

# **New York State Testing Program**

## **2023 Grades 3–5 Mathematics Computer-Based Tests**

**Teacher's Directions  
May 2–9, 2023**

**Grades 3, 4, and 5  
2023**



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

**Test content, student login 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 2023 Grades 3–8 Mathematics Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2023 Grades 3–5 Mathematics Tests are administered in two sessions on two consecutive school days. 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, the tests consist of multiple-choice (1-credit) and constructed-response (1-, 2-, and 3-credit) questions. 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 constructed-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 organize the materials and the testing schedule.

## IMPORTANT DATES

Computer-Based Testing Dates	May 2–9, 2023*
Computer-Based Testing Make-up Dates	May 5–11, 2023**

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

\*\*Make-ups may begin on the school day immediately following the last day of the primary test administration. If the first and second days of the testing window are chosen as the primary testing days for a certain grade, make-ups may begin on the third day.

**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 16 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 18 for instructions on where to find the Session Access Code.)
- Proctor PIN (provided by School Test Coordinator)

### For each student

- Student testing device prepared according to the Nextera™ *Setup and Installation Guide*.
- Two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph 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)
- Reference Sheet for Grade 5

### Security

The 2023 Grades 3–5 Mathematics 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 students 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 email ([emscassessinfo@nysed.gov](mailto: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 B** 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 B** for guidance on how to reactivate a paused test.)

## Proctoring

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

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

## Misadministration

Notify your principal immediately if any session of the test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized testing accommodations or tools (for example, calculators for Grades 3–5) or 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 Schedule

- The test sessions must be administered in order, on consecutive days. See page 1 for testing and make-up dates.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- **Read the *2023 Grades 3–5 Mathematics Computer-Based Tests Teacher’s Directions* in its entirety prior to administering the test.**
- Review Step Six, “Administer the Test,” before administering each session of the test. Refer to the “Table of Contents” to locate the appropriate test directions for your grade and test session.
- 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 and Schedule

The 2023 Grades 3–5 Mathematics Computer-Based Tests each consist of two sessions: Session 1 and Session 2, administered on two consecutive school days. Session 1 contains multiple-choice questions only. Session 2 contains multiple-choice and constructed-response questions.

In Spring 2012, in order to have the data obtained from field test questions better reflect students’ level of effort, New York State began embedding multiple-choice questions for field testing within the operational tests. For 2023, the embedded questions will occur in Session 1. This means that field test questions will be interspersed with operational test questions in this session. The field test questions will not count toward the student’s final score, but will be used to collect valuable information on how well the questions perform and for possible inclusion on future operational tests. Students will not know whether a question is a field test question that does not count toward their score or an operational test question that does count toward their score.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses to the multiple-choice questions in the Nextera™ Test Delivery System. Session 2 contains multiple-choice questions and constructed-response questions. Preceding each constructed-response question is a statement that indicates the number of credits a correct response receives. For example, for a 2-credit constructed-response question it will state, “This question is worth 2 credits.” The constructed-response questions require students to type appropriate responses in the Nextera™ Test Delivery System.

Each student testing in Grade 5 mathematics will have a mathematics reference sheet for their exclusive use during each test session. The mathematics reference sheet is available in the Nextera™ Test Delivery System. Your school has also been provided with printed copies of the mathematics reference sheet, which should be distributed to each student prior to each test session. All printed mathematics reference sheets must be collected after each test session and returned to the school administrator.

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 the Spring 2023 tests, there are no time limits. The table below provides an estimated time it will take students to complete each session.

	<b>Estimated Time to Complete Session 1</b>	<b>Estimated Time to Complete Session 2</b>
<b>Grade 3</b>	55–65 Minutes	60–70 Minutes
<b>Grade 4</b>	65–75 Minutes	65–75 Minutes
<b>Grade 5</b>	80–90 Minutes	70–80 Minutes

These time estimates above are for planning purposes only. 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 estimates listed above. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

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

### **2023 Grade 3 Mathematics Computer-Based Test**

Day 1, Session 1	25 multiple-choice questions
Day 2, Session 2	5 multiple-choice questions, 8 constructed-response questions

### **2023 Grade 4 Mathematics Computer-Based Test**

Day 1, Session 1	30 multiple-choice questions
Day 2, Session 2	5 multiple-choice questions, 9 constructed-response questions

### **2023 Grade 5 Mathematics Computer-Based Test**

Day 1, Session 1	30 multiple-choice questions
Day 2, Session 2	5 multiple-choice questions, 9 constructed-response questions

## Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (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 2023 Grades 3–8 Mathematics Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual*.

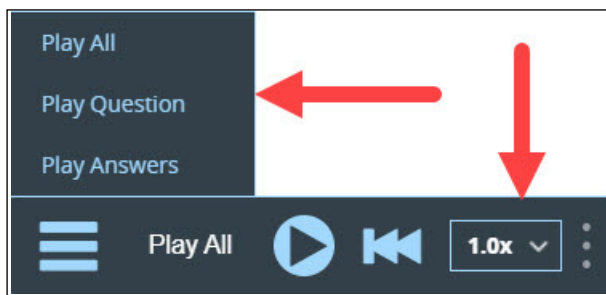
### Test Read

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 in the Office of Special Education's *Testing Accommodations for Students with Disabilities Guidance Document* (<http://www.p12.nysed.gov/specialed/publications/test-accommodations-guide-february-2018.html>).

**Read Aloud (by human):** For the 2023 Grades 3–8 Mathematics Tests, the Read Aloud (by human) accommodation is available for students testing on the computer. The Read Aloud (by human) accommodation indicates that all student directions, 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 2023 Grades 3–8 Mathematics Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions 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 Question
3. Play Answers
4. Speed Option



Please note: For Grade 5 only, the TTS accommodation has an additional option. If a user clicks on the reference sheet icon on the tool bar, then the TTS option reference sheet will display. The TTS accommodation will read the reference sheet for the student if this option in the drop-down menu is chosen.



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

The table below shows the number of tickets for the school play that were sold each day.

SCHOOL PLAY TICKETS	
Day	Number of Tickets Sold
Thursday	238
Friday	361
	249
	328

On which day does the number of tickets sold round to 300, when rounded to the nearest hundred?

(A) Thursday

**Note:** Text-to-Speech (TTS) requires an Internet connection. If the Internet connection is lost, TTS will be unavailable until the Internet connection is restored. Once restored, TTS functionality will resume.

## Use of Scribes

The use of scribes is an allowable accommodation for the 2023 Grades 3–8 Mathematics Tests. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator’s Manual*.

## Use of Calculators and Other Devices

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices for all sessions associated with the 2023 Grades 3–8 Mathematics Tests.

Because the 2023 Grades 3–5 Mathematics Tests measure students’ proficiencies involving calculations, the use of a calculator or mathematics tables is **not** allowed.

### **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 in the Office of Special Education’s *Testing Accommodations for Students with Disabilities Guidance Document* (<http://www.p12.nysed.gov/specialed/publications/test-accommodations-guide-february-2018.html>).

### **Testing Accommodations for English Language Learners**

Information on accommodations for English Language Learners (ELLs) and former ELLs can be found in the *School Administrator’s Manual*.

## Computer-Based Testing Accommodations

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

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








### Select Accommodations

Student Name Test Student 1  
Content Area Math

The student is currently testing; would you like to unlock the test? [Unlock](#)

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




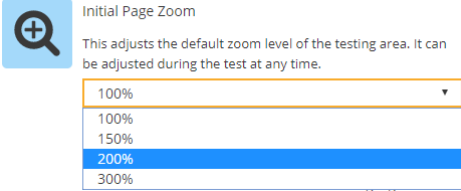

Tap or click any option below to enable or disable it for this student.




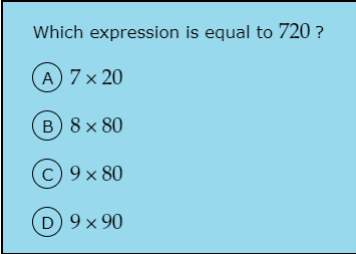

 <b>Answer Masking Tool</b> This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.	 <b>Text-to-Speech (online only)</b> This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).
 <b>Reverse Contrast</b> When this setting is turned on, all text is white on black background. <i>It can't be used with Background Color.</i>	 <b>Background Color</b> This setting changes the color of the background and text based on the selection made. <i>It can't be used with Reverse Contrast.</i>
 <b>Initial Page Zoom</b> This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.	 <b>Read Aloud (by human)</b> This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. <i>This may not be used with any print variations or offline testing accommodations.</i>
 <b>Testing Language</b> If a test can be offered in a student's native language and the "testing language" is set to a non-English value, you may change the language for a content area to English or (0) here. If not visible, a test is not available in the selected language for that content area.	

[Save](#) [Cancel](#)

Use of any of these accommodations must be consistent with the student's IEP or 504 Plan or, with regard to Testing Language, a student's status as a current or eligible former ELL. 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><b>Answer Masking</b></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> <div style="text-align: center;"> <p>What is 836 rounded to the nearest 10 ?</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="background-color: #cccccc; width: 60px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #cccccc; width: 60px; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">C</span> <span style="margin-right: 5px;">840</span> <div style="background-color: #007bff; width: 20px; height: 15px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 10px;">👁</span> </div> </div> <div style="background-color: #cccccc; width: 60px; height: 20px;"></div> </div> </div> <ul style="list-style-type: none"> <li>• To reveal a response option, the student clicks on the <i>crossed out eye icon</i> next to that option.</li> <li>• To hide a response option, the student clicks on the <i>eye icon</i> next to that option.</li> </ul>
<p><b>Reverse Contrast</b></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> <div style="background-color: #333; color: #fff; padding: 10px; text-align: center;"> <p>There are 5,280 feet in a mile. What is the total number of feet in 6 miles?</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 10px;"><span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">A</span> 31,280</div> <div style="margin-bottom: 10px;"><span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">B</span> 31,680</div> <div style="margin-bottom: 10px;"><span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">C</span> 33,680</div> <div style="margin-bottom: 10px;"><span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">D</span> 35,280</div> </div> </div>
<p><b>Initial Page Zoom</b></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> <div style="text-align: center;">  </div>
<p><b>Testing Language</b></p> 	<p>ELLs may be provided with a translated edition of the 2023 Grades 3–8 Mathematics Tests. These tests are available in Chinese Simplified, Haitian Creole, Korean, Russian, and Spanish.</p>

Accommodation	Description
<p><b>Text-to-Speech (online only)</b></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>  <p><small>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).</small></p> <p>When using this accommodation, ensure the volume on the student’s device is on, unmuted, and adjusted prior to launching the secure browser.</p>
<p><b>Background Color</b></p> 	<p>The Background Color option is an embedded accommodation that allows the color of the background to be changed.</p>  <p>The following color options are available:</p> <ul style="list-style-type: none"> <li>• Black-on-pink</li> <li>• Black-on-blue</li> <li>• Black-on-green</li> <li>• Black-on-yellow</li> </ul>
<p><b>Read Aloud (by human)</b></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>



## 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 Math

[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)

## 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 E: 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 creating a secure testing environment for computer-based testing, see **Appendix A**.
- 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.
- Completely cover or remove from the walls mathematics aids or charts and all board work pertaining to mathematics. 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 Questar Secure Browser or on the web-based [Question Sampler](https://ny.nextera.questarai.com/tds/#practice) (<https://ny.nextera.questarai.com/tds/#practice>).
- 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 2023 Grades 3–8 Mathematics 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) (<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 the computer.

### **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 Mathematics 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 Mathematics Tests, each student should be given two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph 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 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.

