

# **New York State Testing Program**

**English Language Arts,  
Mathematics, and Elementary-level  
(Grade 5) and Intermediate-level  
(Grade 8) Science Field Tests**

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

**May 16–June 3, 2022**

**Grades 3–8  
2022**



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# Overview

## 2022 Contact Information

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

**Important reminder: Check the Office of State Assessment's website regularly for updates on the 2022 Grades 3–8 Field Testing Program (<http://www.nysed.gov/state-assessment>).**

## Computer-Based Field Test Schedule and Important Administration Dates

Events	Grades 3–8 English Language Arts , Mathematics, and Grades 5 & 8 Science
<i>School Administrator's Manual for Computer-Based Field Testing, Teacher's Directions for Computer-Based Field Testing, and Secure Field Test Materials Arrive at Schools</i>	Thursday, May 12–Friday, May 13
Computer-Based Field Test Administration Window	Monday, May 16–Friday, June 3

### Scratch Paper for Computer-Based Field Testing

Schools that will be administering the English Language Arts and Mathematics Field Tests and the Science Field Tests on the computer should prepare to furnish scratch paper to their students for use when taking the field tests. At the start of the field test, the proctor should hand out scratch paper to each student field testing with computer-based testing (CBT). For the Grades 3–8 English Language Arts and Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests, each student should be given one sheet of lined paper, such as loose leaf paper. For the Grades 3–8 Mathematics Field Tests, each student should be given two sheets of scratch paper: one sheet of lined or plain paper and one sheet of graph paper. In addition, the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the field test. Students field testing with CBT should also be advised that any work done on this scratch paper will not be counted. The scratch paper distributed to students field testing with CBT must be collected at the end of the session, whether used or unused, and securely destroyed by the school.



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

The instructions in this manual explain the responsibilities of school administrators for the New York State Testing Program (NYSTP) Grades 3–8 English Language Arts and Mathematics Field Tests, and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests. School administrators must be thoroughly familiar with the contents of the manual, and the policies and procedures must be followed as written so that testing conditions are uniform statewide.

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

All persons in charge of the administration of the 2022 Grades 3–8 English Language Arts and Mathematics Field Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests should be familiar with the information in this manual.

Instructions for field test administration in the testing room are provided in the *2022 English Language Arts Field Tests Teacher's Directions for Computer-Based Field Testing*, the *2022 Mathematics Field Tests Teacher's Directions for Computer-Based Field Testing*, and the *2022 Science Field Test Teacher's Directions for Computer-Based Field Testing* (<http://www.p12.nysed.gov/assessment/manuals>).

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



# Part 1

## Preparing for the Computer-Based Field Tests

# General Features of the 2022 Grades 3–8 English Language Arts and Mathematics Field Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests

The New York State Education Department (NYSED), along with its contractor, Questar Assessment Inc. (Questar), constructed the 2022 Grades 3–8 English Language Arts and Mathematics Field Tests. Teachers from across the State work with the Department in a variety of activities, such as writing, reviewing, and selecting the field test questions that will be included on the field tests, to ensure that the field tests are aligned to the New York State Learning Standards.

For the NYS Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests, NYSED and educators from across the State work together to write, review, and select the field test questions that are aligned to the the New York Science Learning Standards. NYSED has also partnered with Questar for the delivery of these tests using Questar’s computer-based testing platform.

The computer-based field tests are to be administered **May 16–June 3, 2022**. The 2022 Grades 3–8 English Language Arts and Mathematics Field Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests will consist of one session. Schools have been assigned a specific grade for the English Language Arts Field Test, a specific grade for the Mathematics Field Test, or a specific grade for the Science Field Test. The field tests can be administered to groups or classes of students in a single class period of approximately 40 minutes.

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

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

Schools will receive from Questar secure English Language Arts and Mathematics paper field test booklets for students receiving the Read Aloud (by human) accommodation, to provide as an accommodation to English Language Learners (ELLs) taking an alternate language Spanish Mathematics CBT field test, or pursuant to a student’s Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) specifying that the student must test on paper. Schools will receive secure Science paper field test booklets for students receiving the Read Aloud (by human) accommodation from NYSED.

New this year: The credit values for the short-response questions and the credit value for the extended-response question have been added in brackets after each short- and extended-response question. While students are not scored on the field tests, this information is being provided in this year’s field tests to familiarize students prior to its inclusion on the 2023 Operational Tests.

# Field Test Security Requirements and Responsibilities

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

- The security and accounting measures of secure field testing materials;
- Specifications of who is responsible for maintaining field test security;
- The chain of responsibility in field test security; and
- Types of testing irregularities and how to report them.

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

To minimize the number of field testing irregularities, principals should conduct a review of the field test administration procedures—prior to each test administration—with all faculty and staff who will be involved in the field test administration. In addition, to preserve the integrity of the field test materials, advise all teachers administering the field tests that they are not to discuss field test questions or other specific field test content online via email or LISTSERV, or through any other electronic means. **Teachers and test administrators may not use cell phones or other photographic devices to duplicate field test materials and should keep their own personal communication devices put away during field testing, using them only in emergency situations.** Please note that shrink-wrapped packages of field test booklets received for students using a Read Aloud (by human) accommodation, English editions provided as an accommodation to English Language Learners (ELLs) taking an alternate language Spanish Mathematics CBT field test, or pursuant to a student's IEP or 504 Plan specifying that the student must test on paper, cannot be opened prior to the distribution of the field tests to students.

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

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

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

### Field Test security responsibilities of proctors:

- ❑ Receive training in administering field test sessions properly and securely.
- ❑ Review the *Teacher's Directions for Computer-Based Field Testing* and:
  - Understand the security requirements before administering the field test.
  - Read the scripts and directions prior to the test administration.
- ❑ Administer the field tests during the assigned field testing window.
- ❑ Make arrangements in advance to seat students and prepare a secure testing environment. (See **Appendix J: Suggestions for Creating a Secure Computer-Based Field Testing Environment.**)
- ❑ Obtain the field test session access codes and Proctor PIN from your administrator. (See directions beginning on page A-45 of **Appendix L: Nextera™ Administration System** for further details.)
- ❑ Provide students with all required field test materials, including student login tickets and session access codes, for CBT administration.
- ❑ Prevent the use of unapproved materials (see pages 19–20 for lists of approved and unapproved materials). Note that results will be invalidated for students who use or possess cell phones during field testing.
- ❑ Follow proper procedures for students with disabilities; see **Appendix D: Computer-Based Field Testing Accommodations for Students with Disabilities.**

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

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

### Testing Irregularities

Testing irregularities are incidents that represent a deviation from the assigned testing procedures. Testing irregularities may include confirmed cases of student cheating, student possession or use of a cell phone or other communication device, or the mishandling of secure test materials. Such incidents must be promptly reported, 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).

**Teachers and administrators who engage in inappropriate conduct with respect to administering 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.**

# Students to Be Field Tested

Your school is asked to administer the field test to all students in the assigned grade and content area subject to the availability of special editions that some students may require. For the computer-based field tests, regular editions and Spanish editions (for Mathematics only) will be available. Your school is not expected to include students in the field test who require use of a special edition that is not available for the computer-based field tests.

## English Language Learners

The following English Language Learners (ELLs) may be exempt from taking the 2022 Grades 3–8 English Language Arts and Mathematics Field Tests or the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests:

- Recent Entrants—Schools are permitted to exempt from the 2022 English Language Arts Field Tests those ELLs (including those from Puerto Rico) who, on April 1, 2022, had been attending school in the United States for the first time for less than one year and who were exempted from the 2022 Grades 3–8 English Language Arts Operational Tests.
- Students Requiring Translated Editions other than Spanish of the 2022 Grades 3–8 Mathematics Field Tests:
  - Translated editions are **available only in Spanish** for the 2022 Grades 3–8 Mathematics Field Tests. ELLs taking an alternate language Spanish Mathematics CBT field test will receive a paper English edition, which they may use simultaneously. Students should be instructed to record all of their responses in the Nextera™ Test Delivery System.
  - Schools are permitted to exempt those students from the 2022 Grades 3–8 Mathematics Field Tests who used other translated editions for the 2022 Grades 3–8 Mathematics Operational Tests.
- Students Requiring Oral Translation—Students who required an oral translation for lower-incidence languages or who wrote responses in a native language other than Spanish for the 2022 Grades 3–8 Mathematics Operational Tests are **exempt** from participating in the 2022 Grades 3–8 Mathematics Field Tests. Translation services need not be provided for the 2022 Grades 3–8 Mathematics Field Tests.

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

## Students with Disabilities

The following students with disabilities must be exempt from taking the 2022 Grades 3–8 English Language Arts and Mathematics Field Tests or the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests:

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

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



## Absent Students

Students who are absent on the day that the school administers the 2022 Grades 3–8 English Language Arts and Mathematics Field Tests or the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests do not need to make up the field tests. In addition, schools are not expected to administer the field tests to students who are receiving their instruction at home or in a medical setting.

# Computer-Based Field Tests

## General Tools for CBT Field Tests

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

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

## Nextera™ Test Delivery System Practice Tests

Practice tests will be available in the Nextera™ Test Delivery System secure browser. Taking the practice test in the secure browser provides students with the opportunity to become familiar with the mechanics of taking the test on the computer, with the available tools, as well as with the general types of questions on the tests. All students taking one or more of the 2022 field tests on the computer should be provided with at least one opportunity to take the practice test(s) available in the Nextera™ Test Delivery System.

Logins for the practice tests are available on the Help tab of the Nextera™ administration system and in the section “Secure Browser Practice Test Logins” in **Appendix L** of this manual, page A-66.

## Computer-Based Testing Accommodations

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

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

\*The Answer Masking Tool is only applicable for the 2022 Grades 6 and 8 Mathematics Field Tests, the 2022 Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests, and the 2022 Grades 3–8 English Language Arts Multiple-Choice and Short-Response (Combined) Field Tests.

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

# Administrator’s Planning Steps for CBT Field Test Preparation

The following information is provided to assist in preparation for administering the New York State 2022 Grades 3–8 English Language Arts and Mathematics Field Tests or the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Computer-Based Field Tests. A complete checklist of school administrator planning activities is provided in **Appendix A: School Administrator’s Checklist for Computer-Based Field Testing**. Refer to **Appendix I** for the **District and School Test Coordinator Checklist for Computer-Based Field Testing**.

Refer to **Appendix H** for descriptions of **Roles, Responsibilities, and Permissions in Nextera™ Administration System for Computer-Based Field Testing** and **Appendix K** for a **Glossary of Computer-Based Field Testing Terminology**.

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

## Long-Term Planning

### Announce Field Test Dates

Be sure to:

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

## Plan Secure Field Test Materials Storage

Paper field test booklets, for students using the Read Aloud (by human) accommodation and/or English editions provided as an accommodation to ELLs taking an alternate language Spanish Mathematics CBT field test, must be stored in the safe or vault of the building where the field tests will be shipped. For CBT administration, the student login tickets, session access codes, and Proctor PINs are considered secure materials. The principal must ensure that access to the safe or vault is restricted. If the building where the field tests will be administered does not have a safe or vault large enough to hold the secure field test materials, arrangements must be made to store them at a location with an appropriate safe or vault. If you have specific questions concerning the storage of field test materials, please call OSA at 518-474-8220.

## Gather Tools for Mathematics and Science

Students testing on computer will have access to mathematics tools provided through the Nextera™ Test Delivery System. Please refer to the below list regarding which tools are available by grade level. Schools must also furnish hand-held calculators to each student in Grades 6–8 for their exclusive use for computer-based testing during the Mathematics Field Tests, and for each student in Grades 5 and 8 during the Science Field Tests. (See **Appendix B: Computer-Based Field Testing Mathematics and Science Tools** for complete details on the use of calculators.)

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

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

## Short-Term Planning

### Receive Field Test Materials

All field test shipments will be delivered by UPS and may be delivered at any time between the hours of 8:00 a.m. and 5:00 p.m. (ET). The *School Administrator's Manual for Computer-Based Field Testing*, the *Teacher's Directions for Computer-Based Field Testing*, and paper field test booklets (if applicable) for Grades 3-8 English Language Arts and Mathematics will be sent by Questar. *The School Administrator's Manuals for Computer-Based Field Testing*, the *Teacher's Directions for Computer-Based Field Testing*, and the paper field test booklets (if applicable) for Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science will be sent by NYSED. Any shrink-wrapped packages of secure field test booklets must not be opened during the inventory. All secure field test materials must remain sealed until the field test administration date.

For Grades 3-8 English Language Arts and Mathematics, use the Packing List provided in Box 1 of your shipment to inventory the following materials received from Questar:

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

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

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

- Maintain the combination or key to the safe or vault under strict security conditions to preclude access to the secure field test materials.

## Prepare the Field Testing Room(s)

Be sure to:

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

# **Part 2**

## **Administering the Computer-Based Field Tests**

# School Administrator Responsibilities

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

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



# Prepare the 2022 Grades 3–8 Computer-Based English Language Arts Secure Field Test Materials

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

- The building Principal and/or the School Test Coordinator must provide the following prior to the Field Test:
  - Printed student login tickets for all students who will be field testing (see directions beginning on page A-49)
  - The session access code to begin the field test found on the Nextera™ Administration System Tests tab (see directions beginning on page A-45)
  - The secure Proctor PIN found on the Nextera™ Administration System Home page (see directions beginning on page A-21)
  - Scratch paper (one piece of lined paper per student)—the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the test session

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

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

# Prepare the 2022 Grades 3–8 Computer-Based Mathematics Secure Field Test Materials

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

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

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

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

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

# Prepare the 2022 Elementary-level (Grade 5) and Intermediate-level (Grade 8) Computer-Based Science Secure Field Test Materials

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

- The building Principal and/or the School Test Coordinator must provide the following prior to the Field Test:
  - Printed student login tickets for all students who will be field testing (see directions beginning on page A-49)
  - The session access code to begin the field test found on the Nextera™ Administration System Tests tab (see directions beginning on page A-45)
  - The secure Proctor PIN found on the Nextera™ Administration System Home page (see directions beginning on page A-21)
  - Scratch paper (one piece of lined paper per student)—the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the test session

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

	Science
Grades 5 & 8	<ul style="list-style-type: none"> <li>• Teacher’s Directions for Computer-Based Field Testing</li> <li>• Classroom roster</li> <li>• Student login tickets for students who will be testing</li> <li>• Session access code</li> <li>• Proctor PIN for reactivating paused tests</li> <li>• Scratch paper (one piece of lined paper per student)</li> <li>• Individual student device</li> </ul>
Grade 5 only	<ul style="list-style-type: none"> <li>• Four-function calculators with a square root key (one per student)*</li> </ul>
Grade 8 only	<ul style="list-style-type: none"> <li>• Scientific calculators (one per student)*</li> </ul>

\*For students testing on computers in Grades 5 and 8 science, a calculator is provided as part of the computer testing delivery system. However, schools must continue to supply students with exclusive use of the type of hand-held calculator the students use for everyday science instruction.

## Supervision of Students

### Unauthorized Materials

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

### Use of Communications Devices

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

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

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

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

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

*[Proctor: repeat list of devices.]*

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

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

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

## Aid to Students

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

## Temporary Absence from Testing Room

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

## Emergency Evacuation of a School Building

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

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

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

## Student Cheating

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

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

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

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

## Proctoring

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

Proctors must:

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

Proctors should review the **Review screen** with the student to ensure the student has answered all of the questions before the student selects **Submit Test**.

# **Part 3**

## **After Computer-Based Field Testing**

# Concluding the Field Test Session

As soon as the field test session is completed, the principal must arrange for the collection and secure storage of all used and unused secure field test materials. All student login credentials, session access codes, scratch paper, reference sheets, and Proctor PINs for CBT administrations must be securely destroyed. Any used and unused Grades 3–8 English Language Arts or Mathematics paper field test booklets must be returned to Questar, using the return shipping materials provided. Any used and unused Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science paper field test booklets must be returned to NYSED, using the return shipping materials provided.

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

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

- Collect all secure field test materials, including student login tickets, session access codes, Proctor PINs, scratch paper, and reference sheets.
- Teacher’s Directions for Computer-Based Field Testing* should be left in the testing rooms with the teachers so that they may review the instructions for the remaining test session(s), if needed.
- Advise all staff that they are not to discuss field test questions or other specific field test content with each other, with others online via email, or by any other electronic means.
- Return to Questar all Grades 3-8 English Language Arts and Mathematics paper field test booklets that you may have received, including test read editions for students receiving the Read Aloud (by human) accommodation, and/or English language paper editions provided as an accommodation to ELLs taking an alternate language Spanish Mathematics CBT field test.
- Return to NYSED all Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science paper field test booklets that you may have received, including test read editions for students receiving the Read Aloud (by human) accommodation.



