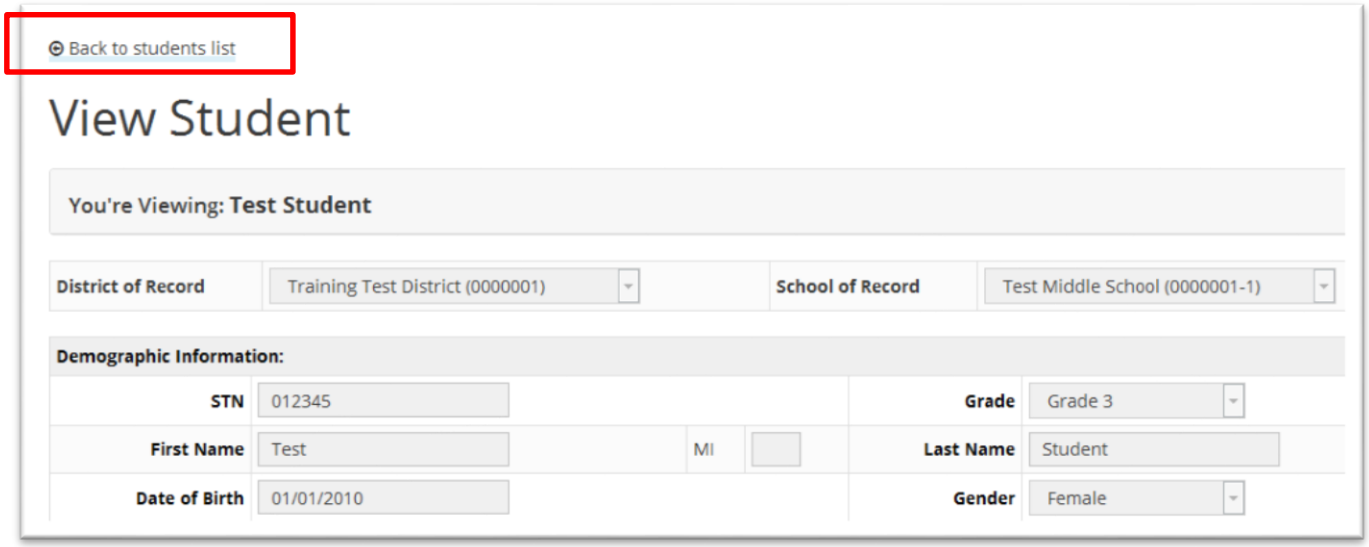
View Students

3. To view the details of a particular student, select **View** for the applicable student. Information displayed includes the student's name, grade, date of birth, class name, accessibility and accommodation options, etc.
4. To return to the Class List, select **Back to students list** in the upper left corner of the screen.



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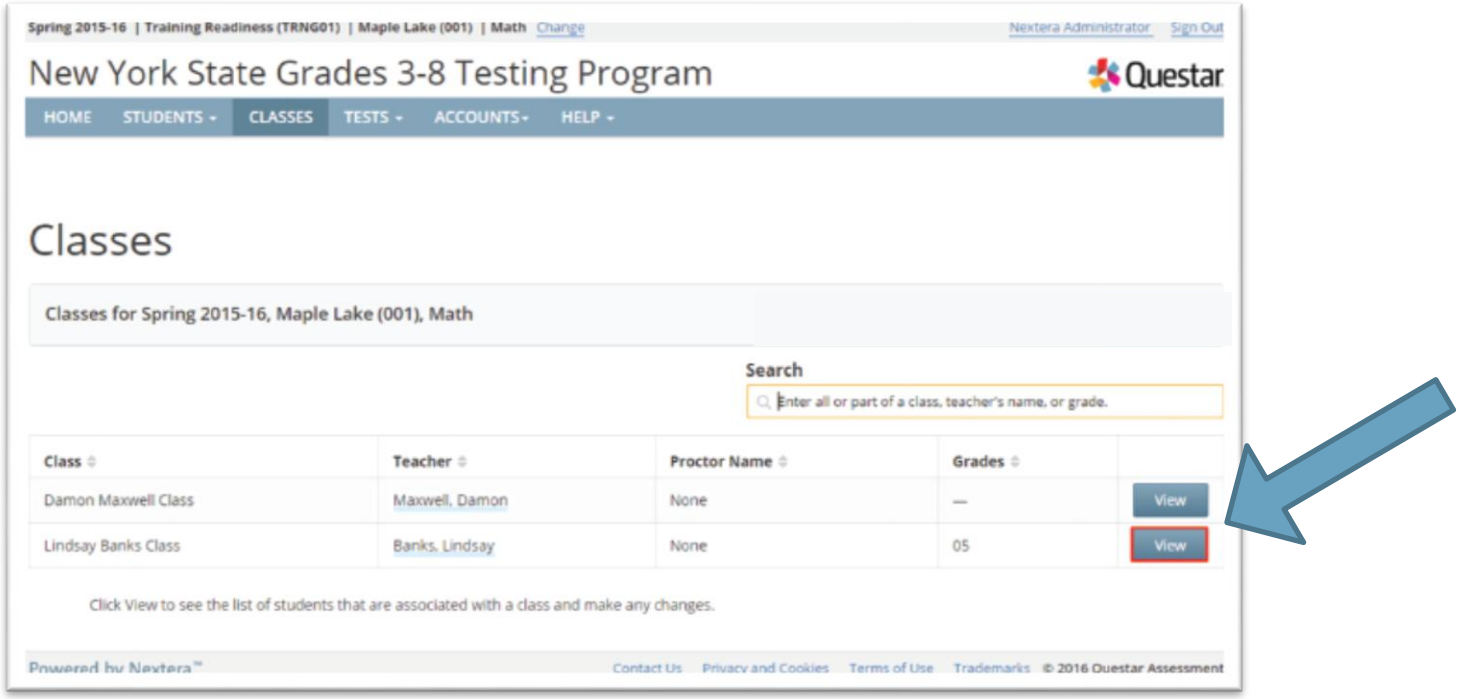
View a Class

