

New York State Testing Program

Grades 3–8 Mathematics and Elementary- and Intermediate-Level Science Tests

**Teacher's Directions
Spring 2026**

**Grades 3–8
2026**



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

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

Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State assessments may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

Introduction

Mathematics

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

The Grades 3–8 Mathematics Tests are administered in two sessions on two consecutive school days. Students will have as much time as they need each day to answer the questions in the test sessions within the confines of the regular school day.

New this year, Teacher's Directions for computer-based and paper-based testing are combined. For Steps One through Five, directions specific to paper-based testing are provided within boxed text throughout this manual. A separate Step Six is provided for computer-based administration and paper-based administration.

The paper-based directions provided throughout the manual can be used for those students who must test on paper per an Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan); or because they require an alternate language edition of the mathematics or science tests; or by religious and independent schools that, due to religious beliefs, do not make use of technology in the classroom, and therefore will only offer paper-based tests.

For all grades, the tests consist of multiple-choice and constructed-response (1-, 2-, and 3-credit) questions. Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses in the Nextera™ Test Delivery System. The constructed-response questions require students to type (rather than select) appropriate responses in the Nextera™ Test Delivery System.

For paper-based testing, students record their multiple-choice responses on a separate answer sheet. The constructed-response questions require students to write (rather than select) appropriate responses. Students write their answers to these questions directly in their test booklets.

Science

The New York State Education Department (NYSED) has a partnership with NWEA for the online delivery of the Elementary-Level (Grade 5) and Intermediate-Level (Grade 8) Science 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 Elementary-level (Grade 5) and Intermediate-Level (Grade 8) Science Tests are administered in one session. Students will have as much time as they need to answer the questions in the test session within the confines of the regular school day.

The Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests contain 1-credit multiple-choice questions and 1-credit constructed-response questions (including Technology Enhanced Items [TEIs]). Students enter their responses in the Nextera™ Test Delivery System. For multiple-choice questions, students

select the response that best completes the statement or answers the question from four answer choices. For the constructed-response questions, students record their answer to an open-ended question. TEIs are used to assess standards or parts of standards that cannot be adequately assessed via typical question types. They allow students to show proficiency in skills such as completing models and graphing. To preview this functionality, go to the [Question Sampler](https://ny.nextera.questarai.com/tds/#practice) (https://ny.nextera.questarai.com/tds/#practice).

For paper-based testing, students record their multiple-choice responses on a separate answer sheet. The constructed-response questions require students to write (rather than select) appropriate responses. Students write their answers to these questions directly in their test booklets.

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

Schools with students who must test on paper per an Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan), or have English Language Learners or Former English Language Learners who will be testing on paper, should test on the same days as their CBT grade classmates.

Religious and independent schools that, due to religious beliefs, do not make use of technology in the classroom and therefore will only offer paper-based tests, must administer the paper-based tests within the same multiple-week window (Monday, April 6–Friday, May 15).

IMPORTANT DATES

Testing Dates	April 6–May 15, 2026*
Testing Make-up Dates	Make-ups must be given within the testing window listed above.**

*Each district, charter, religious, or independent school will choose two consecutive school days for the primary test administration for each grade of the Mathematics test within this testing window. More than one grade level may be tested on the same two consecutive school days.

*Each district, charter, religious, or independent school will choose one school day for the primary test administration for the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests within this testing window. Schools may administer the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests on the same day.

**Make-ups may begin on the school day immediately following the last day of the primary test administration. Schools should be prepared and are expected to administer make-ups until the end of the administration window, regardless of school or district plans for primary administration dates.

STEP ONE

Check Your Computer-Based Testing Materials

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

For the Teacher

- *Teacher's Directions*
- Student login tickets (See page 23 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 (optional; only needed when teacher is being provided examiner view in Nextera™ Admin)
- Session Access Code (See page 27 for instructions on where to find the Session Access Code.)
- Proctor PIN (provided by school administrator)

For paper-based testing, teachers will need:

- Session 1 test booklet
- Session 2 test booklet (Math only)
- Multiple-choice Session 1 answer sheet and multiple-choice Session 2 (Math only) answer sheet (received from a Regional Information Center or Large-City Scanning Center)
- Student identification labels for test booklets (received from a Regional Information Center or Large-City Scanning Center)
- Identification labels and instructions for completing biographical data for new students (received from a Regional Information Center or Large-City Scanning Center)
- Extra No. 2 pencils with erasers (not provided)

For Each Student Testing on Computer—Mathematics

- School-issued student testing device prepared according to the Nextera™ *Setup and Installation Guide*.
- Two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper). In addition, for all test sessions, the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the test session.
Note: Scratch paper is considered secure material and must be collected and securely destroyed after testing.
- No. 2 pencils with eraser (not provided)
- Reference Sheet (Grades 5–8)

- For students in Grade 6, a four-function calculator with a square root key will be available in the Nextera™ Test Delivery System during Session 2. If requested by the student, a hand-held four-function calculator with a square root key or a scientific calculator may be provided to a student for Session 2 of the test only. Students are **not** permitted to use a calculator with Session 1.

Note: Graphing calculators are **not** permitted.

- For students in Grades 7 and 8, a scientific calculator will be available in the Nextera™ Test Delivery System during Session 1 and Session 2 of the test. If requested by the student, a hand-held scientific calculator may be provided to a student.

Note: Graphing calculators are **not** permitted.

For paper-based testing, each student will need:

- Precoded Session 1 and Session 2 answer sheets or generic Session 1 and Session 2 answer sheets requiring the completion of the demographic section
- Session 1 test booklet
- Session 2 test booklet (Math only)
- No. 2 pencil with eraser
- Ruler
- Protractor (Grades 4–8)

- One sheet of graph paper to use as scratch paper. For all test sessions, proctors should have additional graph 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.

- Reference Sheet (Grades 5–8, provided in Session 1 and Session 2 booklets)
- Calculator - Grade 6 - Session 2 only, four-function calculator with a square root key or scientific calculator
- Grades 7 and 8 - Session 1 and 2, scientific calculator

Note: Graphing calculators are not permitted

For Each Student Testing on Computer—Science

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

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

- No. 2 pencil with eraser (not provided)

- A four-function calculator is provided for the Grade 5 Science Test and a scientific calculator is provided for the Grade 8 Science Test as part of the Nextera™ Test Delivery System. Schools may continue to supply students with exclusive use of the type of hand-held calculator the students use for everyday science instruction. Students taking the Grade 5 Science Test may be provided with four-function calculators with a square root key or scientific calculators. Students taking the Grade 8 Science Test should be provided with scientific calculators.

Note: Graphing calculators are **not** permitted.

For paper-based testing, each student will need:

- Precoded answer sheet or generic answer sheet requiring the completion of the demographic section
- Test booklet
- No. 2 pencil with eraser
- Ruler
- Four-function calculator with a square root key or scientific calculator for Grade 5

Note: Graphing calculators are **not** permitted

- Scientific calculator for Grade 8

Note: Graphing calculators are not permitted

Security

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

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

For paper-based testing:

On each day of the administration, the teacher or authorized proctor should receive the test booklets that correspond to the session being administered that day.

Contact the principal or the principal's designee if you do not have a sufficient number of test booklets or answer sheets.

When not in use, the test booklets must be kept in a safe or vault in the school building or at an approved, alternate storage site to prevent unauthorized access. Storing the test booklets in this manner ensures that the security of the test is not breached.

See the principal or school administrator for instructions regarding the processing of all used and unused test materials.

Unauthorized Materials

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

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

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

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

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

Aid to Students

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

Temporary Absence from a Testing Room

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

Emergency Evacuation of a School Building

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the test. Following the test, a written report of the circumstances should be sent by mail or fax to OSA. (See the section “Reporting Irregularities and/or Misadministrations” in the *School Administrator’s Manual* [<https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals>]).

Student Cheating

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

Illness

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

Proctoring

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

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

For paper-based testing:

Ensure students are recording their responses on the appropriate answer document. Students are not to record their multiple-choice responses in their test booklet except for students whose IEPs or 504 Plans allow scribes to transfer answers from the test booklet to an answer sheet. Proctors should also point out to students if they have left one or more answers blank or have darkened more than one circle for the same multiple-choice questions.

Misadministration

Notify your principal immediately if any session of the test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized testing accommodations or tools or engaging in other types of nonstandard test administration (for example, cheating). (See the section “Reporting Irregularities and/or Misadministrations” in the *School Administrator’s Manual* [<https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals>]).

STEP TWO

Plan Your Computer-Based Testing Schedule

- For math only, the test sessions must be administered in order, on consecutive days. See page 2 for testing and make-up dates.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- **Read the *Teacher's Directions* in its entirety prior to administering the test.**
- Review Step Six, "Administer the Test," before administering each session of the test. Refer to the Table of Contents to locate the appropriate test directions for your subject and test session.
- Plan to have school technical support available during testing, including contact information if staff is not available to be in the testing room.
- Avoid testing just after students have had strenuous physical activity.

For paper-based testing, each student must have either an answer sheet precoded with student information or a generic answer sheet, which will require the applicable circles to be darkened in the demographic section. For math, both Session 1 and Session 2 require answer sheets. If a precoded answer sheet is missing for any student, allow sufficient time before test administration to darken the applicable circles in the demographic section on a generic answer sheet.

Mathematics Test Format and Schedule

The Grades 3–8 Mathematics Computer-Based Tests each consist of two sessions: Session 1 and Session 2, administered on two consecutive school days. Session 1 contains multiple-choice questions only. Session 2 contains multiple-choice and constructed-response questions.

In Spring 2012, in order to have the data obtained from field test questions better reflect students' level of understanding, New York State began embedding multiple-choice questions for field testing within the operational tests. For 2026, the embedded questions will occur in both Session 1 and Session 2. This means that field test questions will be interspersed with operational test questions in these sessions. The field test questions will not count toward students' final scores, but will be used to collect valuable information on how well the questions perform and for possible inclusion on future operational tests. Students will not know whether a question is a field test question that does not count toward their score or an operational test question that does count toward their score.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses to the multiple-choice questions in the Nextera™ Test Delivery System.

For paper-based testing, students will answer the multiple-choice questions by darkening circles on their answer sheets.

Session 2 contains multiple-choice questions and constructed-response questions. Preceding each constructed-response question is a statement that indicates the number of credits a correct response receives. For example, for a 2-credit constructed-response question it will state, "This question is worth 2 credits." The constructed-response questions require students to type appropriate responses in the Nextera™ Test Delivery System.

For paper-based testing, students will write their responses to the constructed-response questions directly in their Session 2 test booklets.

Each student testing in Grades 5–8 mathematics will have a mathematics reference sheet for their exclusive use during each test session. The mathematics reference sheet is available in the Nextera™ Test Delivery System.

For paper-based testing, the mathematics reference sheets are included in the Session 1 and Session 2 test booklets for Grades 5–8. Your school has also been provided with printed copies of the mathematics reference sheet, which should be distributed to each student prior to each test session. All printed mathematics reference sheets must be collected after each test session and returned to the school administrator.

Students who finish the test before other students should check their work. When the student is ready, the test responses must be submitted by the student in the Nextera™ Test Delivery System. For both computer- and paper-based testing, test materials may be collected by the proctor once the student is finished testing. After a student's test responses are submitted, or test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete and submit the test, you may end the session.

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

	Average Time to Complete Session 1	Average Time to Complete Session 2
Grade 3	55–65 Minutes	60–70 Minutes
Grade 4	65–75 Minutes	65–75 Minutes
Grade 5	80–90 Minutes	70–80 Minutes
Grade 6	80–90 Minutes	75–85 Minutes
Grade 7	80–90 Minutes	75–85 Minutes
Grade 8	80–90 Minutes	75–85 Minutes

These time averages above are for planning purposes only. Some students will take more or less time. Please plan accordingly to allow students to complete the test at their own pace. All students who are productively working should be allowed to complete the test, within the confines of the regular school day, regardless of the time estimates listed above. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

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

Grade 3 Mathematics Test

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

Grade 4 Mathematics Test

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

Grade 5 Mathematics Test

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

Grade 6 Mathematics Test

Day 1, Session 1	30 multiple-choice questions
Day 2, Session 2	6 multiple-choice questions 10 constructed-response questions

Grade 7 Mathematics Test

Day 1, Session 1	32 multiple-choice questions
Day 2, Session 2	6 multiple-choice questions 10 constructed-response questions

Grade 8 Mathematics Test

Day 1, Session 1	32 multiple-choice questions
Day 2, Session 2	6 multiple-choice questions 10 constructed-response questions

Science Test Format and Schedule

The Elementary-level (Grade 5) Science Test and Intermediate-level (Grade 8) Science Test contain 1-credit multiple-choice questions and 1-credit constructed-response questions (including Technology Enhanced Items). For multiple-choice questions, students select the response that best completes the statement or answers the question from four answer choices. For the constructed-response questions, students record their answer to an open-ended question.

For paper-based testing, students will answer the multiple-choice questions by darkening circles on their answer sheets and write their answers to the constructed-response questions directly in their test booklets.

Technology Enhanced Items (TEIs) are used to assess standards or parts of standards that cannot be adequately assessed via typical question types. They allow students to show proficiency in skills such as completing models and graphing. To preview this functionality, go to the [Question Sampler](https://ny.nextera.questarai.com/tds/#practice) (<https://ny.nextera.questarai.com/tds/#practice>).

The Elementary-level Science and Intermediate-level Science Tests consist of a single session that is administered in one day (Grades 3–8 Test Schedules, <https://www.nysed.gov/state-assessment/grades-3-8-test-schedules>). Students will be provided as much time as necessary within the confines of the regular school day to complete the test. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to end the test session.

