New York State Testing Program

English Language Arts and Mathematics Field Tests

School Administrator's Manual for Computer-Based Field Testing

May 20–June 7, 2024

Grades 3–8

2024

THE UNIVERSITY OF THE STATE OF NEW YORK
Regents of The University

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2024 Contact Information

For assistance with:	Contact:
• Errors in the school's shipment of secure field test materials, such as test booklets (including test read, large-type, braille, and alternate language Spanish editions of the Mathematics Field Tests) • Technical Support for computer-based field testing • Returning secure field test materials	NWEA Customer Support Telephone: 866-997-0695 Fax: 866-688-0419 Email (NYTesting@nwea.org)
• Administration of the field test • Testing policies regarding accommodations and security of field test materials	The Office of State Assessment Telephone: 518-474-5902 Email (cbtsupport@nysed.gov)

Important reminder: Check the Office of State Assessment's website regularly for updates on the 2024 Grades 3–8 Field Testing Program (https://www.nysed.gov/state-assessment).

Testing Schedule and Important Administration Dates

Events	Grades 3–8 English Language Arts and Mathematics
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	Thursday, May 16–Friday, May 17
Computer-Based Field Test Administration Window	Monday, May 20–Friday, June 7

Scratch Paper for Computer-Based Field Testing

Schools that will be administering the English Language Arts and Mathematics Field Tests on the computer should prepare to provide 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 CBT. For the English Language Arts Field Tests, each student should be given one sheet of lined paper, such as loose leaf paper. For the 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 Computer-Based 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.

The appendices include:

- Procedures for testing students with disabilities
- Testing accommodation information
- Information on the Nextera™ Administration System for computer-based testing

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

All persons in charge of the administration of the 2024 Grades 3–8 English Language Arts and Mathematics Field Tests should be familiar with the information in this manual.

Instructions for field test administration in the testing room are provided in their respective Teacher Directions for Computer-Based Field Testing posted on the Office of State Assessment's website (https://www.nysed.gov/state-assessment/grades-3-8-test-manuals).

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

Part 1

Preparing for the Computer-Based Field Tests

General Features of the 2024 Grades 3–8 English Language Arts and Mathematics Field Tests

The New York State Education Department (NYSED), along with its contractor, NWEA, constructed the 2024 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.

The computer-based field tests are to be administered **May 20–June 7, 2024**. The 2024 Grades 3–8 English Language Arts and Mathematics Field Tests will consist of one session. Schools have been assigned a specific grade for the English Language Arts Field Test or a specific grade for the Mathematics Field Test. The field tests can be administered to groups or classes of students in a single class period of approximately 40 minutes.

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

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

Schools will receive from NWEA 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 field test, or pursuant to a student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) specifying that the student must field test on paper.

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, alternate language Spanish Mathematics field test booklets, 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 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 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 tickets, 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 alternate language Spanish Mathematics field test booklets) to NWEA.

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 tests.
  - Read the scripts and directions prior to the field 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 page A-18 of **Appendix J: Suggestions for Creating a Secure Computer-Based Field Testing Environment**.)
- ❏ Obtain the Proctor PINs and session access codes from your administrator for the field test. (See directions beginning on page A-20 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 page 21 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 **Computer-Based Field Testing Accommodations for Students with Disabilities** located in **Appendix D**.

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.
- ❑ Document the location of secure printed materials at all times using the **Computer-Based Field Testing Secure 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).

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, who participated in the operational tests, subject to the availability of special editions that some students may require. 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 (ELLs)

The following English Language Learners (ELLs) may be exempt from taking the 2023 Grades 3–8 English Language Arts and Mathematics Field Tests:

- Schools are permitted to exempt from the 2024 English Language Arts Field Tests only those English Language Learners (ELLs) (including those from Puerto Rico) who, on April 1, 2024, will have been attending school in the United States for the first time for less than one year.
- Students Requiring Alternate Language Editions other than Spanish of the 2024 Grades 3–8 Mathematics Field Tests:
    - Alternate language editions are available only in Spanish for the 2024 Grades 3–8 Mathematics Field Tests. ELLs taking an alternate language Spanish Mathematics field test will receive a paper Spanish edition, which they may record their responses on or use simultaneously while taking the English edition on computer. Schools need to identify in Nextera Admin that the student will be using an alternate language paper edition along with the English CBT to ensure both tests match.
    - Schools are permitted to exempt those students from the 2024 Grades 3–8 Mathematics Field Tests who used other alternate language editions for the 2024 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 home language other than Spanish for the 2024 Grades 3–8 Mathematics Operational Tests are exempt from participating in the 2024 Grades 3–8 Mathematics Field Tests. Translation services need not be provided for the 2024 Grades 3–8 Mathematics Field Tests.

Information on accommodations for English Language Learners who are not exempt is provided in **Appendix C: Computer-Based Field Testing Accommodations for English Language Learners**.

Students with Disabilities

The following students with disabilities are exempt from taking the 2024 Grades 3–8 English Language Arts and Mathematics Field Tests:

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

Specific accommodations allowed for students can be found in **Appendix D**.

Absent Students

Students who are absent on the day that the school administers the 2024 Grades 3–8 English Language Arts and Mathematics Field Tests do not need to make up the field tests. In addition, schools are not expected to administer the field tests to students who are receiving their instruction at home or in a medical setting.

Computer-Based Field Tests

General Tools for CBT

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

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

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 2024 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.

Detailed directions on accessing the secure browser practice tests can be found on page A-67 in **Appendix L: Nextera™ Administration System**.

Students can also practice using the web-based Question Sampler, which can be found at: https://ny.nextera.questarai.com/tds/#practice. Note that it is recommended that students access the question sampler in the Chrome browser on computer devices.

Computer-Based Testing Accommodations

Some students with disabilities whose schools have chosen CBT for their grade level may benefit from using online testing accommodations that change the way the test is displayed to enhance its accessibility for those students. Students with learning needs as documented in an IEP or 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 and Mathematics
Initial Page Zoom	English Language Arts and Mathematics
Text-to-Speech (TTS)	English Language Arts directions, passages, questions, and answer choices Mathematics directions, questions, and answer choices
Read Aloud (by human)	English Language Arts directions, passages, questions, and answer choices Mathematics directions, questions, and answer choices
Speech-to-Text (STT)	English Language Arts Constructed Response questions

* The Answer Masking Tool is only applicable for the 2024 Grade 6 Mathematics Field Tests and the 2023 Grades 3–8 English Language Arts Field Tests with multiple-choice questions.

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, School Test Coordinator, or other appropriate user role (see Appendix H) via the Nextera™ Administration System. Instructions for assigning CBT Accommodations to students are provided in the section, "To Add or Edit a Student" beginning on page A-31 of **Appendix L**.

Administrator's Planning Steps for Computer-Based Field Test Preparation

The following sections are provided to assist in long-term planning (more than two weeks prior to test administration) and short-term planning (within two weeks of test administration) activities that should be conducted by school administrators in preparation for administering the New York State Grades 3–8 English Language Arts and Mathematics 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 tests (CBT) must be set up and configured to test using the Nextera™ Test Delivery System. **Appendix L: Nextera™ Administration System** includes processes and screen shots for common functions necessary to administer the tests on a computer (adding and editing teachers, students, etc.). The Setup and Installation Guide (https://cbtsupport.nysed.gov/hc/en-us/articles/208474306) has detailed instructions for preparing devices for testing. If you have questions, please contact NWEA Customer Support at 866-997-0695 or email (NYTesting@nwea.org).

Long-Term Planning

Announce Test Dates

Be sure to:

- Schedule field tests to avoid conflicts with recess or lunch.
- Announce field test administration 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 or guardians of the dates and purpose of field testing. Parents should be asked to encourage students to do their best on the field tests and to ensure that students are well-rested on the day of 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* (https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-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 field testing window.

Plan Secure Field Test Materials Storage

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

Gather Mathematics Tools

Students testing on computer will have access to mathematics tools provided through the Nextera™ Test Delivery System. Please refer to the below list regarding which tools are available by grade level. See **Appendix B: Computer-Based Field Testing Mathematics Tools** for complete details on the use of protractors, rulers, and 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 testing on the computer through the Nextera™ Test Delivery System. Teachers may also provide hand-held calculators to students taking the Mathematics computer-based field test, as indicated in the table below. If a student taking the Mathematics computer-based field test requests a hand-held calculator, one must be provided where permitted.

Tool	Grades	Usage Notes
Ruler	Grades 3–8	Examine all rulers to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
Protractor	Grades 4–8	Examine all protractors to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
Scientific or four-function calculator with a square root key	Grade 6	**Note:** Grades 3–5 students may **NOT** use calculators for any session of the Mathematics Field Tests.
Scientific calculator	Grades 7 & 8	See **Appendix B** for specifications of scientific calculators.

Short-Term Planning

Receive Field Test Materials

All 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). All necessary field testing materials will be sent by NWEA. 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.

Inventory Secure Field Test Shipments

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 NWEA:

- School Administrator's Manual for Computer-Based Field Testing
- Labels—UPS and CHERRY NWEA 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 editions provided as an accommodation to ELLs taking an alternate language Spanish Mathematics field test, will arrive shrink-wrapped in packages of 5.
- Contact NWEA Customer Support at 866-997-0695 or email (NYTesting@nwea.org) after taking inventory, if you determine that additional items are needed.

Store Secure Field Test Materials

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 the **Computer-Based Field Testing Secure Materials Tracking Log**, located in **Appendix M**, to document the movement of materials and account for all secure field testing materials.
- Check the safe or vault where secure field test materials are being stored daily to ensure that the secure 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 and Mathematics. 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. Seating of students in alternate rows is recommended. For additional suggestions for arranging a secure testing environment, see **Appendix J: Suggestions for Creating a Secure Computer-Based Field Testing Environment**.
- Each student will need their own school-issued 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) 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-46), see the section on the Tests tab that begins on page A-45 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 testing materials.
- Store secure field test materials securely, as designated in the school's Examination Storage Plan.
    - The student login tickets, session access codes, and Proctor PINs are secure field test materials and must also be stored securely if they are printed prior to the field test administration.
- Distribute the materials to the teachers or proctors, and ensure the security of the field tests.
- Advise all teachers administering the field tests 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 2024 Grades 3–8 Computer-Based English Language Arts Secure Field Test Materials

In order to prepare the secure materials for computer-based field testing (CBT), 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-46)
    - The secure Proctor PIN found on the Nextera™ Administration System home page (see directions beginning on page A-23)
    - 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 testing room at each grade level for each computer-based field testing day.

	English Language Arts
Grades 3–8	• *CBT Teacher's Directions* • Classroom roster • Student login tickets for students who will be testing • Access code for students to begin applicable session • Proctor PIN for reactivating paused tests • Scratch paper (one piece of lined paper per student) • Individual school-issued student device

Prepare the 2024 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 field test found on the Nextera™ Administration System Tests tab (see directions beginning on page A-46)
    - The secure Proctor PIN found on the Nextera™ Administration System home page (see directions beginning on page A-23)
    - 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 field test
    - Mathematics Reference Sheet (Grades 5–8 only)

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

	Mathematics
Grades 3–8	• *CBT Teacher's Directions* • Classroom roster • Student login tickets for students who will be testing • Session access code for students to begin applicable session • Proctor PIN for reactivating paused tests • Scratch Paper (one piece of lined or plain paper and one piece of graph paper per student) • Individual school-issued student device
Grades 5–8	• Mathematics Reference Sheet
Grade 6 only	• Scientific or four-function calculators with a square root key (one per student)*
Grades 7–8	• Scientific calculators (one per student)*

*For students testing on computers in Grades 6–8, a calculator is provided as part of the computer testing delivery system. However, schools may continue to supply students with exclusive use of the type of hand-held calculator the students use for everyday mathematics instruction. If a student taking the Mathematics CBT requests a hand-held calculator, one must be provided where permitted.

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 field 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 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 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 tests, such as understanding the 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 observe the following 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 students 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 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 testing 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 NWEA, using the return shipping materials provided.

Administrator's Checklist for Collecting, Storing, and Organizing Secure Computer-Based Testing Materials

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

- ❑ Collect and securely destroy all used scratch paper, reference sheets, printed student login tickets, session access codes, and Proctor PINs.
- ❑ *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 test questions or other specific field test content with each other, with others online via email, or by any other electronic means.
- ❑ Return to NWEA 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 alternate language Spanish Mathematics field test booklets. Note: The last day to return secure field test materials to NWEA is Tuesday, June 11.

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 test for either English Language Arts or Mathematics in the Nextera™ Test Delivery System secure browser. Login credentials for the practice tests are available on the Help tab of the Nextera™ Administration System (see directions beginning on page A-67 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 testing. The Setup and Installation Guide (https://cbtsupport.nysed.gov/hc/en-us/articles/208474306) has detailed instructions for setting up devices for testing.
- ❑ Ensure applicable accommodation features are set in the Nextera™ Administration System for each student requiring such accommodations.
- ❑ Ensure that teachers have printed student login tickets, session access codes, Proctor PINs, and reference sheets for Grades 5–8 math only 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-49 of this manual.

After Testing:

- ❑ Collect and securely destroy all used scratch paper, reference sheets, student login tickets, Proctor PINs, and session access codes.
- ❑ Collect and verify the return of any paper test booklets (test read editions used by students receiving the Read Aloud [by human] accommodation or English language paper editions and alternate language paper editions provided as an accommodation to ELLs who took the mathematics field test in Spanish) at the conclusion of testing. Use **Appendix M** to track the return of materials to secure storage.

Appendix B: Computer-Based Field Testing Mathematics Tools

Calculators

For CBT, students will be provided with a calculator within the Nextera™ Test Delivery System, but schools may continue to supply students with exclusive use of the type of hand-held calculator the students use for everyday mathematics instruction for those sessions in which a calculator is permitted. If a student taking the Mathematics CBT requests a hand-held calculator, one must be provided.

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, 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.

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 IEP or 504 Plan.

Grades 7–8

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

Rulers and Protractors

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

Appendix C: Computer-Based Field Testing Accommodations for English Language Learners (ELLs)

English Language Learners

For ELLs, schools may provide the following testing accommodations:

- *Separate Location*—Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer the Grades 3–8 English Language Arts and Mathematics Field Tests to ELLs individually or in small groups in a separate location.
- *Alternate Language Editions*—Alternate language editions of the 2024 Grades 3–8 Mathematics Field Tests are available in Spanish only. The Spanish Editions of the Mathematics Field Tests is paper only. Eligible ELLs and former ELLs may use an English paper and an alternate language paper edition of the 2023 Grades 3–8 Mathematics Field Tests simultaneously. Students may also elect to take the English edition on computer with the Spanish print edition as an accommodation. For additional information on what to indicate in the Nextera™ Administration System for an ELL using the accommodation of taking the English edition field test on computer and using the paper Spanish Edition, please see Appendix G.
- *Bilingual Dictionaries and Glossaries*—ELLs may use bilingual dictionaries and glossaries when taking the 2024 Grades 3–8 English Language Arts and Mathematics Field Tests. These bilingual dictionaries and glossaries may provide only direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations of words, and electronic dictionaries or glossaries with Internet access, are not permitted. Additional information on bilingual glossaries, as well as testing accommodations for ELLs, can be found on the Bilingual Education and English as a New Language website (https://www.nysed.gov/bilingual-ed/english-language-learner-and-multilingual-learner-assessment-testing-accommodations).

For each ELL testing with CBT, indicate the testing accommodations provided in the Nextera™ Administration System (see directions beginning on page A-36 of **Appendix L: Nextera™ Administration System** for further details).

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 ELA 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 (https://www.nysed.gov/bilingual-ed/former-english-language-learner-and-multilingual-learner-services).

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

Students Who Incur Disabilities Shortly Before 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 field 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 2024 Grades 3–8 English Language Arts Field Tests, Accommodations Specific to the 2024 Grades 3–8 Mathematics Field Tests, or **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 testing accommodations specified in their IEPs or 504 Plans when taking these tests. It is the principal's responsibility to ensure that students receive their 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 test being administered. For information on assigning 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-34).

Appendix E: Specific Computer-Based Field Testing Accommodations

Accommodations Specific to the 2024 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 2024 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 2024 Grades 3–8 English Language Arts Field Tests, students with disabilities whose IEPs or 504 Plans specify 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. When a field test is read to a student with a disability, the field test should be read in its entirety, which includes directions, passages, field test items, questions, and answer choices. The field test must be read in a neutral manner, without intonation or emphasis, and without otherwise drawing attention to key words or phrases. Passages and questions must be read word for word, without any clarification or explanation. Unless the IEP or 504 Plan indicates otherwise, passages, parts of passages, questions, and answer choices may be reread to the student upon the student's request.

For CBT students, either a human reader or the online text-to-speech accommodation may be used.

Accommodations Specific to the 2024 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 2024 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.

For CBT, either a human reader or the online text-to-speech accommodation may be used.

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 both sessions associated with the 2024 Grades 3–8 Mathematics Field Tests.

Use of Calculators and Mathematics Tables

Grades 3–5

Because the 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.

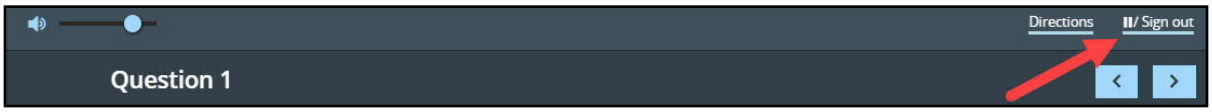
Grades 7–8

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.

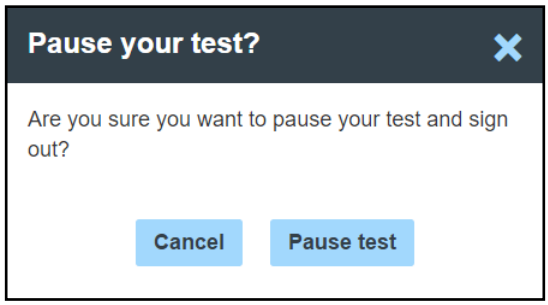
For Grades 6–8, a calculator is provided as part of the Nextera™ Test Delivery System, but schools may continue to supply students with exclusive use of the type of hand-held calculator the students use for everyday mathematics instruction. If a student taking the Mathematics CBT requests a hand-held calculator, one must be provided.

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.

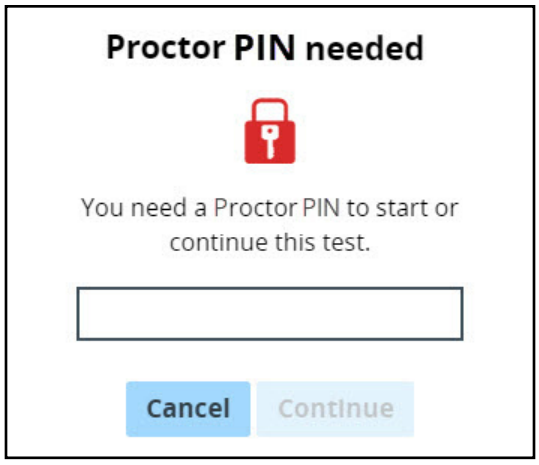


The student then selects **Pause test** to exit the field test session and save current progress until the student can return to the field test session. If the student selects **Cancel**, the student will immediately return to the field test session without pausing the test.



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

Note: Being mindful of the health and safety protocols established at schools in response to COVID-19, for the Spring 2024 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.

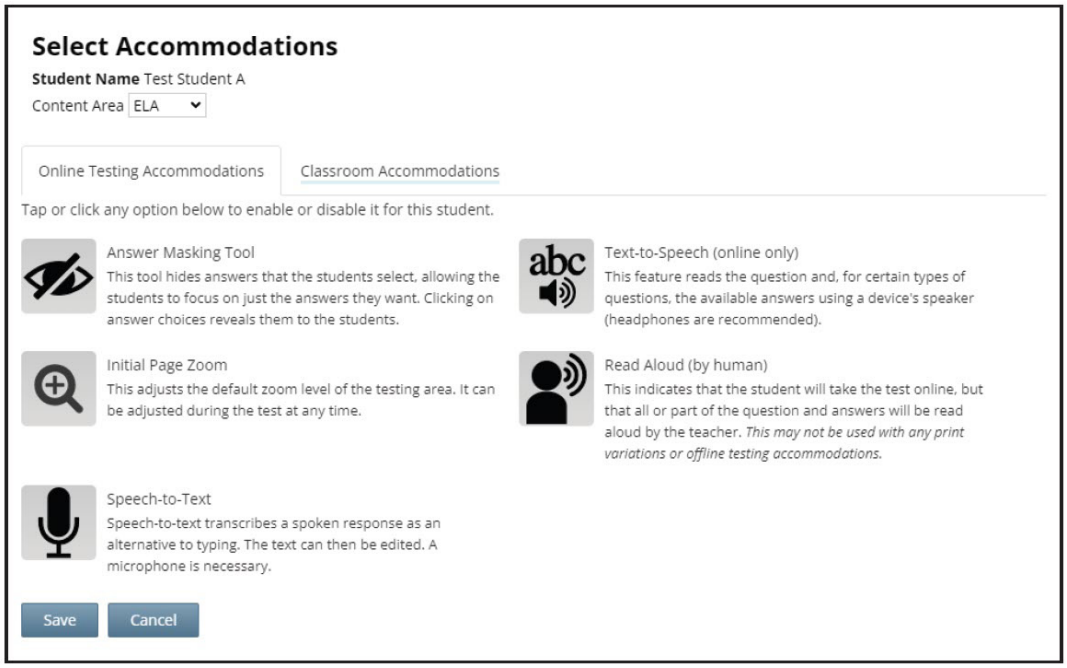


Appendices

Appendix G: Nextera™ Test Delivery System Computer-Based Field Testing Accommodations

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

- Answer Masking Tool
- Initial Page Zoom
- Text-to-Speech (online only)
- Speech-to-Text (ELA constructed-responses only, online only)
- Read Aloud (by human)



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

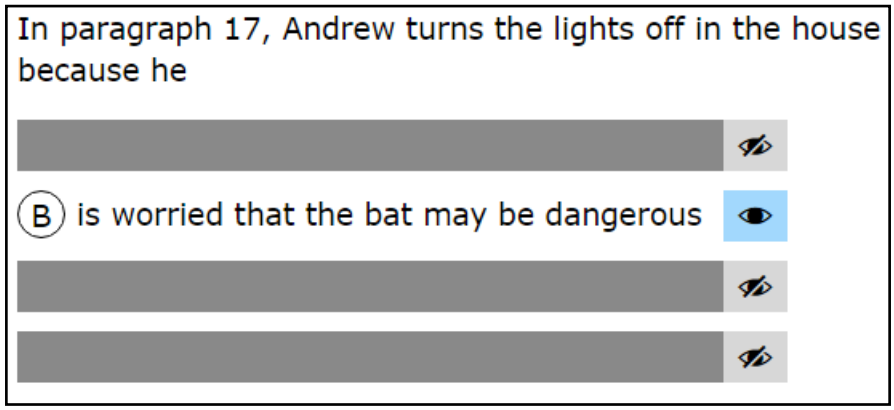
After setting all student testing accommodations in Nextera™ Admin, the testing coordinators should review reports from the Students tab for Classes in Nextera™ Admin. It is extremely important that student testing accommodations are set before a student logs into a CBT session. It is recommended that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

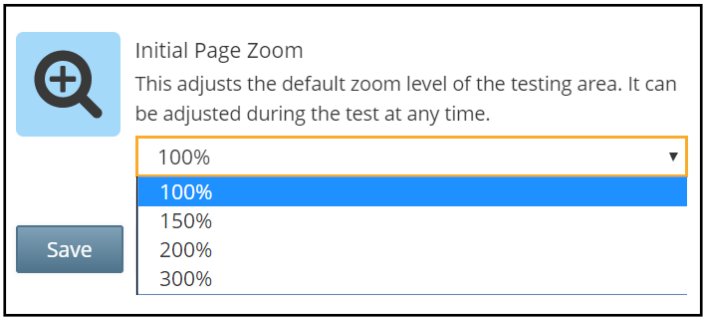
- The blue eye indicates response options that have been selected to view.
- The gray, crossed-out eyes indicate which response options are masked.
- Examples:



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. Setting this accommodation for the student in Nextera™ Admin also delivers the same test form, Form A, as the large-type paper edition of the test so that all test questions match between the computer-based test and the large-type paper edition of the test in case the student is using the large-type paper edition in conjunction with initial page zoom.

Example:



Appendices

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. TTS requires an Internet connection. When the Internet connection is restored, the student with the TTS accommodation will be able to select play and TTS will load again.

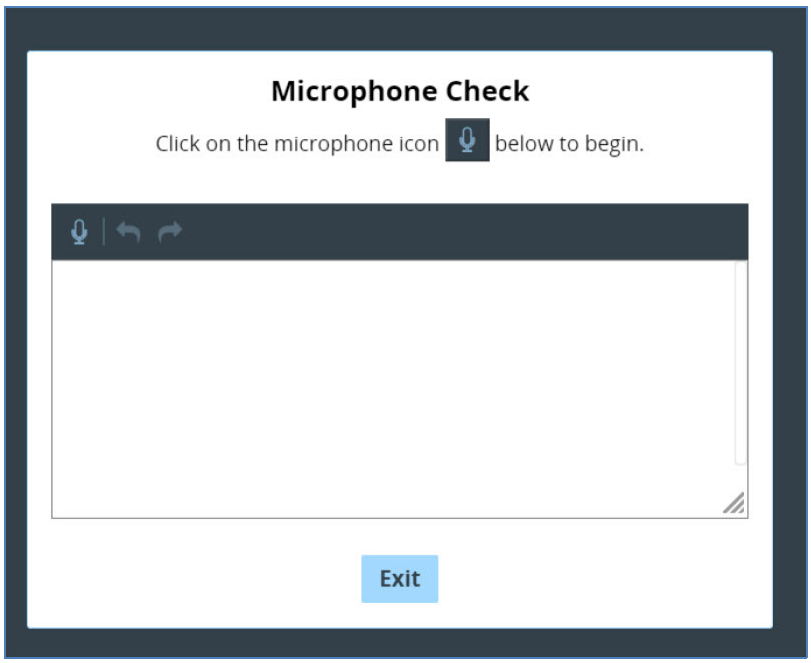
Note: If TTS is not set as an accommodation for the student before the student accesses the computer-based test, the student will have to have their online test reset. This will cause a delay to the student's ability to test that day. Please double-check all testing accommodations by reviewing the student's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

Speech-to-Text (STT, ELA only)

For the 2024 Grades 3–8 English Language Arts Field Tests, the speech-to-text (STT) accommodation is available for students taking ELA assessments only. This accommodation will transcribe a spoken response as an alternative to typing. The text can then be edited. This accommodation requires a microphone.