1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix C** 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 'Tests' page in the New York State Grades 3-8 Testing Program. The page has a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. Below the navigation bar, there is a 'Testing Status for: Math, Spring 3-8' filter and a 'New Test' button. A search bar is also present. The main content is a table with columns: Teacher, Class, Content Area, Test Name, Testing, View, and Delete. The table contains two rows of test data. A red arrow points to the 'View' button in the 'View' column of the first row, which is in the 'In Progress' testing status.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
FirstName LastName	Math	Math	Spring 3-8 Math	In Progress	View	
FirstName LastName	Math	Math	Spring 3-8 Math	Finished	View	

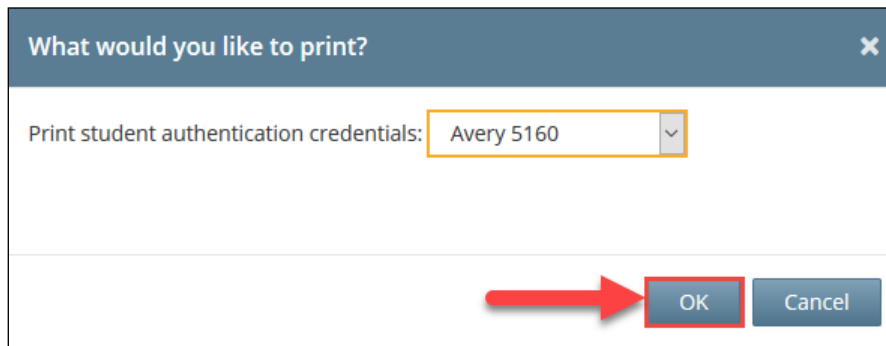
4. Select **Login Tickets**.

The screenshot shows the 'View Test' page. At the top, it says 'You're Viewing: Spring 3-8 Math'. Below this, there are several fields for test details: District (ADel), School (ADel), Testing Window (Spring 3-8 Test), Content Area (Math), Teacher (teacherFirstname teacherLastname), Class (Math), Test Name (Spring 3-8 Math), and Testing Dates. There are two buttons: 'Examiner View' and 'Login Tickets', with a red arrow pointing to 'Login Tickets'. Below the buttons, there are two sections for 'Session 1 Access Code' and 'Session 2 Access Code', each with a 'New Access Code' input field, 'Submit', and 'Cancel' buttons. At the bottom, there is a 'Registered Students' section with a 'Session' dropdown menu set to 'All Sessions'.

5. Select the **applicable form**.

The screenshot shows a dialog box titled 'What would you like to print?'. The dialog has a close button (X) in the top right corner. The main content area says 'Print student authentication credentials:' followed by a dropdown menu. The dropdown menu is open, showing the following options: '--Select an Option--', '--Select an Option--', 'Avery 5160', 'Avery 5163', 'Student Roster', and 'Download CSV file'. A 'Cancel' button is located in the bottom right corner of the dialog.

6. Select **OK**.



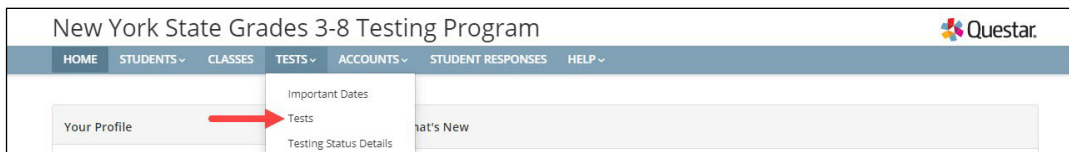
7. The student login tickets will display. Use the **Print function** to print the student login tickets. Each label includes a student's name, NYSSIS ID, password, and test name.

- 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.

<b>Last, First</b> NYSSIS ID: 9921010301 Password: 422348 Spring 3-8 Math Grade X	<b>Last, First</b> NYSSIS ID: 9921010302 Password: 556413 Spring 3-8 Math Grade X	<b>Last, First</b> NYSSIS ID: 9921010303 Password: 299555 Spring 3-8 Math Grade X
--	--	--

## 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. Each session of the test will require a different Session Access Code. Instructions for providing the Session Access Code to students are included in **Step Six: Administer the 2023 Mathematics 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 C** 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.

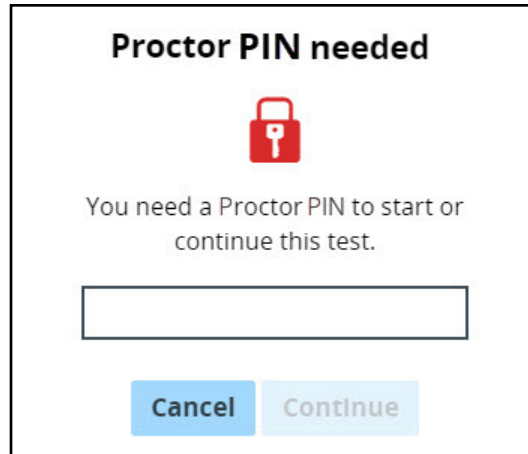
The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. At the top, there is a navigation bar with links for HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. Below the navigation bar, the page title is 'Tests'. There is a filter for 'Testing Status for: Math, Spring 3-8' and a 'New Test' button. A search bar is also present. The main content is a table with columns: Teacher, Class, Content Area, Test Name, Testing, View, and Delete. The table contains two rows of test data. The first row is for 'Spring 3-8 Math' with a status of 'In Progress', and a red arrow points to its 'View' button. The second row is for 'Spring 3-8 Math' with a status of 'Finished'. At the bottom, there is a 'Show 10 entries' dropdown and a pagination control showing page 1.

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.

The screenshot shows the 'View Test' page. At the top, there is a navigation bar with links for HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. Below the navigation bar, the page title is 'View Test'. There is a header 'You're Viewing: Spring 3-8 Math'. Below this, there is a table with test details: District: ADel, School: ADel, Testing Window: Spring 3-8 Test, Content Area: Math, Teacher: teacherFirstname teacherLastname, Class: Math, Test Name: Spring 3-8 Math, and Testing Dates: 3/17/2023 to 3/17/2023. Below the table, there are buttons for 'Examiner View' and 'Login Tickets'. There are two rows for 'Session Access Code'. The first row shows 'Session 1 Access Code 1111' with a red arrow pointing to it, and a 'New Access Code' input field with 'Submit' and 'Cancel' buttons. The second row shows 'Session 2 Access Code 2222' with a 'New Access Code' input field and 'Submit' and 'Cancel' buttons. At the bottom, there is a 'Registered Students:' section with a 'Session' dropdown menu set to 'All Sessions'.

## 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.



The image shows a dialog box titled "Proctor PIN needed". At the top center is a red padlock icon with a white keyhole. Below the icon, the text reads "You need a Proctor PIN to start or continue this test." Underneath this text is a rectangular input field for entering the PIN. At the bottom of the dialog box are two buttons: "Cancel" on the left and "Continue" on the right, both with a light blue background.

Being mindful of the health and safety protocols established at schools in response to COVID-19, for the Spring 2023 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.

## Mathematics Tools

- For computer-based testing, rulers are available to students in the Nextera™ Test Delivery System.
- Each student in Grades 4 and 5 will also have access to a protractor tool in the Nextera™ Test Delivery System.
- All Grade 5 students can use a mathematics reference sheet during the test session. The mathematics reference sheet includes the necessary formulas and reference information students need to assist them in answering certain mathematics questions. The mathematics reference sheet is available in the Nextera™ Test Delivery System. Your school has also been provided with printed copies of the mathematics reference sheet, which should be distributed to each student prior to each test session.



**STEP SIX**

# Administer the 2023 Grade 3 Mathematics 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 students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.*

## Grade 3—Day 1, Session 1

*Before you begin the test, 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 2023 Grade 3 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.

**You must select your answers in the online test. You will have as much time as you need today to answer the questions.**

**You may use the ruler provided in the online test to help you solve some of the questions on the test.**

*Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.*

**SAY You may use this scratch paper to help you solve the questions on 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:*

New York Statewide Assessment  
Powered by Nextera®

NYSSIS ID  
NYSSIS ID

Password  
Password 

Sign in



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

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*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 several input fields with labels and placeholder text:

- Test Student**: Name (placeholder: 00/00/0000), Date of birth (placeholder: 00/00/0000)
- Grade X**: Grade (placeholder: 0000000000), Student number (placeholder: 0000000000)
- Test School**: School name
- Test Teacher**: Teacher name

Below the fields is a confirmation question: "Is everything here correct?". There are two buttons: "No" and "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.*

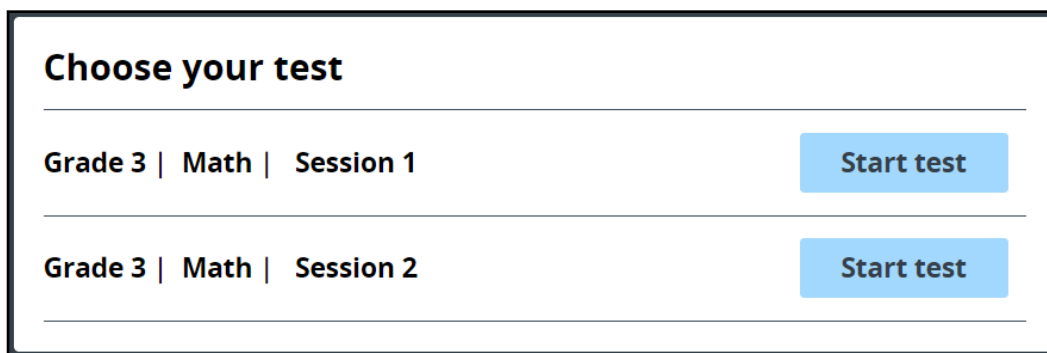
*If the date of birth or teacher’s name is incorrect, or the student’s name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.*

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:



**Choose your test**

---

Grade 3 | Math | Session 1 Start test

---

Grade 3 | Math | Session 2 Start test

---

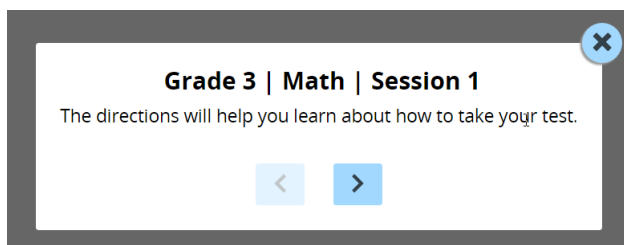
**SAY** Now we are going to begin the test. Select “Start test” next to Grade 3 Math Session 1.

**You should now see the first page of the directions that will help you learn 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:



**Grade 3 | Math | Session 1**

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:*

**Access code needed**



Please enter the access code that your teacher gives you.