For the Spring tests, there are no time limits. Schools should allocate a minimum of 90 minutes for the administration of the Grade 5 Science Test. Likewise, for planning purposes, schools should allocate a minimum of 120 minutes for the administration of the Grade 8 Science Test. This information is intended for test preparation and planning only, as test duration will vary among students. Educators are strongly encouraged to share this information with students and parents prior to test administration. The tests must be administered under standard conditions and the directions must be followed carefully. The same test administration procedures must be used with all students so that valid inferences can be drawn from the test results.

The chart below illustrates the test designs for the Elementary-level Science Test and the Intermediate-level Science Test. Approximately 60 percent of each test will be comprised of multiple-choice questions, while approximately 40 percent will be constructed-response questions (including TEIs). Embedded field test questions are included in the number of questions below. It will not be apparent to students whether a question is an embedded field test question that does not count toward their score or an operational test question that does count toward their score. There will be variations in the number of questions that make up each cluster depending upon the assessment storyline; as a result, there may be slight variations in the total number of exam questions from year to year. For additional information, please see the *Educator Guide to the 2026 Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests* (<https://www.nysed.gov/state-assessment/nys-grades-3-8-science-learning-standards>).

Grade Level	Number of Question Clusters	Total Number of Questions
5	7–9	34–41
8	10–12	51–57

Students who finish the test before other students should check their work. When a student is ready, the test must be submitted by the student in the Nextera™ Test Delivery System. For both computer- and paper-based testing, test materials may be collected by the proctor once the student is finished. After a student’s test responses are submitted, or 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 and submit the 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 IEPs or 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 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-math-and-science-test-manuals>).

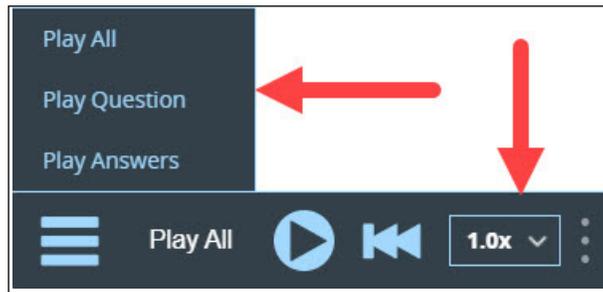
Test Read

Both sessions of the mathematics test and the singular session of the science test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found in the Office of Special Education’s *Testing Accommodations for Students with Disabilities guidance document* (<https://www.nysed.gov/special-education/testing-accommodations-students-disabilities-policy-and-tools-guide>).

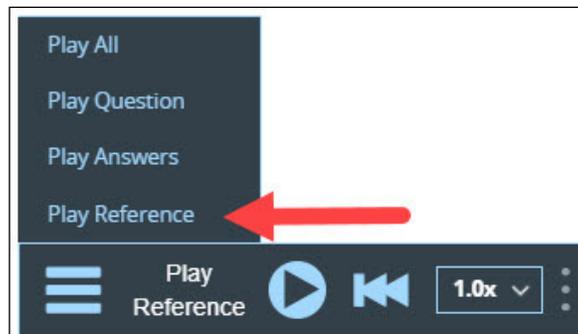
Read Aloud (by human): For the Grades 3-8 Computer-Based Tests, the Read Aloud (by human) accommodation is available for students testing on the computer. The Read Aloud (by human) accommodation indicates that all student directions, questions, and multiple-choice answer choices will be read aloud by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

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

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



Please note: For Grades 5-8 Math only, the TTS accommodation has an additional option. If a user clicks on the reference sheet icon on the tool bar, then the TTS option reference sheet will display. The TTS accommodation will read the reference sheet for the student if this option in the drop-down menu is chosen.



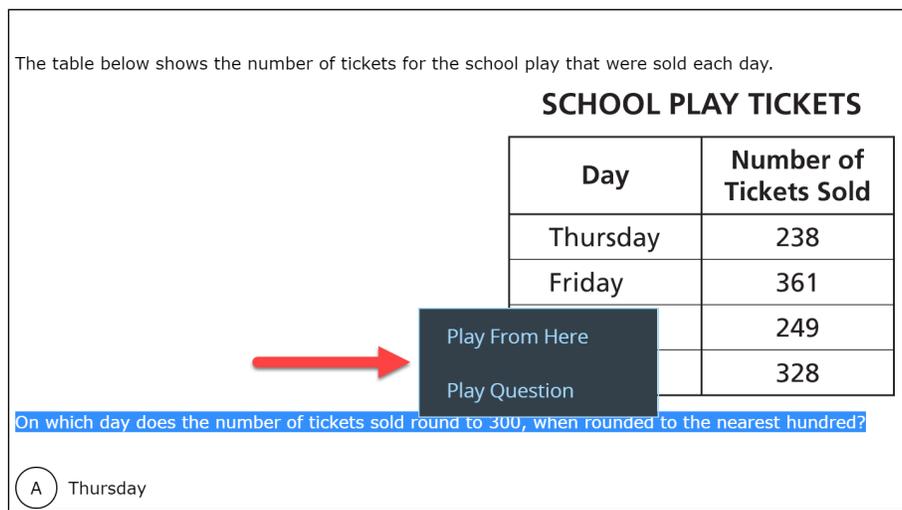
Additionally, if a student wants to hear only a portion of the question or the answer options, the student can place the cursor where they want the TTS to begin, right click, and select **“Play From Here.”**

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

Day	Number of Tickets Sold
Thursday	238
Friday	361
	249
	328

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

(A) Thursday



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

Use of Scribes

The use of scribes is an allowable accommodation for the 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-math-and-science-test-manuals>).

Use of Calculators and Other Devices

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices for all sessions associated with the Computer-Based Grades 3–8 Mathematics Tests and Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests.

Mathematics

Grades 3–5

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

Grades 6–8

Calculators will be available for students in the Nextera™ Test Delivery System. If requested by the student, a hand-held calculator must be provided to a student, as specified below.

Grade 6

Students in Grade 6 are not permitted to use a calculator with Session 1. For Session 2, 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 for Session 2 only if specified in a student's IEP or 504 Plan.

Grades 7–8

Students in Grades 7 and 8 should have exclusive **use of a scientific calculator** for both Session 1 and Session 2. Graphing calculators are **not** permitted. The use of mathematics tables is permitted for Session 1 and Session 2 only if specified in a student's IEP or 504 Plan.

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

Science

Calculators will be available for students in the Nextera™ Test Delivery System. If requested by the student, a hand-held calculator must be provided to a student, as specified below.

Grade 5

Students should have exclusive use of a four function calculator for the Grade 5 Science test. Students taking the Grade 5 Science Test may be provided with a four-function calculator with a square root key or scientific calculator. Graphing calculators are **not** permitted. The use of mathematics tables is permitted for the Science test if specified in a student's IEP or 504 Plan.

Grade 8

Students should have exclusive **use of a scientific calculator** for the Grade 8 Science test. Students taking the Grade 8 Science Test may be provided with a scientific calculator. Graphing calculators are **not** permitted. The use of mathematics tables is permitted for the Science test if specified in a student's IEP or 504 Plan.

When students enter the testing room, clear, reset, or disable the memory of any hand-held 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 tests.

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-math-and-science-test-manuals>).*

*Please note that students with accommodations who are taking the test on paper per an IEP or a 504 Plan or English Language Learners who are testing on paper must take both sessions of the test on paper and should not switch between CBT and PBT format between or during sessions.

Computer-Based Testing Accommodations

The Nextera™ Test Delivery System includes the following Computer-Based Testing (CBT) accommodations:

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

Select Accommodations

Student Name Reviewer AM
Content Area Math

Online Testing Accommodations Offline Testing Accommodations Classroom Accommodations

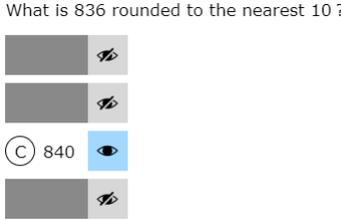
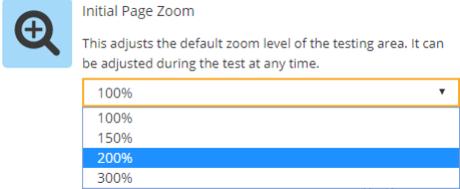
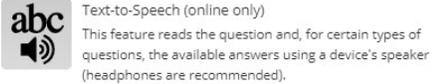
Tap or click any option below to enable or disable it for this student.

 <p>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.</p>	 <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>
 <p>Initial Page Zoom This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.</p>	 <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>

Save Cancel

Use of any of these accommodations must be consistent with the student’s IEP or 504 Plan or, with regard to testing language, a student’s status as a current or eligible former ELL. These options need to be identified and coded in the Nextera™ Administration System (Nextera™ Admin) prior to testing.

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

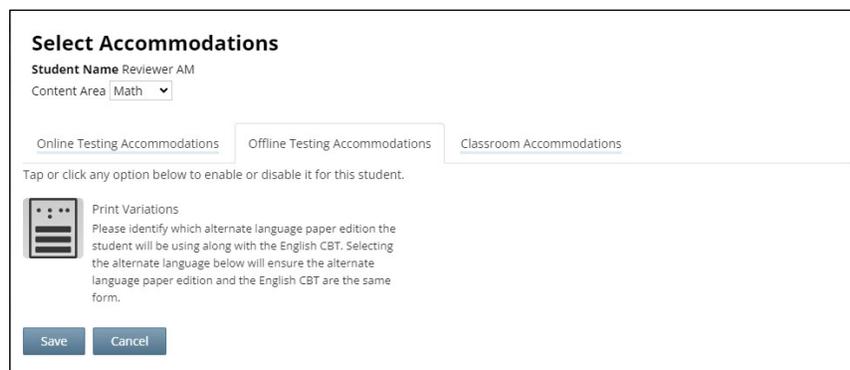
Accommodation	Description
<p>Answer Masking</p> 	<p>Answer Masking is an embedded accommodation that allows for the responses to be shaded so the responses do not distract the focus of the student from the question.</p>  <ul style="list-style-type: none"> • To reveal a response option, the student clicks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

Please refer to Appendix T: Nextera™ Test Delivery System Computer-Based Testing Accommodations of the *School Administrator's Manual* (<https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals>) for additional information on the accommodations described above.

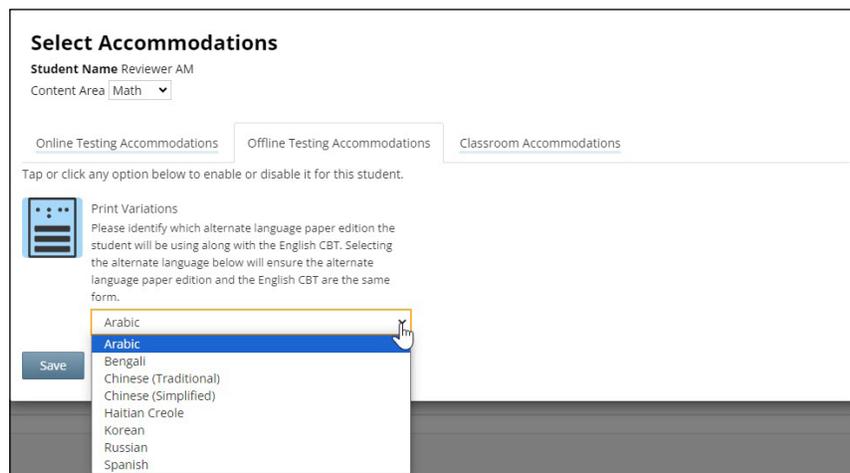
Offline Testing Accommodations

For those English Language Learners taking the English edition of the mathematics or science tests 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.”

Note: Those ELL students taking the test on computer must take both sessions on computer and should not switch from CBT format to PBT format between or during sessions. Please ensure that students taking the test on computer are prepared to take the entire test on computer.



The screenshot shows the 'Select Accommodations' form. At the top, it says 'Student Name Reviewer AM' and 'Content Area Math'. There are three tabs: 'Online Testing Accommodations', 'Offline Testing Accommodations' (which is selected), and 'Classroom Accommodations'. Below the tabs, it says 'Tap or click any option below to enable or disable it for this student.' There is a 'Print Variations' icon and text: 'Print Variations Please identify which alternate language paper edition the student will be using along with the English CBT. Selecting the alternate language below will ensure the alternate language paper edition and the English CBT are the same form.' At the bottom, there are 'Save' and 'Cancel' buttons.



This screenshot is similar to the one above, but the 'Print Variations' dropdown menu is open, showing a list of languages: Arabic, Bengali, Chinese (Traditional), Chinese (Simplified), Haitian Creole, Korean, Russian, and Spanish. The 'Arabic' option is highlighted in blue. The 'Save' button is visible at the bottom left.

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 alternate language edition.

Classroom Accommodations

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

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

Select Accommodations

Student Name Reviewer ELA-STT-MATH-Student

Content Area Math

Online Testing Accommodations Offline Testing Accommodations **Classroom Accommodations**

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

- Flexibility in Scheduling (IEP or 504 Plan)
- Flexibility in setting (IEP or 504 Plan)
- Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)
- Method of response (IEP or 504 Plan)
- Use of spell-checking device/software (IEP or 504 Plan)
- Other (IEP or 504 Plan)
- Bilingual dictionaries and glossaries (ELL)
- Separate location (ELL)
- Oral translation (ELL students requiring an oral translation must test on paper)

Save Cancel

General Features and Tools of the Nextera™ Test Delivery System

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

STEP THREE

Prepare Your Computer-Based Testing Room

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

STEP FOUR Prepare Your Students

- Help students approach the testing in a relaxed, positive way.
- Explain that the purpose of taking these tests is to find out which concepts have been mastered and which need further development.
- Point out that some questions may be more difficult than others. Encourage and motivate your students to put forth their best effort.
- 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.
- 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>).

For paper-based testing, be sure students understand where to mark their answers on their multiple-choice answer sheets, and where to record their constructed-response answers in the test booklet.

