

New York State Testing Program

2024 Grades 4–8 English Language Arts 2-credit- and 4-credit Constructed-Response Writing Field Tests

**Computer-Based Field Tests
Teacher's Directions
May 20–June 7, 2024**

**Grades 4–8
2024**



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

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

Introduction

The New York State Education Department (NYSED) has a partnership with NWEA for the development of the 2024 Grades 3–8 English Language Arts Field Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2024 Grades 4–8 English Language Arts Field Tests can be administered to groups or classes of students in a single class period. The field test does not have to be administered on the same day to every student in the field-tested grade. Schools can elect to administer the field test on as many days as they choose, within the field test window.

For Grades 4–8, each field test consists of a 2-credit constructed-response question and a 4-credit constructed-response question.

The 2-credit and 4-credit constructed response questions require students to type (rather than select) appropriate responses in the Nextera™ Test Delivery System.

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

IMPORTANT DATES

Computer-Based Field Testing Dates	May 20–June 7, 2024
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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.

STEP ONE

Check Your Computer-Based Testing Materials

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

For the Teacher

- *Computer-Based Field Tests Teacher’s Directions*
- Student login tickets (See page 14 for step-by-step instructions on how to print student login tickets.)
- “Do Not Disturb” sign (not provided)
- Device with Internet access to monitor testing
- Session Access Code (See page 18 for instructions on where to find the Session Access Code.)
- Proctor PIN (provided by School Test Coordinator)

For Each Student

- Student testing device prepared according to the Nextera™ *Setup and Installation Guide*.
- One sheet of lined paper, such as loose leaf paper, to use as scratch 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 test session.
Note: Scratch paper is considered secure material and must be collected and securely destroyed after testing.
- No. 2 pencils (not provided)

Security

The 2024 Grades 4–8 English Language Arts Computer-Based Field Tests include secure materials. School personnel responsible for testing must ensure a secure environment at all times. No section of the field tests may be discussed with the students before, during, or after administration. You may, however, describe the format of the field tests and the field testing schedule to the students.

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

Unauthorized Materials

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

All students are prohibited from bringing personal electronic devices, other than the device on which they are taking the field test, into a classroom or other location where a State field test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices, other than the device on which students are taking the field test, prior to the start of the field test administration.

Any student observed with any prohibited device while taking a State field test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the test. The incident must be reported promptly to the school principal.

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

Aid to Students

Teachers may give students assistance only in the mechanics of taking the field test, such as understanding access and navigation of the Nextera™ Test Delivery System, or that their responses must be entered into the Nextera™ Test Delivery System. No one, under any circumstances, may interpret or explain field test questions to students, nor may anyone review or comment to a student about the correctness or sufficiency of the student’s response while the field test is 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.

Temporary Absence from Testing Room

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

Emergency Evacuation of a School Building

Evacuation of a school building during a field test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the field test.

Student Cheating

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

Proctoring

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

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

STEP TWO

Plan Your Computer-Based Field Testing Schedule

- The computer-based field test must be administered **May 20–June 7, 2024**.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace. Students should be allowed approximately 40 minutes to take the field test.
- **Read the *2024 Grades 4–8 English Language Arts Computer-Based Field Tests Teacher’s Directions* in its entirety prior to administering the test.**
- Review Step Six, “Administer the 2024 Grades 4–8 English Language Arts Computer-Based Field Test,” before administering the field test.
- Plan to have school technical support available during testing, including contact information if staff is not available to be in the testing room.
- Avoid field testing just after students have had strenuous physical activity.

Field Test Format and Schedule

The 2024 Grades 4–8 English Language Arts Computer-Based Field Tests will take approximately 40 minutes of testing time. The field tests contain 2-credit and 4-credit constructed-response questions. Preceding each constructed-response question is a statement that indicates the number of credits a correct response receives. For example, for a 2-credit constructed-response question it will state, “This question is worth 2 credits.” While students are not scored on the field tests, this information is being provided in this year’s field tests to familiarize students prior to its inclusion on the 2025 Operational Tests.

Students will type and submit their answers in the Nextera™ Test Delivery System. The field tests can be administered to groups or classes of students in a single class period.

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

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State tests. In administering the 2024 Grades 4–8 English Language Arts Computer-Based Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual* (<https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).

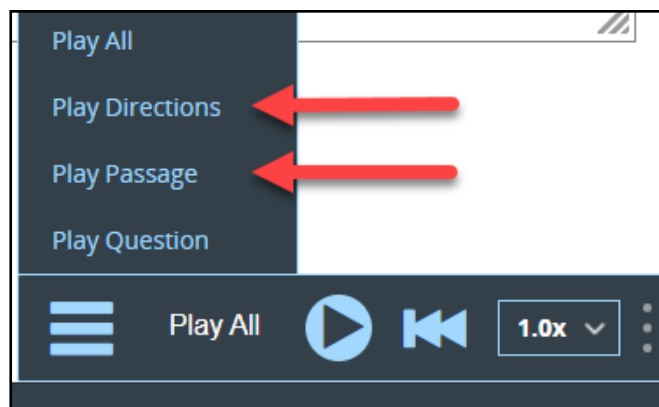
Test Read

The field test may be read to students whose IEPs or 504 Plans include this accommodation.

Read Aloud (by human): For the 2024 Grades 4–8 English Language Arts Field Tests, the Read Aloud (by human) accommodation is available for students field testing on computers. The Read Aloud (by human) accommodation indicates that all student directions, passages, questions, and multiple-choice answer choices will be read aloud by the teacher, except where otherwise indicated within the student's IEP or 504 Plan.

Text-to-Speech (TTS): For the 2024 Grades 4–8 English Language Arts Field Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions, passages, and questions. Students who have been identified as having the accommodation of TTS will see a toolbar when they have logged into the test. The following options are available to them:

1. Play All
2. Play Directions
3. Play Passage
4. Play Question
5. Speed Options



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



Speech-to-Text (STT): For the 2024 Grades 4–8 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.

Use of Scribes

The use of scribes is an allowable accommodation for the 2024 Grades 4–8 English Language Arts Field Tests. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator's Manual* (<https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).

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

More detailed information on testing accommodations for students with disabilities can be found in the Office of Special Education's *Testing Accommodations for Students with Disabilities Guidance Document* (<https://www.nysed.gov/special-education/testing-accommodations-students-disabilities-policy-and-tools-guide>).

Testing Accommodations for English Language Learners

Information on accommodations for English Language Learners (ELLs) and former ELLs can be found in the *School Administrator's Manual* (<https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).

Computer-Based Field Testing Accommodations

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






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

Select Accommodations

Student Name Test Student A
Content Area ELA

Online Testing Accommodations Classroom Accommodations








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






-  **Answer Masking Tool**
This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.
-  **Initial Page Zoom**
This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.
-  **Speech-to-Text**
Speech-to-text transcribes a spoken response as an alternative to typing. The text can then be edited. A microphone is necessary.
-  **Text-to-Speech (online only)**
This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).
-  **Read Aloud (by human)**
This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. *This may not be used with any print variations or offline testing accommodations.*

