

New York State Testing Program

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State Assessment website
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assessment/ei/2021/3-8-
administration-memo-2021.pdf](http://www.p12.nysed.gov/assessment/ei/2021/3-8-administration-memo-2021.pdf)

Grades 3–5 English Language Arts Computer-Based Tests

Teacher's Directions
v202

Grades 3, 4, and 5



THE UNIVERSITY OF THE STATE OF NEW YORK

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Table of Contents

Introduction	1
STEP ONE:	
Check Your Computer-Based Testing Materials	2
Security	2
Unauthorized Materials	2
Aid to Students	3
Temporary Absence from Testing Room	3
Emergency Evacuation of a School Building	3
Student Cheating	4
Illness	4
Proctoring	4
Misadministration	4
STEP TWO:	
Plan Your Computer-Based Testing.....	5
Test Format	5
Testing Accommodations for Students with IEPs and 504 Plans	7
Test Read	7
Scoring Student Writing	8
Use of Scribes	8
More Information on Testing Accommodations for Students with IEPs and 504 Plans.....	8
Testing Accommodations for English Language Learners	8
Computer-Based Testing Accommodations	9
Classroom Accommodations	12
General Features and Tools of the Nextera™ Test Delivery System	12
STEP THREE:	
Prepare Your Computer-Based Testing Room	13
STEP FOUR:	
Prepare Your Students.....	14
Practice Tests	14
Use Standardized Testing Procedures	14
STEP FIVE:	
Prepare Computer-Based Testing Materials.....	15
Scratch Paper	15
Student Login Tickets	15
Session Access Code	17
Proctor PIN.....	18

STEP SIX:

Administer the v202 Grades 3–5 English Language Arts

Computer-Based Test	19
Grades 3–5—Day 1, Session 1	19
Grades 3–5—Day 2, Session 2	27
Appendix A: New York State Practice Tests	A-1
Appendix B: Suggestions for Creating a Secure Computer-Based Testing Environment	A-5
Appendix C: Pausing and Reactivating a Computer-Based Test in Nextera™ Test Delivery System	A-6
Appendix D: Sign In/Sign Out.....	A-7
Appendix E: Roles, Responsibilities, and Permissions in Nextera™ Administration System for Computer-Based Testing.....	A-12
Appendix F: General Features and Tools of the Nextera™ Test Delivery System	A-14
Appendix G: Troubleshooting	A-19
Printing Student Login Tickets	A-19
Issues During Testing	A-20

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

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

Introduction

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

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

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

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

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

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

STEP ONE

Check Your Computer-Based Testing Materials

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

For the teacher

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

For each student

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

Note: Scratch paper is considered secure material and must be collected and securely destroyed after testing.

- No. 2 pencils (not provided)

Security

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

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

Unauthorized Materials

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

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

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

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

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

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

Aid to Students

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

Temporary Absence from Testing Room

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

Emergency Evacuation of a School Building

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

Student Cheating

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

Illness

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

Proctoring

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

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

Misadministration

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

STEP TWO Plan Your Computer-Based Testing

- The test sessions must be administered in order, on consecutive days.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- **Read the *v202 Grades 3–5 English Language Arts Computer-Based Tests Teacher’s Directions* in its entirety prior to administering the test.**
- Plan to have school technical support available during testing, including contact information if staff is not available to be in the testing room.
- Avoid testing just after students have had strenuous physical activity.

Test Format

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

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

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

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

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

Grade 3 English Language Arts Computer-Based Test

Day 1, Session 1	■ Reading: 18 multiple-choice questions
Day 2, Session 2	■ Writing: 6 short-response questions and 1 extended-response question

Grade 4 English Language Arts Computer-Based Test

Day 1, Session 1	■ Reading: 18 multiple-choice questions
Day 2, Session 2	■ Writing: 6 short-response questions and 1 extended-response question

Grade 5 English Language Arts Computer-Based Test

Day 1, Session 1	■ Reading: 28 multiple-choice questions
Day 2, Session 2	■ Writing: 6 short-response questions and 1 extended-response question

Testing Accommodations for Students with IEPs and 504 Plans

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

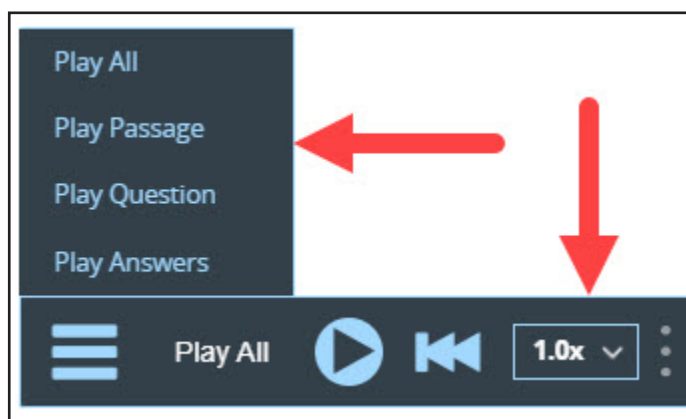
Test Read

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

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

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

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



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



Scoring Student Writing

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

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

Use of Scribes

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

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

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

Testing Accommodations for English Language Learners

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

Computer-Based Testing Accommodations

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

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


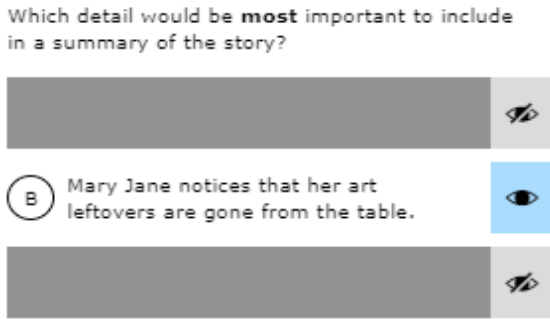

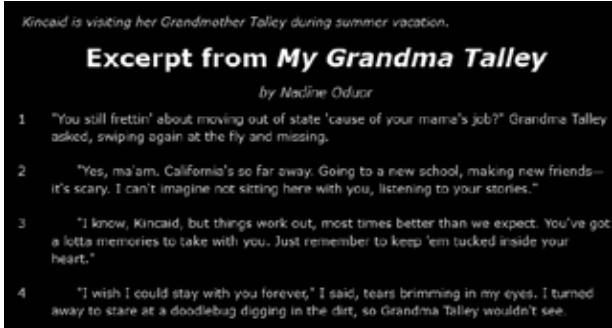

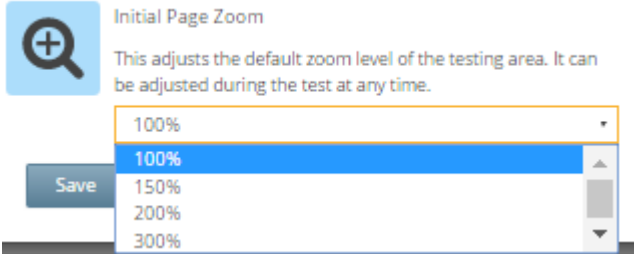
The screenshot shows the 'Select Accommodations' window. At the top, it displays 'Student Name: Test Student 1' and 'Content Area: ELA'. Below this, a message states 'The student is currently testing; would you like to unlock the test?' with an 'Unlock' link. There are two tabs: 'Online Testing Accommodations' (selected) and 'Classroom Accommodations'. A note says 'Tap or click any option below to enable or disable it for this student.' The interface lists six accommodations with icons and descriptions:






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

At the bottom, there are 'Save' and 'Cancel' buttons.