# Appendices



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

## Test Administration

### *Before Field Testing:*

- Announce field testing dates in advance.
- Familiarize yourself with all field test materials, including this manual and the appropriate *Teacher’s Directions for Computer-Based Field Testing*. Provide copies of the *Teacher’s Directions*, prior to the first day of field testing, to all teachers who will be administering the field tests. *Teacher’s Directions* are not secure, and may be distributed.
- Familiarize students with the general types of questions on the field tests and the procedures that they should follow when recording the answers to the field test questions. All students should have at least one opportunity to practice with the practice field test for either English language arts, mathematics, or science in the Nextera™ Test Delivery System secure browser. Login credentials for the practice field tests are available on the Help tab of the Nextera™ Administration System (see directions beginning on page A-61 of **Appendix L: Nextera™ Administration System** for further details).
- Each student will need their own device that has been configured for testing. Please work with your School or District IT Coordinator to verify the devices are ready for field testing. The [Setup and Installation Guide](https://cbtsupport.nysed.gov/hc/en-us/articles/208474306) (<https://cbtsupport.nysed.gov/hc/en-us/articles/208474306>) has detailed instructions for setting up devices for testing.
- Ensure applicable accommodation features are set in the Nextera™ Administration System (Nextera™ Admin) for each student requiring such accommodations.
- Ensure that teachers have printed student login tickets, session access codes, and Proctor PINs prior to testing. For information on how to print student login tickets and where to find the session access code, see the section on the Tests tab that begins on page A-44 of this manual. For information on where to find the Proctor PIN, see the section on the Home Tab that begins on page A-21.

### *After Field Testing:*

- Collect and securely destroy all used scratch paper, student login tickets, Proctor PINs, session access codes, and reference sheets.
- Collect and verify the return of any paper field test booklets (test read editions used by students receiving the Read Aloud [by human] accommodation or English language editions provided as an accommodation to English Language Learners who took an alternate language mathematics CBT field test) at the conclusion of field testing. Use **Appendix M** to track the return of materials to secure storage.
- Verify Not Tested codes, including absences, refusals, and exempt status have been indicated in Nextera™ Admin, as applicable.

## Appendix B: Computer-Based Field Testing Mathematics and Science Tools

### Rulers and Protractors

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

### Calculators

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

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

### Mathematics Only

#### Grades 3–5

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

#### Grade 6

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

#### Grades 7–8

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

### Science Only

#### Grades 5 and 8

Students in Grade 5 should have exclusive **use of a four-function calculator with a square root key** and students in Grade 8 should have exclusive use of a **scientific calculator**. Graphing calculators are **NOT** permitted. The use of mathematics tables is permitted only if specified in the student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan).

## Appendix C: Field Testing Accommodations for English Language Learners

### English Language Learners

For ELLs who are not exempt from the 2022 Grades 3–8 English Language Arts and Mathematics, or the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests, schools may provide the following testing accommodations:

- *Separate Location*—Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer the Grades 3–8 English Language Arts and Mathematics Field Tests or the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests to ELLs individually or in small groups in a separate location.
- *Translated Editions (Mathematics only)*—Translated editions of the 2022 Grades 3–8 Mathematics Field Tests are available in Spanish only. In addition, ELLs may use an English and a translated edition of the 2022 Grades 3–8 Mathematics Field Tests simultaneously. For CBT, students should be instructed to record all of their responses in the Nextera™ Test Delivery System.
- *Bilingual Dictionaries and Glossaries*—ELLs may use bilingual dictionaries and glossaries when taking the 2022 Grades 3–8 English Language Arts and Mathematics Field Tests or the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests. These bilingual dictionaries and glossaries may provide only direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations of words, and electronic dictionaries or glossaries with Internet access, are not permitted. Additional information on bilingual glossaries, as well as testing accommodations for ELLs, can be found on the [Bilingual Education and English as a New Language website \(http://www.nysed.gov/bilingual-ed\)](http://www.nysed.gov/bilingual-ed).

### Former English Language Learners

Schools may provide the testing accommodations available to ELLs to Former ELLs who met the exiting criteria specified in Part 154-2 of the Regulations of the Commissioner of Education and were exited from ELL status within the past two school years. Such students either achieved an overall level of Commanding on the NYSESLAT or achieved an overall level of Expanding on the NYSESLAT and scored at Level 3 or higher on the New York State Grades 3–8 English Language Arts Tests during that same school year.

These accommodations may not be provided to Former ELLs who achieved the exiting criteria more than two school years ago. Additional guidance on the identification of Former ELLs is available on the Department’s website (<http://www.nysed.gov/bilingual-ed>).

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

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

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

- Administering the field test in a special location,
- Recording the student's answers in any manner (see Accommodations Specific to the 2022 Grades 3–8 English Language Arts Field Tests, Accommodations Specific to the 2022 Grades 3–8 Mathematics Field Tests, or the 2022 Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests in **Appendix E**), and
- Reading the field test to the student. This accommodation is allowed only for students whose vision is impaired.

### Students with IEPs or 504 Plans

In general, students with disabilities must be provided with the field testing accommodations specified in their IEPs or 504 Plans when taking these field tests. It is the principal's responsibility to ensure that students receive their field testing accommodations and that those staff who will be providing them are appropriately trained. Teachers are advised to become familiar with the accommodations specific to the particular field test being administered. For information on assigning field testing accommodations in the Nextera™ Test Delivery System for CBT, refer to the section in the manual for the Students tab in **Appendix L: Nextera™ Administration System** (beginning on page A-27).

## Appendix E: Specific Computer-Based Field Testing Accommodations

### Accommodations Specific to the 2022 Grades 3–8 English Language Arts Field Tests

#### Use of Spell Checking Devices/Software

Students whose IEPs or 504 Plans specify the use of spell checking devices or software are permitted to use such devices with the 2022 Grades 3–8 English Language Arts Field Tests. Please note that spell check is not available as part of the CBT platform. Therefore, students who are testing on computer and who have this accommodation as specified in an IEP or 504 Plan must be provided with a separate device.

#### Test Read

For the 2022 Grades 3–8 English Language Arts Field Tests, students with disabilities whose IEPs or 504 Plans specify this accommodation must have field tests read to them in accordance with the testing conditions and implementation recommendations specified on the student’s IEP or 504 Plan. For CBT students, either a human reader or the online text-to-speech accommodation may be used. When a field test is read to a student with a disability, the field test should be read in its entirety, which includes directions, passages, questions, and answer choices. The field test must be read in a neutral manner, without intonation or emphasis, and without otherwise drawing attention to key words or phrases. Passages and questions must be read word for word, without any clarification or explanation. Unless the IEP/504 Plan indicates otherwise, passages, parts of passages, questions, and answer choices may be reread to the student upon the student’s request.

### Accommodations Specific to the 2022 Grades 3–8 Mathematics Field Tests

#### Test Read

Testing accommodations in students’ IEPs or 504 Plans that are reading-related—for example, reading the test to the student—are permitted for the 2022 Grades 3–8 Mathematics Field Tests. Unless the IEP or 504 Plan specifically disallows it, when a mathematics field test question is read to a student who has this accommodation, all numbers and mathematics symbols, along with words, should be spoken by the teacher to the student. For example, the symbol  $<$  should be read as “less than,” and 1,211 should be read as “one thousand, two hundred, eleven.” However, field test questions may never be modified or simplified, nor may teachers provide additional examples.

Note: Information on adding students’ testing accommodations for the 2022 Grades 3–8 English Language Arts and Mathematics Field Tests in the Nextera™ Test Delivery System is provided in the section “Students Tab” in **Appendix L** of this manual, beginning on page A-27. Students’ testing accommodations that were added during the operational tests must be added, if still applicable, prior to administering the field tests.

## Use of Manipulative Devices

Students whose IEPs or 504 Plans specify the use of manipulative devices, such as counting blocks, counters, or an abacus, are permitted to use such devices with the 2022 Grades 3–8 Mathematics Field Tests.

## Use of Calculators and Mathematics Tables

### Grades 3–5

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

### Grade 6

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

### Grades 7–8

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

For Grades 6–8, a calculator is provided as part of the Nextera™ Test Delivery System, but schools should continue to supply students with exclusive use of the type of hand-held calculator the students use for everyday mathematics instruction.

## Accommodations Specific to the 2022 Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests

### Test Read

For the 2022 Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests, students with disabilities whose IEPs or 504 Plans specify this accommodation must have field tests read to them in accordance with the testing conditions and implementation recommendations specified on the student’s IEP or 504 Plan. For CBT students, either a human reader or the online text-to-speech accommodation may be used. When a field test is read to a student with a disability, the field test should be read in its entirety, which includes directions, stimuli, questions, and answer choices. The field test must be read in a neutral manner, without intonation or emphasis, and without otherwise drawing attention to key words or phrases. Stimuli and questions must be read word for word, without any clarification or explanation. Unless the IEP/504 Plan indicates otherwise, passages, parts of passages, questions, and answer choices may be reread to the student upon the student’s request.

## Use of Calculators

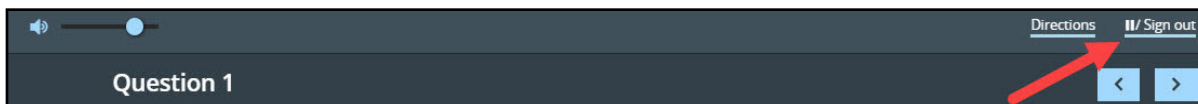
### Grades 5 and 8

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

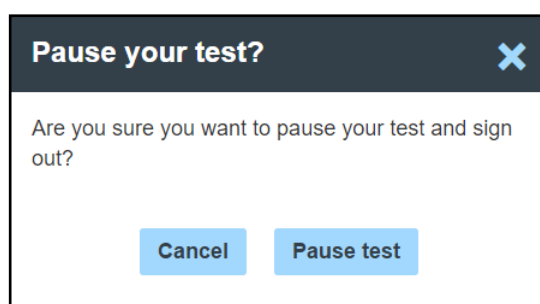


## Appendix F: Pausing and Reactivating a Computer-Based Field Test in Nextera™ Test Delivery System

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

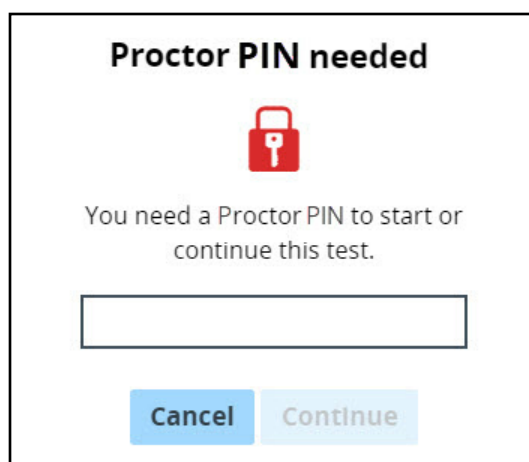


The student then selects **Pause test** to exit the field test and save current progress until the student can return to the field test. If the student selects **Cancel**, the student will immediately return to the field test without pausing the field test.



Any field test that is paused will require a **Proctor PIN** for the student(s) to log back into the field test. Proctors will need to contact their school administrator to obtain the Proctor PIN prior to administering the field test. The Proctor PIN is **secure**. The Proctor PIN will be the same for all teachers within a school, but each school will have a unique Proctor PIN.

**Please Note:** Being mindful of the health and safety protocols established at schools in response to COVID-19, for the Spring 2022 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 G: Nextera™ Test Delivery System Computer-Based Field Testing Accommodations

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







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

**Select Accommodations**  
Student Name Test Student 1  
Content Area ELA

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>

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

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

After setting all student testing accommodations in Nextera™ Admin, the testing coordinators should review reports from the Students tab for Classes in Nextera™ Admin. It is extremely important that student testing accommodations are set before a student logs into a CBT session. It is recommended that you add this verification step to review student testing accommodations at least 1–2 days before CBT begins in

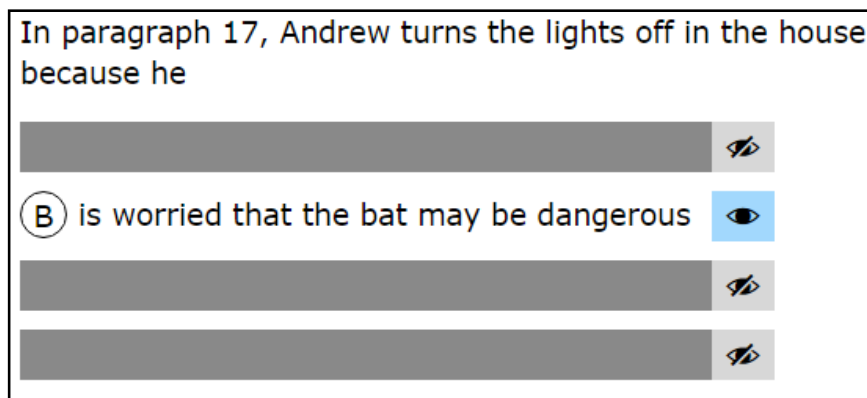
your school. If online testing accommodations are not set for the student **before** the student accesses the computer-based test, the student will have to have their online test reset by calling Questar customer support at 866-997-0695.

### Answer Masking

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

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

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

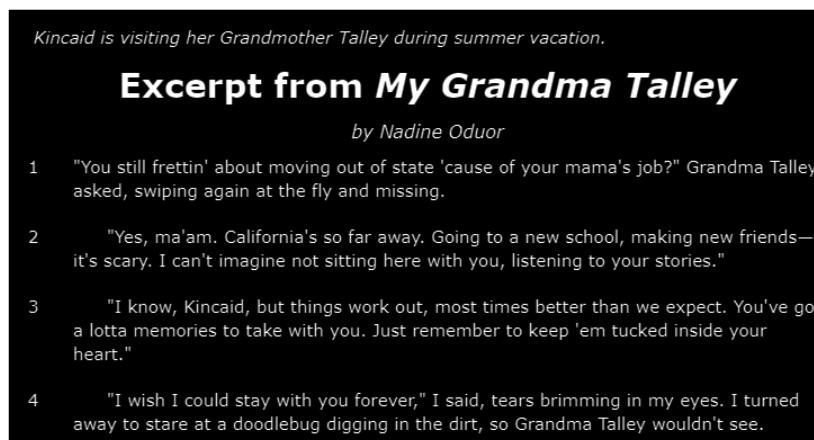


\*The Answer Masking Tool is only applicable for the 2022 Grades 6 and 8 Mathematics Field Tests, the 2022 Grades 3–8 English Language Arts Multiple-Choice and Short-Response (Combined) Field Tests, and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Field Tests.

### Reverse Contrast

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

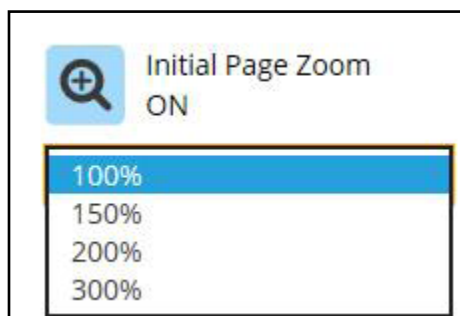
Example:



## Initial Page Zoom

The initial page zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Once set in Nextera™ Admin, the initial page zoom remains as is throughout the test unless the student chooses to change it.

Example:



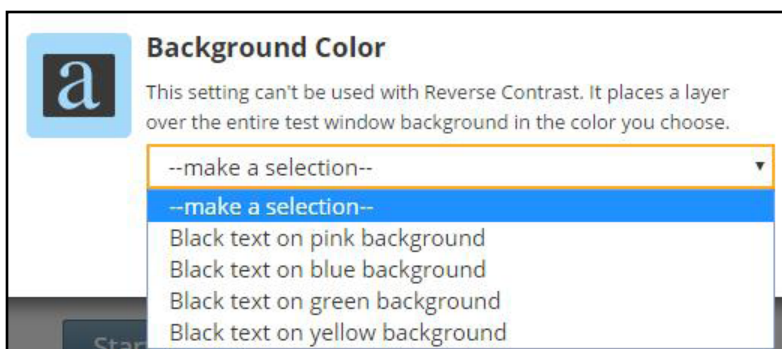
## Text-to-Speech (online only)

Text-to-Speech (TTS) is an accommodation that indicates that the student will take the test online, but that all or part of the test will be read aloud by the computer. See the *Teacher's Directions for Computer-Based Field Testing* for additional information regarding the TTS accommodation. Text-to-Speech (TTS) requires an Internet connection. While using TTS, if the student loses Internet connection, they will receive a message that text to speech is unavailable. When the Internet connection is restored, the student with the TTS accommodation will be able to select play and TTS will load again.

