3-8 Computer Based Testing

For operational districts – Spring 2020

Educational
Technology Service

Genesee Valley
Wayne-Finger Lakes

Expectations/Goals

- How to access & configure the Nextera System
- Timeline for system configuration and test administration
- How & where to find guidance and support
- **Discuss concerns & best practices with colleagues**

Agenda

- Important Dates/Timeline
- Support & Resources
- Browser Installation
- User Roles
- Managing User Accounts
- Managing Students
- Managing Classes
- Test Accommodations
- Test Administration
- Quick Links

Important Dates

Operational Test Administration Windows:

ELA:

Test Dates:
March 24th – March 31st

Make-Up Dates:
March 30th – April 3rd

Student Data Load:
February 24th

ELA Scoring:
March 30th – April 9th

MATH:

Test Dates:
April 20th – April 27th

Make-Up Dates
April 24th – April 30th

Student Data Load:
March 23rd

Math Scoring:
April 24th – May 6th

2020 CBT Milestones

January

- Statewide CBT Simulations Webinar: January 10th
- Statewide CBT Simulation: January 28th & February 11th

February

- Regional Winter Training: January 27th- February 14th
- Student Data loaded to Nextera Admin for CBT ELA: February 24th

March

- Proctor & Best Practices Webinar: March 3rd
- ScorePoint Training Roadshows: March 4th & March 6th
- Statewide ScorePoint Webinar: March 9th
- ELA Operational CBT: March 24th -31st
- Student Data loaded to Nextera Admin for CBT Math: March 23rd

April

- ELA Scoring: March 30th- April 9th
- Math Operational CBT: April 20th – 27th

May

Math Scoring: April 24th–May 6th

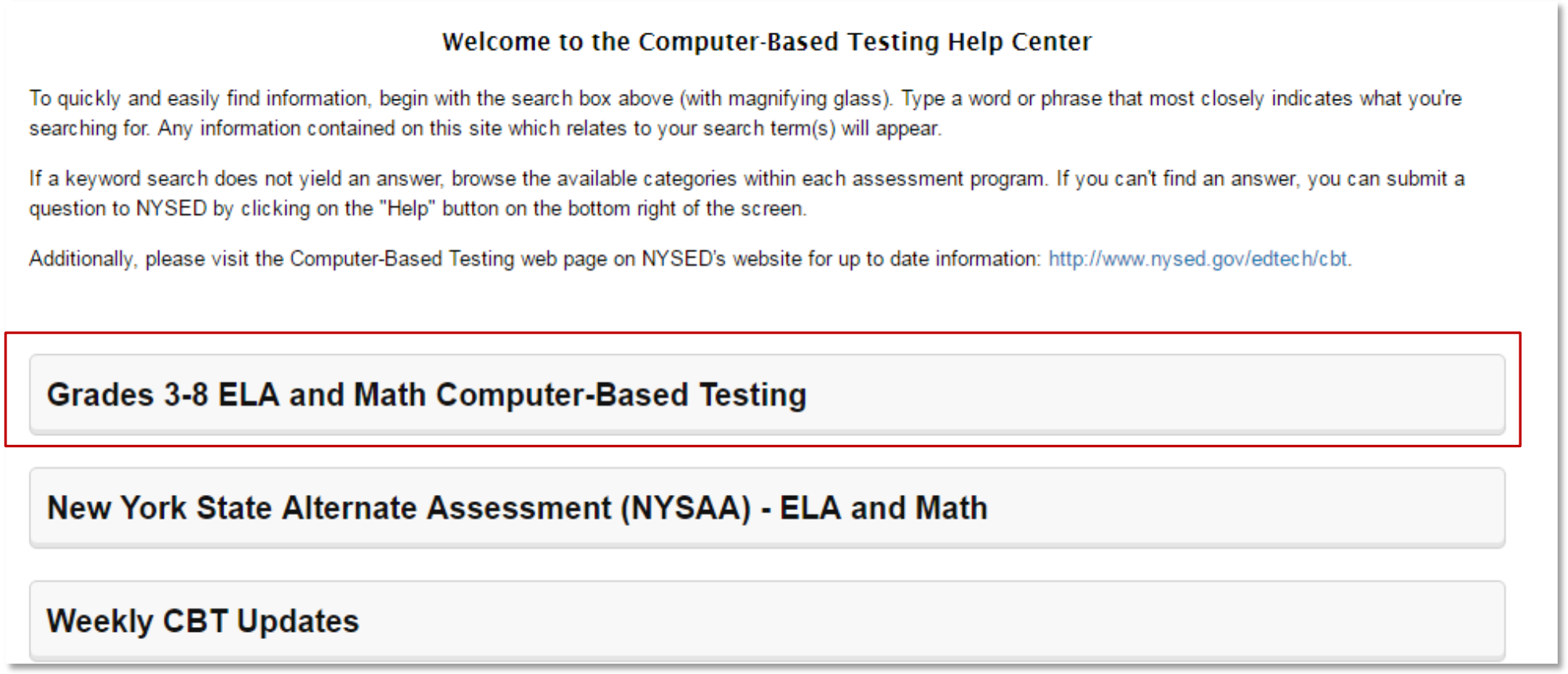
- Lessons Learned from Operational CBT: May
- CBT & PBT Field Tests: May-June

5

Support & Resources

Support Resources

https://cbtsupport.nysed.gov



Welcome to the Computer-Based Testing Help Center

To quickly and easily find information, begin with the search box above (with magnifying glass). Type a word or phrase that most closely indicates what you're searching for. Any information contained on this site which relates to your search term(s) will appear.

If a keyword search does not yield an answer, browse the available categories within each assessment program. If you can't find an answer, you can submit a question to NYSED by clicking on the "Help" button on the bottom right of the screen.

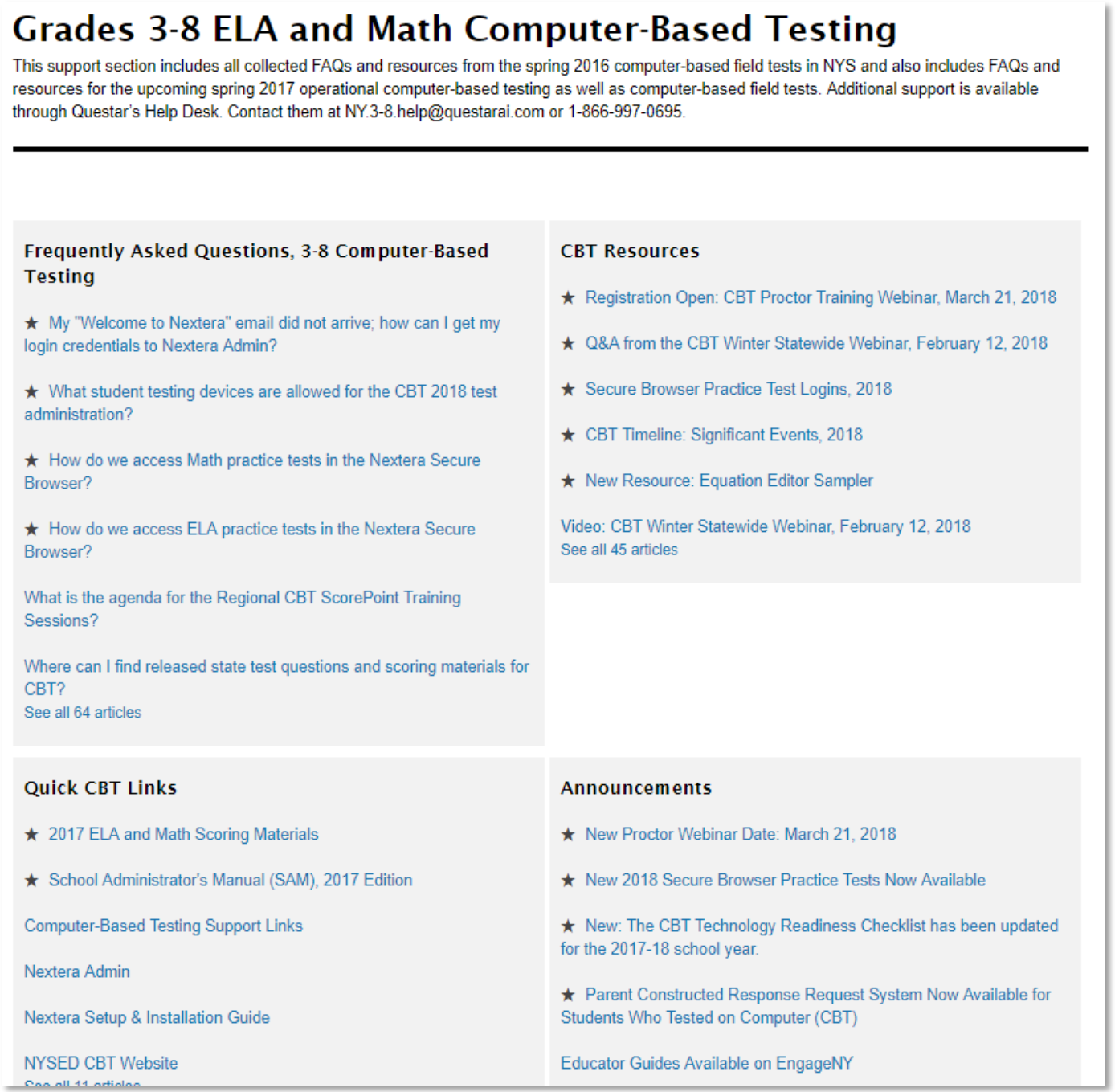
Additionally, please visit the Computer-Based Testing web page on NYSED's website for up to date information: http://www.nysed.gov/edtech/cbt.

Grades 3-8 ELA and Math Computer-Based Testing

New York State Alternate Assessment (NYSAA) - ELA and Math

Weekly CBT Updates

- 3-8 CBT: FAQ
- Nextera Admin: FAQ
- ScorePoint: FAQ
- Quick CBT Links
- CBT Resources
- Announcements
- Communications
- CBT Video Tutorials



Grades 3-8 ELA and Math Computer-Based Testing

This support section includes all collected FAQs and resources from the spring 2016 computer-based field tests in NYS and also includes FAQs and resources for the upcoming spring 2017 operational computer-based testing as well as computer-based field tests. Additional support is available through Questar's Help Desk. Contact them at NY.3-8.help@questarai.com or 1-866-997-0695.

Frequently Asked Questions, 3-8 Computer-Based Testing

★ My "Welcome to Nextera" email did not arrive; how can I get my login credentials to Nextera Admin?

★ What student testing devices are allowed for the CBT 2018 test administration?

★ How do we access Math practice tests in the Nextera Secure Browser?

★ How do we access ELA practice tests in the Nextera Secure Browser?

What is the agenda for the Regional CBT ScorePoint Training Sessions?

Where can I find released state test questions and scoring materials for CBT?

See all 64 articles

CBT Resources

★ Registration Open: CBT Proctor Training Webinar, March 21, 2018

★ Q&A from the CBT Winter Statewide Webinar, February 12, 2018

★ Secure Browser Practice Test Logins, 2018

★ CBT Timeline: Significant Events, 2018

★ New Resource: Equation Editor Sampler

Video: CBT Winter Statewide Webinar, February 12, 2018

See all 45 articles

Quick CBT Links

★ 2017 ELA and Math Scoring Materials

★ School Administrator's Manual (SAM), 2017 Edition

Computer-Based Testing Support Links

Nextera Admin

Nextera Setup & Installation Guide

NYSED CBT Website

See all 11 articles

Announcements

★ New Proctor Webinar Date: March 21, 2018

★ New 2018 Secure Browser Practice Tests Now Available

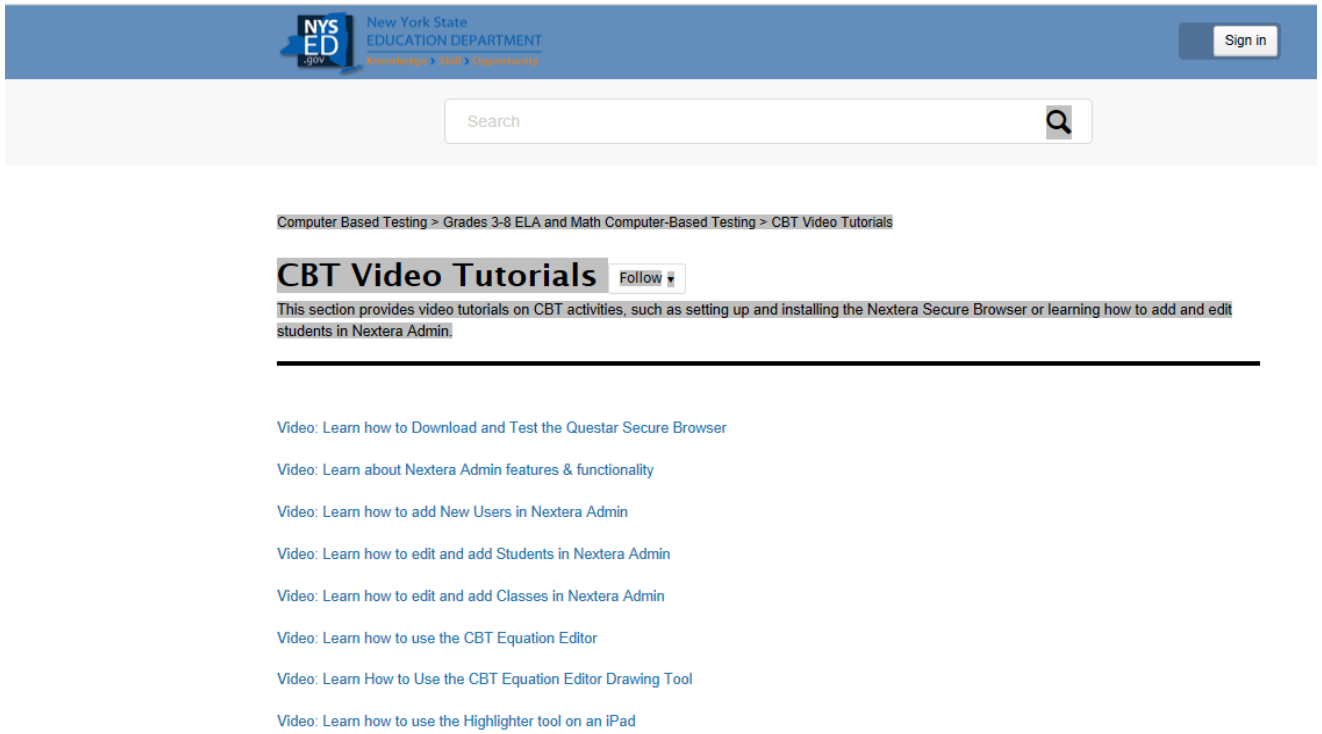
★ New: The CBT Technology Readiness Checklist has been updated for the 2017-18 school year.

★ Parent Constructed Response Request System Now Available for Students Who Tested on Computer (CBT)

Educator Guides Available on EngageNY

Video Tutorials

https://cbtsupport.nysed.gov/hc/en-us/sections/115000412586-CBT-Video-Tutorials



New CBT Enhancements this year!