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

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

Accommodation	Description
<p>Answer Masking</p> 	<p>Answer Masking is an embedded accommodation that allows for the responses to be shaded so the responses do not distract the focus of the student from the question.</p>  <ul style="list-style-type: none"> • To reveal a response option, the student clicks on the <i>crossed out eye icon</i> next to that option. • To hide a response option, the student clicks on the <i>eye icon</i> next to that option.
<p>Reverse Contrast</p> 	<p>Reverse Contrast is an embedded accommodation that changes the color of the text and the background for students that have an easier time reading white text on a black background.</p> 
<p>Initial Page Zoom</p> 	<p>Initial Page Zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Options available are 100%, 150%, 200%, and 300%.</p> 

Accommodation	Description
<p>Text-to-Speech (online only)</p> 	<p>Text-to-Speech (online only) is an embedded accommodation that reads all student directions, passages, questions, and the answer choices for multiple-choice questions through the device's speaker. Because of this, headsets are recommended when using this accommodation.</p> <div data-bbox="673 405 1196 510">  <p>Text-to-Speech (online only) This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).</p> </div> <p>When using this accommodation, ensure the volume on the student's device is on, unmuted, and adjusted prior to launching the secure browser.</p>
<p>Background Color</p> 	<p>The Background Color option is an embedded accommodation that allows the color of the background to be changed.</p> <div data-bbox="712 711 1154 974"> <p>Why is paragraph 17 important to the rest of the story?</p> <p><input type="radio"/> A It introduces Smokey's favorite piece of furniture.</p> <p><input type="radio"/> B It introduces a conflict between Josh and his mother.</p> <p><input type="radio"/> C It suggests that Josh knows where Smokey hides.</p> <p><input type="radio"/> D It gives the information that helps Mary Jane solve the problem.</p> </div> <p>The following color options are available:</p> <ul style="list-style-type: none"> • Black-on-pink • Black-on-blue • Black-on-green • Black-on-yellow
<p>Read Aloud (by human)</p> 	<p>Read Aloud (by human) is a combination of an online- and human-delivered accommodation. A human reads the test, in its entirety, to the student from a paper test, and the student enters the responses on the computer, except where otherwise indicated within the student's IEP or 504 Plan.</p> <div data-bbox="673 1476 1205 1608">  <p>Read Aloud (by human) This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. This may not be used with any print variations or offline testing accommodations.</p> </div>

Classroom Accommodations

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

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

Select Accommodations

Student Name: Test Student 1
Content Area: ELA

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)

Save Cancel

General Features and Tools of the Nextera™ Test Delivery System

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

STEP THREE

Prepare Your Computer-Based Testing Room

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

STEP FOUR Prepare Your Students

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

Practice Tests

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

Use Standardized Testing Procedures

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

STEP FIVE Prepare Computer-Based Testing Materials

Scratch Paper

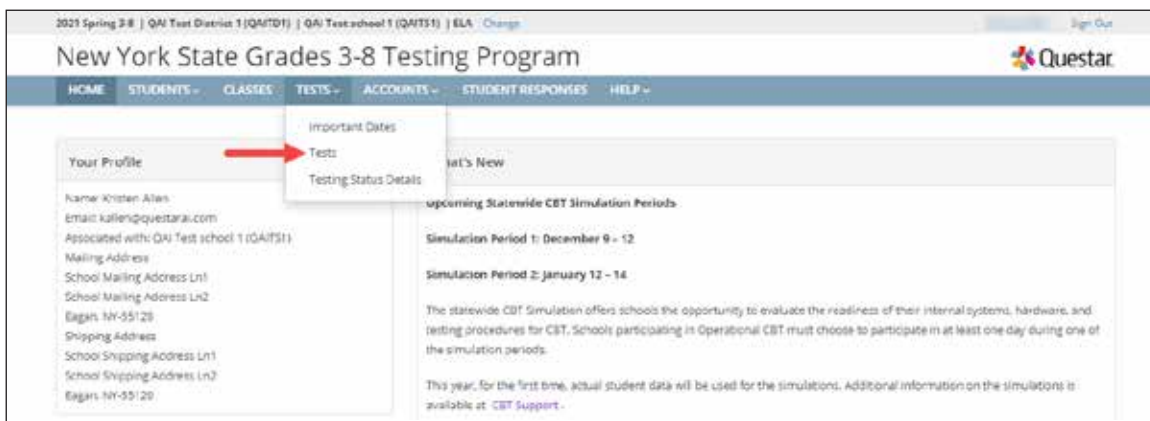
Schools that will be administering the English Language Arts Tests with Computer-Based Testing (CBT) should prepare to furnish scratch paper to their students for use when taking the tests. At the start of each test session the proctor should hand out scratch paper to each student testing on computer.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

Student Login Tickets

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

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

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



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

The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. At the top, there's a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. Below this, the 'Tests' section is displayed. It includes a 'Testing Status for: ELA, 2021 Spring 3-8' filter and a 'New Test' button. A table lists tests with columns: Teacher, Class, Content Area, Test Name, Testing, View, and Delete. The first row shows 'TchrFN TchrLN' for 'ELA Grade 3' in 'ELA' content area, with 'Test Name' '2021 Spring 3-8 ELA' and 'Testing' status 'Not Started'. A red arrow points to the 'View' button in the 'View' column for this test.

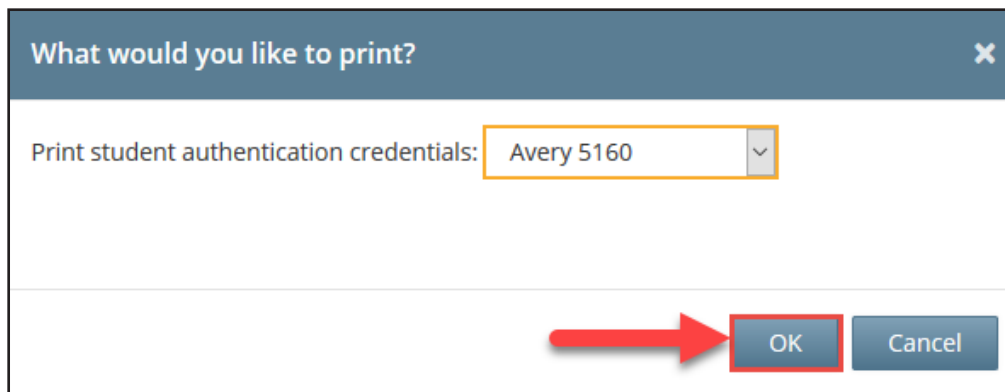
4. Select **Login Tickets**.

The screenshot shows the 'View Test' page. It displays details for the '2021 Spring 3-8 ELA' test, including 'District: QAI Test District 1', 'School: QAI D1 S1', 'Testing Window: 2021 Spring 3-8 Test', 'Content Area: ELA', 'Teacher: TchrFN TchrLN', 'Class: ELA Grade 3', 'Test Name: 2021 Spring 3-8 ELA', and 'Testing Dates: Spring 2021'. At the bottom, there are two buttons: 'Examiner View' and 'Login Tickets'. A red arrow points to the 'Login Tickets' button.

5. Select the **applicable form**.

The screenshot shows a dialog box titled 'What would you like to print?'. It contains a label 'Print student authentication credentials:' followed by a dropdown menu. The dropdown menu is open, showing options: '--Select an Option--', 'Avery 5160', 'Avery 5163', 'Student Roster', and 'Download CSV file'. A red arrow points to the 'Download CSV file' option. There is also a 'Cancel' button on the right.

6. Select **OK**.



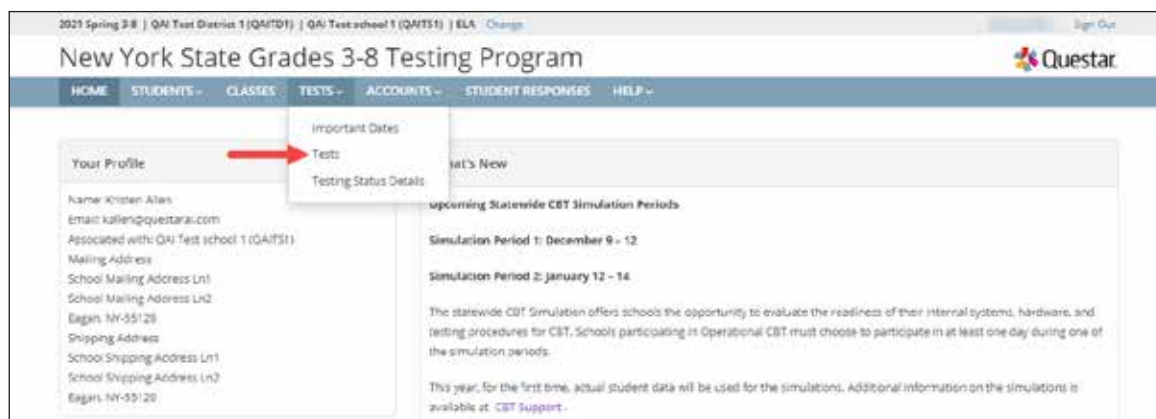
7. The student login tickets will display. Use the **Print** function to print the student login tickets. Each label includes a student's name, NYSSIS ID, password, and test name.