Save Cancel

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

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

Accommodation	Description
<p data-bbox="199 243 418 275">Answer Masking</p> 	<p data-bbox="488 243 1398 338">Answer Masking is an embedded accommodation that allows for the responses to be shaded so the responses do not distract the focus of the student from the question.</p> <div data-bbox="751 394 1154 701" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p data-bbox="751 394 1127 432">Which detail would be most important to include in a summary of the story?</p> <div data-bbox="751 449 1154 506" style="background-color: #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">  </div> <div data-bbox="751 520 1154 577" style="display: flex; align-items: center;"> <div data-bbox="751 520 781 558" style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">B</div> <div data-bbox="792 520 1057 577" style="margin-right: 10px;">Mary Jane notices that her art leftovers are gone from the table.</div>  </div> <div data-bbox="751 583 1154 640" style="background-color: #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">  </div> <div data-bbox="751 646 1154 701" style="background-color: #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">  </div> </div> <ul data-bbox="537 737 1406 877" style="list-style-type: none"> <li data-bbox="537 737 1406 800">To reveal a response option, the student clicks on the <i>crossed out eye icon</i> next to that option. <li data-bbox="537 810 1406 877">To hide a response option, the student clicks on the <i>eye icon</i> next to that option.
<p data-bbox="199 894 418 926">Initial Page Zoom</p> 	<p data-bbox="488 894 1406 989">Initial Page Zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Options available are 100%, 150%, 200%, and 300%.</p> <div data-bbox="639 1014 1271 1272" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div data-bbox="667 1014 760 1104" style="background-color: #add8e6; padding: 5px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">  </div> <p data-bbox="773 1014 922 1041">Initial Page Zoom</p> <p data-bbox="773 1056 1256 1104">This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.</p> <div data-bbox="773 1119 1271 1272" style="border: 1px solid #ccc; padding: 5px;"> <div data-bbox="784 1119 1271 1146" style="background-color: #fff; padding: 2px;">100%</div> <div data-bbox="784 1150 1271 1178" style="background-color: #add8e6; padding: 2px;">100%</div> <div data-bbox="784 1182 1271 1209" style="background-color: #fff; padding: 2px;">150%</div> <div data-bbox="784 1213 1271 1241" style="background-color: #fff; padding: 2px;">200%</div> <div data-bbox="784 1245 1271 1272" style="background-color: #fff; padding: 2px;">300%</div> </div> <div data-bbox="686 1182 760 1209" style="background-color: #4682b4; color: white; padding: 5px; margin-top: 5px; display: inline-block;">Save</div> </div>

Accommodation	Description
<p>Text-to-Speech (online only)</p> 	<p>Text-to-Speech (online only) is an embedded accommodation that reads all student directions, passages, questions, and the answer choices for multiple-choice questions through the device’s speaker. Because of this, headsets are recommended when using this accommodation.</p> <div style="text-align: center;">  <p>Text-to-Speech (online only) This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).</p> </div> <p>When using this accommodation, ensure the volume on the student’s device is on, unmuted, and adjusted prior to launching the secure browser.</p>
<p>Read Aloud (by human)</p> 	<p>Read Aloud (by human) is a combination of an online- and human-delivered accommodation. A human reads the test, in its entirety, to the student from a paper test, and the student enters the responses on the computer, except where otherwise indicated within the student’s IEP or 504 Plan.</p> <div style="text-align: center;">  <p>Read Aloud (by human) This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. <i>This may not be used with any print variations or offline testing accommodations.</i></p> </div>
<p>Speech-to-Text (STT)</p> 	<p>(English Language Arts only) Speech-to-text transcribes a spoken response as an alternative to typing. The text can then be edited. A microphone is necessary.</p>

Classroom Accommodations

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

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

Select Accommodations

Student Name Test Student 1
Content Area ELA

Online Testing Accommodations Classroom Accommodations

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

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

Save Cancel

General Features and Tools of the Nextera™ Test Delivery System

All students field testing on computer have access to general tools and features that are available through the Nextera™ Test Delivery System. These can help to enhance their test-taking experience. Some features can help the student make adjustments to the test-taking environment, such as the zoom tool, which helps students to enlarge or minimize text. Other tools help to enhance their test-taking strategies, such as highlighters and answer eliminators. Please refer to **Appendix E: General Features and Tools of the Nextera™ Test Delivery System** for additional information on the testing tools available to students for computer-based field testing.

STEP THREE

Prepare Your Computer-Based Testing Room

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

STEP FOUR Prepare Your Students

- Help students approach the field testing in a relaxed, positive way.
- Be sure students understand the directions and have had the opportunity to practice using the Practice Tests, which can be accessed through the Questar Secure Browser or on the web-based [Question Sampler](https://ny.nextera.questarai.com/tds/#practice) (<https://ny.nextera.questarai.com/tds/#practice>).
- Assist students with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Practice Tests

Prior to the test window opening, all students taking the 2024 Grades 4–8 English Language Arts Field Test on the computer should have experienced taking practice tests in the Questar Secure Browser, or on the web-based [Question Sampler](https://ny.nextera.questarai.com/tds/#practice) (<https://ny.nextera.questarai.com/tds/#practice>), to familiarize themselves with testing in this format. It is recommended that schools participating in computer-based testing set up time in February and March to get students accustomed to taking the test on computer.

Use Standardized Testing Procedures

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

STEP FIVE

Prepare Computer-Based Testing Materials

Scratch Paper

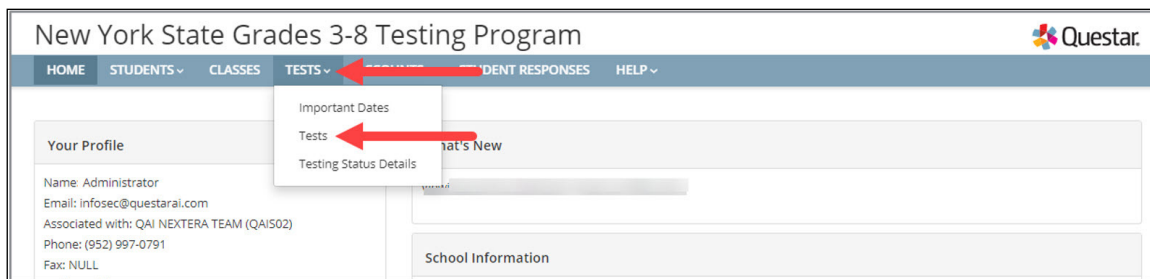
Schools that will be administering the English Language Arts Computer-Based Field Tests should prepare to furnish scratch paper to their students for use when taking the tests. At the start of the field test the proctor should hand out scratch paper to each student testing on computer. For the Grades 4–8 English Language Arts Field Tests, each student should be given one sheet of lined paper, such as loose leaf 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 testing on computer should also be advised that any work done on this scratch paper will not be counted. The scratch paper distributed to students testing on computer must be collected at the end of the field test, whether used or unused, and securely destroyed.

Student Login Tickets

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

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

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



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

The screenshot shows the 'Tests' page in the New York State Grades 3-8 Testing Program. At the top, there is a navigation bar with 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. Below the navigation bar, the page title is 'New York State Grades 3-8 Testing Program' with the Questar logo. The main content area is titled 'Tests' and includes a 'Testing Status for: ELA, Spring 3-8' filter and a 'New Test' button. A 'Filter By Testing Status' dropdown is set to 'All', and a search box is present. A table lists tests with columns for Teacher, Class, Content Area, Test Name, Testing, View, and Delete. The first row is for 'Spring 3-8 ELA' and the second is for 'Simulation'. A red arrow points to the 'View' button in the first row.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
TchrFN TchrLN	ELA Grade 3	ELA	Spring 3-8 ELA	Not Started	View	
TchrFN TchrLN	ELA Grade 3	ELA	Simulation	Not Started	View	

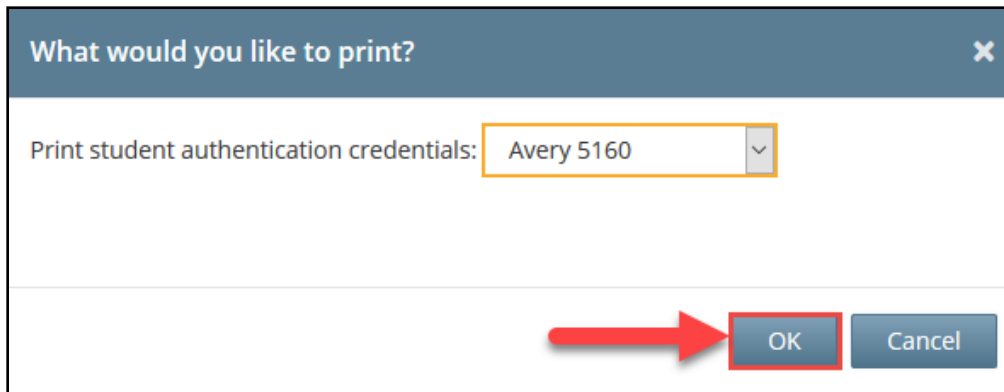
4. Select **Login Tickets**.