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

STT opens with a prompt to check the microphone:

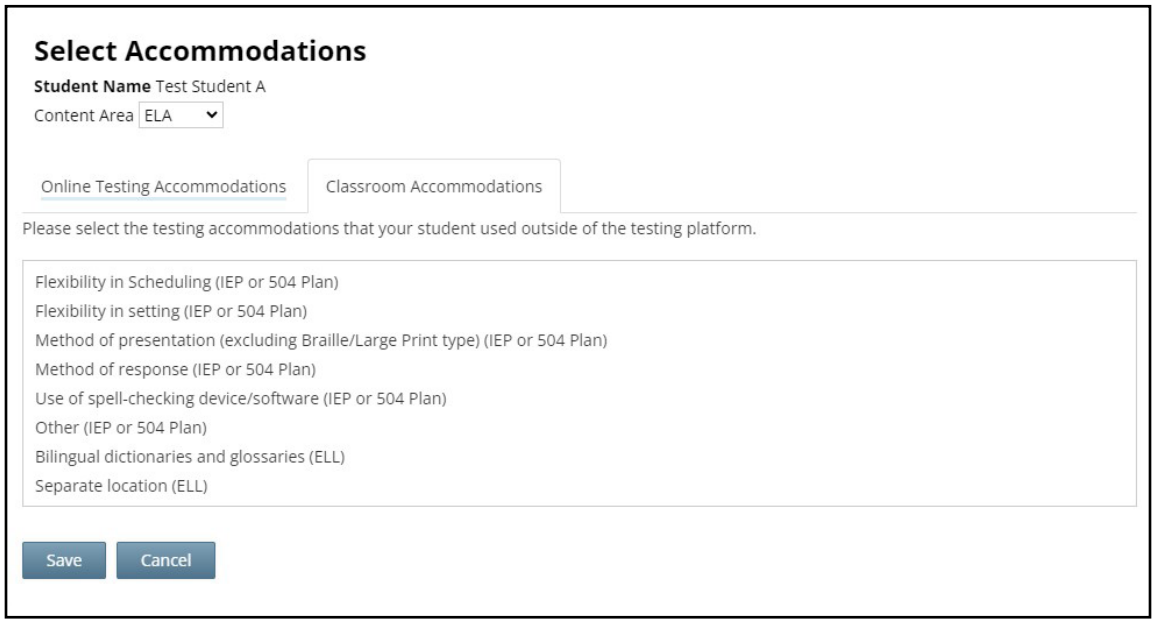


Read Aloud (by human)

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. 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.

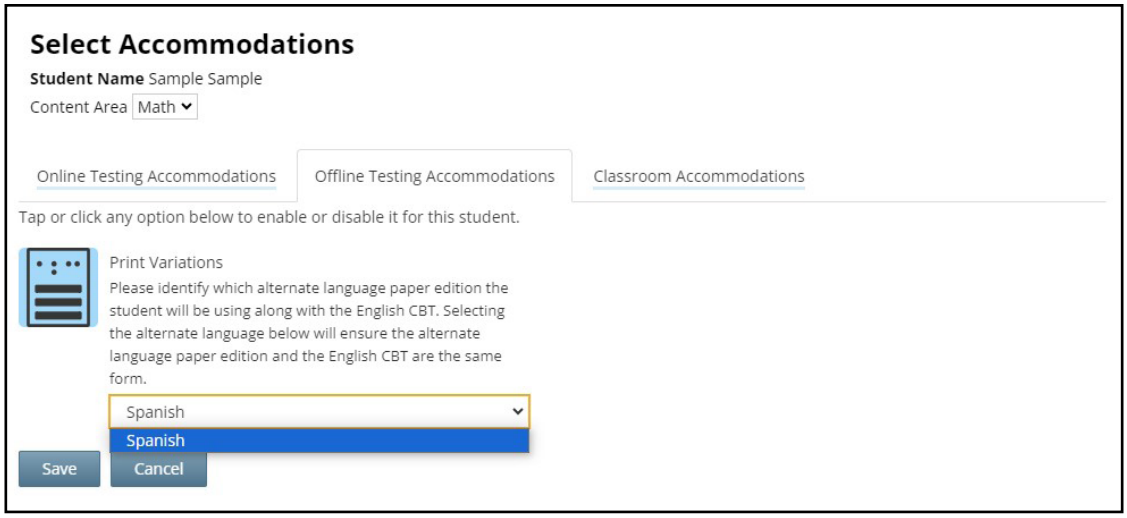
Classroom Accommodations

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.

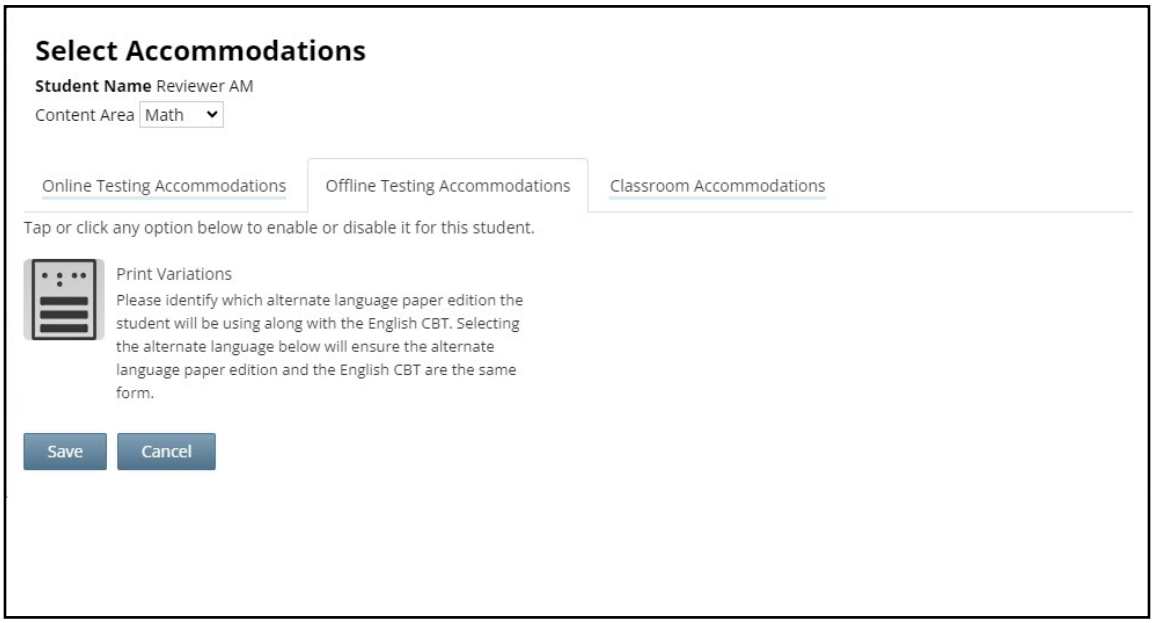


Offline Testing Accommodations (Math only)

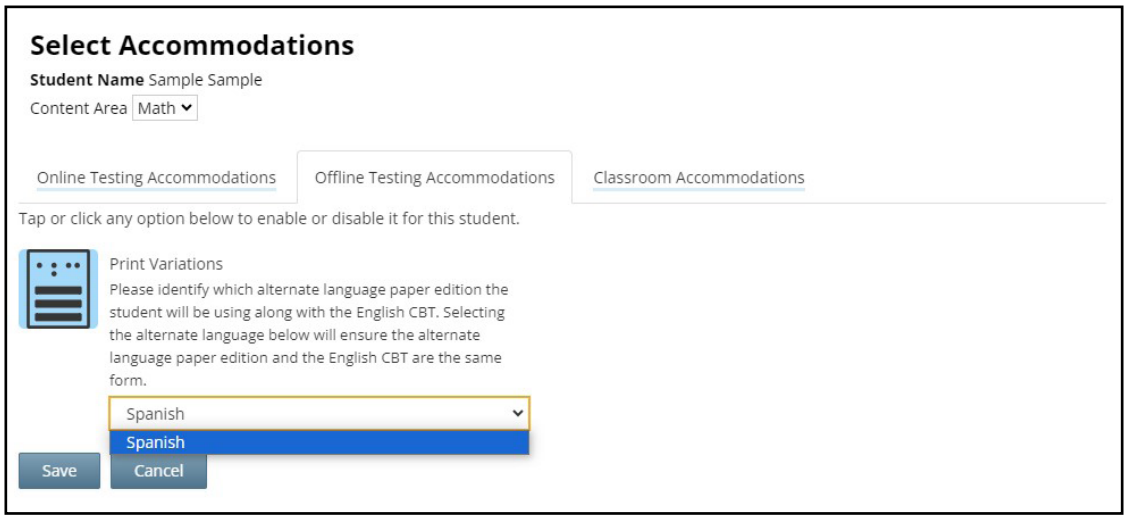
For those English Language Learners taking the English edition on the computer and making use of a printed alternate language edition, schools will indicate the alternate language on the "Offline Testing Accommodations" tab by selecting the appropriate language from the listing under "Print Variations."



To choose this accommodation, select Modify on the Edit Student Record Screen. Select the tab for "Offline Testing Accommodations."



Select Print Variation. Indicate the alternate language edition that the student will be using by selecting from the dropdown listing and then select Save.



Selecting Print Variation and the alternate language will ensure the alternate language paper edition and the English CBT are the same form. This should be used by students who want to test with the English CBT version with the support of the printed Spanish edition.

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 (CBT).

- **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 NWEA
  - 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
- **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
- **District-Level User (DLU)**
  - 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
  - One principal role per school

- **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 testing
  - May help district and school staff troubleshoot technology issues
  - Cannot create users
- **Teacher (TA)**
  - Responsible for leading test administration
  - There is only one teacher per class
  - Visibility to their class-level information
  - Cannot create users
  - Confirms the students are present
  - Reads the directions from the *Teacher's Directions for Computer-Based Field Testing* and leads students

Nextera™ User Roles By Functionality

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

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

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

Activities PRIOR TO and DURING Test Administration

- ❑ Announce field testing in advance.
- ❑ Familiarize yourself with all field test materials, including this manual and the *Teacher's Directions for Computer-Based Field Testing*.
- ❑ Complete appropriate steps necessary in the Nextera™ Administration System to prepare for field testing. Examples include adding or updating teacher and student details, creating classes, etc.
- ❑ Provide copies of the *Teacher's Directions for Computer-Based Field Testing* prior to the first day of testing to all teachers who will be administering the 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 field 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 ELLs and eligible former ELLs are provided with the testing accommodations that the principal has determined will be provided for them.
- ❑ Communicate with the Technology Coordinator(s) and School Test Coordinator(s) regarding technology, planning, and scheduling.
- ❑ Review all materials available on the Nextera™ Administration System Help page.
- ❑ Aid in the coordination of and/or facilitate administration training for district and school staff if necessary (content, dates, etc.).
- ❑ Have all participating schools review the Setup and Installation Guide and perform the Testing Readiness Check (https://www.questarai.com/readiness/test-readiness/) to determine if all technology requirements have been met.
- ❑ Ensure tasks are completed for student records in Nextera™ Admin.
- ❑ Ensure tasks are completed for those students that require online accommodations.
- ❑ Make sure that schools know where (NWEA 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.
- ❑ Prior to administering the field test, be prepared to print and share student login credentials and session access codes with proctors for students to test.

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 testing devices can also be used as security measures for computer-based field 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	System used by teachers, schools, 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 secure browser.
Secure Browser	Downloadable application that protects the security of the test and student responses
Session Access Code	Four-digit code announced or displayed for all students in a session once the teacher has ensured all students have successfully logged in and are ready to begin testing
Proctor PIN	Password to reactivate a paused student test
Student Login Tickets (Student Labels)	Login tickets students use to initiate a test session in the Nextera™ Test Delivery System. These 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 assessment

Appendix L: Nextera™ Administration System

Overview

This section provides guidance for administering computer-based field tests (CBT) using the Nextera™ Administration System, commonly called "Nextera™ Admin," including the login process, navigation, and management of class and student data. In New York State, students are loaded into Nextera™ Admin from the Level 2 Data Warehouse in preparation for 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.

You will find information on all CBT administrative activities for Nextera™ Admin in this appendix. Contact **NWEA Customer Support** if you need additional help at 866-997-0695 or email (NYTesting@nwea.org).

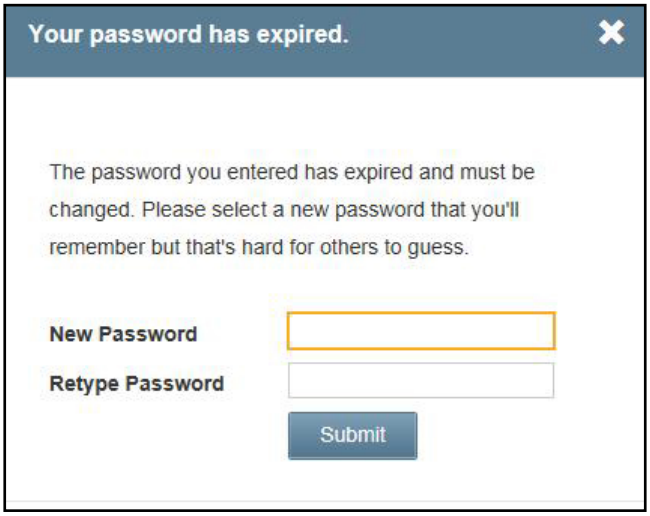
1. Home Page	The Home page has general information that districts and schools need for testing, such as important updates and the school's Proctor PIN, based on role.
2. Students	The Students tab allows users to view students in Nextera™ Admin. Some roles can make changes (e.g., updating online testing 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. Student Responses	The Student Responses tab provides access to the previous spring's constructed-responses. DTCs and Principals have access to download the PDFs.
7. Help	The Help tab offers resources for support, such as customer support contact details, FAQ, and support documentation.

Sign In/Sign Out

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

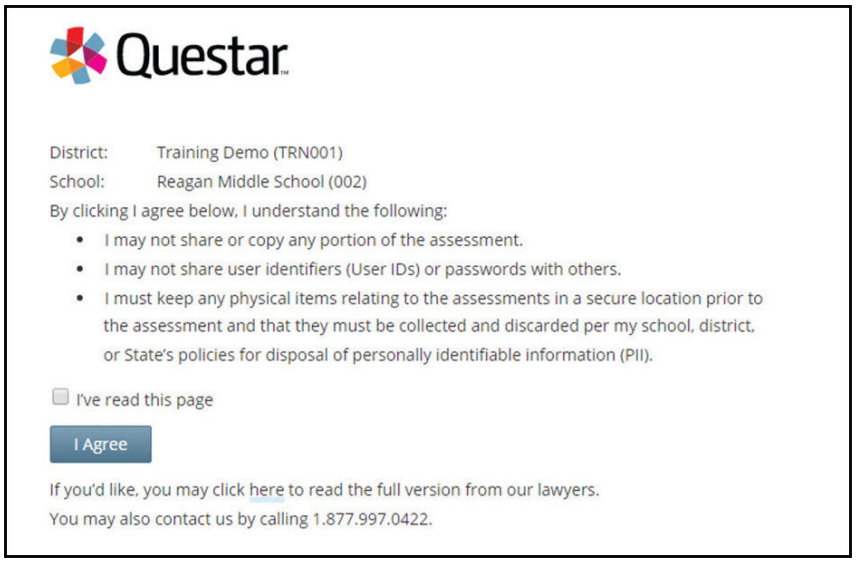
Sign In

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-69. You can also contact your testing coordinator to have login tickets resent to you.
2. If you are signing in for the first time, you will be prompted to reset your password upon first login.
3. You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



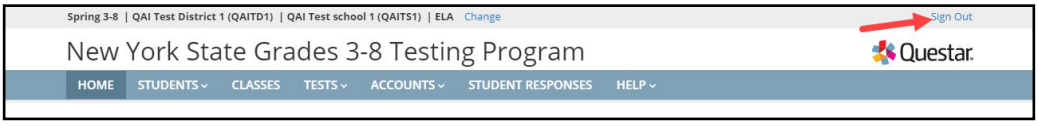
Appendices

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**.



Sign Out

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



Home Tab

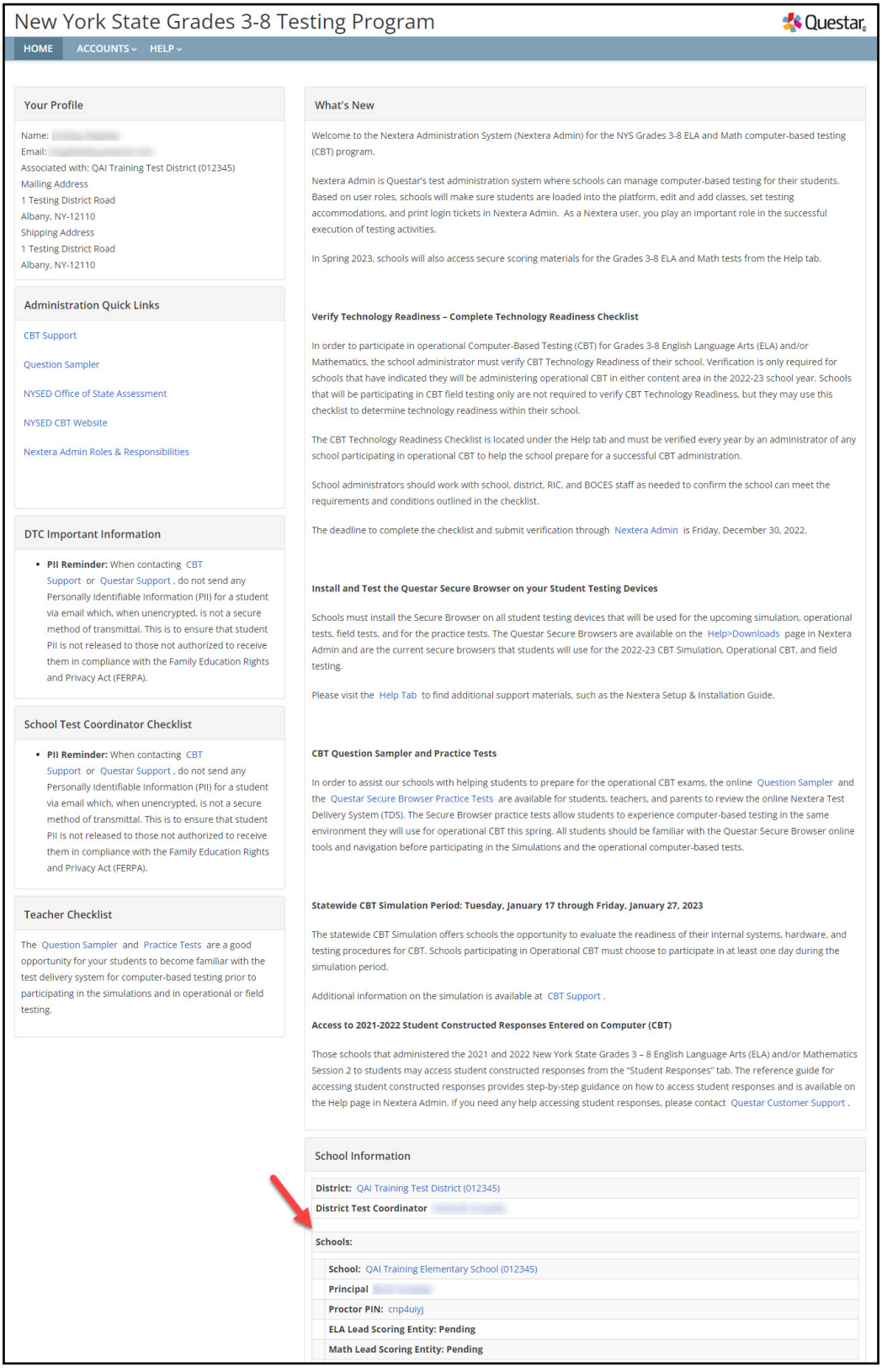
Information available on the Home page is based on role. Please reference **Appendix H** to determine which roles have access to which information and functionality.

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

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

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

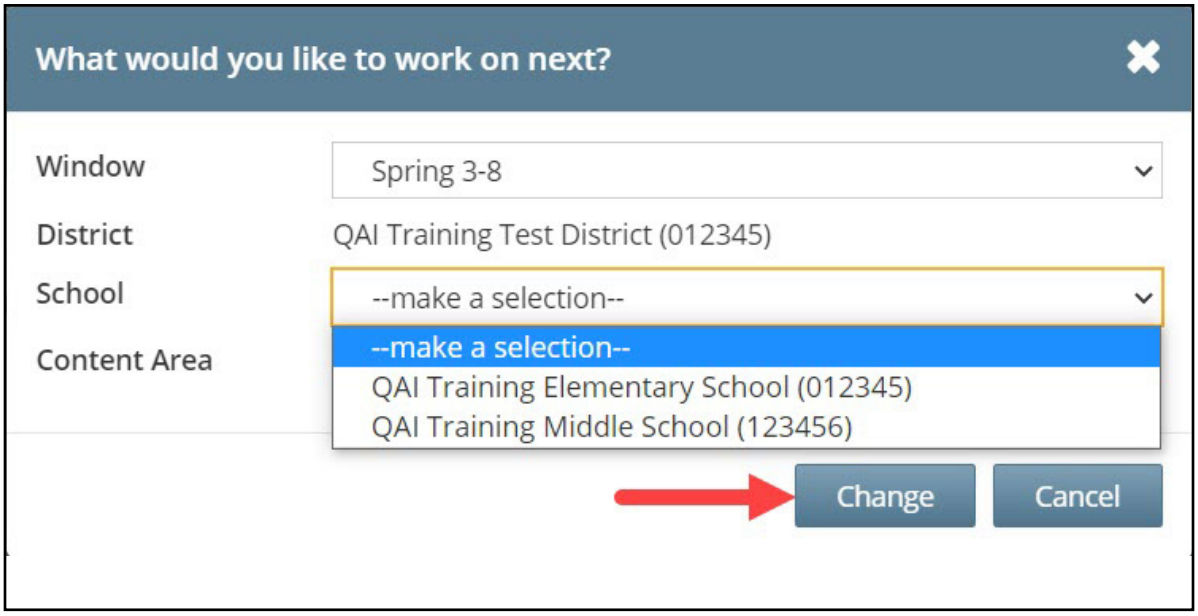
When viewing Nextera™ Admin, DTCs should verify they are viewing information for the appropriate school by looking in the "Schools" field on the Home page.



If it is not the desired school:

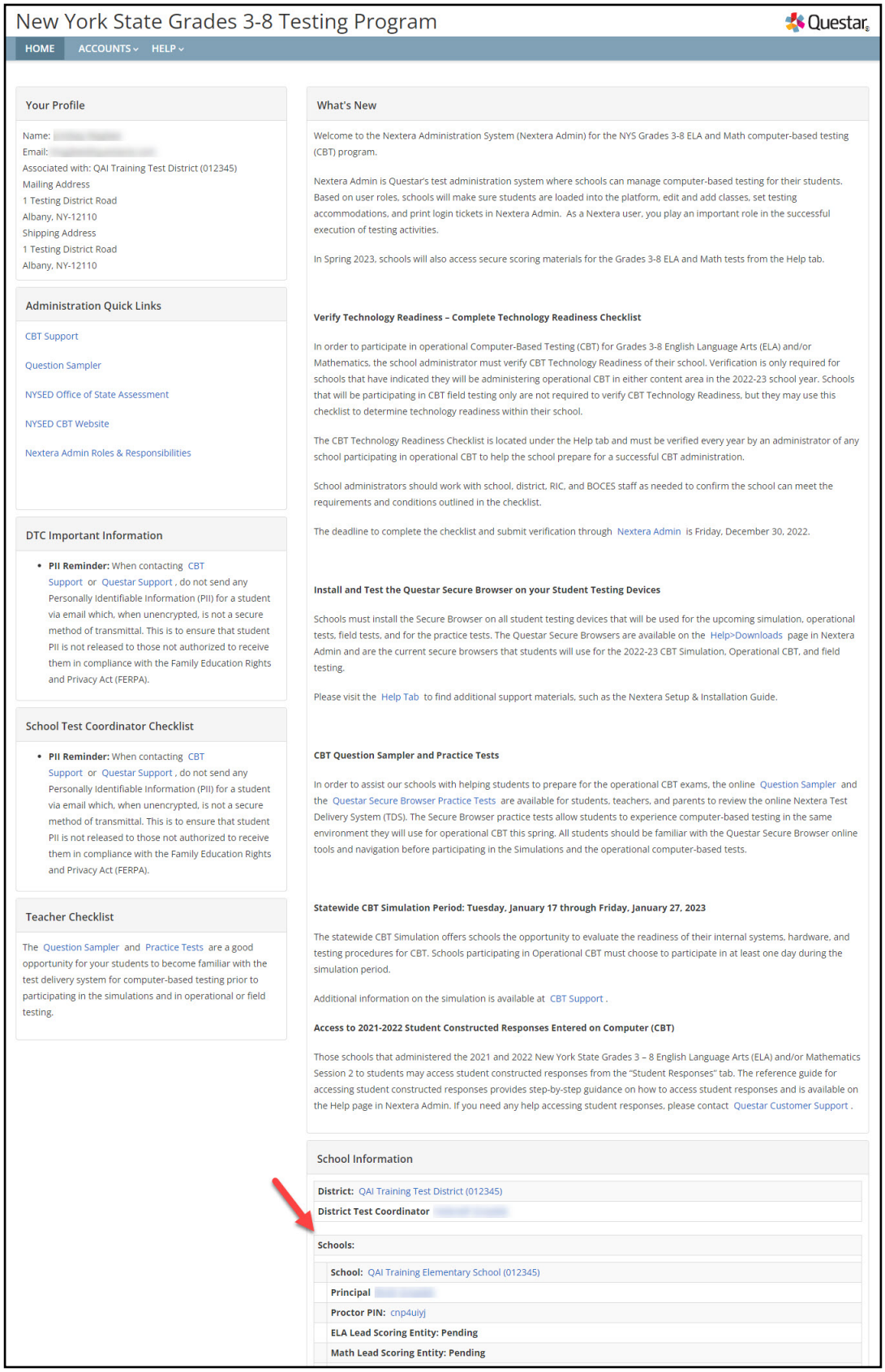
1. Select **Change** in the header.