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

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

Session Access Code

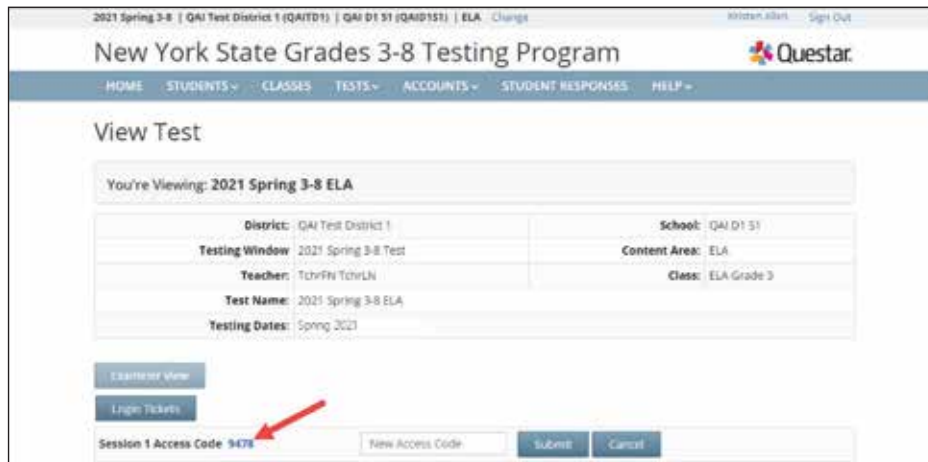
- You will need to provide students with a Session Access Code in order for the students to access their tests in the Nextera™ Test Delivery System. Instructions for providing the Session Access Code to students is included in **Step Six: Administer the Grades 3–5 English Language Arts Computer-Based Test** of this manual.
- To determine the Session Access Code, complete the following steps:
 1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix D** for step-by-step instructions to sign in and sign out.
 2. Select **Tests** from the **Tests** tab. The Tests screen displays.



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



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



Proctor PIN

If a student pauses the test during administration, a Proctor PIN will be required to allow the student to re-enter the test session. The Proctor PIN will be provided by your school administrator before administering the test. The Proctor PIN is secure. **Please Note:** Being mindful of the health and safety protocols established at schools in response to COVID-19, for the spring 2021 administration, schools have the option of having students enter the Proctor PIN themselves. If a school chooses this option, the Proctor PIN should be reset after each test session.



STEP SIX

Administer the v202 Grades 3–5 English Language Arts Computer-Based Test

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

Grades 3–5—Day 1, Session 1

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

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

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

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

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

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

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

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

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

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

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

Provide students with their secure student login tickets.

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

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

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

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

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

Sample sign in page:

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

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

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

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

Pause for questions.

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

Sample verification page:

The image shows a verification page titled "Check your information". It contains four sections for verification: "Test Student" with fields for Name and Date of birth (02/02/2002); "Grade X" with fields for Grade and Student number (000000000); "Test School" with a field for School name; and "Test Teacher" with a field for Teacher name. At the bottom, there is a question "Is everything here correct?" with "No" and "Yes" buttons.

Check your information	
Test Student Name	02/02/2002 Date of birth
Grade X Grade	000000000 Student number
Test School School name	
Test Teacher Teacher name	
Is everything here correct?	
<input type="button" value="No"/> <input type="button" value="Yes"/>	

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

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

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

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

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

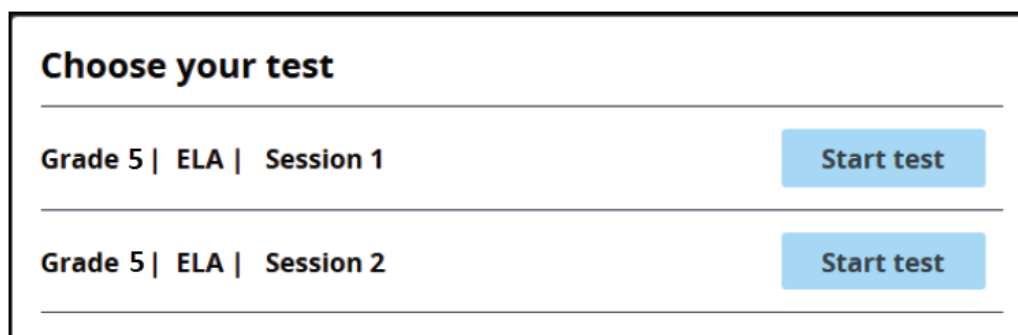
If the date of birth or teacher's name is incorrect, or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

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

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

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

Sample Test Page:

A screenshot of a test selection interface. It has a title "Choose your test" at the top. Below it, there are two rows. The first row shows "Grade 5 | ELA | Session 1" on the left and a blue button labeled "Start test" on the right. The second row shows "Grade 5 | ELA | Session 2" on the left and another blue button labeled "Start test" on the right. Horizontal lines separate the title from the first row, and the two rows from each other.

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

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

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

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

Sample directions page:

A screenshot of a directions pop-up window. It has a title bar with a close button (X) in the top right corner. The main content area has the title "Grade 5 | ELA | Session 1" and the text "The directions will help you learn about how to take your test." Below this text are two buttons: a light blue button with a left arrow (<) and a blue button with a right arrow (>).

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

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

Sample Session Access Code page:

A screenshot of a digital interface titled "Access code needed". At the top, the title is in bold black text. Below the title is a circular icon containing a black hand with fingers spread. Underneath the icon, the text "Please enter the access code that your teacher gives you." is displayed in a standard black font. Below this text is a rectangular input field with a thin black border, containing the text "XXXX". At the bottom of the interface are two blue rectangular buttons with white text: "Exit" on the left and "Continue" on the right.

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

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

Does anyone have questions before we begin?

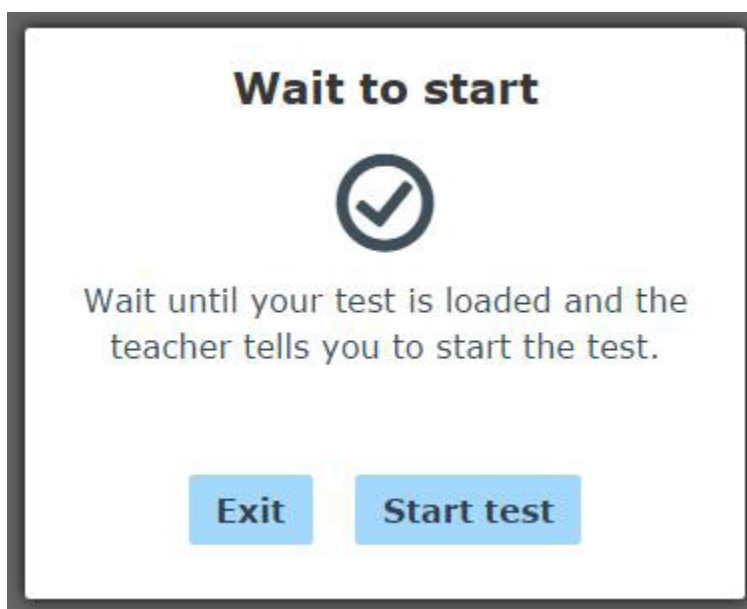
Answer any questions the students may have.

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

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

Pause for questions.

Sample screen:



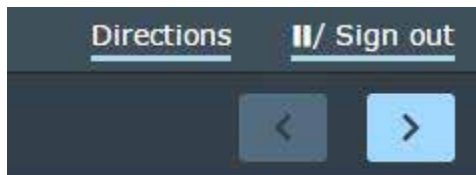
SAY Please select "Start test."

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



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

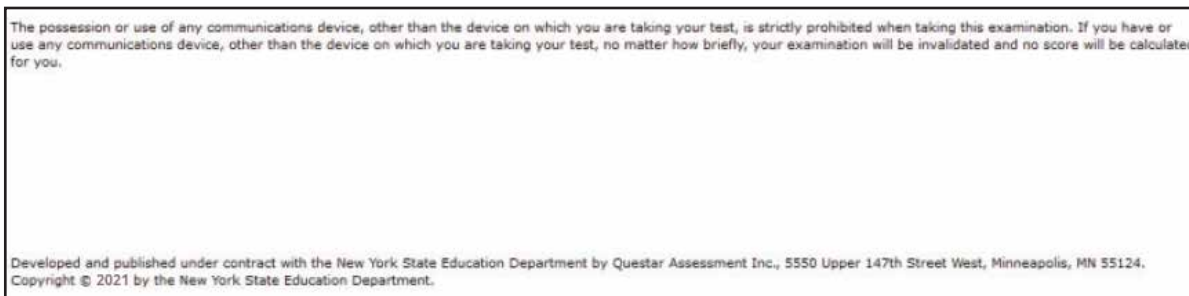
Sample screen:



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

Does anyone have any questions?