1. Select the **Classes** tab.
2. To see details regarding a class, select **View.**



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Preparing for Test Day

Preparing for Test Day

- Student login credentials
- Session pin (Access code)
- Proctor password

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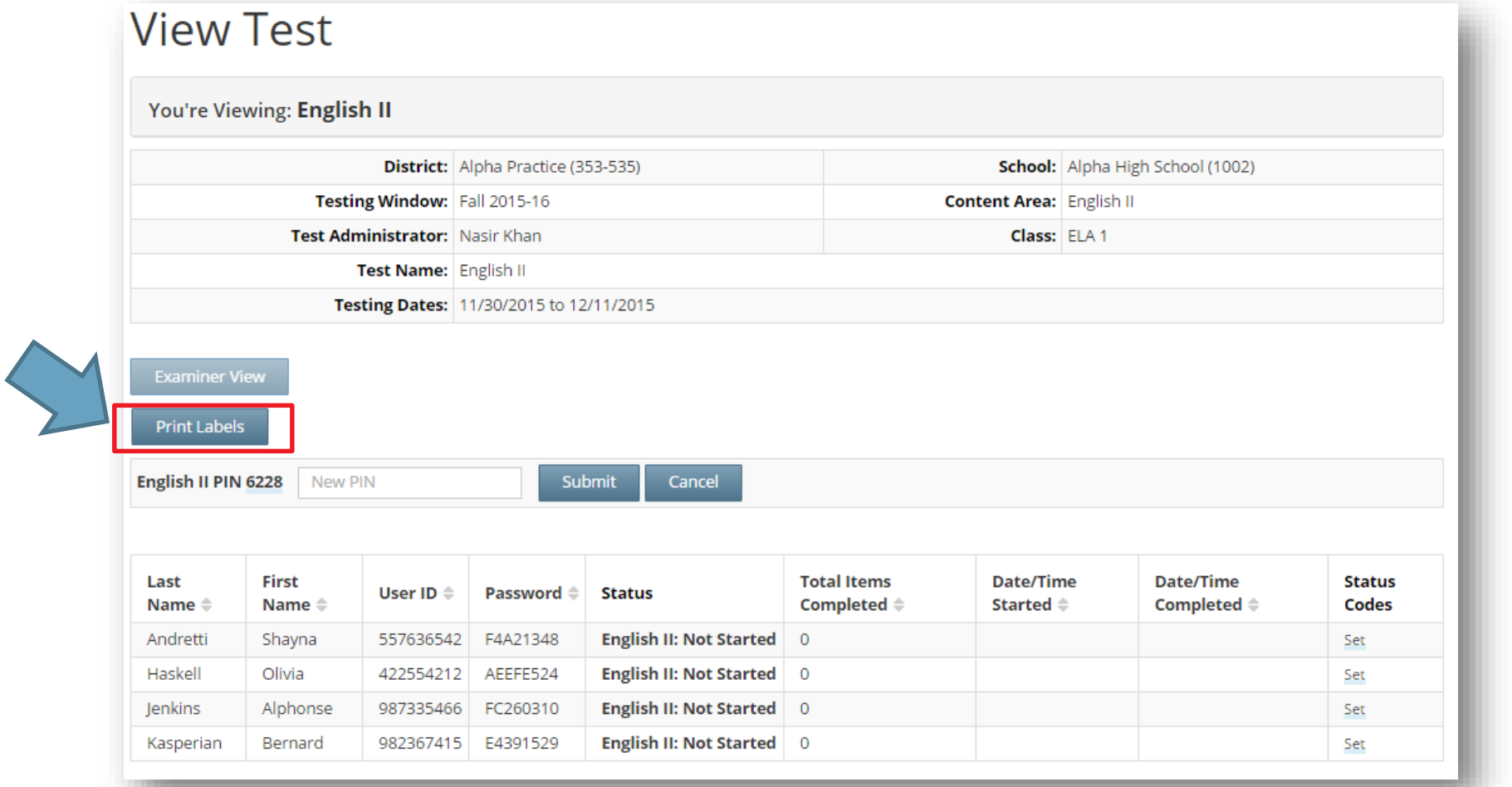
Login Credentials (Labels)

Each student will need Login Credentials to log in to the test session.



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Login Credentials (Labels)

1. Select **Tests** from the **Tests** tab.
2. Select **View** for the applicable test.
3. Select **Print Labels**.
4. Select the **applicable form** (Avery labels or student roster).
5. Select **OK.**
6. The labels display. Use the **Print** function to print the labels. Each label includes a student's name, test name, user ID, and password.