Enhancements:

1. AWS (Amazon Web Service)
2. .CSV file for printing Student Login Tickets
3. Adjusted submit button slightly
4. Updated Proctor PIN Screen
5. Text-To-Speech (TTS) for math Reference Sheet

Need-to-Know

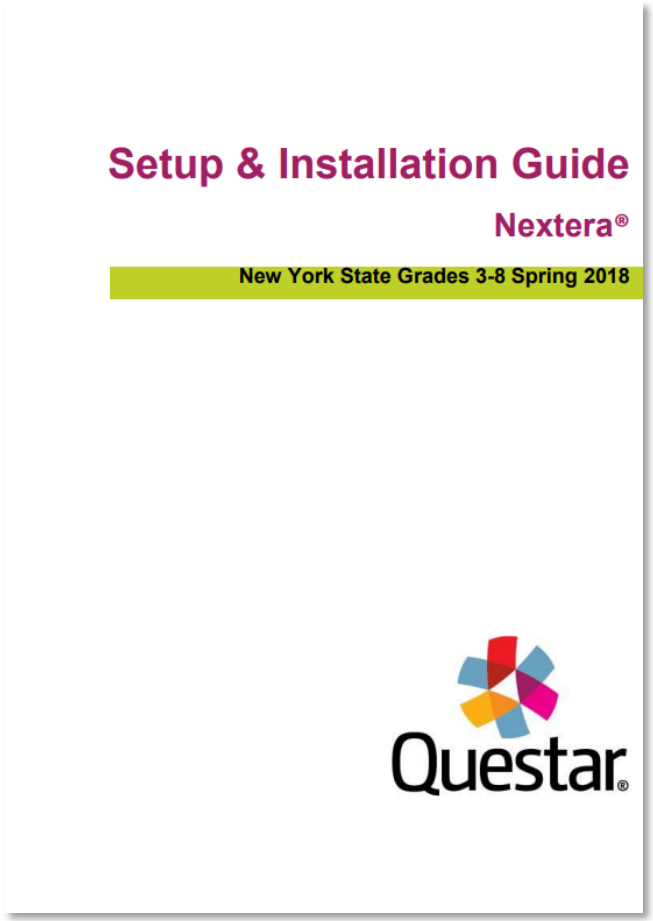
- Scratch Paper is provided to students testing on computer
- Student IEPs and 504 Plans advise on testing accommodations that must be set for a student BEFORE the student accesses the CBT test session
- Not Tested Codes must be selected in Nextera Admin for students who are not taking the computer-based test and set for all sessions.
- The Proctor PIN must be distributed to testing classrooms with the secure materials packet
- Access to Student CRs is available in June to Principals though Nextera Admin

Browser Installation

Browser Installation

Beginning on page 15 of the Setup & Installation Guide you will find detailed instructions for installing on:

- Windows
- Mac OS X
- Apple iPad
- Chromebook



Link to Setup & Installation Guide:
https://cbtsupport.nysed.gov/hc/en-us/articles/208474306 see download resources at bottom of page

Link to Installation Videos:
https://cbtsupport.nysed.gov/hc/en-us/articles/115001411623-Video-Learn-how-to-Download-and-Test-the-Questar-Secure-Browser

User Roles & Accounts

User Roles

District Test Coordinator (DTC)

- Main point of contact at the district for Questar
- Ensures accuracy of all student data in the system
- Manages district-level accounts and sets up primary school-level users, including the School Test Coordinator and School Information Technology Coordinator
- There is only one District Test Coordinator per district

District Level User (DLU)

- Receives the same permissions in the system as the District Test Coordinator
- Has access to all district schools, users, and students
- Can assist in managing district-level users and students, and in scheduling tests

District Information Technology Coordinator (DITC)

- Information technology point of contact for all schools in the district
- May help district and school staff troubleshoot technology issues

School Test Coordinator (STC)

- Handles test coordinator responsibilities at the school level
- Responsible for managing users and students, and schedules tests at the school level
- There is only one School Test Coordinator per school

Building Level User (BLU)

- Receives the same permissions in the system as the School Test Coordinator
- Can assist in managing school level users and students, and in scheduling tests

School Information Technology Coordinator (SITC)

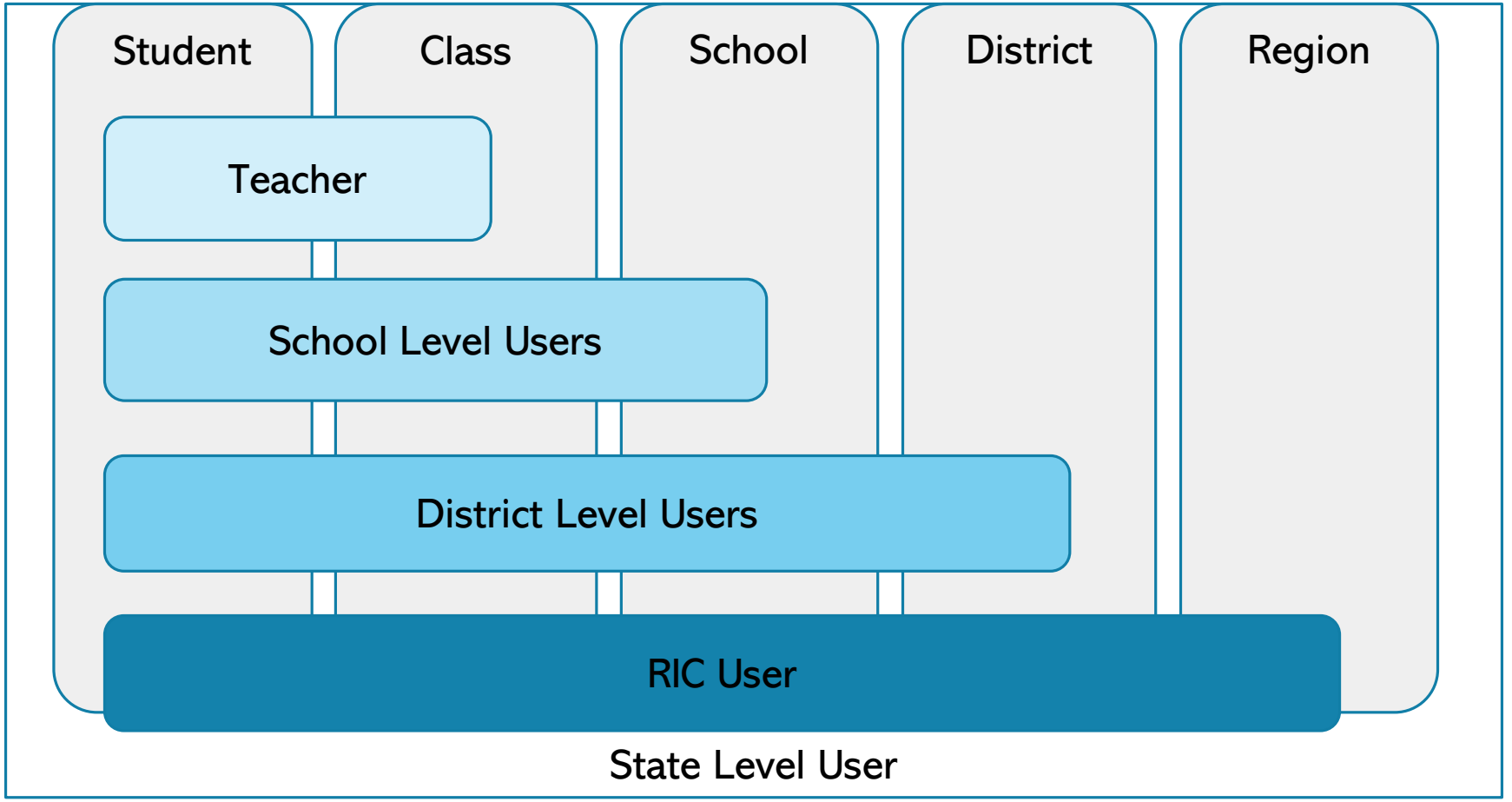
- Information technology point of contact for the school
- Can download the secure test browser on all devices used for testing
- May help district and school staff troubleshoot technology issues

Teacher (TA)

- Responsible for leading test administration
- Has access to their class information and test sessions

Not Mentioned: Regional Level User, Superintendent & Principal

User Roles


Student
Class
School
District
Region
Teacher
School Level Users
District Level Users
RIC User
State Level User

Roles and Responsibilities

Teacher

- Can access their class and student information in Nextera Admin
- Responsible for leading the test administration
- Distributes login tickets and reads the directions from the *Teacher's Directions*
- Has the Proctor PIN on-hand for students who may need to pause the test

Note: There is only one teacher per class

Roles and Responsibilities

School Level Users

Principal (PRN) – Responsible for Technology Readiness, visibility to their own school, classes, and students

School Test Coordinator (STC) – Handles test coordinator responsibilities at school level, manages users and students, schedules tests at school level

Building Level User (BLU) – Same permissions as STC, assists in managing school-level users and students

School Information Technology Coordinator (SITC) – Information technology point of contact for school, can download the secure browser, helps to troubleshoot, does not have access to students or classes

Roles and Responsibilities

District Level Users

District Test Coordinator (DTC) – Main point of contact at the district for Questar, ensures accuracy of all student data in system, manages district-level accounts and sets up primary school level users

Superintendent (SUP) – Adviser to the DTC, ensures all student data is correct in system, visibility to own district and school level information

District Level User (DLU) – Same permissions as DTC, assists in managing district-level users and students

District Information Technology Coordinator (DITC) – Information technology point-of-contact for district, can download the secure browser, helps to troubleshoot, does not have access to students or classes

Roles and Responsibilities

RIC User (RIC)

- Visibility to all region, district, and school-level information
- Point-of-contact for all District Test Coordinators for the region
- Provide support to all districts in region
- Generate status reports by district, school or class during test administration

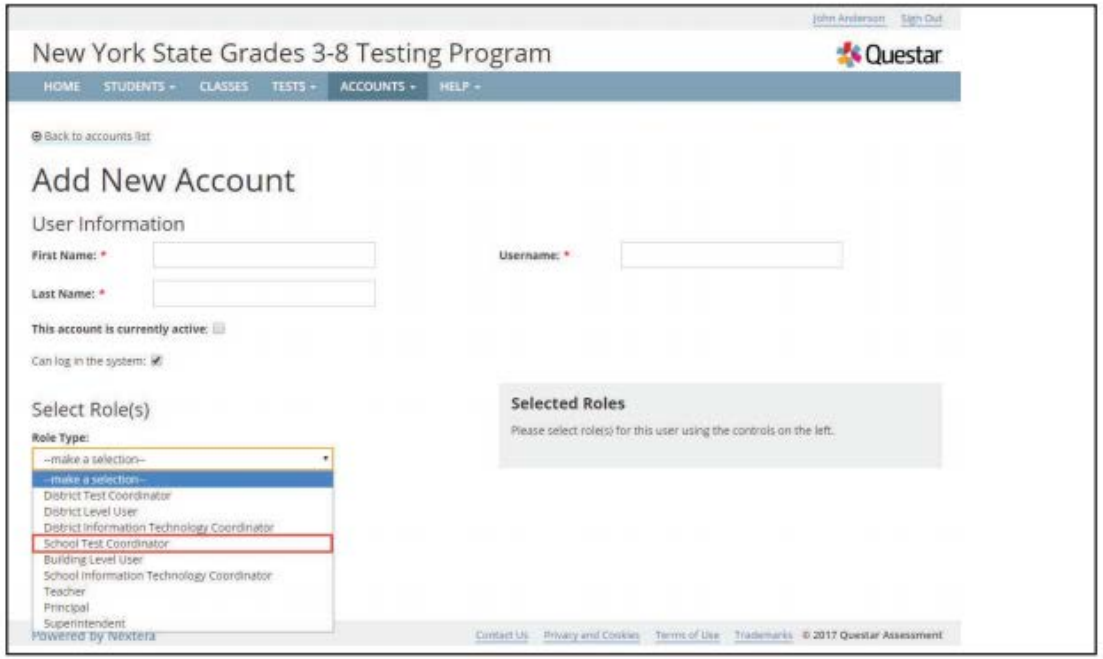
Managing User Accounts

Create An Account | Edit An Account

Add User Accounts

Adding User Accounts:

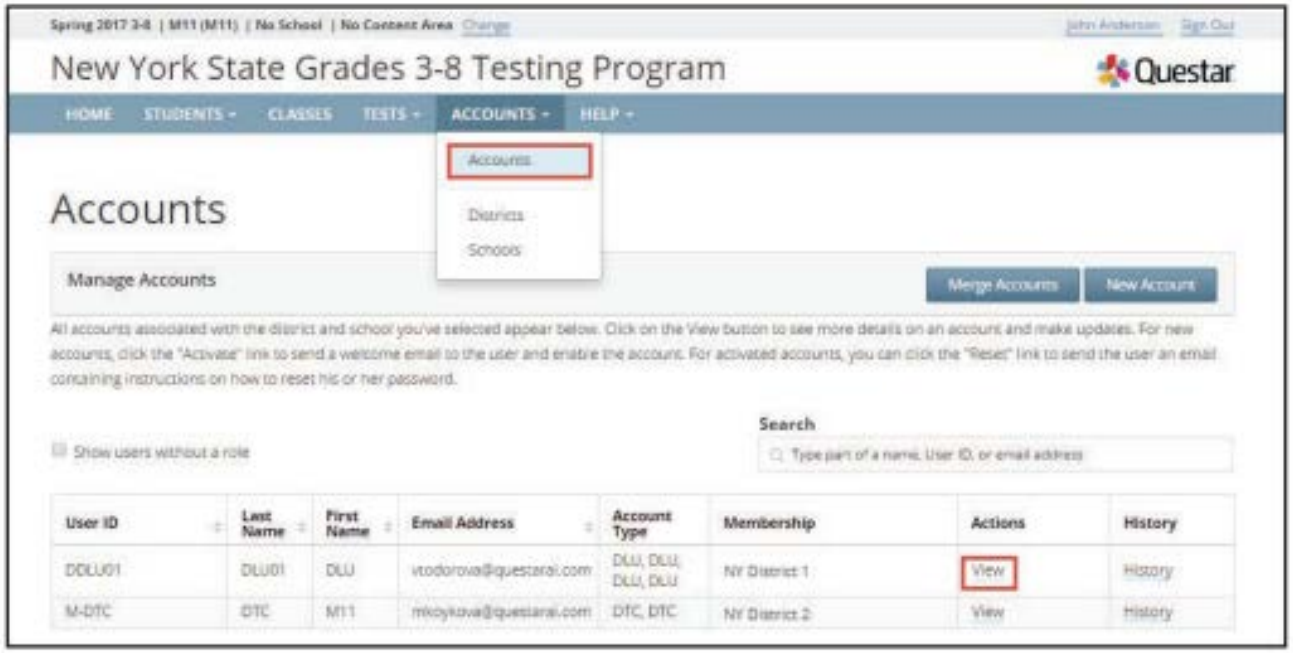
Select Accounts From The Accounts Tab > Click New Account > Enter User's Information > Select Role Type > Save



Edit User Accounts

Editing User Accounts:

Select Accounts From The Accounts Tab > Locate User & Click View > Edit User's Information > Save

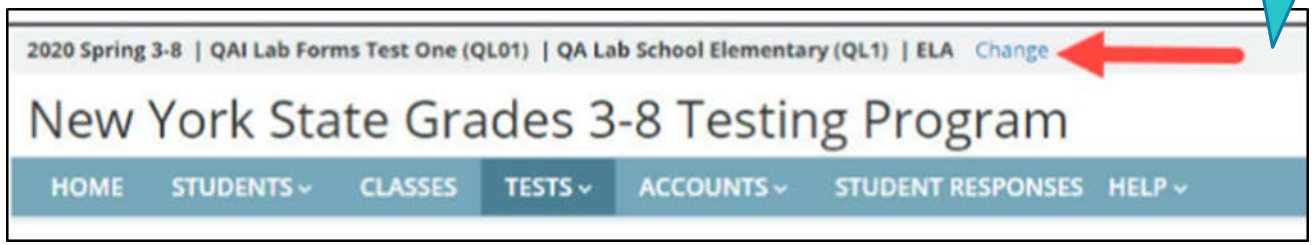


Managing Students

Add Students | Edit Students

When users log back into Nextera Admin, they will be on same administration.