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

## Background Color

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



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

Example:

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

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

### Read Aloud (by human)

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

### Classroom Accommodations

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

**Select Accommodations**

Student Name Test Student 1  
Content Area ELA

Online Testing Accommodations Classroom Accommodations

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

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

Save Cancel

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

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

- **Regional Information Coordinator (RIC)**
  - Point of contact for all District Test Coordinators in their region
  - Can create district- and school-level users in their region
  - 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
- **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 SITC and Teacher users
- **School Information Technology Coordinator (SITC)**
  - Information technology point of contact for the school
  - Can download the secure test browser on all devices used for field testing
  - May help district and school staff troubleshoot technology issues
  - Cannot create users
  - Can verify CBT Technology Readiness Checklist in Nextera™ Admin
- **Teacher (TA)**
  - Responsible for leading test administration
  - There is only one teacher per class
  - Visibility to their class-level information
  - Cannot create users
  - Confirms the students are present
  - Reads the directions from the *Teacher's Directions* and leads students

## Nextera™ User Roles By Functionality

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

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



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

## Activities PRIOR to and DURING Field Test Administration

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

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

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

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

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

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

## Appendix K: Glossary of Computer-Based Field Testing Terminology

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

# Appendix L: Nextera™ Administration System

## Overview

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

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

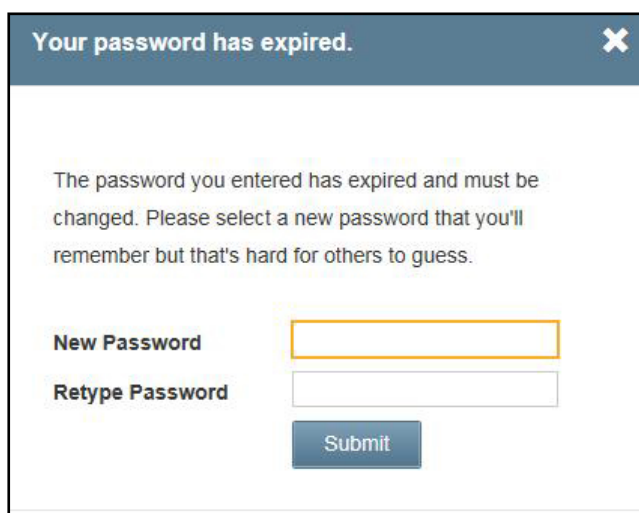
1. Home	The Home page has general information that districts and schools need for testing, such as important updates and the school's Proctor PIN, based on role.
2. Students	The Students tab allows users to view students in Nextera™ Admin. Some roles can make changes (e.g., updating online testing accommodations), download class lists, and add students.
3. Classes	The Classes tab allows users to view, edit, and create classes.
4. Tests	Based on the user's role, the Tests tab allows users to view important dates and test administration details, print student login tickets as labels or tickets, designate students not taking the test, and track student progress while taking the test.
5. Accounts	The Accounts tab allows some roles to view, activate, and add test administrators, such as Teachers. DTCs can also edit contact information and addresses.
6. Help	The Help tab offers resources for support, such as customer support contact details, FAQ, and support documentation.

## Sign In/Sign Out

If you have been provided with Nextera™ login tickets, you can 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 (DTC), School Test Coordinator (STC), or your local Regional Information Center (RIC) testing department.


### Sign In

1. Enter your **User ID** and **Password**, then select **Sign In**. If you need to reset your password, please find password reset instructions on page A-70. You can also contact your testing coordinator to have login credentials 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

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

By clicking I agree below, I understand the following:

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

I've read this page

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

## Sign Out

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



## Home Tab

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

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

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

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

When viewing Nextera™ Admin, DTCs should verify they are viewing information for the appropriate school by looking in the "Schools" field on the Home page.

**New York State Grades 3-8 Testing Program** Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

**Administration Quick Links**

- CBT Support
- Question Sampler
- NYSED Office of State Assessment
- NYSED CBT Website
- Nextera Admin Roles & Responsibilities

**DTC Important Information**

- PII Reminder:** When contacting [CBT Support](#) or [Questar Support](#), do not send any Personally Identifiable Information (PII) for a student via email which, when unencrypted, is not a secure method of transmittal. This is to ensure that student PII is not released to those not authorized to receive them in compliance with the Family Education Rights and Privacy Act (FERPA)

**School Test Coordinator Checklist**

- PII Reminder:** When contacting [CBT Support](#) or [Questar Support](#), do not send any Personally Identifiable Information (PII) for a student via email which, when unencrypted, is not a secure method of transmittal. This is to ensure that student PII is not released to those not authorized to receive them in compliance with the Family Education Rights and Privacy Act (FERPA)

**Teacher Checklists**

**Teacher Reminders**

The [Question Sampler](#) and [Practice Tests](#) are a good opportunity for your students to become familiar with the test delivery system for computer-based testing prior to participating in the simulations and in operational or field testing.

**What's New**

**Statewide CBT Simulation Period: January 10 - 14, 2022**

The statewide CBT Simulation offers schools the opportunity to evaluate the readiness of their internal systems, hardware, and testing procedures for CBT. Schools participating in Operational CBT must choose to participate in at least one day during the simulation period.

Additional information on the simulation is available at: [CBT Support](#).

**Install and Test the Questar Secure Browser on your Student Testing Devices**

Schools must install the Secure Browser on all student testing devices to use for the upcoming simulation, operational tests, and to use the practice tests. The Questar Secure Browsers are available on the [Help>Downloads](#) page in Nextera Admin. Questar has provided the current secure browsers that students will use for the 2021-22 CBT Simulation and Operational CBT.

The Secure Browser practice tests allow students to experience computer-based testing in the same environment they will use for operational CBT this spring. All students should be familiar with the Questar Secure Browser online tools and navigation before participating in the simulation and the Spring 2022 operational computer-based tests. Please visit the [Help Tab](#) to find additional support materials, such as the [Nextera Setup & Installation Guide](#).

**Access to 2021 Student Constructed Responses Entered on Computer (CBT)**

Those schools that elected to administer the 2021 New York State Grades 3 - 8 English Language Arts (ELA) and/or Mathematics optional Session 2 to students may access student constructed responses from the "Student Responses" tab in ServicePoint, Questar's reporting platform.

The ServicePoint reference guide provides steps on how to access student responses and is available on the Help page in Nextera Admin. If you need any help accessing student responses, please contact: [Questar Customer Support](#).

**CBT Question Sampler and Practice Tests**

In order to assist our schools with helping students to prepare for the operational CBT exams, the online [Question Sampler](#) and the [Questar Secure Browser Practice Tests](#) are available for students, teachers, and parents to review the online Nextera Test Delivery System (TDS). The Secure Browser practice tests allow students to experience computer-based testing in the same environment they will use for operational CBT this spring. All students should be familiar with the Questar Secure Browser online tools and navigation before participating in the Simulations and the operational computer-based tests.

**School Information**

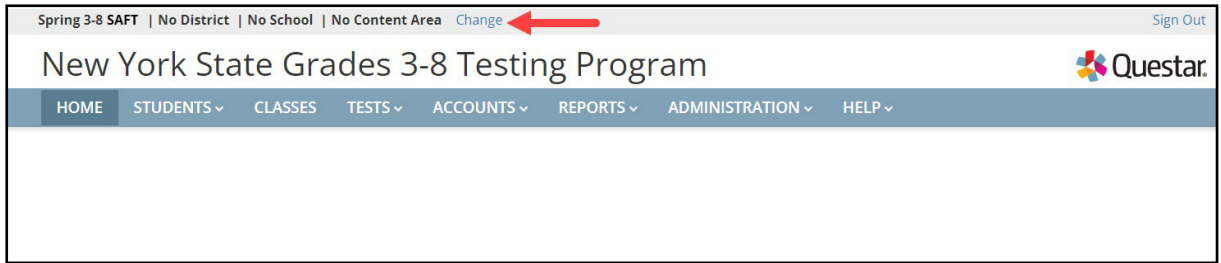
**Schools:**

School:	QAI Training Elementary School (012345)
Proctor PIN:	PMROCKS!
ELA Lead Scoring Entity:	Pending
Math Lead Scoring Entity:	Pending

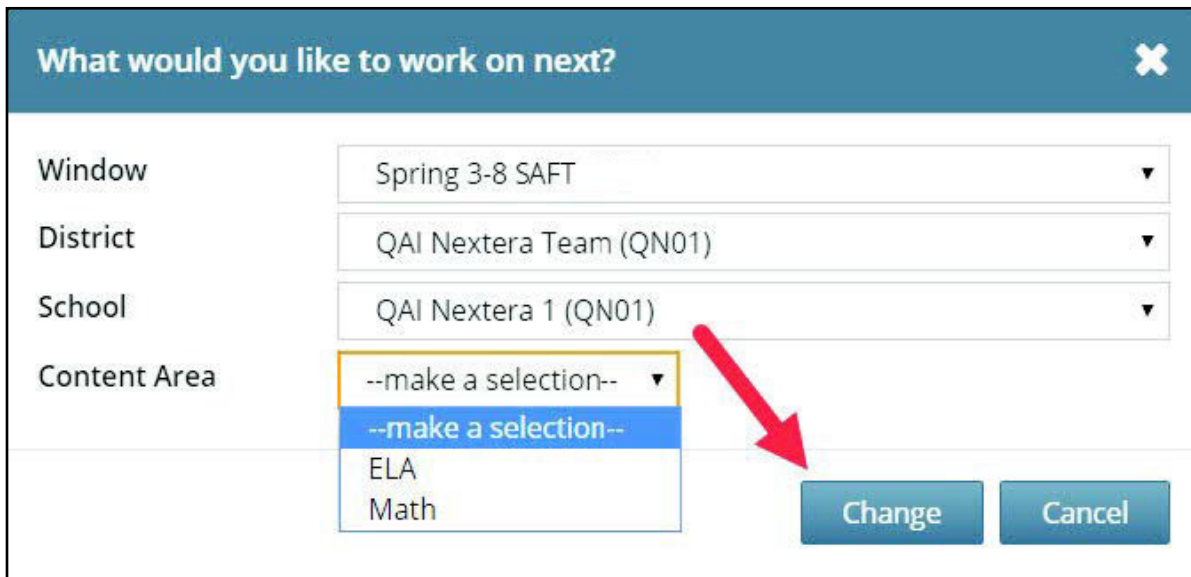


If it is not the desired school:

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



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



3. The applicable school's page displays.

The screenshot shows the 'New York State Grades 3-8 Testing Program' website. The navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The main content area is divided into several sections:

- Administration Quick Links:** CBT Support, Question Sampler, NYSED Office of State Assessment, NYSED CBT Website, Nextera Admin Roles & Responsibilities.
- DTC Important Information:** PII Reminder: When contacting CBT Support or Questar Support, do not send any Personally Identifiable Information (PII) for a student via email which, when unencrypted, is not a secure method of transmittal. This is to ensure that student PII is not released to those not authorized to receive them in compliance with the Family Education Rights and Privacy Act (FERPA).
- School Test Coordinator Checklist:** PII Reminder: When contacting CBT Support or Questar Support, do not send any Personally Identifiable Information (PII) for a student via email which, when unencrypted, is not a secure method of transmittal. This is to ensure that student PII is not released to those not authorized to receive them in compliance with the Family Education Rights and Privacy Act (FERPA).
- Teacher Checklist:** Teacher Reminders: The Question Sampler and Practice Tests are a good opportunity for your students to become familiar with the test delivery system for computer-based testing prior to participating in the simulations and in operational or field testing.
- What's New:**
  - Statewide CBT Simulation Period: January 10 - 14, 2022**

The statewide CBT Simulation offers schools the opportunity to evaluate the readiness of their internal systems, hardware, and testing procedures for CBT. Schools participating in Operational CBT must choose to participate in at least one day during the simulation period.

Additional information on the simulation is available at: CBT Support.
  - Install and Test the Questar Secure Browser on your Student Testing Devices**

Schools must install the Secure Browser on all student testing devices to use the for the upcoming simulation, operational tests, and to use the practice tests. The Questar Secure Browsers are available on the Help>Downloads page in Nextera Admin. Questar has provided the current secure browsers that students will use for the 2021-22 CBT Simulation and Operational CBT.

The Secure Browser practice tests allow students to experience computer-based testing in the same environment they will use for operational CBT this spring. All students should be familiar with the Questar Secure Browser online tools and navigation before participating in the simulation and the Spring 2022 operational computer-based tests. Please visit the Help Tab to find additional support materials, such as the Nextera Setup & Installation Guide.
  - Access to 2021 Student Constructed Responses Entered on Computer (CBT)**

Those schools that elected to administer the 2021 New York State Grades 3 - 8 English Language Arts (ELA) and/or Mathematics optional Session 2 to students may access student constructed responses from the "Student Responses" tab in ServicePoint, Questar's reporting platform.

The ServicePoint reference guide provides steps on how to access student responses and is available on the Help page in Nextera Admin. If you need any help accessing student responses, please contact Questar Customer Support.
  - CBT Question Sampler and Practice Tests**

In order to assist our schools with helping students to prepare for the operational CBT exams, the online Question Sampler and the Questar Secure Browser Practice Tests are available for students, teachers, and parents to review the online Nextera Test Delivery System (TDS). The Secure Browser practice tests allow students to experience computer-based testing in the same environment they will use for operational CBT this spring. All students should be familiar with the Questar Secure Browser online tools and navigation before participating in the Simulations and the operational computer-based tests.
- School Information:**

**Schools:**

School:	QAI Training Elementary School (012345)
Proctor PIN:	PMROCKS!
ELA Lead Scoring Entity:	Pending
Math Lead Scoring Entity:	Pending

A red arrow points from the 'Teacher Reminders' section to the 'Schools:' field in the 'School Information' section.

# School Test Coordinator

The STC Home page includes

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

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

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Nextera Admin Roles & Responsibilities

**DTC Important Information**

- **PII Reminder:** When contacting [CBT Support](#) or [Questar Support](#), do not send any Personally Identifiable Information (PII) for a student via email which, when unencrypted, is not a secure method of transmittal. This is to ensure that student PII is not released to those not authorized to receive them in compliance with the Family Education Rights and Privacy Act (FERPA)

**School Test Coordinator Checklist**

- **PII Reminder:** When contacting [CBT Support](#) or [Questar Support](#), do not send any Personally Identifiable Information (PII) for a student via email which, when unencrypted, is not a secure method of transmittal. This is to ensure that student PII is not released to those not authorized to receive them in compliance with the Family Education Rights and Privacy Act (FERPA)

**Teacher Checklist**

**Teacher Reminders**

The [Question Sampler](#) and [Practice Tests](#) are a good opportunity for your students to become familiar with the test delivery system for computer-based testing prior to participating in the simulations and in operational or field testing.

**Install and Test the Questar Secure Browser on your Student Testing Devices**

Schools must install the Secure Browser on all student testing devices to use the for the upcoming simulation, operational tests, and to use the practice tests. The Questar Secure Browsers are available on the [Help>Downloads](#) page in Nextera Admin. Questar has provided the current secure browsers that students will use for the 2021-22 CBT Simulation and Operational CBT.

The Secure Browser practice tests allow students to experience computer-based testing in the same environment they will use for operational CBT this spring. All students should be familiar with the Questar Secure Browser online tools and navigation before participating in the simulation and the Spring 2022 operational computer-based tests. Please visit the [Help Tab](#) to find additional support materials, such as the Nextera Setup & Installation Guide.

**Access to 2021 Student Constructed Responses Entered on Computer (CBT)**

Those schools that elected to administer the 2021 New York State Grades 3 – 8 English Language Arts (ELA) and/or Mathematics optional Session 2 to students may access student constructed responses from the "Student Responses" tab in ServicePoint, Questar's reporting platform.

The ServicePoint reference guide provides steps on how to access student responses and is available on the Help page in Nextera Admin. If you need any help accessing student responses, please contact [Questar Customer Support](#).

**CBT Question Sampler and Practice Tests**

In order to assist our schools with helping students to prepare for the operational CBT exams, the online [Question Sampler](#) and the [Questar Secure Browser Practice Tests](#) are available for students, teachers, and parents to review the online Nextera Test Delivery System (TDS). The Secure Browser practice tests allow students to experience computer-based testing in the same environment they will use for operational CBT this spring. All students should be familiar with the Questar Secure Browser online tools and navigation before participating in the Simulations and the operational computer-based tests.