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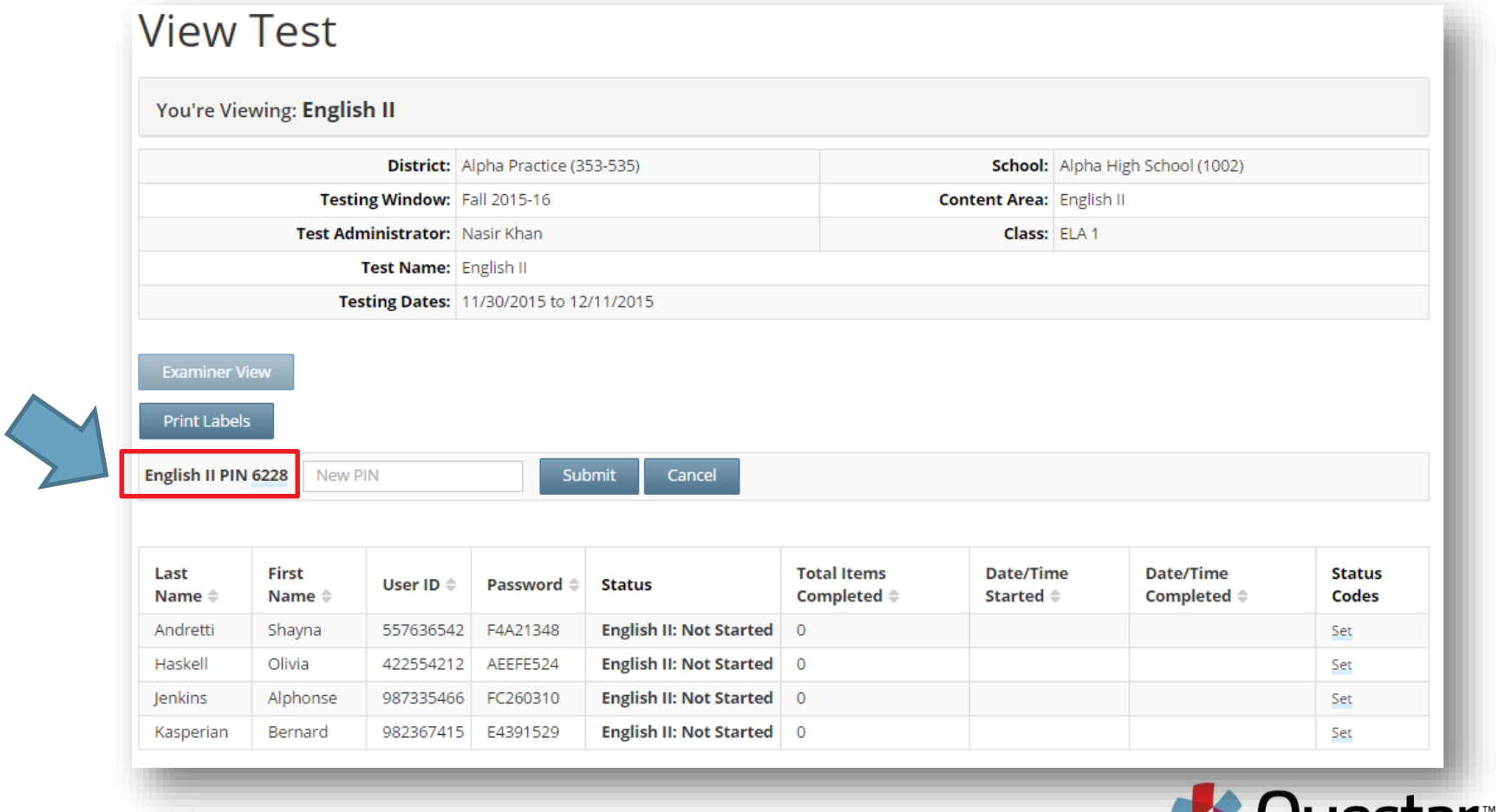
Access Code

The Session PIN is the **Access Code** the teacher will provide to the students during the administration of the field test.



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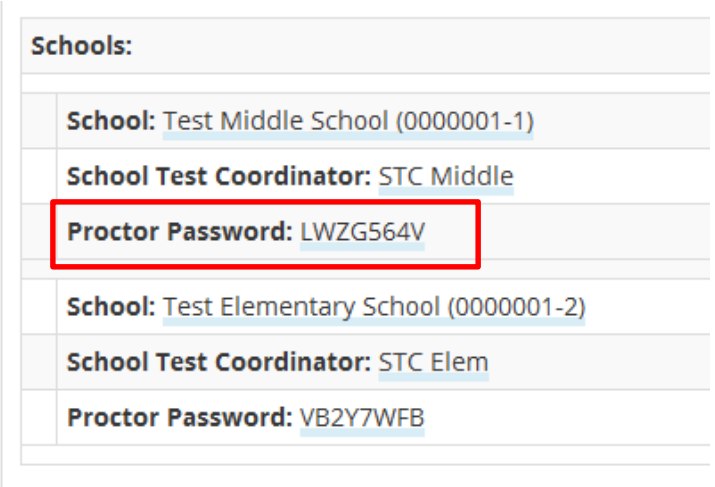
Proctor Password

- The proctor password is needed any time a student pauses (exits out of) the test. See Appendix C of the Teacher's Directions.
- Teachers need to contact DTC or STC to obtain the proctor password. It is located on the DTC/STC's **home screen**.
- Each school has a unique proctor password.



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On Test Day

Teacher's Directions

- Become familiar with the Teacher's Directions for computer-based field testing, located at http://www.p12.nysed.gov/assessment/fieldtest/:
  - Grades 3-5 Math Teacher's Directions
  - Grades 6-8 Math Teacher's Directions
  - Grades 3-5 ELA Teacher's Directions
  - Grades 6-8 ELA Teacher's Directions

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Preparing Your Exam Room

- Provide a well-lit, well-ventilated, and quiet classroom.
- Ensure all devices have been set up with the Questar Secure Browser. Direct any questions to your school's technical support.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers.
  - A seating chart or other record of student device assignment is recommended in the event that a situation requires a student to leave and return to a device.
- See the Teacher's Directions for more information on space set-up.