XXXX

**Exit** **Continue**

**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.”

**Are there any questions before we begin?**

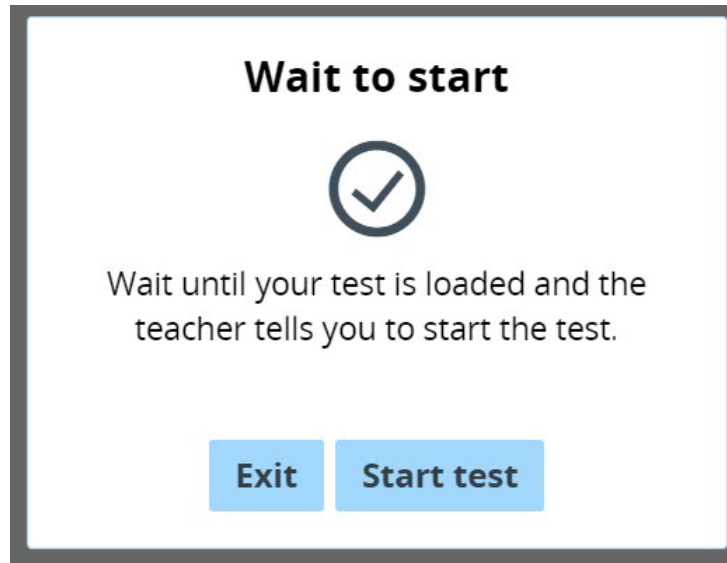
*Answer any questions the students may have.*

**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?**

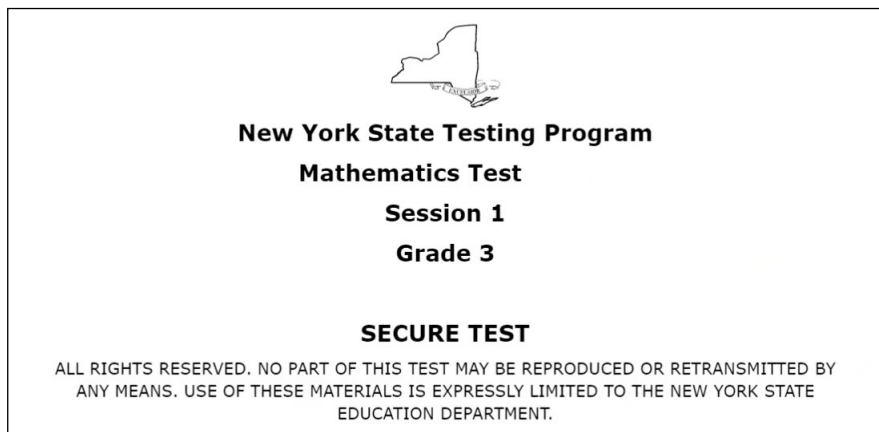
*Pause for questions.*

Sample screen:



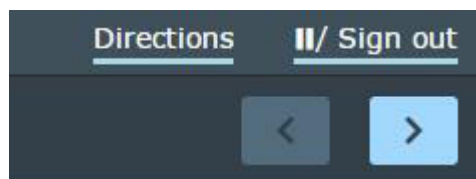
**SAY** Please select "Start test."

The next screen confirms you are taking the **Grade 3 Mathematics Test Session 1** today. If your screen does not say **Grade 3**, 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.

**Are there any questions?**

*Pause for questions.*

**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.**

## **Session 1**

### **TIPS FOR TAKING THE TEST**

Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before making your choice.
- You have been provided with a ruler as part of the online testing tools to use during the test. Use the ruler whenever you think it will help you to answer the question.

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

- Read each question carefully and think about the answer before making your choice.
- You have been provided with a ruler as part of the online testing tools to use during the test. Use the ruler whenever you think it will help you to answer the question.

**Are there any questions?**

*Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,*

**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 Spring 2023 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. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.*

*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 must be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.*



## Grade 3—Day 2, Session 2

*Before you begin the test, 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 2023 Grade 3 Mathematics Test, Session 2.

**For the multiple-choice questions, you must select your answers in the online test. For the constructed-response questions, you must also type your answers in the online test. You will have as much time as you need today to answer the questions.**

**You may use the ruler provided in the online test to help you solve some of the questions on the test.**

*Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.*

**SAY** You may use this scratch paper to help you solve the questions on 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:*

New York Statewide Assessment  
Powered by Nextera®

NYSSIS ID  
NYSSIS ID

Password  
Password 

Sign in

  
Questar.

中文 | English | Kreyol Ayisyen | 한국어 | Русский | Español |

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*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, each with a label and a value:

Test Student Name	00/00/0000 Date of birth
Grade X Grade	0000000000 Student number
Test School School name	
Test Teacher Teacher name	

Below the fields is the question "Is everything here correct?" with two buttons: "No" and "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.*

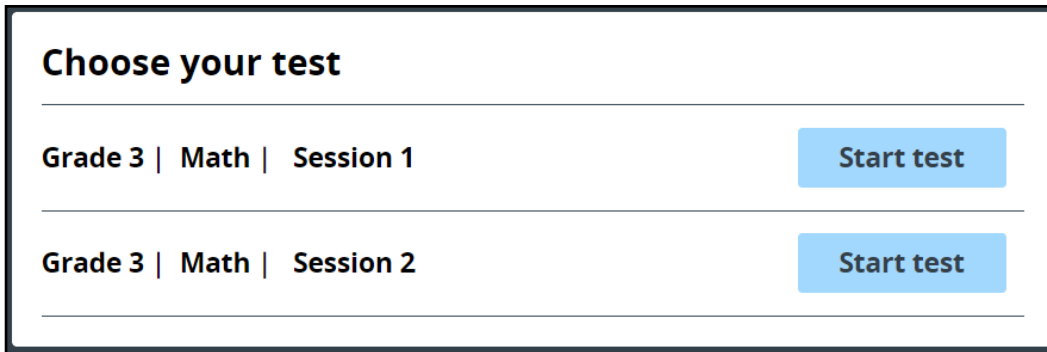
*If the date of birth or teacher’s name is incorrect or the student’s name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.*

*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:



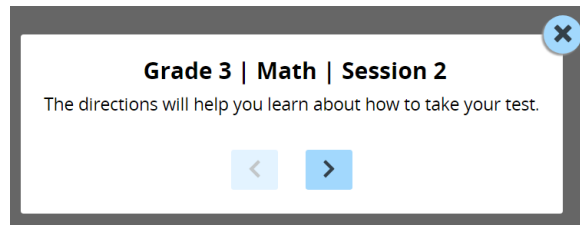
**SAY** Now we are going to begin the test. Select “Start test” next to Grade 3 Math Session 2.

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.*

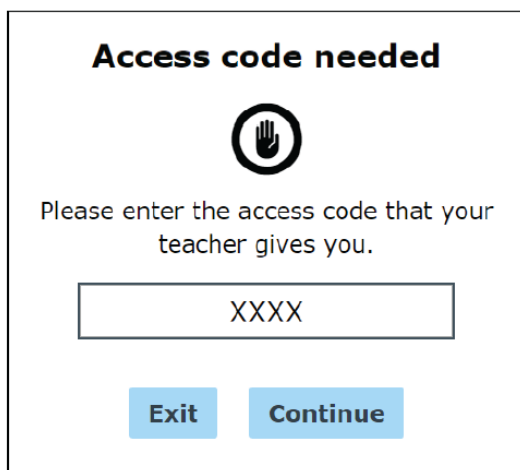
*Sample directions page:*




*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:*



**Access code needed**



Please enter the access code that your teacher gives you.

XXXX

**Exit** **Continue**

**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.”

**Are there any questions before we begin?**

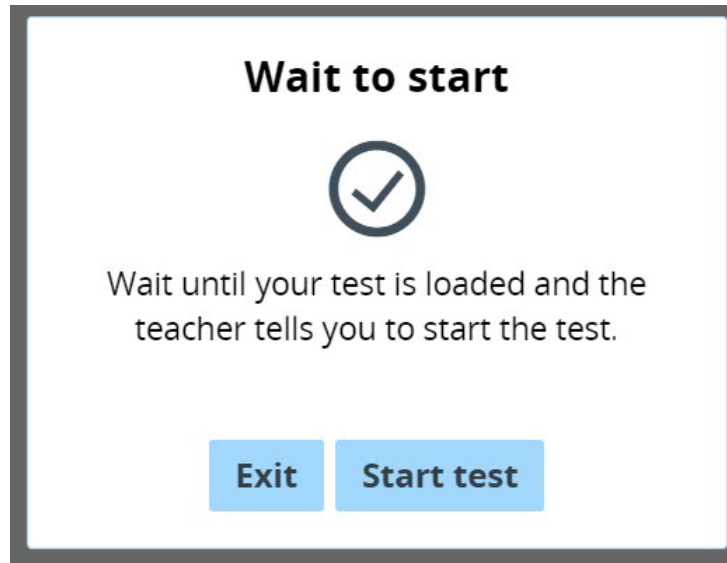
*Answer any questions the students may have.*

**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?**

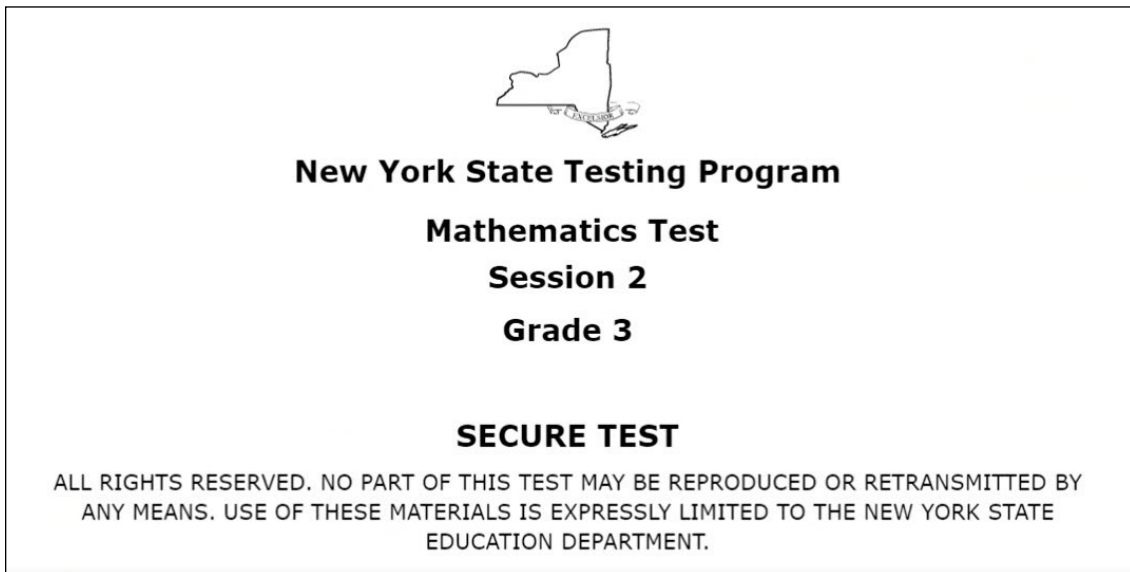
*Pause for questions.*

Sample screen:



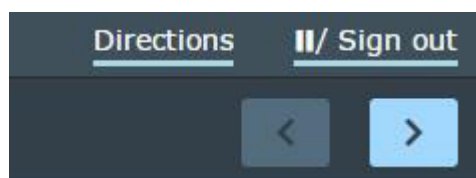
**SAY** Please select "Start test."

The next screen confirms you are taking the Grade 3 Mathematics Test Session 2 today. If your screen does not say Grade 3, 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.

**Are there any questions?**

*Pause for questions.*

**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.**

**Session 2**

**TIPS FOR TAKING THE TEST**

Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before making your choice or writing your response.
- You have been provided with a ruler as part of the online testing tools to use during the test. Use the ruler whenever you think it will help you to answer the question.
- Be sure to show your work when asked.

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

- Read each question carefully and think about the answer before making your choice or writing your response.
- You have been provided with a ruler as part of the online testing tools to use during the test. Use the ruler whenever you think it will help you to answer the question.
- Be sure to show your work when asked.

**Are there any questions?**

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

**SAY** Before each question you will see how many credits the question is worth. For example, "This question is worth 2 credits."

**Are there any questions?**

*Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,*

**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 Spring 2023 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. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.*

*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 must be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.*



**STEP SIX**

# Administer the 2023 Grade 4 Mathematics 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 students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.*

## Grade 4—Day 1, Session 1

*Before you begin the test, 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 2023 Grade 4 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.