The screenshot shows the 'View Test' page for 'Spring 3-8 ELA'. The page title is 'New York State Grades 3-8 Testing Program' with the Questar logo. The main content area is titled 'View Test' and includes a 'You're Viewing: Spring 3-8 ELA' header. Below the header, there is a table with test details: District (QAI Test District 1), School (QAI D1 S1), Testing Window (Spring 3-8 Test), Content Area (ELA), Teacher (TchrFN TchrLN), Class (ELA Grade 3), Test Name (Spring 3-8 ELA), and Testing Dates. Below the table, there are buttons for 'Examiner View' and 'Login Tickets'. A red arrow points to the 'Login Tickets' button. At the bottom, there is a 'Session 1 Access Code 9478' field and 'Submit' and 'Cancel' buttons.

5. 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.

The screenshot shows a dialog box titled 'What would you like to print?'. The dialog box has a close button (X) in the top right corner. The main text reads 'Print student authentication credentials:'. Below this text is a drop-down menu with the following options: '--Select an Option--', Avery 5160, Avery 5163, Student Roster, Download CSV file, and Individual Test Ticket. A 'Cancel' button is located in the bottom right corner of the dialog box.

6. Select **OK**.



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

Sample, Sample NYSSIS ID: ██████████ Password: 137823 Spring 3-8 SAFT ELA	Student, Sample NYSSIS ID: ██████████ Password: 587711 Spring 3-8 SAFT ELA	Student A, Test NYSSIS ID: ██████████ Password: 847275 Spring 3-8 SAFT ELA
---	--	--

8. If you selected 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: Sample, Sample

NYSSIS ID: ██████████
Password: 137823

Test Name: Spring 3-8 SAFT 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: NYSimulation 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.