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Materials for Testing

1. Teacher's Directions
2. Student device setup:
   - Devices are powered on and connected to a power source if necessary
3. Provide students with login credentials
4. Proctor device with internet access to monitor testing (not required)
5. Access Code (Session PIN)
6. Proctor Password (obtain from DTC/STC)
7. Additional supplies*

*See the Teacher's Directions for complete list of required materials.

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Proctoring the Computer-Based Field Test

Proctoring the CBT Field Test

- Before testing, be aware of the accommodations available in the Nextera test delivery system and whether or not these have been identified as appropriate for any of your students with IEPs or 504 Plans.
  - If a student should have received one of the online accommodations such as reverse contrast, and that modification does not appear, pause testing for that student and contact your School Test Coordinator immediately.
- Active proctoring is expected. Circulate the room during testing.

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Examiner View

- To monitor student testing while proctoring the exam
- Must have a device connected to the internet in order to use the Examiner View
- Information included on this page:
  - Student's name
  - User ID; Password
  - Test Status
  - Total Items Completed
  - Date/Time Started
  - Date/Time Completed

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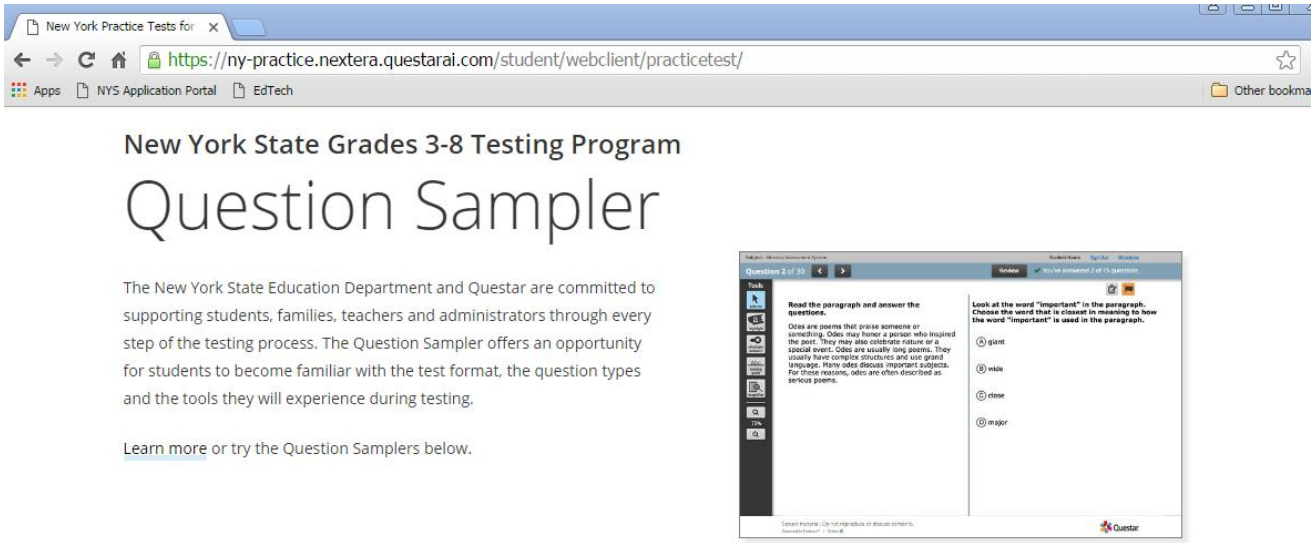
Proctoring the CBT Field Test

- May support students in the mechanics of taking the test
  - Become familiar with the tools through the Question Sampler, available at https://ny-practice.nextera.questarai.com
  - Note: Access the Question Sampler with Google Chrome Browser



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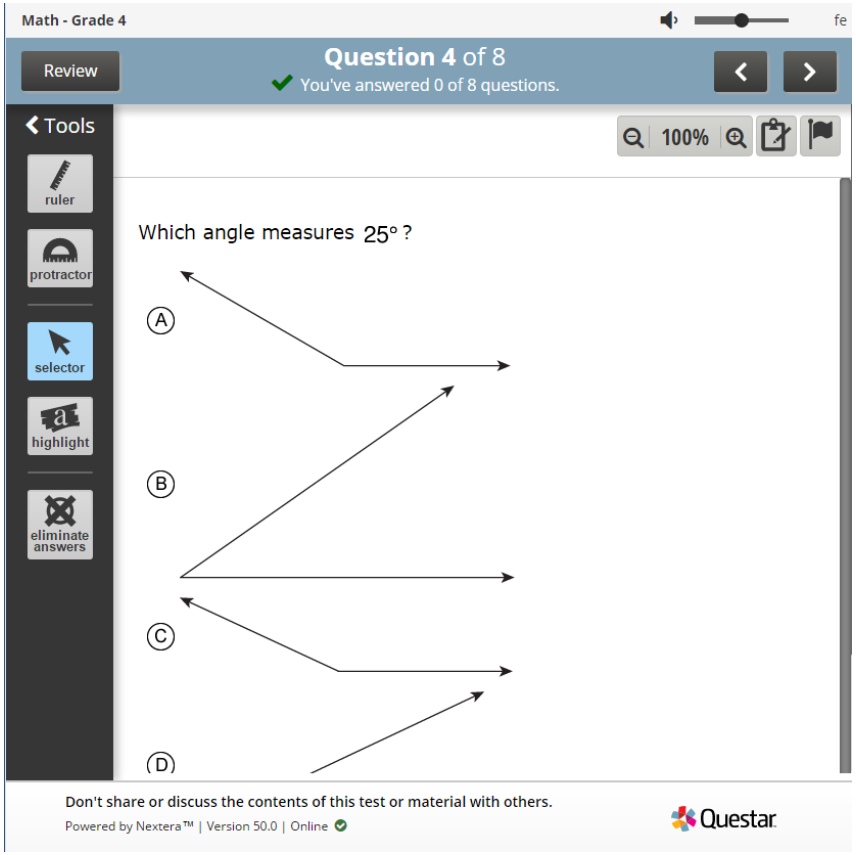
Tools