Practice Tests

Prior to the test window opening, all students taking the Computer-Based Tests 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>). This will help them become familiar with the mechanics of taking the test on the computer, the available tools, and the general types of questions on the test.

Use Standardized Testing Procedures

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

For paper-based testing, ensure that students follow directions for where to mark their answers (e.g., answers for multiple-choice questions must be marked by darkening circles on the answer sheet, **not** in the test booklet).

STEP FIVE

Prepare Computer-Based Testing Materials

Scratch Paper

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

For paper-based testing in Math, students are to be given one sheet of graph paper. Students will record their answers to the multiple-choice questions in Sessions 1 and 2 on their answer sheet. Only the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students must write their responses to the constructed-response questions in their Session 2 test booklet. Only the responses to constructed-response questions written in the Session 2 test booklet will be scored.

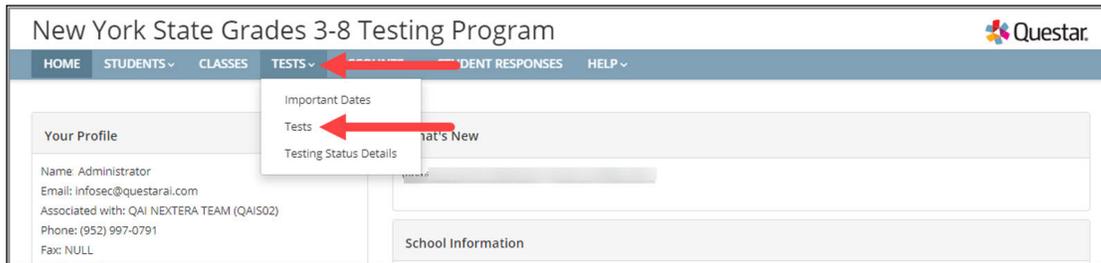
For paper-based testing in elementary- or intermediate-level science, scratch paper is not permitted. Students will record their answers to the multiple-choice questions on their answer sheet. Students must write their responses to the constructed-response questions in their test booklet.

Student Login Tickets

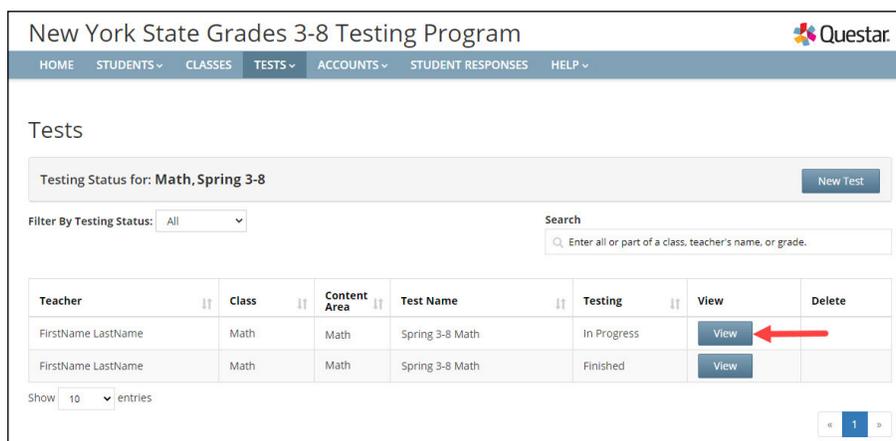
Teachers will need student login tickets for each student to sign in with, a Session Access Code for each test session, and a Proctor PIN for students who may need to pause the test. Maintain security of all printed student login tickets, session access codes, and Proctor PINs which are considered secure testing materials. The information that follows provides step-by-step instructions on how to retrieve this information from Nextera™ Admin.

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

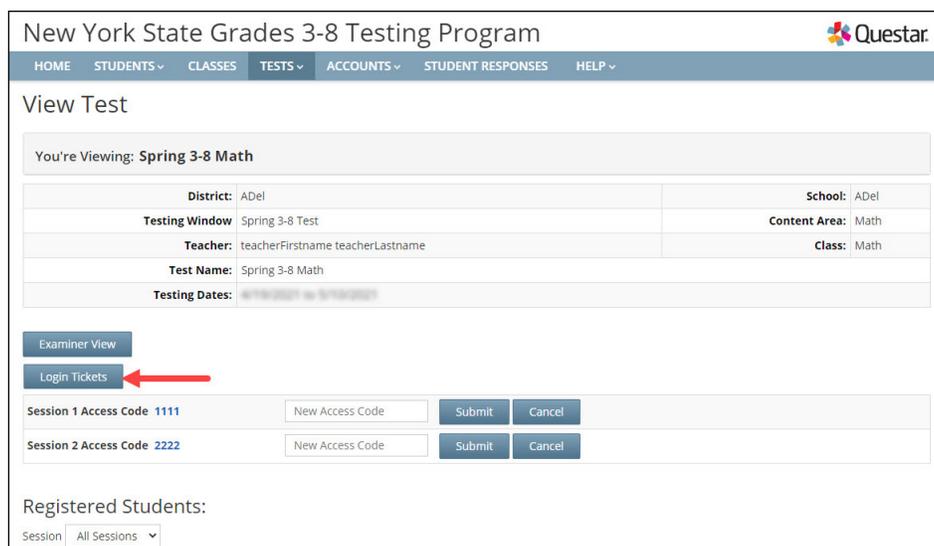
1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix C** for step-by-step instructions to sign in and sign out.
2. Select **Tests** from the **Tests** tab. The Tests page displays.



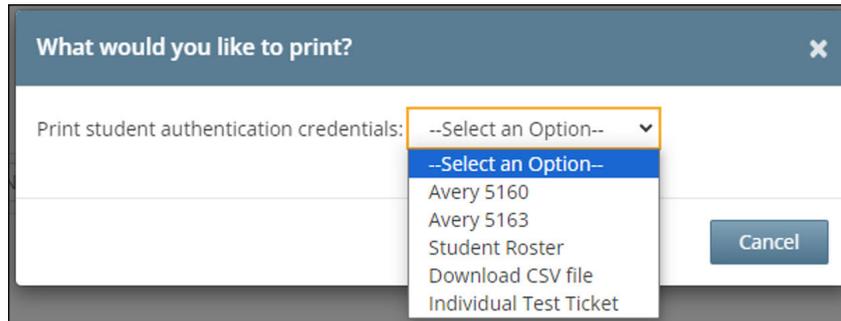
3. Select **View** for the applicable test.



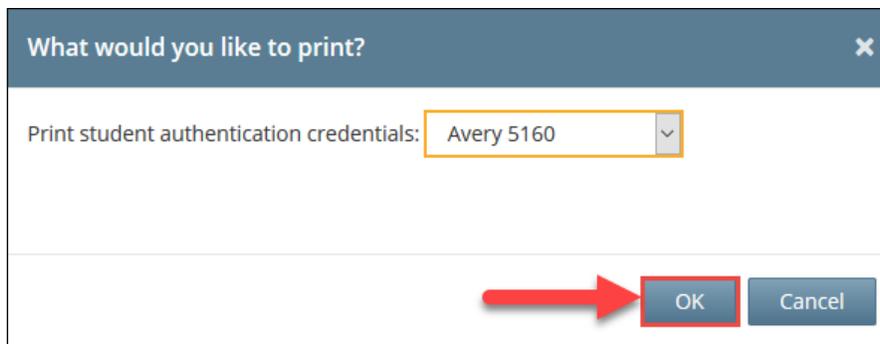
4. Select **Login Tickets**.



- 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 menu.



- Select **OK**.



- 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.

Last, First NYSSIS ID: 9921010301 Password: 422348 Spring 3-8 Math GradeX	Last, First NYSSIS ID: 9921010302 Password: 556413 Spring 3-8 Math GradeX	Last, First NYSSIS ID: 9921010303 Password: 299555 Spring 3-8 Math GradeX
---	---	---

- If you chose to select Individual Test Ticket from the drop-down menu, 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: NYSimulation 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 Page Zoom selected as an accommodation in Nextera, the login ticket will state "Initial Page 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: _____

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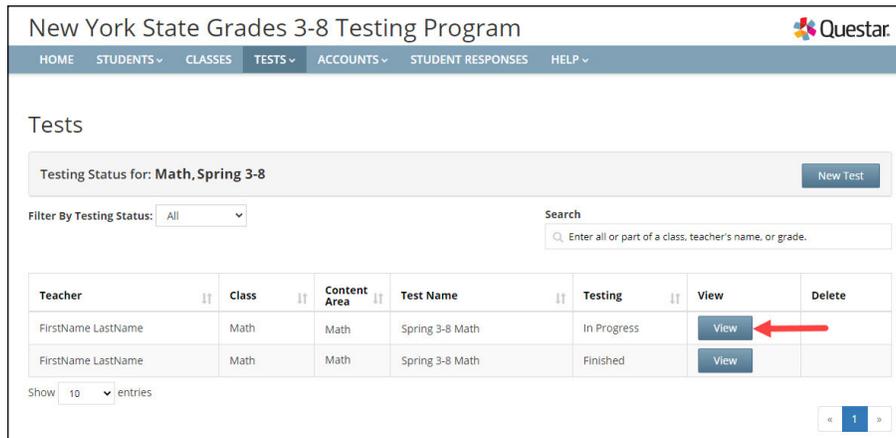
An example of an individual student login ticket with classroom accommodations 004 and 5 assigned.

Session Access Code

- You will need to provide students with a Session Access Code in order for the students to access their tests in the Nextera™ Test Delivery System. For Math only, each session of the test will require a different Session Access Code. Instructions for providing the Session Access Code to students are included in **Step Six: Administer the Computer-Based Test** of this manual.
- To determine the Session Access Code, complete the following steps:
 1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix C** for step-by-step instructions to sign in and sign out.
 2. Select **Tests** from the **Tests** tab. The Tests screen displays.



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



4. The **Session Access Code** is the access code that will be provided to the students during the administration of the tests. For Math, each session of the test will require a different Session Access Code. For Science, there will be only one required Session Access Code.

The screenshot shows the 'View Test' page for the Spring 3-8 Math test. The page includes a navigation menu with options like HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and HELP. Below the navigation menu, there are buttons for 'Examiner View' and 'Login Tickets'. The main content area displays test details such as District (ADEL), School (ADEL), Testing Window (Spring 3-8 Test), Content Area (Math), Teacher (teacherFirstname teacherLastname), Test Name (Spring 3-8 Math), and Testing Dates (3/15/2023 to 5/10/2023). Below the test details, there are two session access code input fields. The first field is labeled 'Session 1 Access Code' and contains the value '1111'. A red arrow points to this field. The second field is labeled 'Session 2 Access Code' and contains the value '2222'. Each field has a 'New Access Code' button, a 'Submit' button, and a 'Cancel' button. At the bottom of the page, there is a 'Registered Students' section with a dropdown menu set to 'All Sessions'.

Proctor PIN

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

The screenshot shows a dialog box titled 'Proctor PIN needed'. The dialog box contains a red padlock icon with a keyhole. Below the icon, the text reads 'You need a Proctor PIN to start or continue this test.' Below the text is a text input field. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Continue'.

Being mindful of the health and safety protocols established at schools related to viral illnesses, schools have the option of having students enter the Proctor PIN themselves. If a school chooses this option, the Proctor PIN should be reset after each test session.

Mathematics Tools

- For computer-based testing, rulers are available to students in the Nextera™ Test Delivery System.
- Each student in Grades 4–8 will also have access to a protractor tool in the Nextera™ Test Delivery System.
- All Grades 5–8 students can use a mathematics reference sheet during the test session. The mathematics reference sheet includes the necessary formulas and reference information students need to assist them in answering certain mathematics questions. The mathematics reference sheet is available in the Nextera™ Test Delivery System. Your school has also been provided with printed copies of the mathematics reference sheet, which should be distributed to each student prior to each test session.
- For students in Grade 6, a four-function calculator with a square root key will be available in the Nextera™ Test Delivery System during Session 2. If requested by the student, a hand-held four-function calculator with a square root key or a scientific calculator must be provided to a student for Session 2 of the test only. Students are **not** permitted to use a calculator with Session 1.
- For students in Grades 7 and 8, a scientific calculator will be available in the Nextera™ Test Delivery System during Session 1 and Session 2 of the test. If requested by the student, a hand-held scientific calculator must be provided to a student.
- Graphing calculators are **not** allowed.

Mathematics Paper-Based Tools

- Each student must have a ruler for their exclusive use during each session of the test (not provided). Additionally, each student in Grades 4–8 must also have a protractor for their exclusive use during each session of the test (not provided). Specifications for mathematics tools can be found in Appendix E of the *School Administrator’s Manual* (<https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).
- Before administering the test, examine all rulers and protractors to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
- All test booklets for Grades 5–8 contain removable mathematics reference sheets that the students can use during testing. The mathematics reference sheets include the necessary formulas and reference information students need to assist them in answering certain mathematics questions.
- Grade 6 students must have the use of a four-function calculator with a square root key for Session 2 of the test only. Students are **not** permitted to use a calculator with Session 1.
- Grade 7 and 8 students must have the use of a scientific calculator for Session 1 and Session 2.
- Graphing calculators are **not** allowed.

Science Tools

- For computer-based testing, rulers are available to students in the Nextera™ Test Delivery System.
- Each student will also have access to a protractor tool in the Nextera™ Test Delivery System.
- For the Grade 5 Science Test, a four-function calculator is available for students in the Nextera™ Test Delivery System. If requested by the student, a hand-held four-function calculator with a square root key or a scientific calculator must be provided to the student.
- For the Grade 8 Science Test, a scientific calculator is available for students in the Nextera™ Test Delivery System. If requested by the student, a hand-held scientific calculator must be provided to the student.
- Graphing calculators are **not** allowed.