- 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

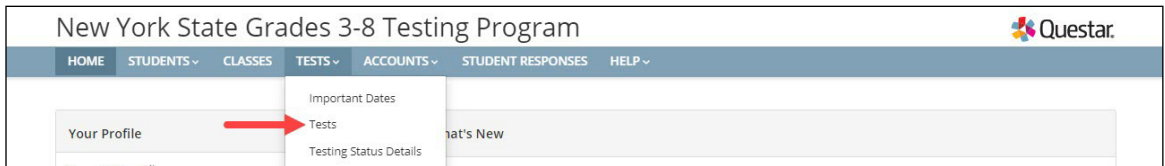
Device Name: _____

```

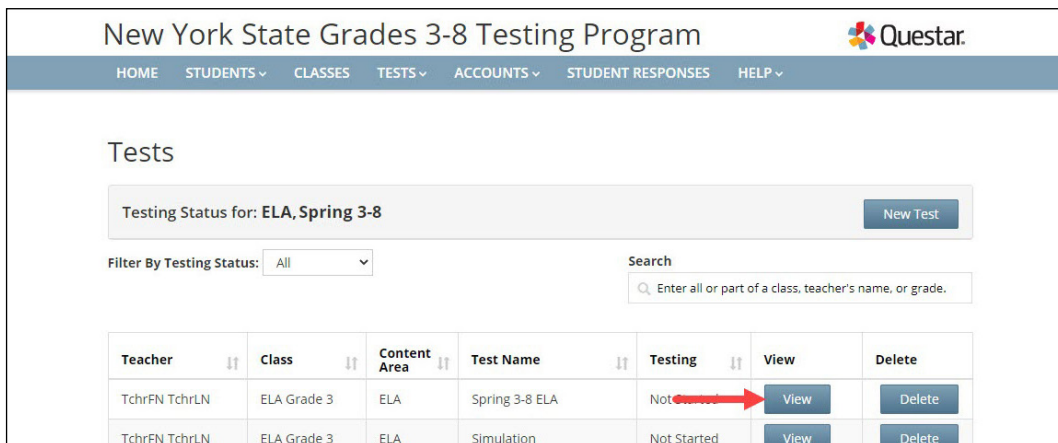
An example of an individual student login ticket with accommodations 004 and 5 assigned.

Session Access Code

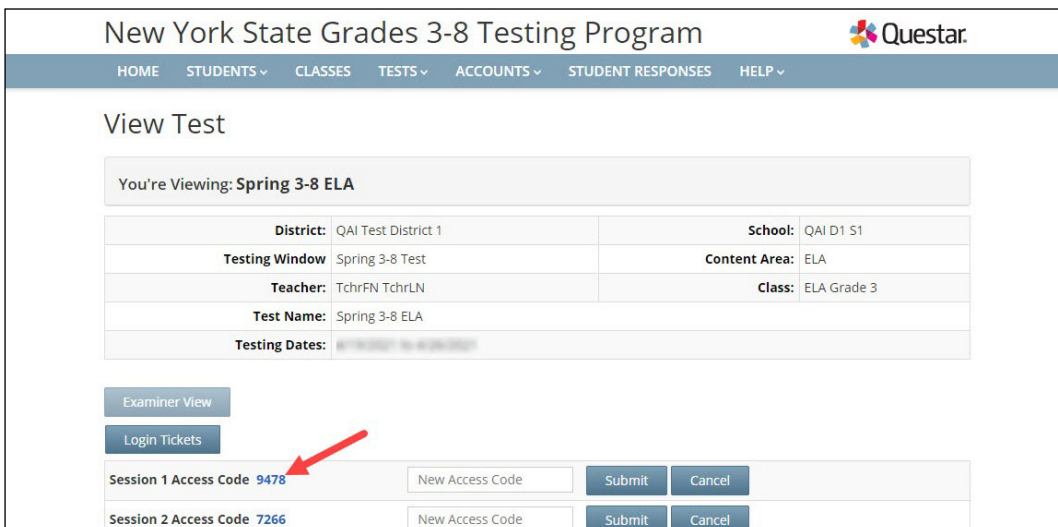
- You will need to provide students with a Session Access Code in order for the students to access their field tests in the Nextera™ Test Delivery System. Instructions for providing the Session Access Code to students is included in **Step Six: Administer the 2024 Grades 4–8 English Language Arts Computer-Based Field Test** of this manual.
- To determine the Session Access Code, complete the following steps:
 1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix D** for step-by-step instructions to sign in and sign out.
 2. Select **Tests** from the **Tests** tab. The Tests screen displays.



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




4. The **Session Access Code** is the access code that will be provided to the students during the administration of the field tests.



Proctor PIN

If a student pauses the field test during administration, a Proctor PIN will be required to allow the student to re-enter the field test. The Proctor PIN will be provided by your school administrator before the field test is administered. The Proctor PIN is secure.

Proctor PIN needed



You need a Proctor PIN to start or continue this test.

CancelContinue

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.

STEP SIX

Administer the 2024 Grades 4–8 English Language Arts Computer-Based Field Test

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

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

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

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

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

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

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

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

SAY You will be taking the 2024 Grade [say appropriate grade] English Language Arts Field Test.

You will read some passages and answer questions about what you have read. You must type your responses for the written-response questions in the online test.

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

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

Provide students with their secure student login tickets.

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

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

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

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

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

Sample sign in page:


New York Statewide Assessment

Powered by Nextera®

NYSSIS ID
NYSSIS ID

Password
Password

Sign In



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Nextera is a registered trademark of Questar Assessment, Inc.
Version 118.0

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

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

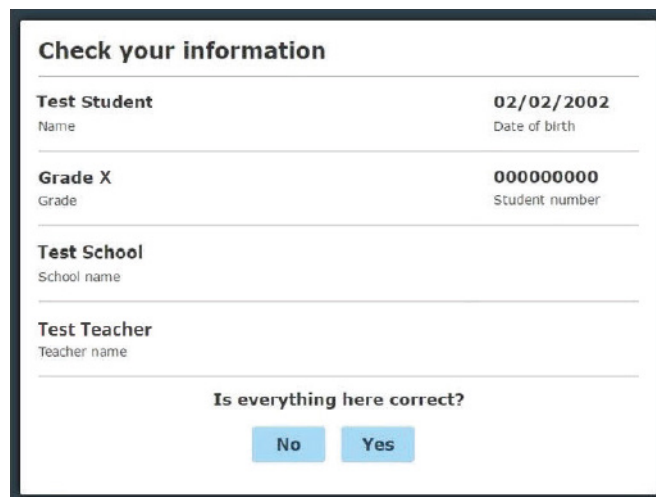
Now select the “Password” field. Type in your password. Your password is also on your student login ticket.

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

Pause for questions.

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

Sample verification page:



The image shows a verification page titled "Check your information". It contains several fields for student information:

Test Student Name	02/02/2002 Date of birth
Grade X Grade	000000000 Student number
Test School School name	
Test Teacher Teacher name	

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

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

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

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

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

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

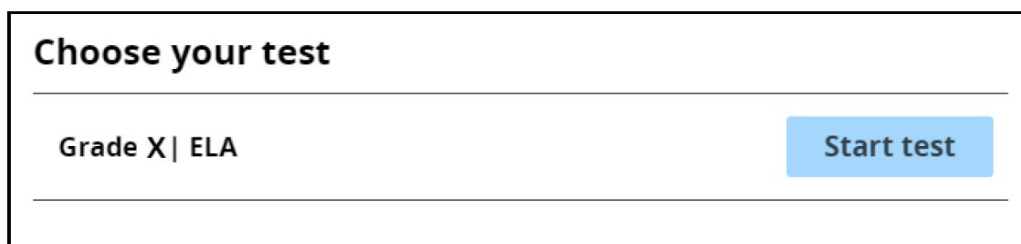
If the date of birth or teacher's name is incorrect, or the student's name is misspelled, document the error and notify the School Test Coordinator after the field test session has ended. The student should begin testing and the error can be corrected at a later time.

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