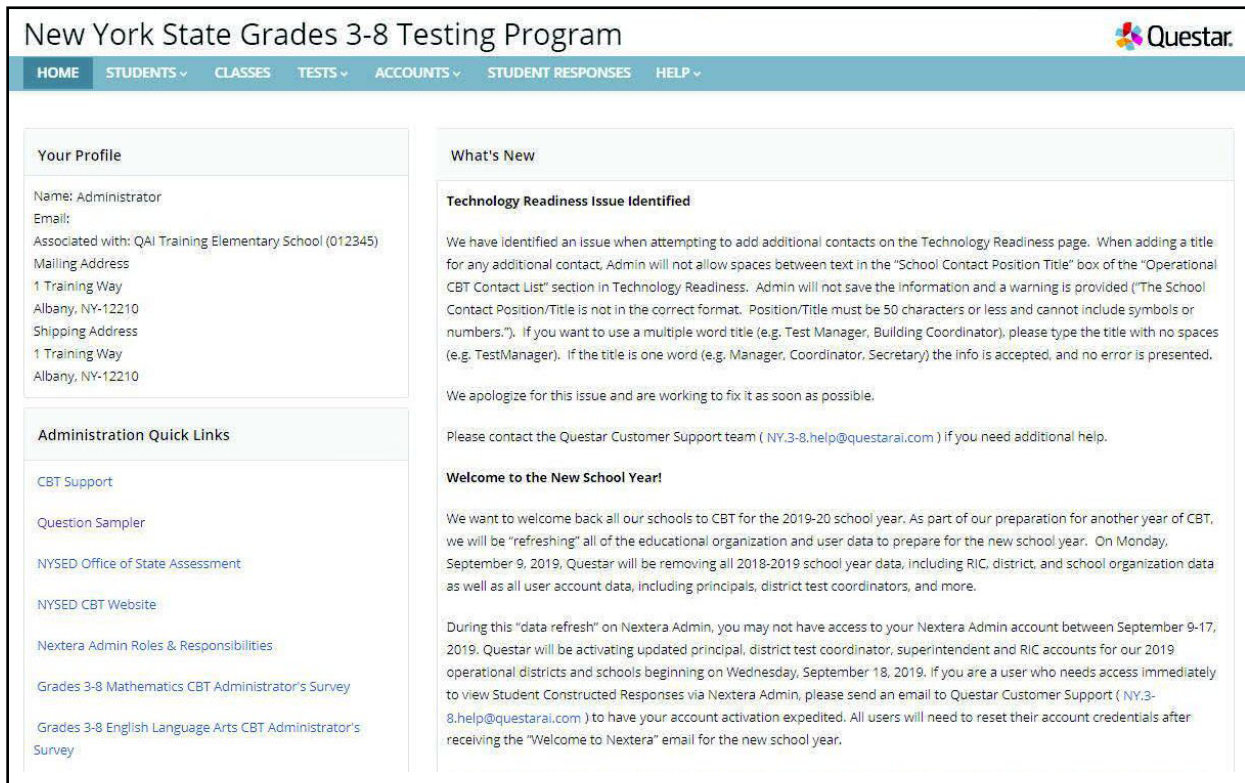
**School Information**


Schools:
<b>School:</b> QAI Training Elementary School (012345)
<b>Proctor PIN:</b> PMROCKS!
<b>ELA Lead Scoring Entity:</b> Pending
<b>Math Lead Scoring Entity:</b> Pending

# Teacher

The Teacher's Home page includes

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



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

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

### Your Profile

Name: Administrator  
Email:  
Associated with: QAI Training Elementary School (012345)  
Mailing Address  
1 Training Way  
Albany, NY-12210  
Shipping Address  
1 Training Way  
Albany, NY-12210

### Administration Quick Links

[CBT Support](#)  
[Question Sampler](#)  
[NYSED Office of State Assessment](#)  
[NYSED CBT Website](#)  
[Nextera Admin Roles & Responsibilities](#)  
[Grades 3-8 Mathematics CBT Administrator's Survey](#)  
[Grades 3-8 English Language Arts CBT Administrator's Survey](#)

### What's New

#### Technology Readiness Issue Identified

We have identified an issue when attempting to add additional contacts on the Technology Readiness page. When adding a title for any additional contact, Admin will not allow spaces between text in the "School Contact Position Title" box of the "Operational CBT Contact List" section in Technology Readiness. Admin will not save the information and a warning is provided ("The School Contact Position/Title is not in the correct format. Position/Title must be 50 characters or less and cannot include symbols or numbers."). If you want to use a multiple word title (e.g. Test Manager, Building Coordinator), please type the title with no spaces (e.g. TestManager). If the title is one word (e.g. Manager, Coordinator, Secretary) the info is accepted, and no error is presented.

We apologize for this issue and are working to fix it as soon as possible.

Please contact the Questar Customer Support team ( [NY.3-8.help@questarai.com](mailto:NY.3-8.help@questarai.com) ) if you need additional help.

#### Welcome to the New School Year!

We want to welcome back all our schools to CBT for the 2019-20 school year. As part of our preparation for another year of CBT, we will be "refreshing" all of the educational organization and user data to prepare for the new school year. On Monday, September 9, 2019, Questar will be removing all 2018-2019 school year data, including RIC, district, and school organization data as well as all user account data, including principals, district test coordinators, and more.

During this "data refresh" on Nextera Admin, you may not have access to your Nextera Admin account between September 9-17, 2019. Questar will be activating updated principal, district test coordinator, superintendent and RIC accounts for our 2019 operational districts and schools beginning on Wednesday, September 18, 2019. If you are a user who needs access immediately to view Student Constructed Responses via Nextera Admin, please send an email to Questar Customer Support ( [NY.3-8.help@questarai.com](mailto:NY.3-8.help@questarai.com) ) to have your account activation expedited. All users will need to reset their account credentials after receiving the "Welcome to Nextera" email for the new school year.

## Students Tab

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

### To View Students

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

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS REPORTS ADMINISTRATION HELP

### Students

Click on any column header to sort on its contents.

Manage Students New Student

Show Students: All

Search: Search by student ID, first/last name, or grade...

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
0987654321	Matthew		Student/Teacher	8th Flr 1 (AutoProd/Teacher - Questar)	07	View
2105000021	Jody		77%	Jody (AutoProd/Teacher - Questar)	08	View
2105100008	Autumn		87%	8	08	View

showing 1 to 3 of 3 students

Student Download (Excel)

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

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

**View Student**

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

<b>District of record</b>	QAI Lab Forms Test One (QL01)	<b>School of record</b>	QA Lab School Jr.high (QL2)
---------------------------	-------------------------------	-------------------------	-----------------------------

**Demographic Information:**

<b>NYSSIS ID</b>	0987654321	<b>Grade</b>	Grade 7
<b>First Name</b>	Mathjax MI	<b>Last Name</b>	StudentTest
<b>Date of Birth</b>	5/1/2009	<b>Gender</b>	Male

**Student Local ID** 098765432

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

**New York State Grades 3-8 Testing Program** Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

[Back to Students list](#) [Edit](#)

You're Viewing: **New Student 2**

<b>District of Record</b>	QAI PM DISTRICT 1 (763234154111)	<b>School of Record</b>	QAI PM DISTRICT 1 (763234154111)
---------------------------	----------------------------------	-------------------------	----------------------------------

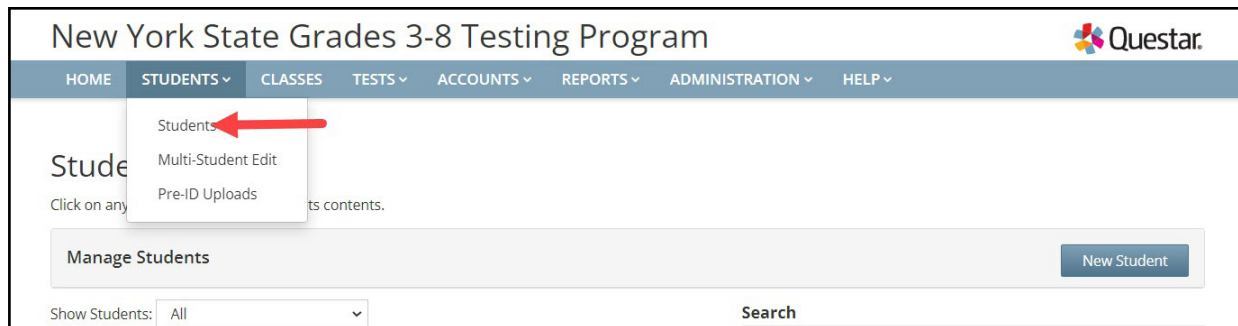
**Demographic Information:**

<b>NYSSIS ID</b>	0000000000	<b>Grade</b>	Grade 5
<b>First Name</b>	New MI	<b>Last Name</b>	Student 2
<b>Date of Birth</b>	11/11/2009	<b>Gender</b>	Male

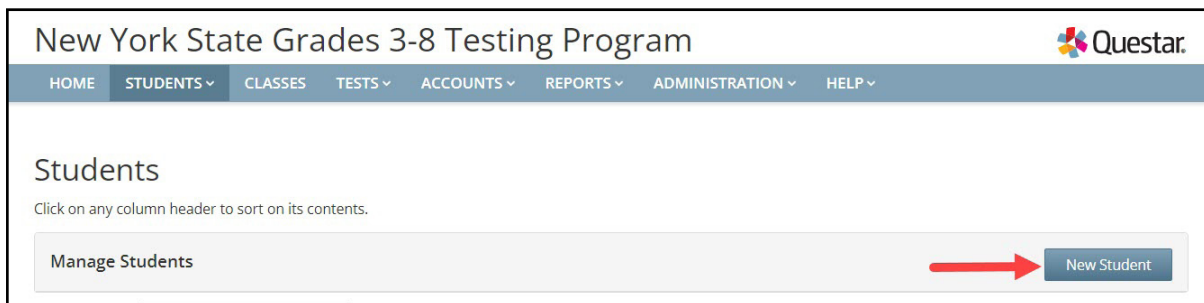
**Student Local ID** 123456789

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

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



2. To add a student:
  - Select **New Student** on the upper right of the Students page.



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

**New Student**

**Demographic Information:**

NYSSIS ID  Grade

First Name  MI  Last Name

Date of Birth  Gender

Student Local ID

**ELA**

Testing district  QAI Training Test District (012345)

Testing school  QAI Training Elementary School (012345)

Testing class  -- Unassigned --

**Math**

Testing district  QAI Training Test District (012345)

Testing school  QAI Training Elementary School (012345)

Testing class  -- Unassigned --

**Save** **Cancel**

3. To edit a student record:

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

**Students**

Click on any column header to sort on its contents.

Manage Students **New Student**

Show Students:  All

Search


There are 3 Students in **QAI Lab Forms Test One**

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
0987654321	Melissa		Student/Teacher	All New 1 (Student/Teacher - Questar)	07	<b>View</b>
2105000021	Jilly		TTS	Jilly New 1 (Student/Teacher - Questar)	08	<b>View</b>
2105100008	Adrian		TTS	0	08	<b>View</b>



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

**View Student**

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

<b>District of record</b>	QAI Lab Forms Test One (QL01)	<b>School of record</b>	QA Lab School jr.high (QL2)
---------------------------	-------------------------------	-------------------------	-----------------------------

**Demographic Information:**

<b>NYSSIS ID</b>	0987654321	<b>Grade</b>	Grade 7
<b>First Name</b>	Mathjax	MI	<b>Last Name</b> StudentTest
<b>Date of Birth</b>	5/1/2009	<b>Gender</b>	Male

**Student Local ID**

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

**Edit Student Record**

You're Editing: **StudentTest**


District of record: QAI Lab Forms Test One (QL01) | School of record: QA Lab School jr.high (QL2)

**Demographic Information:**

NYSSIS ID	0987654321	Grade	Grade 7
First Name	Mathjax	MI	
Date of Birth	05/01/2009	Last Name	StudentTest
		Gender	Male

Student Local ID: 098765432

**Save** **Cancel**



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

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

The screenshot shows the 'Edit Student Record' page for 'New Student 2'. At the top, it indicates the district and school of record. Below this is the 'Demographic Information' section with fields for NYSSIS ID, First Name, Last Name, Date of Birth, Grade, and Gender. The 'Student Local ID' is also displayed. The main content area is divided into two sections: 'ELA' and 'Math'. Each section has a 'Testing district', 'Testing school', and 'Testing class' dropdown menu. To the right of these menus is the 'Accessibility and Accommodation Options' section, which includes icons and labels for various options: Answer Masking Tool, Background Color, Read Aloud (by human), Text-to-Speech (online only), Initial Page Zoom, and Reverse Contrast. The ELA section has a red arrow pointing to its 'Modify' button. At the bottom of the page are 'Save' and 'Cancel' buttons.

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

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







### Select Accommodations

**Student Name** Test Student 1  
**Content Area** ELA ▾

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.

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

[Save](#)    [Cancel](#)

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

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

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

### Select Accommodations

**Student Name** Test Student 1  
Content Area

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

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

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

## To Set a Student’s Alternate Language for the Computer-Based Mathematics Field Test

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

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

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

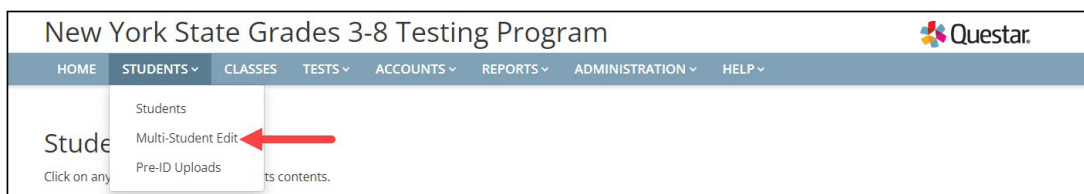
**NOTE:** Even though all alternate languages are available in Nextera™ Admin, Spanish is the only alternate language available for CBT SAFT.

The screenshot displays the 'New York State Grades 3-8 Testing Program' interface. At the top, there are navigation tabs: HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. Below the navigation, there are dropdown menus for 'District of Record' and 'School of Record', both set to 'QAI-PM-DISTRICT 1 (763234154111)'. The 'Demographic Information' section includes fields for NYSSIS ID (123456789), Grade (Grade 7), First Name (Test), Last Name (Sample 1), Date of Birth (06/17/2004), and Gender (Male). The 'Student Local ID' is 123456789. The 'ELA' section shows 'Class' as 'Math Gr7 Class' and 'Accessibility and Accommodation Options' with various icons and settings. The 'Math' section shows 'Class' as 'Math Gr7 Class A' and 'Accessibility and Accommodation Options'. A red arrow points to the 'Testing Language' dropdown menu, which is set to 'Spanish'. The footer includes 'Powered by Nextera™' and 'Contact Us | Privacy and Cookies | Terms of Use | Trademarks | © 2019 Questar Assessment'.

## Multi-Student Edit

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

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



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

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS REPORTS ADMINISTRATION HELP

Multi-Student Edit

Current content area: No Content Area

Search: Enter any part of a student's ID, last name, or grade to begin.

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

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	7521010302	First		Last	Math	03	
<input type="checkbox"/>	7521010304	First		Last	ELA	03	
<input type="checkbox"/>	7521010306	First		Last	Math	03	
<input type="checkbox"/>	7521010308	First		Last	ELA	03	
<input type="checkbox"/>	7521010310	First		Last	Math	03	
<input type="checkbox"/>	7521010402	First		Last	Math	04	
<input type="checkbox"/>	7521010404	First		Last	Math	04	
<input type="checkbox"/>	7521010406	First		Last	Math	04	
<input type="checkbox"/>	7521010410	First		Last	Math	04	
<input type="checkbox"/>	7521010502	First		Last	Math	05	

showing 1 to 10 of 115 students

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

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS REPORTS ADMINISTRATION HELP

Multi-Student Edit

Current content area: No Content Area

Search: Enter any part of a student's ID, last name, or grade to begin.

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

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	7521010302	First		Last	Math	03	
<input type="checkbox"/>	7521010304	First		Last	ELA	03	
<input type="checkbox"/>	7521010306	First		Last	Math	03	
<input type="checkbox"/>	7521010308	First		Last	ELA	03	
<input type="checkbox"/>	7521010310	First		Last	Math	03	
<input type="checkbox"/>	7521010402	First		Last	Math	04	
<input type="checkbox"/>	7521010404	First		Last	Math	04	
<input type="checkbox"/>	7521010406	First		Last	Math	04	
<input type="checkbox"/>	7521010410	First		Last	Math	04	
<input type="checkbox"/>	7521010502	First		Last	Math	05	

showing 1 to 10 of 115 students



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

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS REPORTS ADMINISTRATION HELP

### Multi-Student Edit

Current content area: No Content Area

Search: Enter any part of a student's ID, last name, or grade to begin.

Answer Masking Tool  
OFF

Initial Page Zoom  
OFF

Text-to-Speech (online only)  
OFF

Read Aloud (by human)  
OFF

Reverse Contrast  
OFF

Classroom Accommodations  
OFF

Background Color  
OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	7521010302	First		Last	Math	03	
<input type="checkbox"/>	7521010304	First		Last	ELA	03	
<input type="checkbox"/>	7521010306	First		Last	Math	03	
<input type="checkbox"/>	7521010308	First		Last	ELA	03	
<input type="checkbox"/>	7521010310	First		Last	Math	03	
<input type="checkbox"/>	7521010402	First		Last	Math	04	
<input type="checkbox"/>	7521010404	First		Last	Math	04	
<input type="checkbox"/>	7521010406	First		Last	Math	04	
<input type="checkbox"/>	7521010410	First		Last	Math	04	
<input type="checkbox"/>	7521010502	First		Last	Math	05	

showing 1 to 10 of 115 students

« 1 2 3 4 5 ... 12 »

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

Multi-Student Edit

Current content area: No Content Area

Search: Enter any part of a student's ID, last name, or grade to begin.