Science Paper-Based Tools

Students taking PBT should be provided with a ruler for their exclusive use during the test. Specifications for science tools can be found in Appendix E of the School Administrator's Manual (<https://www.nysed.gov/state-assessment/grades-3-8-test-manuals>).

When students make use of hand-held calculators:

- Students taking the Grade 5 Science Test may be provided with four-function calculators with a square root key or scientific calculators.
- Students taking the Grade 8 Science Test should be provided with scientific calculators.
- Graphing calculators are **not** allowed.

Answer Sheets, Biographical Data, and Labels for all Paper-Based Testing

- For each student in your class, verify that you have the correct precoded answer sheets. For Math you will have two answer sheets for each student, Session 1 answer sheet and Session 2 answer sheet. For science, you will have one answer sheet.
- If there is no precoded answer sheet for any student, darken in the applicable circles in the demographic section on the generic answer sheet for that student.
- Verify that you have the correct precoded label for Science or for Session 1 of math for each student in your class. Prior to testing, affix the precoded label to the front cover of each student's Session 1 test booklet on the day the session is administered.
- Verify that you have the correct precoded label for Session 2 (for Math only) for each student in your class. Prior to testing, affix the precoded label to the front cover of each student's Session 2 (for Math only) test booklet on the day the session is administered. Do not affix the labels to the booklets any earlier than the day Session 2 will be administered.

STEP SIX

Administer the Grades 3–8 Mathematics Computer-Based Test

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

Grades 3–8—Day 1, Session 1

Before you begin the test:

For Grades 3–8:

- *Make sure you have the student login tickets for each student, the Session Access Code, and the Proctor PIN.*
- *Make sure you have scratch paper for each student (one sheet of lined or plain paper and one sheet of graph paper).*

For Grades 5–8 only

- *Make sure you have a printed mathematics reference sheet for each student. The mathematics reference sheet is also available in the Nextera™ Test Delivery System.*

For Grades 7 and 8 only:

- *Make sure you have a hand-held scientific calculator for each student.*

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

SAY You cannot have any 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

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

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

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

SAY You will be taking the 2026 [say appropriate grade] Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1. Tomorrow, you will answer the questions in Session 2.

This test gives you a chance to show your teachers what you have learned in Mathematics this year. The test will not affect your classroom grade. Your school uses the results of the test to make sure you have the support you need to succeed. Please try your best.

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

[For Grade 3] **You may use the ruler provided in the online test to help you solve some of the problems on the test.**

[For Grade 4] **You may use the ruler and protractor provided in the online test to help you solve some of the problems on the test.**

[For Grades 5 and 6] **You may use the ruler, protractor, and mathematics reference sheet provided in the online test to help you solve some of the problems on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.**

[For Grades 7 and 8] **You may use the ruler, protractor, mathematics reference sheet, and calculator provided in the online test to help you solve some of the problems on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.**

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

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

Provide students with their secure student login tickets.

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

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

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

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

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

Sample sign in page:

New York Statewide Assessment
Powered by Nextera®

NYSSIS ID
NYSSIS ID

Password
Password

Sign In

Questar®

© 2024 Questar Assessment
Nextera is a registered trademark of Questar Assessment, Inc.
Version 129.0

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 from your login ticket. When you type in your password, if you click on the eye icon, the numbers will show and may help make it easier to type it in.

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:

Check your information

Test Student Name	00/00/0000 Date of birth
-----------------------------	------------------------------------

Grade X Grade	0000000000 Student number
-------------------------	-------------------------------------

Test School
School name

Test Teacher
Teacher name

Is everything here correct?

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

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

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

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

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

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

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

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

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

Sample Test Page:



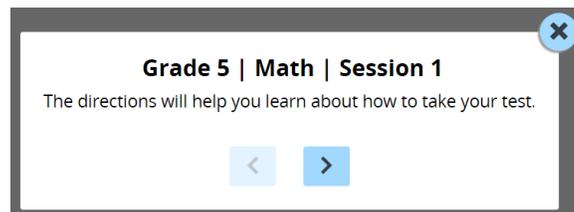
SAY Now we are going to begin the test. Select “Start test” next to Grade [say appropriate grade] Math Session 1.

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

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

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

Sample directions page:



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

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

Sample Session Access Code page:

Access code needed



Please enter the access code that your teacher gives you.

XXXX

Exit **Continue**

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

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

Are there any questions before we begin?

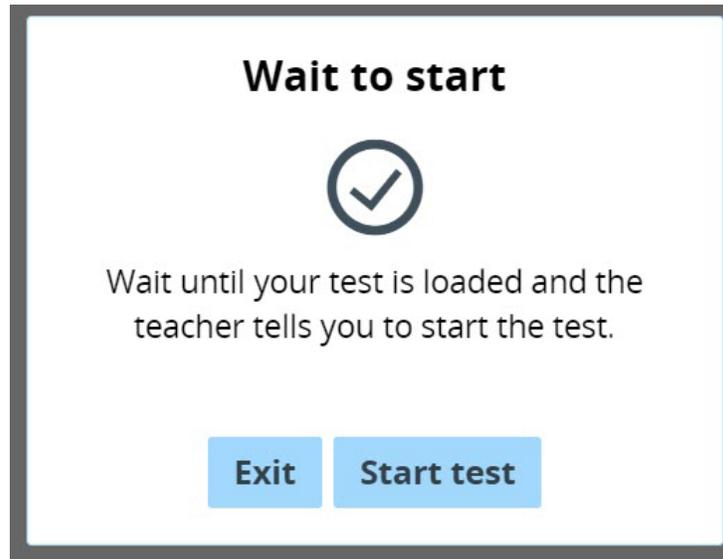
Answer any questions the students may have.

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

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

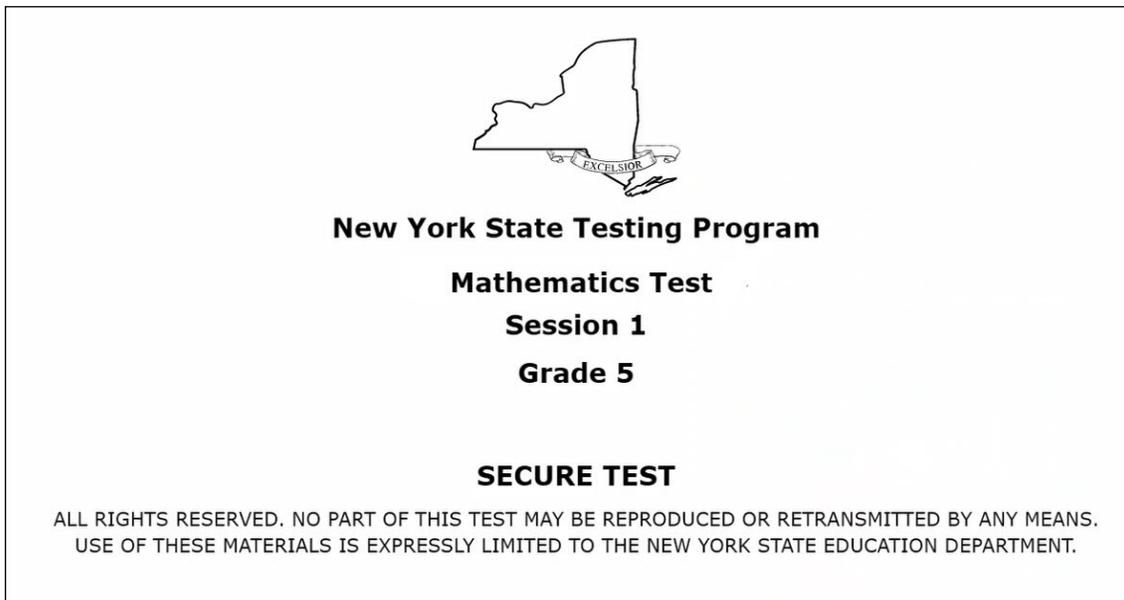
Pause for questions.

Sample screen:



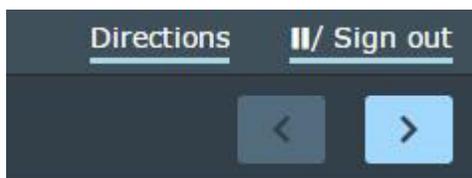
SAY Please select “Start test.”

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



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

Sample screen:



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

Are there any questions?

Pause for questions.

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

Session 1

TIPS FOR TAKING THE TEST

Here are some ideas to help you do your best:

- Read each question carefully. Take your time.
- You have a ruler, a protractor, and a reference sheet that you can use on the test if they help you answer the question.

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

- **Read each question carefully. Take your time.**
- **[For Grade 3] You have a ruler that you can use on the test if it helps you answer the question.**
- **[For Grade 4] You have a ruler and a protractor that you can use on the test if they help you answer the question.**
- **[For Grades 5 and 6] You have a ruler, a protractor, and a reference sheet that you can use on the test if they help you answer the question.**
- **[For Grades 7 and 8] You have a ruler, a protractor, a reference sheet, and a calculator that you can use on the test if they help you answer the question.**

Are there any questions?

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

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

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

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

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

Given that the Spring tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

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

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

Grades 3–8—Day 2, Session 2

Before you begin the test:

For Grades 3–8:

- *Make sure you have the student login tickets for each student, the Session Access Code, and the Proctor PIN.*
- *Make sure you have scratch paper for each student (one sheet of lined or plain paper and one sheet of graph paper).*

For Grades 5–8 only

- *Make sure you have a printed mathematics reference sheet for each student. The mathematics reference sheet is also available in the Nextera™ Test Delivery System.*

For Grades 6 only

- *Make sure you have a hand-held four-function or scientific calculator for each student.*

For Grades 7 and 8 only

- *Make sure you have a hand-held scientific calculator for each student.*

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

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

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

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

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

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

SAY Today, you will be taking the 2026 [say appropriate grade] Mathematics Test, Session 2.

This test gives you a chance to show your teachers what you have learned in Mathematics this year. The test will not affect your classroom grade. Your school uses the results of the test to make sure you have the support you need to succeed. Please try your best.

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

[For Grade 3] You may use the ruler provided in the online test to help you solve some of the problems on the test.

[For Grade 4] You may use the ruler and protractor provided in the online test to help you solve some of the problems on the test.

[For Grade 5] You may use the ruler, protractor, and mathematics reference sheet provided in the online test to help you solve some of the problems on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.

[For Grades 6–8] You may use the ruler, protractor, mathematics reference sheet, and calculator provided in the online test to help you solve some of the problems on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.

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

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

Provide students with their secure student login tickets.

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

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

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

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

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

Sample sign in page:

New York Statewide Assessment
Powered by Nextera®

NYSSIS ID
NYSSIS ID

Password
Password 

Sign In


Questar®

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Nextera is a registered trademark of Questar Assessment, Inc.
Version 129.0

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 from your login ticket. When you type in your password, if you click on the eye icon, the numbers will show and may help make it easier to type it in.

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:

Check your information

Test Student Name	00/00/0000 Date of birth
-----------------------------	-----------------------------

Grade X Grade	0000000000 Student number
-------------------------	------------------------------

Test School School name	
-----------------------------------	--

Test Teacher Teacher name	
-------------------------------------	--

Is everything here correct?

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

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

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

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

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

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

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

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

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

Sample Test Page:

Choose your test

Grade 5 | Math | Session 1 Start test

Grade 5 | Math | Session 2 Start test

SAY Now we are going to begin the test. Select “Start test” next to Grade [say appropriate grade] Math Session 2.

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

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

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

Sample directions page:

Grade 5 | Math | Session 2

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

< >

X

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

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

Sample Session Access Code page:

Access code needed



Please enter the access code that your teacher gives you.

XXXX

Exit **Continue**

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

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

Are there any questions before we begin?

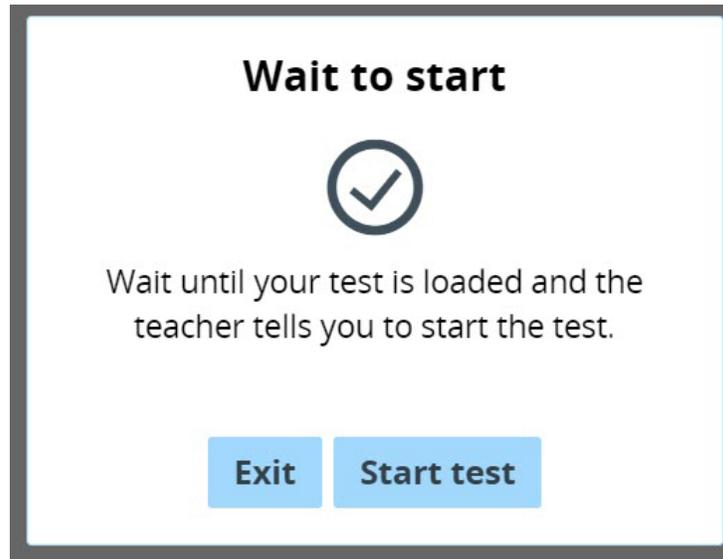
Answer any questions the students may have.