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

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

Sample Test Page:

A screenshot of a test selection screen. At the top, it says "Choose your test". Below that, there is a horizontal line. Under the line, on the left, it says "Grade X | ELA". On the right, there is a blue button with the text "Start test". Another horizontal line is at the bottom of the screen.

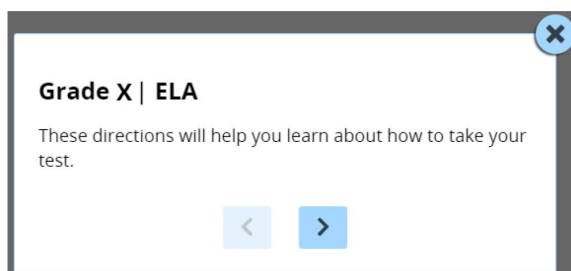
SAY Now we are going to begin the test. Select "Start test".

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

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

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

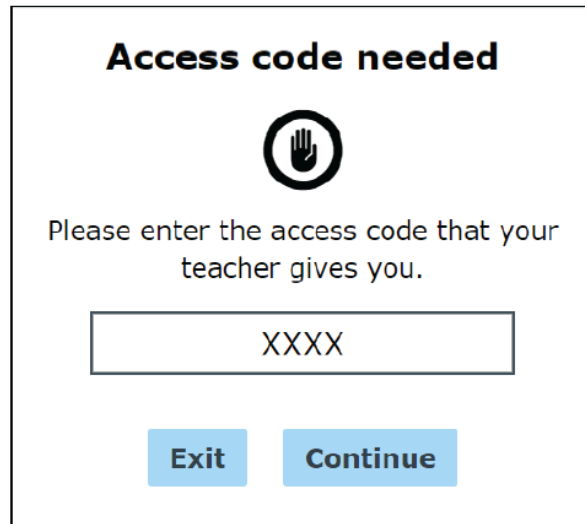
Sample directions page:

A screenshot of a directions pop-up window. It has a dark grey border and a close button (X) in the top right corner. The text inside says "Grade X | ELA" followed by "These directions will help you learn about how to take your test." At the bottom, there are two buttons: a light blue left arrow and a blue right arrow.

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

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

Sample Session Access Code page:



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

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

Are there any questions before we begin?

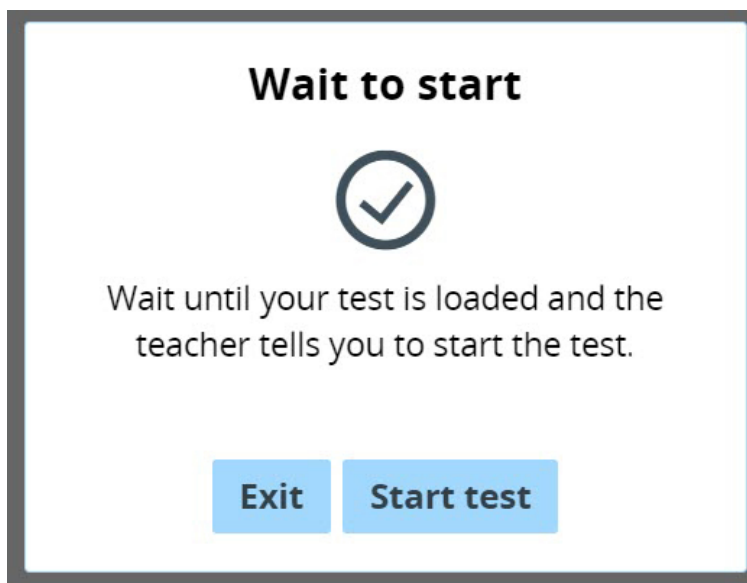
Answer any questions the students may have.

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

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

Pause for questions.

Sample screen:



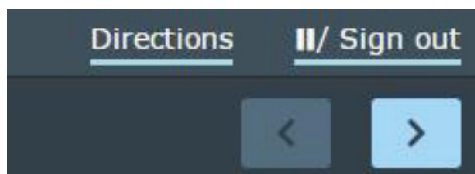
SAY Please select "Start test."

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



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

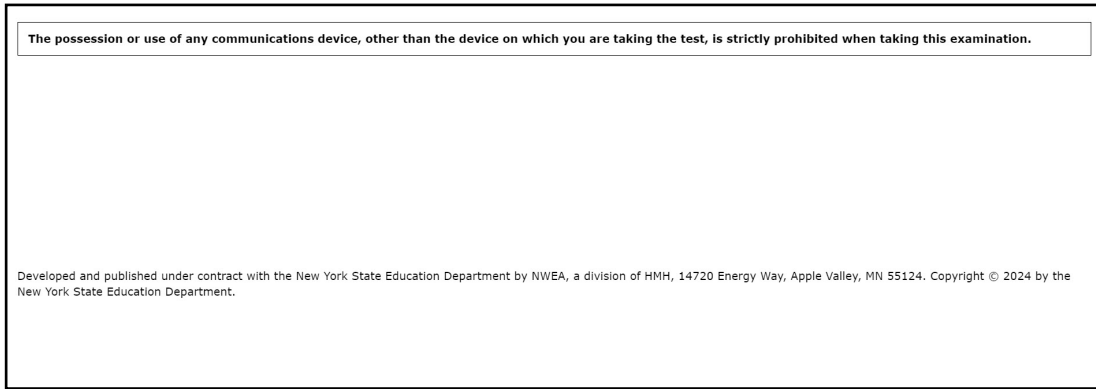
Sample screen:



SAY The possession or use of any communications device, other than the device on which you are taking the test, is strictly prohibited when taking this examination.

Are there any questions?

Pause for questions.



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

Pause to allow students to go to the next screen.

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

- Read the whole passage before you answer the questions. Most questions will only make sense after you read the whole passage.
- You might need to read the passage more than once to answer a question.
- Read each question carefully. Take your time.
- A question may include a quote from a passage. You might need to review both the quote and the whole passage to answer the question.

When you write your answers

- make sure to answer the whole question;
- use examples or details from the text;
- write in complete sentences; and
- use correct spelling, grammar, capitalization, and punctuation.

Are there any questions?

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

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

Are there any questions?

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

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

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

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

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

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

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

Appendices

Appendix A: Administer the 2024 Grades 4–8 English Language Arts Paper Accommodated Field Test

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

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

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

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

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now.

You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now?

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

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

SAY Today, you will be taking the 2024 Grade [*say appropriate grade*] English Language Arts Field Test. You will read the passages carefully and answer questions about what you have read. You must write your answers directly in your field test booklet.

SAY You may use only a No. 2 pencil. You may not use a pen.

Are there any questions?

Pause for questions. When you are confident that all students understand the instructions, distribute to each student a field test booklet.