**You must select your answers in the online test. You will have as much time as you need today to answer the questions.**

**You may use the ruler and the protractor provided in the online test to help you solve some of the problems on the test.**

*Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.*

**SAY You may use this scratch paper to help you solve the questions on 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:*

New York Statewide Assessment  
Powered by Nextera®

NYSSIS ID  
NYSSIS ID

Password  
Password 

Sign in



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

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*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 several input fields with labels and placeholder text:

- Test Student**: Name (placeholder: 00/00/0000), Date of birth (placeholder: 00/00/0000)
- Grade X**: Grade (placeholder: 0000000000), Student number (placeholder: 0000000000)
- Test School**: School name
- Test Teacher**: Teacher name

Below the fields is a confirmation question: "Is everything here correct?". At the bottom of the form are two buttons: "No" and "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.*

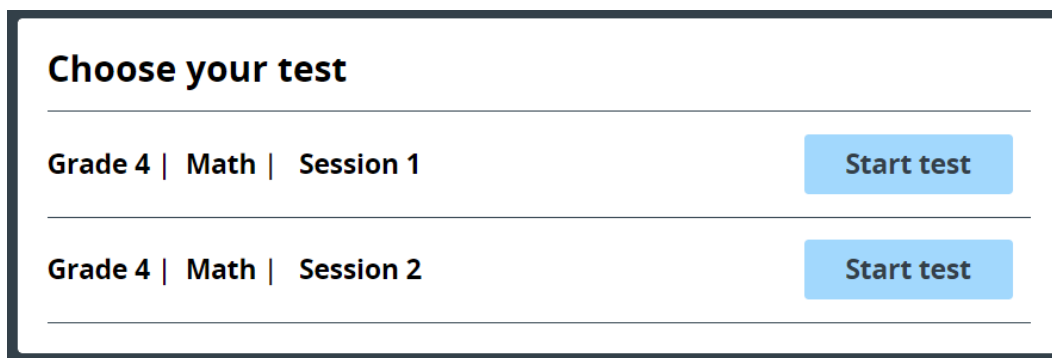
*If the date of birth or teacher’s name is incorrect, or the student’s name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.*

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 web interface titled "Choose your test". It features two rows of options, each with a "Start test" button. The first row is "Grade 4 | Math | Session 1" and the second row is "Grade 4 | Math | Session 2".

Choose your test	
Grade 4   Math   Session 1	Start test
Grade 4   Math   Session 2	Start test

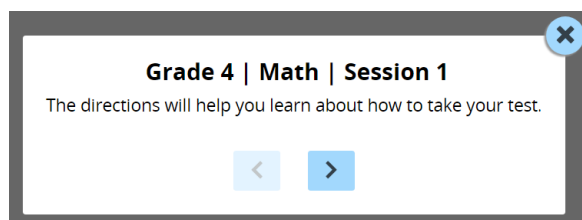
**SAY** Now we are going to begin the test. Select “Start test” next to Grade 4 Math Session 1.

**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 pop-up window titled "Grade 4 | Math | Session 1". The text inside says "The directions will help you learn about how to take your test." At the bottom, there are two arrows: a light blue left arrow and a blue right arrow. A close button (X) is in the top right corner.

**Grade 4 | Math | Session 1**

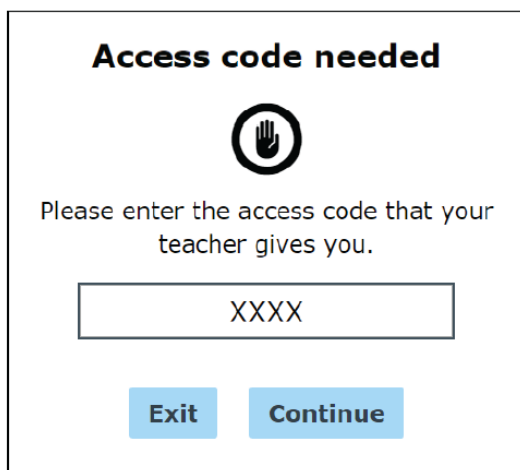
The directions will help you learn about how to take your test.

< >

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:*

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 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. A rectangular input field is centered below the text, containing the placeholder text "XXXX". At the bottom of the screen, there are two light blue buttons with black text: "Exit" on the left and "Continue" on the right. The entire interface is enclosed in a thin black border.

**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."

**Are there any questions before we begin?**

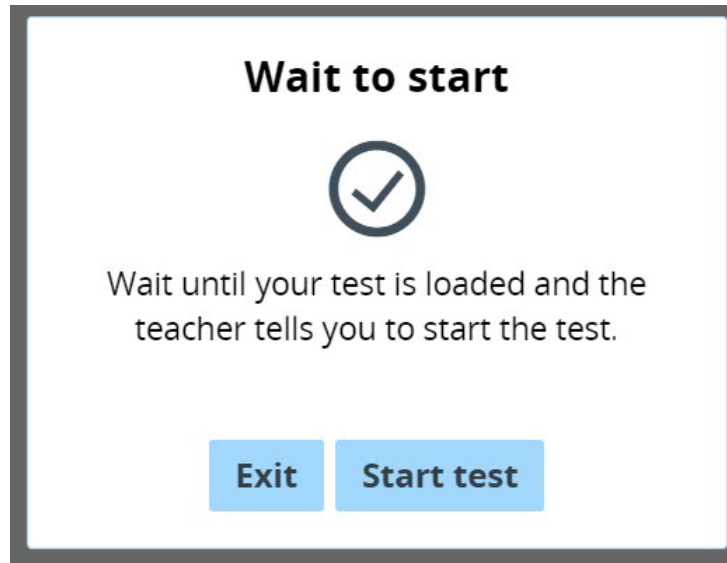
*Answer any questions the students may have.*

**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?**

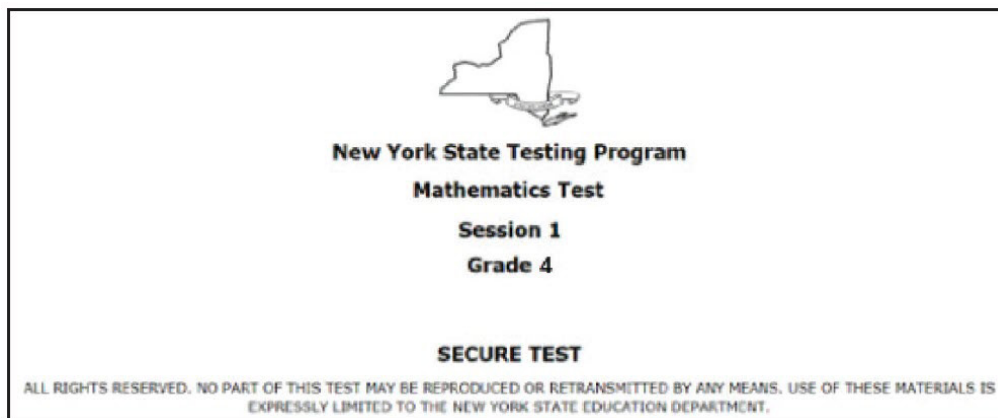
*Pause for questions.*

Sample screen:



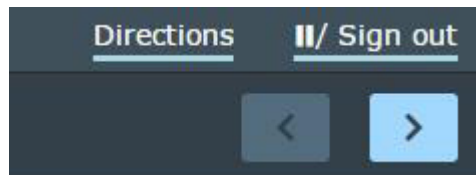
**SAY** Please select "Start test."

The next screen confirms you are taking the Grade 4 Mathematics Test Session 1 today. If your screen does not say Grade 4, 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.

**Are there any questions?**

*Pause for questions.*

**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.**

**Session 1**

**TIPS FOR TAKING THE TEST**

Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before making your choice.
- You have been provided with online mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.

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

- Read each question carefully and think about the answer before making your choice.
- You have been provided with online mathematics tools (a ruler and a protractor) to use during the test. It is up to you to decide when each tool will be helpful. You should use mathematics tools whenever you think they will help you to answer the question.

**Are there any questions?**

*Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,*

**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 Spring 2023 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. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.*

*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 must be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.*



## Grade 4—Day 2, Session 2

*Before you begin the test, 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 2023 Grade 4 Mathematics Test, Session 2.

**For the multiple-choice questions, you must select your answers in the online test. For the constructed-response questions, you also must type your answers in the online test. You will have as much time as you need today to answer the questions.**

**You may use the ruler and the protractor provided in the online test to help you solve some of the problems on the test.**

*Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.*

**SAY** You may use this scratch paper to help you solve the questions on 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:*

New York Statewide Assessment  
Powered by Nextera®

NYSSIS ID  
NYSSIS ID

Password  
Password 

Sign in

  
Questar.

中文 | English | Kreyol Ayisyen | 한국어 | Русский | Español |

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*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 several fields for user information:

<b>Test Student</b> Name	00/00/0000 Date of birth
<b>Grade X</b> Grade	0000000000 Student number
<b>Test School</b> School name	
<b>Test Teacher</b> Teacher name	

Below the fields is a question: "Is everything here correct?". At the bottom are two buttons: "No" and "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.*

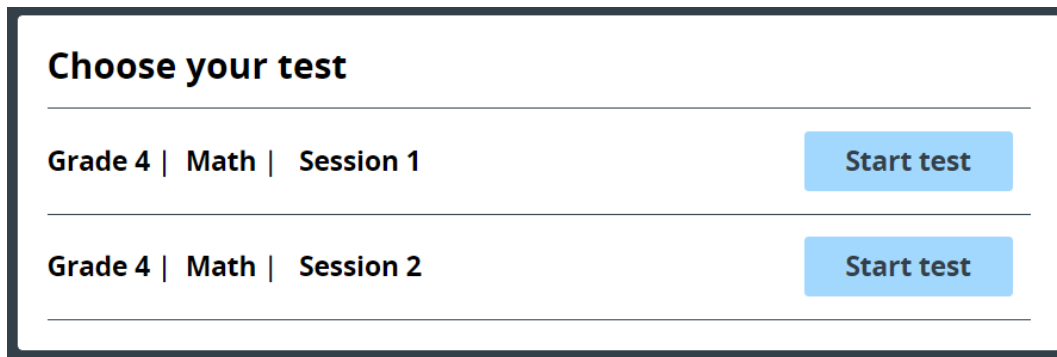
*If the date of birth or teacher’s name is incorrect or the student’s name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.*

*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:



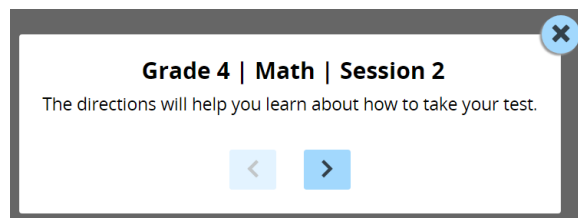
**SAY** Now we are going to begin the test. Select “Start test” next to Grade 4 Math Session 2.

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.*

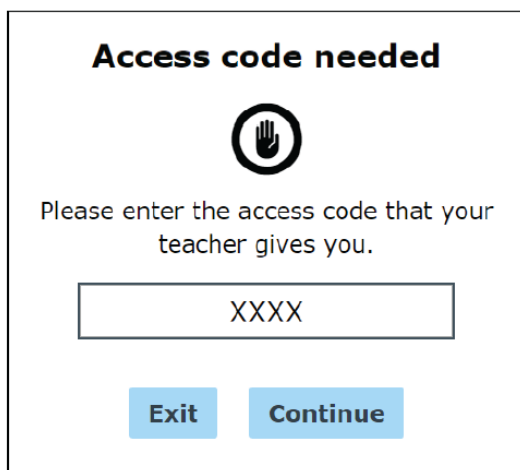
*Sample directions page:*




*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:*



**Access code needed**



Please enter the access code that your teacher gives you.