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

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

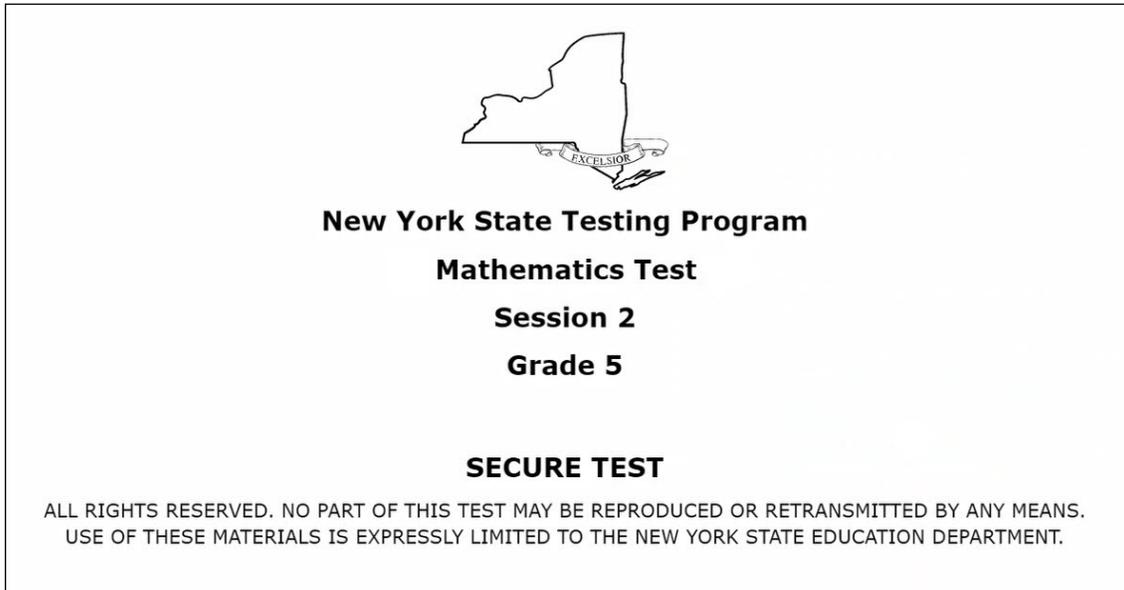
Pause for questions.

Sample screen:



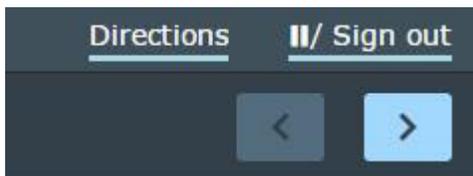
SAY Please select "Start test."

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



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

Sample screen:



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

Are there any questions?

Pause for questions.

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

Session 2

TIPS FOR TAKING THE TEST

Here are some ideas to help you do your best:

- Read each question carefully. Take your time.
- You have a ruler, a protractor, and a reference sheet that you can use on the test if they help you answer the question.
- Be sure to show your work when asked.
- Be sure to explain your answer when asked.

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

- **Read each question carefully. Take your time.**
- **[For Grade 3] You have a ruler that you can use on the test if it helps you answer the question.**
- **[For Grade 4] You have a ruler and a protractor that you can use on the test if they help you answer the question.**
- **[For Grade 5] You have a ruler, a protractor, and a reference sheet that you can use on the test if they help you answer the question.**

- [For Grades 6–8] **You have a ruler, a protractor, a reference sheet, and a calculator that you can use on the test if they help you answer the question.**
- **Be sure to show your work when asked.**
- **Be sure to explain your answer when asked.**

Are there any questions?

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

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

Are there any questions?

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

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

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

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

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

Given that the Spring tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student’s best interest to release them.

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

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

STEP SIX

Administer the Grades 3–8 Mathematics Paper-Based Test

Step Six contains the script that teachers read before students start testing. It is important to read all of Steps One–Five and the pertinent grade level information in Step Six prior to administering the test.

*Please read these directions carefully before administering the test. When you administer the 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.*

Grades 3–8 — Math Day 1, Session 1

Make sure you have a copy of the Session 1 test booklet.

For Grade 3:

- *Make sure each student has a No. 2 pencil and a ruler.*

For Grades 4, 5, and 6:

- *Make sure each student has a No. 2 pencil, a ruler, and a protractor.*

For Grades 7 and 8:

- *Make sure each student has a No. 2 pencil, a ruler, a protractor, and a scientific calculator.*
- *Note that graphing calculators are **not** permitted. Make sure to clear, reset, or disable the memory of any calculator with programming capability.*

*Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on the answer sheet.*

Make sure each student has one sheet of graph paper to use as scratch paper.

*Students will be recording the answers to the multiple-choice questions in Session 1 on their Session 1 Answer Sheet. **Only** the responses marked on the students' answer sheets will be scored.*

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

SAY **You cannot have any personal communications device, 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

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

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

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

SAY You will be taking the 2026 [say appropriate grade] Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1. Tomorrow, you will answer the questions in Session 2.

This test gives you a chance to show your teachers what you have learned in mathematics this year. The test will not affect your classroom grade. Your school uses the results of the test to make sure you have the support you need to succeed. Please try your best.

[For Grade 3]

You may use your ruler to help you solve some of the problems on the test.

[For Grade 4]

You may use your ruler and protractor to help you solve some of the problems on the test.

[For Grades 5 and 6]

You may use your ruler, protractor, and mathematics reference sheet (which is inside the test booklet) to help you solve some of the problems on the test.

[For Grades 7 and 8]

You may use your ruler, protractor, calculator, and mathematics reference sheet (which is inside the test booklet) to help you solve some of the problems on the test.

SAY You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question. You will have as much time as you need today to answer the questions.

Distribute one sheet of graph paper to each student.

SAY You may use this graph paper to help you solve the questions on the test. You must record your final answer for each test question on your answer sheet. Anything that you write on the graph paper will not count toward your final score. The graph paper must be returned to me after you complete your test. If you need additional graph paper while you are taking the test, please raise your hand.

Distribute a Session 1 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY This is the answer sheet you will use during today’s test session. Look at your answer sheet and make sure your answer sheet says Session 1.

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question. Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely. Make no stray marks on the answer sheet. Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in your Session 1 test booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 test booklet to each student. If the student identification labels were affixed to the front covers of the student test booklets earlier today, make sure each student receives the correct test booklet.

SAY This is your Session 1 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says “2026 Mathematics Test Session 1” and [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 test booklet.

SAY All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY [For Grades 5, 6, 7, and 8] Now, open your test booklet and remove your mathematics reference sheet. You can use the reference sheet during this session of the test.

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

SAY Now, look at page 1 in your test booklet. 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 suggestions to help you do your best:

- **Read each question carefully. Take your time.**

[For Grade 3]

- **You have a ruler that you can use on the test if it helps you answer the question.**

[For Grade 4]

- **You have a ruler and a protractor that you can use on the test if they help you answer the question.**

[For Grade 5 and 6]

- **You have a ruler, a protractor, and a reference sheet that you can use on the test if they help you answer the question.**

[For Grades 7 and 8]

- **You have a ruler, a protractor, a reference sheet, and a calculator that you can use on the test if they help you answer the question.**

SAY Are there any questions?

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

SAY When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

Are there any questions?

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

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

Now, please turn to page 2 and begin.

Make sure that students are on the correct page and are darkening the circles on the answer sheet appropriately by making their marks heavy and dark with a No. 2 pencil.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet. Make sure to also collect all mathematics reference sheets.

Students who finish the test before other students should check their work. Once the student is finished, test materials may be collected by the proctor. For Grades 5–8, make sure to also collect all mathematics reference sheets. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

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

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

Grades 3–8 — Math Day 2, Session 2

Make sure you have a copy of the Session 2 test booklet.

For Grade 3:

- Make sure each student has a No. 2 pencil and a ruler.

For Grades 4 and 5:

- Make sure each student has a No. 2 pencil, a ruler, and a protractor.

For Grade 6:

- Make sure each student has a No. 2 pencil, a ruler, a protractor, and a four-function calculator with a square root key or a scientific calculator.
- Note that graphing calculators are **not** permitted. Make sure to clear, reset, or disable the memory of any calculator with programming capabilities.

For Grades 7 and 8:

- Make sure each student has a No. 2 pencil, a ruler, a protractor, and a scientific calculator.
- Note that graphing calculators are **not** permitted. Make sure to clear, reset, or disable the memory of any calculator with programming capability.

Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on the answer sheet.

Make sure each student has one sheet of graph paper to use as scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 2 on their Session 2 Answer Sheet. **Only** the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students **must** write their answers to the constructed-response questions in their test booklet. **Only** answers to constructed-response questions written in the test booklet will be scored.

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

SAY You cannot have any personal communications device, 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

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

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

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

SAY Today, you will be taking the 2026 [say appropriate grade] Mathematics Test, Session 2.

This test gives you a chance to show your teachers what you have learned in mathematics this year. The test will not affect your classroom grade. Your school uses the results of the test to make sure you have the support you need to succeed. Please try your best.

[For Grade 3] You may use your ruler to help you solve some of the problems on the test.

[For Grade 4] You may use your ruler and protractor to help you solve some of the problems on the test.

[For Grade 5] You may use your ruler, protractor, and mathematics reference sheet (which is inside the test booklet) to help you solve some of the problems on the test.

[For Grades 6, 7, and 8] You may use your ruler, protractor, calculator, and mathematics reference sheet (which is inside the test booklet) to help you solve some of the problems on the test.

You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question. You will have as much time as you need today to answer the questions.

Distribute one sheet of graph paper to each student.

SAY You may use this graph paper to help you solve the questions on the test. You must record your final answer for each test question on your answer sheet or in your test booklet. Anything that you write on the graph paper will not count toward your final score. The graph paper must be returned to me after you complete your test. If you need additional graph paper while you are taking the test, please raise your hand.

Distribute a Session 2 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY This is the answer sheet you will use during today’s test session. Look at your answer sheet and make sure your answer sheet says Session 2.

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question. Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely. Make no stray marks on the answer sheet. Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers for the multiple-choice questions. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. However, you may use all available space in your Session 2 test booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 2 test booklet to each student. If the student identification labels were affixed to the front covers of the student test booklets earlier today, make sure each student receives the correct test booklet.

SAY This is your Session 2 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says “2026 Mathematics Test Session 2” and [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 test booklet.

SAY [For Grades 5, 6, 7, and 8] **Now, open your test booklet and remove your mathematics reference sheet. You can use the reference sheet during this session of the test.**

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

SAY Now, look at page 1.

Check that all students are looking at the correct page in Session 2.

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 suggestions to help you do your best:

- Read each question carefully. Take your time.

[For Grade 3]

- You have a ruler that you can use on the test if it helps you answer the question.

[For Grade 4]

- You have a ruler and a protractor that you can use on the test if they help you answer the question.

[For Grade 5]

- You have a ruler, a protractor, and a reference sheet that you can use on the test if they help you answer the question.

[For Grades 6–8]

- You have a ruler, a protractor, a reference sheet, and a calculator that you can use on the test if they help you answer the question.
- Be sure to show your work when asked.
- Be sure to explain your answer when asked.

SAY 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 For Session 2 multiple-choice questions, you must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. Use only a No. 2 pencil. If you make a mistake on your answer sheet, erase your mistake completely and darken the circle for the letter that matches your answer.

For Session 2 written-response questions, you must write your answers directly in your test booklet in the space provided. You may not use additional paper for your answers. Only the answers written in your test booklet will be scored. Write your answers clearly and legibly. It is important to show all your work when asked as well as your final answer in your test booklet. If you make a mistake, erase it completely or draw a line through it. Use only a No. 2 pencil. You may not use a pen or highlighter to record any of your answers.

SAY When you see the words **GO ON** at the bottom of a test booklet page, go on to the next page. When you come to the word **STOP**, you have reached the end of Session 2. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

Are there any questions?

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

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

Now, please turn to page 2 and begin.

Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklet.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet. Make sure to also collect all mathematics reference sheets.

Students who finish the test before other students should check their work. Once the student is finished, test materials may be collected by the proctor. For Grades 5–8, make sure to also collect all mathematics reference sheets. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

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

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

STEP SIX

Administer the Elementary-Level (Grade 5) & Intermediate-Level (Grade 8) Science Computer-Based Tests

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

Grades 5 & 8 Science

*Before you begin the test, make sure you have the student login tickets for each student, scratch paper for each student, (one sheet of lined paper, such as loose leaf paper) the Session Access Code, and the Proctor PIN. A four-function calculator will be available in the Nextera™ Test Delivery System during the Grade 5 Science Test. A scientific calculator will be available in the Nextera Test Delivery System during the Grade 8 Science Test. Schools may continue to supply students with exclusive use of the type of hand-held calculator the students use for everyday science instruction. If requested by the student, a four-function calculator with a square root key or a scientific calculator must be provided. If requested by the student, a scientific calculator must be provided. Note that graphing calculators are **not** permitted.*

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

SAY You cannot have any 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

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

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

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

SAY You will be taking the 2026 [say appropriate grade] Science Test.

This test gives you a chance to show your teachers what you have learned in Science so far. The test will not affect your classroom grade. Your school uses the results of the test to make sure you have the support you need to succeed. Please try your best.

You must select your answers in the online test. Some questions may have multiple parts. Make sure you complete all parts of the question. You will have as much time as you need today to answer the questions.

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

Answer all questions on this test. You may not know the answers to some of the questions but do the best you can on each one.

Distribute one sheet of lined scratch paper to each student.

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

Provide students with their secure student login tickets.

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

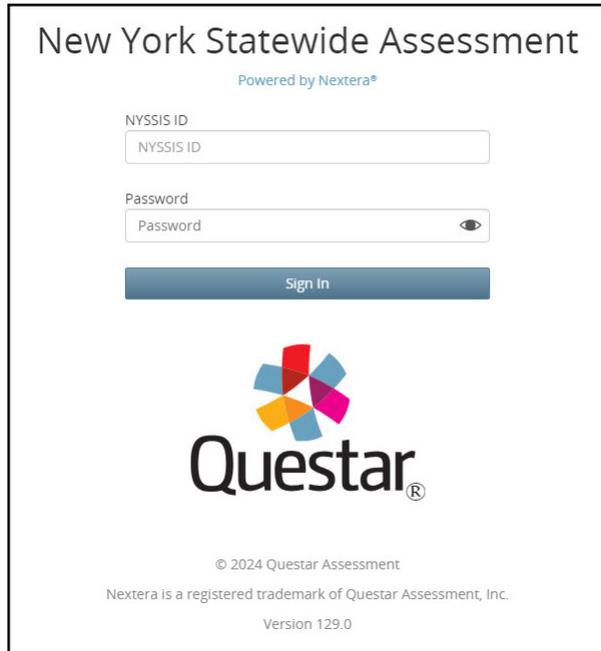
Double-click this icon and the online test will launch.