- The tools appear on the left side
- Blue tool = Active
- Selector = Select answer



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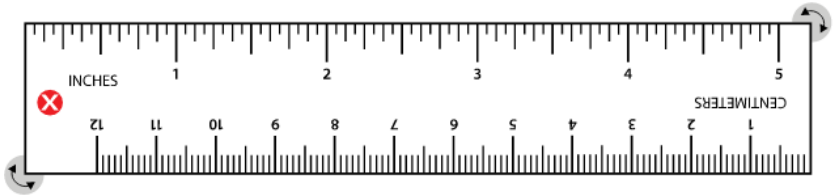
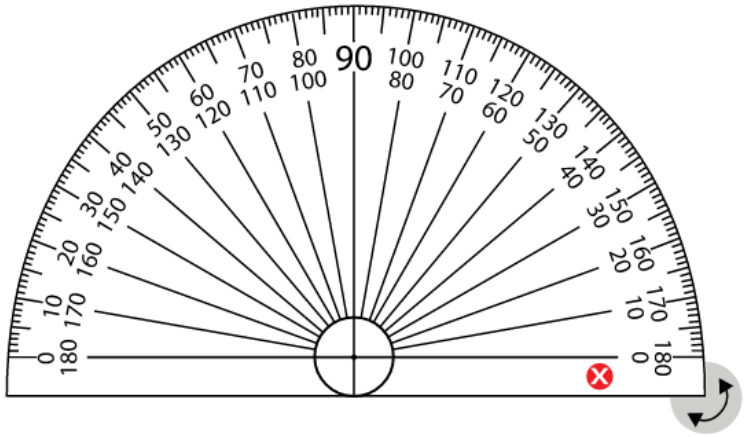
Tools: Ruler and Protractor

- Move: Click and Drag
- Spin: Gray circle with Curved double-arrow line
- Exit: Red Circle





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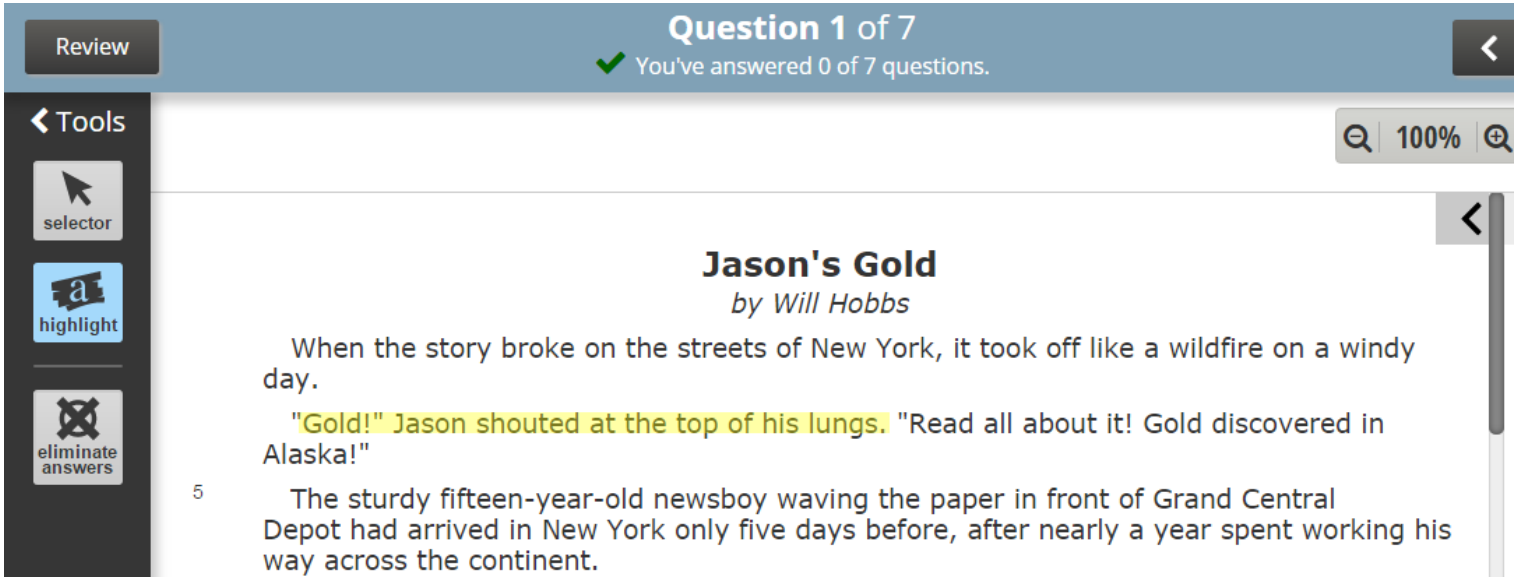
Tools: Highlighter