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



Appendices

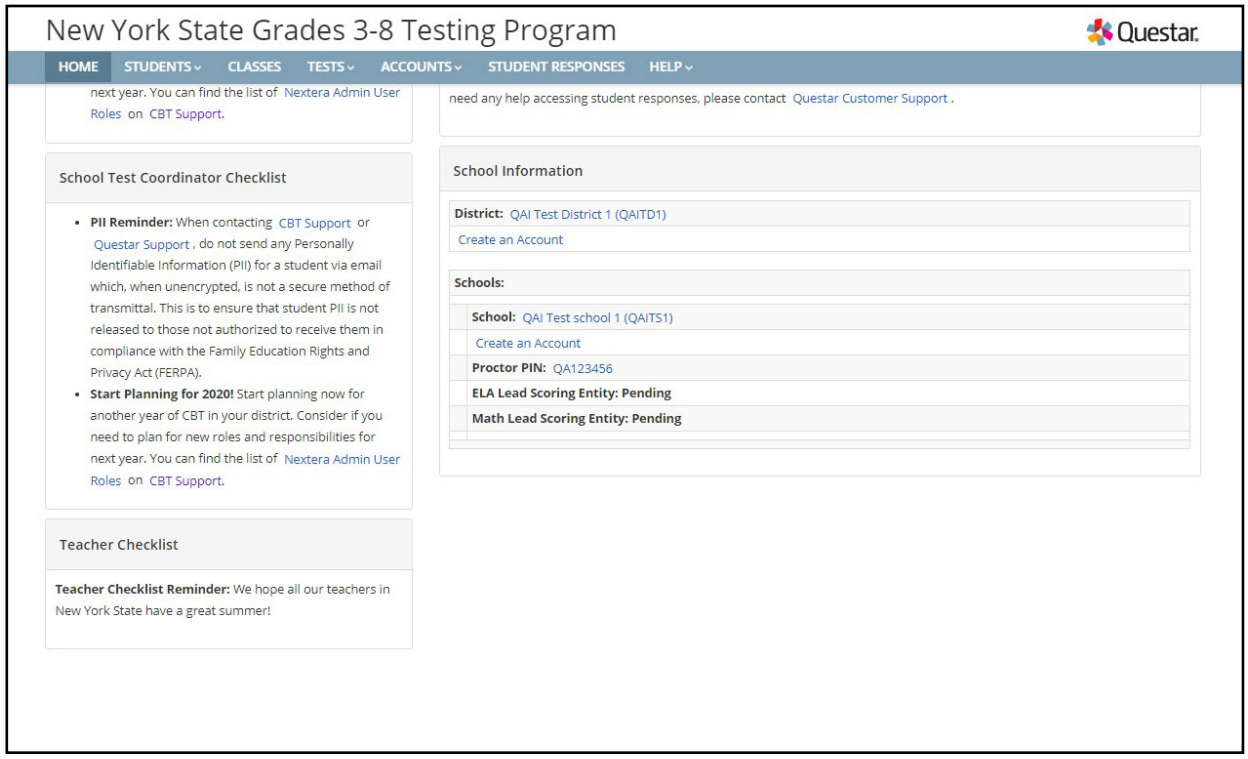
3. The applicable school's page displays.



School Test Coordinator

The School Test Coordinator's (STC) Home page includes:

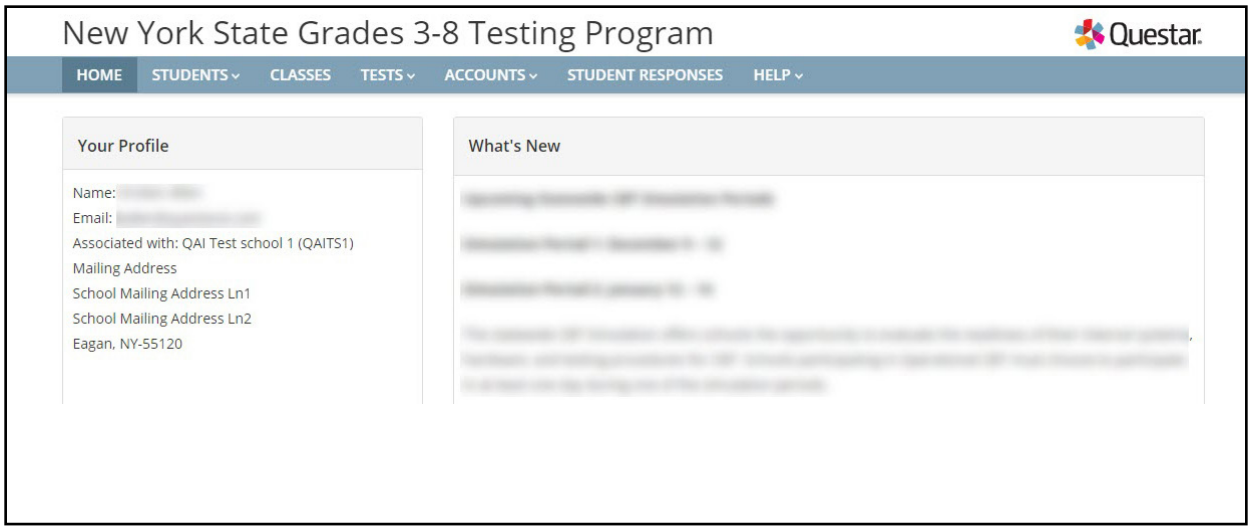
- Your Profile
- Administration Quick Links
- STC Checklist
- Teacher Checklist
- What's New
- School Information, including the Proctor PIN, which is required when a student needs to reactivate a paused test, and the school's CBT Lead Scoring Entities for English Language Arts and Mathematics



Teacher

The Teacher's Home page includes

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

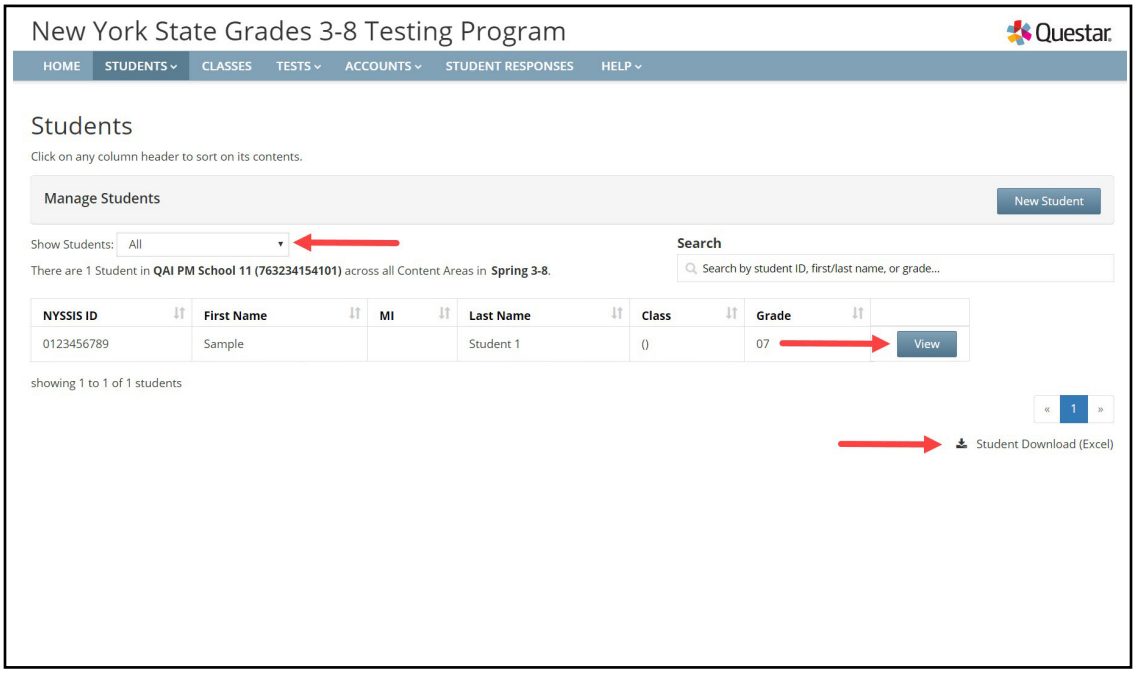


Students Tab

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

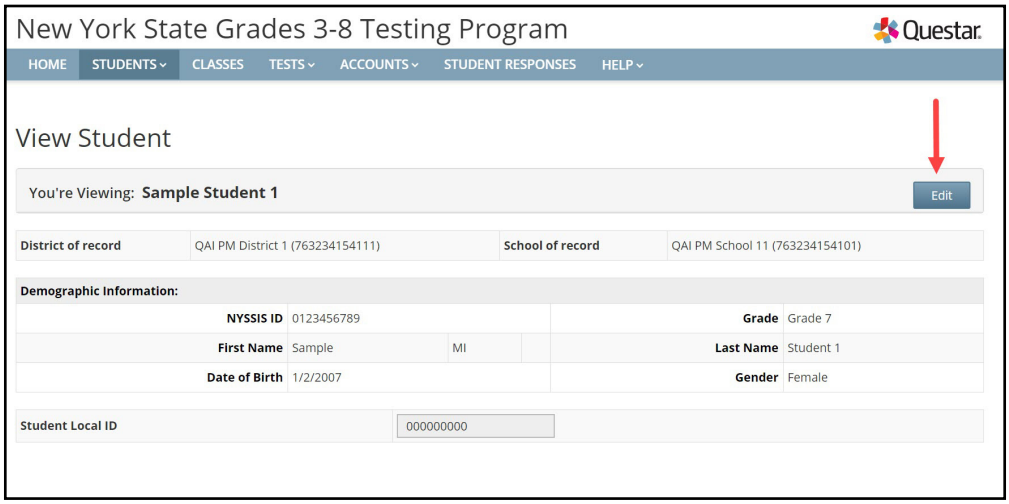
1. Select **Students** from the **STUDENTS** tab. The list of all students displays. The students appear in a list with New York State Student Identification System (NYSSIS) ID, first and last name, class assignment, and grade.
   - Click the up/down arrows in the column headings to sort users.
   - Click **View** to view student details and make changes, such as adding student 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.



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

3. To view the details of a particular student and make changes to that student (if permissions allow), select **View** for the applicable student. The student information displays, including the student's name, grade, date of birth, NYSSIS ID, local ID, class name, and accommodation options.

   - Click **Edit** on the upper right to make changes to the student's information or to set testing accommodations.

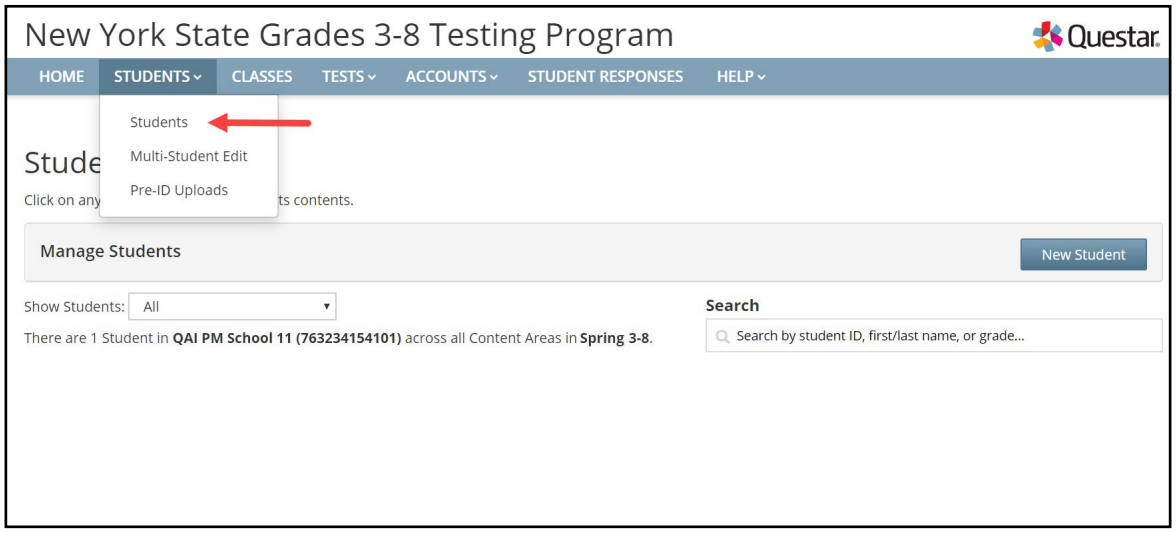


4. To return to the Class List, use your web browser's back button.

Appendices

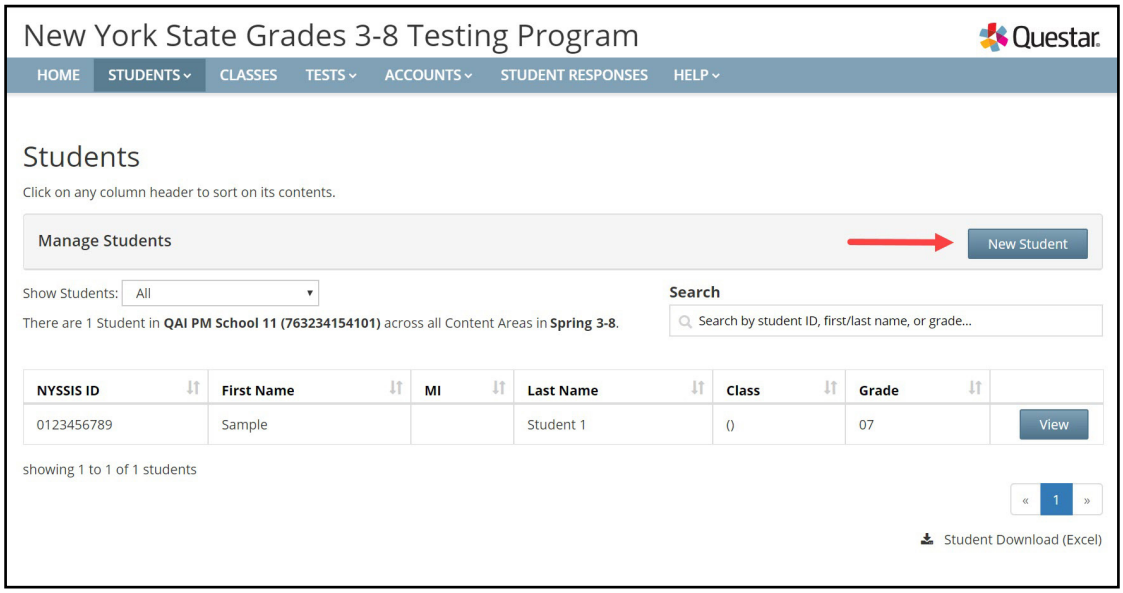
To Add or Edit a Student (School and District Test Coordinators only)

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



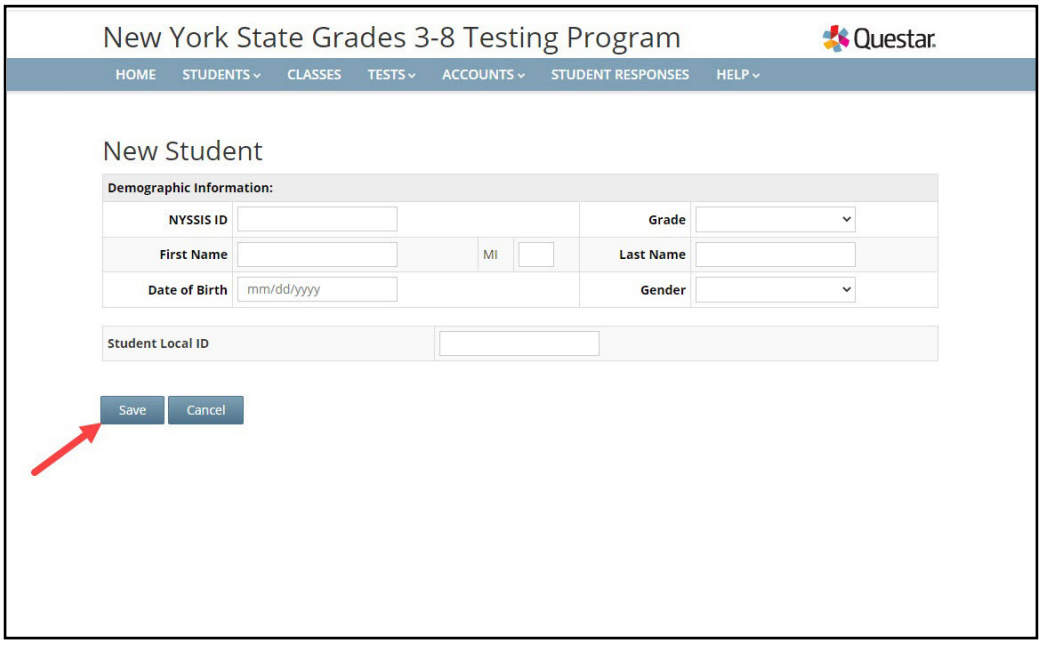
2. To add a student:

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

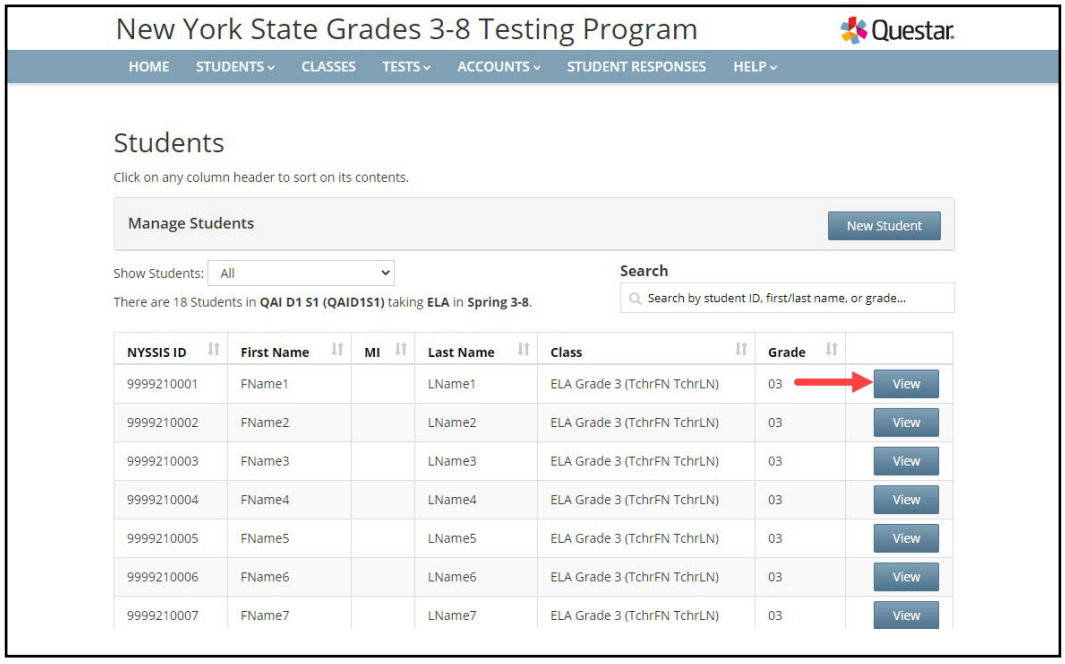


Appendices

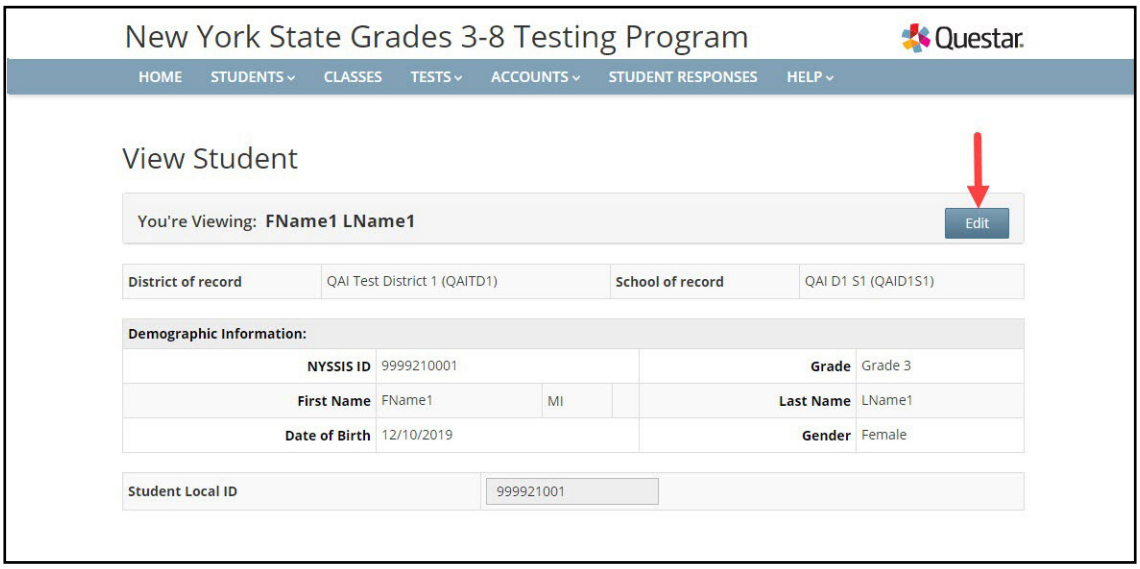
- Enter the new student's information and click **Save**. The bold text on the New Student page indicates required information to create a new student (NYSSIS ID, Grade, First Name, Last Name, and Date of Birth). Local Student ID is also required.
- When creating a new student, you can assign that student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



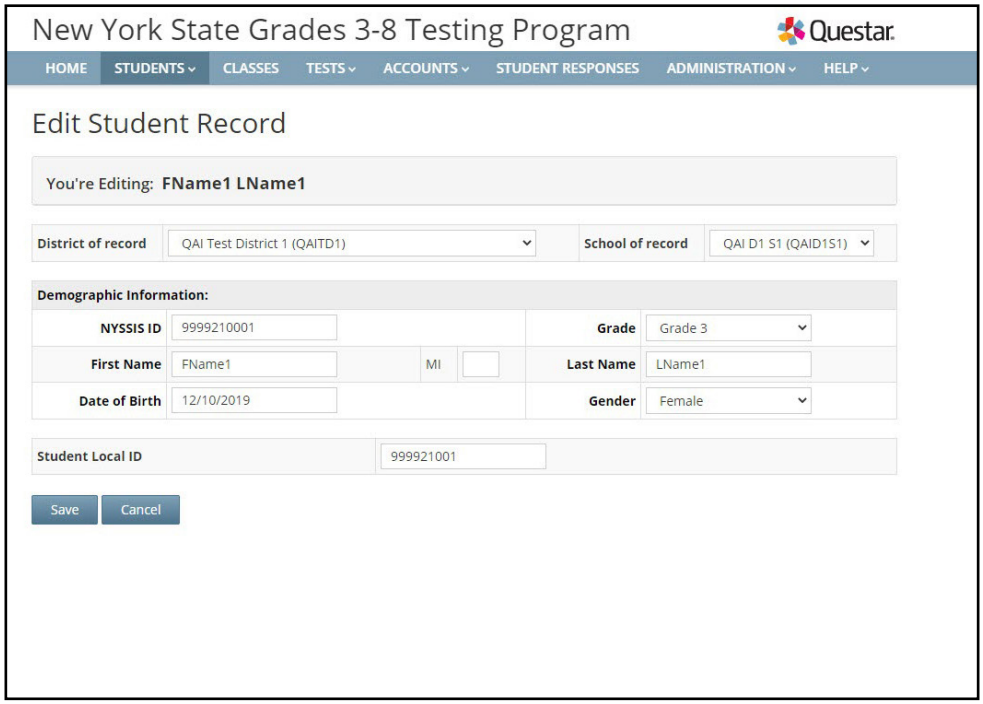
3. To edit a student:
   - Locate the student's name on the Students page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.