Once the program has opened, you will see the "Sign in" page.

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

Please raise your hand if you do not see the "Sign in" page.

Sample sign in page:



The image shows a login page for the New York Statewide Assessment. At the top, it says "New York Statewide Assessment" and "Powered by Nextera®". Below this are two input fields: "NYSSIS ID" and "Password". The "Password" field has an eye icon to toggle visibility. A "Sign In" button is positioned below the fields. The Questar logo is centered below the button. At the bottom, there is copyright information: "© 2024 Questar Assessment" and "Nextera is a registered trademark of Questar Assessment, Inc. Version 129.0".

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

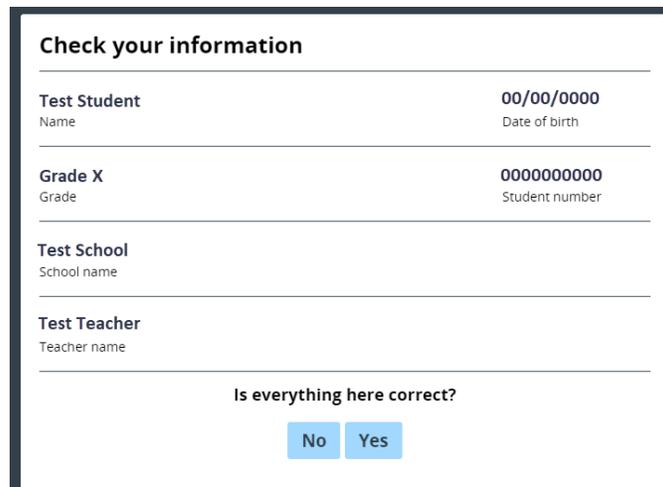
Now select the “Password” field. Type in your password from your login ticket. When you type in your password, if you click on the eye icon, the numbers will show and may help make it easier to type it in.

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

Pause for questions.

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

Sample verification page:



The image shows a verification page titled "Check your information". It contains four sections, each with a label and a value:

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

Below the table, it asks "Is everything here correct?" with two buttons: "No" and "Yes".

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

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

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

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

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

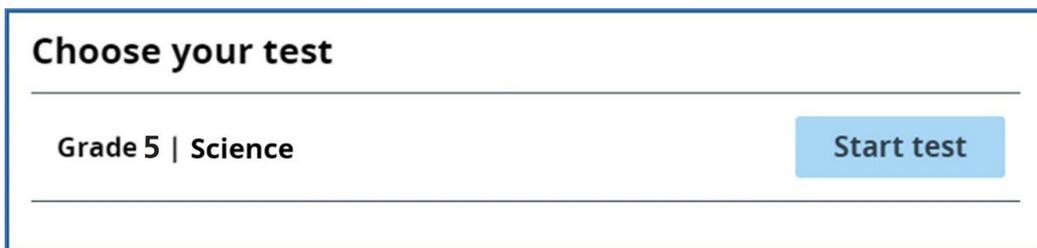
If the date of birth or teacher's name is incorrect, or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

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

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

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

Sample Test Page:

A screenshot of a test selection interface. At the top, it says "Choose your test" in bold. Below this, there is a horizontal line. Underneath the line, the text "Grade 5 | Science" is displayed on the left, and a blue button with the text "Start test" is on the right. Another horizontal line is at the bottom of the interface.

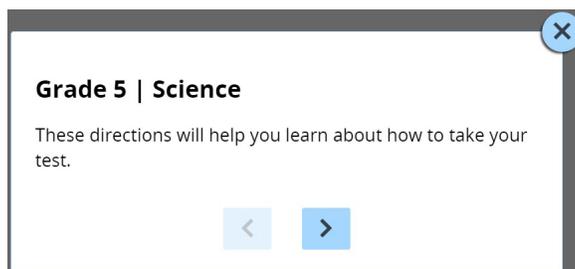
SAY Now we are going to begin the test. Select "Start test" next to [say appropriate grade] Science Test.

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 testing accommodations.

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

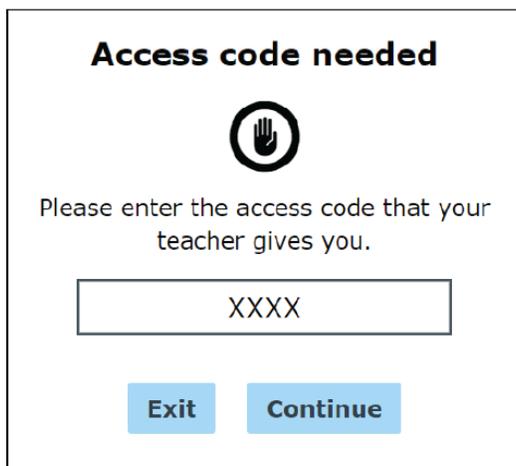
Sample directions page:



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

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

Sample Session Access Code page:



SAY Once you finish your test, you may check your work. To review your test before submitting it, select "Review." 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 "Submit," 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."

SAY Are there any questions before we begin?

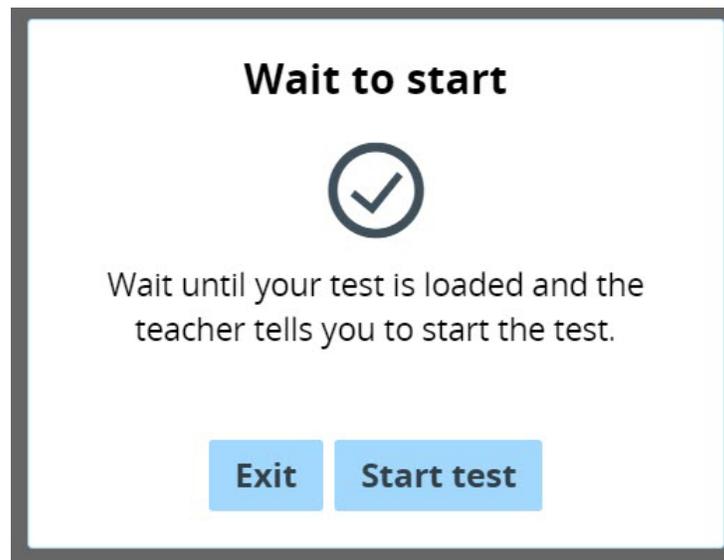
Answer any questions the students may have.

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?

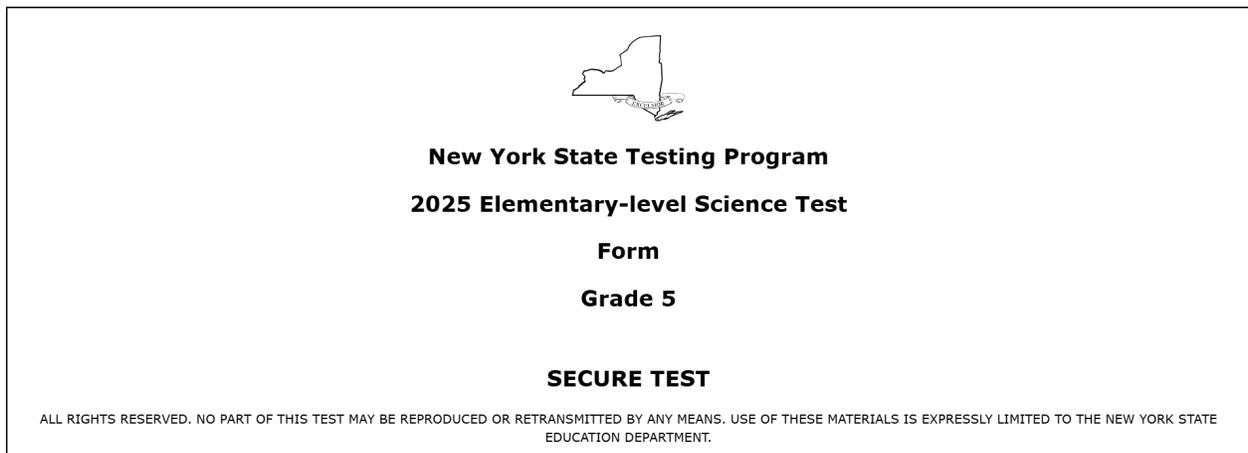
Pause for questions.

Sample screen:



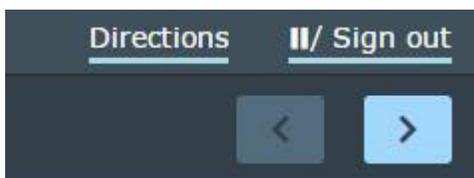
SAY Please select "Start test."

The next screen confirms you are taking the *[say appropriate grade]* Science 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. If you have or use any communications device, other than the device on which you are taking the test, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

Are there any questions?

Pause for questions.

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

Test

TIPS FOR TAKING THE TEST

Here are some ideas to help you do your best:

- Be sure to read all the directions carefully.
- Read each question carefully.
- Think about the answer before making your choice or typing your answer.
- Make sure you read all the information given for each question.
- Diagrams included in the test are not drawn to scale unless otherwise noted.
- You have an online ruler and a calculator that you can use on the test if they help you answer the question.

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

- **Be sure to read all the directions carefully.**
- **Read each question carefully.**
- **Think about the answer before making your choice or typing your answer.**
- **Make sure you read all the information given for each question.**
- **Diagrams included in the test are not drawn to scale unless otherwise noted.**
- **You have an online ruler and a calculator that you can use on the test if they help you answer the question.**

Are there any questions?

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

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

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

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

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

Given that the Spring tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

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

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

STEP SIX

Administer the Grades 5 & 8 Science Paper-Based Tests

*Please read these directions carefully before administering the test. When you administer the 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.*

Grades 5 & 8 Science

Make sure you have a copy of the correct grade level (Grade 5 or Grade 8 Science) test booklet.

*Make sure each student has a No. 2 pencil and a ruler. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on their answer sheets.*

Students must be provided with hand-held calculators.

- *Students taking the Grade 5 Science Test must be provided with four-function calculators with a square root key or scientific calculators.*
- *Students taking the Grade 8 Science Test must be provided with scientific calculators.*

*Note that graphing calculators are **not** permitted. Make sure to clear, reset, or disable the memory of any calculator with programming capability.*

*Students are **not** to be given scratch paper.*

*Students will be recording the answers to the multiple-choice questions on their answer sheet. **Only** the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students **must** write their answers to the constructed-response questions in their test booklet. **Only** answers to constructed-response questions written in the test booklet will be scored.*

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

SAY **You cannot have any personal communications device, 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

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

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

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

SAY Today, you will be taking the 2026 [say appropriate grade] Science Test.

This test gives you a chance to show your teachers what you have learned in Science. The test will not affect your classroom grade. Your school uses the results of the test to make sure you have the support you need to succeed. Please try your best.

You will mark your answers to multiple-choice questions on your answer sheet, and you will write your responses to the written-response questions in your test booklet. Some questions may have multiple parts. Make sure you complete all parts of the question. You will have as much time as you need today to answer the questions.

You may use your ruler and calculator to help you solve some of the problems on the test.

Distribute an answer sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY This is the answer sheet you will use during today's test. Use your answer sheet to record your answers to the multiple-choice questions.

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question. Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely. Make no stray marks on the answer sheet. Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers for the multiple-choice questions. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. However, you may use all available space in your test booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a test booklet to each student. If the student identification labels were affixed to the front covers of the student test booklets earlier today, make sure each student receives the correct test booklet.

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

Look at the cover of your test booklet. Make sure it says “2026 [say appropriate grade] Science Test.” 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 test booklet.

SAY Now, open your test booklet.

Now, look at page 1.

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:

- Be sure to read all the directions carefully.
- Read each question carefully.
- Think about the answer before making your choice or writing your answer.
- Make sure you read all the information given for each question.
- Diagrams included in the test are not drawn to scale unless otherwise noted.
- You have a ruler and a calculator that you can use on the test if they help you answer the question.

Are there any questions?

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

SAY For multiple-choice questions, you must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. Use only a No. 2 pencil. If you make a mistake on your answer sheet, erase your mistake completely and darken the circle for the letter that matches your answer.

SAY For written-response questions, you must write your answers directly in your test booklet in the space provided. You may not use additional paper for your answers. Only the answers written in your test booklet will be scored. Write your answers clearly and legibly. If you make a mistake, erase it completely or draw a line through it. Use only a No. 2 pencil. You may not use a pen or highlighter to record any of your answers.

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

Are there any questions?

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

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

Now, please turn to page 2 and begin.

Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklets.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklets.

Students who finish the test before other students should check their work. Once the student is finished, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

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

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

Appendices

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

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

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

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

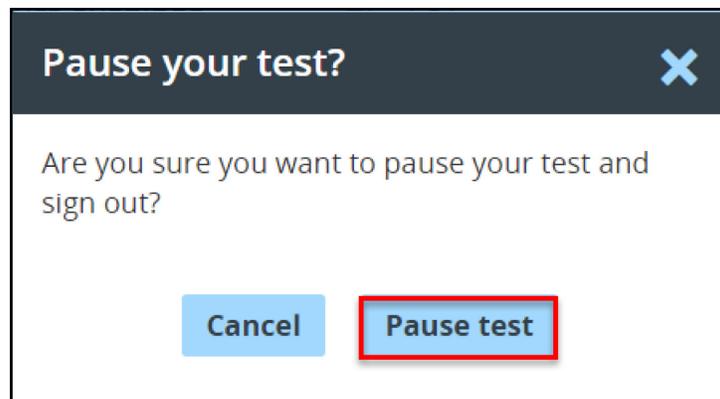
- Card stock (e.g., manila folders) that can be taped to the sides of monitors.
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices.
- Cardboard carrels.
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible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

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

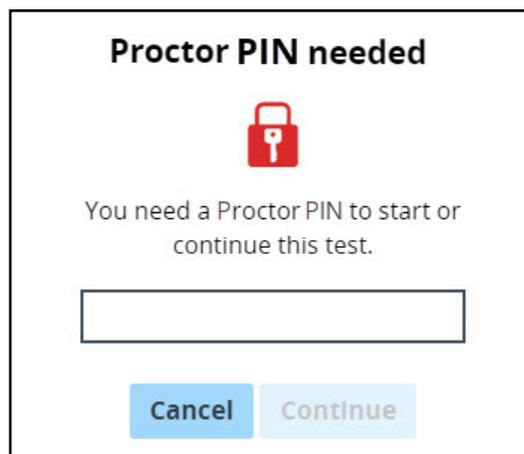
A student may pause a test by selecting **II/Sign Out** in the upper right corner of the student's screen in the Nextera™ Test Delivery System.