- Highlighter icon is Yellow = Highlight
- Highlighter icon is White = Erase Highlighting



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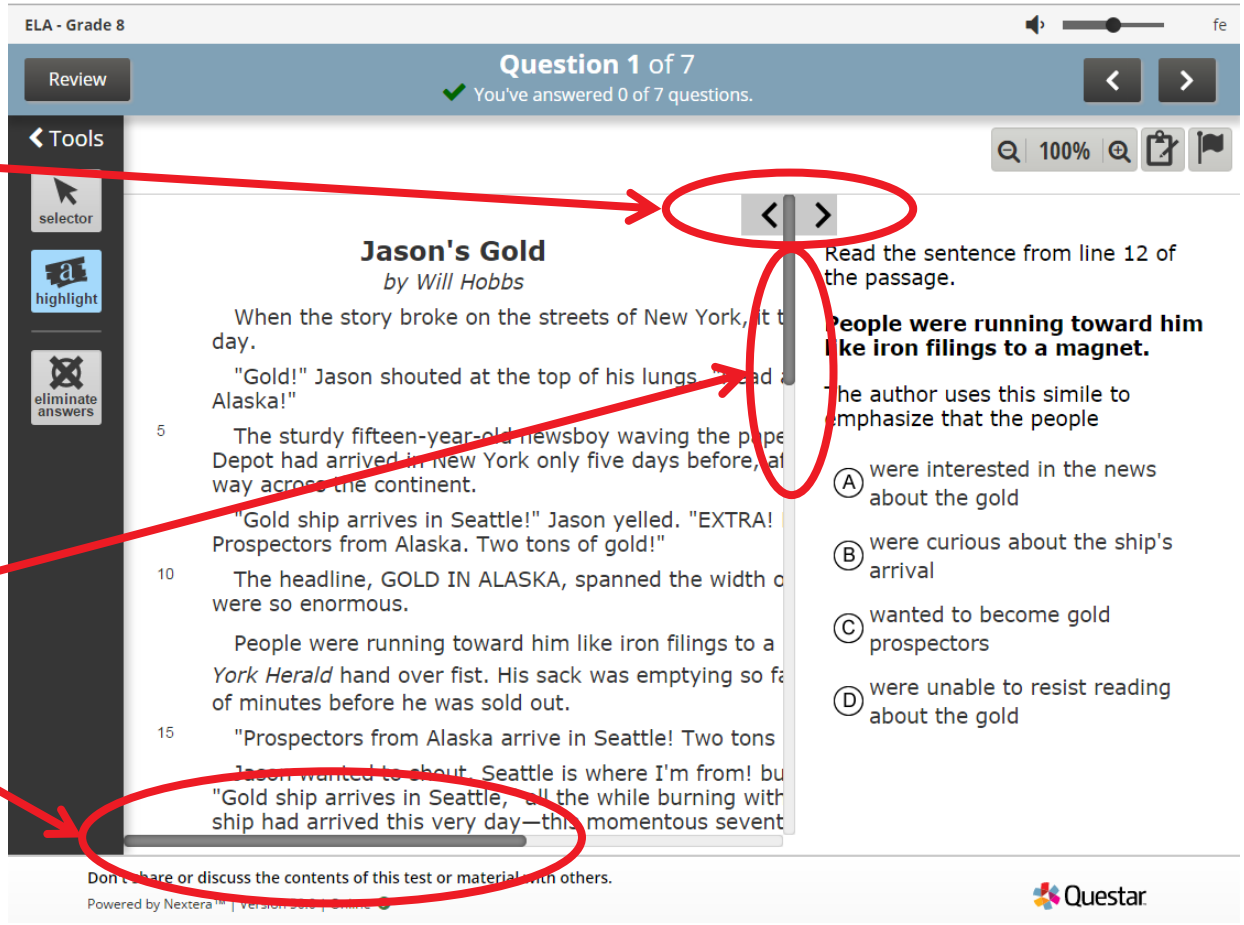
Tools: Passage Expander and Scroll Bars

- Resize reading area
- Scroll



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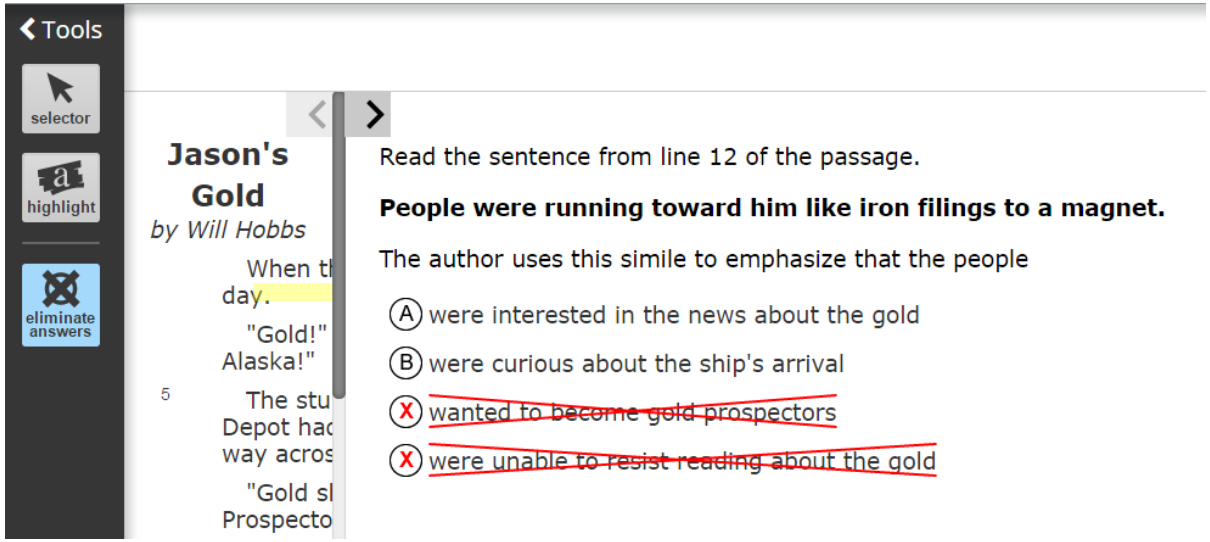
Other Tools