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



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

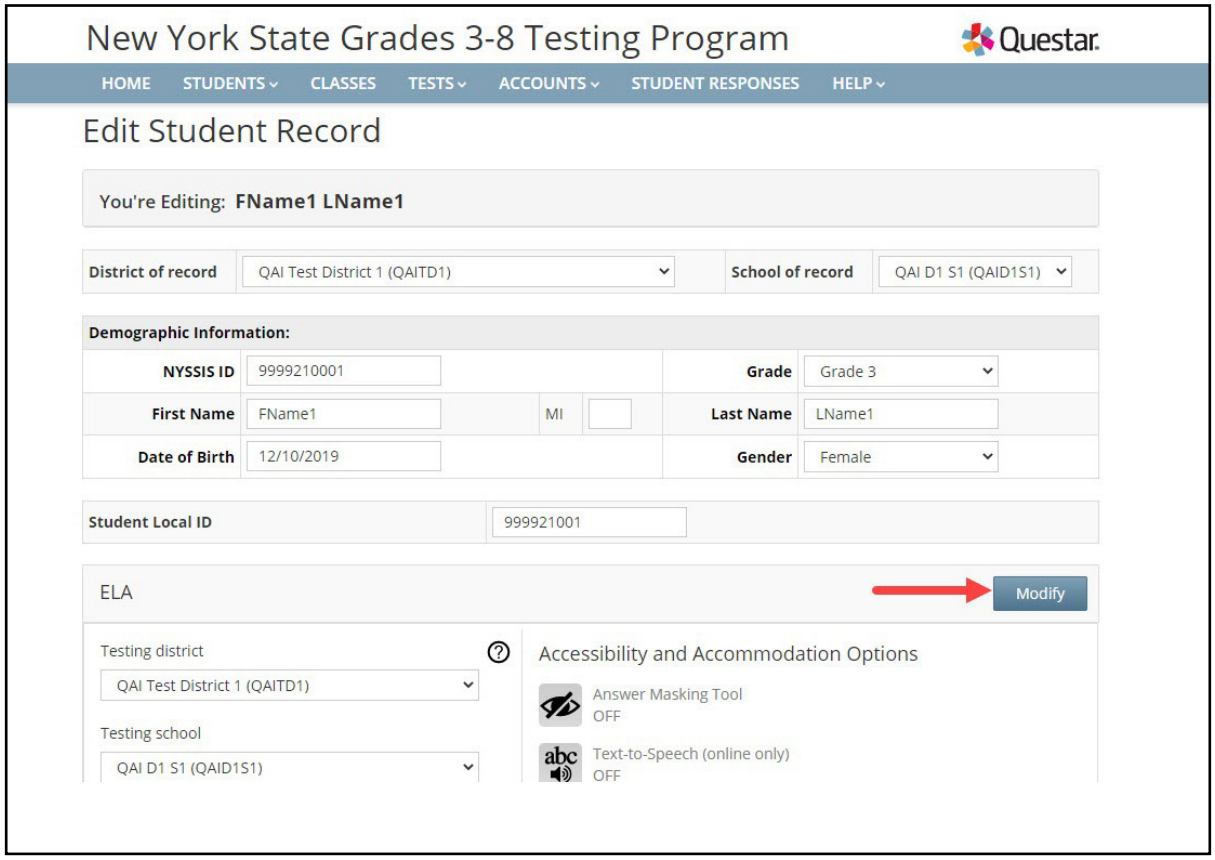


Appendices

4. To add or edit a student's accommodations:

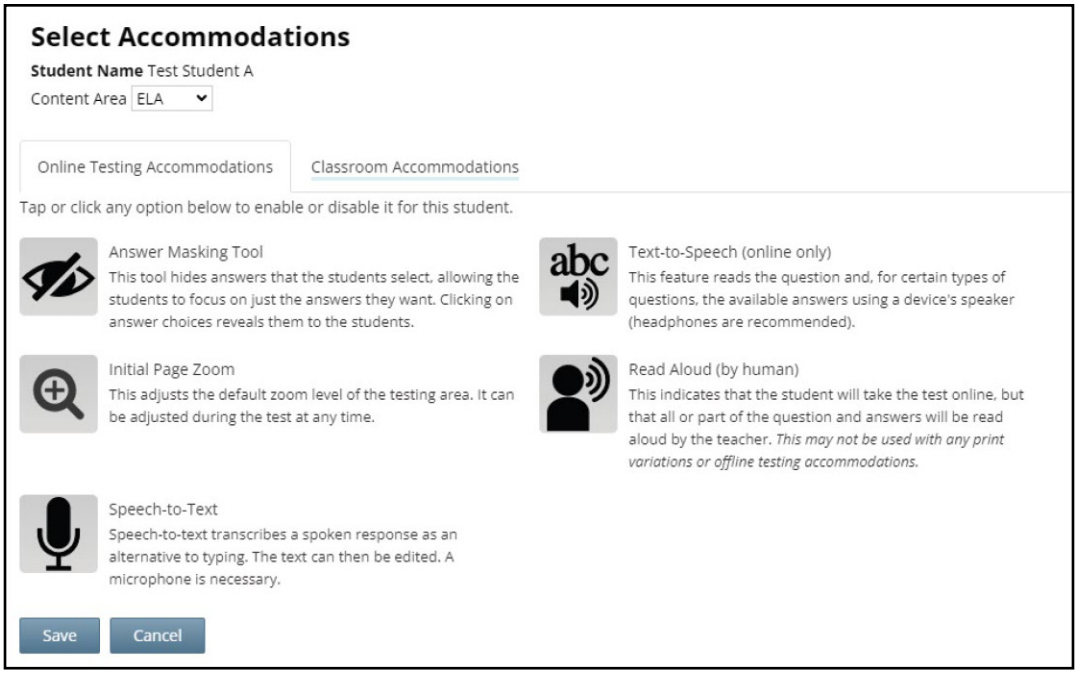
   - Locate the student's name on the Students page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.
   - Click **Edit** on the upper right of the student's details page.
   - Scroll to the bottom of the Edit Student Record page and click **Modify**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

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



- 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 test.
- Click **Save** again on the Edit Student Record page to apply all changes to the student.

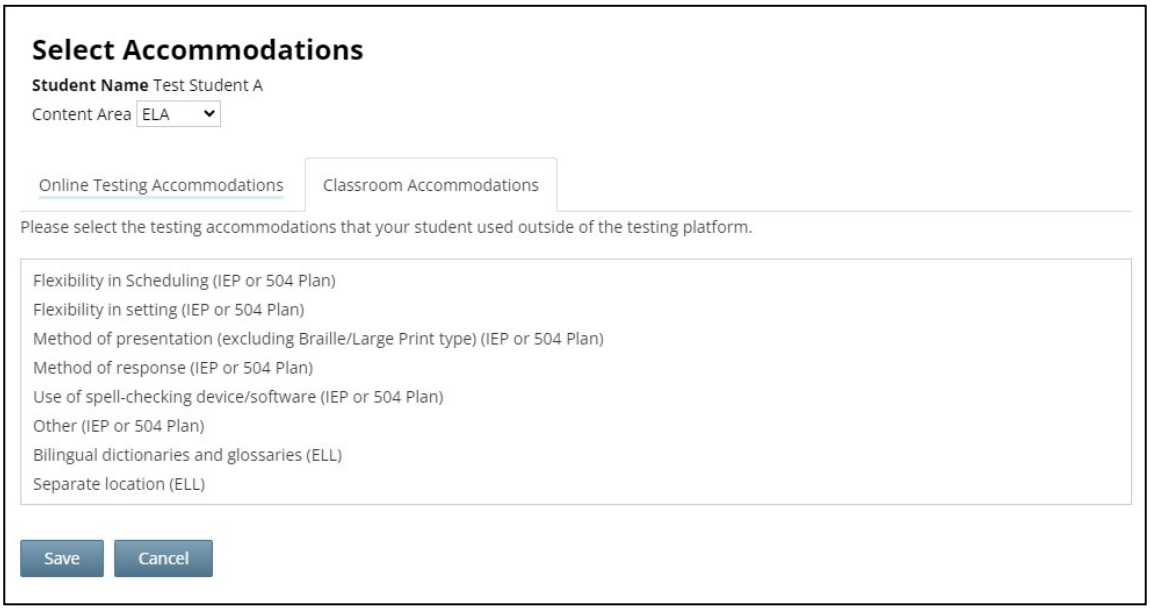
Note: A student must be assigned to a class in order to see the "Accommodations and Accessibility Options" panel on the Edit Student Record page.



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

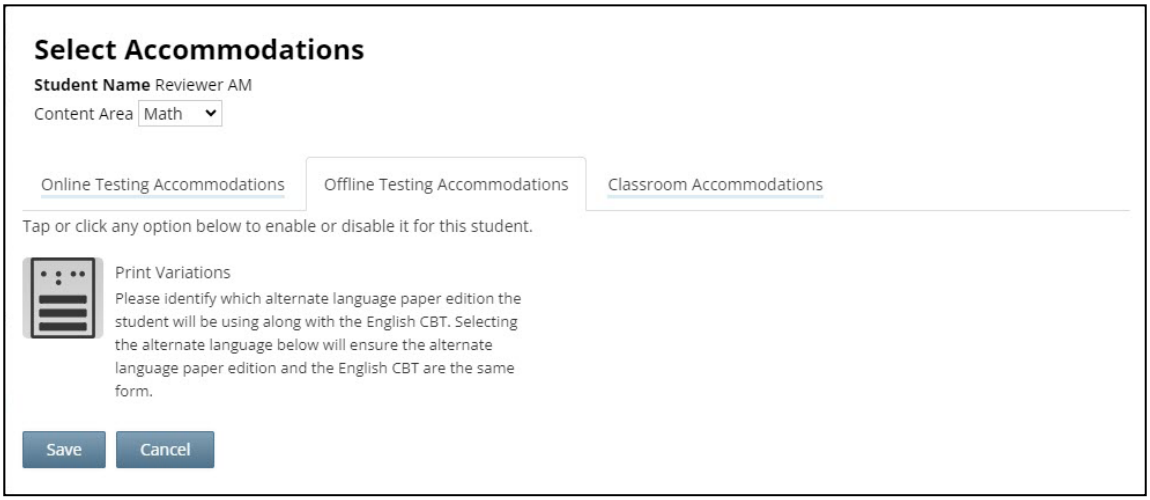
- Select the classroom accommodation you want to add from the list.
- Click **Save** to add the classroom accommodation to the student's record.
- Please note that these are classroom accommodations only; there is no online component to a classroom accommodation.
- Click **Save** again on the Edit Student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

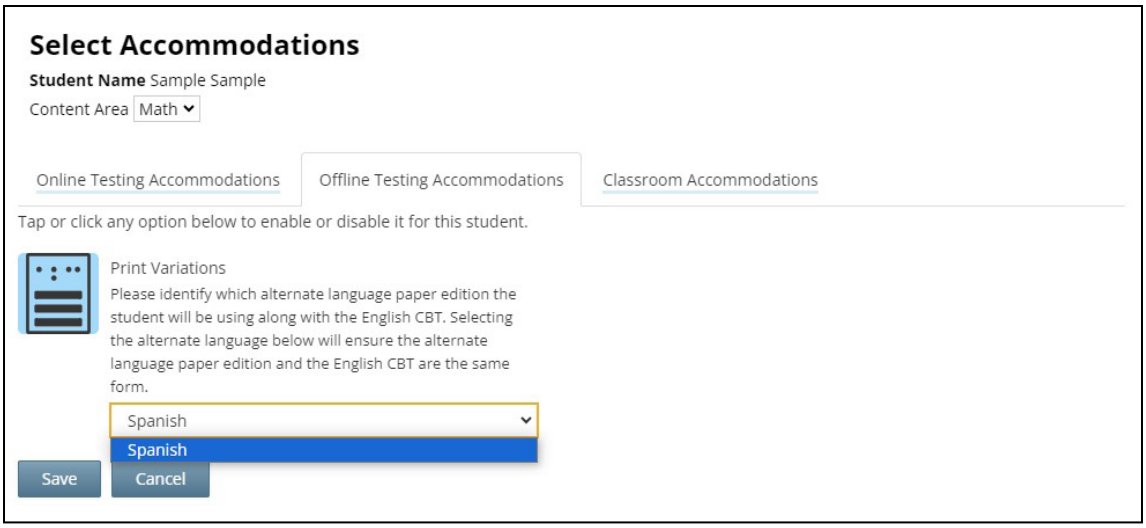
Note: A student must be assigned to a class in order to see the "Accommodations and Accessibility Options" panel on the Edit Student Record page.



Offline Testing Accommodations (Math only)

For those English Language Learners taking the English edition on the computer and making use of a printed Spanish edition, schools will indicate the alternate language on the "Offline Testing Accommodations" tab by selecting the appropriate language from the listing under "Print Variations."





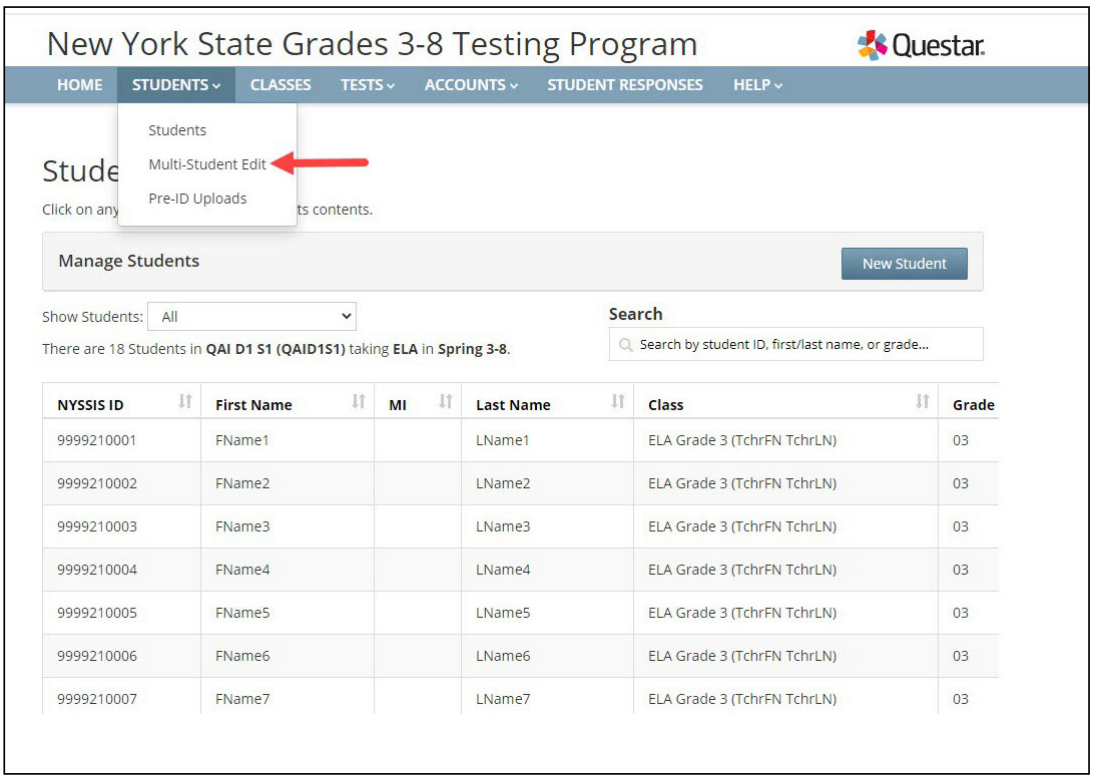
Selecting Print Variation and Spanish will ensure the alternate language paper edition and the English CBT are the same form. This should be used by students who want to test with the English CBT version with the support of the printed alternate language edition.

Multi-Student Edit

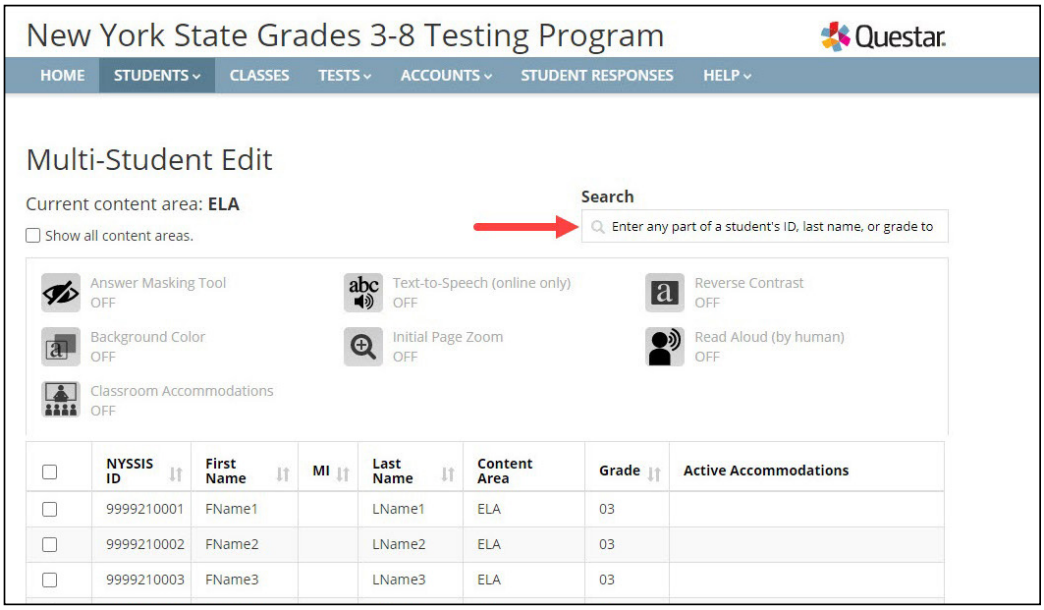
This feature allows you to add or edit student testing accommodations for any student in the school from one location. Navigating to the Multi-Student Edit page provides access to all students, with the ability to set individual or multiple accommodations for individual students or for a group of students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

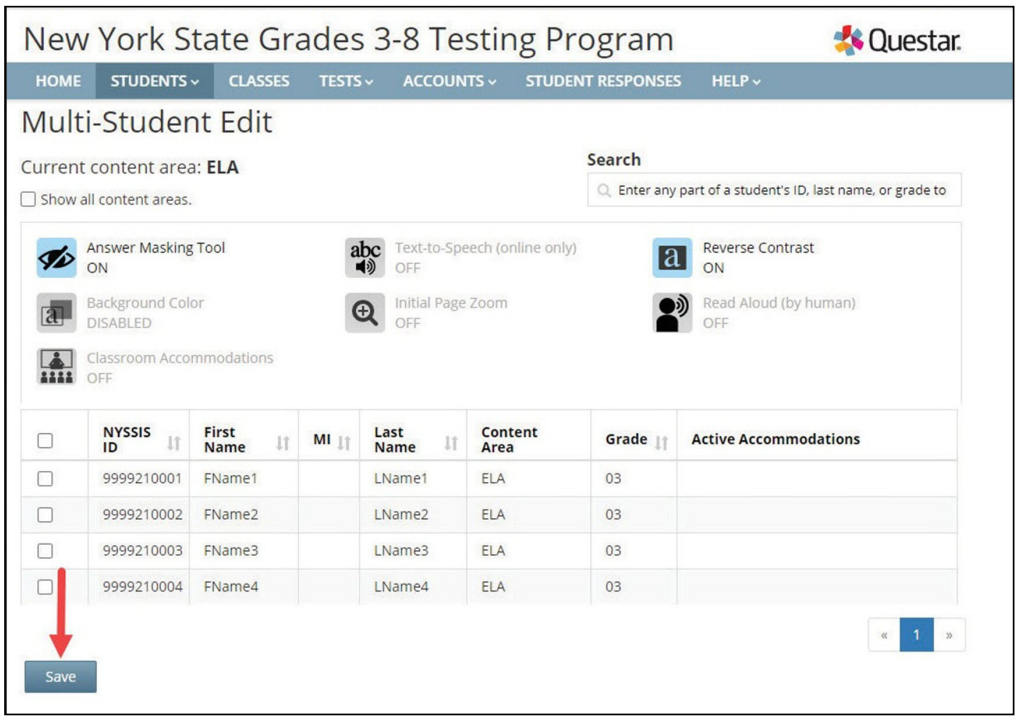
1. Select **Multi-Student Edit** from the **STUDENTS** tab.



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



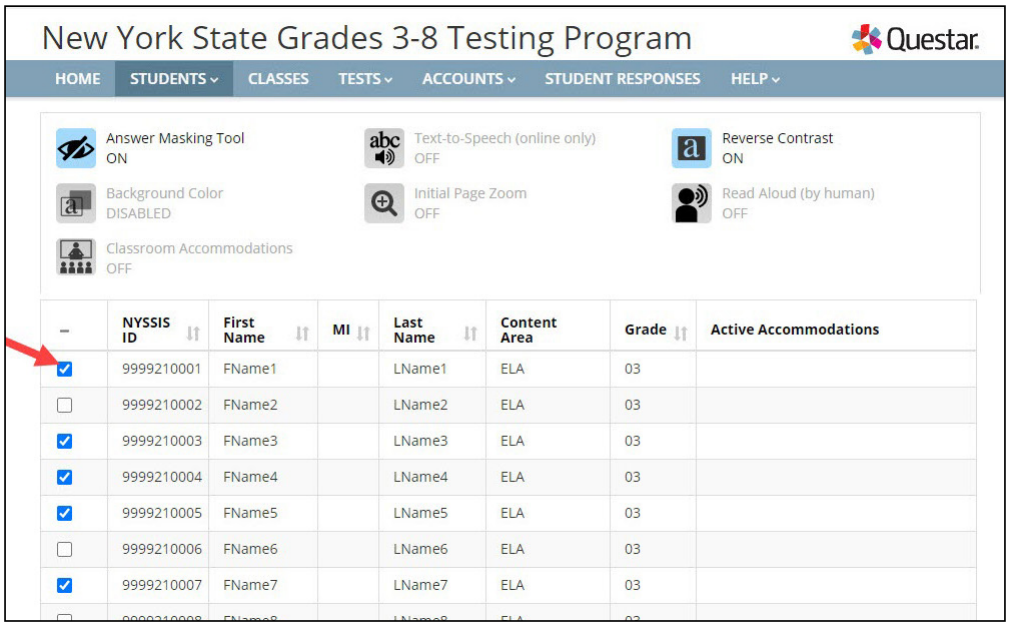
3. **Check the boxes** on the left next to the students' names you would like to edit.



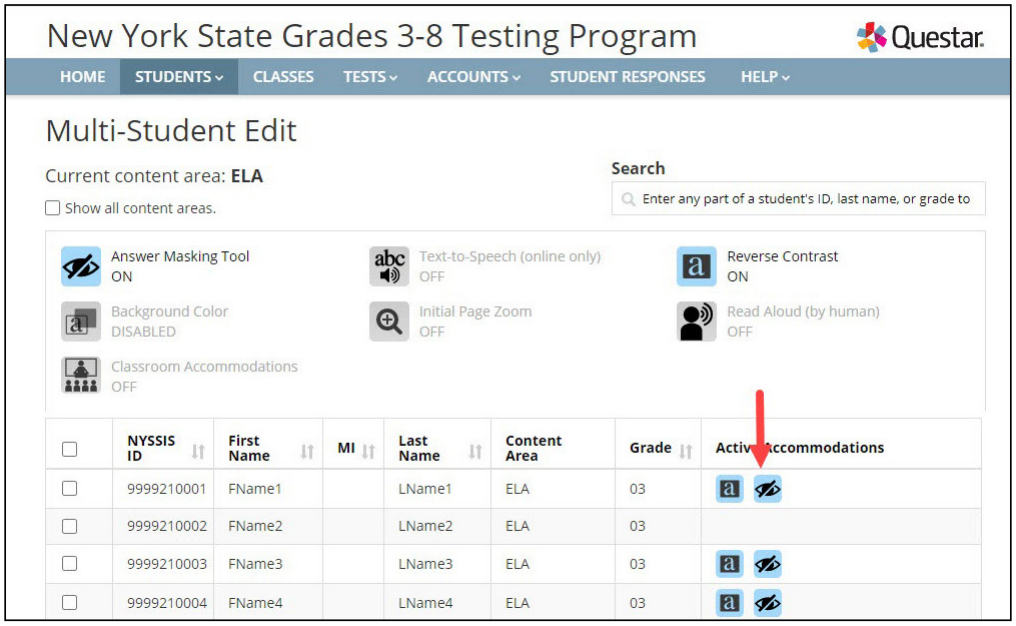
4. Click the icon next to each accommodation you would like to turn on or off for the students and click **Save** to save your changes.
   - You will see the accommodations icons appear to the right of the student's name after you click **Save**.
   - If you click the Classroom Accommodations icon, the 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.

Appendices

- If you want to add additional accommodations to a group of students or an individual student, you must select the student by clicking the **check box** on the left next to the student's name.



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



Appendices

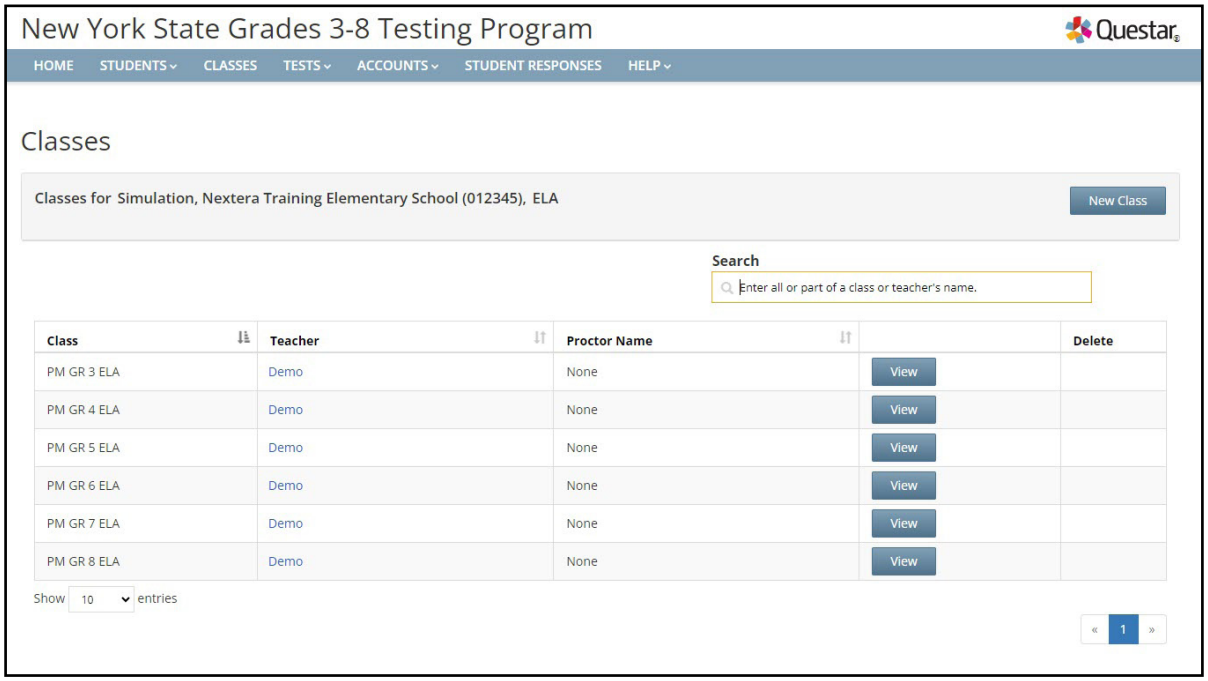
Classes Tab

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 make-up 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 test in Nextera™ Admin.