New this year:
Admin retains last administration selection.

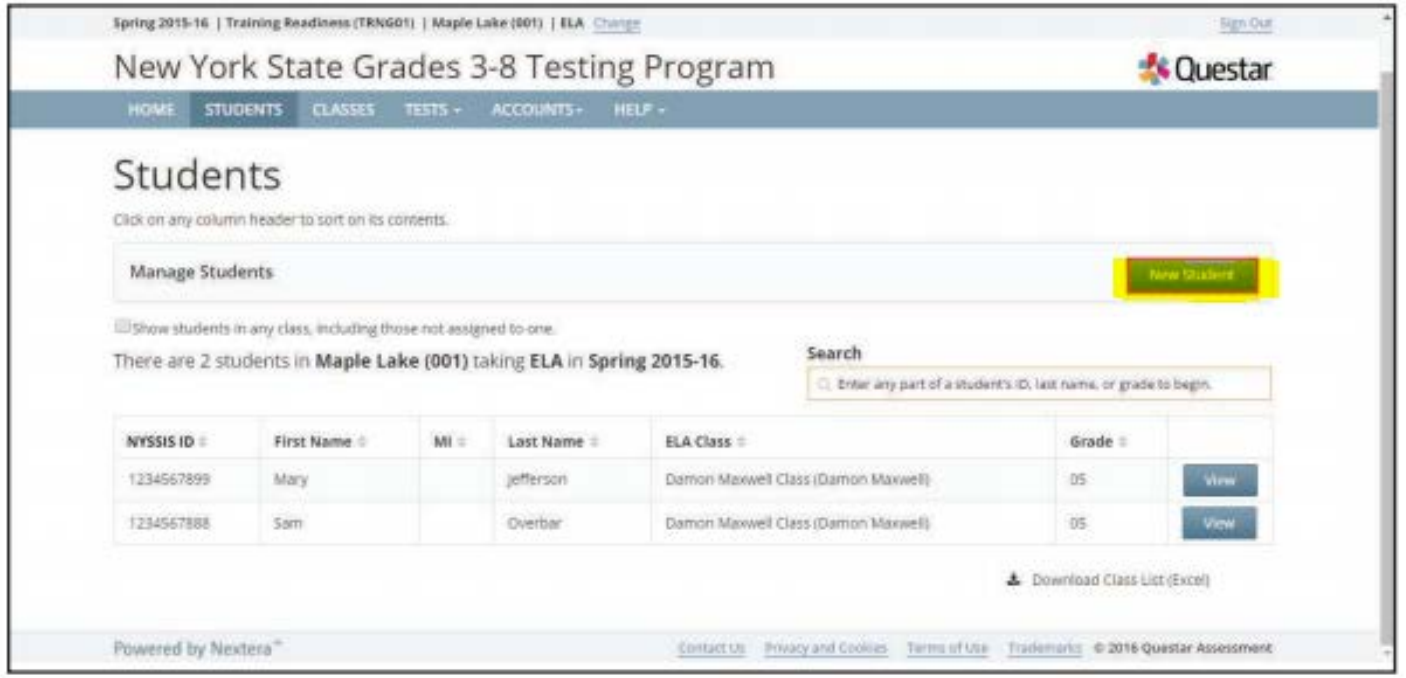


Adding Students

How To Add A Student:

Click on the Students tab > Click New Student > Enter data > Save

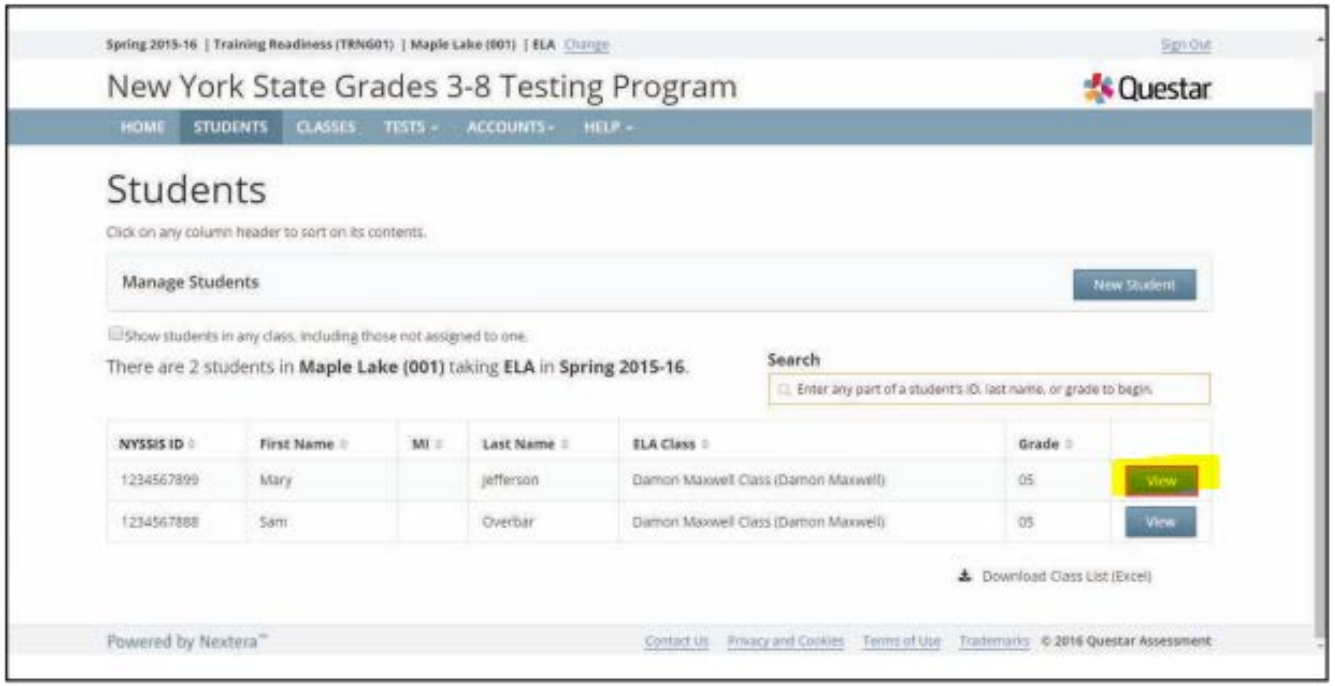
** be sure to enter BOTH the state and your district's local ID



Edit Students

How To View Or Edit An Existing Student:

Click the Student Tab > Locate Student & Click View > Edit Student Information > Click Save



Managing Classes

Create Classes | Edit Classes | Download Class Lists

Create a Class

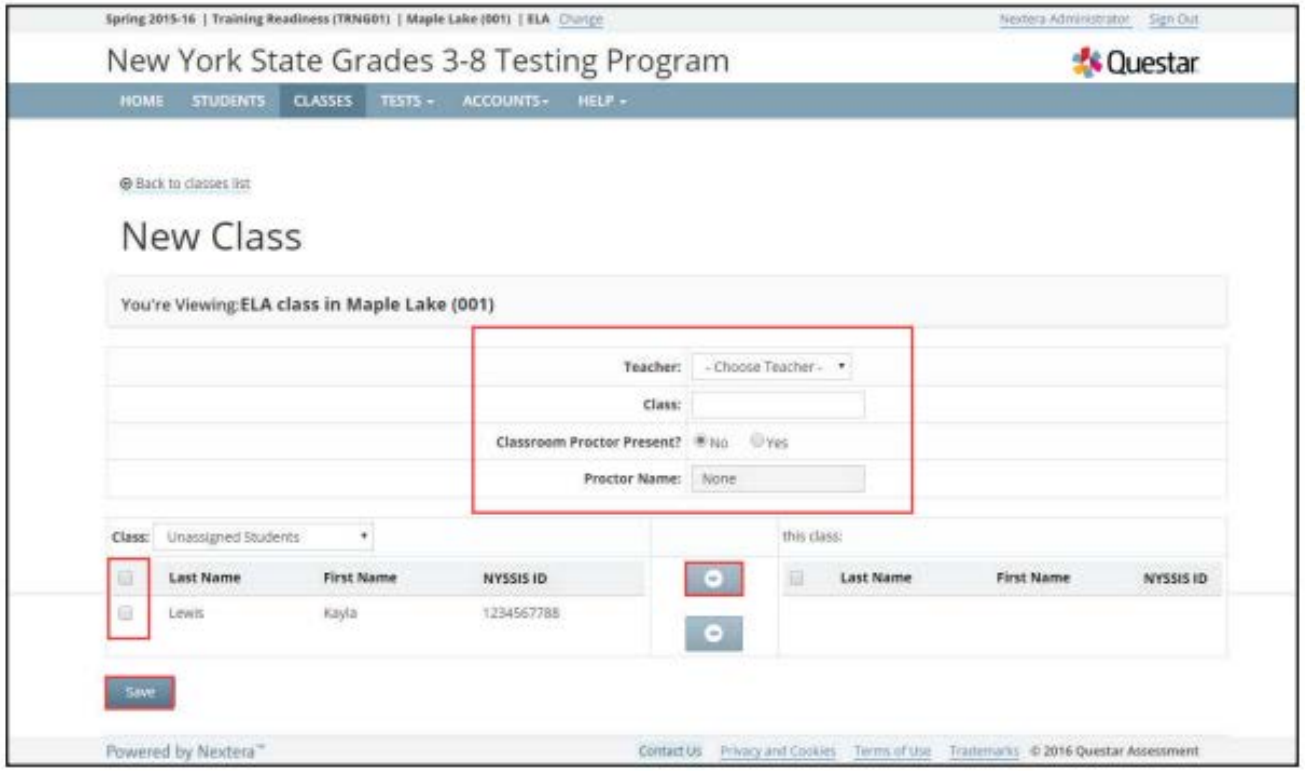
1. Classes tab

2. Select New Class

3. Enter the class details, including the **teacher**, **class name**, and **proctor information**

4. Add students by selecting the check box(es) on the left to select the student(s) from the left column and selecting the right arrow to move the student(s) to the class

5. Save



View or Edit a Class

Edit a Class:

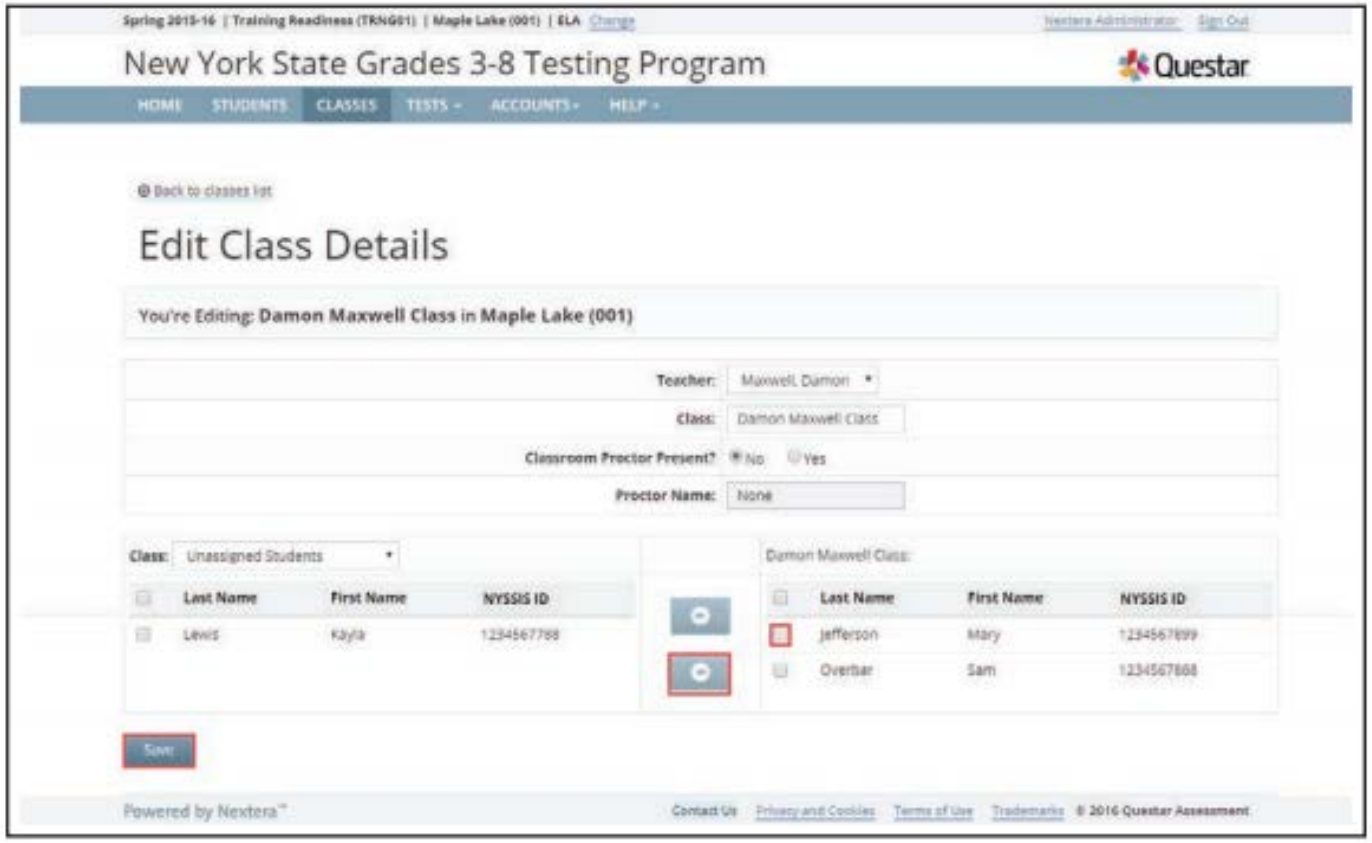
1. Select The Classes Tab

2. Select View *(You will see class name, teacher, test window, proctor, content area, and students in the class)*

3. Select Edit

4. Make Changes

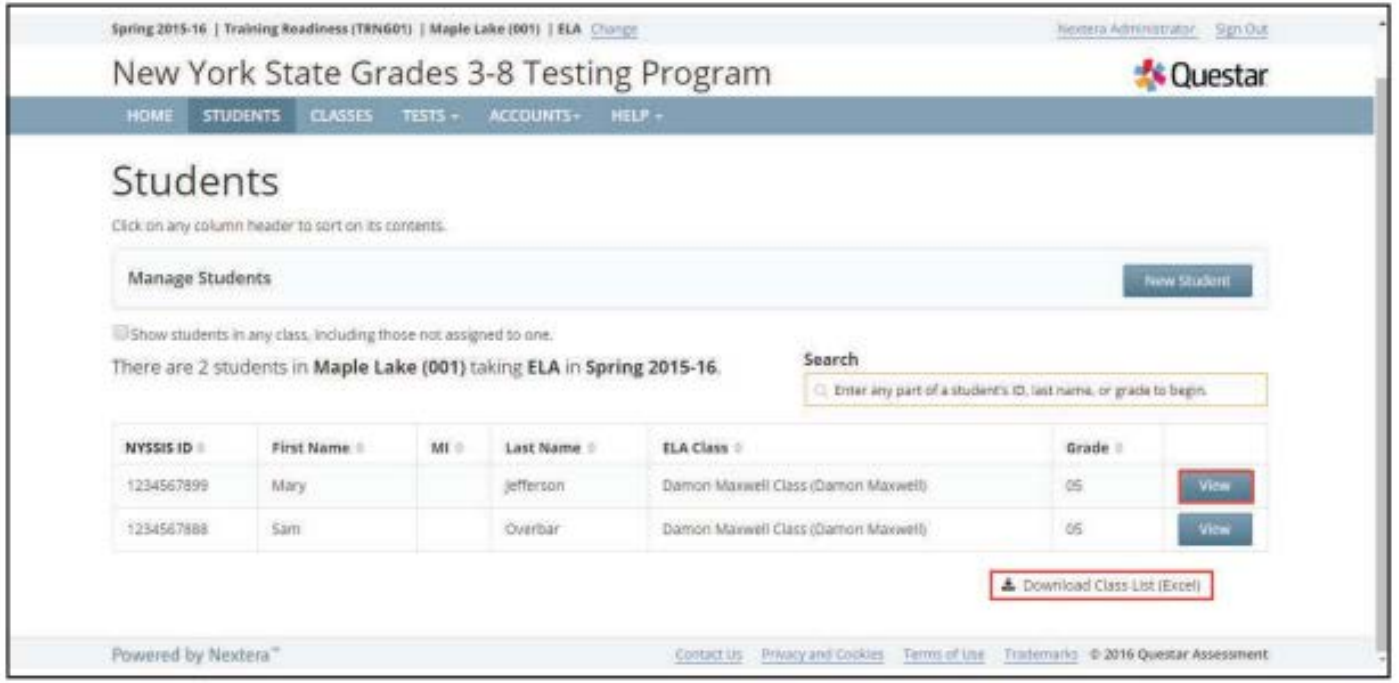
5. Save



Download Class List

1. Select The Student Tab (class list displays for selected class and test type)

2. To download the class list, select the Download Class List (Excel) link in the lower right corner of the screen



Test Accommodations

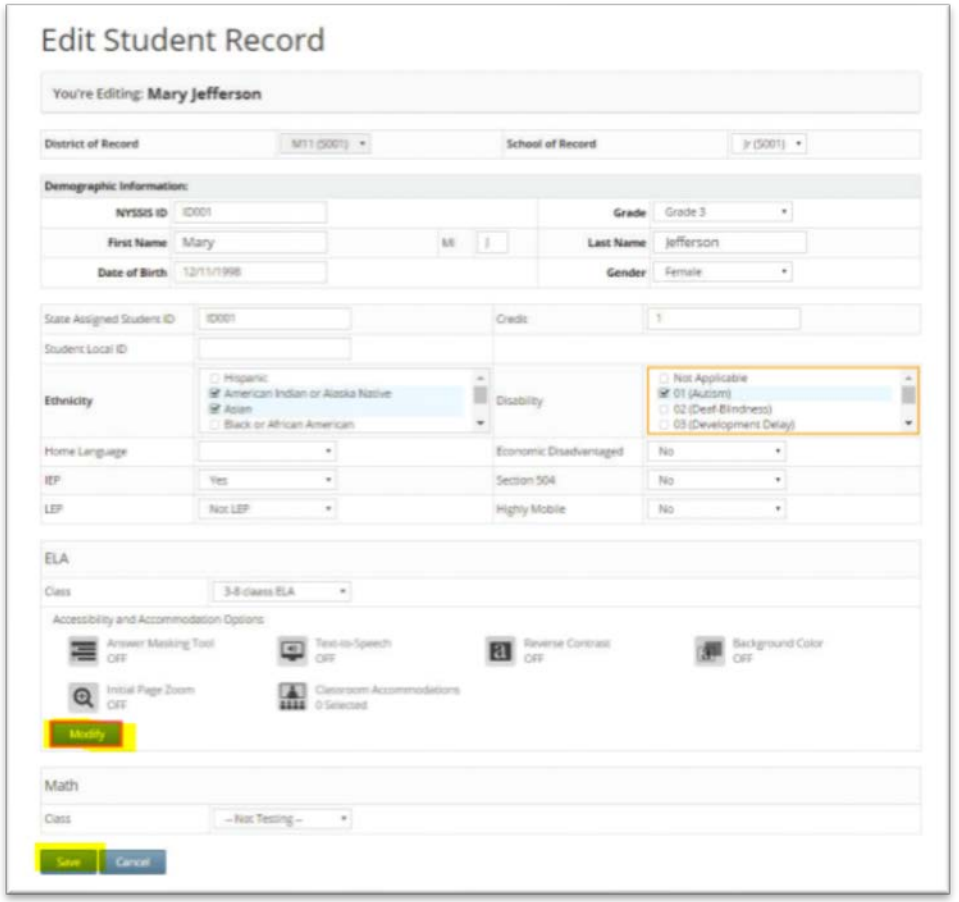
Test Accommodations

How To Manage/Edit Student Accommodations (One Student):

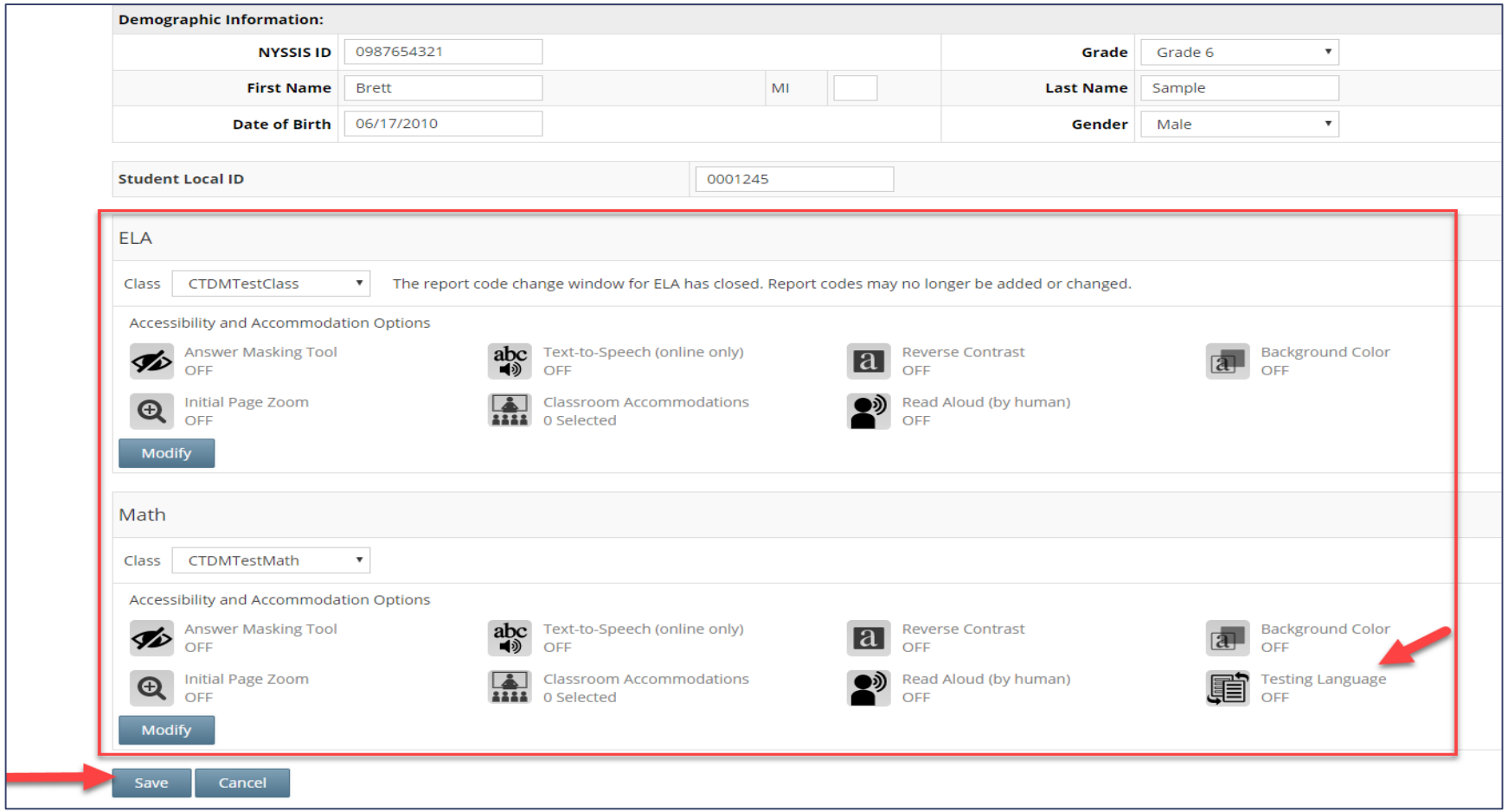
1. From the Student Tab Select Students.

2. To update the student's online testing accommodations, scroll to the bottom of the Edit Student Record page and select Modify under the Accessibility and Accommodation Options.

3. Update and click Save.

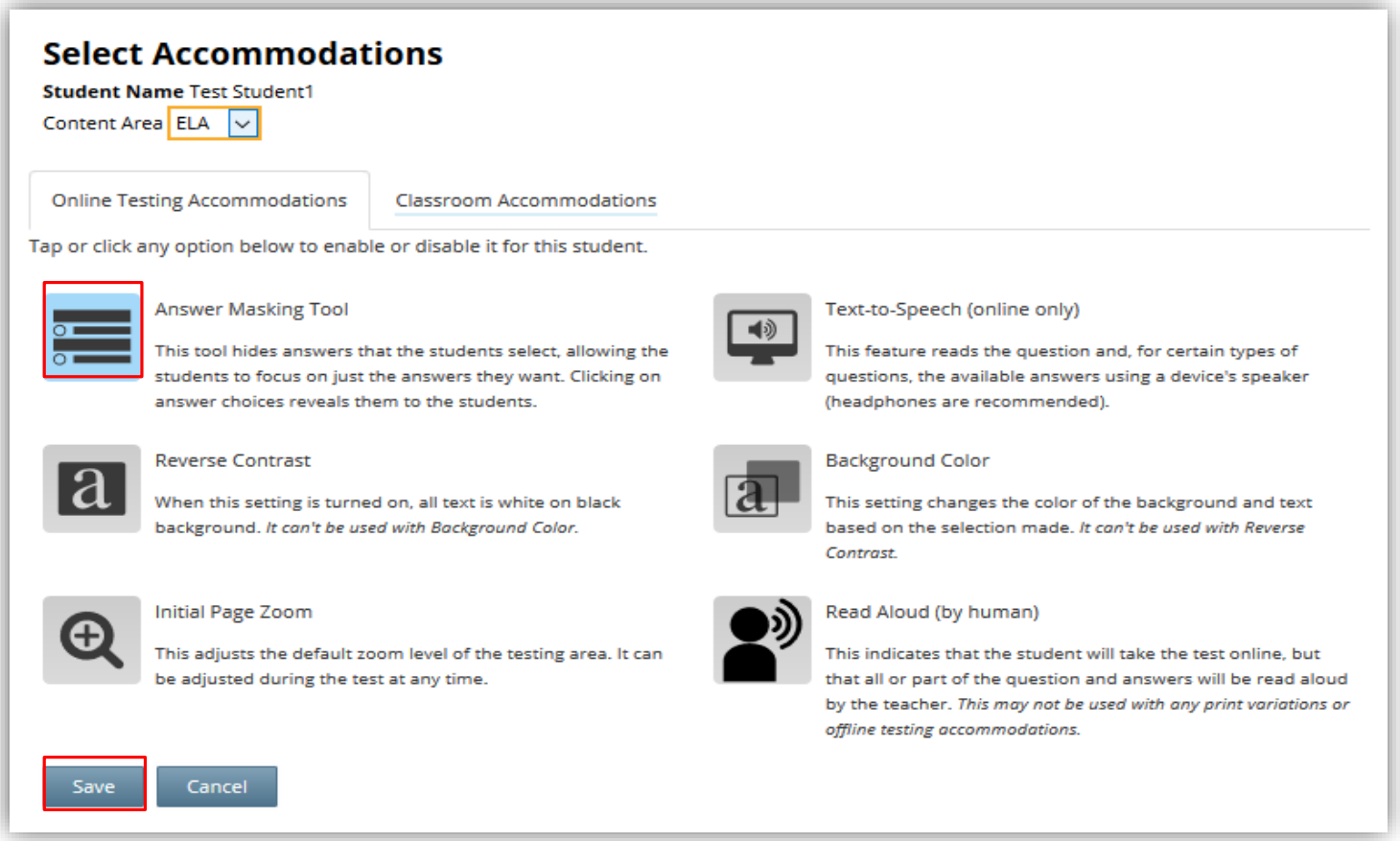


Students


Demographic Information:
NYSSIS ID
0987654321
Grade
Grade 6
First Name
Brett
MI
Last Name
Sample
Date of Birth
06/17/2010
Gender
Male
Student Local ID
0001245
ELA
Class
CTDMTestClass
The report code change window for ELA has closed. Report codes may no longer be added or changed.
Accessibility and Accommodation Options
Answer Masking Tool
OFF
Text-to-Speech (online only)
OFF
Reverse Contrast
OFF
Background Color
OFF
Initial Page Zoom
OFF
Classroom Accommodations
0 Selected
Read Aloud (by human)
OFF
Modify
Math
Class
CTDMTestMath
Accessibility and Accommodation Options
Answer Masking Tool
OFF
Text-to-Speech (online only)
OFF
Reverse Contrast
OFF
Background Color
OFF
Initial Page Zoom
OFF
Classroom Accommodations
0 Selected
Read Aloud (by human)
OFF
Testing Language
OFF
Modify
Save
Cancel