Pause for questions.



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

Pause to allow students to go to the next screen.

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

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

Does anyone have any questions?

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

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

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

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

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

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

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

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

Grades 3–5—Day 2, Session 2

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

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

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

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

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

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

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

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

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

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

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

Provide students with their secure student login tickets.

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

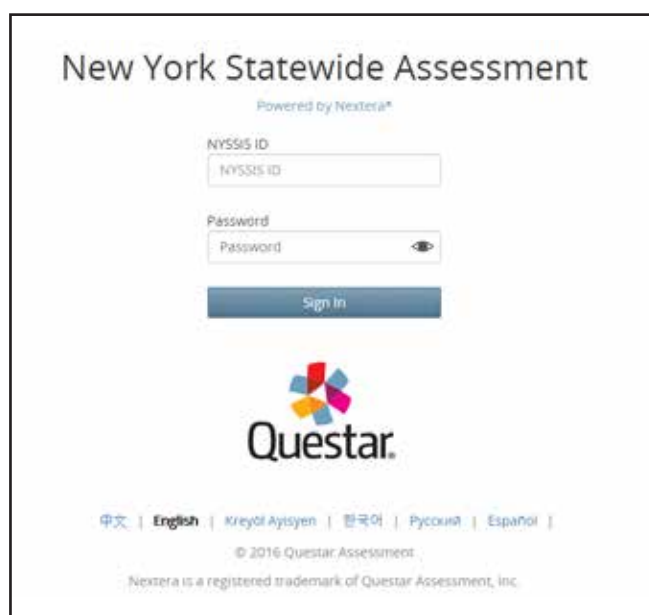
Double-click this icon and the online test will launch.

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

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

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

Sample sign in page:



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

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

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

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

Pause for questions.

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

Sample verification page:

The image shows a sample verification page titled "Check your information". It contains several input fields for student and teacher information. The fields are organized into sections: "Test Student" with "Name" and "Date of birth" fields; "Grade X" with "Grade" and "Student number" fields; "Test School" with "School name" field; and "Test Teacher" with "Teacher name" field. At the bottom, there is a question "Is everything here correct?" with two buttons, "No" and "Yes".

Check your information	
Test Student Name	02/02/2002 Date of birth
Grade X Grade	000000000 Student number
Test School School name	
Test Teacher Teacher name	
Is everything here correct?	
<input type="button" value="No"/> <input type="button" value="Yes"/>	

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

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

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

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

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

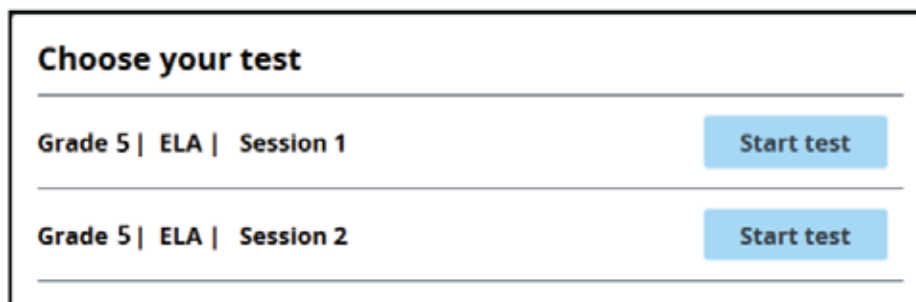
If the date of birth or teacher's name is incorrect or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

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

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

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

Sample Test Page:



The interface is titled "Choose your test". It contains two rows, each with a session identifier and a "Start test" button. The first row is "Grade 5 | ELA | Session 1" and the second row is "Grade 5 | ELA | Session 2".

Choose your test	
Grade 5 ELA Session 1	Start test
Grade 5 ELA Session 2	Start test

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

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

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

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

Sample directions page:



The interface shows a title bar "Grade 5 | ELA | Session 2" with a close button (X) in the top right corner. Below the title bar is the text "The directions will help you learn about how to take your test." At the bottom, there are two navigation buttons: a left arrow and a right arrow.

Grade 5 | ELA | Session 2

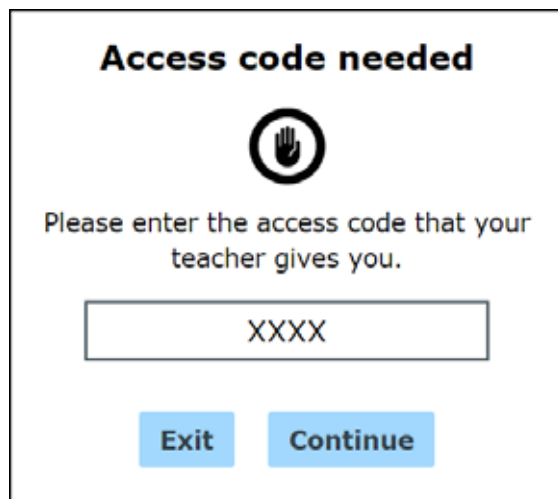
The directions will help you learn about how to take your test.

< >

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


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

Sample Session Access Code page:



The interface is titled "Access code needed". It features a hand icon inside a circle. Below the icon is the text "Please enter the access code that your teacher gives you." There is a text input field containing "XXXX". At the bottom, there are two buttons: "Exit" and "Continue".

Access code needed



Please enter the access code that your teacher gives you.

XXXX

Exit Continue

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

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

Does anyone have questions before we begin?

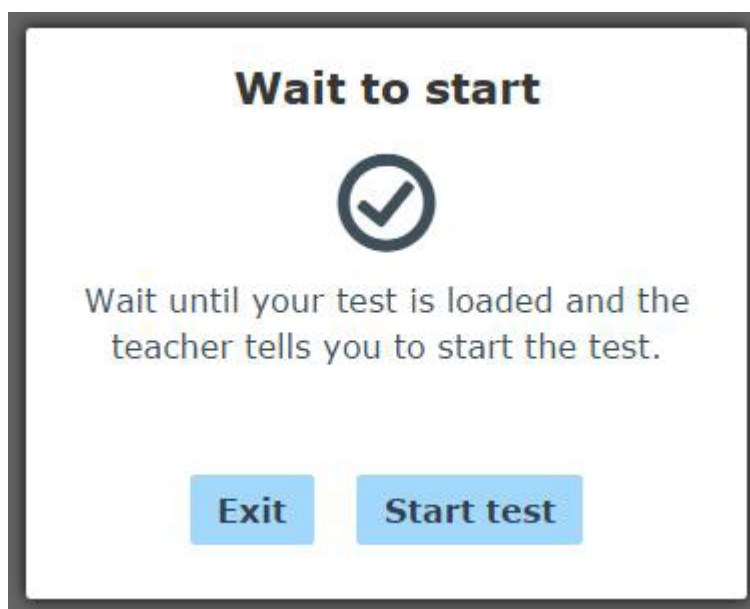
Answer any questions the students may have.

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

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

Pause for questions.

Sample screen:



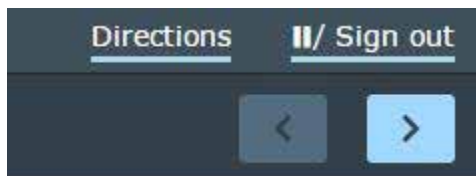
SAY Please select “Start test.”

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



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

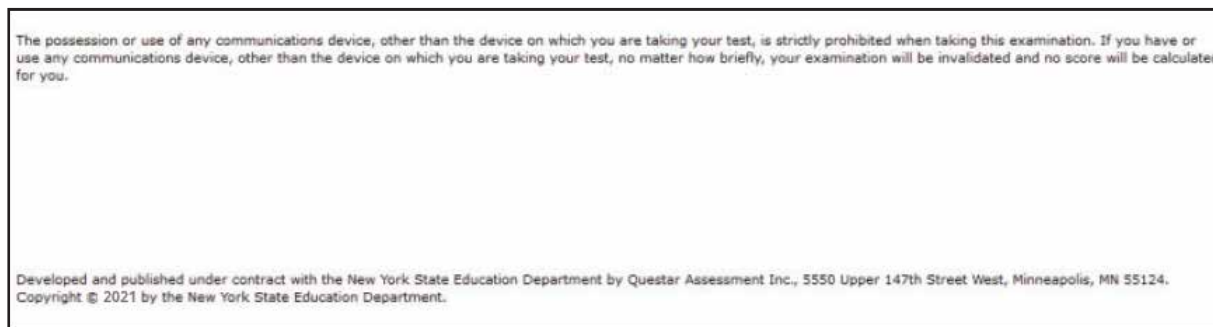
Sample screen:



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

Does anyone have any questions?