SAY This is your field test booklet. Do not open your field test booklet until I tell you to do so.

Look at the cover of your field test booklet. Make sure it says “2024 English Language Arts Writing Field Test” and “Grade [say appropriate grade].” If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word “Name” at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the field test booklet.

SAY Now, open your field test booklet and look at page 1. You will see Tips for Taking the Test.

Check that all students are looking at the correct page.

SAY Please read along silently as I read the Tips for Taking the Test aloud to you.

Read the Tips for Taking the Test aloud as the students follow along.

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

- Read the whole passage before you answer the questions. Most questions will only make sense after you read the whole passage.
- You might need to read the passage more than once to answer a question.
- Read each question carefully. Take your time.
- A question may include a quote from a passage. You might need to review both the quote and the whole passage to answer the question.

SAY When you write your answers:

- make sure to answer the whole question;
- use examples or details from the text;
- write in complete sentences; and
- use correct spelling, grammar, capitalization, and punctuation.

For the last question in this test book, you may plan your writing on the Planning Page provided. However, do NOT write your final answer on the Planning Page. Write your final answer on the lined pages.

Are there any questions?

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

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

Are there any questions?

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

SAY Read the passages and answer the questions. All of your answers must be written in the field test booklet in the space provided for each question. Make sure that you are not using space that has been provided for another question. You may not use additional paper for your answers.

When you see the words GO ON at the bottom of a field test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of the field test. You may go back and check your work. When you are finished, please close your field test booklet.

Are there any questions?

Pause for questions. When you are confident that all students understand how to take the field test,

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

Now, please turn to page 2 and begin.

Follow security procedures established by your principal or school administrator for returning secure field test materials.

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

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

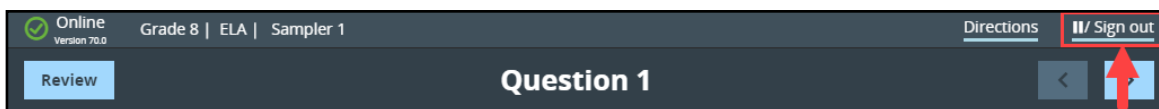
- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely spaced rows or in every other row.

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

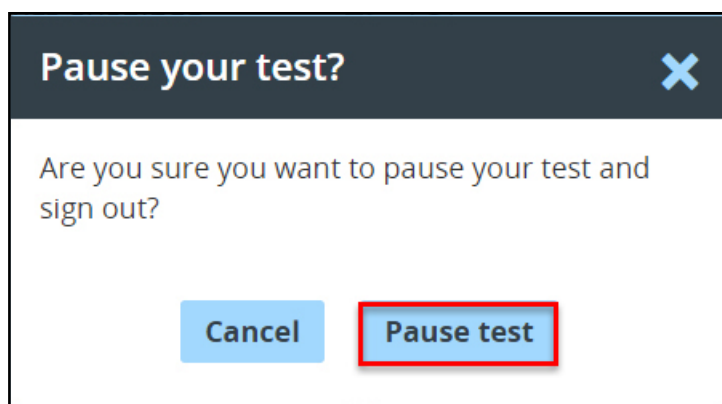
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible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

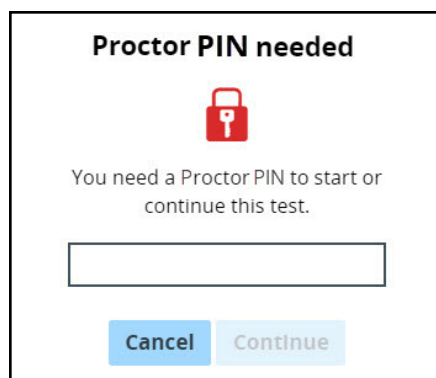
A student may pause a test by selecting **II/Sign Out** in the upper right corner of the student's screen in the Nextera™ Test Delivery System.



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



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



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

Appendix D: Logging into Nextera™ Admin

Overview

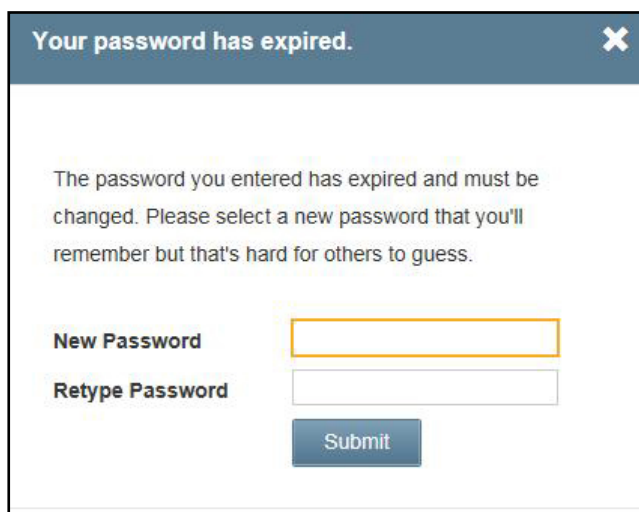
This section will guide you through the login process in the Nextera™ Administration System (Nextera™ Admin).

Sign In

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


Accessing Nextera™ Admin

1. Enter your **User ID** and **Password**, then select **Sign In**. If you need to reset your password, please find password reset instructions on page A-8. You can also contact your testing coordinator to have login tickets resent to you.
2. If you are signing in for the first time, you will be prompted to reset your password upon first login.
3. You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



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

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

 Questar[®]

Tuesday, October 15, 2021

District: QAI NEXTERA TEAM (QAI01)