- Answer Eliminator
- Calculator
- Reading Guide



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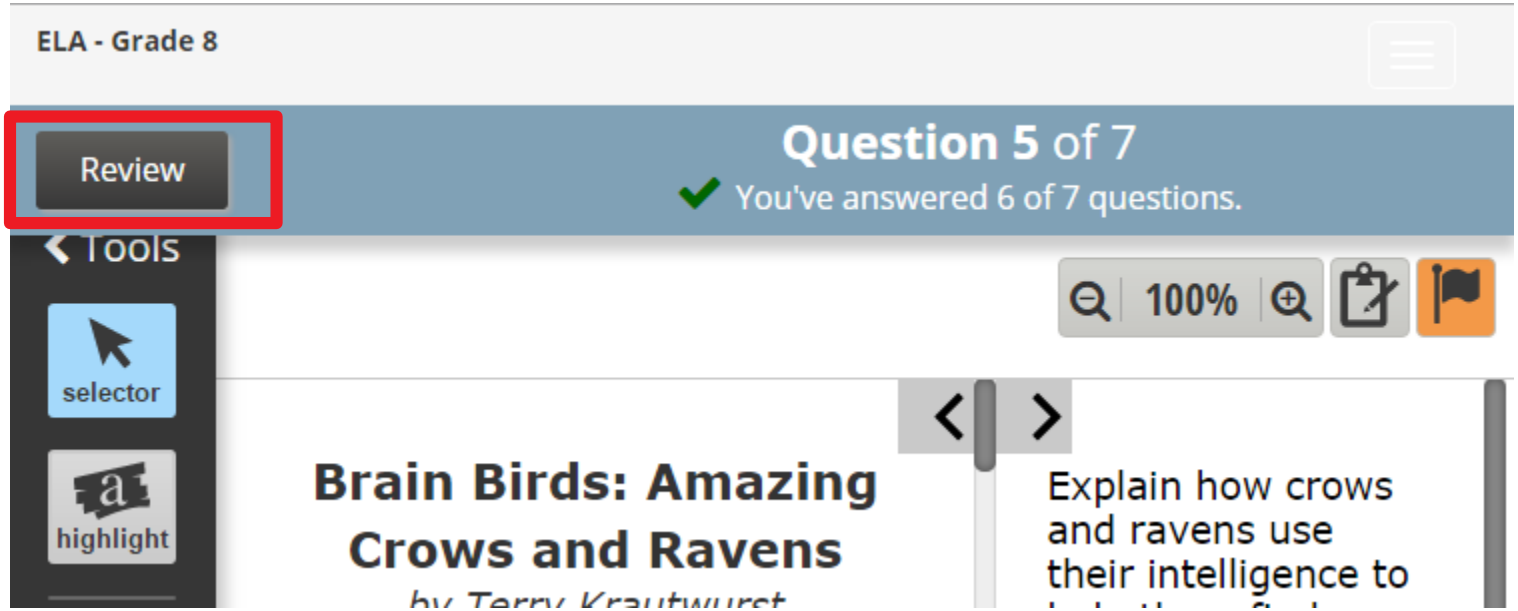
Proctoring the CBT Field Test