Pause for questions.



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

Pause to allow students to go to the next screen.

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

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

Does anyone have any questions?

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

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

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

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

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

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

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

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

Appendices

Appendix A: New York State Practice Tests

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

Practice Test	March 8–12
Practice Test	March 29–April 2

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

Practice Test Sign In

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

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

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

Check your information

Test Student
Name

02/02/2002
Date of birth

Grade X
Grade

000000000
Student number

Test School
School name

Test Teacher
Teacher name

Is everything here correct?

No
Yes

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

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

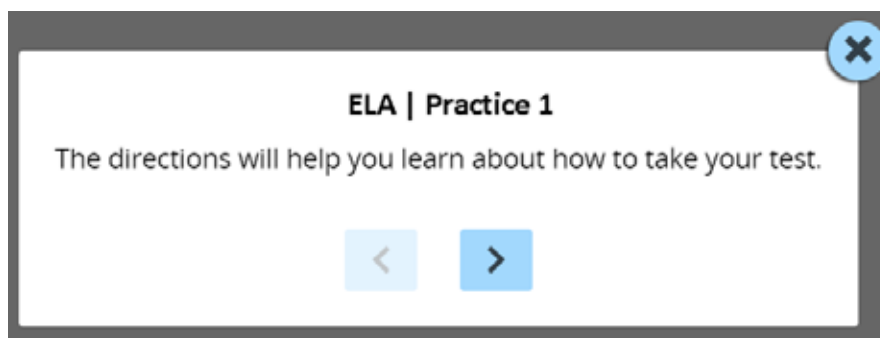
Choose your test

Grade 3 | Grade 3 ELA | Practice 1
Start test

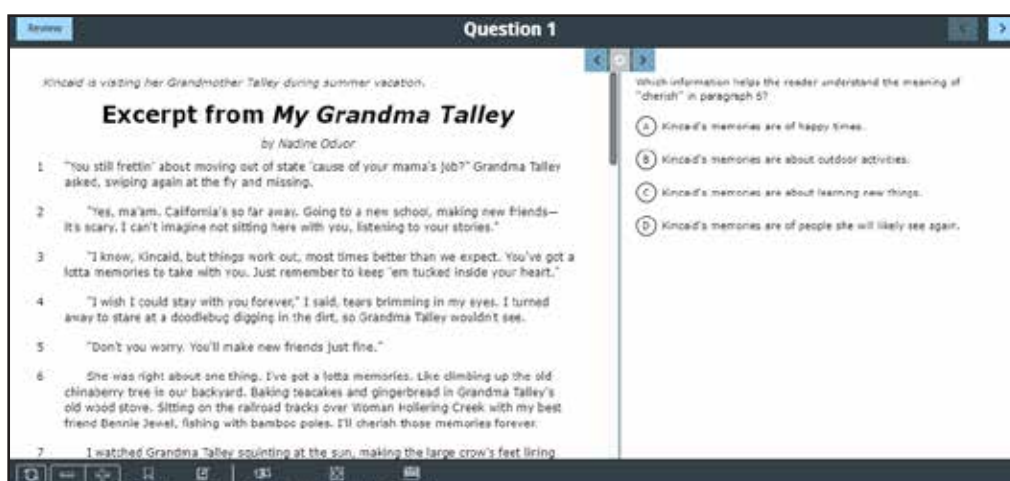
Grade 3 | Grade 3 ELA | Practice 2
Start test

Grade 3 | Grade 3 ELA | Practice 3
Start test

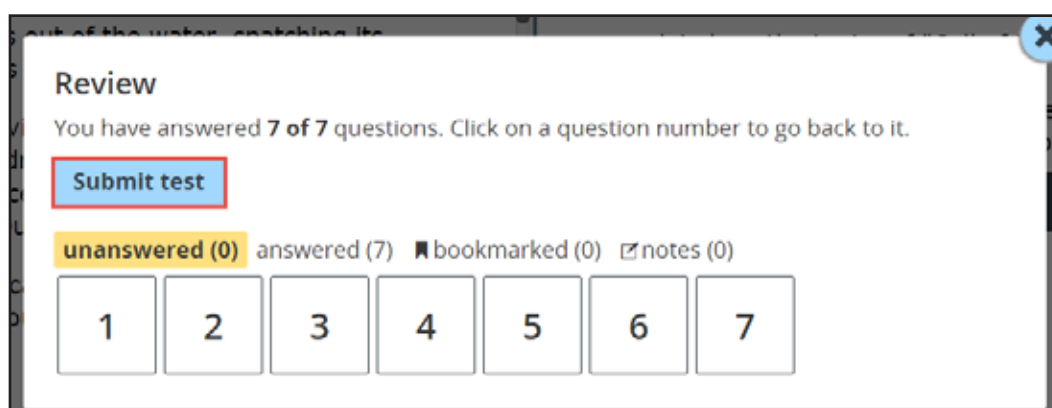
The system will walk students through a short tutorial on the tools and features of the Nextera™ Test Delivery System before they begin the Practice Test. Students use the right-facing arrow to navigate through the directions.



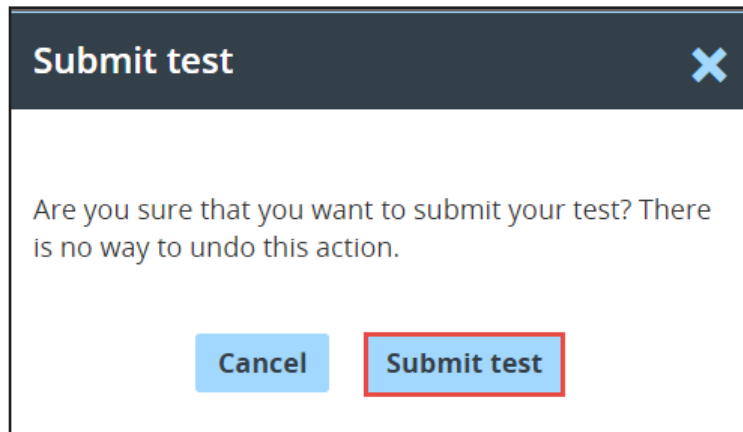
Once the directions close, the **Practice Test** appears. After the student responds to each question, direct the student to select **Review**.



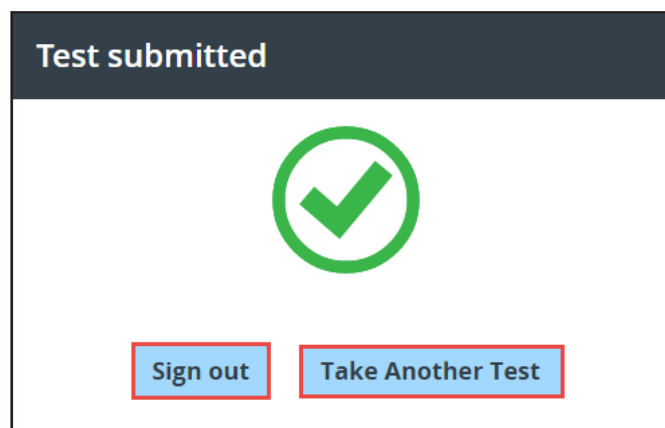
The Review screen appears. Once students confirm they have responded to all questions, direct them to select **Submit test**.



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



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



Secure Browser Practice Test Logins

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

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

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

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

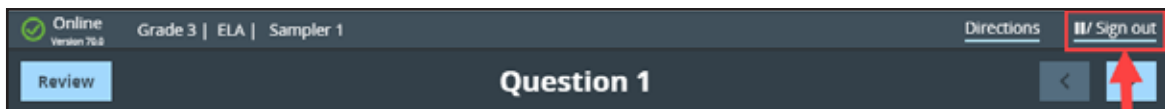
- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely-spaced rows or in every other row.