XXXX

**Exit** **Continue**

**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.”

**Are there any questions before we begin?**

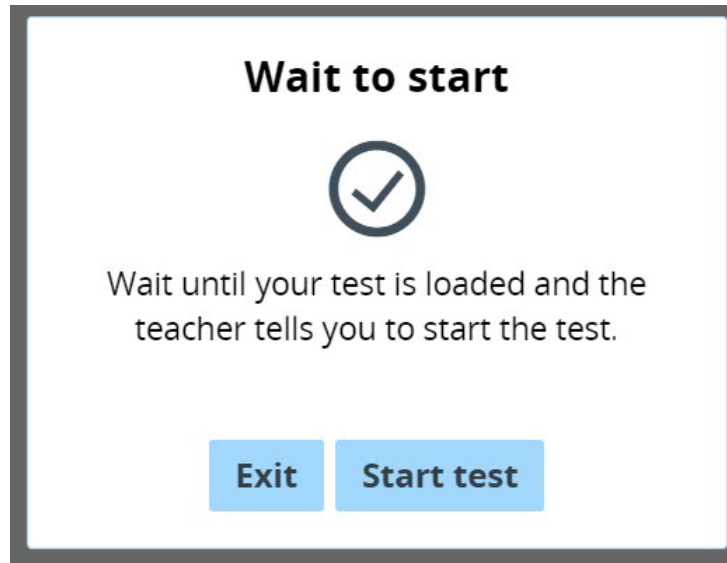
*Answer any questions the students may have.*

**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?**

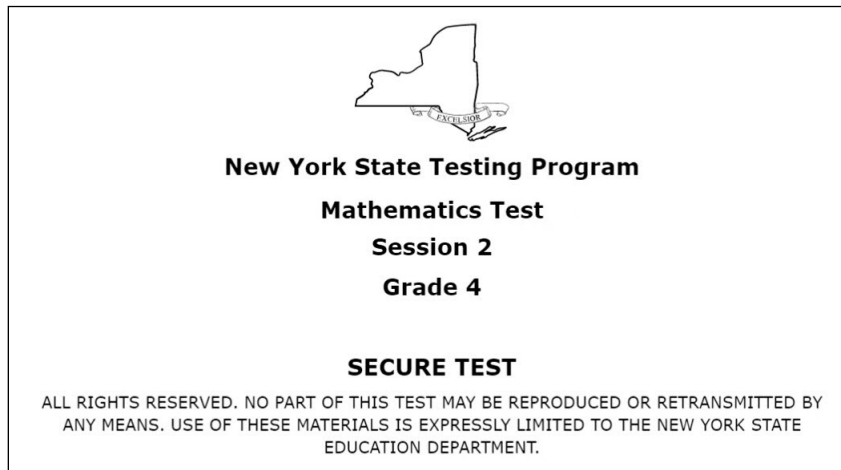
*Pause for questions.*

Sample screen:



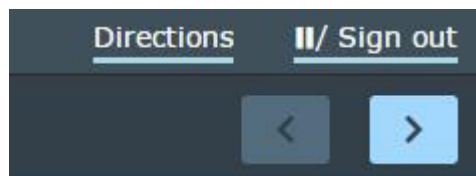
**SAY** Please select "Start test."

The next screen confirms you are taking the **Grade 4 Mathematics Test Session 2** today. If your screen does not say **Grade 4**, 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.

**Are there any questions?**

*Pause for questions.*

**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.**

## **Session 2**

### **TIPS FOR TAKING THE TEST**

Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before making your choice or writing your response.
- You have been provided with online mathematics tools (a ruler and a protractor) to use during the test. It is up to you to decide when each tool will be helpful. You should use mathematics tools whenever you think they will help you to answer the question.
- Be sure to show your work when asked.

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

- Read each question carefully and think about the answer before making your choice or writing your response.
- You have been provided with online mathematics tools (a ruler and a protractor) to use during the test. It is up to you to decide when each tool will be helpful. You should use mathematics tools whenever you think they will help you to answer the question.
- Be sure to show your work when asked.

**Are there any questions?**

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

**SAY** Before each question you will see how many credits the question is worth. For example, "This question is worth 2 credits."

**SAY Are there any questions?**

*Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,*

**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 Spring 2023 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. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.*

*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 must be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.*



**STEP SIX**

# Administer the 2023 Grade 5 Mathematics 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 students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.*

## Grade 5—Day 1, Session 1

*Before you begin the test, make sure you have the student login tickets for each student, a printed mathematics reference sheet for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN. The mathematics reference sheet is also available in the Nextera™ Test Delivery System.*

*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 2023 Grade 5 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.

You must select your answers in the online test. You will have as much time as you need today to answer the questions.

You may use the ruler, protractor, and mathematics reference sheet provided in the online test to help you solve some of the problems on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.

*Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.*

**SAY** You may use this scratch paper to help you solve the questions on 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:*

New York Statewide Assessment

Powered by Nextera®

NYSSIS ID

Password



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

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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 several fields for user input and verification:

- Test Student**: Name (with a line for text entry) and Date of birth (with the placeholder "00/00/0000" and a line for text entry).
- Grade X**: Grade (with a line for text entry) and Student number (with the placeholder "0000000000" and a line for text entry).
- Test School**: School name (with a line for text entry).
- Test Teacher**: Teacher name (with a line for text entry).

Below the fields is a confirmation question: "Is everything here correct?". At the bottom of the form are two buttons: "No" and "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.

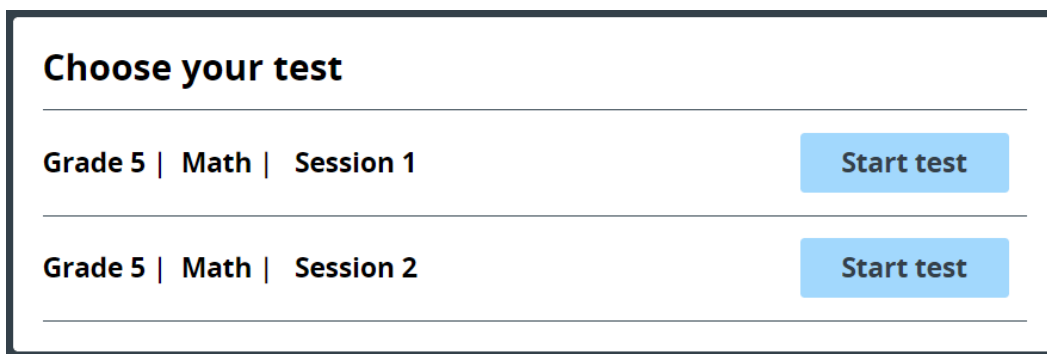
If the date of birth or teacher's name is incorrect, or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

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 screenshot shows a box titled "Choose your test". Inside the box, there are two rows. The first row contains "Grade 5 | Math | Session 1" on the left and a blue button labeled "Start test" on the right. The second row contains "Grade 5 | Math | Session 2" on the left and another blue button labeled "Start test" on the right.

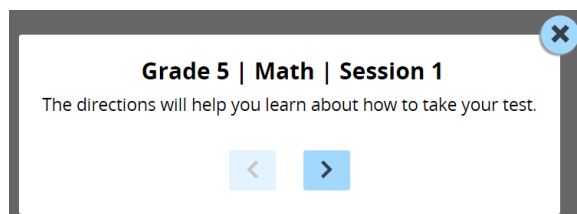
**SAY** Now we are going to begin the test. Select "Start test" next to Grade 5 Math Session 1.

**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:

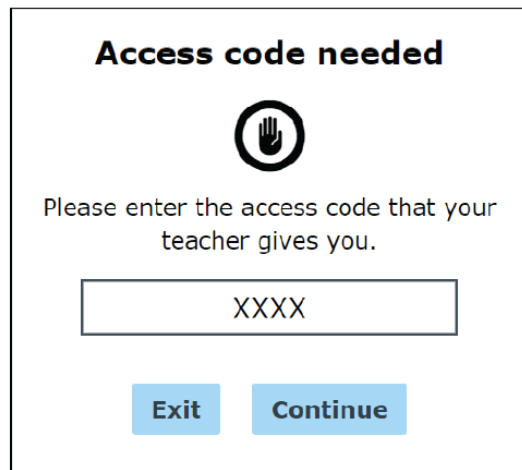


The screenshot shows a pop-up window with a title bar "Grade 5 | Math | Session 1" and a close button (X) in the top right corner. Below the title, it says "The directions will help you learn about how to take your test." At the bottom, there are two buttons: a light blue left-facing arrow and a blue right-facing 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:*



**Access code needed**



Please enter the access code that your teacher gives you.

XXXX

**Exit** **Continue**

**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.”

**Are there any questions before we begin?**

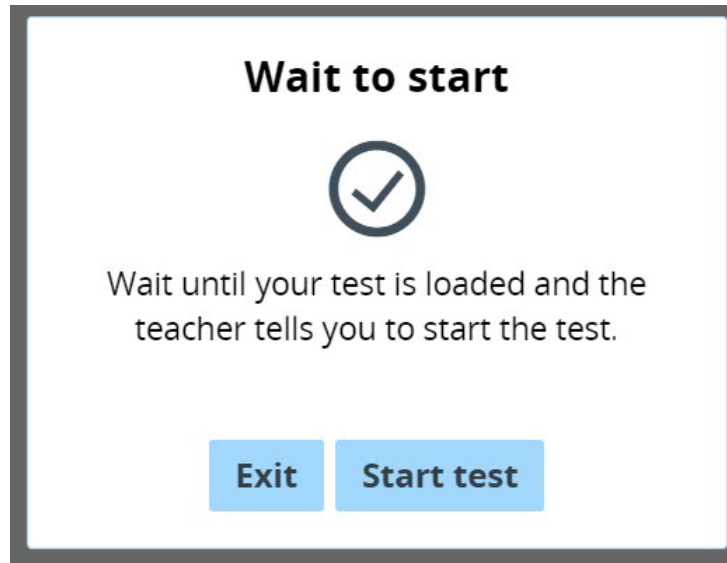
*Answer any questions the students may have.*

**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?

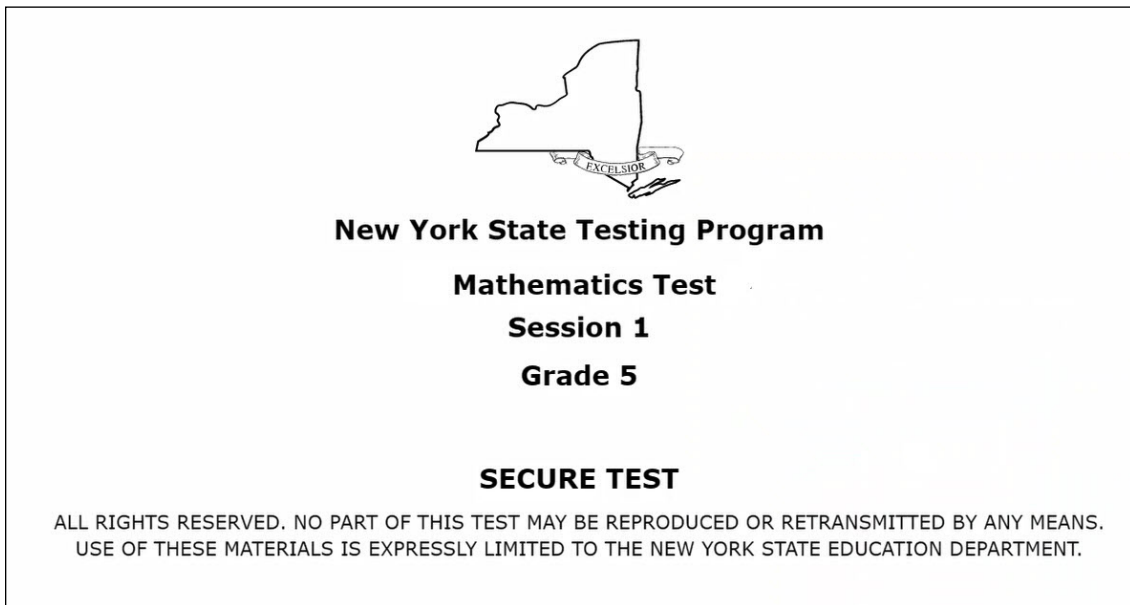
*Pause for questions.*

Sample screen:



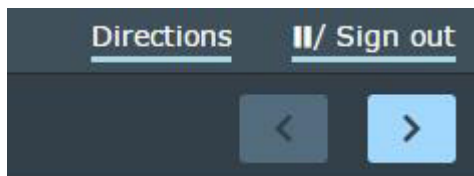
**SAY** Please select "Start test."