Answer Masking Tool  
OFF

Initial Page Zoom  
OFF

Text-to-Speech (online only)  
OFF

Read Aloud (by human)  
OFF

Reverse Contrast  
ON

Classroom Accommodations  
OFF

Background Color  
DISABLED

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	7521010302	First		Last	Math	03	
<input type="checkbox"/>	7521010304	First		Last	Math	03	
<input type="checkbox"/>	7521010306	First		Last	Math	03	
<input type="checkbox"/>	7521010308	First		Last	Math	03	
<input type="checkbox"/>	7521010310	First		Last	Math	03	
<input type="checkbox"/>	7521010402	First		Last	Math	04	
<input type="checkbox"/>	7521010404	First		Last	Math	04	
<input type="checkbox"/>	7521010406	First		Last	Math	04	
<input type="checkbox"/>	7521010410	First		Last	Math	04	
<input type="checkbox"/>	7521010502	First		Last	Math	05	

showing 1 to 10 of 115 students

« 1 2 3 4 5 ... 12 »

## Classes Tab

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

- *Protip:* You can group students in a class from different grade levels, such as for creating a makeup testing class with students from all grades in Nextera™ Admin. The students in the class will all have the same test session access code, and the grade level associated to the student ensures the student is provided with the correct grade-level field test in Nextera™ Admin.
- Students will need to be assigned to a class in order to be set with a form assignment. Any updates for a form assignment will be an overnight process.

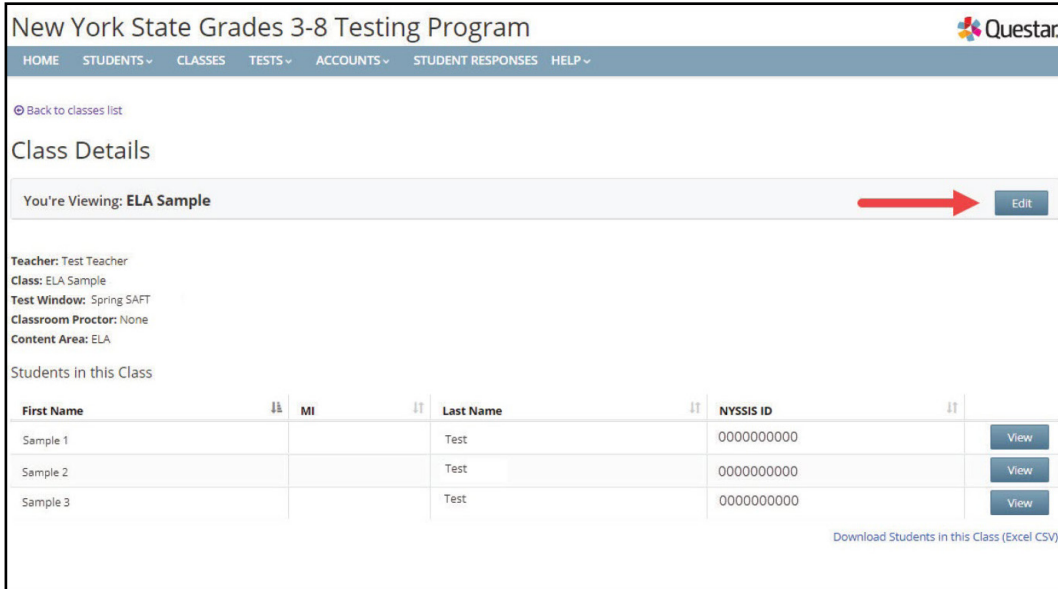
### To View and Edit a Class

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

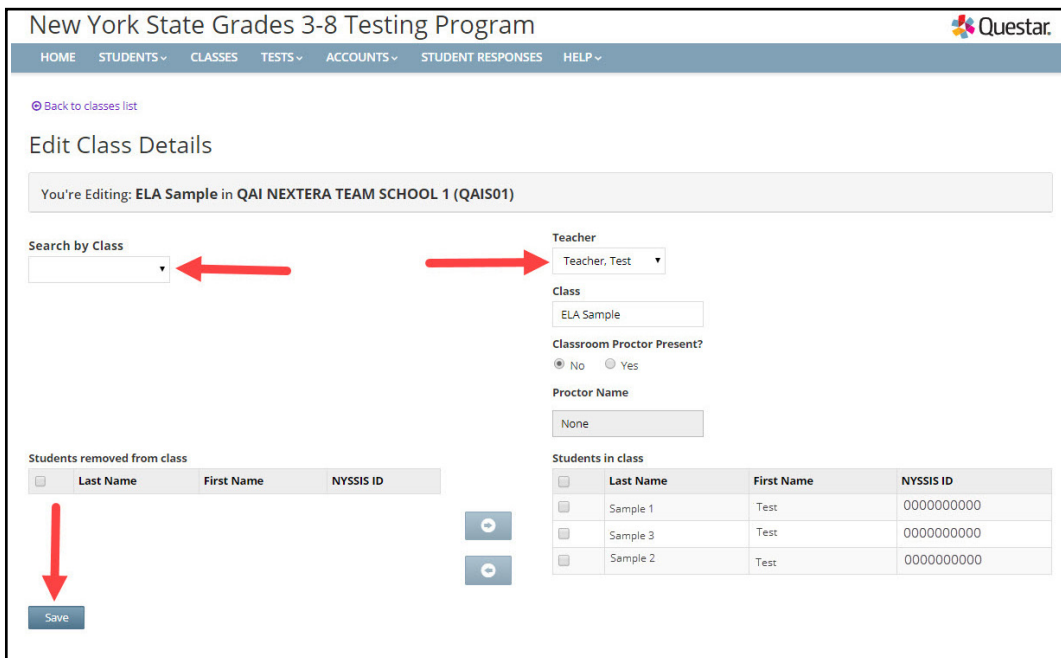
The screenshot shows the 'Classes' tab in the Nextera Admin interface. The page title is 'New York State Grades 3-8 Testing Program' with the Questar logo. The navigation menu includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', and 'HELP'. The main content area is titled 'Classes' and shows 'Classes for Spring 3-8, ADel (11101)'. There is a 'New Class' button and a search bar with the placeholder text 'Enter all or part of a class, teacher's name, or grade.' Below the search bar is a table with columns: Class, Teacher, Proctor Name, Grades, and Delete. The table contains two rows: 'ELA Class 1' with teacher 'Sara Test20ELATeacher' and 'Math Class 1a' with teacher 'Mary Test20MathTeacher'. Both rows have a 'View' button. A red arrow points to the 'View' button for 'ELA Class 1'. Below the table, there is a note: 'Click View to see the list of students that are associated with a class and make any changes.'

Class	Teacher	Proctor Name	Grades	Delete
ELA Class 1	Sara Test20ELATeacher	None	05,06	View
Math Class 1a	Mary Test20MathTeacher	None	05,06	View

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

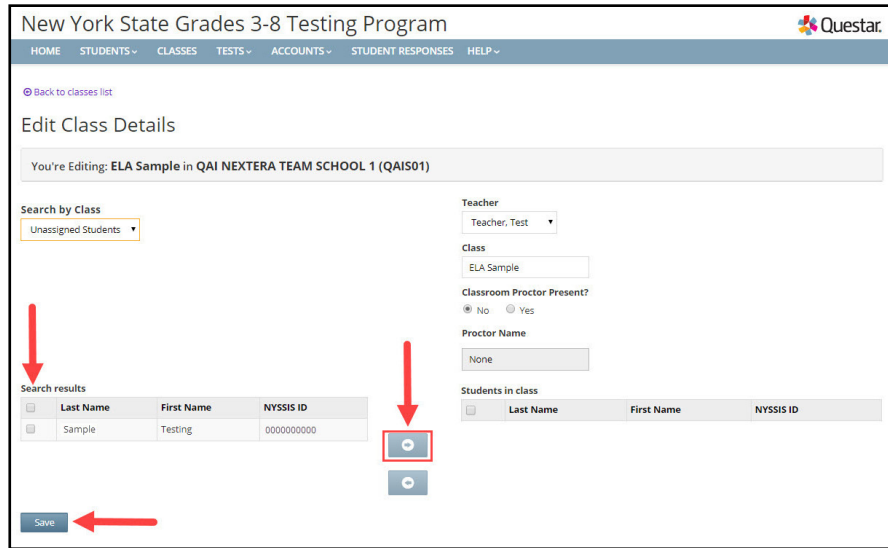


- To change general class information (teacher, class name, classroom, proctor, etc.), update the applicable field(s) and click **Save**.
  - Pro tip:* A teacher account must be active in Nextera™ Admin to appear in the drop-down list of Teachers to be selected and associated to a class.
  - To find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



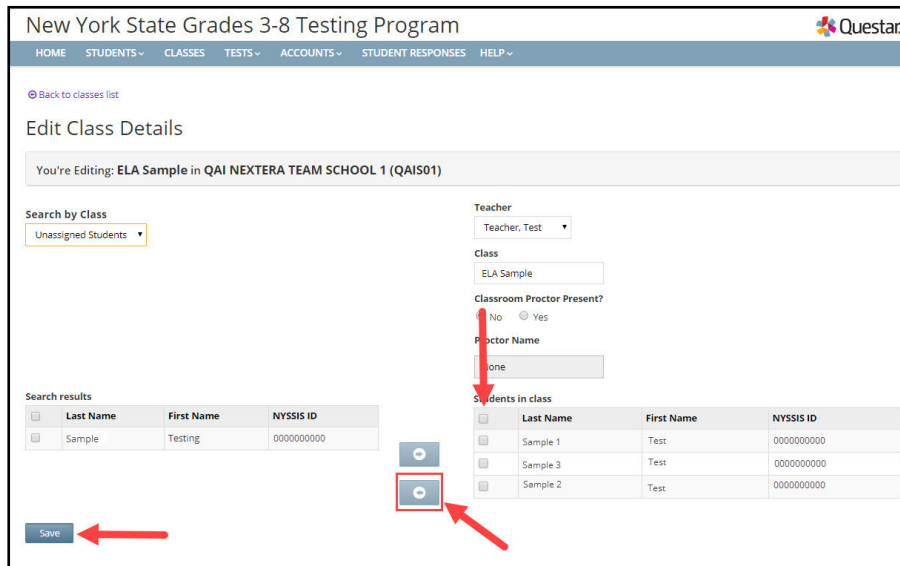
4. To add students to the class:

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



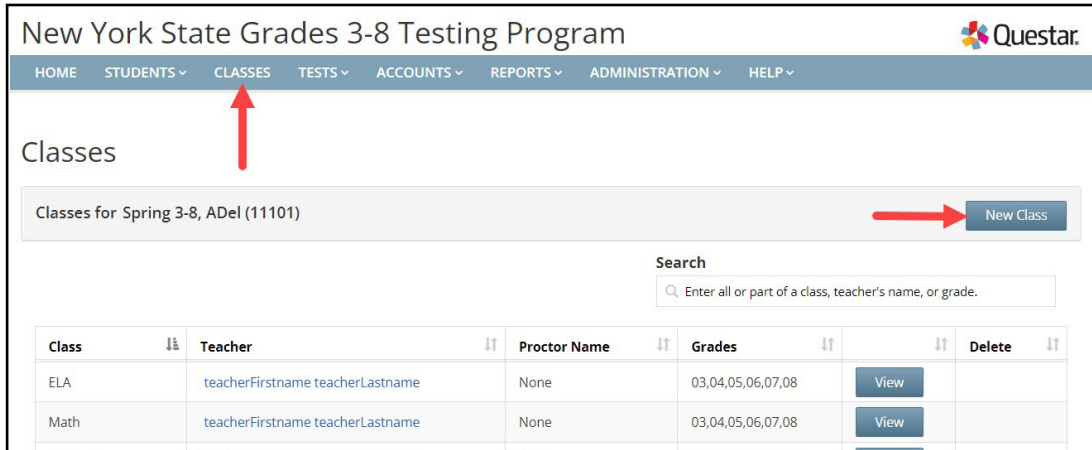
5. To remove students from the class:

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

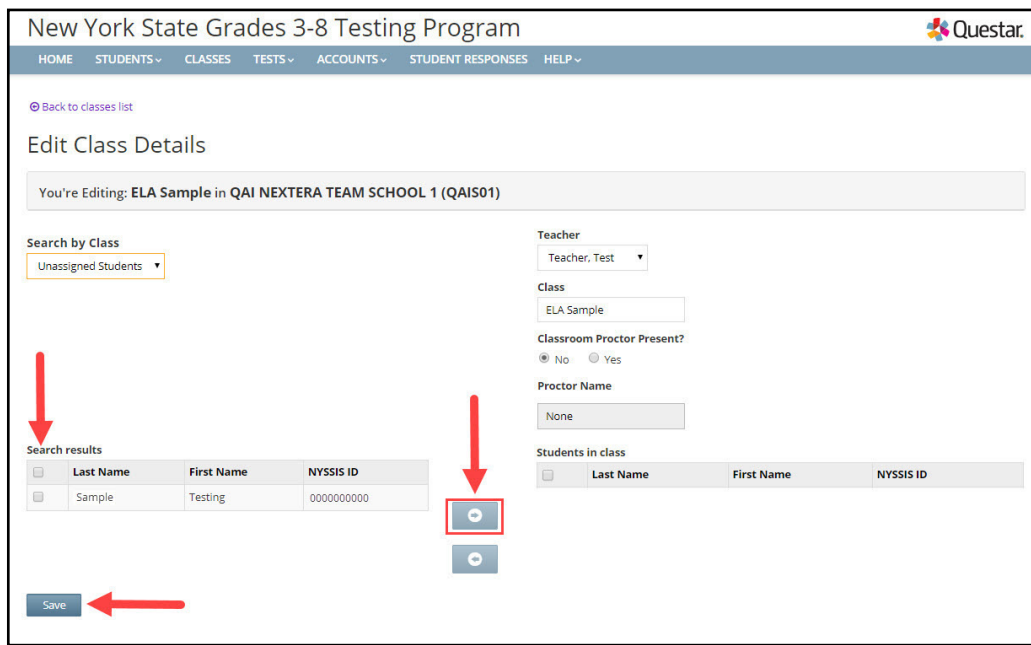


## To Add a Class

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



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



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

New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ REPORTS ▾ ADMINISTRATION ▾ HELP ▾

[Back to classes list](#)

### Class Details

You're Viewing: **ELA** Edit

**Teacher:** teacherFirstname teacherLastname  
**Class:** ELA  
**Test Window:** Spring  
**Classroom Proctor:** None  
**Content Area:** ELA

Students in this Class

First Name	MI	Last Name	NYSSIS ID	
API Answer		Count Test	5523448666	<span>View</span>
First		Last	4521050031	<span>View</span>
First		Last	4521050032	<span>View</span>
First		Last	4521050041	<span>View</span>

[Download Students in this Class \(Excel CSV\)](#)

## Tests Tab

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

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

New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ REPORTS ▾ ADMINISTRATION ▾ HELP ▾

Important Dates  
 Tests  
 Testing Status Details

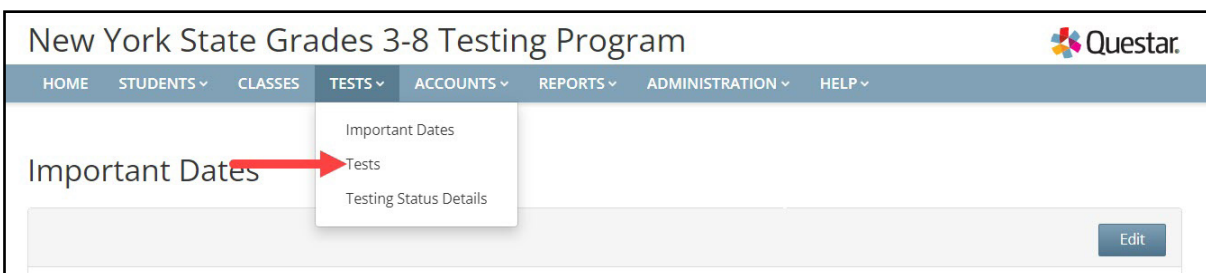
Edit

Students will need to be assigned to a class in order to be set with a form assignment. Any updates for a form assignment will be an overnight process.

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

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

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



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

The screenshot shows the 'Tests' page in the New York State Grades 3-8 Testing Program. At the top, there is a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'REPORTS', 'ADMINISTRATION', and 'HELP'. Below the navigation bar, the page title is 'New York State Grades 3-8 Testing Program' and the Questar logo is in the top right. The main content area shows 'Testing Status for: No Content Area, Spring 3-8' and a 'New Test' button. There is a 'Filter By Testing Status' dropdown set to 'All' and a search box. Below this is a table with columns: Teacher, Class, Content Area, Test Name, Testing, View, and Delete. The first row has a red arrow pointing to the 'View' button.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
teacherFirstname teacherLastname	Math	Math	Spring 3-8 Math	In Progress	View	
teacherFirstname teacherLastname	Math	Math	Spring 3-8 Math	In Progress	View	Delete
teacherFirstname teacherLastname	ELA	ELA	Spring 3-8 ELA	In Progress	View	

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

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

The screenshot shows the 'View Test' page. At the top, there is a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. Below the navigation bar, the page title is 'New York State Grades 3-8 Testing Program' and the Questar logo is in the top right. The main content area shows 'You're Viewing: Spring 3-8 SAFT'. There is a 'Back to tests list' link. Below this is a 'View Test' section with fields for District, School, Testing Window, Teacher, Test Name, and Testing Dates. A green banner indicates 'Test is in progress. Students may sign in and take the test using their User ID's and the PIN shown below.' Below the banner are 'Examiner View' and 'Logout Tickets' buttons. A red arrow points to the 'Session 1 Access Code' field, which contains the value '1111'. There is also a 'New Access Code' field and 'Submit' and 'Cancel' buttons. Below this is a 'Registered Students:' section with a table showing student details.