Online Testing Accommodations

Assigning online testing accommodations to individual students



Accommodations

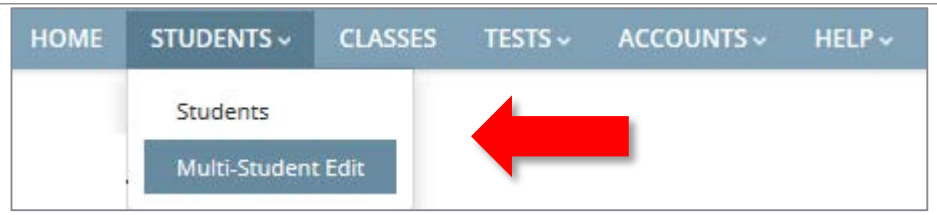
Multi-Student Edit details

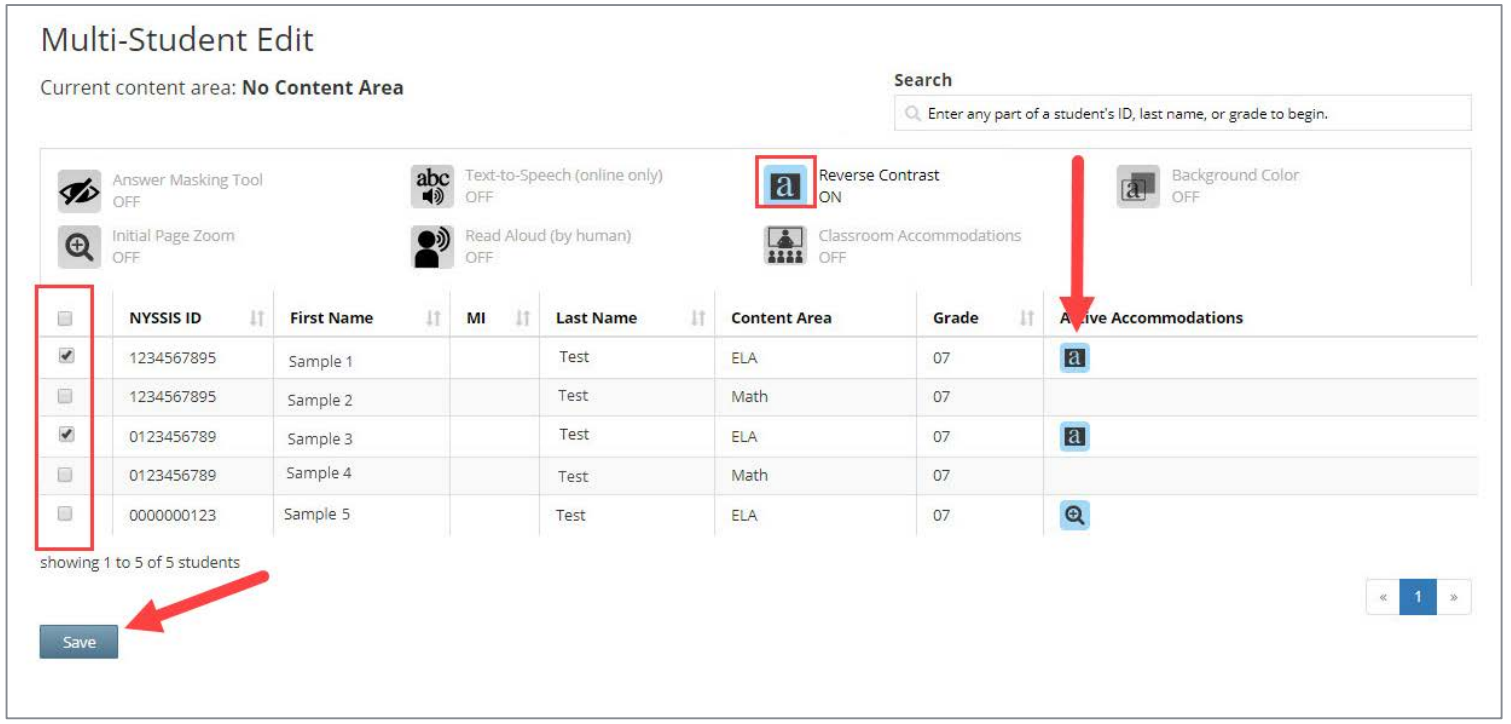
This feature allows you to add accommodations to a group of students at the same time.

Note: Multi-Student Edit will overwrite any previously assigned accommodations for the students being edited. It is recommended to begin with the Multi-Student Edit, then make necessary individual changes to assign accommodations for individual students.

Multi-Student Edit: Assigning accommodations to a group of students

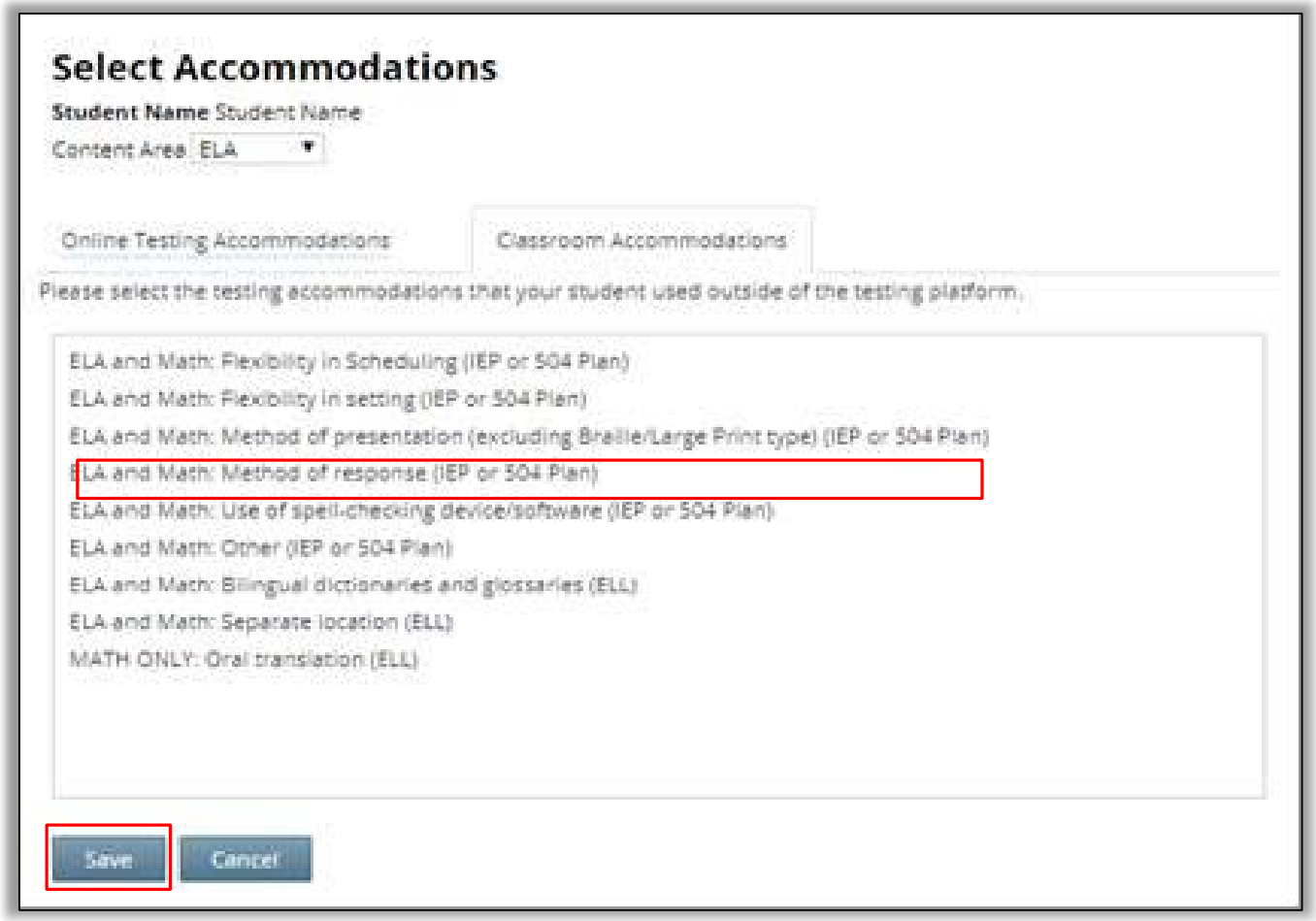
Accommodations





Classroom Accommodations

Assigning classroom accommodations to individual students

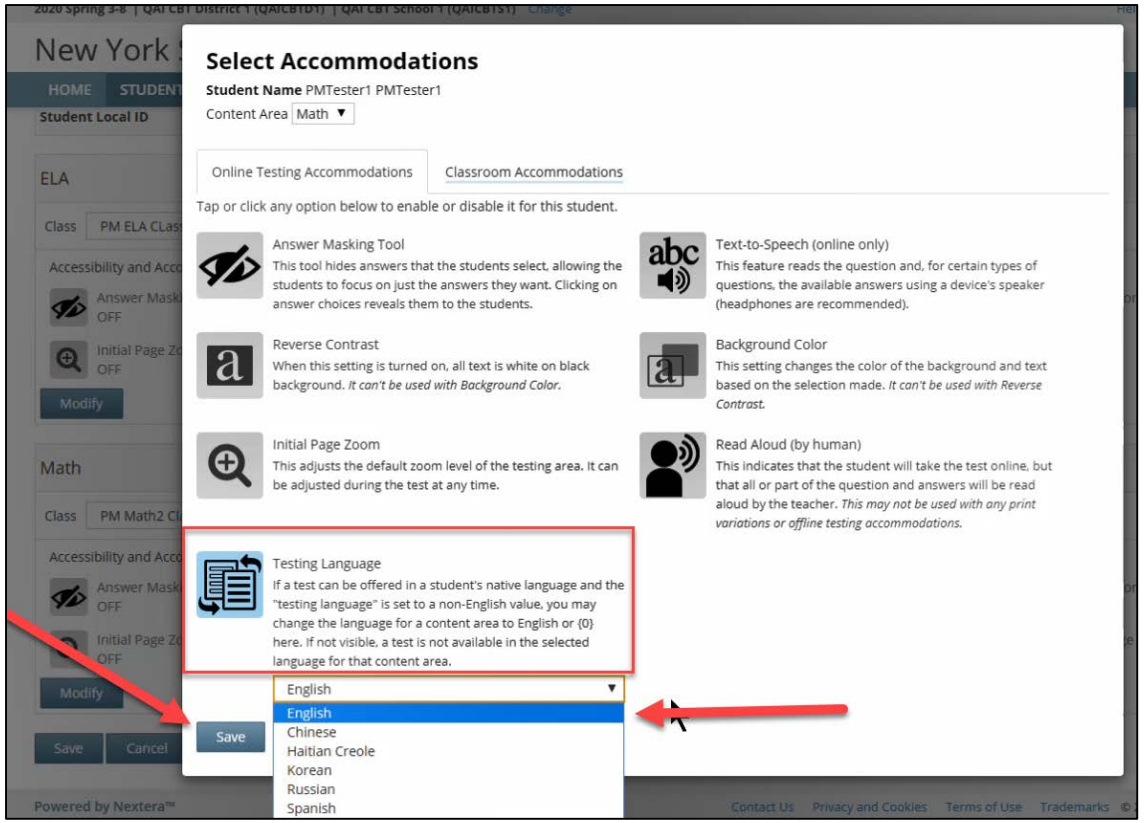


Alternate Language Math

Testing Language

When editing a student, click on the drop-down next to Testing Language

Five alternate languages: Chinese, Haitian Creole, Korean, Russian, Spanish



Text-to-Speech vs Read Aloud

Accommodations

Test Read (paper only)	Read Aloud (by human)	Text-To-Speech (online only)
• A human reads the test to the student from a paper test.	• A human reads the test to the student from a paper test.	• The computer reads the test to the student from the computer screen.
• The student tests on paper and enters responses on paper.	• The student tests on computer and enters responses on computer.	• The student tests on computer and enters responses on computer.
• This is a classroom-only accommodation and the student is marked as "Tested on Paper" in Nextera Admin when in a CBT class.	• This is a combination of an online- and human-delivered accommodation.	• This is an online-only accommodation (the student has headphones while testing on computer).

Accommodations Manual

Direct Link:
http://www.p12.nysed.gov/specialed/publications/documents/testing-accommodations-guide-february-2018.pdf

District-Based Decisions →

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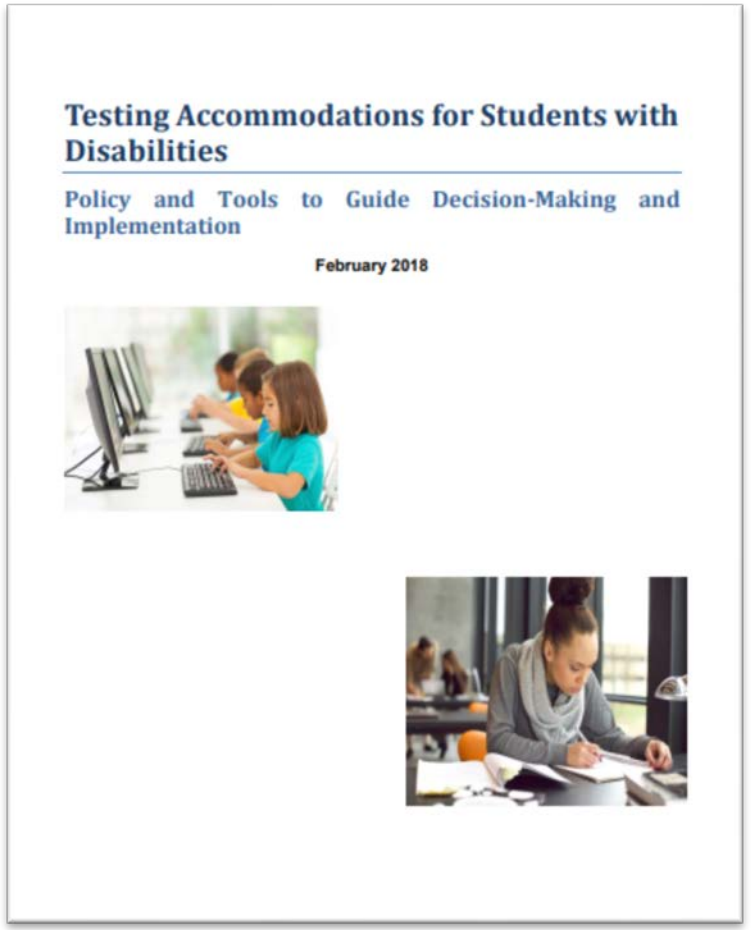


Test Administration

Teacher Directions | Security |Student Login

Test Administration

2020 Proctor and best practices Webinar March 3:

Registration is Open:

https://cbtsupport.nysed.gov/hc/en-us/articles/360039369132-Registration-Statewide-CBT-Proctor-Training-Webinar-Tuesday-March-3-2020

Test Administration

A Note About Security

The 2020 Computer Based Tests are secure. 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 means.

Secure Materials

Once student login credentials have been printed they must be secured in a safe isolated area.