The next screen confirms you are taking the **Grade 5 Mathematics Test Session 1** today. If your screen does not say **Grade 5**, 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.

**Are there any questions?**

*Pause for questions.*

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.

### **Session 1**

#### **TIPS FOR TAKING THE TEST**

Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before making your choice.
- You have been provided with online mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.

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

- Read each question carefully and think about the answer before making your choice.
- You have been provided with online mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.

**Are there any questions?**

*Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,*

**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, scratch paper, and reference sheet once a student submits the test.*

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

*Given that the Spring 2023 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. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.*

*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, student login tickets, and reference sheets to you. These materials are considered secure materials and must be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.*



## Grade 5—Day 2, Session 2

*Before you begin the test, make sure you have the student login tickets for each student, a mathematics reference sheet 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 2023 Grade 5 Mathematics Test, Session 2.

**For the multiple-choice questions, you must select your answers in the online test. For the constructed-response questions, you must also type your answers in the online test. You will have as much time as you need today to answer the questions.**

**You may use the ruler, protractor, and mathematics reference sheet provided in the online test to help you solve some of the problems on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.**

Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.

**SAY** You may use this scratch paper to help you solve the questions on 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:

New York Statewide Assessment

Powered by Nextera®

NYSSIS ID

NYSSIS ID

Password

Password

Sign In

Questar

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

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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, each with a label and a value:

<b>Test Student</b> Name	00/00/0000 Date of birth
<b>Grade X</b> Grade	0000000000 Student number
<b>Test School</b> School name	
<b>Test Teacher</b> Teacher name	

Below the information is a question: "Is everything here correct?" with two buttons: "No" and "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:*



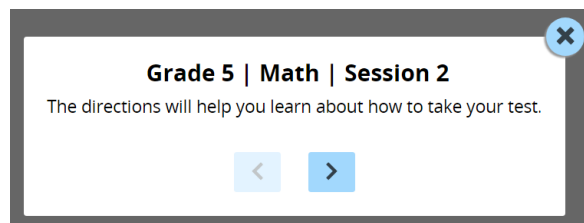
**SAY** Now we are going to begin the test. Select “Start test” next to Grade 5 Math Session 2.

**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:*

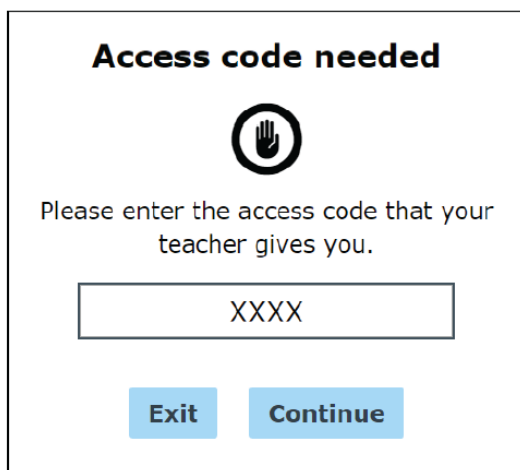


*Pause for two minutes to allow the students to click through the directions.*

**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:*

**Access code needed**



Please enter the access code that your teacher gives you.

XXXX

**Exit** **Continue**

**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.”

**Are there any questions before we begin?**

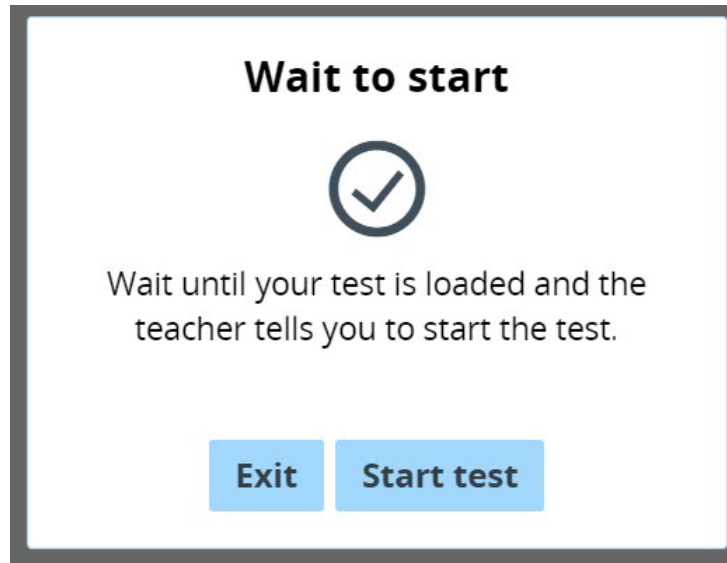
*Answer any questions the students may have.*

**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?**

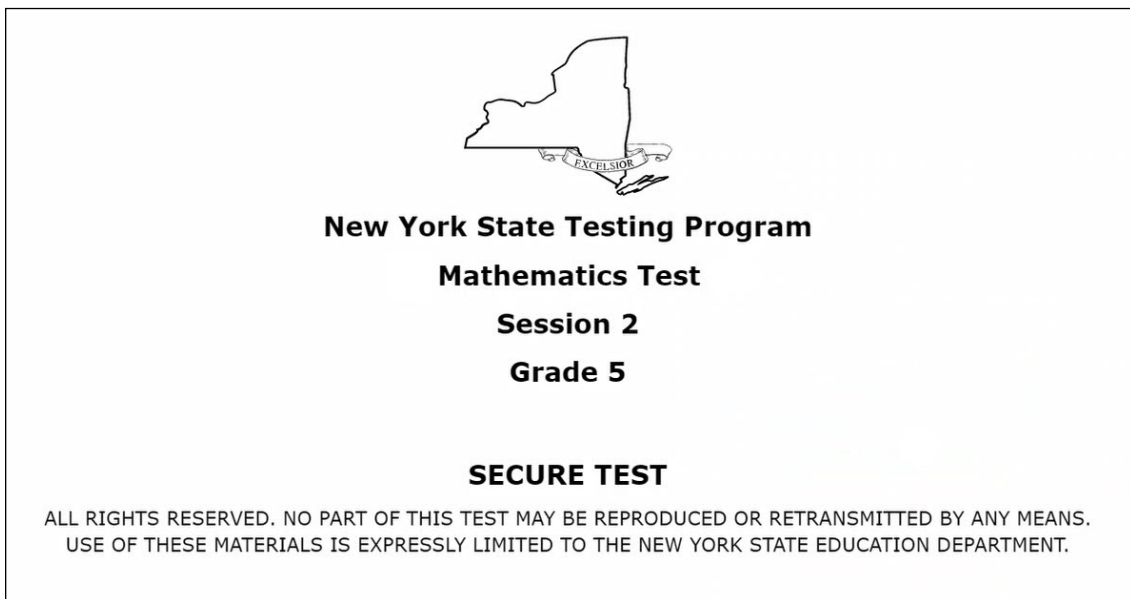
*Pause for questions.*

Sample screen:



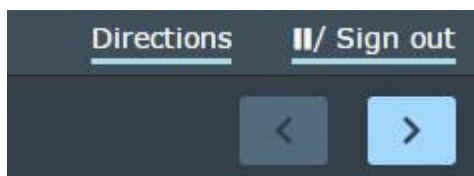
**SAY** Please select "Start test."

The next screen confirms you are taking the Grade 5 Mathematics Test Session 2 today. If your screen does not say Grade 5, 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.

**Are there any questions?**

*Pause for questions.*

**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.**

## **Session 2**

### **TIPS FOR TAKING THE TEST**

Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before making your choice or writing your response.
- You have been provided with online mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.
- Be sure to show your work when asked.

Developed and published under contract with the New York State Education Department by Questar Assessment Inc., 5550 Upper 147th Street West, Minneapolis, MN 55124. Copyright © 2021 by the New York State Education Department.

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

- Read each question carefully and think about the answer before making your choice or writing your response.
- You have been provided with online mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.
- Be sure to show your work when asked.

**Are there any questions?**

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

**SAY** Before each question you will see how many credits the question is worth. For example, "This question is worth 2 credits."

**SAY Are there any questions?**

*Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,*

**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, scratch paper, and reference sheet once a student submits the test.*

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

*Given that the Spring 2023 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. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.*

*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, student login tickets, and reference sheets to you. These materials are considered secure materials and must be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.*



# Appendices



# Appendix A: 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.

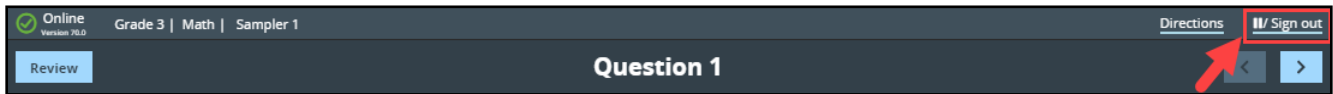
- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely-spaced rows or in every other row.

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

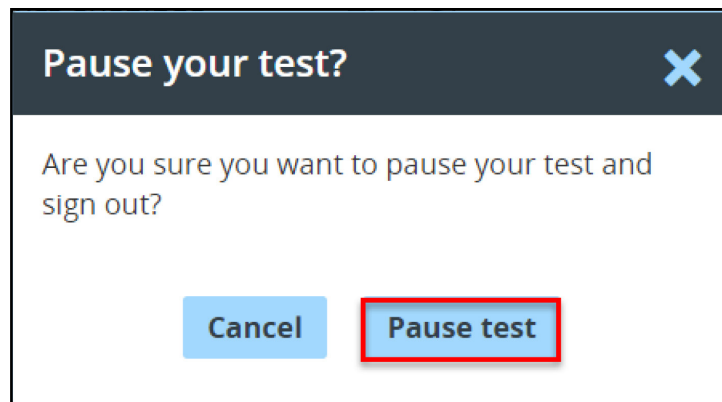
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible 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 B: Pausing and Reactivating a Computer-Based Test in Nextera™ Test Delivery System

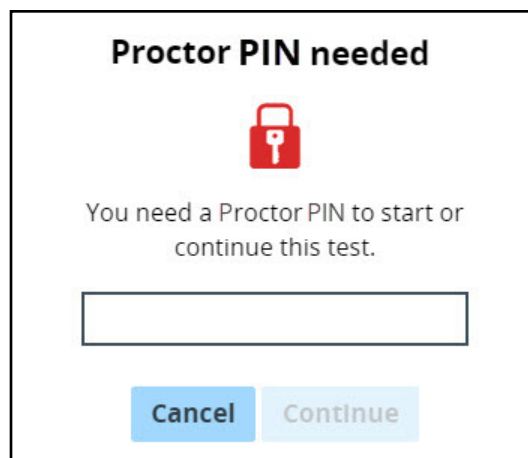
A student may pause a test by selecting **II/Sign Out** in the upper right corner of the student's screen in the Nextera™ Test Delivery System.



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.