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Connection Status	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Sample	Teacher 1	0000000000	123456	05	MA190501	Offline	Session 1: In Progress	0	10:28:26 AM		Set
Sample	Teacher 2	0000000000	012345	07	MA190720	Offline	Session 1: In Progress	1	10:28:26 AM		Set
Sample	Teacher 3	0000000000	234567	08	MA190804	Offline	Session 1: Finished	1	10:28:26 AM	9:32:05 AM	Set



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

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

Session 1 Access Code: 1111

Registered Students:

Session: All Sessions

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Student 1	Sample	0000000000	139479	04	Math Sample	Session 1: Not Started	0			<a href="#">Set</a>
Student 2	Sample	0000000000	161981	04	Math Sample	Session 1: Not Started	0			<a href="#">Set</a>

## Examiner View

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

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

### To set up Examiner View:

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

The screenshot shows the 'View Test' page for the 2020 Spring 3-8 SAFT. A red arrow points to the 'Examiner View' button. Below the button is a 'Log in Tickets' button. A green notification bar states: 'Test is in progress. Students may sign in and take the test using their User ID's and the PIN shown below.' Below this is a 'Session 1 Access Code: 1111' field with 'Submit' and 'Cancel' buttons. At the bottom is a 'Registered Students' table.

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Connection Status	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Sample	Teacher 1	0000000000	123456	05	MA190501	Offline	Session 1: In Progress	0	10:28:26 AM		Set
Sample	Teacher 2	0000000000	012345	07	MA190720	Offline	Session 1: In Progress	1	10:28:26 AM		Set
Sample	Teacher 3	0000000000	234567	08	MA190804	Offline	Session 1: Finished	1	10:28:26 AM	9:32:05 AM	Set

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

New York State Grades 3-8 Testing Program Questar.

Examiner View

This page refreshes every 60 seconds.

<b>District:</b> ADel	<b>School:</b> ADel
<b>Testing Window:</b> Spring 3-8 Test	<b>Content Area:</b> ELA
<b>Teacher:</b> teacherFirstname teacherLastname	<b>Class:</b> ELA
<b>Test Name:</b> Spring 3-8 ELA	
<b>Testing Dates:</b> 4/19/2021, 12:00:00 AM CDT to 4/21/2021, 1:00:00 PM CDT	

**Test is in progress.** Students may sign in and take the test using their username and password shown below. ×

Session 1 Access Code: 1111

Last Name	First Name	NYSSIS ID	Password	Grade	Status	Total Items Completed	Date/Time Started	Date/Time Completed

## To Print Student Login Tickets (Labels)

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

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

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

New York State Grades 3-8 Testing Program Questar.

[HOME](#) [STUDENTS](#) [CLASSES](#) [TESTS](#) [ACCOUNTS](#) [REPORTS](#) [ADMINISTRATION](#) [HELP](#)

Important Dates

Important Dates

Tests

Testing Status Details

[Edit](#)

- Click **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', 'REPORTS', 'ADMINISTRATION', and 'HELP'. Below the navigation bar, there's a 'Testing Status for: No Content Area, 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 first row shows a test for 'Spring 3-8 Math' in 'In Progress' status, with a red arrow pointing to the 'View' button.

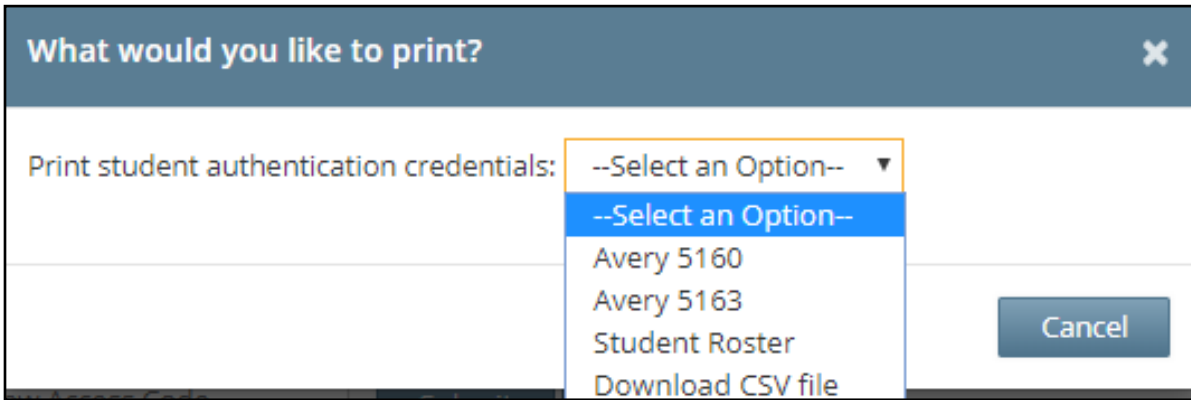
Teacher	Class	Content Area	Test Name	Testing	View	Delete
teacherFirstname teacherLastname	Math	Math	Spring 3-8 Math	In Progress	<a href="#">View</a>	
teacherFirstname teacherLastname	Math	Math	Spring 3-8 Math	In Progress	<a href="#">View</a>	<a href="#">Delete</a>
teacherFirstname teacherLastname	ELA	ELA	Spring 3-8 ELA	In Progress	<a href="#">View</a>	

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

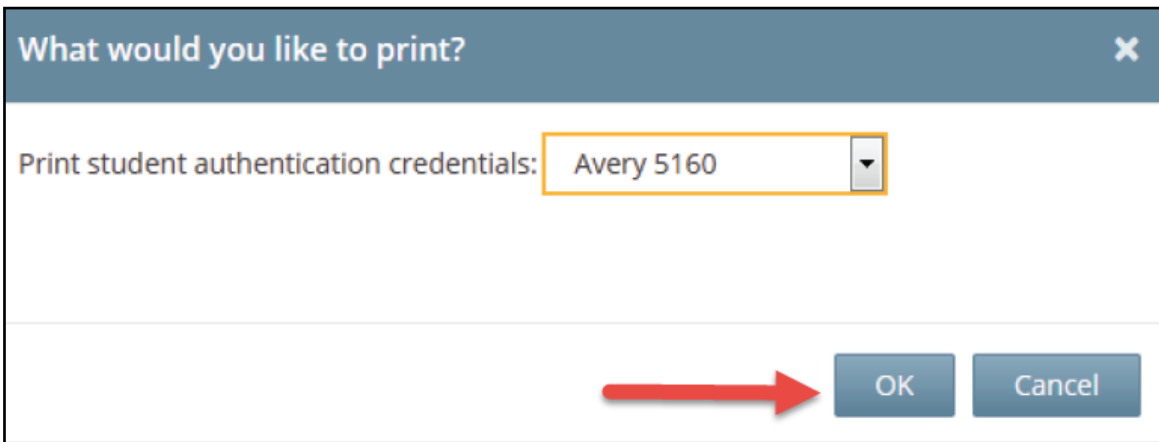
The screenshot shows the 'View Test' page. It displays details for the 'Spring 3-8' test, including District, School, Testing Window, Teacher, Test Name, and Testing Dates. A green banner indicates 'Test is in progress. Students may sign in and take the test using their User ID's and the PIN shown below.' Below this, there are buttons for 'Examiner View' and 'Login Tickets', with a red arrow pointing to the 'Login Tickets' button. There is also a 'Session 1 Access Code' field with a value of '1111' and 'Submit' and 'Cancel' buttons. At the bottom, there is a 'Registered Students' table.

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Connection Status	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Sample	Teacher 1	0000000000	123456	05	MA190501	Offline	Session 1: In Progress	0	10:28:26 AM		Set
Sample	Teacher 2	0000000000	012345	07	MA190720	Offline	Session 1: In Progress	1	10:28:26 AM		Set
Sample	Teacher 3	0000000000	234567	08	MA190804	Offline	Session 1: Finished	1	10:28:26 AM	9:32:05 AM	Set

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



- Click **OK**.



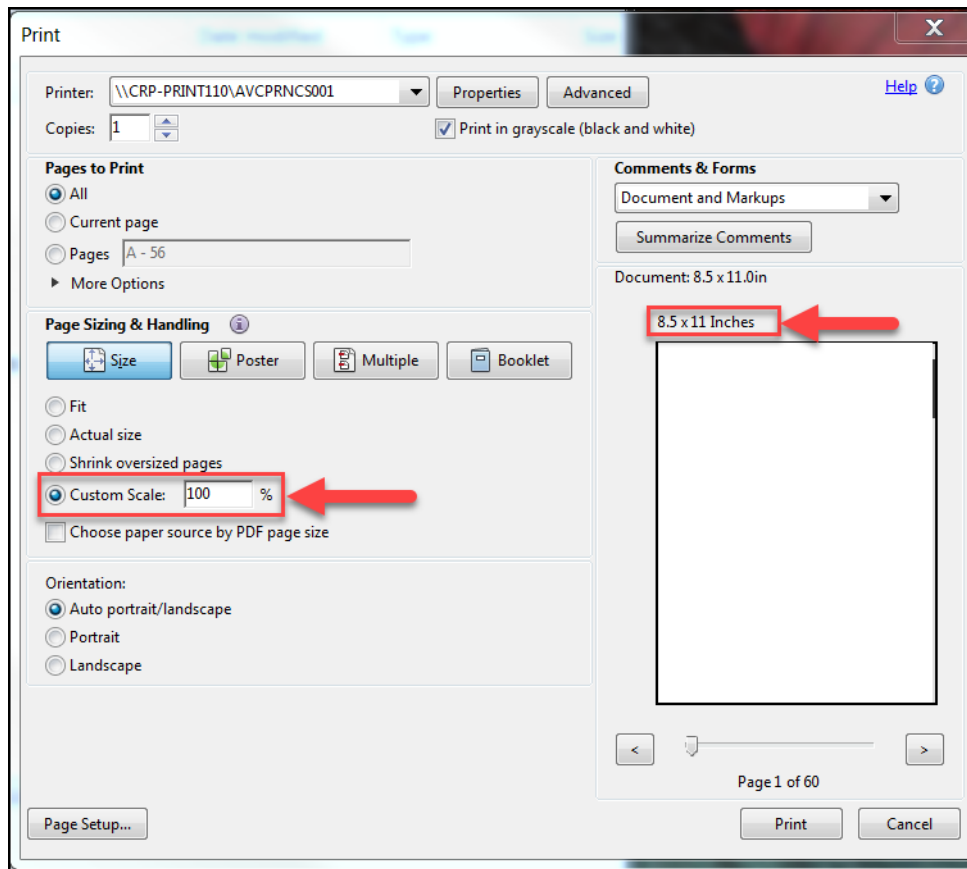
- The student login ticket labels display. Use the **Print** function to print the labels. Each label includes the student's name, user ID (NYSSIS ID), password, and field test name.
  - All student login tickets or labels are secure testing materials and must also be stored in the safe or vault if they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

08None, FormTest NYSSIS ID: 0000000000 Password: 5912357630 Spring 3-8 SAFT	08None, FormTest NYSSIS ID: 0000000000 Password: 1718107283 Spring 3-8 SAFT	08None, FormTest NYSSIS ID: 0000000000 Password: 0947561211 Spring 3-8 SAFT
08None, FormTest NYSSIS ID: 0000000000 Password: 3117985206 Spring 3-8 SAFT	08None, FormTest NYSSIS ID: 0000000000 Password: 8514647374 Spring 3-8 SAFT	08None, FormTest NYSSIS ID: 0000000000 Password: 8851288747 Spring 3-8 SAFT

## Troubleshooting Tip for Printing Student Login Tickets

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

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



## Testing Status Details

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

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

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS REPORTS ADMINISTRATION HELP

### Testing Status Details

Testing Status Filters

Window: Spring 3-8 District: Adel (11001) School: Adel (11101)

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

Adel (11101) ELA General Information

Number of Students: 14 Students Not Started: 0 Students Completed: 0  
Number of Sessions: 2 Students In Progress: 14 Students Not Testing: 0

Show Students: All

Show 10 entries

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

First Name	MI	Last Name	NYSS ID	Session 1	Session 2
First		Last	4521050031	Completed	In Progress
First		Last	4521050032	In Progress	In Progress
First		Last	4521050072	In Progress	Completed

Export

## Setting Student Not Testing Codes

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

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

First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
First		Last	4521050031	Completed	In Progress
First		Last	4521050032	In Progress	In Progress
First		Last	4521050072	In Progress	Completed

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

Student Name	Student1, Test1
Session Name	Session 1
Content Area	ELA
Scoring Option	<input checked="" type="radio"/> Not Testing <input type="radio"/> None
Reason	Taking NYSAA



8. Click **Submit**. You will see that a status code has been set for the student's test.
  - You can download the student testing status data into a spreadsheet by clicking **Export**.

New York State Grades 3-8 Testing Program Questar.

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ REPORTS ▾ ADMINISTRATION ▾ HELP ▾

### Testing Status Details

Testing Status Filters

Window: Spring 3-8 District: ADEL (111001) School: ADEL (11101)

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

ADel (11101) ELA General Information

Number of Students: 14 Students Not Started: 0 Students Completed: 0  
 Number of Sessions: 2 Students In Progress: 14 Students Not Testing: 0

Show Students: All

Show 10 entries

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

First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
First		Last	4521050031	Completed	In Progress
First		Last	4521050032	In Progress	In Progress
First		Last	4521050072	In Progress	Completed

« 1 2 » Export

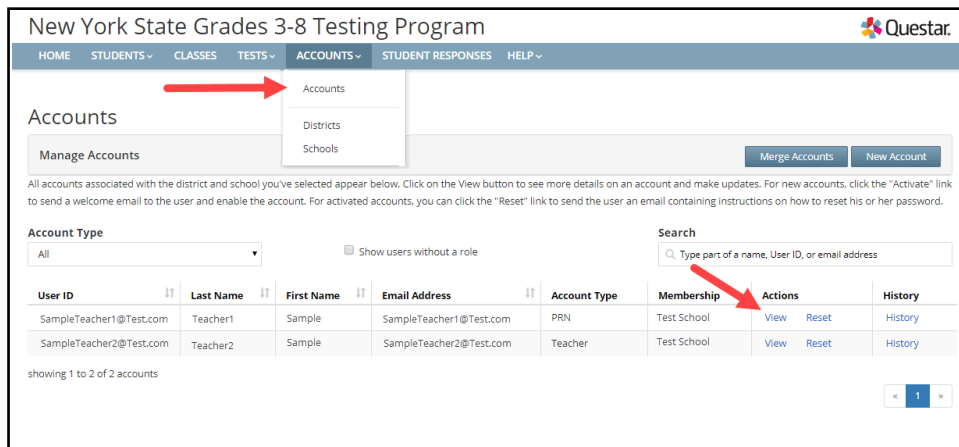
# Accounts Tab

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

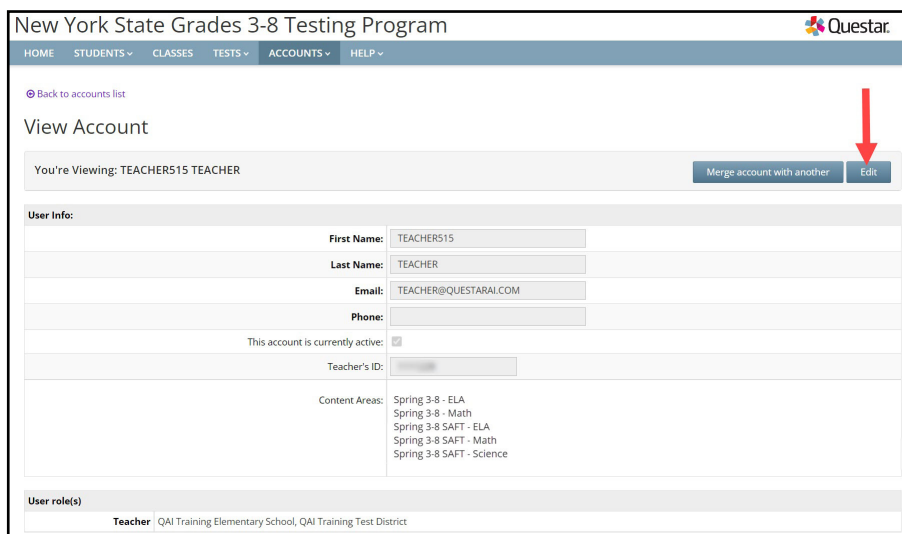
## To Edit an Account

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

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



2. Click **Edit**.



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

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

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ HELP ▾

[Back to accounts list](#)