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



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



Being mindful of the health and safety protocols established at schools related to viral illnesses, for the Spring administration, schools have the option of having students enter the Proctor PIN themselves. If a school chooses this option, the Proctor PIN should be reset after each test session.

Appendix C: Logging into Nextera™ Admin

Overview

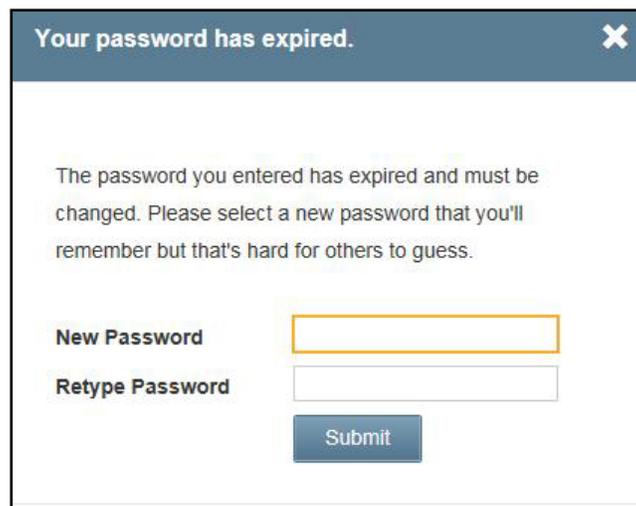
This section will guide you through the login process in the Nextera™ Administration System (Nextera™ Admin).

Sign In

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

Accessing Nextera™ Admin

1. Enter your **User ID** and **Password**, then select **Sign In**. If you need to reset your password, please find password reset instructions on page A-5. You can also contact your testing coordinator to have login tickets resent to you.
2. If you are signing in for the first time, you will be prompted to reset your password upon first login.
3. You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



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

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

Questar

Tuesday, October 15, 2021

District: QAI NEXTERA TEAM (QAI01)

School: QAI NEXTERA TEAM (QAI01)

By clicking I agree below, I understand the following:

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

I've read this page

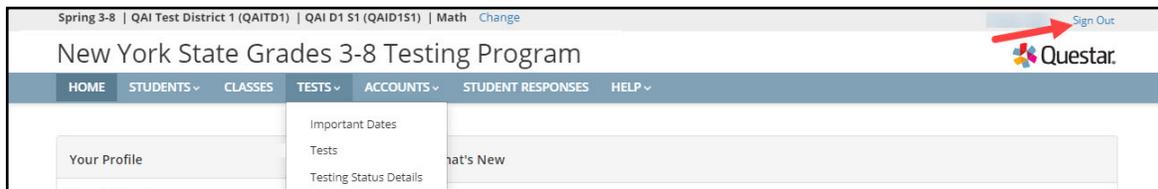
I Agree

If you'd like, you may click [here](#) to read the full version from our lawyers.

You may also contact us by calling 1.866.997.0695

Sign Out

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

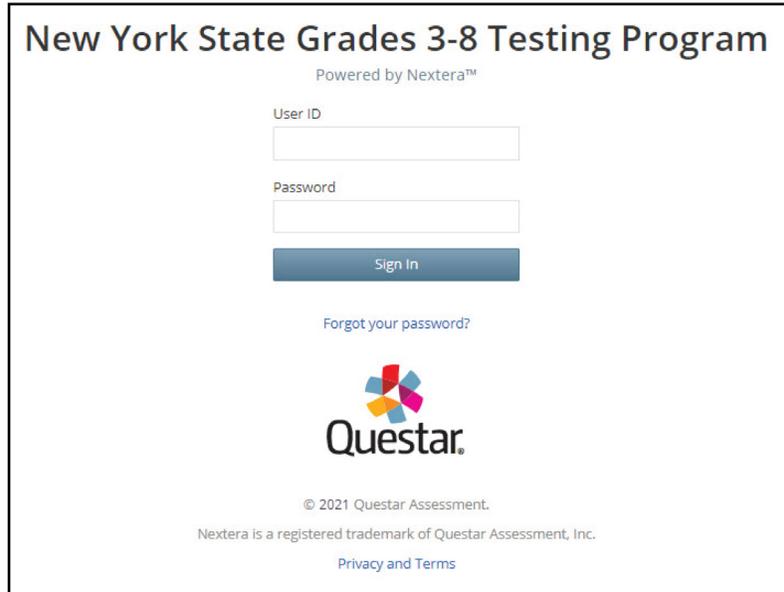


Forgot Your Password?

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

If you have forgotten your password:

- Select **Forgot your password?**



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

User ID

Password

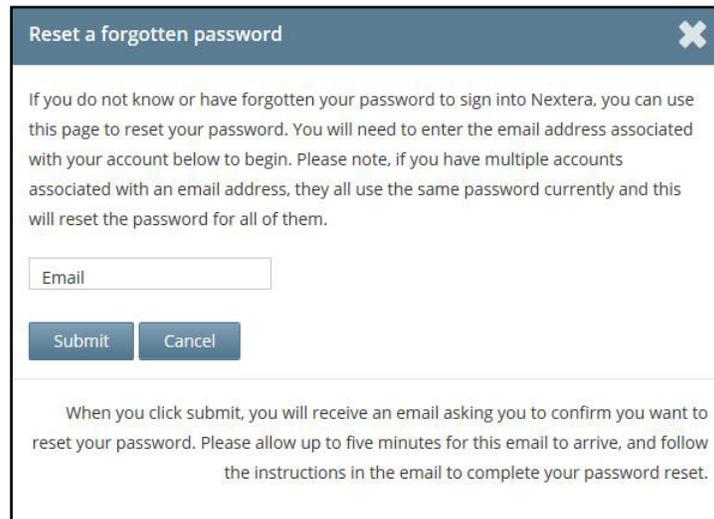
Sign In

[Forgot your password?](#)


Questar®

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[Privacy and Terms](#)

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



Reset a forgotten password ✕

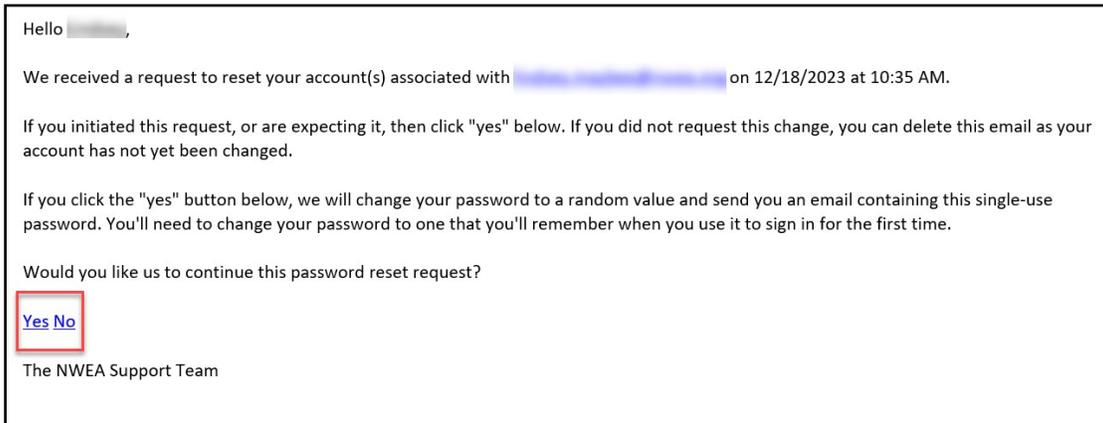
If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need to enter the email address associated with your account below to begin. Please note, if you have multiple accounts associated with an email address, they all use the same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

Email

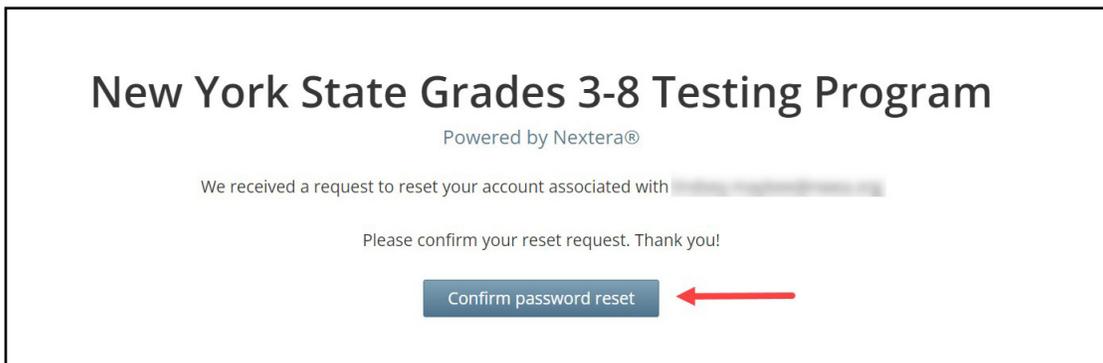
Submit Cancel

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.

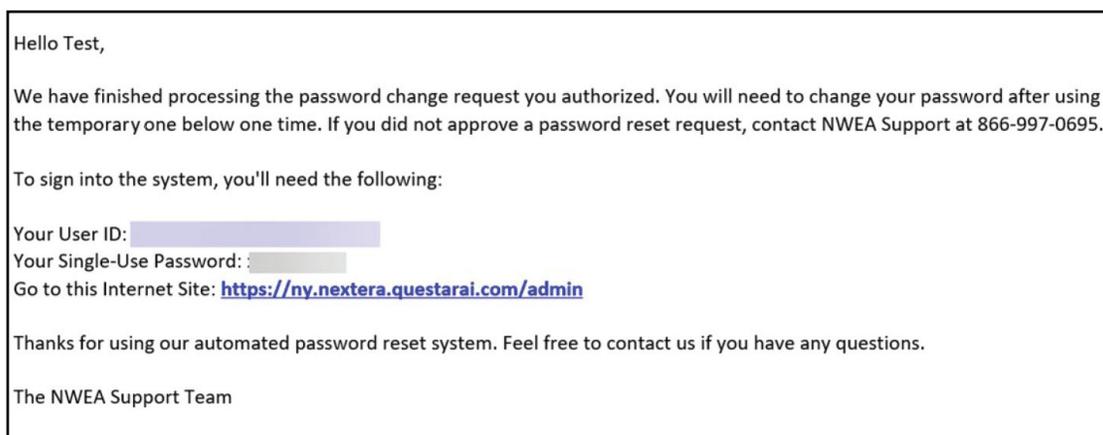
- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



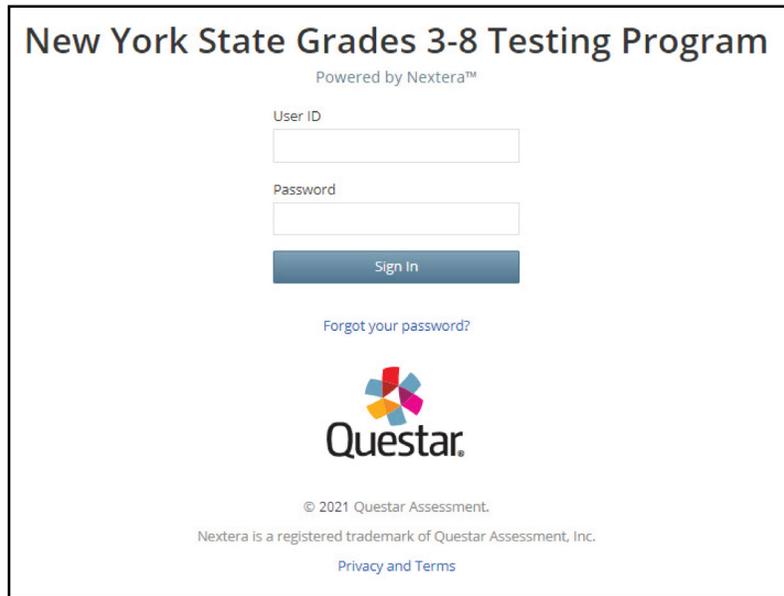
- After selecting **Yes** you will be brought to this website:



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

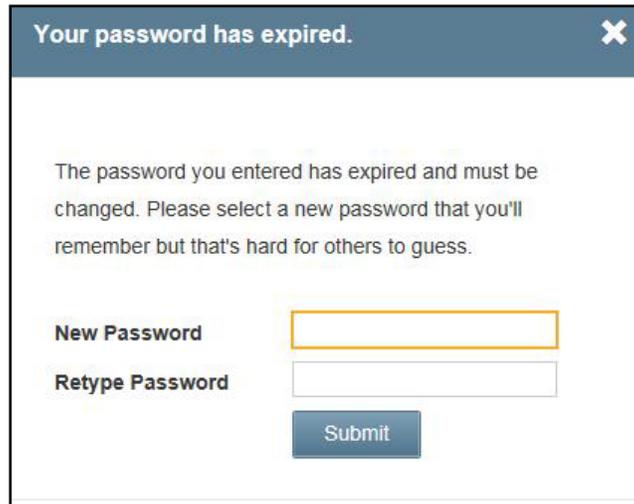


- Enter your **User ID** and single-use **Password** and select **Sign In**.