To View and Edit a Class

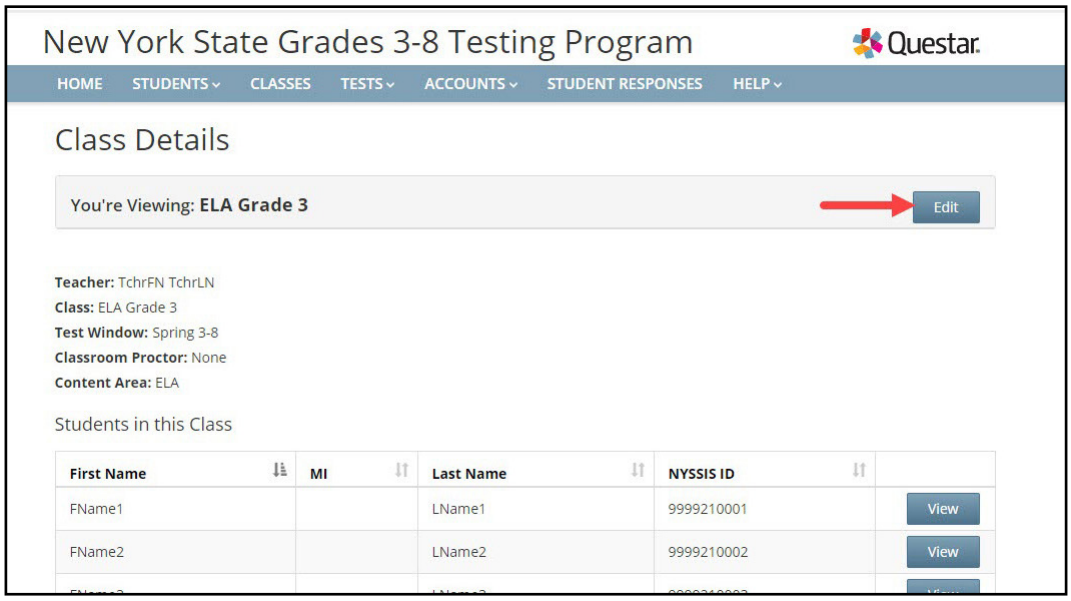
1. Select the **CLASSES** tab. Review the list of classes. To see details regarding a class, select **View**.



Appendices

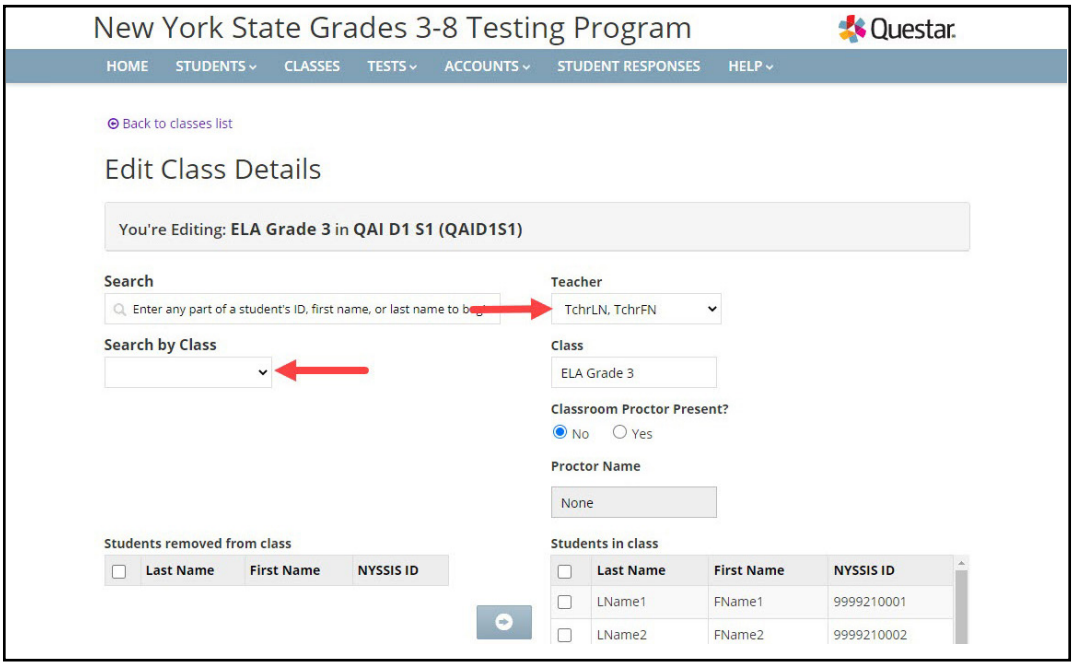
2. Information displayed includes the class name, teacher, class, test window, classroom, proctor, content area, and the list of students in the class.

   - To edit the class details, including adding or removing students associated with the class, click **Edit**.



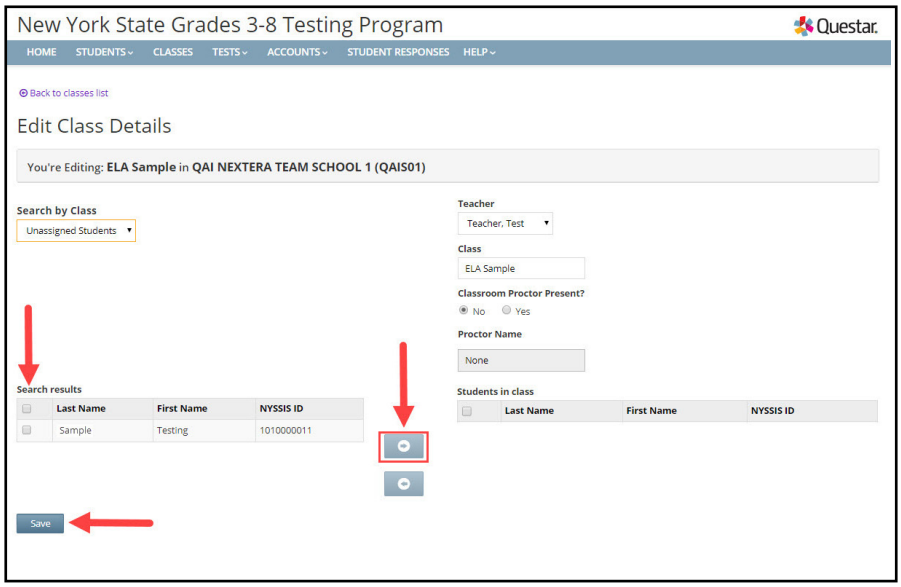
3. To change general class information (teacher, class name, classroom, proctor, etc.), update the applicable field(s) and click **Save**.

   - *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.
   - To find students in different classes to add to a class, use the "Search by Class" drop-down menu on the upper left.

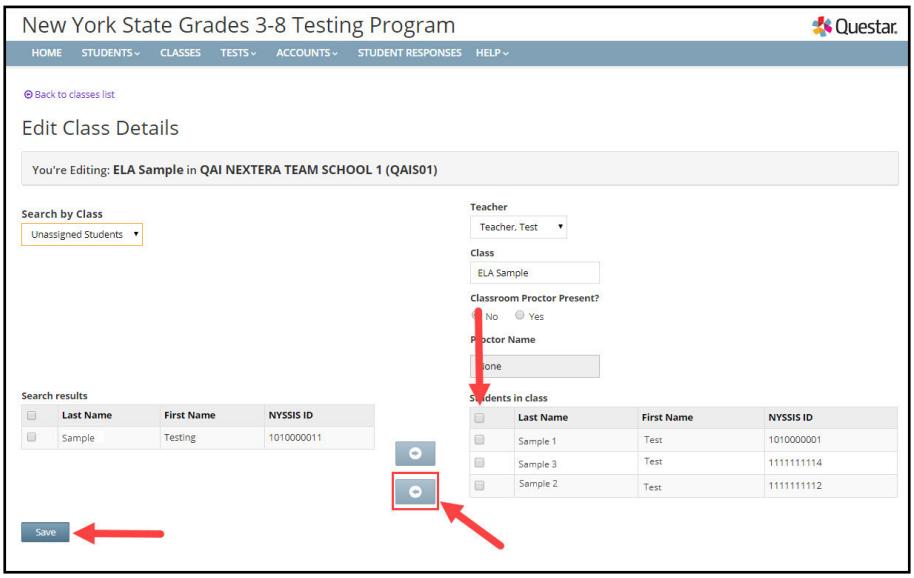


Appendices

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**.

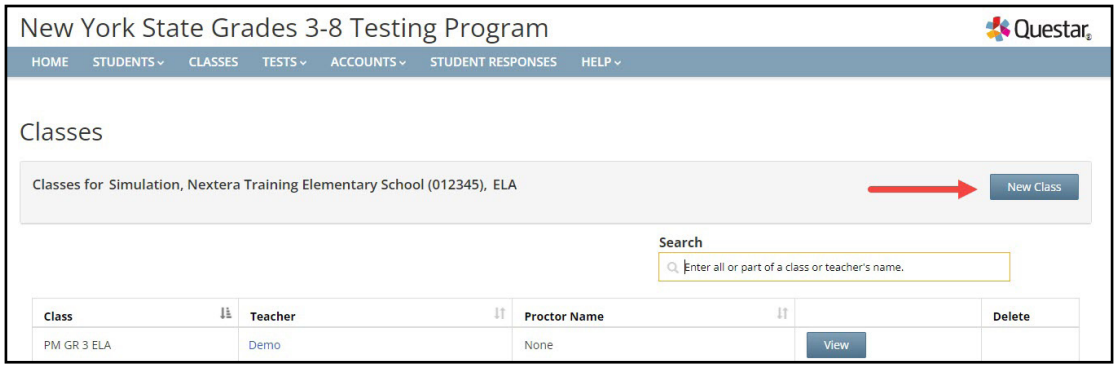


Appendices

To Add a Class

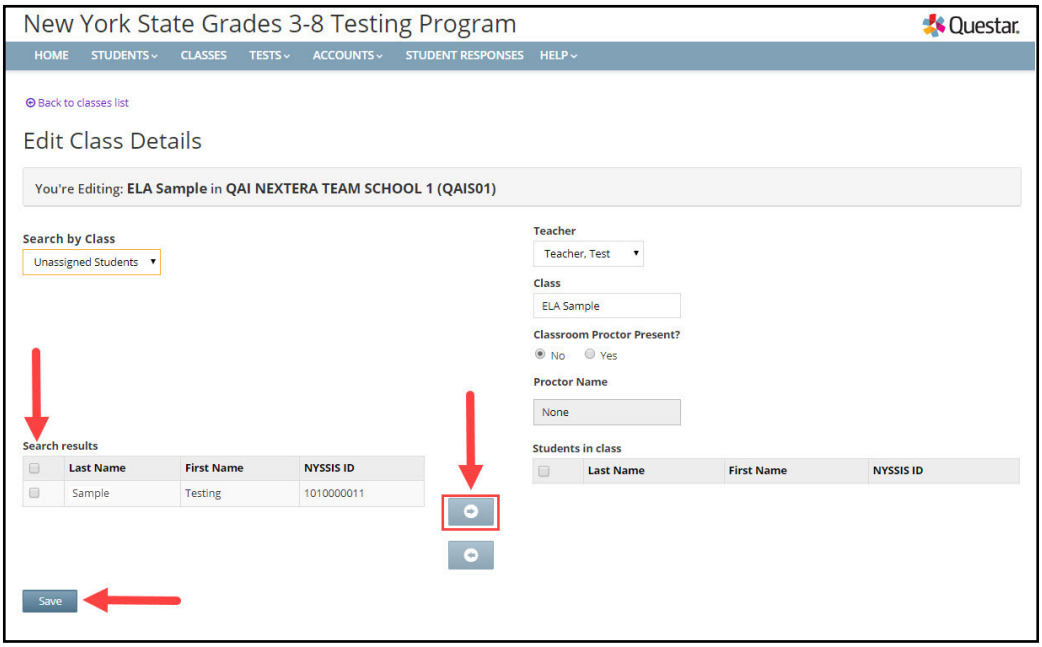
1. Select the **CLASSES** tab. Select **New Class**.

   - *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.

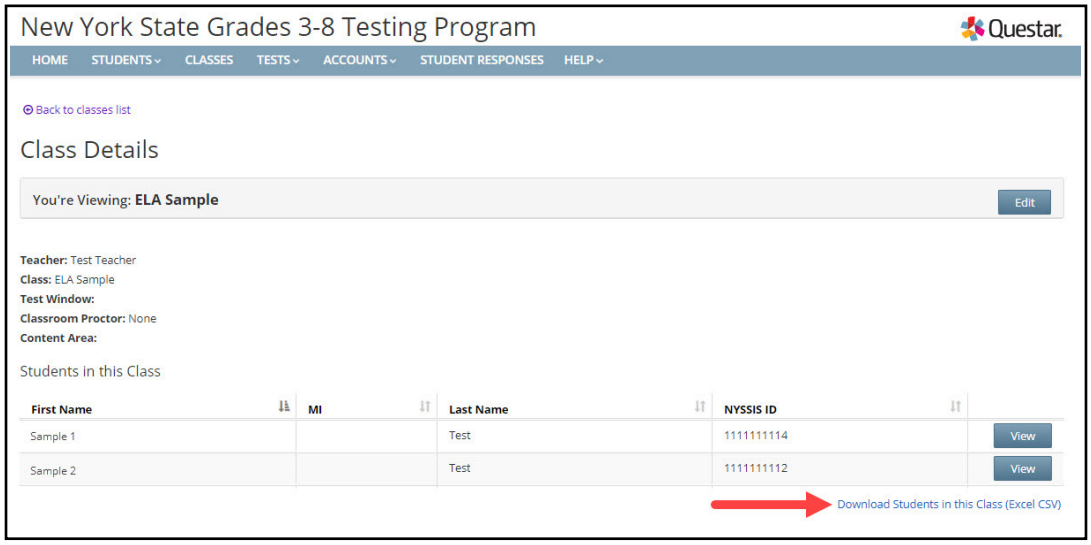


2. Enter the class details, including selecting the teacher from the "Teacher" drop-down menu, class name, and proctor information. (Proctors are not required but can be added if the school wants this information visible for the class data in Nextera™ Admin.) **Protip:** Include the grade level in the class name for added detail and ability to search by grade. Grade level isn't displayed as a separate field.

   - 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.**



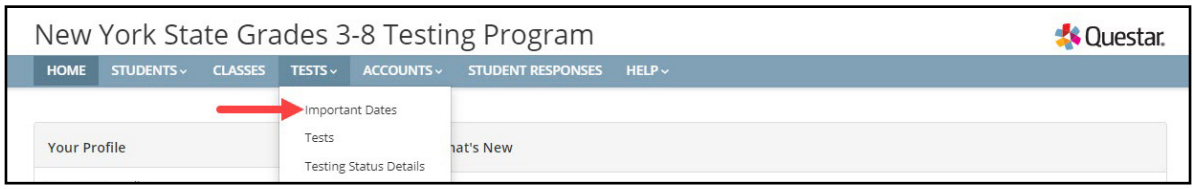
- Navigate to the Class Details page to download a list of all students in the class for review.



Tests Tab

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

To view important dates, which include the 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.

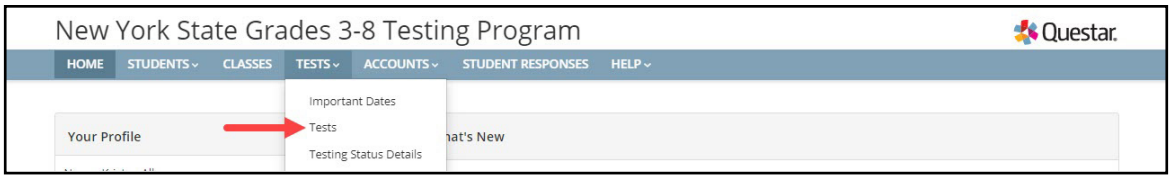


Appendices

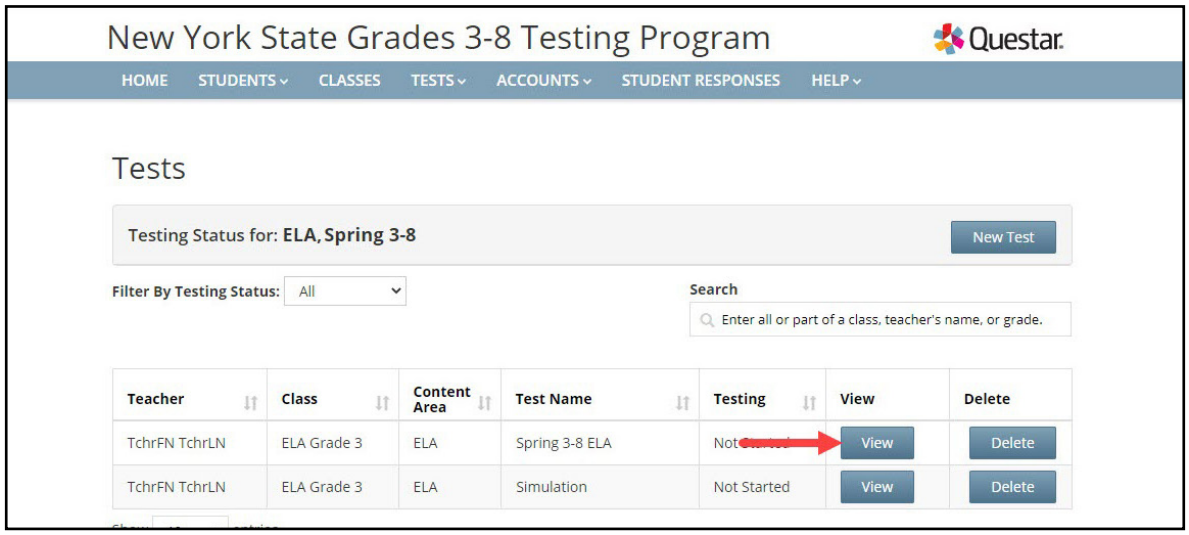
To View Tests, Session Access Codes

Information about testing status and session access codes can be found from the Tests tab on the tests and Testing Status Details pages.

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



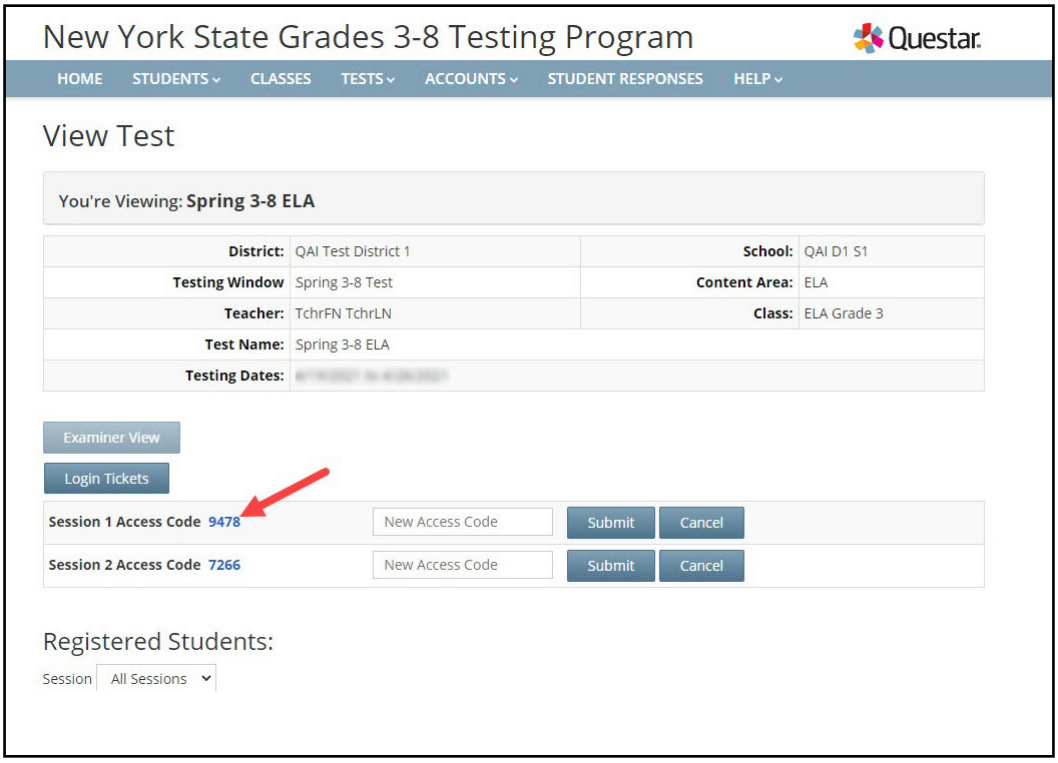
2. To view test details, select **View**.



Appendices

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 field test.



Appendices

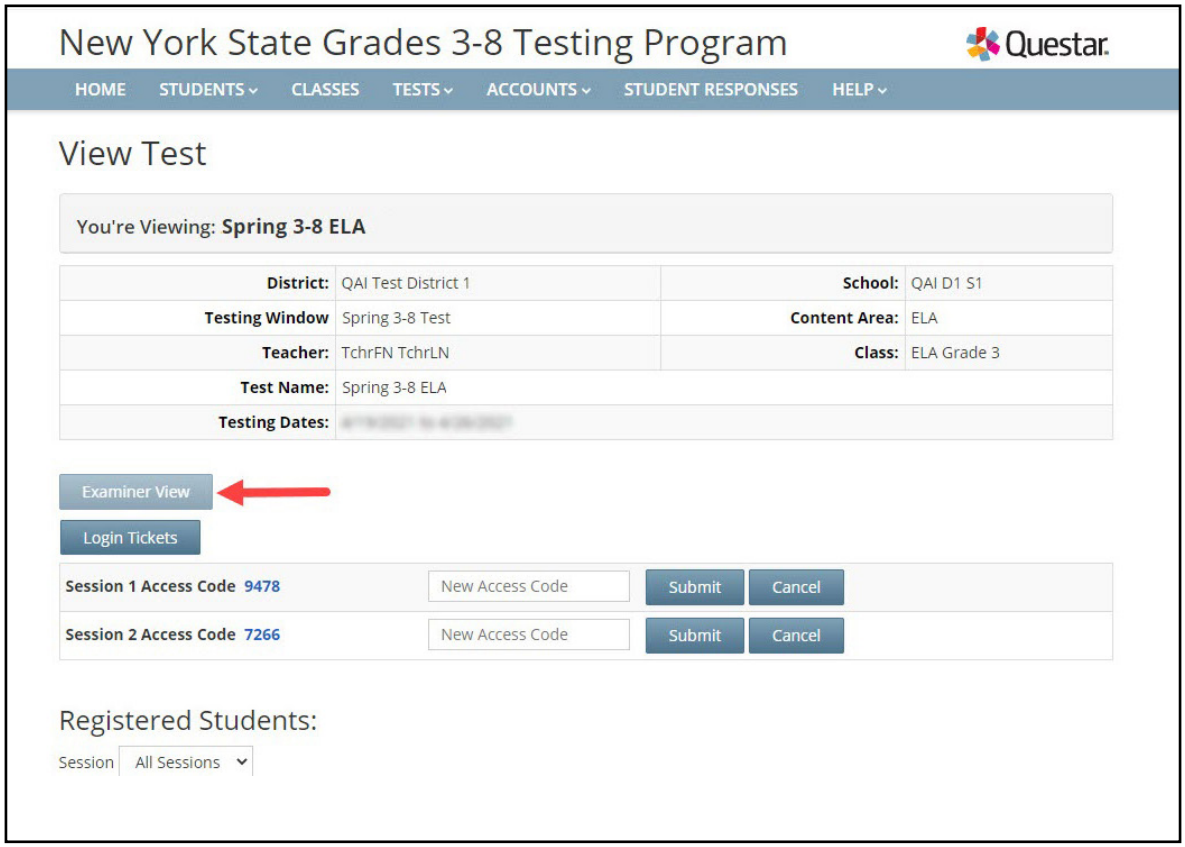
Examiner View

The Examiner View feature is helpful when you have an educator supporting field testing who does not have or need access to the Nextera™ Admin system. 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.

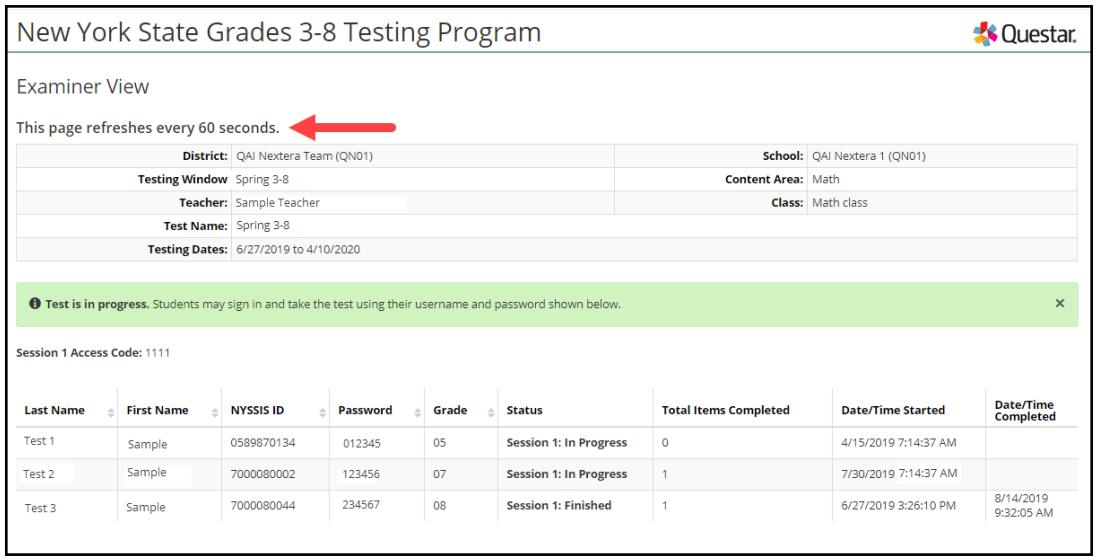
If you would like another educator to have access to individual student passwords and progress during the assessment and that educator does not have a user account in Nextera™ Admin, use this feature by completing the following steps:

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.



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.