### Edit Account

You're Editing: **TEACHERS15 TEACHER**

User ID:	TEACHER@QUESTARAI.CC
First Name:	TEACHERS15
Last Name:	TEACHER
Email:	TEACHER@QUESTARAI.COM
Phone:	

This account is currently active:

#### Select role(s)

Role Type:

#### Additional Information Needed

Teacher's ID \*

Content Areas: \*

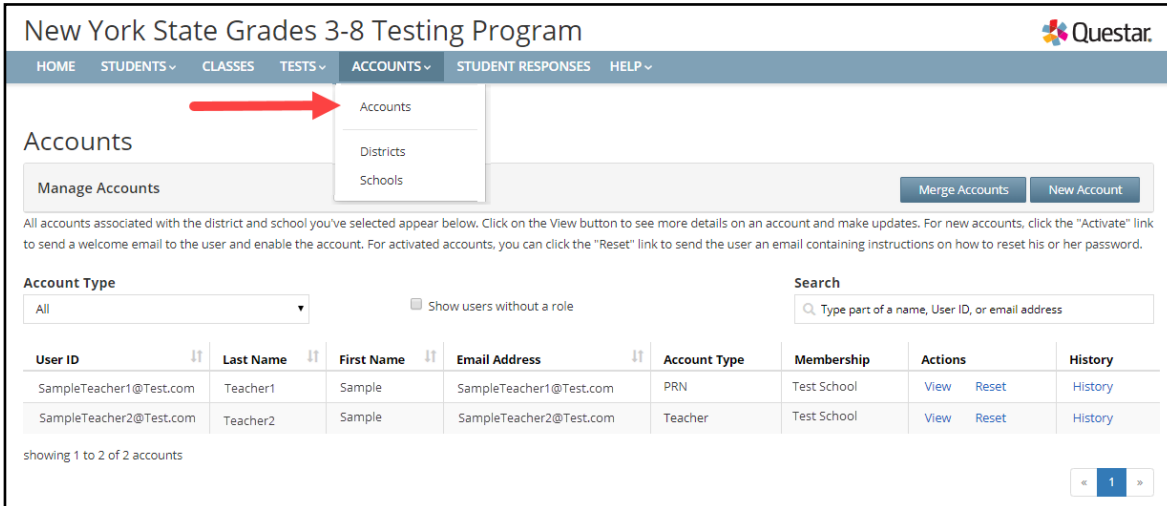
- Spring 3-8 - ELA
- Spring 3-8 - Math
- Spring 3-8 SAFT - ELA
- Spring 3-8 SAFT - Math
- Spring 3-8 SAFT - Science

#### Selected roles

Teacher		<input type="button" value="clear"/>
District	QAI Training Test District (012345)	
School	QAI Training Elementary School (012345)	

## To Add an Account

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



New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Accounts

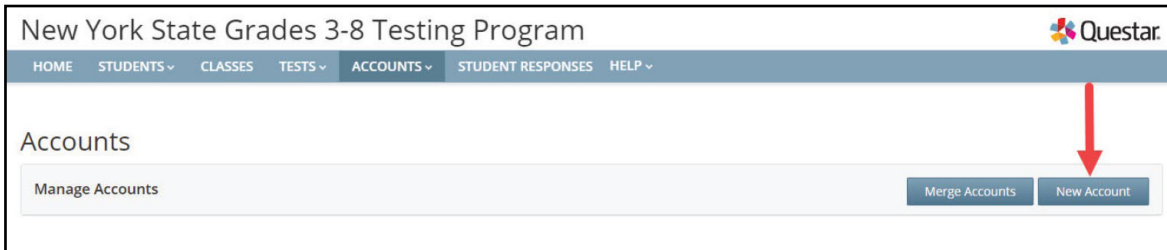
Manage Accounts Merge Accounts New Account

All Show users without a role Search Type part of a name, User ID, or email address

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
SampleTeacher1@Test.com	Teacher1	Sample	SampleTeacher1@Test.com	PRN	Test School	View Reset	History
SampleTeacher2@Test.com	Teacher2	Sample	SampleTeacher2@Test.com	Teacher	Test School	View Reset	History

showing 1 to 2 of 2 accounts

2. Select **New Account**.



New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Accounts

Manage Accounts Merge Accounts New Account

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

The screenshot shows the 'Add New Account' form in the Nextera Admin system. The form is titled 'New York State Grades 3-8 Testing Program' and 'Add New Account'. It includes sections for 'User Information' (First Name, Last Name, Username), 'Select role(s)' (Role Type, District, School), 'Additional Information Needed' (Teachers ID, Content Area), and 'Selected roles'. Red arrows point to the 'Add Role' button, the 'Add Role' button, the 'Teachers ID' field, the 'Content Area' checkboxes, and the 'Create an Account' button.

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

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

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

[Back to accounts list](#)

### Add New Account

User Information

First Name: \*  Email: \*

Last Name: \*  Phone:

This account is currently active

Select role(s)

Role Type: \*

District: \*

School: \*

Selected roles

Please select role(s) for this user using the controls on the left.

Additional Information Needed

Teacher's ID \*

Content Areas: \*

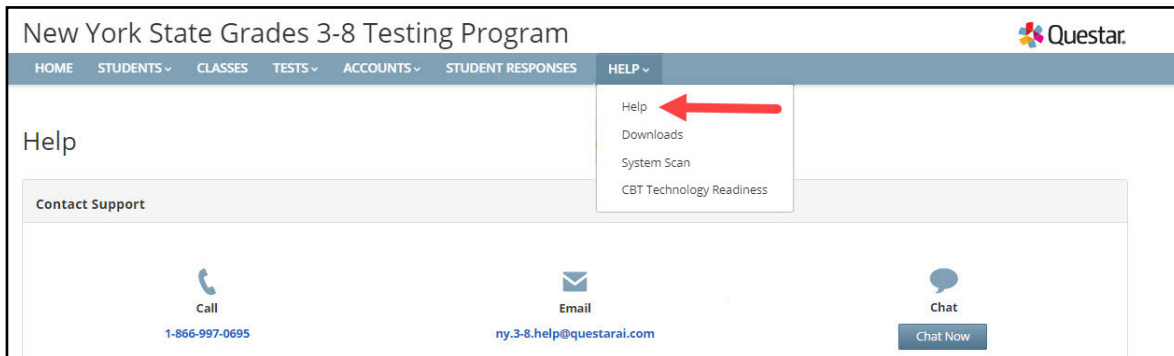
- Spring 3-8 - ELA
- Spring 3-8 - Math
- Spring 3-8 SAFT - ELA
- Spring 3-8 SAFT - Math
- Spring 3-8 SAFT - Science

# Help Tab

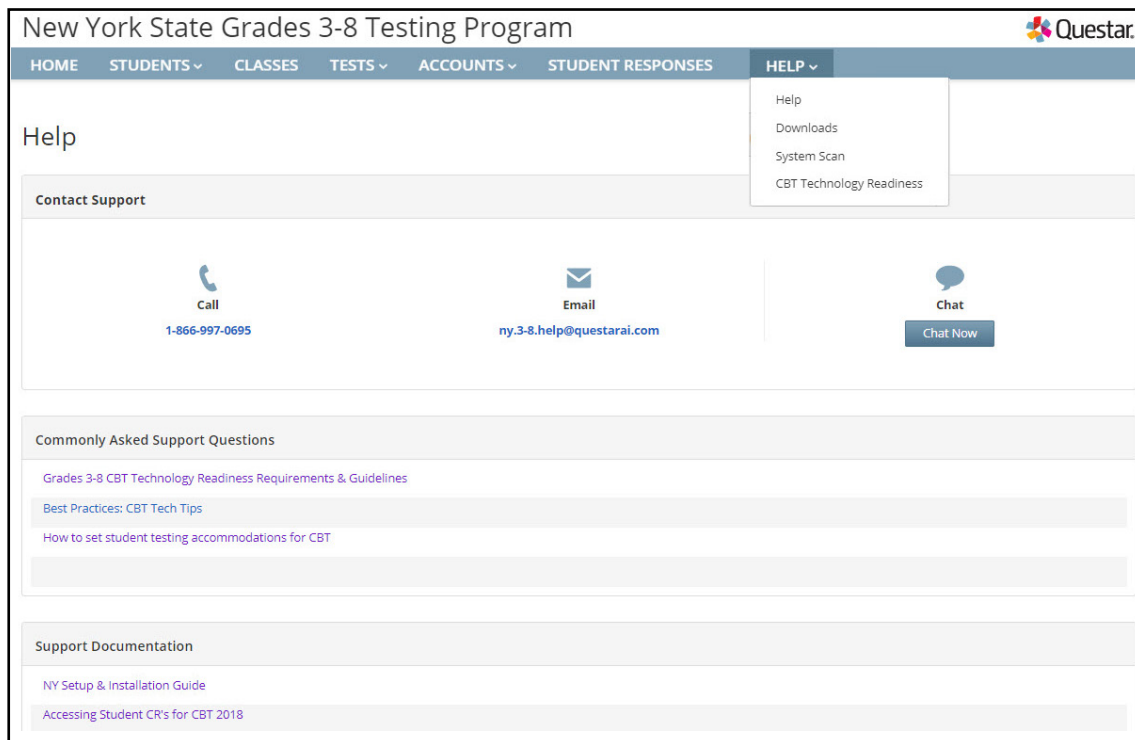
Customer Support contact details, Commonly Asked Support Questions, and Support Documentation are available on Nextera™ Admin's **HELP** tab.

To access this information:

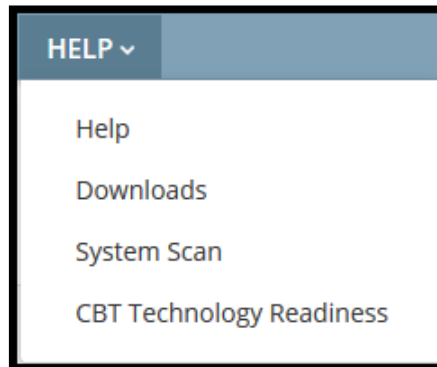
1. Select **Help** from the **HELP** tab.



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



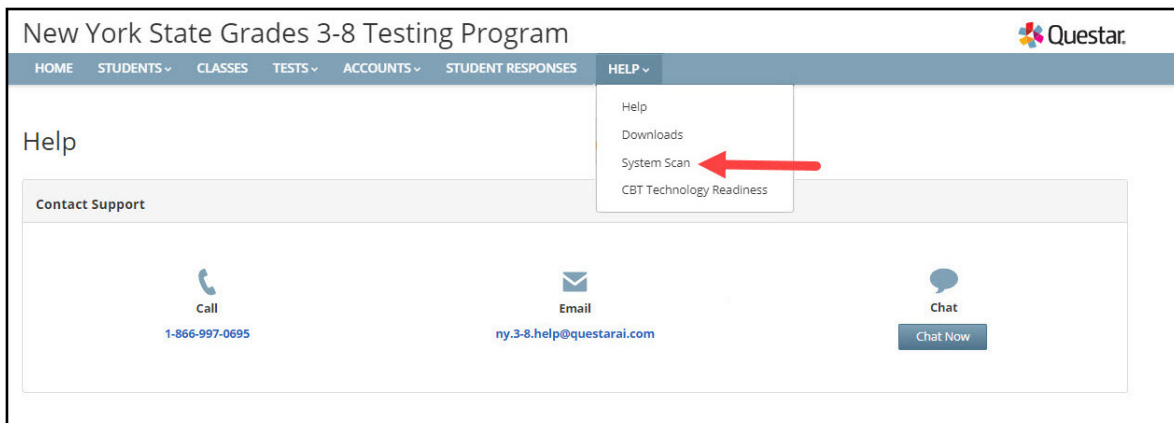
All users can access **Downloads** from the **HELP** tab. Download the Questar Secure Browser using the links on the Downloads page. The **HELP** tab also includes the Downloads page where technology coordinators can download the most recent versions of the Questar Secure Browser.



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

To perform the System Scan:

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





2. Select **Scan Now**.

**Do your testing devices meet our minimum system requirements?**

System Scan takes a deep dive and then surfaces with details about how your device's browsers, operating systems, device specs and more comply with our general **system requirements**.


During testing, students will need to use Questar's secure testing browser to access the testing material. The browser portion of this scan applies only to Questar testing administration sites and not to the actual tests themselves.

*See the [system requirements](#) for complete information.*

### System Scan

**Scan Now** ←

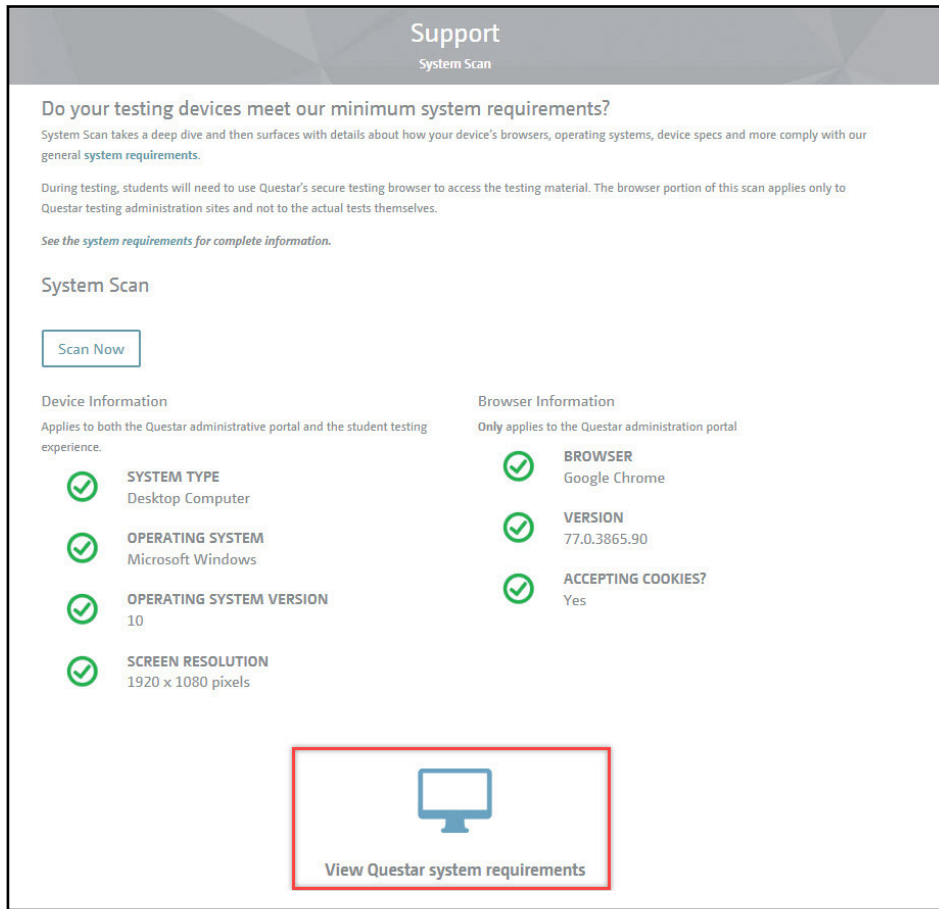
Device Information	Browser Information
Applies to both the Questar administrative portal and the student testing experience.	Only applies to the Questar administration portal
<input type="radio"/> System Type	<input type="radio"/> Browser
<input type="radio"/> Operating System	<input type="radio"/> Version
<input type="radio"/> Operating System Version	<input type="radio"/> Accepting Cookies?
<input type="radio"/> Screen Resolution	

  
[View Questar system requirements](#)

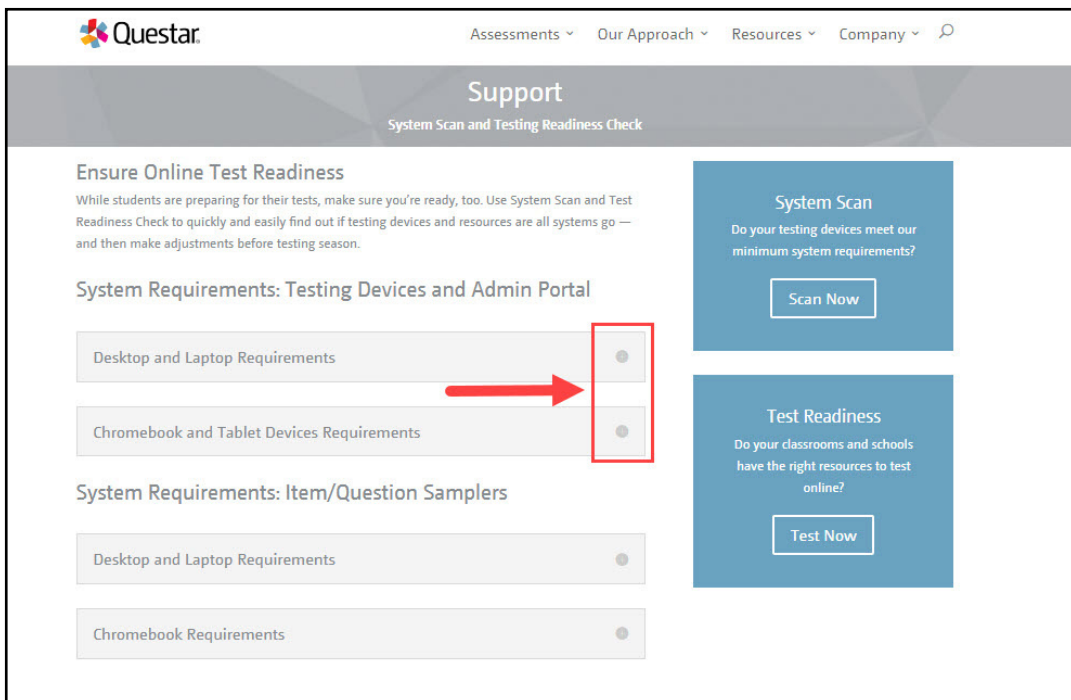
3. The scan results display and include the following details:

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

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



- To view the requirements, select the plus sign next to “Desktop and Laptop Requirements” or “Chromebook and Tablet Devices Requirements.”