School: QAI NEXTERA TEAM (QAI01)

By clicking I agree below, I understand the following:

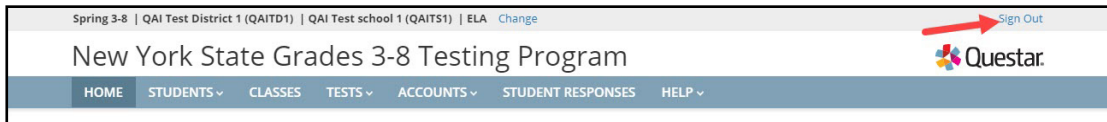
- I may not share or copy any portion of the assessment.
- I may not share user identifiers (User IDs) or passwords with others.
- I must keep any physical items relating to the assessments in a secure location prior to the assessment and that they must be collected and discarded per my school, district,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

I've read this page

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

Sign Out

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

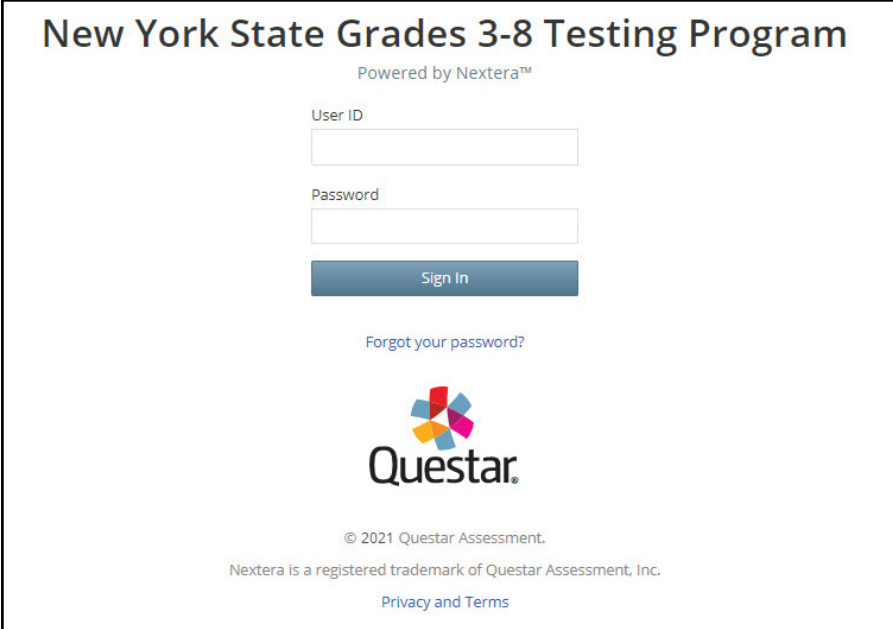


Forgot Your Password?

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

If you have forgotten your password:

- Select **Forgot your password?**




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

User ID

Password

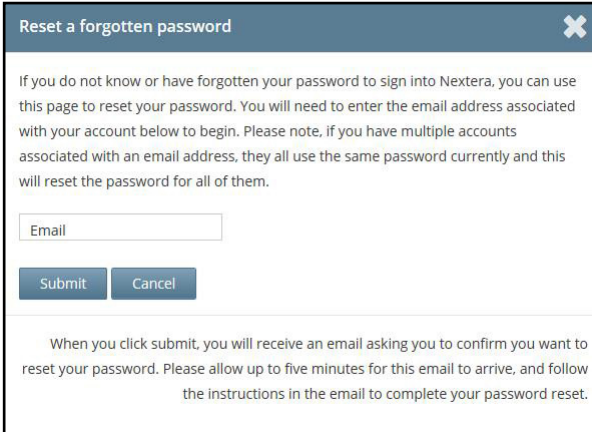
Sign In

[Forgot your password?](#)


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[Privacy and Terms](#)

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



Reset a forgotten password

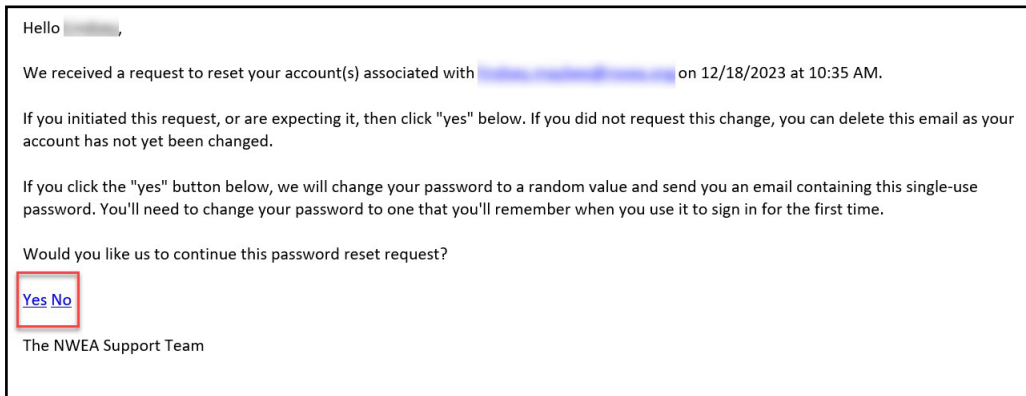
If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need to enter the email address associated with your account below to begin. Please note, if you have multiple accounts associated with an email address, they all use the same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

Email

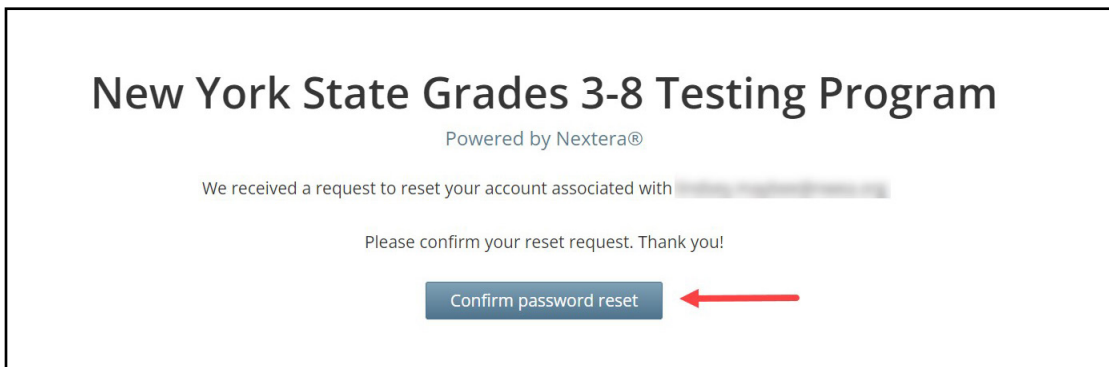
Submit Cancel

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

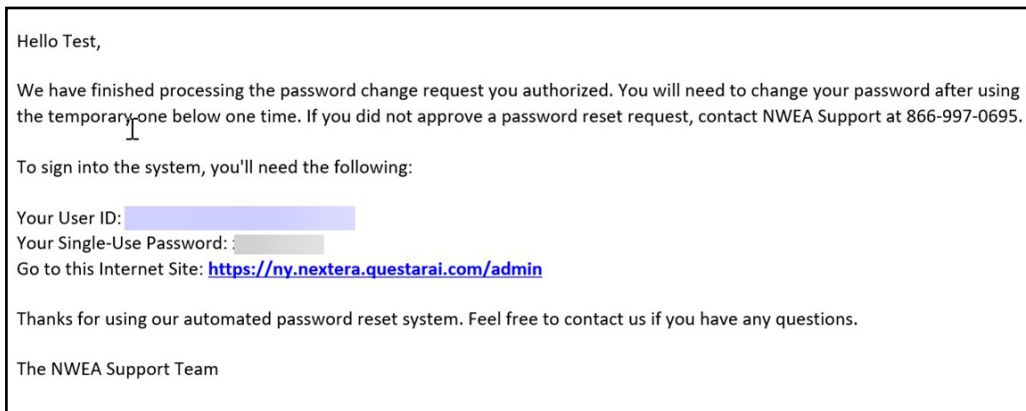
- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



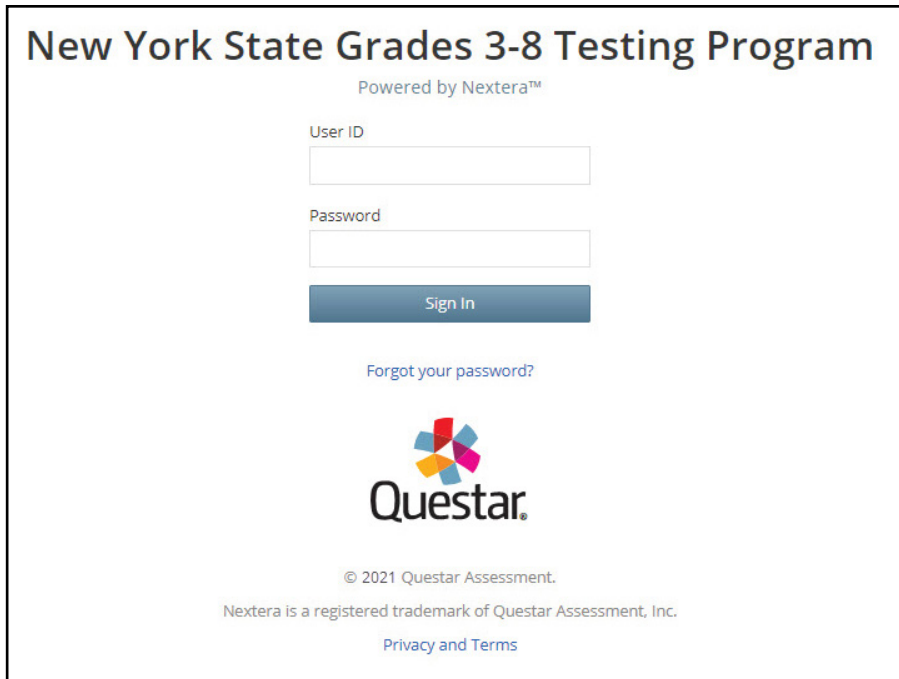
- After selecting **Yes** you will be brought to this website:



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

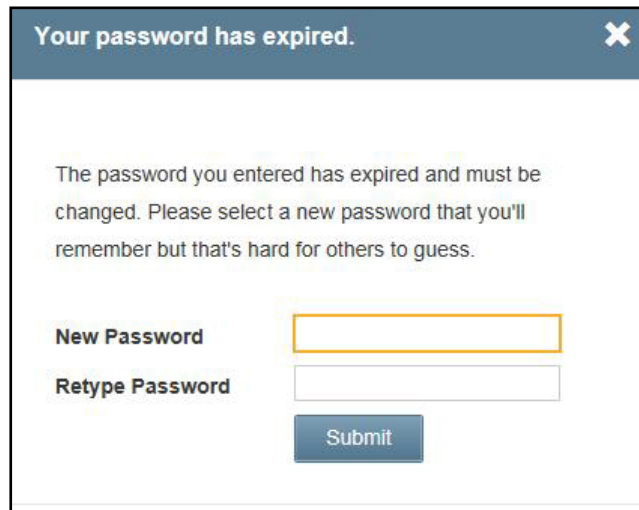


- Enter your **User ID** and single-use **Password** and select **Sign In**.



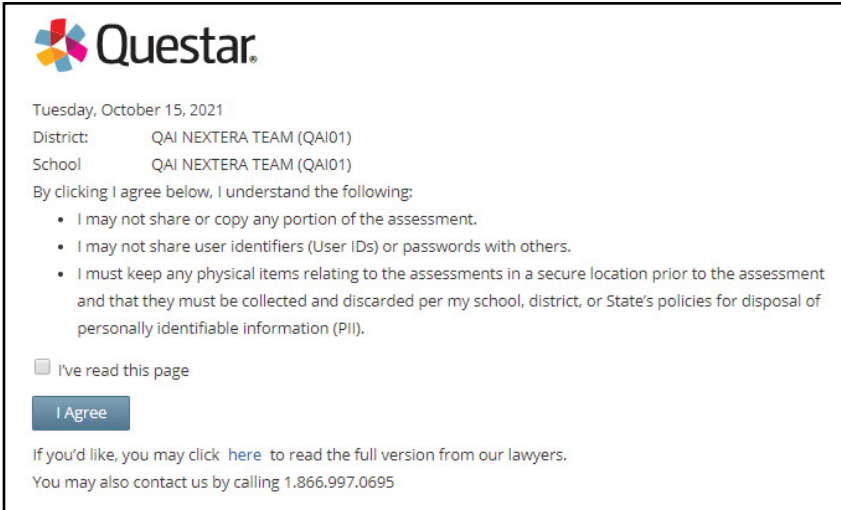
The image shows a login page for the New York State Grades 3-8 Testing Program. At the top, it says "New York State Grades 3-8 Testing Program" and "Powered by Nextera™". Below this are two input fields: "User ID" and "Password". A blue "Sign In" button is positioned below the password field. Underneath the button is a link that says "Forgot your password?". The Questar logo is centered below the link. At the bottom, there is a copyright notice: "© 2021 Questar Assessment. Nextera is a registered trademark of Questar Assessment, Inc." and a link for "Privacy and Terms".

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



The image shows a message box with a dark blue header that says "Your password has expired." and a close button (X) in the top right corner. The main text reads: "The password you entered has expired and must be changed. Please select a new password that you'll remember but that's hard for others to guess." Below the text are two input fields: "New Password" and "Retype Password". A blue "Submit" button is located below the "Retype Password" field.

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



The screenshot shows a web interface for the Questar Security Compliance statement. At the top left is the Questar logo, which consists of a colorful starburst icon followed by the word "Questar" in a sans-serif font. Below the logo, the date "Tuesday, October 15, 2021" is displayed. The user's district and school are listed as "QAI NEXTERA TEAM (QAI01)". A heading states, "By clicking I agree below, I understand the following:", followed by a bulleted list of three terms and conditions. Below the list is a checkbox labeled "I've read this page". A blue button with the text "I Agree" is positioned below the checkbox. At the bottom of the form, there is a link "here" and a phone number "1.866.997.0695".

Questar

Tuesday, October 15, 2021

District: QAI NEXTERA TEAM (QAI01)

School: QAI NEXTERA TEAM (QAI01)

By clicking I agree below, I understand the following:

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

I've read this page

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

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

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

General Features of the Nextera™ Test Delivery System

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

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