Tests

The Tests Tab, with the ability to print student login tickets, will be available two weeks before the CBT testing window start date:

- ELA: 3/9/20
- Math: 3/23/20
- SAFT: 5/11/20

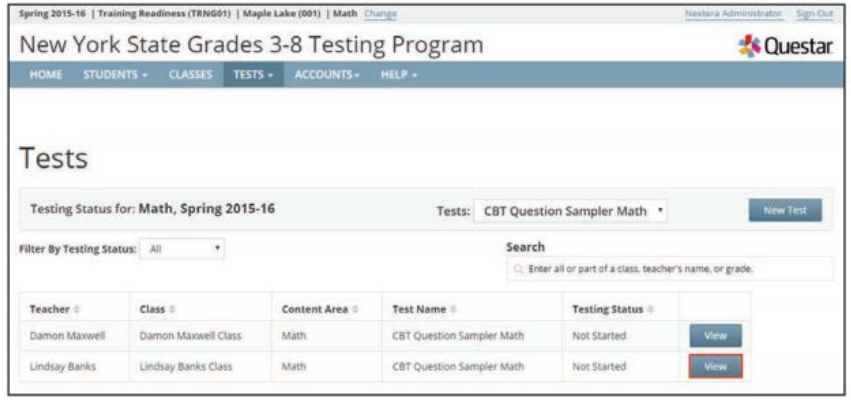
All Student Login Tickets are Secure Materials

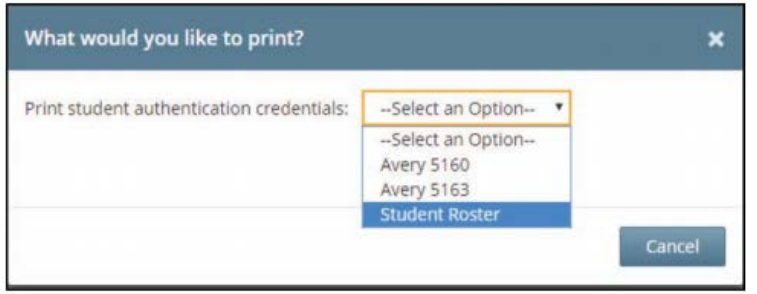
- Student Login Tickets must be stored securely and cannot be distributed until the first day of the CBT test session

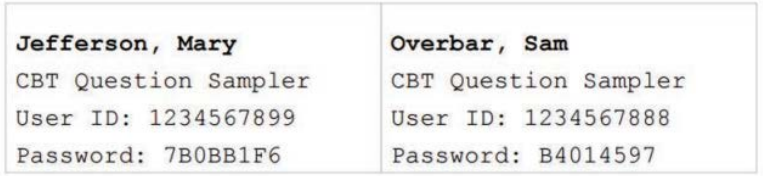
Student Login Credentials

How To Print Student Login Credentials

1. Login at this URL: https://ny.nextera.questarai.com/Admin/
2. Select Tests from the Tests tab
3. Select “View” for the applicable test
4. Select “Print Labels”
5. Select the applicable form
6. Select OK







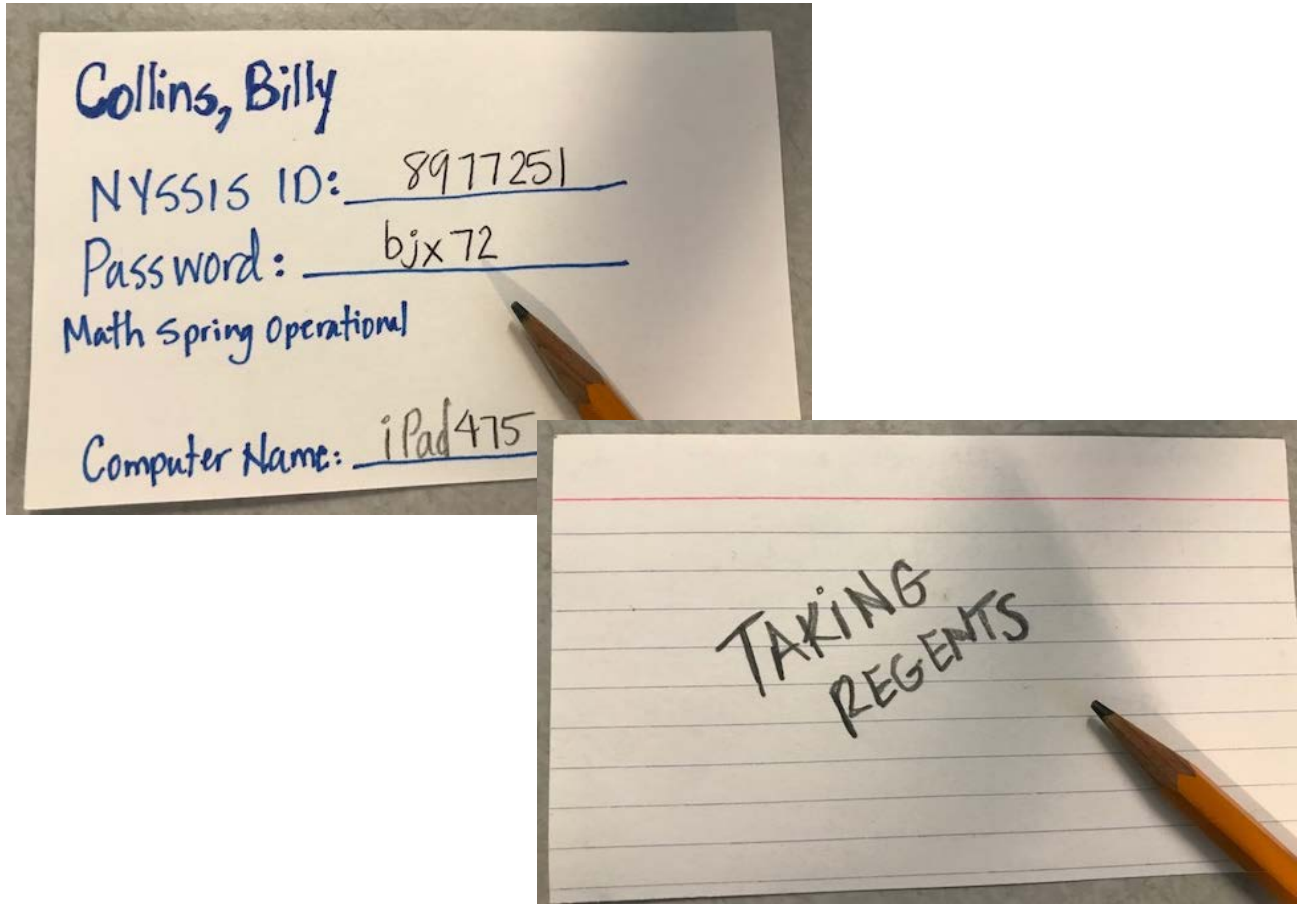
Student Login Tickets

Use Index Cards for Login Tickets.

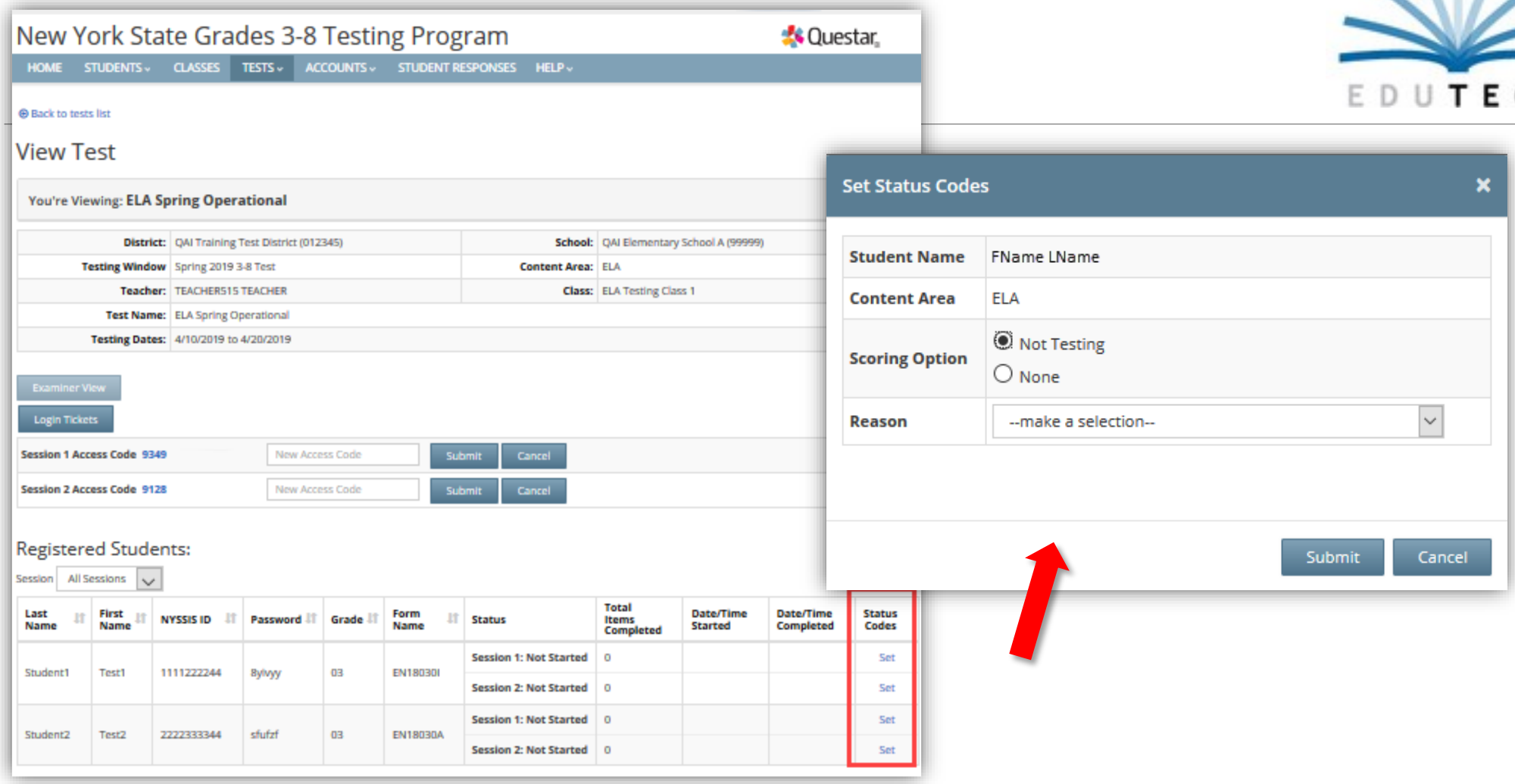
Have students write their computer name on the login ticket

Proctors may use the back to indicate if a student is not testing

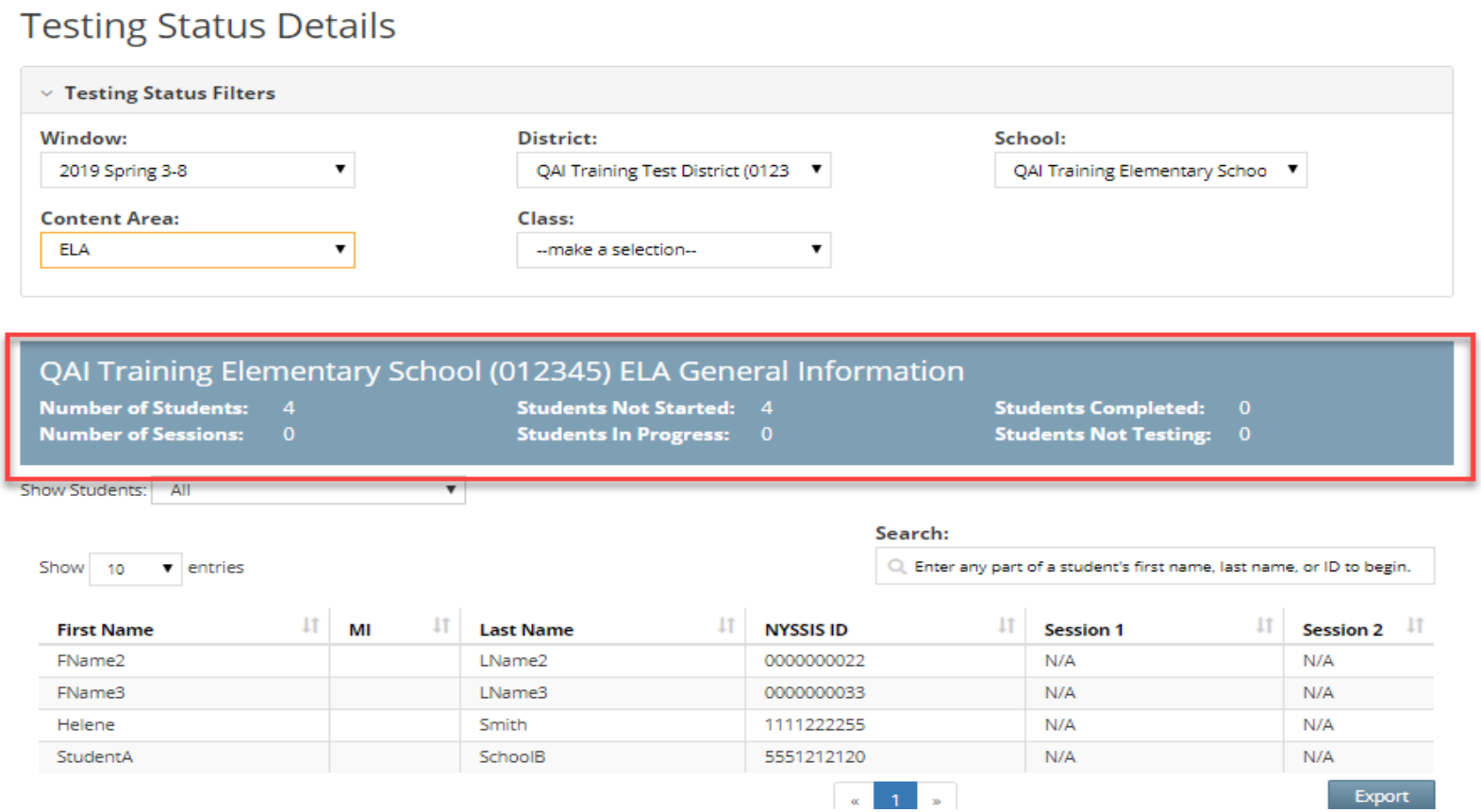
- The student hands the login ticket back to the proctor as she exits the testing room



Not-Tested Codes can be set on the Tests page



Testing Status Details



Not Tested Codes

Before the testing window closes, administrators must confirm all students have completed and submitted their test or the Not Tested Code (NTC) has been set in Admin.

No student should have a completed test AND a NTC set in Admin.

Remove the “Absent” Not Tested Code in Admin when student completes make up.

Run report and VERIFY

Not Tested Codes Window

The Not Tested Codes will only be allowed to be set during a specified timeframe.