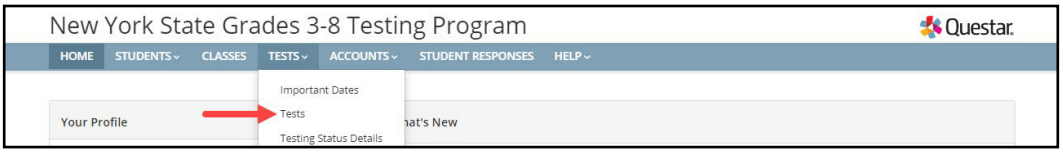


To Print Student Login Tickets (Labels)

Each student in the class will need student login tickets to sign in to the computer-based field test. On the day of the computer-based test, the teacher will provide the access code to the students for that day's 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. The Tests page displays.



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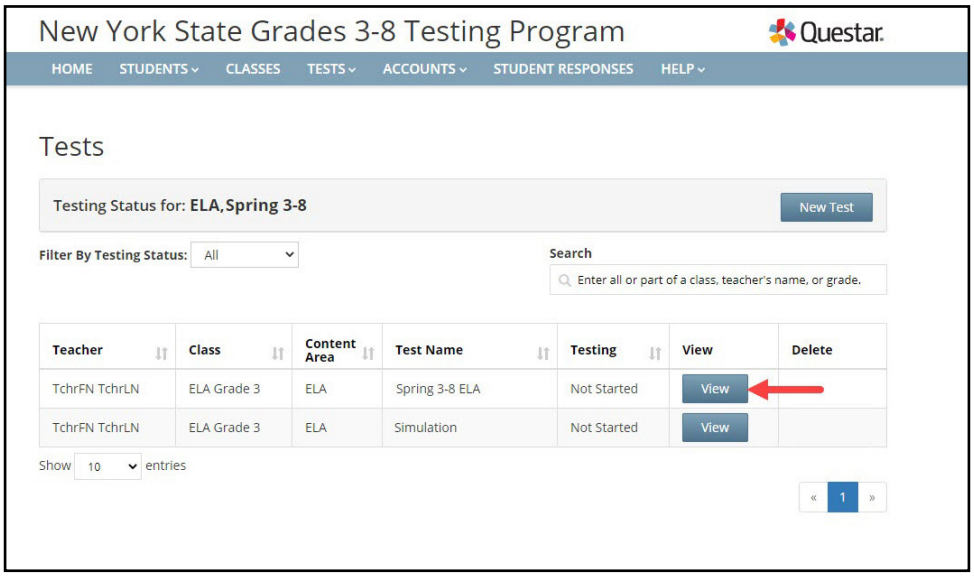
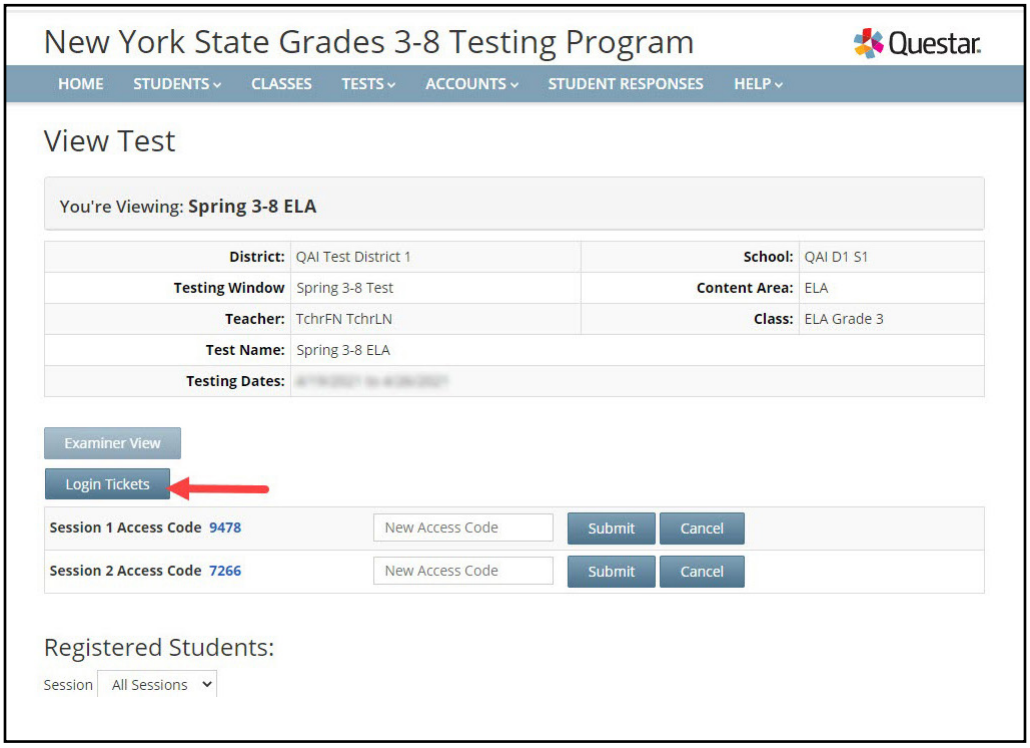
2. Select **View** for the applicable test.

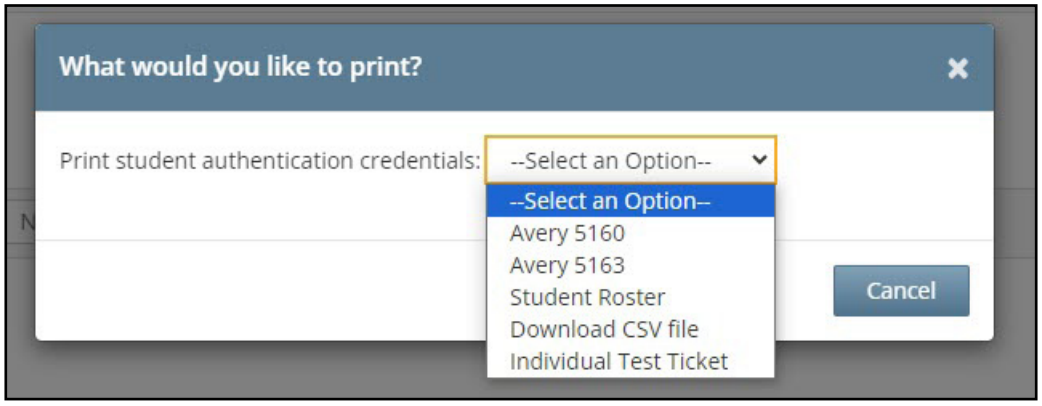


3. On the View Test page, select **Login Tickets**.

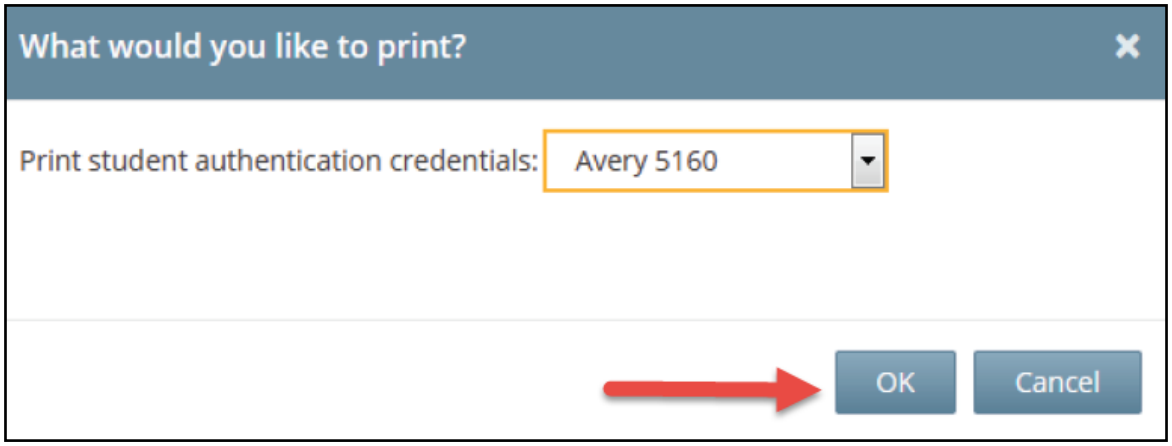


Appendices

4. Choose the method in which you would like to print the ticket information: Avery labels 5160, Avery labels 5163, a student roster, a CSV file, or Individual Test Ticket from the drop-down.

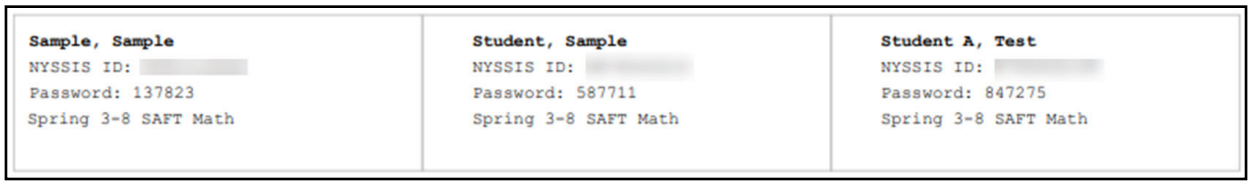


5. Select **OK**.

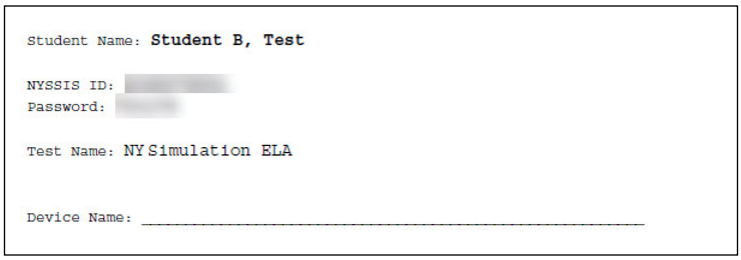


6. The student login tickets will display. Use the **Print function** to print the student login tickets. Each label includes a student's name, NYSSIS ID, password, and test name. **Note:** These steps need to be repeated for each class on the *Tests* page.

   - All student login tickets or labels are secure testing materials and must be stored securely if they are printed prior to administration.



7. If you chose to select Individual Test Ticket from the drop-down, the system will generate a PDF file containing login information for one student per page from the selected class. It will include the student's name (first, middle, and last name), student NYSSIS ID, password, and test name. The individual student login tickets will also indicate accommodation(s) assigned to the student for the selected content area, as well as a space to write the device name the student will be using for testing.

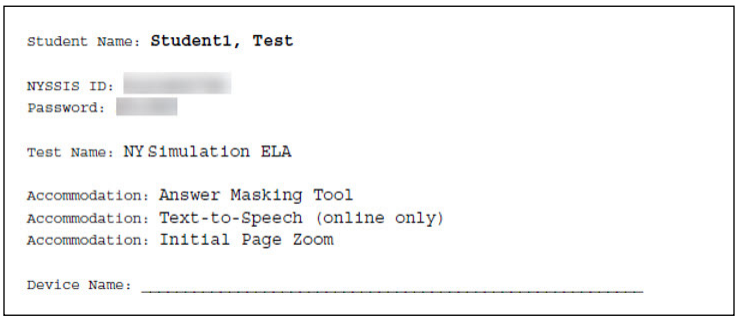

Student Name: **Student B, Test**

NYSSIS ID:
Password:

Test Name: NY Simulation ELA

Device Name: _____

An example of an individual student login ticket without accommodations. The student's login information measures approximately 3 inches by 7 inches and is printed one per page.


Student Name: **Student1, Test**

NYSSIS ID:
Password:

Test Name: NY Simulation ELA

Accommodation: Answer Masking Tool
Accommodation: Text-to-Speech (online only)
Accommodation: Initial Page Zoom

Device Name: _____

An example of an individual student login ticket with accommodations. The size of the student's login ticket will vary dependent on the accommodations selected for that student and is printed one per page.

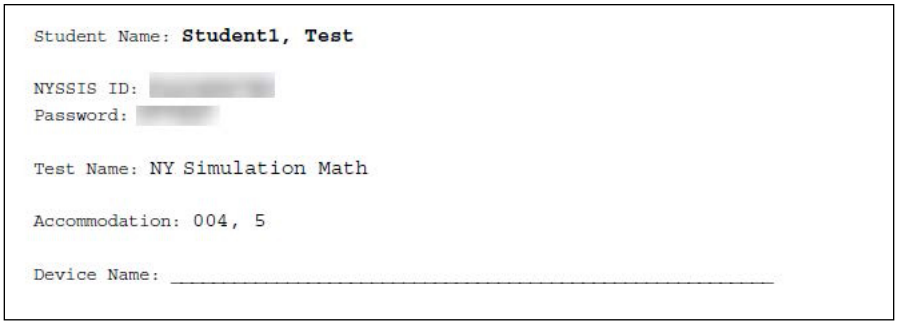
Note: Specifics regarding accommodations will not appear on individual student login tickets. For example: if the student has initial zoom selected as an accommodation in Nextera™, the login ticket will state "initial zoom" but will not provide information on the zoom level that was selected. Print variation will appear as "Print Variations" on the student's login ticket and will not include information on what language was selected.

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

Classroom Accommodations

Classroom Accommodations will appear as a code on each student's individual login ticket. Please refer to the table below for each code and their respective classroom accommodation.

Classroom Accommodation Name	Code
Flexibility in Scheduling (IEP or 504 Plan)	004
Flexibility in Setting (IEP or 504 Plan)	025
Method of Presentation (excluding Braille/Large Print) (IEP or 504 Plan)	3
Method of Response (IEP or 504 Plan)	4
Use of Spell-Checking Device/Software (IEP or 504 Plan)	6
Other (IEP or 504 Plan)	5
Bilingual Dictionaries and Glossaries (ELL)	11
Separate Location (ELL)	10


Student Name: **Student1, Test**

NYSSIS ID:
Password:

Test Name: NY Simulation Math

Accommodation: 004, 5

Device Name: _____

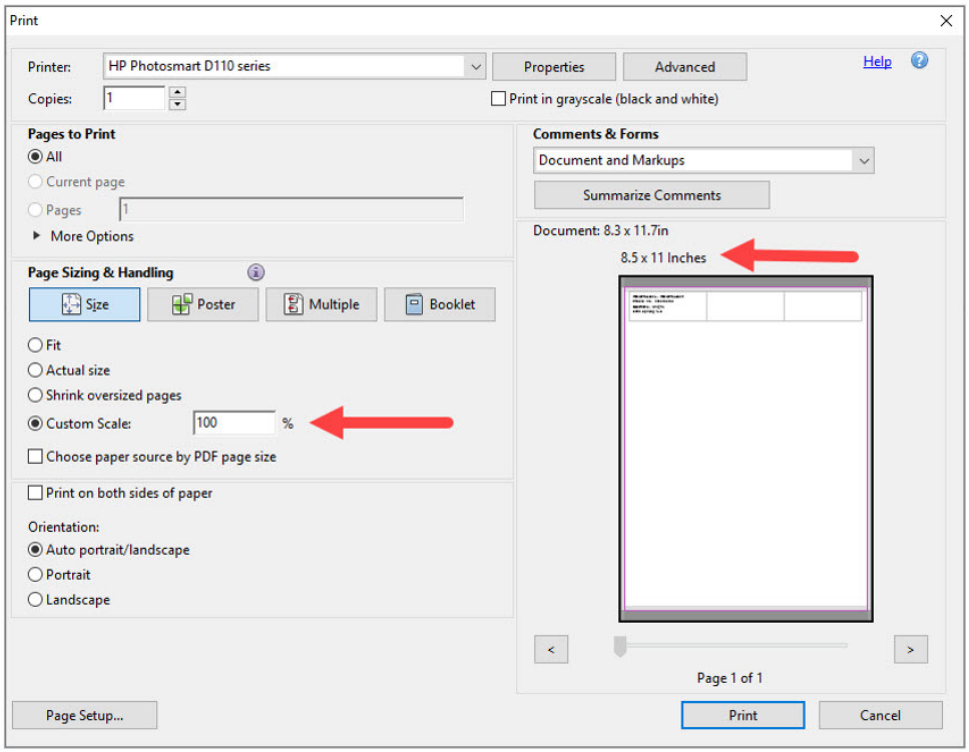
An example of an individual student login ticket with classroom accommodations 004 and 5 assigned.

Appendices

Troubleshooting Tip for Printing Student Login Tickets

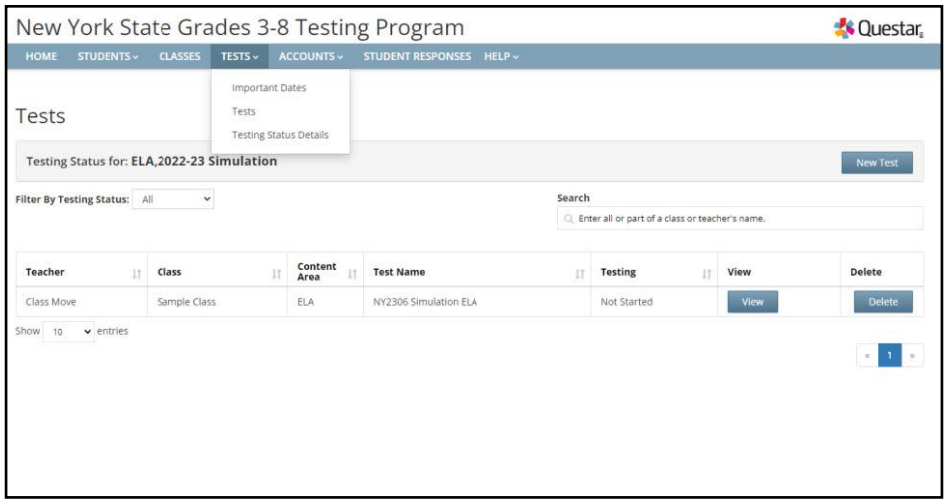
If you selected Avery5160 or Avery5163 from the dropdown and are attempting to print student login tickets on label stock, try the following steps if the student login tickets are not aligning properly with the labels:

1. Save the .pdf file
2. Find the .pdf on your local drive and open it
3. Select **File**, then select **Print**
4. Select "**Custom Scale: 100%**"
5. Verify paper size is 8.5 x 11 Inches
6. Select **Print**



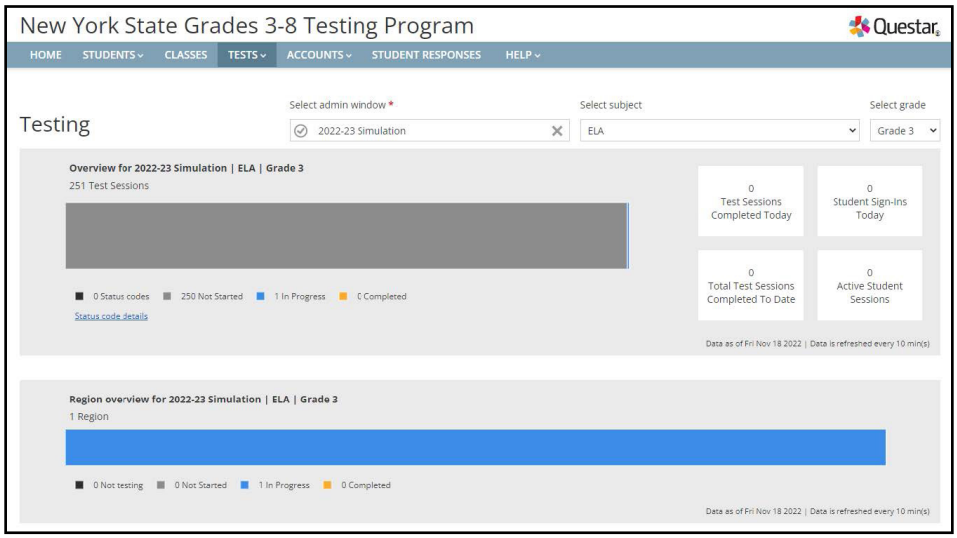
Testing Status Details

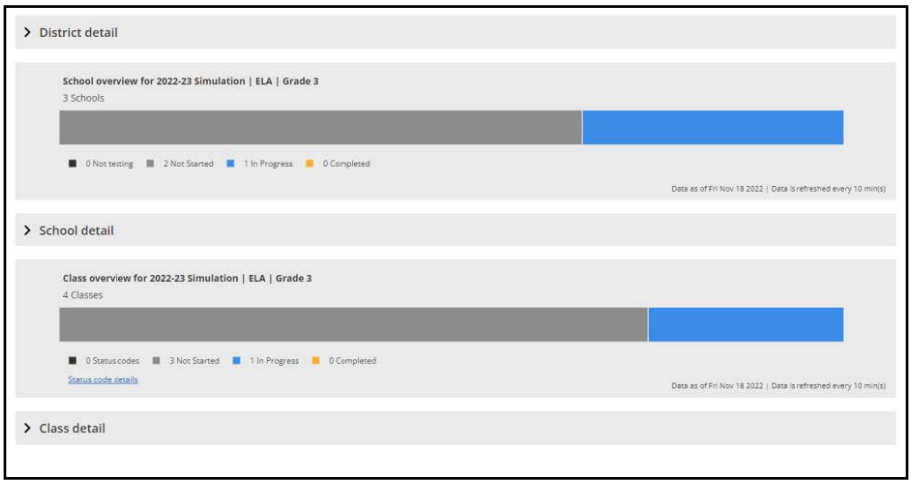
If you're a DTC or STC, then you may be interested in tracking progress at a higher level. This can be done from the *Testing Status Details* page. To navigate to the Testing Status Details page, select the **TESTS** tab, and then select **Testing Status Details** from the drop-down.

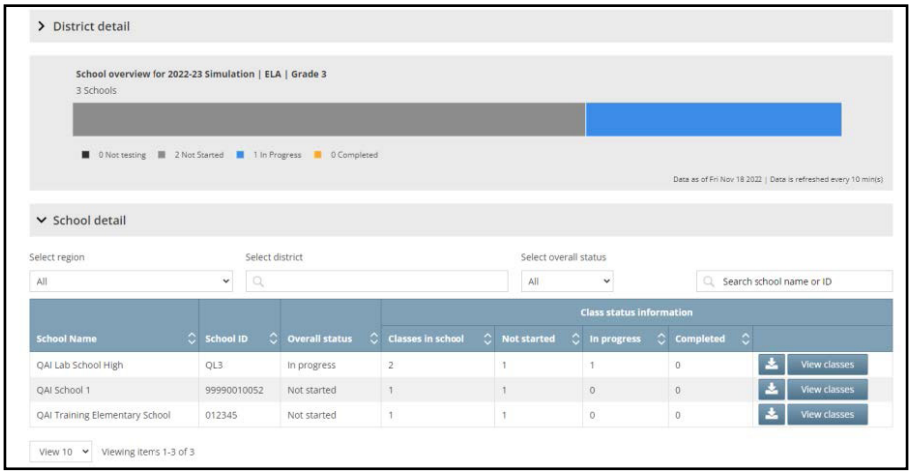


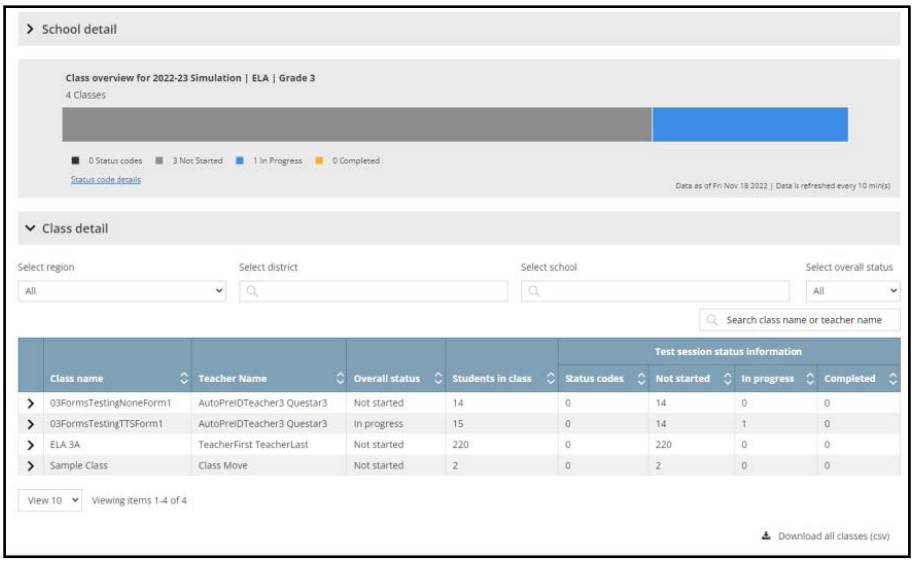
You will then need to select the admin window, subject, and grade you wish to review. Here we get a summary of information, and we can quickly see the number of schools **Not Testing, Not Started, In Progress, or Completed**.

Below the Summary, we have the option to view specific schools within the district. When we open the **School Detail**, we can see a summary based on classes. Opening the **Class Detail**, we can see the status of specific students in that class. Please note, that if you're a STC then you will only be able to view details regarding your specific school.