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

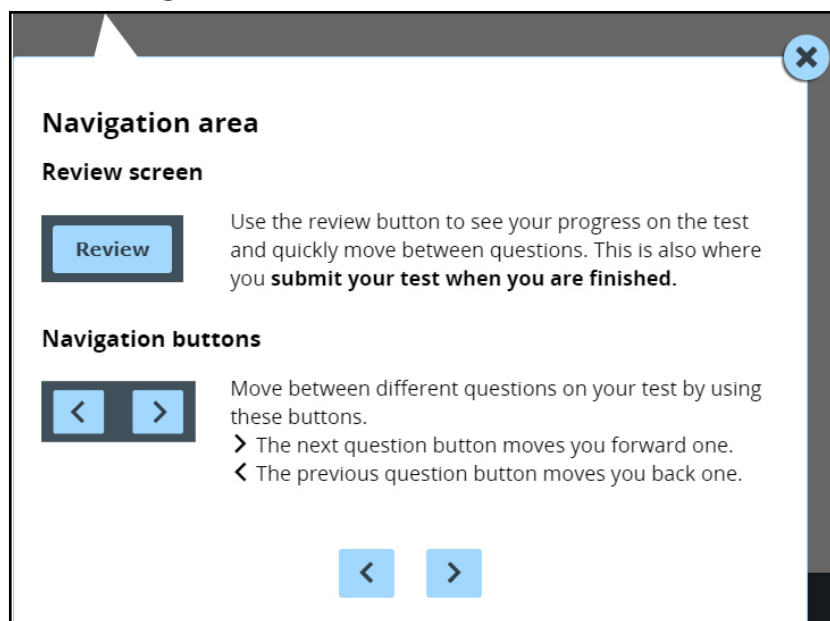
The screenshot shows a help screen with a dark header and a light body. At the top right is a close button (X). The content is organized into sections:

- Online/Offline Indicator**
 - A green checkmark icon followed by the text: "A checkmark means you are currently online."
 - A red X icon followed by the text: "'X' means you are working offline. Don't worry, your responses are still being saved. You will have to reconnect before submitting your test."
- Directions & Pause/Sign out**
 - A button labeled "Directions" followed by the text: "Press the directions link to see these directions again at any point during your test."
 - A button labeled "II/ Sign out" followed by the text: "Press the II/Sign out link to pause and sign out of your test without submitting it."

At the bottom center are two blue navigation buttons: a left arrow (<) and a right arrow (>).

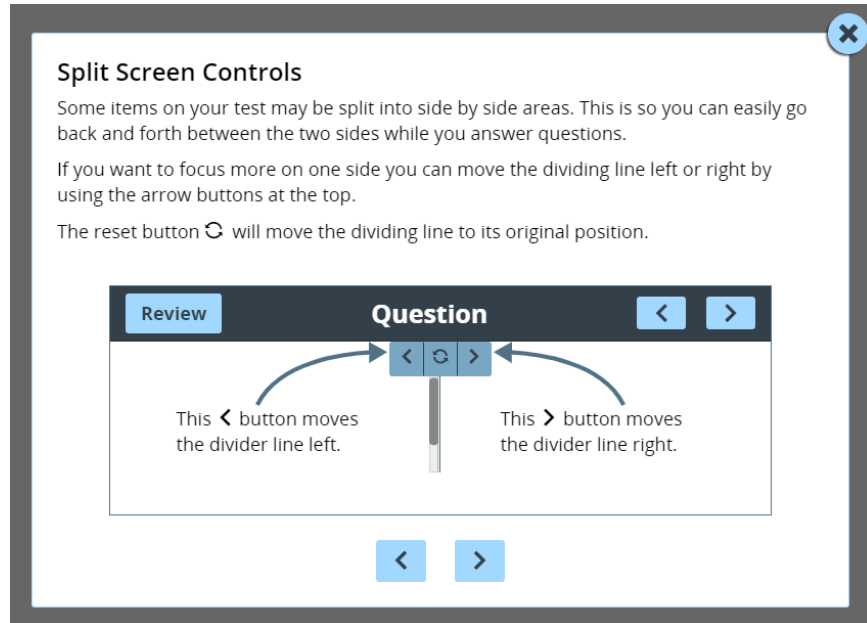
- The Online/Offline Indicator in the upper left corner of the screen indicates whether a student’s device has or has not lost Internet connectivity. Students should be informed to continue testing even if they lose Internet connectivity as their responses will be saved to their local device. In an event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

Review Screen and Navigation Between Questions



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

Split Screen Controls



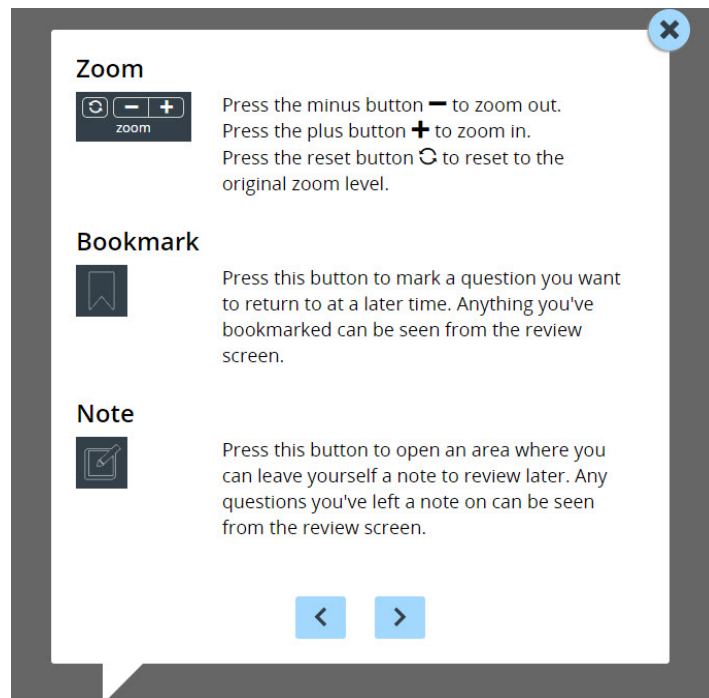
- All passages in the Grades 3–8 English Language Arts test appear on the left side of the screen, and the questions appear on the right side of the screen. If a student would like to expand either side of the screen, they can move the dividing line at the top of the page by clicking the left or right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

General Tools

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

Zoom
Bookmark
Note (Notepad)
Highlighter
Answer Eliminator
Line Reader
Color Choices

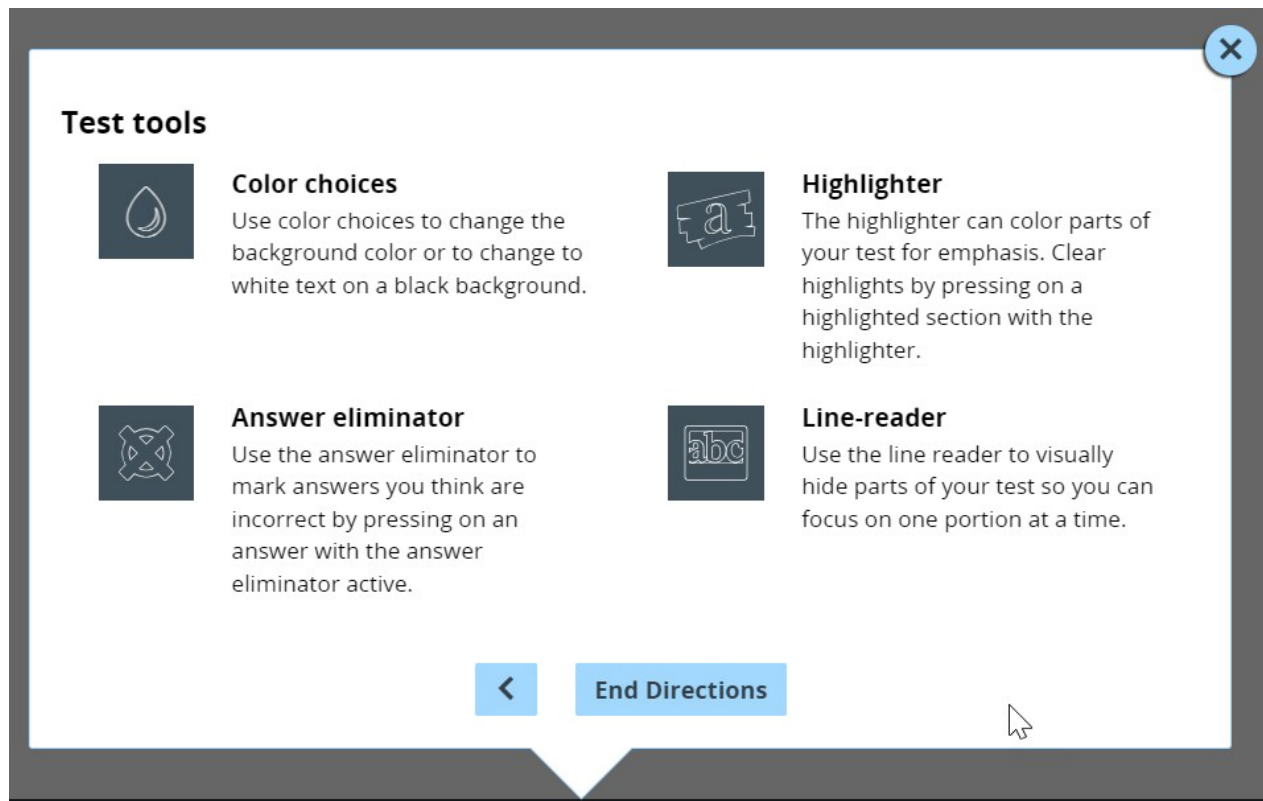
Zoom, Bookmark, and Note (Notepad)



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

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

Color choices, Answer eliminator, Highlighter, and Line-reader



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

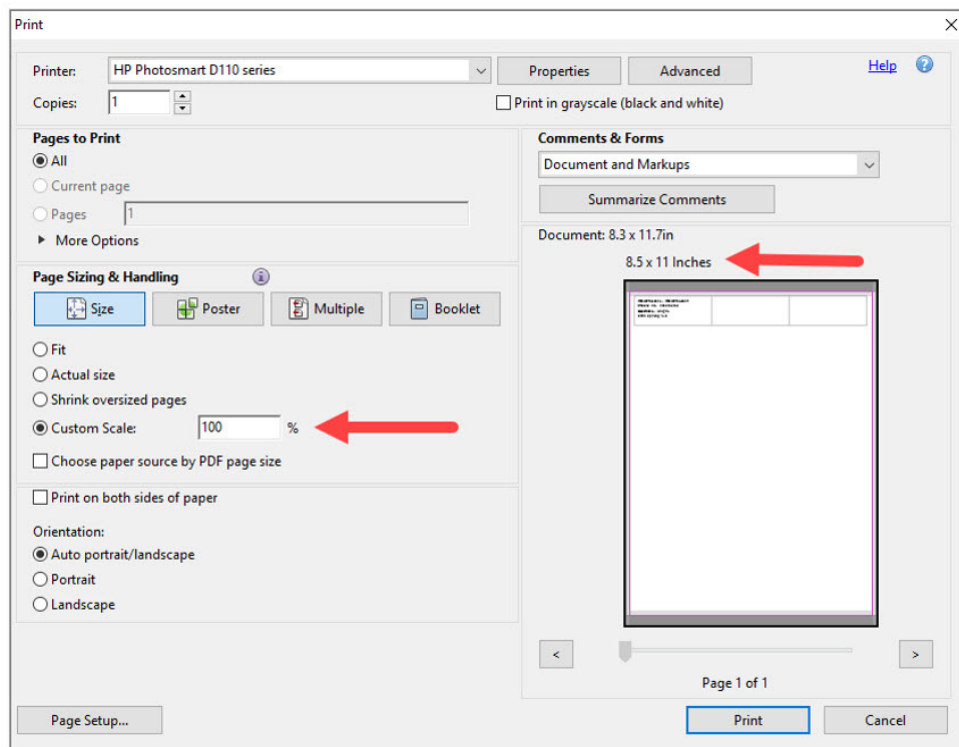
- Students can use the highlighter tool to identify part of the test for emphasis. To clear highlighted text, click on the highlighted text a second time while the tool is active.
- Students can eliminate multiple-choice answers they think are incorrect by clicking the answer eliminator in the tool tray. When this tool is on, a student can click on the answers they want to be crossed out. Note that the answer eliminator is only available for multiple-choice questions.
- Students can use the line reader to block certain parts of the text so a student can focus on one portion at a time by clicking on the line reader tool in the tool tray. Students can use the window to focus on the text they want to see and the opaque portion around the window to block out what they don't want to see. Both the window and opaque portions can be resized.
- Color Choices—Students can use the Color Choices tool to choose among various background colors and text options: blue, green, pink, or yellow background with black text, or reverse contrast with white text and a black background. Please note that some images may be best viewed in black text. When using reverse contrast, students have the opportunity to switch the modal from reverse contrast to black text with a white background if the student needs confirmation or clarification of the details of an image.

Appendix F: Troubleshooting

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**



Issues During Testing

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

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

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

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.

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

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

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



**2024 Grades 4–8
English Language Arts
Computer-Based Field Tests
Teacher's Directions
May 20–June 7, 2024**