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

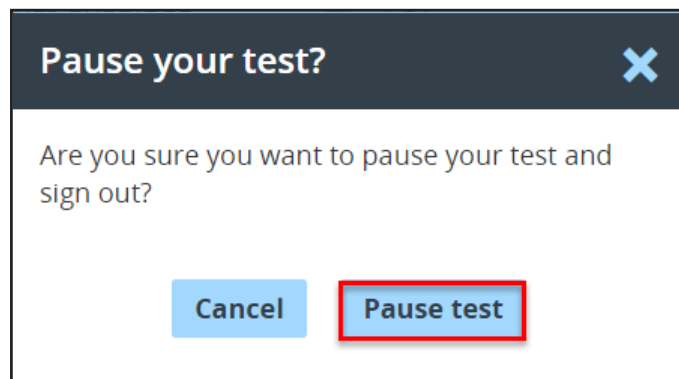
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible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

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

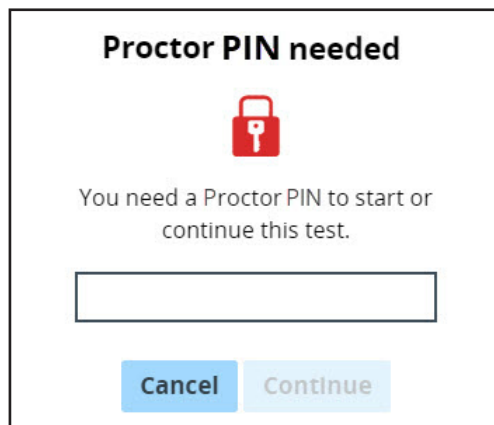
A student may pause a test by selecting **II/Sign Out** in the upper right corner of the student's screen in the Nextera™ Test Delivery System.



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



Any test that is paused will require a **Proctor PIN** for the student(s) to log back into the test. Teachers will need to contact their school administrator to obtain the Proctor PIN prior to administering the test. The Proctor PIN is **secure**. The Proctor PIN will be the same for all teachers within a school, but each school will have a unique Proctor PIN. **Please Note:** Being mindful of the health and safety protocols established at schools in response to COVID-19, for the spring 2021 administration, schools have the option of having students enter the Proctor PIN themselves. If a school chooses this option, the Proctor PIN should be reset after each test session.



Appendix D: Sign In/Sign Out

Overview

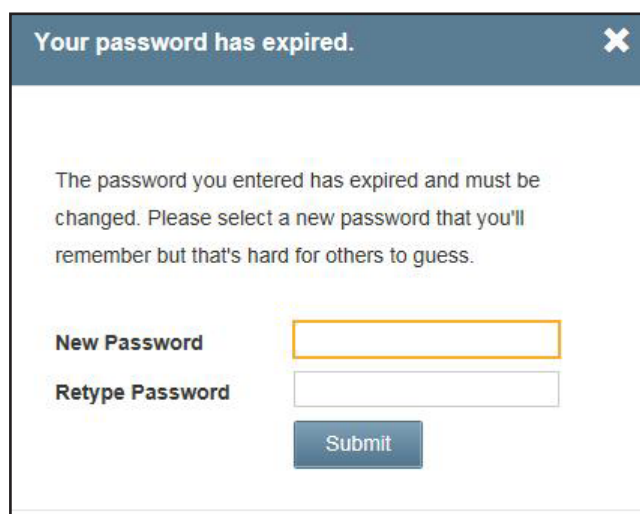
This section will guide you through the login process in Nextera™ Administration System (Nextera™ Admin).

Sign In

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

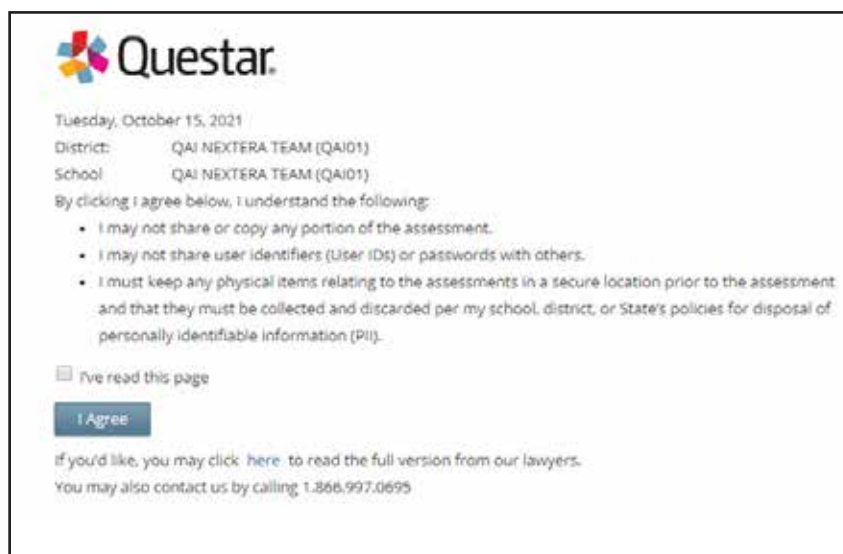
Accessing Nextera™ Admin

1. Enter your **User ID** and **Password**, then select **Sign In**. If you need to reset your password, please find password reset instructions on page A-9. You can also contact your testing coordinator to have login tickets resent to you.
2. If you are signing in for the first time, you will be prompted to reset your password upon first login.
3. You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



The screenshot shows a modal dialog box with a dark blue header bar 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. The first field is labeled "New Password" and the second field is labeled "Retype Password". Both fields are empty. Below the input fields is a blue button labeled "Submit".

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



The screenshot shows the Questar login interface. At the top is the Questar logo. Below it, the date is Tuesday, October 15, 2021. The district and school are both listed as QAI NEXTERA TEAM (QAI01). A statement follows: "By clicking I agree below, I understand the following:" followed by three bullet points regarding data sharing, user identifiers, and physical items. Below the statement is a checkbox labeled "I've read this page" and a blue button labeled "I Agree". At the bottom, there is a link to read the full version from lawyers and a phone number: 1.866.997.0695.

Sign Out

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



The screenshot shows the Nextera Admin dashboard. At the top, there is a navigation bar with links for HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. The main content area is divided into two columns. The left column is titled "Your Profile" and contains fields for Name (Kristen Allen), Email (kallen@questar.com), Associated with (QAI Test school 1 (QAITST1)), Mailing Address, School Mailing Address Ln1, School Mailing Address Ln2, Eagen, NY 55120, Shipping Address, and School Shipping Address Ln1. The right column is titled "What's New" and contains a section for "Upcoming Statewide CBT Simulation Periods". It lists two periods: "Simulation Period 1: December 9 - 12" and "Simulation Period 2: January 12 - 14". Below these periods, there is a paragraph explaining the purpose of the simulation and a note that schools must choose to participate in at least one day during one of the simulation periods.

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?**



The image shows the login page for the New York State Grades 3-8 Testing Program, powered by Nextera. The page has a white background with a blue header. The title "New York State Grades 3-8 Testing Program" is in a large, bold, black font. Below it, "Powered by Nextera™" is in a smaller, gray font. There are two input fields: "User ID" and "Password", both with light gray borders. Below the "Password" field is a blue "Sign In" button. Below the button is a link that says "Forgot your password?". At the bottom, there is the Questar logo, which consists of a colorful circular icon and the word "Questar" in a bold, black font. Below the logo, there is a copyright notice: "© 2021 Questar Assessment. Nextera is a registered trademark of Questar Assessment, Inc." and a link for "Privacy and Terms".

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

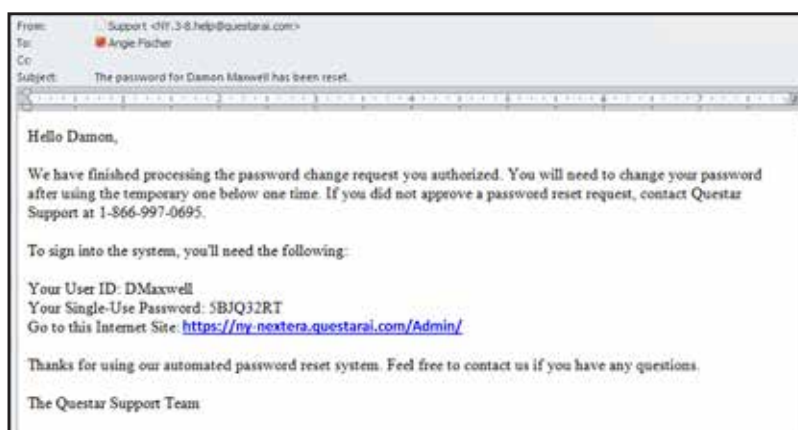


The image shows a "Reset a forgotten password" dialog box. It has a blue header with the title "Reset a forgotten password" and a close button (X). The main text reads: "If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need 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." Below the text is an "Email" input field. At the bottom, there are two buttons: "Submit" and "Cancel". Below the buttons, there is a note: "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 e-mail asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



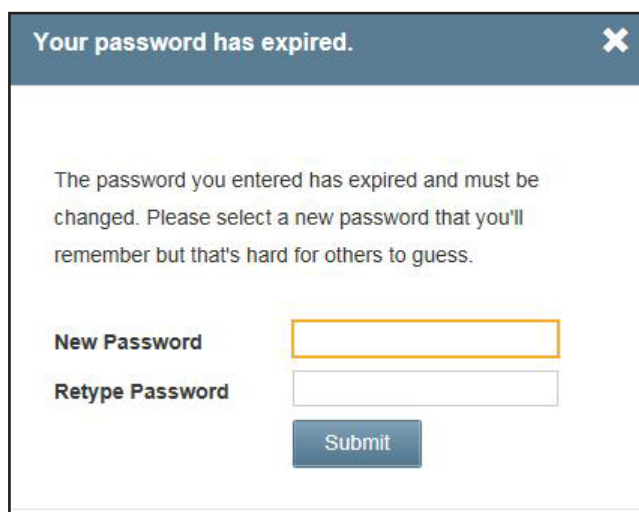
- You will receive another e-mail that provides you with a single-use **Password**. Select the **Go to this Internet Site** link.