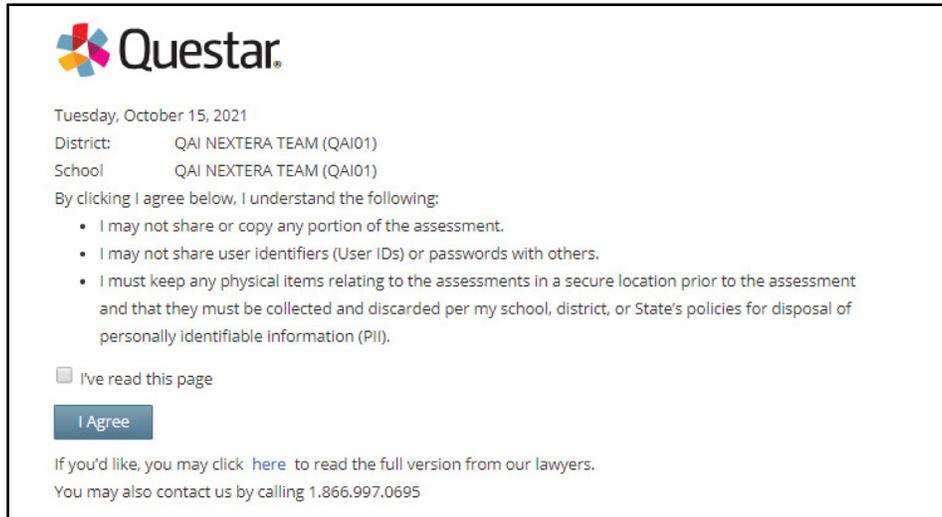
The image shows the login page for the New York State Grades 3-8 Testing Program. At the top, it says "New York State Grades 3-8 Testing Program" and "Powered by Nextera™". Below this, there are two input fields: "User ID" and "Password". A blue "Sign In" button is positioned below the password field.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

- 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 dialog box titled "Your password has expired." with a close button (X) in the top right corner. The message inside 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 message, there 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 image shows a screenshot of a Questar security compliance statement form. 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 form identifies the user as being from the "QAI NEXTERA TEAM (QAI01)" for both the District and School. A statement follows: "By clicking I agree below, I understand the following:". This is followed by a bulleted list of three items: "I may not share or copy any portion of the assessment.", "I may not share user identifiers (User IDs) or passwords with others.", and "I must keep any physical items relating to the assessments in a secure location prior to the assessment and that they must be collected and discarded per my school, district, or State's policies for disposal of personally identifiable information (PII).". Below the list is a checkbox labeled "I've read this page", which is currently unchecked. To the right of the checkbox is a blue button with the text "I Agree". At the bottom of the form, there is a link: "If you'd like, you may click [here](#) to read the full version from our lawyers." and a phone number: "You may also contact us by calling 1.866.997.0695".

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

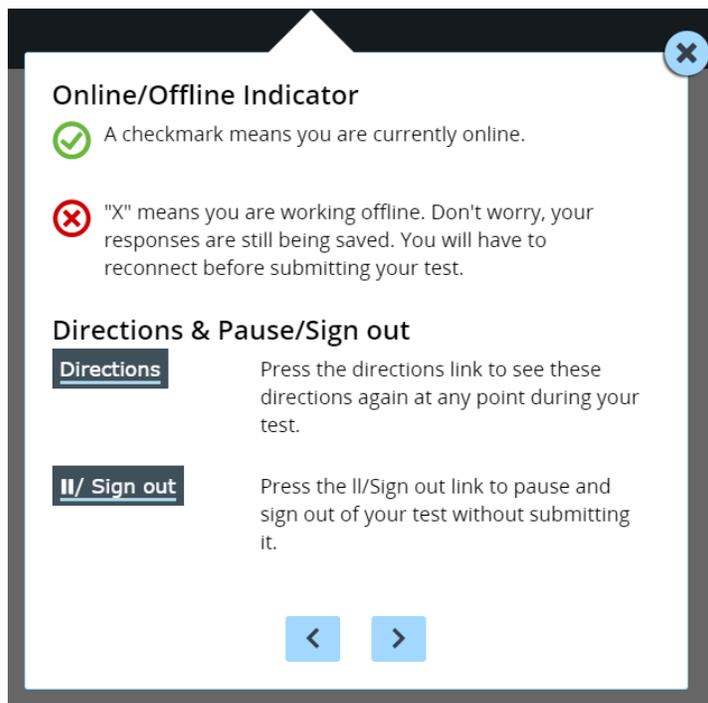
All students testing on computer have access to general features and tools that are available through the Nextera™ Test Delivery system. The following information provides an overview of the computer-based testing features and tools available to students testing on computer. Students should have had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

General Features of the Nextera™ Test Delivery System

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

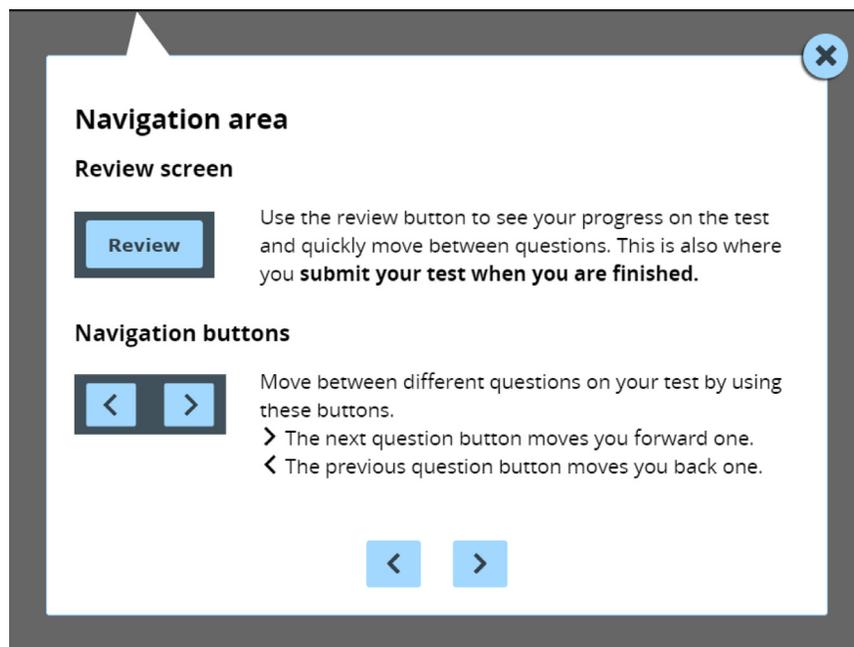
Online/Offline Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions

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



- The Online/Offline Indicator in the upper left of the screen indicates whether a student’s device has or has not lost internet connectivity. Students should be informed to continue testing even if they lose internet connectivity as their responses will be saved to their local device. In an event where internet connectivity is not restored, please contact 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 B**.

Review Screen and Navigation Between Questions



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

Split Screen Controls for Science

Split Screen Controls

Some items on your test may be split into side by side areas. This is so you can easily go back and forth between the two sides while you answer questions.

If you want to focus more on one side you can move the dividing line left or right by using the arrow buttons at the top.

The reset button  will move the dividing line to its original position.

The screenshot shows a dark header bar with a "Review" button on the left, the word "Question" in the center, and left and right arrow buttons on the right. Below the header is a white area with a vertical divider line. Above the divider line are three buttons: a left arrow, a reset icon, and a right arrow. Arrows point from the text "This < button moves the divider line left." to the left arrow button, and from "This > button moves the divider line right." to the right arrow button. At the bottom of the white area are two large blue arrow buttons, one pointing left and one pointing right.

All stimuli in the science 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 general tools provided through the Nextera™ Test Delivery System. Please refer to the following list regarding which tools are available by grade level.

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

Zoom, Bookmark, and Note (Notepad)

The screenshot shows a user interface for three tools: Zoom, Bookmark, and Note. Each tool has a corresponding icon and a brief instruction on how to use it. The Zoom tool includes a minus button to zoom out, a plus button to zoom in, and a reset button to return to the original zoom level. The Bookmark tool is used to mark questions for later review. The Note tool is used to leave a note on a question for later review. Navigation arrows are visible at the bottom of the interface.

Zoom

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

Bookmark

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

Note

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

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

- **Zoom**—Students can increase and decrease font size. Clicking on the minus button makes the screen smaller. Clicking the plus button makes it larger. Note that if students click the reset button within the Zoom tool, the text will return to the original setting.
- **Bookmark**—Students can select 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

Test tools

 <p>Color choices Use color choices to change the background color or to change to white text on a black background.</p>	 <p>Highlighter The highlighter can color parts of your test for emphasis. Clear highlights by pressing on a highlighted section with the highlighter.</p>
 <p>Answer eliminator Use the answer eliminator to mark answers you think are incorrect by pressing on an answer with the answer eliminator active.</p>	 <p>Line-reader Use the line reader to visually hide parts of your test so you can focus on one portion at a time.</p>

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

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

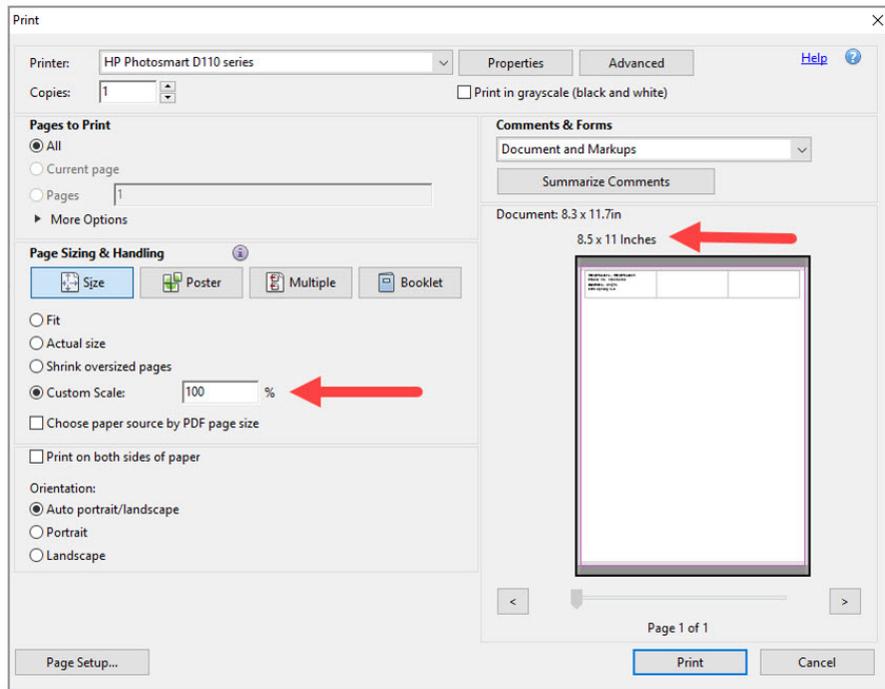
- Mathematics Calculator—Students can use either the hand-held calculator provided by the school or the calculator available within the Nextera™ Test Delivery System to help students solve math problems on the test. For students in Grade 6, a four-function calculator is available in the Nextera™ Test Delivery System for Session 2 only. For students in Grades 7 and 8, a scientific calculator is available in the Nextera™ Test Delivery System for both Sessions 1 and 2. Students can access the calculator by clicking on the calculator button on the tool tray. Note that graphing calculators are **not** permitted.
- Science Calculator—Students can use either the hand-held calculator provided by the school or the calculator available within the Nextera™ Test Delivery System (a four-function calculator is embedded for the Grade 5 Science Test and a scientific calculator is embedded for the Grade 8 Science Test) to help students answer questions on the test. Students can access the calculator by clicking on the calculator button on the tool tray. Note that graphing calculators are **not** permitted.
- Highlighter—Students can use the Highlighter tool to identify part of the test for emphasis. To clear highlighted text, click on the highlighted text a second time while the tool is active.
- Answer Eliminator—Students can eliminate multiple-choice answers they think are incorrect by clicking the Answer Eliminator on the tool tray. When this tool is on, a student can click on the answers they want to be crossed out. Note that the Answer Eliminator is only available for multiple-choice questions.
- Ruler and Protractor—Students can use the ruler and protractor available within the Nextera™ Test Delivery System to help them solve problems on the test. Rulers are available within the Nextera™ Test Delivery System for Grades 3–8. Protractors are available within the Nextera™ Test Delivery System for Grades 4–8. Students can access both the ruler and protractor by clicking on the ruler or protractor button on the tool tray.
- Line-Reader—Students can use the Line-Reader to block certain parts of the text so a student can focus on one portion at a time by clicking on the Line-Reader tool in the tool tray. Students can use the window to focus on the text they want to see and the opaque portion around the window to block out what they don't want to see. Both the window and opaque portions can be resized.
- 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 E: Troubleshooting

Printing Student Login Tickets

If you selected Avery 5160 or Avery 5163 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 administrator 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 principal or 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. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses. Please note that the student must return to the same device that they began testing on to submit their test once internet connectivity has been reestablished.

Note: Text-to-Speech (TTS) requires an internet connection. If the internet connection is lost, TTS will be unavailable until the internet connection is restored. Once restored, TTS functionality will resume.
- If attempts to reestablish internet connectivity are unsuccessful, follow the applicable steps from the table below:

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

Test content, student login tickets, Session Access Codes, and Proctor PINs must be kept secure. Test booklets and scoring materials must be kept secure. You are not to discuss the test or photocopy test booklets, 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.



2026 Grades 3–8 Mathematics and Elementary- and Intermediate-Level Science Tests Teacher's Directions