ELA NTCs can be set March 9 – April 9

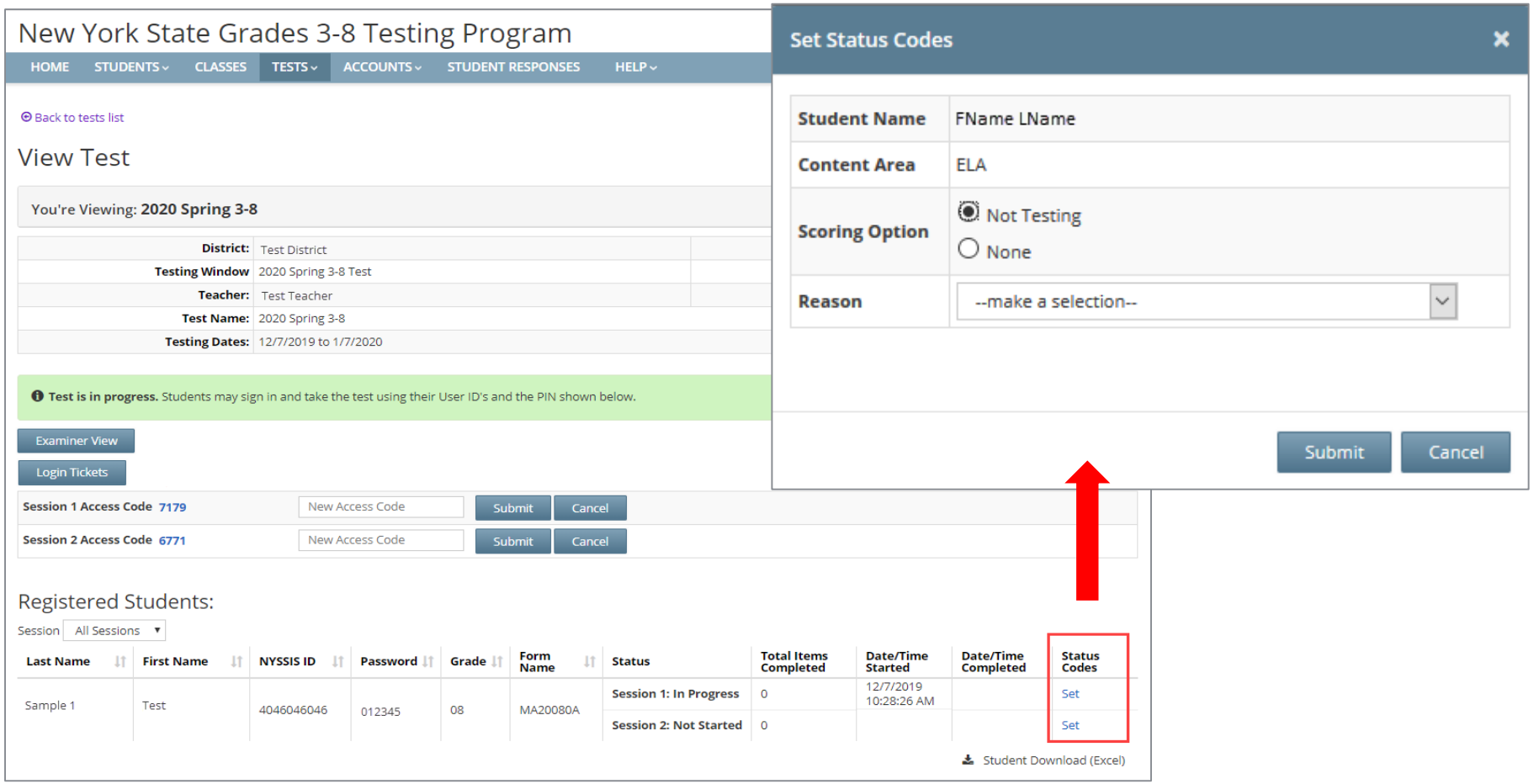
Math NTCs can be set March 23 – May 6

NEW THIS YEAR!

Contact your DTC or RIC for further guidance if you need to set a code outside of the window.

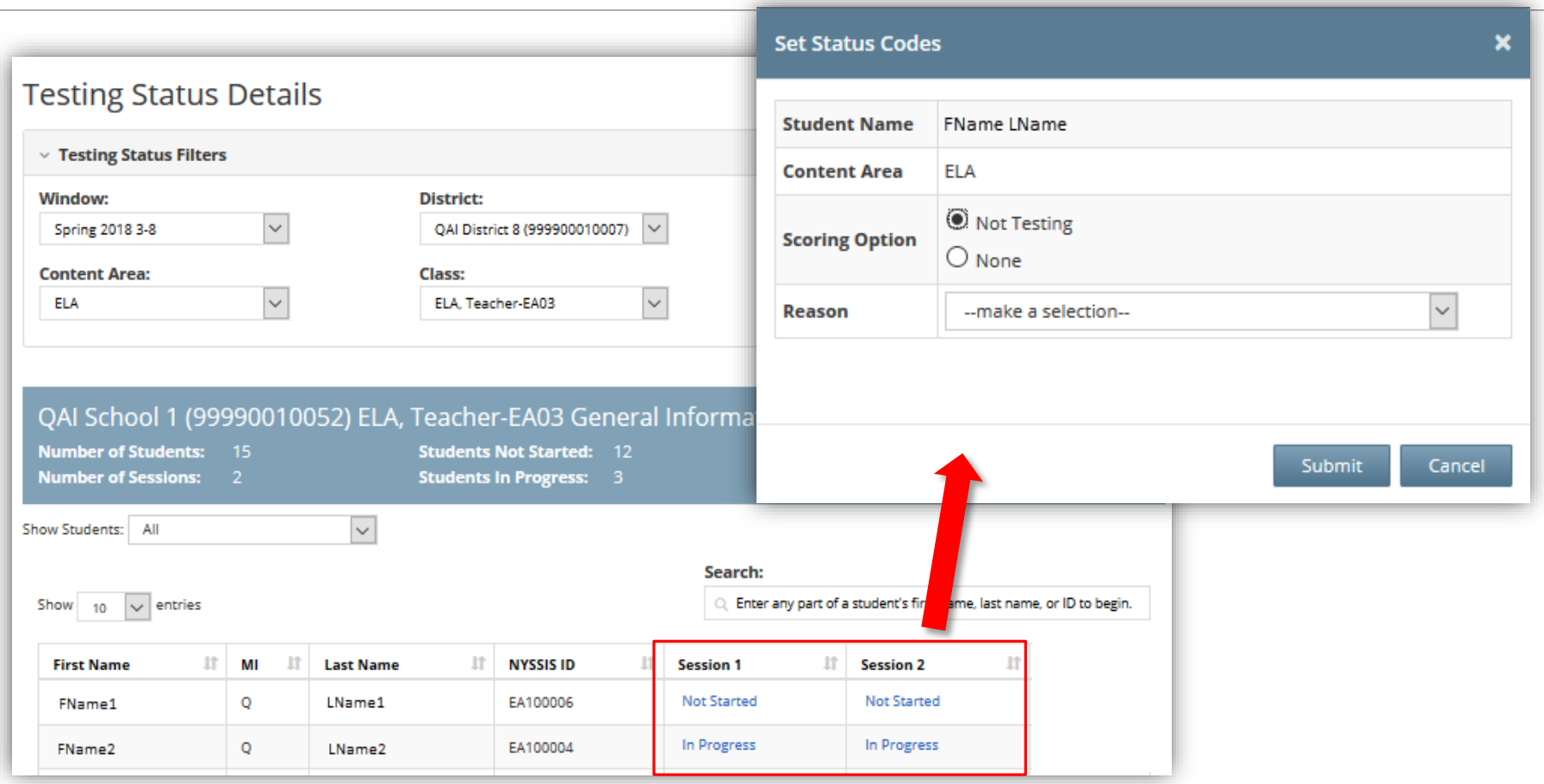
Not Tested Codes

Not Tested Codes can be set on the Tests page



Not-Tested Codes

From the Testing Status Details Page

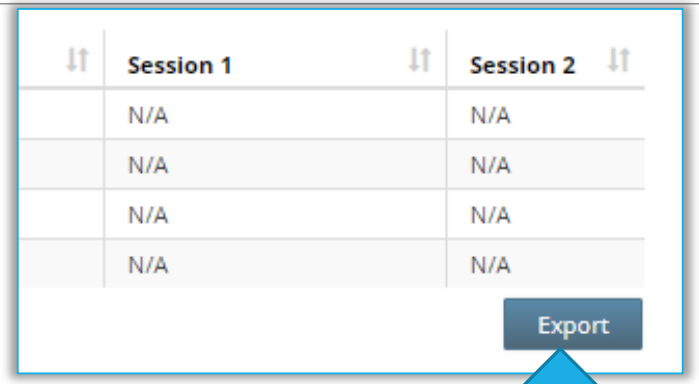


Admin Reports

Admin users have access to reports before, during and after testing.

Testing Status Details report

- Download from Tests/Testing Status Details
- Includes testing status based on user access

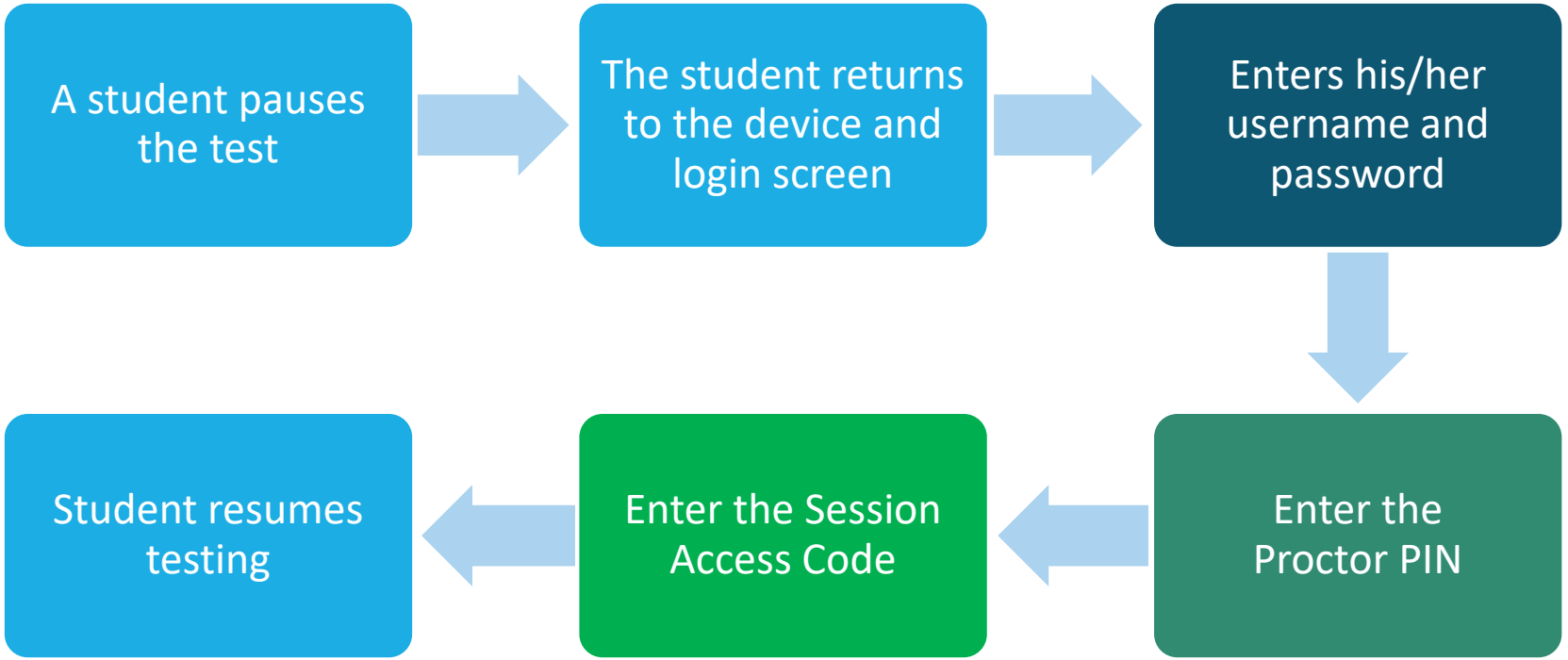


	A	B	C	D	E	F
1	Testing for 2019 Spring 3-8 ELA					
2	District QAI Sample District (012345) QAI Sample Elementary School (012345)					
3	First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
4	Billy		Saranac	11111111111	Completed	In Progress
5	Jeffery		Remington	22222222222	Not Started	Not Started
6	Brett		Walker	33333333333	Medically Excused	Not Started
7	Sarah		Bloom	44444444444	Absent	Completed
8						
9						
10						

Test Administration

Testing Day Possibilities

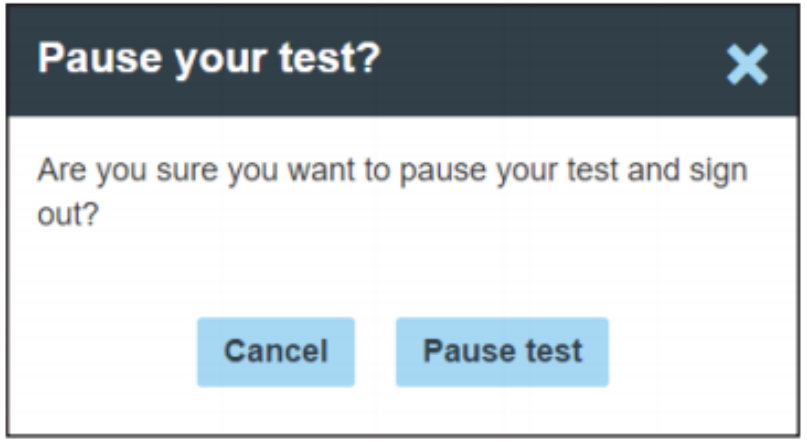
Pausing a Test



Pausing & Reactivating A Test

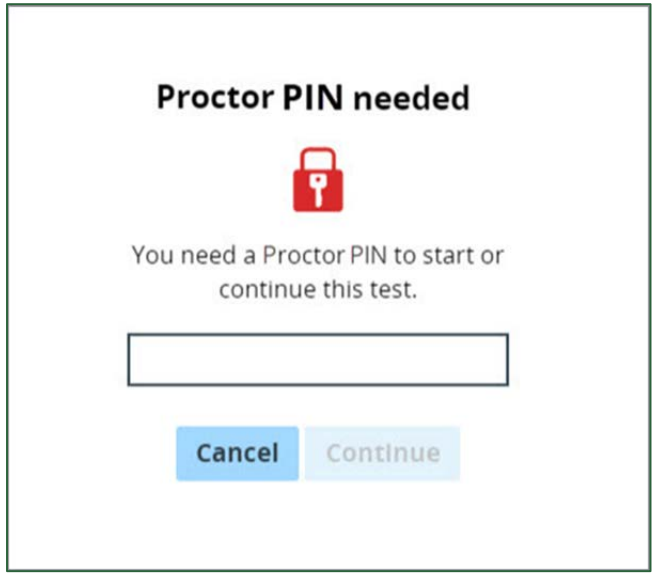
A student may pause a test by selecting **II/Sign out** in the upper right corner of the student's screen in the Nextera® Test Delivery System.

The student then selects **Pause test** to validate his or her request to pause.



On Testing Day

The Access Code and Proctor PIN pop-up boxes look similar in the Nextera Test Delivery System but require different codes.