- May assist students on the **Review** screen before student submits the test



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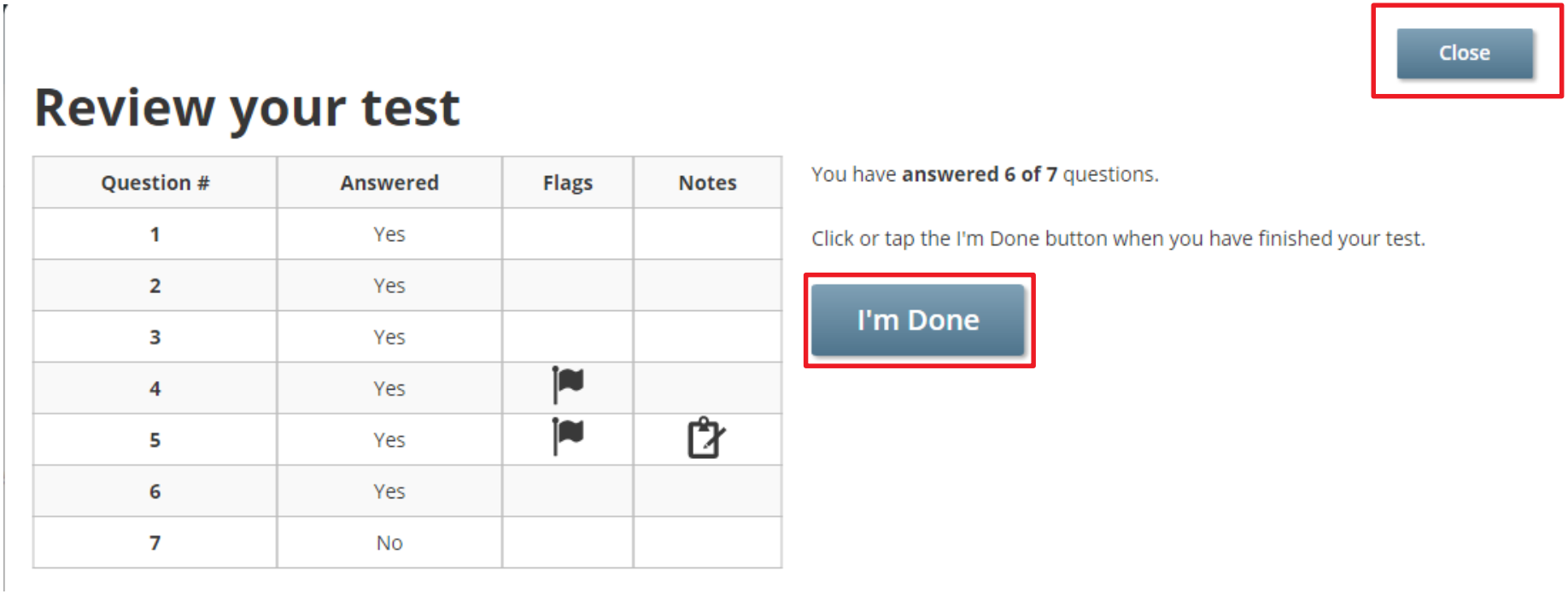

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Technical Issues During Administration

- In the first year of implementation of a large-scale computer-based field test, there is a possibility that some schools will encounter technology issues.
- We want to reassure you that these field tests have no stakes for students, teachers, or schools.
- If you need technical assistance during the field test, please use your local technical supports or contact Questar Customer Support at 866-997-0695 Monday-Friday 7:30 a.m. to 4:30 p.m. (ET) or NY.3-8.help@questarai.com.

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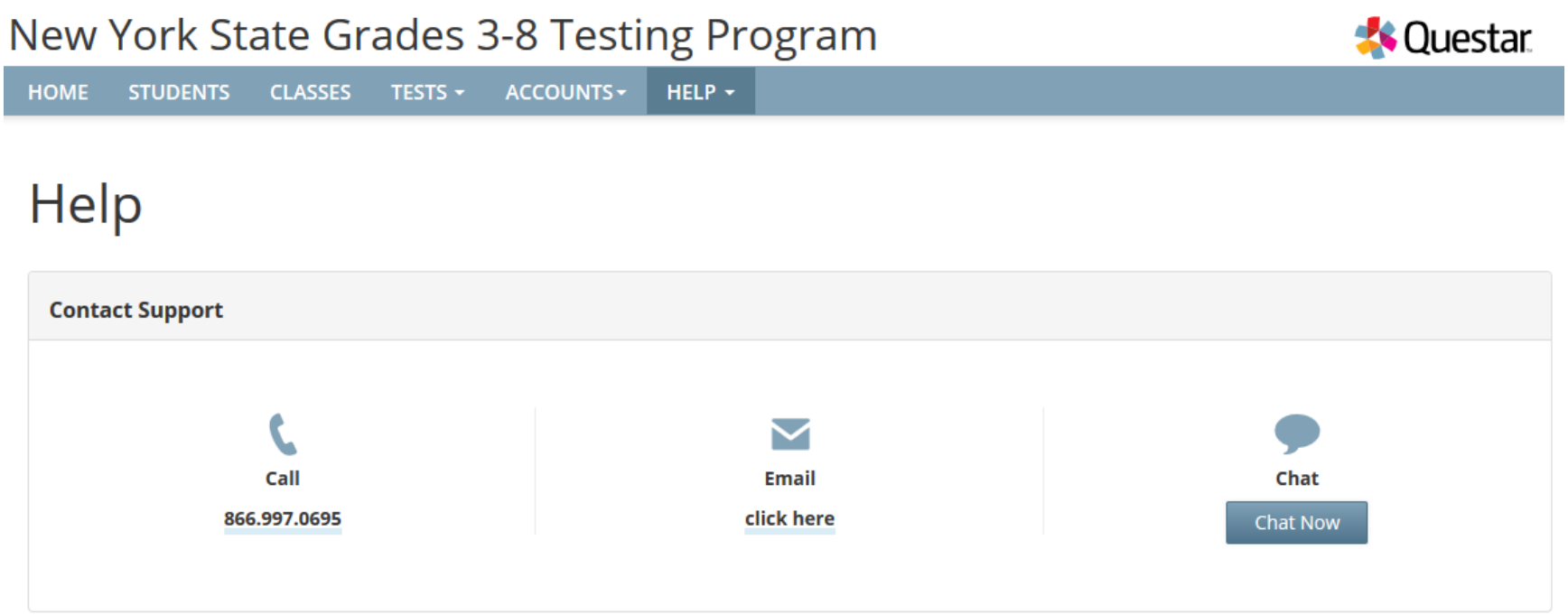
Contact Questar



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Contact Information

Questar New York Customer Support

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866-997-0695

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Thank you!

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