Being mindful of the health and safety protocols established at schools in response to COVID-19, for the Spring 2023 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 C: Logging into Nextera™ Admin

## Overview

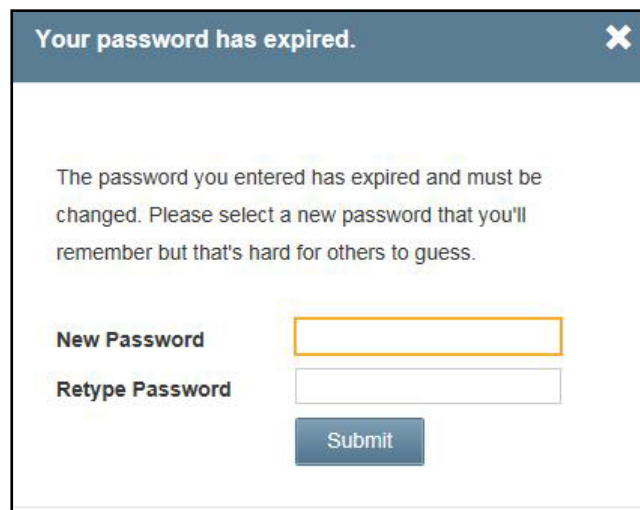
This section will guide you through the login process in the Nextera™ Administration System (Nextera™ Admin).

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

4. For initial 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**.

**Questar**

Tuesday, October 15, 2021

District: QAI NEXTERA TEAM (QAI01)

School: QAI NEXTERA TEAM (QAI01)

By clicking I agree below, I understand the following:

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

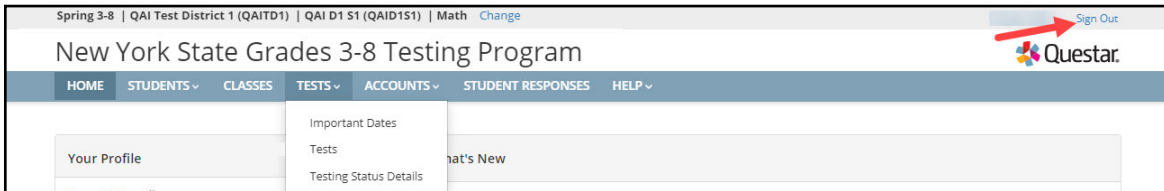
I've read this page

**I Agree**

If you'd like, you may click [here](#) to read the full version from our lawyers.  
You may also contact us by calling 1.866.997.0695

## 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.

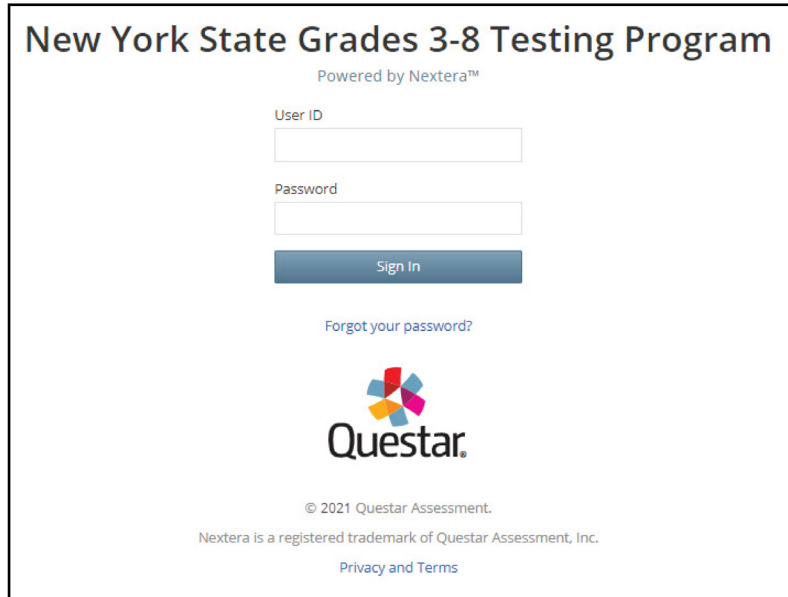


## Forgot Your Password?

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

If you have forgotten your password:

- Select **Forgot your password?**




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

User ID

Password

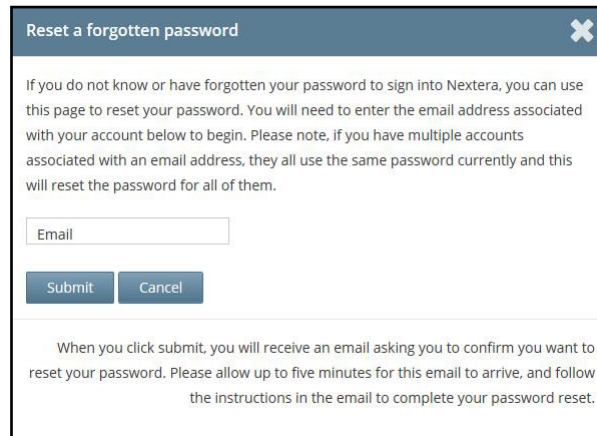
Sign In

[Forgot your password?](#)

  
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[Privacy and Terms](#)

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



Reset a forgotten password

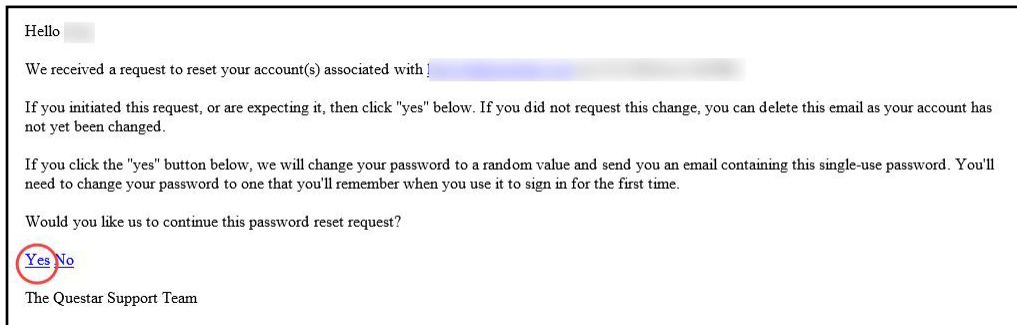
If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need to enter the email address associated with your account below to begin. Please note, if you have multiple accounts associated with an email address, they all use the same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

Email

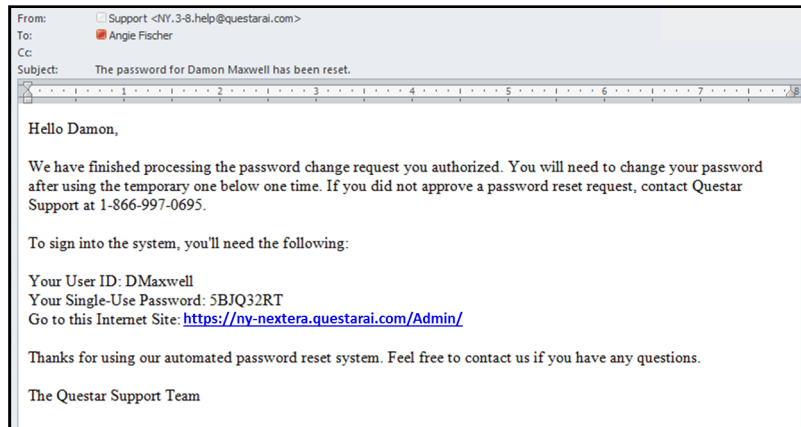
Submit Cancel

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

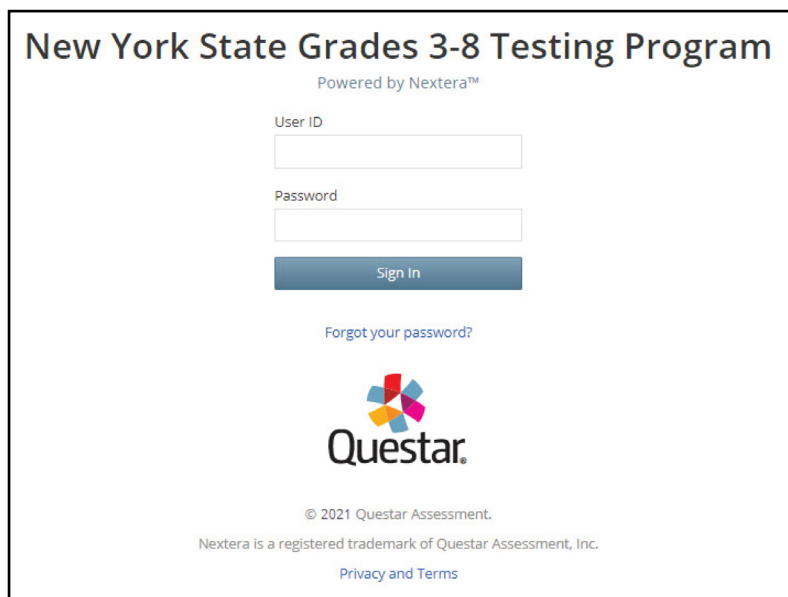
- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



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

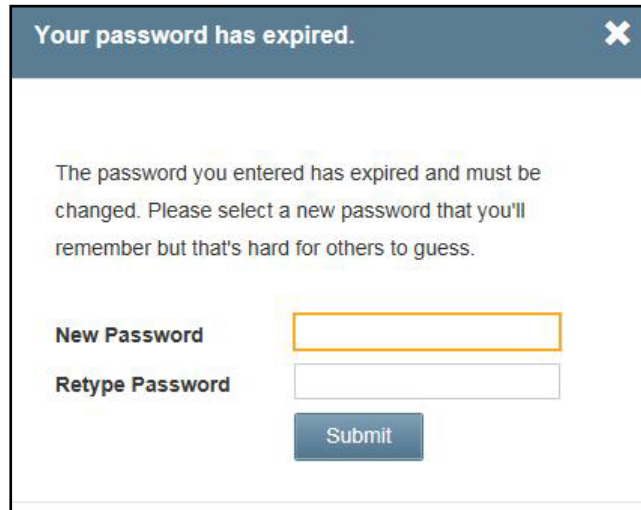


- Enter your **User ID** and single-use **Password** and select **Sign In**.



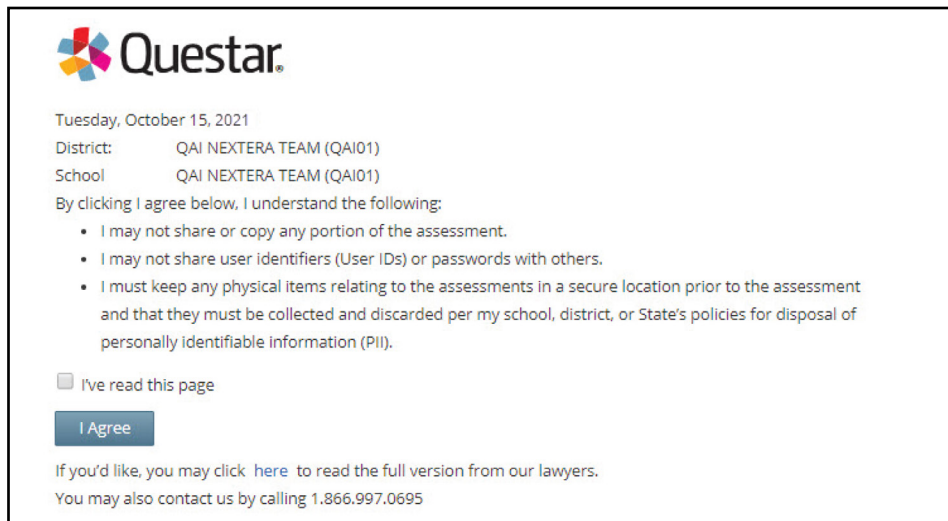


- You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



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

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



The screenshot shows a security compliance statement from Questar. It includes the Questar logo, the date "Tuesday, October 15, 2021", and the district and school information: "District: QAI NEXTERA TEAM (QAI01)" and "School: QAI NEXTERA TEAM (QAI01)". 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" and a blue "I Agree" button. At the bottom, it says: "If you'd like, you may click [here](#) to read the full version from our lawyers. You may also contact us by calling 1.866.997.0695".