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

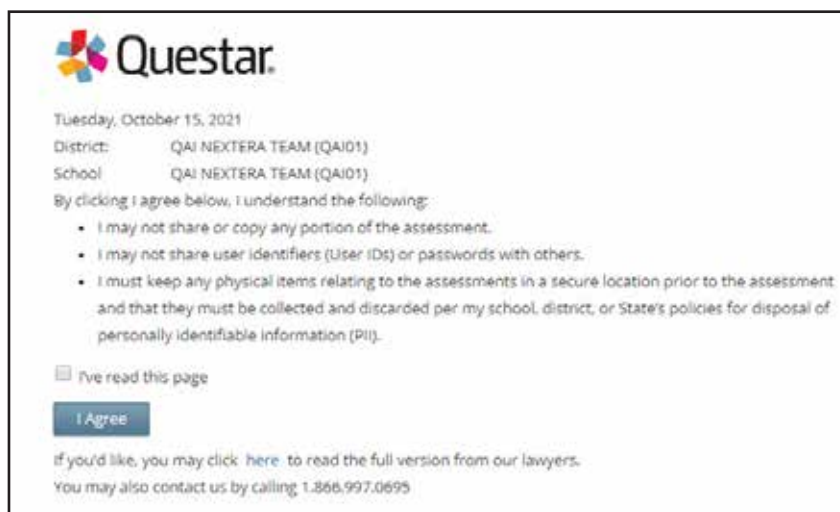
A screenshot of the login page for the New York State Grades 3-8 Testing Program. The page is titled 'New York State Grades 3-8 Testing Program' and 'Powered by Nextera™'. It features a 'User ID' field, a 'Password' field, and a 'Sign In' button. Below the fields is a link for 'Forgot your password?'. The Questar logo is displayed at the bottom, along with the copyright notice '© 2021 Questar Assessment, Inc.' and a link to 'Privacy and Terms'.

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



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

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**.



A screenshot of a Questar security compliance statement. At the top is the Questar logo. Below it is the date "Tuesday, October 15, 2021". The text "District: QAI NEXTERA TEAM (QAI01)" and "School: QAI NEXTERA TEAM (QAI01)" is displayed. The statement reads: "By clicking I agree below, I understand the following:" followed by three bullet points: "I may not share or copy any portion of the assessment.", "I may not share user identifiers (User IDs) or passwords with others.", and "I must keep any physical items relating to the assessments in a secure location prior to the assessment and that they must be collected and discarded per my school, district, or State's policies for disposal of personally identifiable information (PII).". Below the bullet points is a checkbox labeled "I've read this page". A blue "I Agree" button is located below the checkbox. At the bottom, the text reads: "If you'd like, you may click [here](#) to read the full version from our lawyers. You may also contact us by calling 1.866.997.0695".

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

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

■ **Regional Information Coordinator (RIC)**

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

■ **District Test Coordinator (DTC)**

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

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

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

■ **District Level User (DLU)**

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

■ **Superintendent (SUP)**

- Provides guidance to the District Test Coordinator
- Ensures all student data is correct and in the system
- Has access to their own district- and school-level information
- Can assist in managing district-level users and students, and in scheduling tests
- Can view student constructed responses for their schools
- There is only one SUP per district

- **Principal (PRN)**
 - Has access to their own school-level information
 - Can verify CBT Technology Readiness in Nextera™ Admin
- **School Test Coordinator (STC)**
 - Handles test coordinator responsibilities at the school level
 - Responsible for managing users and students, and schedules tests at the school level
 - There is only one School Test Coordinator per school
 - Can verify CBT Technology Readiness in Nextera™ Admin
- **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
 - Can verify CBT Technology Readiness in Nextera™ Admin
- **School Information Technology Coordinator (SITC)**
 - Information technology point of contact for the school
 - Can download the secure test browser on all devices used for testing
 - May help district and school staff troubleshoot technology issues
 - Cannot create users
 - Can verify CBT Technology Readiness in Nextera™ Admin
- **Teacher (TA)**
 - Responsible for leading test administration
 - There is only one teacher per class
 - Visibility to their class-level information
 - Cannot create users
 - Confirms the students are present
 - Reads the directions from the *Teacher's Directions* and leads students

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

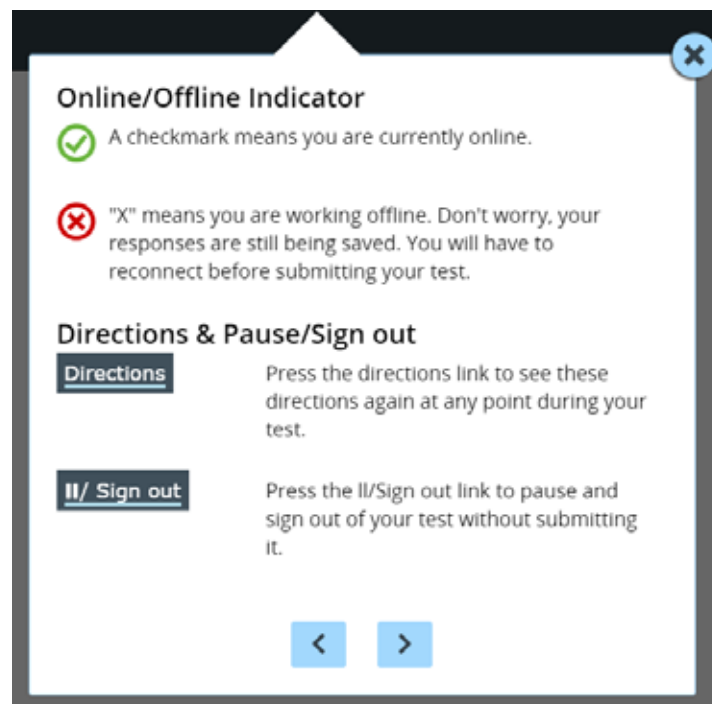
All students testing on computer have access to general features and tools that are available through the Nextera™ Test Delivery system. The following information provides an overview of the CBT tools and features available to students testing on computer. Students should have had opportunities prior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

General Features of the Nextera™ Test Delivery System

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

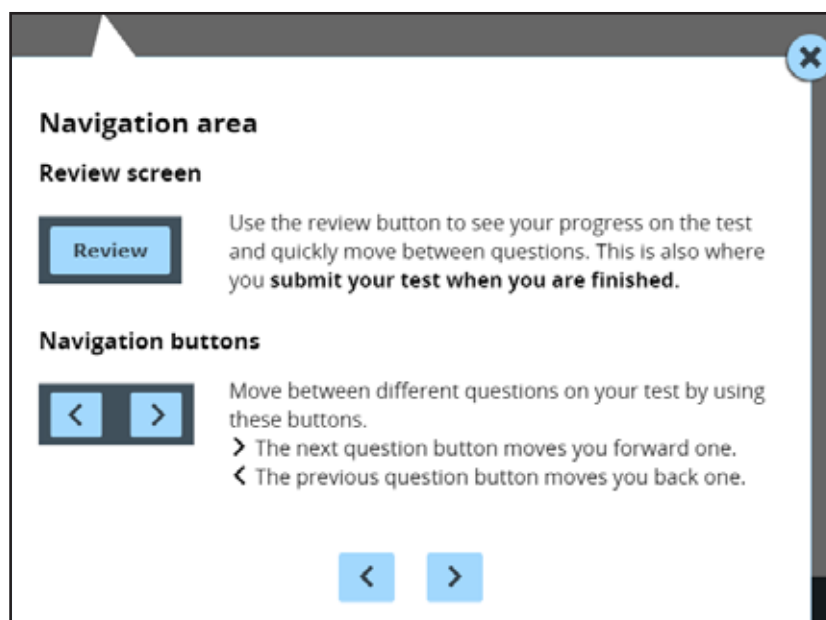
Online/Offline Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions
Split Screen Controls