District detail
School overview for 2022-23 Simulation | ELA | Grade 3
3 Schools
0 Not testing
2 Not Started
1 In Progress
0 Completed
Data as of Fri Nov 18 2022 | Data is refreshed every 10 min(s)
School detail
Class overview for 2022-23 Simulation | ELA | Grade 3
4 Classes
0 Status codes
3 Not Started
1 In Progress
0 Completed
Status code details
Data as of Fri Nov 18 2022 | Data is refreshed every 10 min(s)
Class detail


District detail
School overview for 2022-23 Simulation | ELA | Grade 3
3 Schools
0 Not testing
2 Not Started
1 In Progress
0 Completed
Data as of Fri Nov 18 2022 | Data is refreshed every 10 min(s)
School detail
Select region
All
Select district
Select overall status
All
Search school name or ID
School Name
School ID
Overall status
Class status information
Classes in school
Not started
In progress
Completed
QAI Lab School High
QL3
In progress
2
1
1
0
View classes
QAI School 1
99990010052
Not started
1
1
0
0
View classes
QAI Training Elementary School
012345
Not started
1
1
0
0
View classes
View 10
Viewing items 1-3 of 3


School detail
Class overview for 2022-23 Simulation | ELA | Grade 3
4 Classes
0 Status codes
3 Not Started
1 In Progress
0 Completed
Status code details
Data as of Fri Nov 18 2022 | Data is refreshed every 10 min(s)
Class detail
Select region
All
Select district
Select school
Select overall status
All
Search class name or teacher name
Class name
Teacher Name
Overall status
Students in class
Test session status information
Status codes
Not started
In progress
Completed
03FormsTestingNoneForm1
AutoPreIDTeacher3 Questar3
Not started
14
0
14
0
0
03FormsTestingTTSForm1
AutoPreIDTeacher3 Questar3
In progress
15
0
14
1
0
ELA 3A
TeacherFirst TeacherLast
Not started
220
0
220
0
0
Sample Class
Class Move
Not started
2
0
2
0
0
View 10
Viewing items 1-4 of 4
Download all classes (csv)

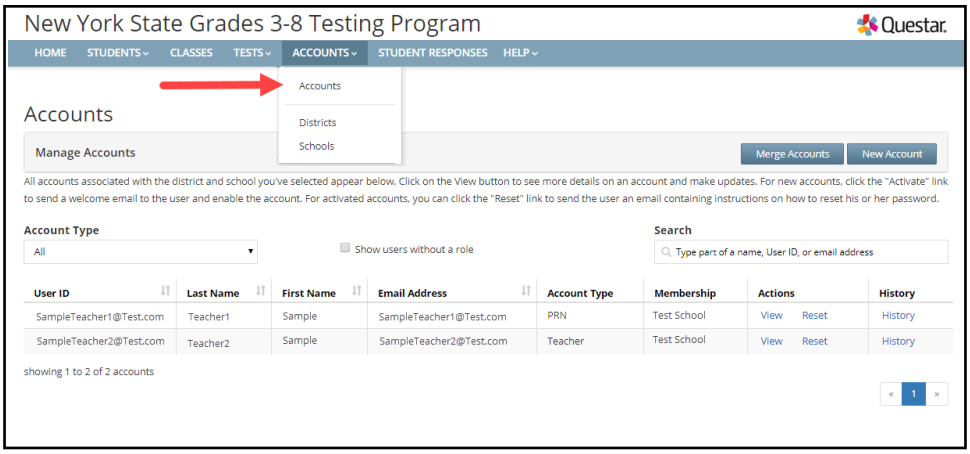
Accounts Tab

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 Nextera™ Admin. DTCs and STCs 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.

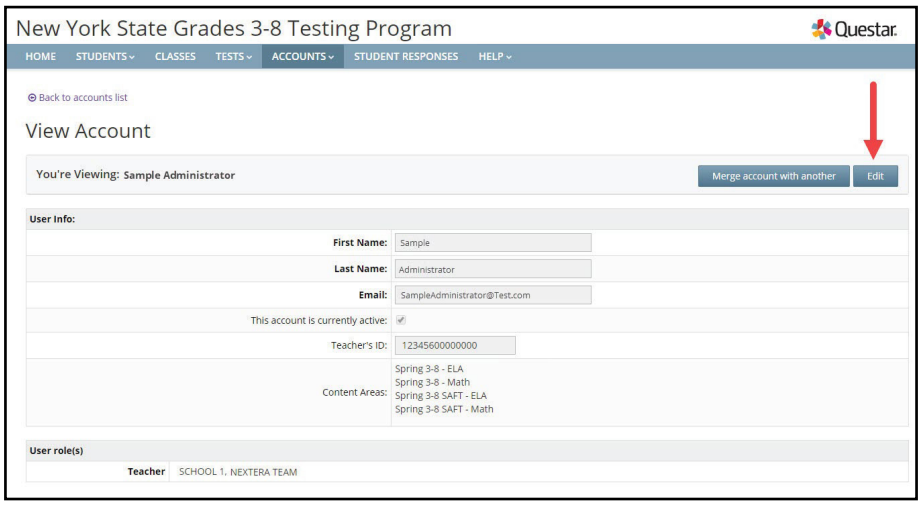
To Edit an Account

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.



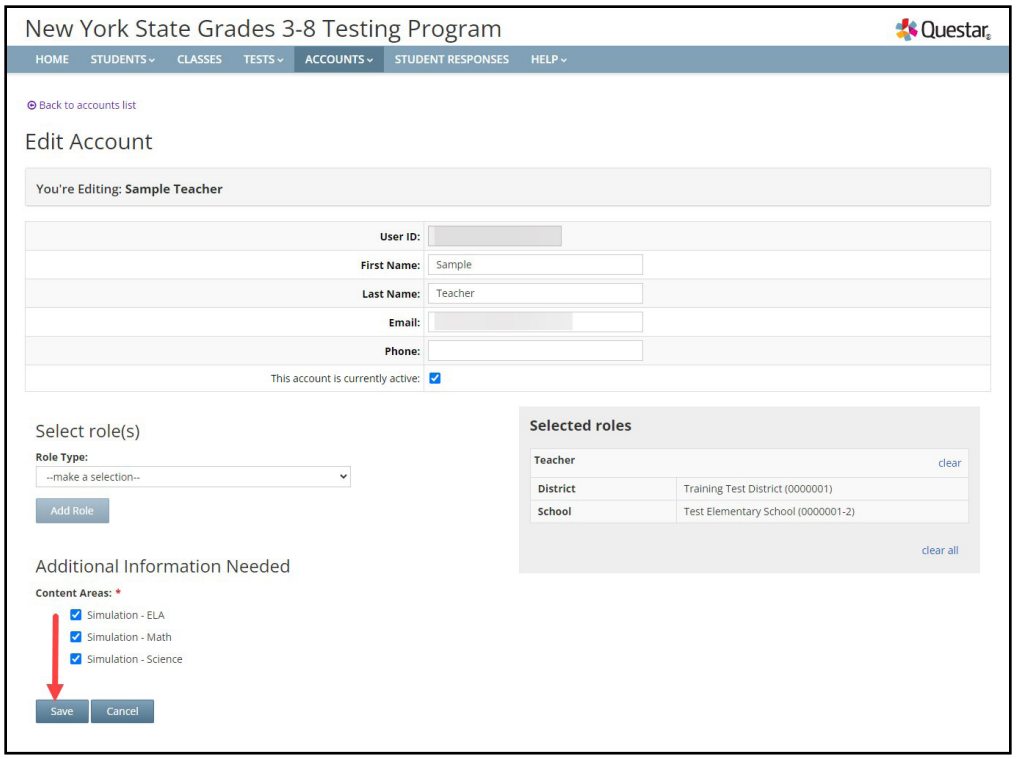
2. Click **Edit**.



Appendices

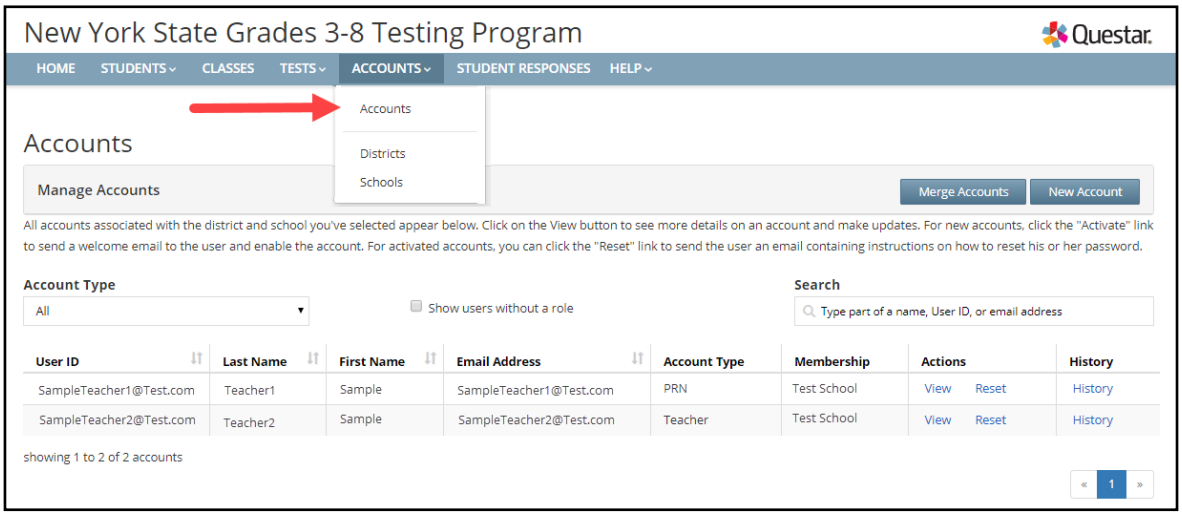
3. Make the applicable changes and select **Save**.

   - 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.
   - *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.

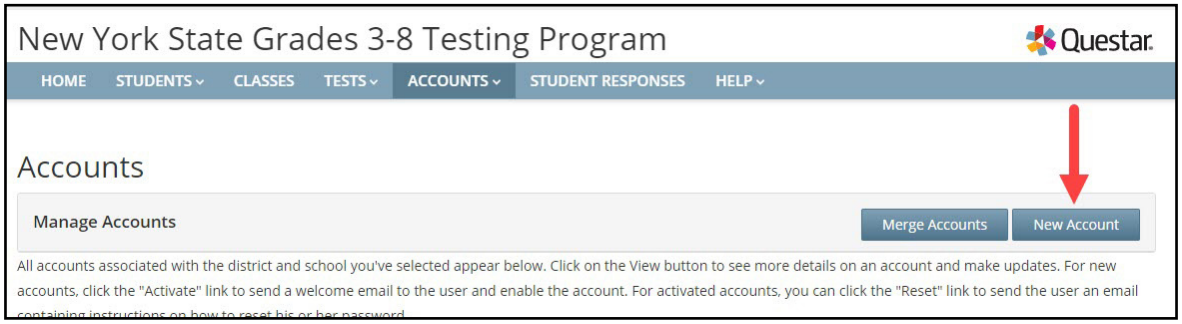


To Add an Account

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

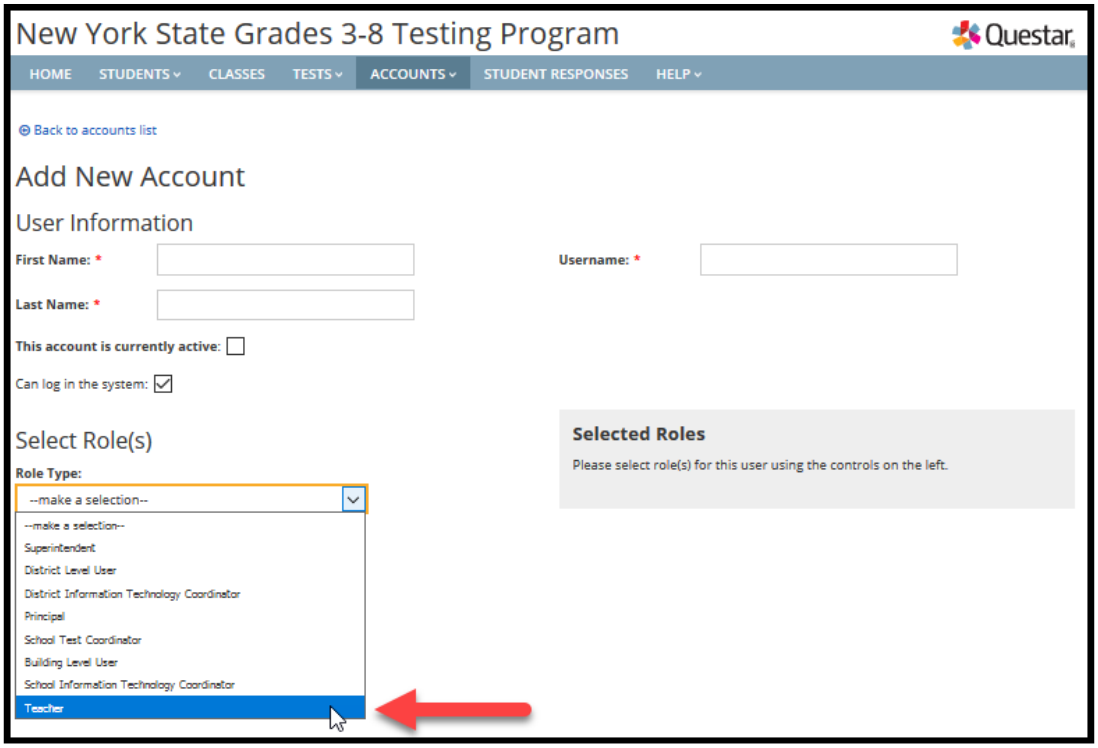


2. Select **New Account**.



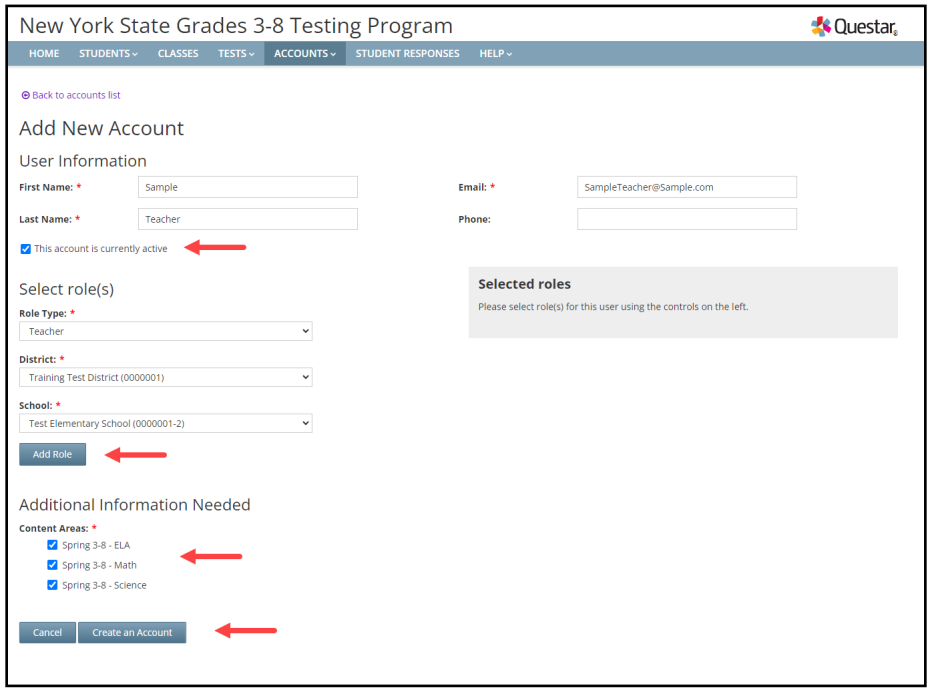
Appendices

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.
    - *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.



    - 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.



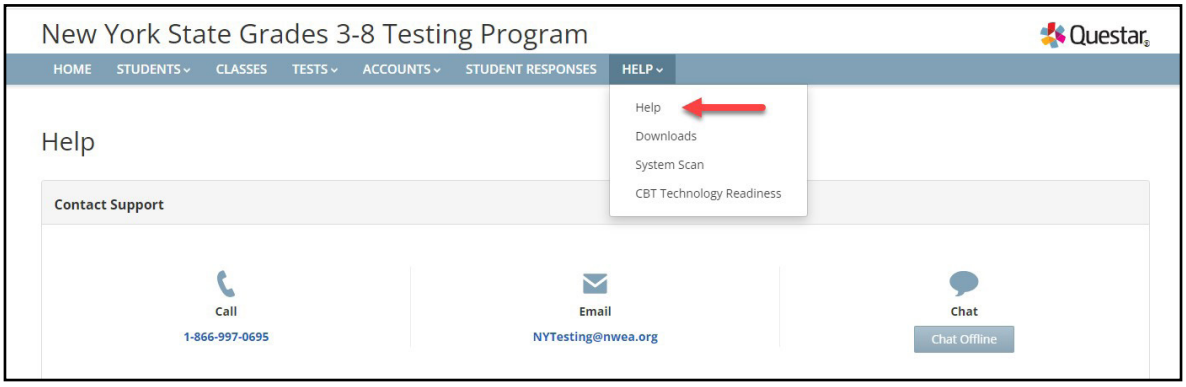
Appendices

Help Tab

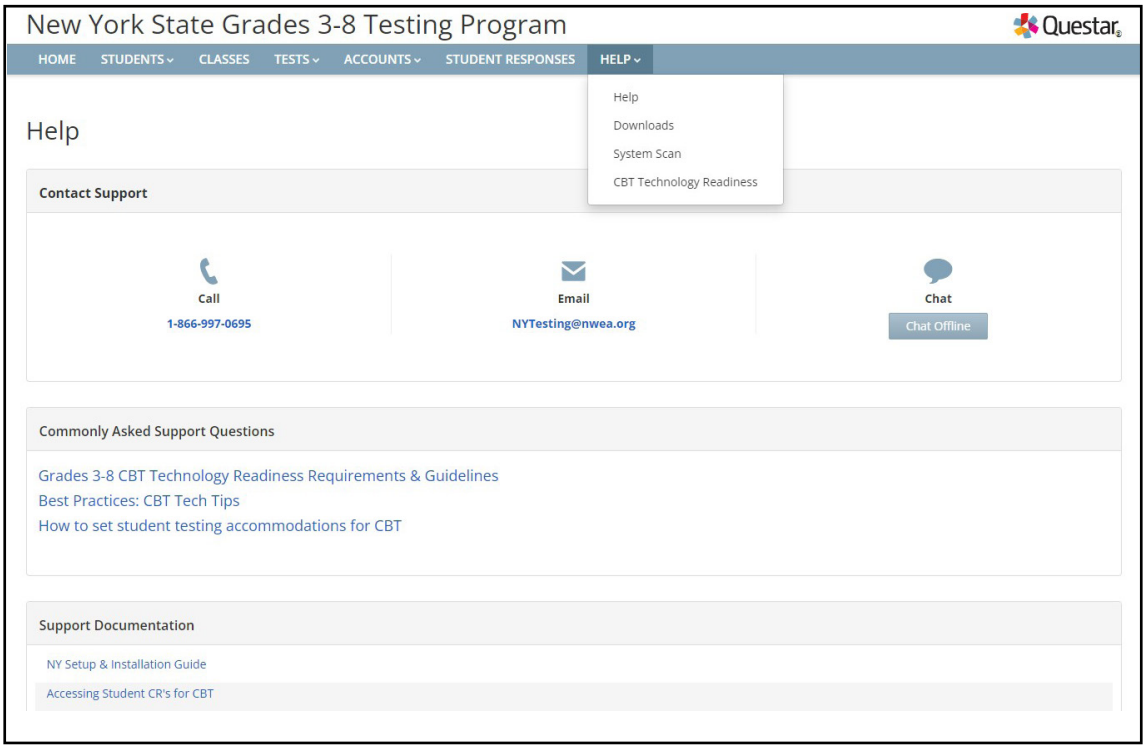
Customer Support contact details, Commonly Asked Support Questions, and Support Documentation are available on Nextera™ Admin **HELP** tab.

To access this information:

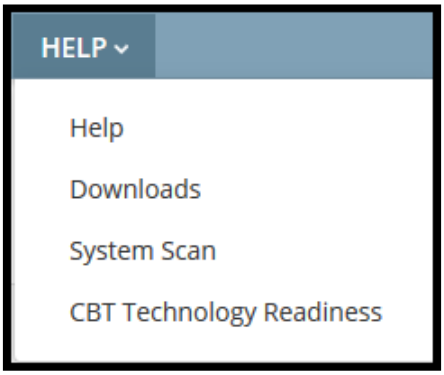
1. Select **Help** from the **HELP** tab.



2. The Help Page offers users three options to find answers to questions that may arise. The options include:
   - "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*. To open a document, simply click on the document title.



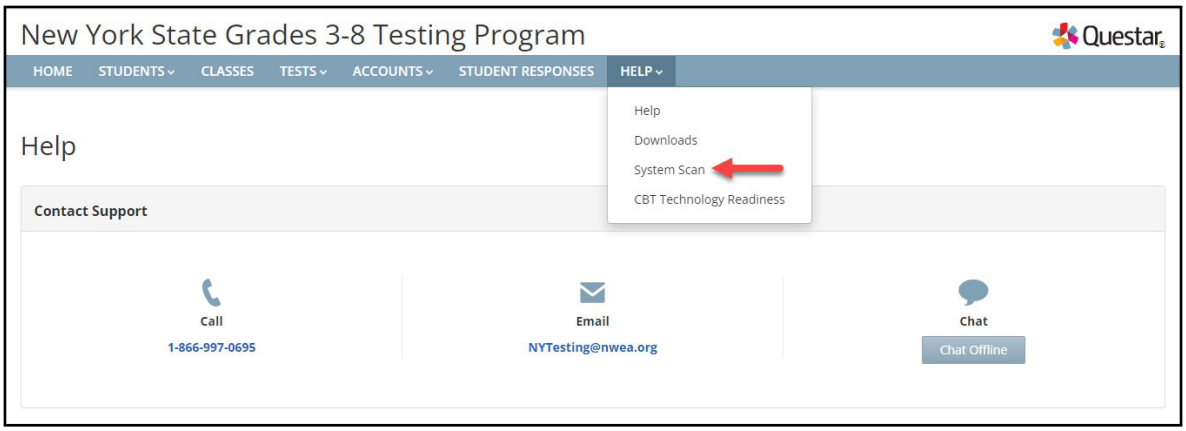
All users can access **Downloads** from the **HELP** tab. Download the Nextera Secure Browser using the links on the Downloads page. The **HELP** tab also includes the Downloads page, where technology coordinators can download the most recent versions of the Nextera Secure Browser.



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

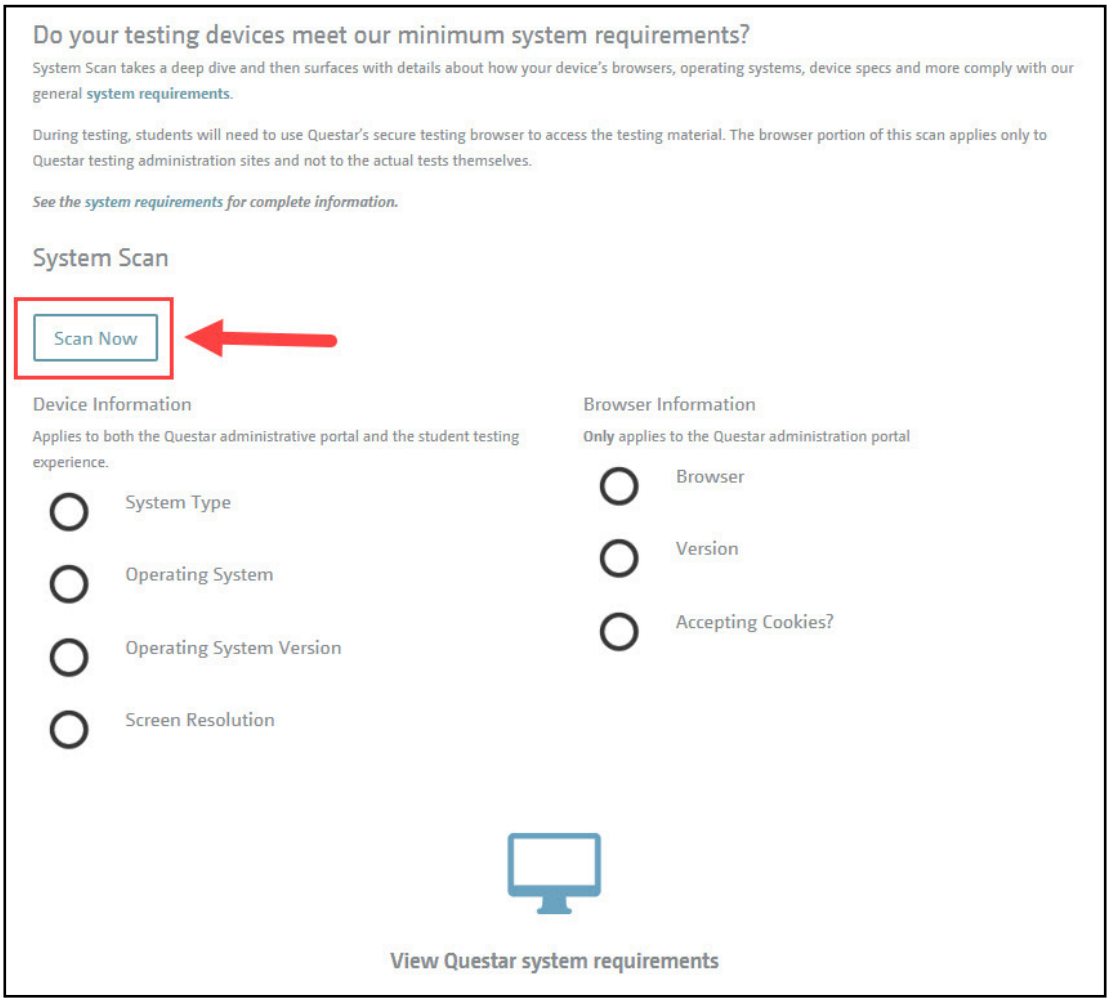
To perform the System Scan:

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



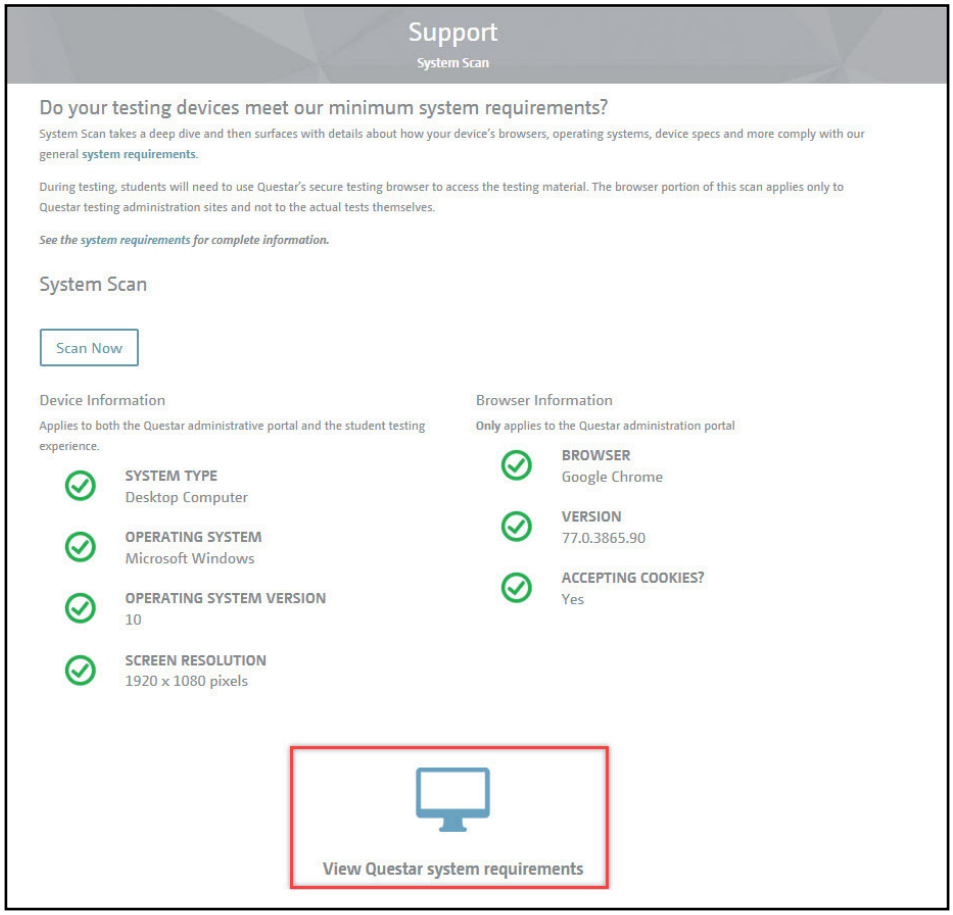
Appendices

2. Select **Scan Now**.

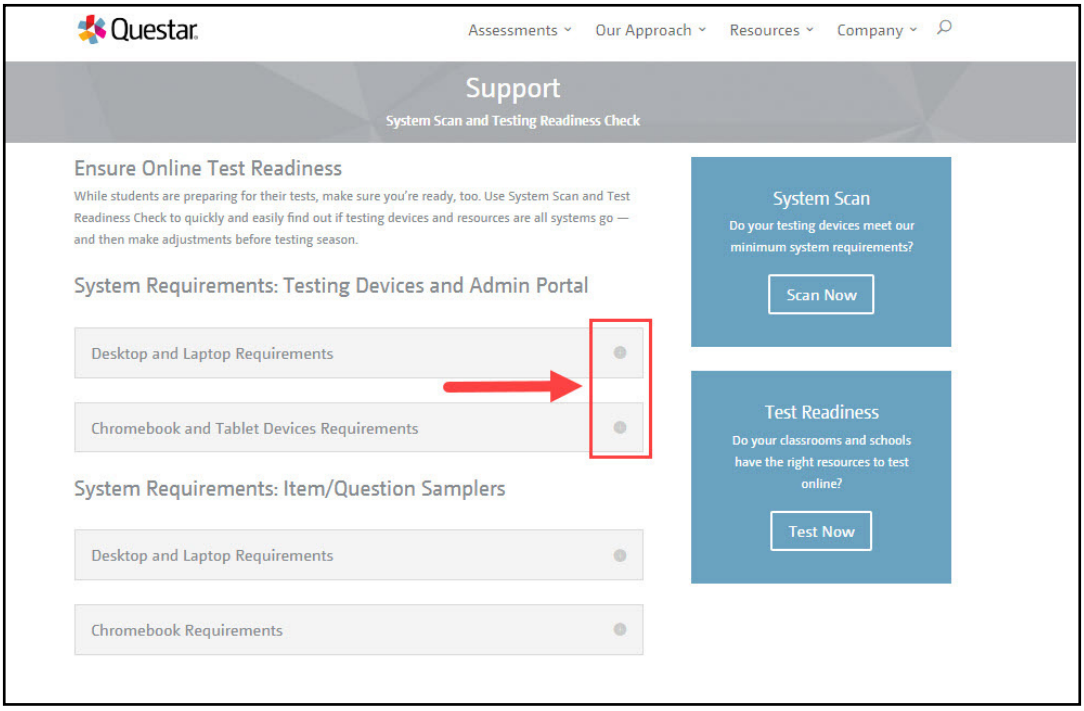


3. The scan results display and include the following details:
   - System type
   - Operating system and version
   - Screen resolution
   - Browser and version
   - Whether or not the system accepts cookies

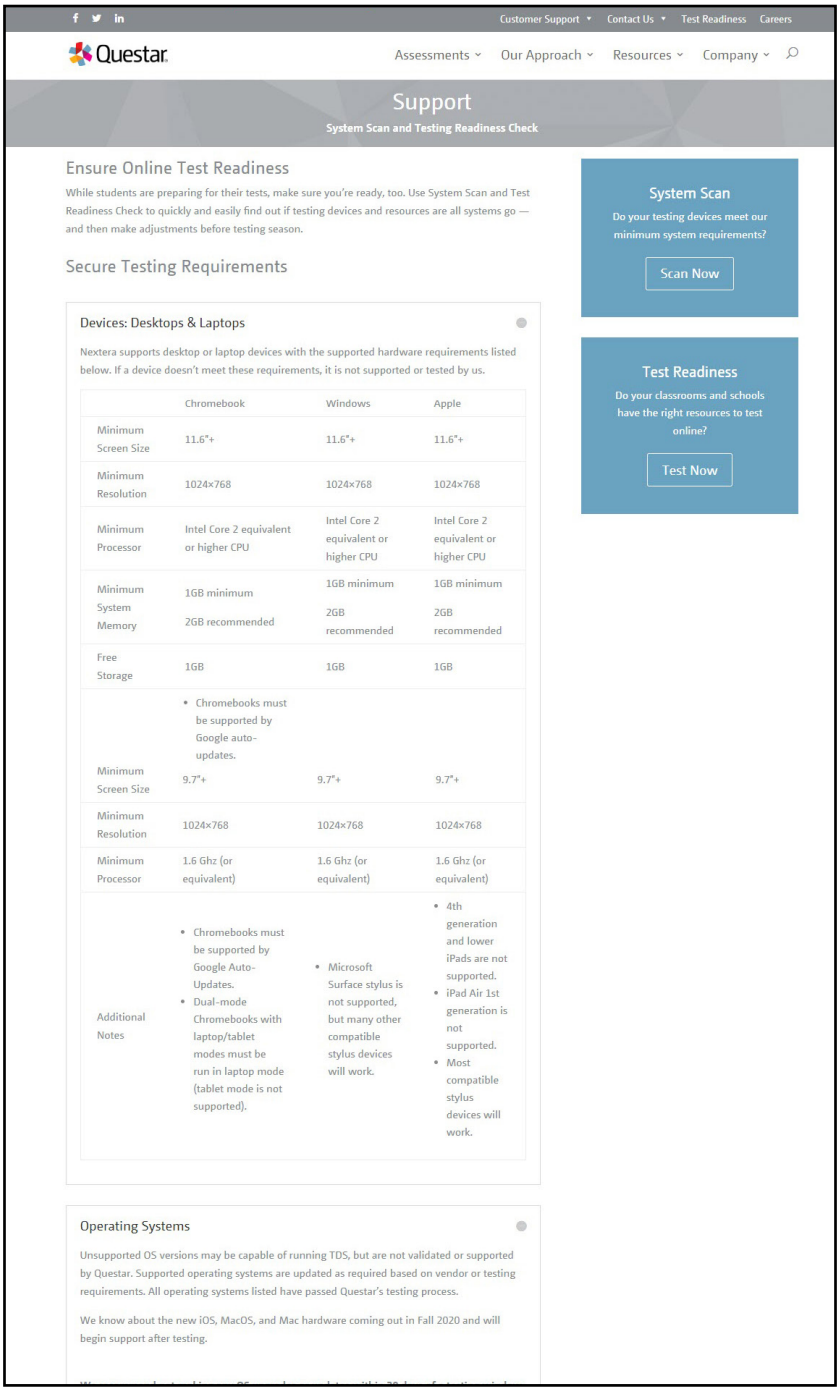
4. To view NWEA's system requirements, select the **View NWEA system requirements** option.



5. To view the requirements, select the plus sign next to "Desktop and Laptop Requirements" or "Chromebook and Tablet Devices Requirements."



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



Customer Support · Contact Us · Test Readiness · Careers

Questar

Assessments · Our Approach · Resources · Company

Support

System Scan and Testing Readiness Check

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.

Secure Testing Requirements

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

Devices: Desktops & Laptops

Nextera supports desktop or laptop devices with the supported hardware requirements listed below. If a device doesn't meet these requirements, it is not supported or tested by us.

	Chromebook	Windows	Apple
Minimum Screen Size	11.6"+	11.6"+	11.6"+
Minimum Resolution	1024×768	1024×768	1024×768
Minimum Processor	Intel Core 2 equivalent or higher CPU	Intel Core 2 equivalent or higher CPU	Intel Core 2 equivalent or higher CPU
Minimum System Memory	1GB minimum 2GB recommended	1GB minimum 2GB recommended	1GB minimum 2GB recommended
Free Storage	1GB	1GB	1GB
Minimum Screen Size	• Chromebooks must be supported by Google auto-updates. 9.7"+	9.7"+	9.7"+
Minimum Resolution	1024×768	1024×768	1024×768
Minimum Processor	1.6 Ghz (or equivalent)	1.6 Ghz (or equivalent)	1.6 Ghz (or equivalent)
Additional Notes	• Chromebooks must be supported by Google Auto-Updates. • Dual-mode Chromebooks with laptop/tablet modes must be run in laptop mode (tablet mode is not supported).	• Microsoft Surface stylus is not supported, but many other compatible stylus devices will work.	• 4th generation and lower iPads are not supported. • iPad Air 1st generation is not supported. • Most compatible stylus devices will work.

Operating Systems

Unsupported OS versions may be capable of running TDS, but are not validated or supported by Questar. Supported operating systems are updated as required based on vendor or testing requirements. All operating systems listed have passed Questar's testing process.

We know about the new iOS, MacOS, and Mac hardware coming out in Fall 2020 and will begin support after testing.

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.

NY ELA Practice Test Logins Available in the Secure Browser All passwords = practice	
Practice Tests (5 forms available for each)	**User Name**
Grade 3 ELA	elag03
Grade 3 ELA Text-to-Speech	elag03tts
Grade 3 ELA Speech-to-Text	elag03stt
Grade 3 ELA Answer Masking	elag03am
Grade 3 ELA Initial Zoom	elag03iz
Grade 4 ELA	elag04
Grade 4 ELA Text-to-Speech	elag04tts
Grade 4 ELA Speech-to-Text	elag04stt
Grade 4 ELA Answer Masking	elag04am
Grade 4 ELA Initial Zoom	elag04iz
Grade 5 ELA	elag05
Grade 5 ELA Text-to-Speech	elag05tts
Grade 5 ELA Speech-to-Text	elag05stt
Grade 5 ELA Answer Masking	elag05am
Grade 5 ELA Initial Zoom	elag05iz
Grade 6 ELA	elag06
Grade 6 ELA Text-to-Speech	elag06tts
Grade 6 ELA Speech-to-Text	elag06stt
Grade 6 ELA Answer Masking	elag06am
Grade 6 ELA Initial Zoom	elag06iz
Grade 7 ELA	elag07
Grade 7 ELA Text-to-Speech	elag07tts
Grade 7 ELA Speech-to-Text	elag07stt
Grade 7 ELA Answer Masking	elag07am
Grade 7 ELA Initial Zoom	elag07iz
Grade 8 ELA	elag08
Grade 8 ELA Text-to-Speech	elag08tts
Grade 8 ELA Speech-to-Text	elag08stt
Grade 8 ELA Answer Masking	elag08am
Grade 8 ELA Initial Zoom	elag08iz

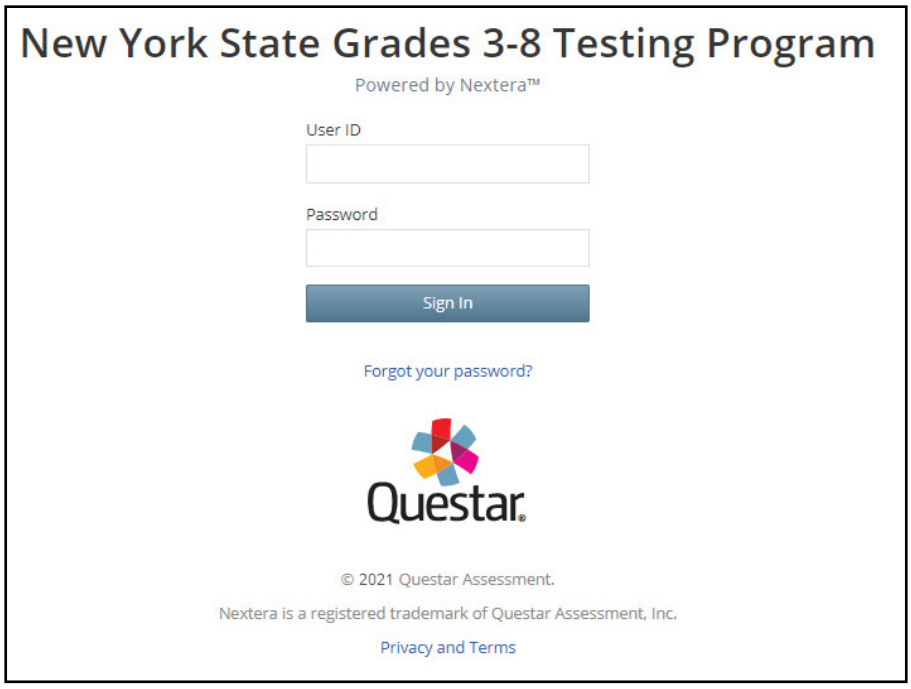
NY Math Practice Test Logins Available in the Secure Browser All passwords = practice	
Practice Tests (4 forms available for each)	**User Name**
Grade 3 Math	mathg03
Grade 3 Math Text-to-Speech	mathg03tts
Grade 3 Math Answer Masking	mathg03am
Grade 3 Math Initial Zoom	mathg03iz
Grade 4 Math	mathg04
Grade 4 Math Text-to-Speech	mathg04tts
Grade 4 Math Answer Masking	mathg04am
Grade 4 Math Initial Zoom	mathg04iz
Grade 5 Math	mathg05
Grade 5 Math Text-to-Speech	mathg05tts
Grade 5 Math Answer Masking	mathg05am
Grade 5 Math Initial Zoom	mathg05iz
Grade 6 Math	mathg06
Grade 6 Math Text-to-Speech	mathg06tts
Grade 6 Math Answer Masking	mathg06am
Grade 6 Math Initial Zoom	mathg06iz
Grade 7 Math	mathg07
Grade 7 Math Text-to-Speech	mathg07tts
Grade 7 Math Answer Masking	mathg07am
Grade 7 Math Initial Zoom	mathg07iz
Grade 8 Math	mathg08
Grade 8 Math Text-to-Speech	mathg08tts
Grade 8 Math Answer Masking	mathg08am
Grade 8 Math Initial Zoom	mathg08iz

Forgot Your Password?

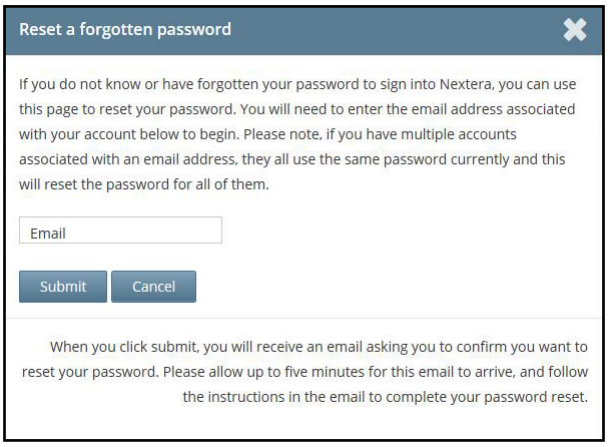
Upon initial login, you will be required to change your password. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

If you have forgotten your password:

- Select **Forgot your password?**

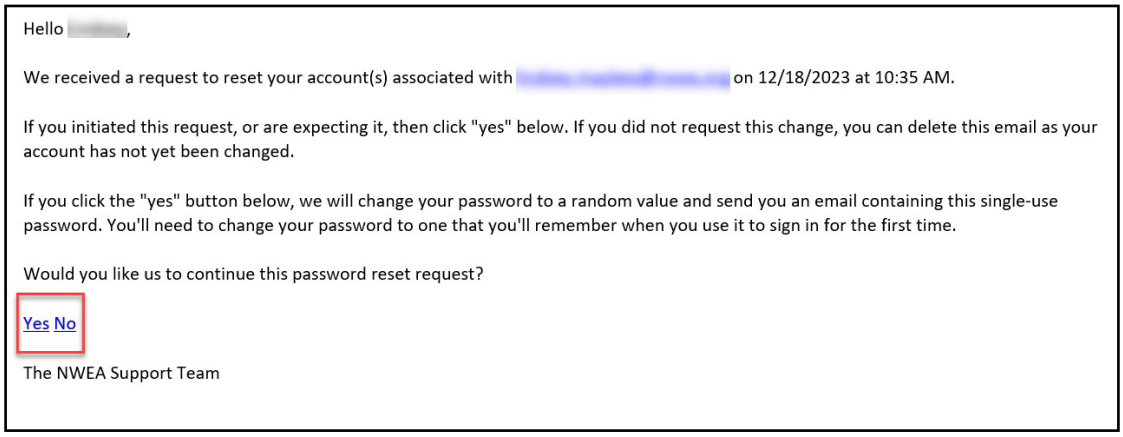


- Enter your email address and select **Submit**.

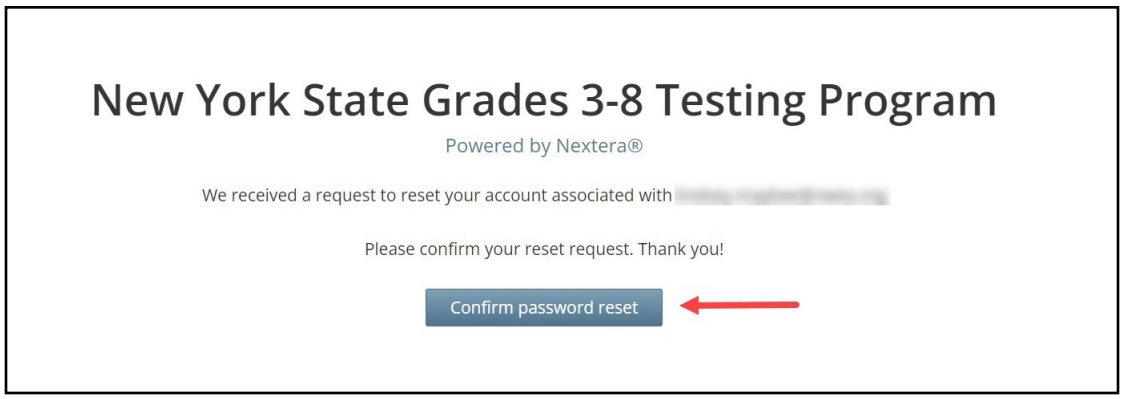


Appendices

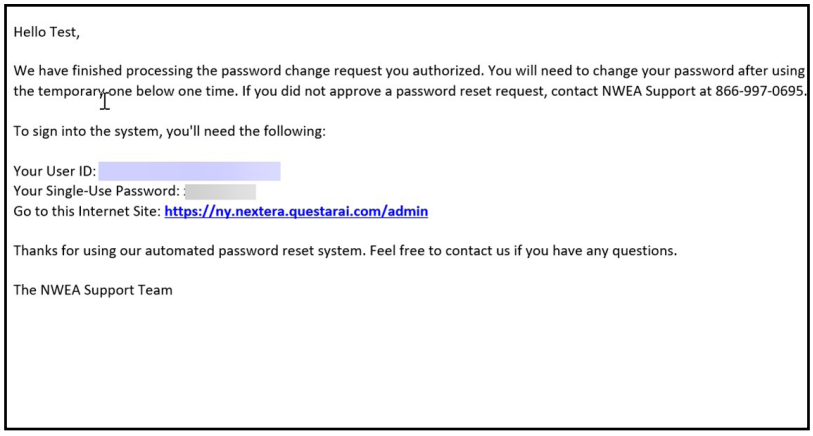
- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



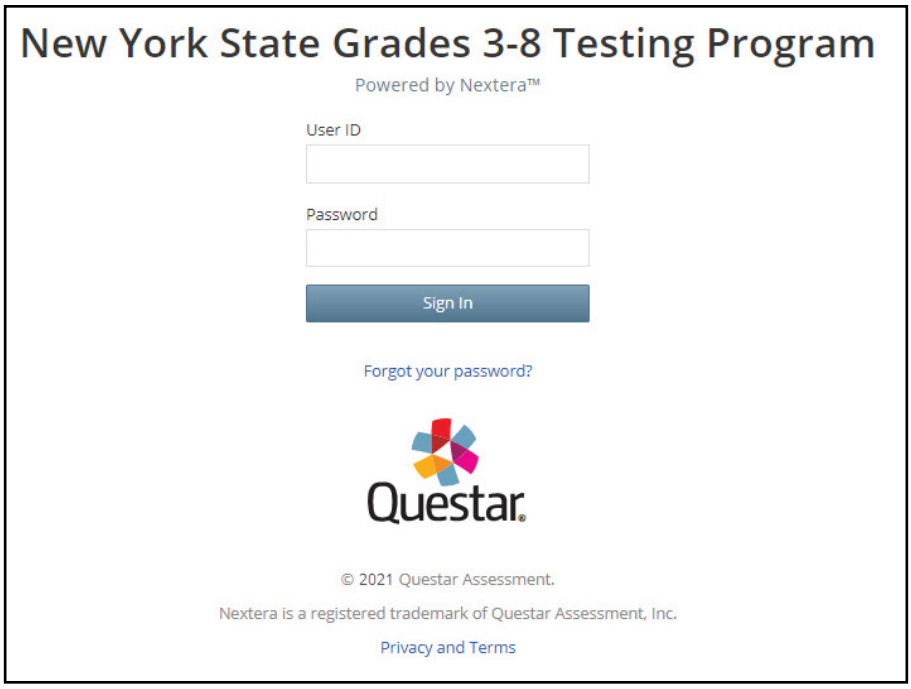
- After selecting **Yes** you will be brought to this website:



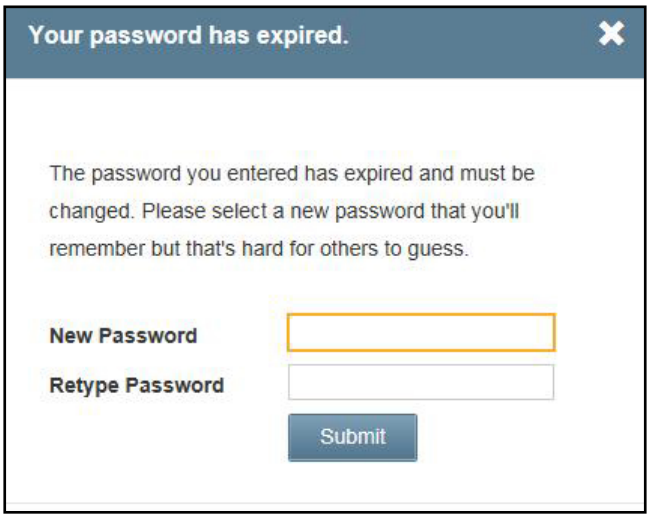
- You will receive another email that provides you with a single-use **Password**. Select the **Go to this Internet Site** link.



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

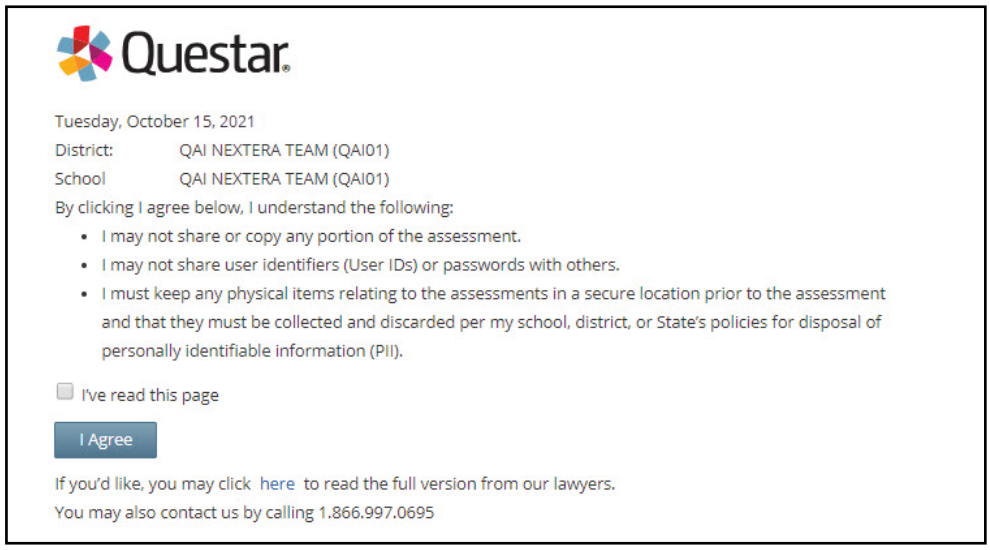


- You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



Appendices

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**.



Appendix M: Computer-Based Field Testing Secure Printed Materials Tracking Log

Grades 3–8 English Language Arts and Mathematics Computer-Based Field Tests
Secure Printed Materials Tracking Log

Proctor's Name: _____ Room Number:_____

Grade:_____ Subject: _____

Materials Moved from Secure Storage Location to Room							
Principal's or Designee's Signature	Proctor's Signature	Room #	# of Regular Edition Test Booklets	# and Type of Accommodated Field Test Booklets	Tracking #s for English Language Arts or Mathematics Field Test booklets	Date	Time
Materials Moved from Room to Secure Storage Location							

Grades 3–8
English Language Arts and Mathematics Field Tests School Administrator's Manual for Computer-Based Field Testing

2024 Edition

QAI29292