# Appendix D: 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 E: General Features and Tools of the Nextera™ Test Delivery System

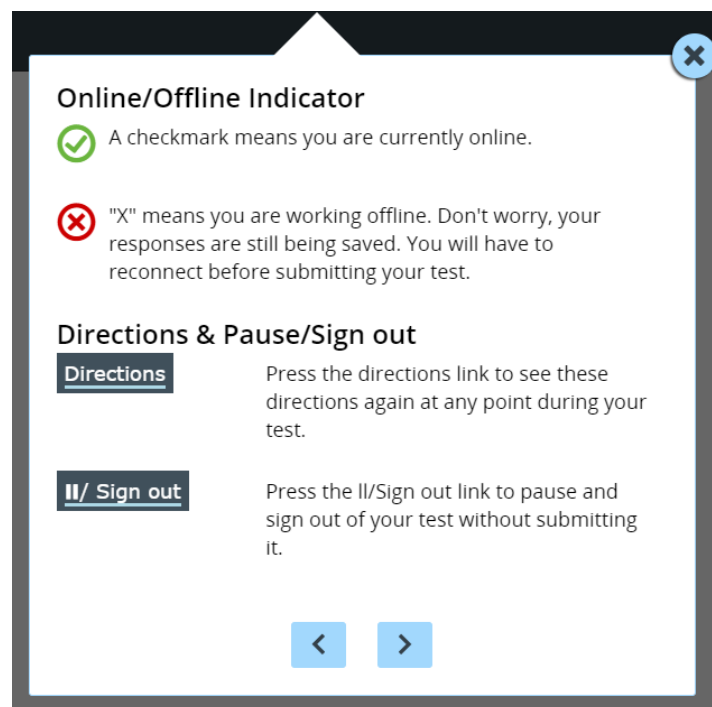
All students testing on computer have access to general features and tools that are available through the Nextera™ Test Delivery system. The following information provides an overview of the computer-based testing features and tools available to students testing on computer. Students should have had 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 Mathematics tests on computer.

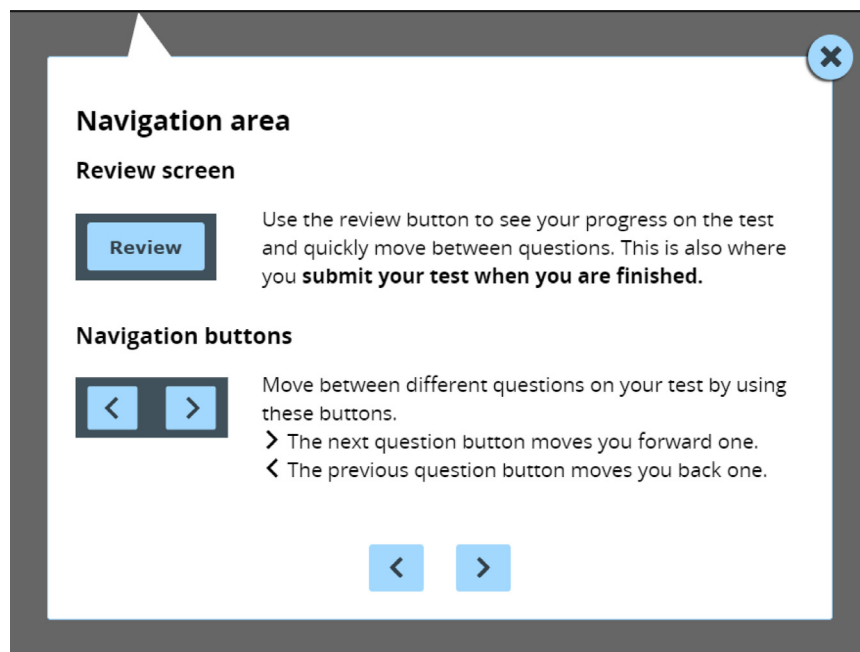
Online/Offline Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions

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



- The Online/Offline Indicator in the upper left 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 B**.

## 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.

## General Tools

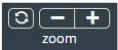

All students testing on computer have access to general tools provided through the Nextera™ Test Delivery System. Please refer to the following list regarding which tools are available by grade level.

General Tools	Grades
Zoom	3–8
Bookmark	3–8
Note (Notepad)	3–8
Highlighter	3–8
Answer Eliminator	3–8
Line Reader	3–8
Drawing Tool	3–8–Session 2 only
Ruler	3–8
Equation Editor	3–8–Session 2 only
Protractor	4, 5, 6, 7, and 8
Mathematics Reference Sheet	5, 6, 7, and 8
Calculator	6–Session 2 only 7 and 8–Sessions 1 and 2


### Zoom, Bookmark, and Note (Notepad)

The screenshot shows a dark gray window with a white content area. At the top right is a close button (X). The content area is divided into three sections: **Zoom**, **Bookmark**, and **Note**. Each section has an icon and a text description. At the bottom center are two blue navigation arrows (left and right).


**Zoom**

 Press the minus button **−** to zoom out. Press the plus button **+** to zoom in. Press the reset button  to reset to the original zoom level.

**Bookmark**

 Press this button to mark a question you want to return to at a later time. Anything you've bookmarked can be seen from the review screen.

**Note**








 Press this button to open an area where you can leave yourself a note to review later. Any questions you've left a note on can be seen from the review screen.

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 them.
- **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.

## Reference, Highlighter, Answer Eliminator, Calculator, Ruler, Protractor, and Line Reader

The screenshot shows a 'Test Tools' menu with a close button (X) in the top right corner. The menu is organized into two columns. Each tool is represented by an icon, a title, and a brief description. At the bottom of the menu, there is a left arrow button and an 'End Directions' button.

Tool	Description
	<b>Reference</b> See formulas and reference information that may help you during parts of your test.
	<b>Answer Eliminator</b> Use this tool to mark answers you think are incorrect by clicking on them when it is active.
	<b>Ruler</b> Open the ruler to measure items on your test.
	<b>Line Reader</b> Use the line reader to block certain parts of your test so you can focus on one portion at a time.
	<b>Highlighter</b> This tool can be used to highlight part of your test for emphasis. Clear highlights by clicking on them again with the tool active.
	<b>Calculator</b> Open the calculator to help solve math problems on your test.
	<b>Protractor</b> Open the protractor to measure angles on your test.

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.

- **Reference Sheet**—Students in Grades 5–8 have access to the mathematics reference sheet provided within the Nextera™ Test Delivery System. For Grades 5–8 there are two ways to access the reference sheet on the computer: A student can either click the Reference button on the tool tray or click the Reference button on the Review screen. Note that some students may prefer to use a printed copy, which must also be provided to them. Schools will receive these copies in their shipment of secure materials.

- Highlighter—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.
- Answer Eliminator—Students can eliminate multiple-choice answers they think are incorrect by clicking the answer eliminator on 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.
- Calculator—Students can use either the hand-held calculator provided by the school or the calculator available within the Nextera™ Test Delivery System to help students solve math problems on the test. For students in Grade 6, a four-function calculator is available in the Nextera™ Test Delivery System for Session 2 only. For students in Grades 7–8, a scientific calculator is available in the Nextera™ Test Delivery System for both Sessions 1 and 2. Students can access the calculator by clicking on the calculator button on the tool tray. Note that graphing calculators are **NOT** permitted.
- Ruler and Protractor—Students can use the ruler and protractor available within the Nextera™ Test Delivery System to help them solve math problems on the test. Rulers are available within the Nextera™ Test Delivery System for Grades 3–8. Protractors are available within the Nextera™ Test Delivery System for Grades 4–8. Students can access both the ruler and protractor by clicking on the ruler or protractor button on the tool tray.
- Line Reader—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.

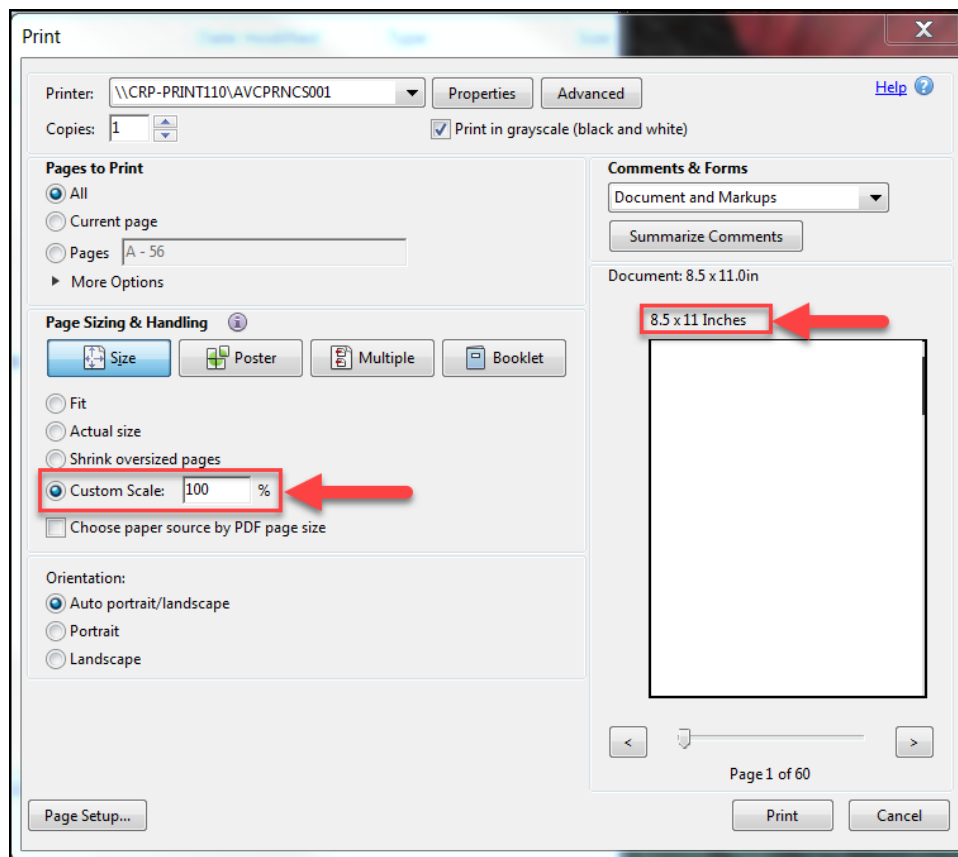


# Appendix F: Troubleshooting

## 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

- A concurrent login occurs when a student attempts to log in with credentials that are already in use. Potential causes of a concurrent login are:
  - A student who was actively testing on a device that malfunctioned or lost power before they were able to log out and then attempts to log in on a new device with their same credentials to continue testing.
  - A mistake is made when distributing the printed login tickets and two or more students are given the same login credentials.

The student will receive a warning message stating, “This account has been signed in on another device, and only one sign in can be active at a time.” Contact your Principal, DTC, or RIC for further guidance.

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

**Note:** Text-to-Speech (TTS) requires an Internet connection. If the Internet connection is lost, TTS will be unavailable until the Internet connection is restored. Once restored, TTS functionality will resume.

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

Windows, Mac, iPad	Chromebook
1. Turn off the device* 2. Restart the device 3. The student should login and continue testing or submit the test *for Mac: power down by pressing the power button for 5 seconds	1. Exit using the button at the lower left 2. The student should login and continue testing or submit the test



**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.**



**2023 Grades 3–5  
Mathematics Computer-Based Tests  
Teacher's Directions  
May 2–9, 2023**