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



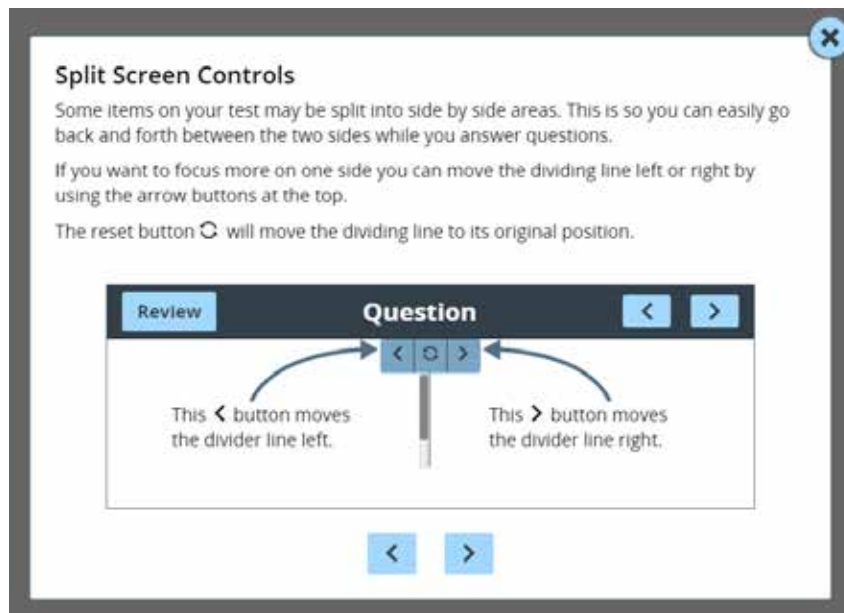
- The Online/Offline Indicator in the upper left corner of the screen indicates whether a student's device has or has not lost internet connectivity. Students should be informed to continue testing even if they lose internet connectivity as their responses will be saved to their local device. In an event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

Review Screen and Navigation Between Questions



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

Split Screen Controls



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

General Tools

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

Zoom
Bookmark
Note (Notepad)
Highlighter
Answer Eliminator
Line Reader

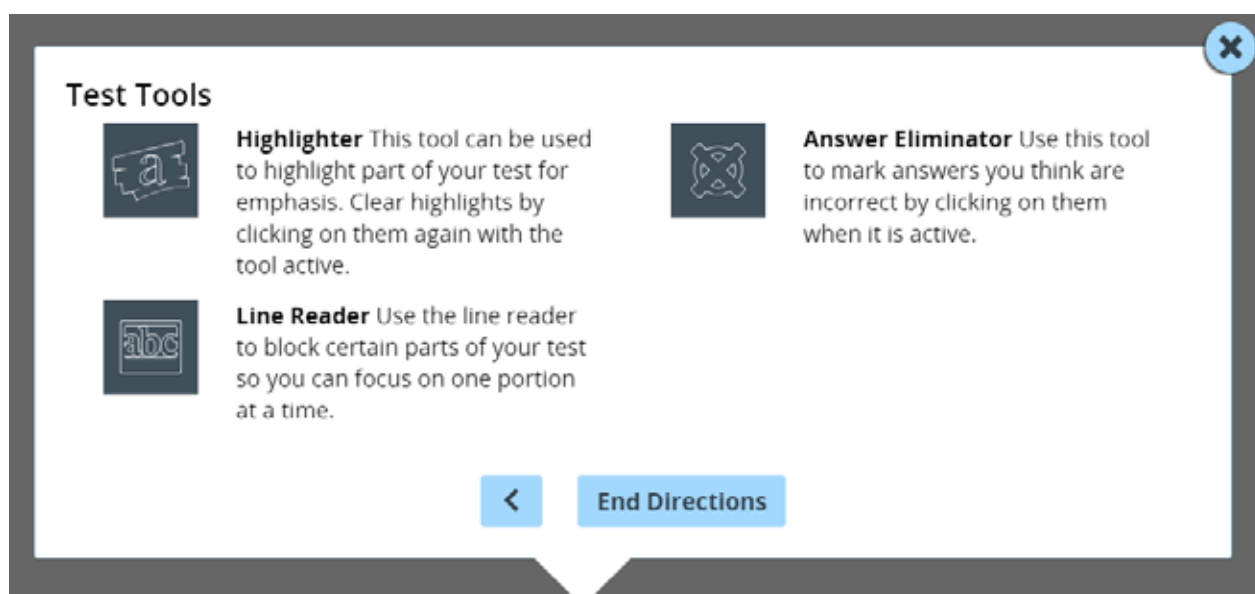
Zoom, Bookmark, and Note (Notepad)



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

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

Highlighter, Answer Eliminator, and Line Reader



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

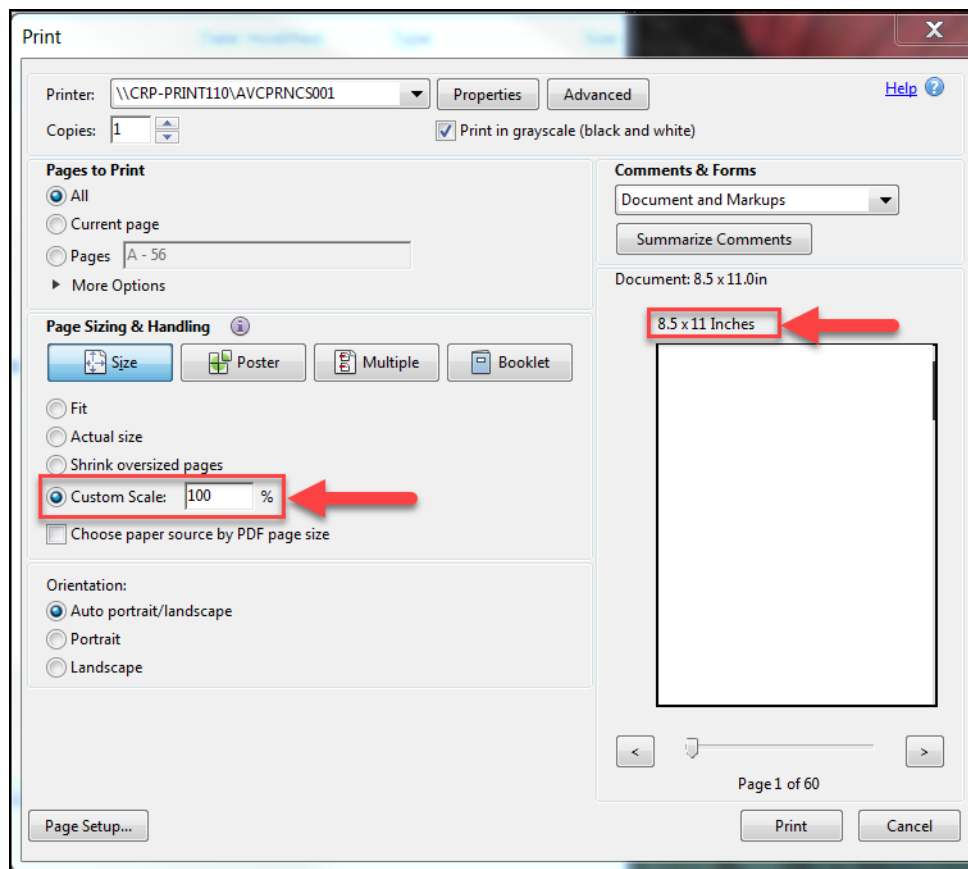
- Students can use the highlighter tool to identify part of the test for emphasis. To clear highlighted text, click on the highlighted text a second time while the tool is active.
- Students can eliminate multiple-choice answers they think are incorrect by clicking the answer eliminator in the tool tray.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

Appendix G: Troubleshooting

Printing Student Login Tickets

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

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



Issues During Testing

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

Note: If Internet connectivity is lost while students are using the Text-to-Speech computer-based testing accommodation, the computer generated voice will continue to play.

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

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

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

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



**Grades 3–5
English Language Arts
Computer-Based Tests
Teacher's Directions
v202**