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

**Ensure Online Test Readiness**

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

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

**Desktop and Laptop Requirements**

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

- The supported operating systems are listed below. If an OS is not listed, it is not supported or tested (unsupported OS versions may perform well but are no longer validated).
- Questar does not recommend making an OS upgrade/update within 30 days of a testing window.

**Physical Requirements**

**Operating System**

- Windows
  - 10 | Windows Server 2016 (latest service pack)
  - Windows 10S is not supported.
- Apple
  - Mac OS 10.13.4 to 10.13.6, 10.14.x
  - Macs need to be updated to OS 10.13.4 to 10.13.6, 10.14.x or newer to support mass installations.

**Processor**

- Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU

**System Memory**

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

**Screen & Resolution Size**

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

**System/Network Requirements**

**Supported Browsers for Questar administration portal:**

- Internet Explorer v9+
- Microsoft Edge
- Mozilla Firefox 38+
- Google Chrome v67+
- Safari 8

**LAN Network**

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

**Internet Speed**

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

**System Scan**

Do your testing devices meet our minimum system requirements?

[Scan Now](#)

**Test Readiness**

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

[Test Now](#)

## Secure Browser Practice Test Logins

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

<b>NY Math Practice Test Logins</b> <b>Available in the Secure Browser</b> <b>All passwords = practice</b>	
<b>Practice Tests</b> <b>(4 forms available for each)</b>	<b>User Name</b>
Grade 3 Math	mathg03
Grade 3 Math Text-to-Speech	mathg03tts
Grade 3 Math Reverse Contrast	mathg03rc
Grade 3 Math Answer Masking	mathg03am
Grade 3 Math Background Color Black-on-Pink	mathg03bcbp
Grade 3 Math Initial Zoom	mathg03iz
Grade 3 Math Chinese (Simplified)	mathg03cs
Grade 3 Math Haitian Creole	mathg03h
Grade 3 Math Korean	mathg03k
Grade 3 Math Russian	mathg03r
Grade 3 Math Spanish	mathg03s
Grade 4 Math	mathg04
Grade 4 Math Text-to-Speech	mathg04tts
Grade 4 Math Reverse Contrast	mathg04rc
Grade 4 Math Answer Masking	mathg04am
Grade 4 Math Background Color Black-on-Blue	mathg04bcbb
Grade 4 Math Initial Zoom	mathg04iz
Grade 4 Math Chinese (Simplified)	mathg04cs
Grade 4 Math Haitian Creole	mathg04h
Grade 4 Math Korean	mathg04k
Grade 4 Math Russian	mathg04r
Grade 4 Math Spanish	mathg04s
Grade 5 Math	mathg05
Grade 5 Math Text-to-Speech	mathg05tts
Grade 5 Math Reverse Contrast	mathg05rc
Grade 5 Math Answer Masking	mathg05am
Grade 5 Math Background Color Black-on-Green	mathg05bcbg
Grade 5 Math Initial Zoom	mathg05iz
Grade 5 Math Chinese (Simplified)	mathg05cs
Grade 5 Math Haitian Creole	mathg05h
Grade 5 Math Korean	mathg05k
Grade 5 Math Russian	mathg05r
Grade 5 Math Spanish	mathg05s

<b>NY Math Practice Test Logins</b> <b>Available in the Secure Browser</b> <b>All passwords = practice</b>	
<b>Practice Tests</b> <b>(4 forms available for each)</b>	<b>User Name</b>
Grade 6 Math	mathg06
Grade 6 Math Text-to-Speech	mathg06tts
Grade 6 Math Reverse Contrast	mathg06rc
Grade 6 Math Answer Masking	mathg06am
Grade 6 Math Background Color Black-on-Yellow	mathg06bcby
Grade 6 Math Initial Zoom	mathg06iz
Grade 6 Math Chinese (Simplified)	mathg06cs
Grade 6 Math Haitian Creole	mathg06h
Grade 6 Math Korean	mathg06k
Grade 6 Math Russian	mathg06r
Grade 6 Math Spanish	mathg06s
Grade 7 Math	mathg07
Grade 7 Math Text-to-Speech	mathg07tts
Grade 7 Math Reverse Contrast	mathg07rc
Grade 7 Math Answer Masking	mathg07am
Grade 7 Math Background Color Black-on-Pink	mathg07bcbp
Grade 7 Math Initial Zoom	mathg07iz
Grade 7 Math Chinese (Simplified)	mathg07cs
Grade 7 Math Haitian Creole	mathg07h
Grade 7 Math Korean	mathg07k
Grade 7 Math Russian	mathg07r
Grade 7 Math Spanish	mathg07s
Grade 8 Math	mathg08
Grade 8 Math Text-to-Speech	mathg08tts
Grade 8 Math Reverse Contrast	mathg08rc
Grade 8 Math Answer Masking	mathg08am
Grade 8 Math Background Color Black-on-Blue	mathg08bcbb
Grade 8 Math Initial Zoom	mathg08iz
Grade 8 Math Chinese (Simplified)	mathg08cs
Grade 8 Math Haitian Creole	mathg08h
Grade 8 Math Korean	mathg08k
Grade 8 Math Russian	mathg08r
Grade 8 Math Spanish	mathg08s

<b>NY ELA Practice Test Logins</b> <b>Available in the Secure Browser</b> <b>All passwords = practice</b>	
<b>Practice Tests</b> <b>(4 forms available for each)</b>	<b>User Name</b>
Grade 3 ELA	elag03
Grade 3 ELA Text-to-Speech	elag03tts
Grade 3 ELA Reverse Contrast	elag03rc
Grade 3 ELA Answer Masking	elag03am
Grade 3 ELA Background Color Black-on-Pink	elag03bcbp
Grade 3 ELA Initial Zoom	elag03iz
Grade 4 ELA	elag04
Grade 4 ELA Text-to-Speech	elag04tts
Grade 4 ELA Reverse Contrast	elag04rc
Grade 4 ELA Answer Masking	elag04am
Grade 4 ELA Background Color Black-on-Blue	elag04bcbb
Grade 4 ELA Initial Zoom	elag04iz
Grade 5 ELA	elag05
Grade 5 ELA Text-to-Speech	elag05tts
Grade 5 ELA Reverse Contrast	elag05rc
Grade 5 ELA Answer Masking	elag05am
Grade 5 ELA Background Color Black-on-Green	elag05bcbg
Grade 5 ELA Initial Zoom	elag05iz
Grade 6 ELA	elag06
Grade 6 ELA Text-to-Speech	elag06tts
Grade 6 ELA Reverse Contrast	elag06rc
Grade 6 ELA Answer Masking	elag06am
Grade 6 ELA Background Color Black-on-Yellow	elag06bcby
Grade 6 ELA Initial Zoom	elag06iz
Grade 7 ELA	elag07
Grade 7 ELA Text-to-Speech	elag07tts
Grade 7 ELA Reverse Contrast	elag07rc
Grade 7 ELA Answer Masking	elag07am
Grade 7 ELA Background Color Black-on-Pink	elag07bcbp
Grade 7 ELA Initial Zoom	elag07iz
Grade 8 ELA	elag08
Grade 8 ELA Text-to-Speech	elag08tts
Grade 8 ELA Reverse Contrast	elag08rc
Grade 8 ELA Answer Masking	elag08am
Grade 8 ELA Background Color Black-on-Blue	elag08bcbb
Grade 8 ELA Initial Zoom	elag08iz

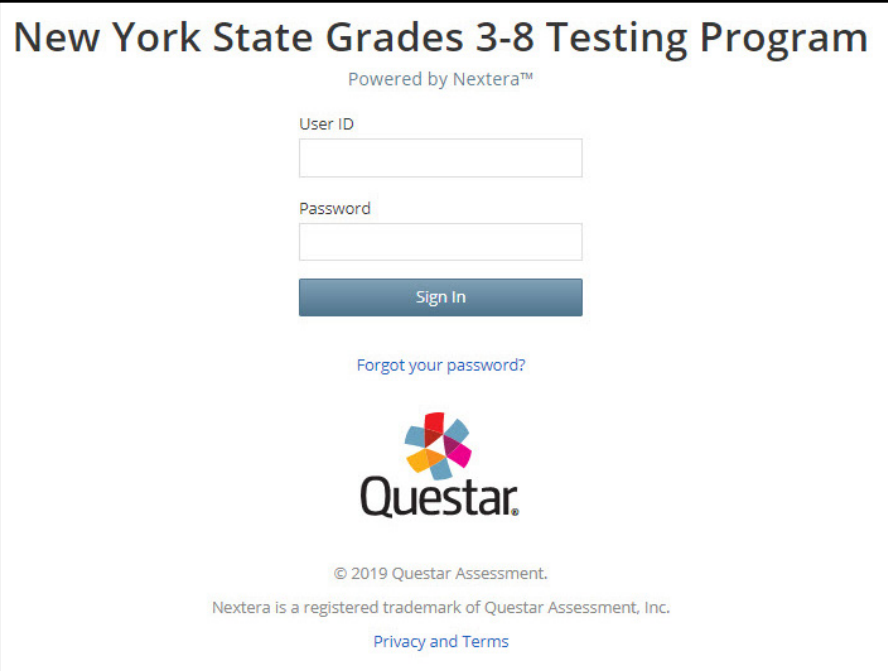
<b>NY Science Practice Test Logins</b> <b>Available in the Secure Browser</b> <b>All passwords = practice</b>	
<b>Practice Tests</b> <b>(3 forms available for each)</b>	<b>User Name</b>
Grade 5 Science	scig05
Grade 5 Science Text-to-Speech	scig05tts
Grade 5 Science Reverse Contrast	scig05rc
Grade 5 Science Answer Masking	scig05am
Grade 5 Science Background Color Black-on-Blue	scig05bcbb
Grade 5 Science Initial Zoom	scig05iz
Grade 8 Science	scig08
Grade 8 Science Text-to-Speech	scig08tts
Grade 8 Science Reverse Contrast	scig08rc
Grade 8 Science Answer Masking	scig08am
Grade 8 Science Background Color Black-on-Yellow	scig08bcby
Grade 8 Science Initial Zoom	scig08iz

## 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

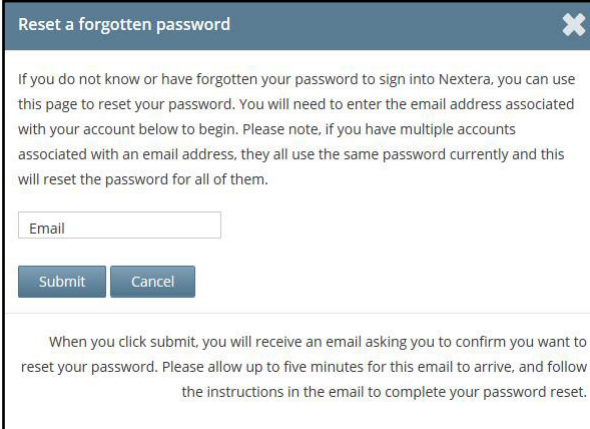
Sign In

[Forgot your password?](#)



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Nextera is a registered trademark of Questar Assessment, Inc.  
[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.

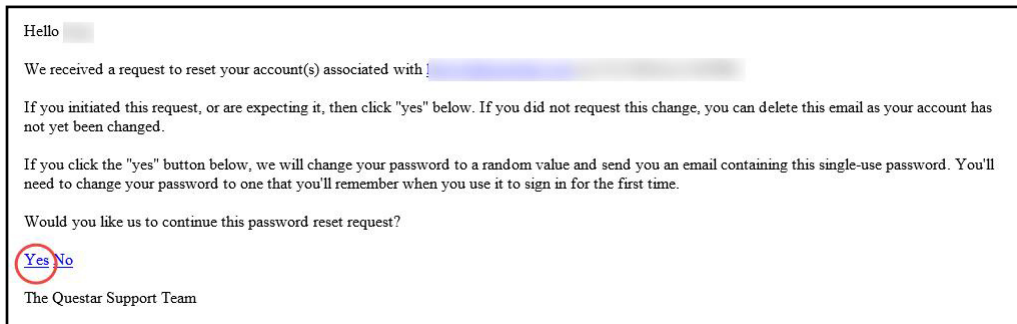
Email

Submit Cancel

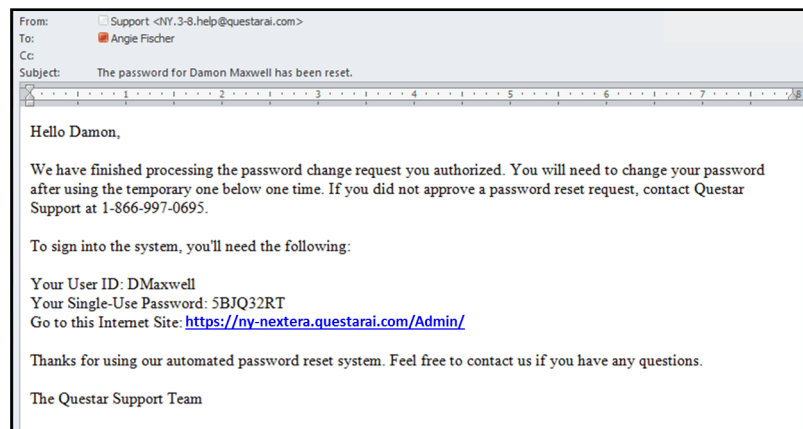
When you click submit, you will receive an email asking you to confirm you want to reset your password. Please allow up to five minutes for this email to arrive, and follow the instructions in the email to complete your password reset.



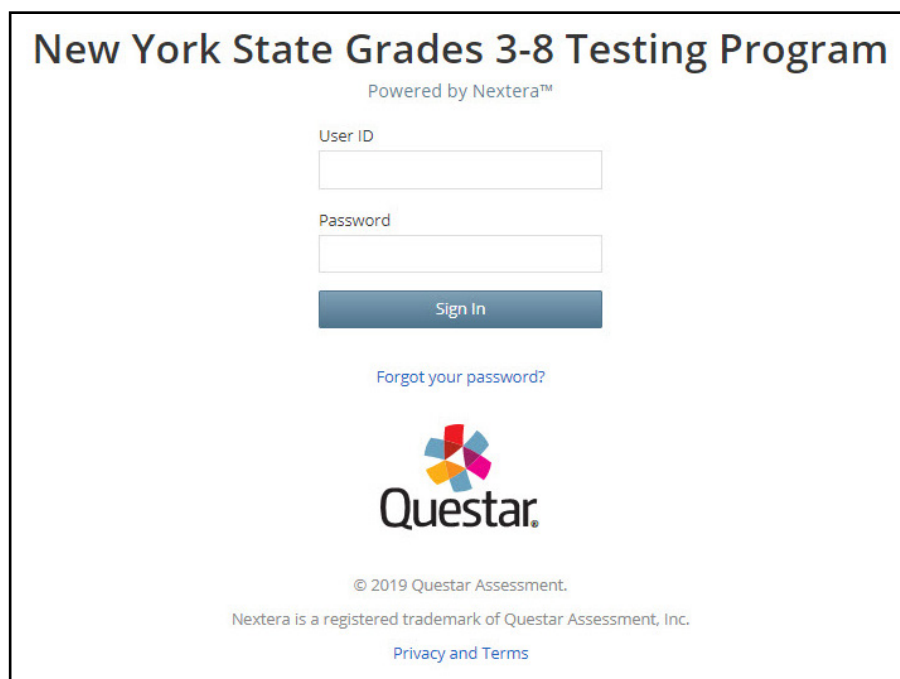
- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



- 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**.

**Your password has expired.** ✕

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.

**New Password**

**Retype Password**

**Submit**

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

**Questar**

Tuesday, October 15, 2019

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





**Grades 3–8  
English Language Arts,  
Mathematics, and Elementary-level  
(Grade 5) and Intermediate-level  
(Grade 8) Science Field Tests  
School Administrator’s Manual  
for Computer-Based Field Testing**

**2022 Edition**