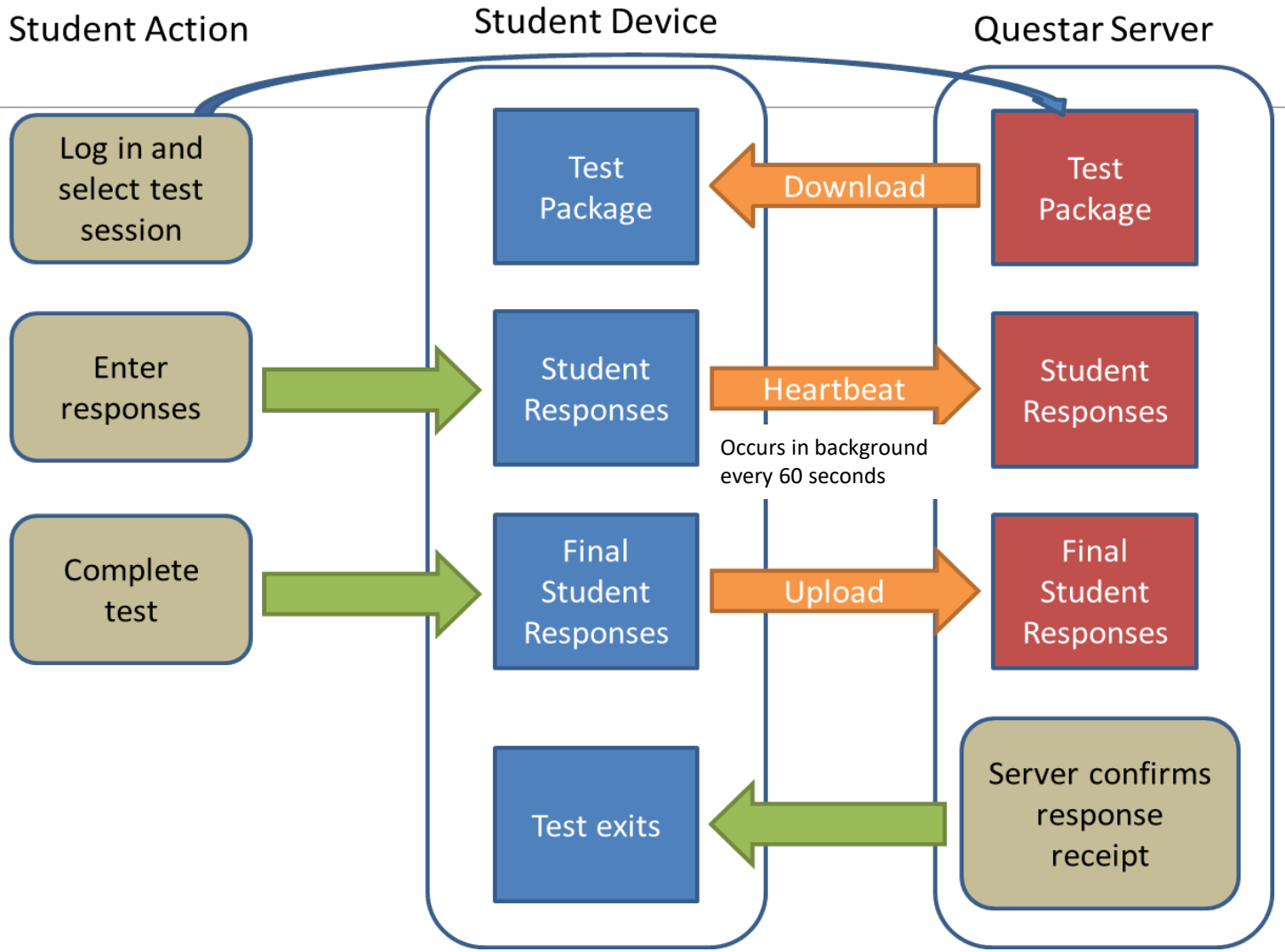


NEW THIS YEAR: Proctor Pin has RED Lock Icon

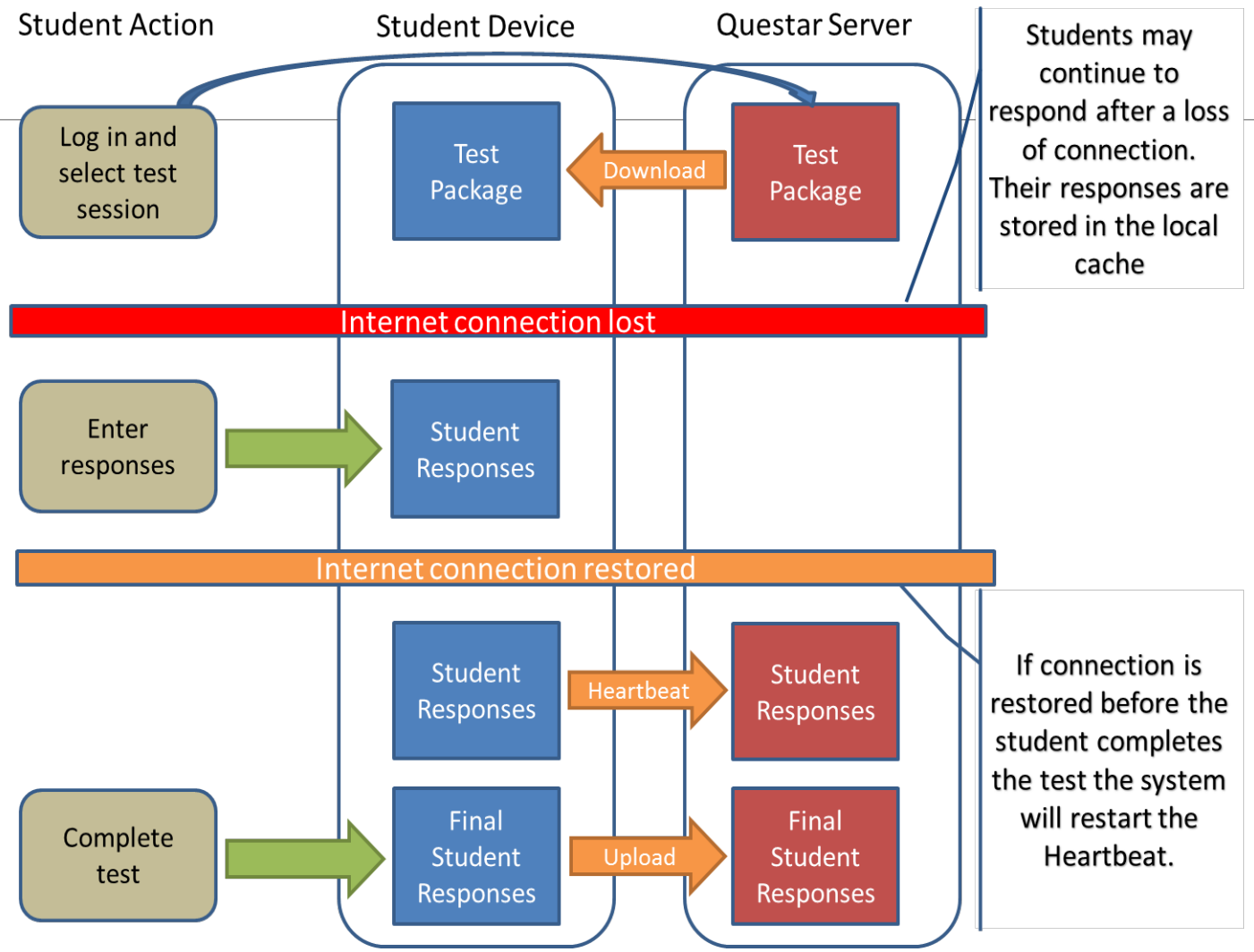
The Access Code is required every time a student logs into the test.

The Proctor PIN is required when a student logs back into a previously started test.

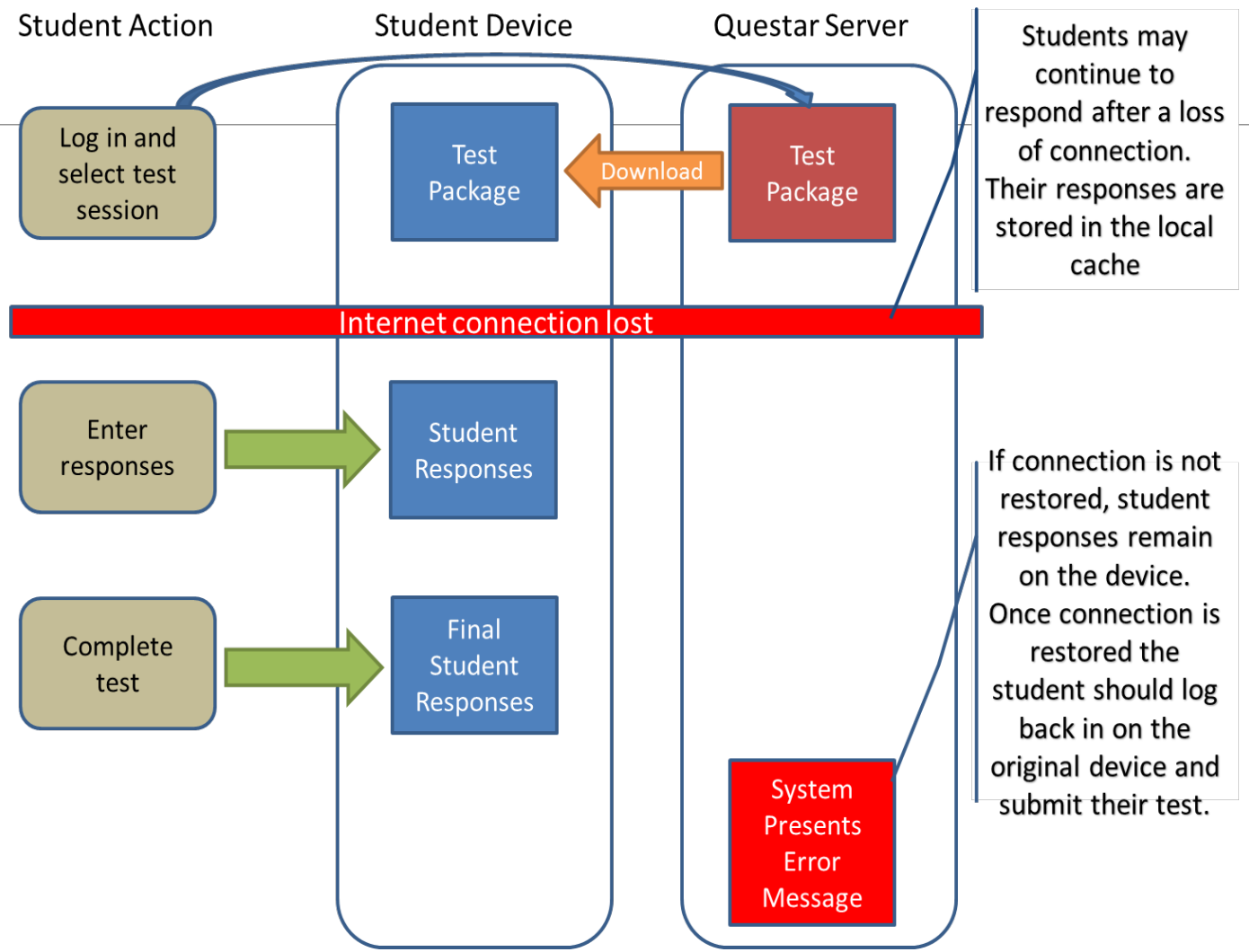
Student Response Flowchart: Continuous Internet Connection



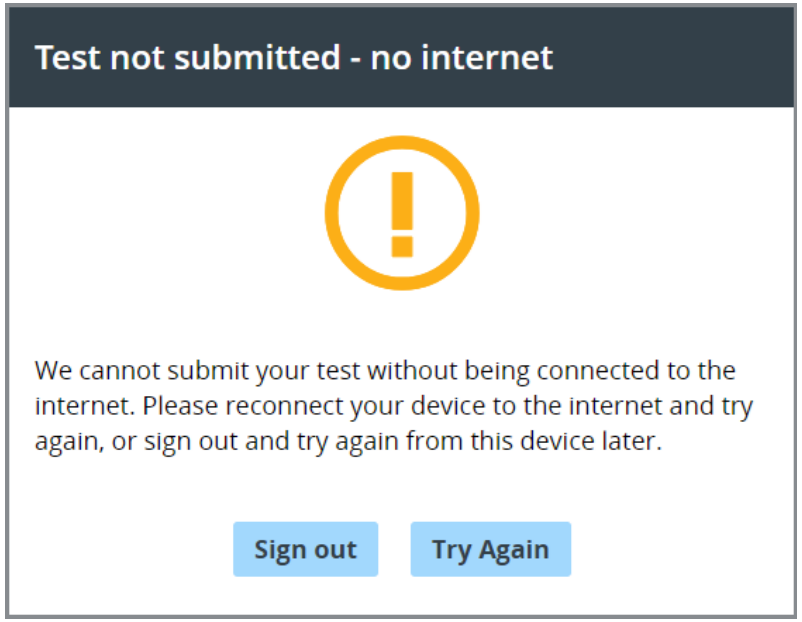
Student Response Flowchart:
Internet Connection Lost and Restored During Testing



Student Response Flowchart: Internet Connection Lost



Internet Connect Lost at Submit



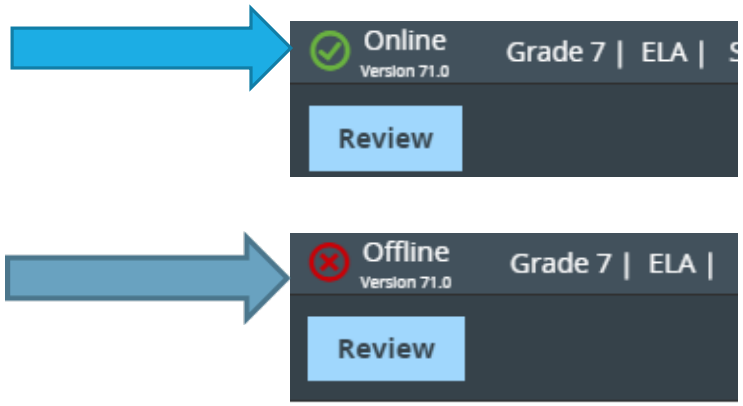
If the connection is not restored before the student has completed testing:

- Do NOT allow other students to test on the device. Quarantine the device in a secure location until connection has been restored and the student is able to log back into the test and the responses are sent to Questar.

Internet Connection Lost at Submit

If a large number of student devices were offline at the end of a test session it is recommended to label the devices with the student name and keep them connected to power.

This will make it easier to track which students need to sign back into the device and submit their test when the connection is back online.



Student Scenario

What do you do?

1. Wait for 30 seconds for device to reconnect to the internet (**Note**: Jane can continue testing even if her device is offline)
2. Have Jane log out of the Test Delivery System
3. Quarantine the device
4. Ensure the network connection is stable
5. Log back in to the Test Delivery System
6. Verify that network connectivity is back online
7. Jane can submit her test

Best Practices & Tech Tips

Q&A Discussion

Command Center Model

Consider using the “Command Center” Model for CBT administration:

Principal and Test Coordinators centrally located, watching progress in Nextera Admin

Technical Coordinators on-hand in the hallways

Proctors actively proctoring student testing in the classroom/testing location

Tech Tips

- Disable Screen Savers
- Disable Notifications
- Double-Check Wireless Connections
- Limit Network Activity Like Streaming Videos
- Charge Testing Devices
- Have Extra Cords and Power Strips On-Hand
- Have Extra Testing Devices On-Hand
- Try to Reboot All Devices Before Operational CBT

CBT Listserv

Subscribe to the CBT Listserv for weekly messages about what's new with CBT!

Send an email to cbtsupport@nysed.gov:

- First Name / Last Name
- Email Address
- Name of Educational Organization
- BEDS Code

Links & Contact Info

NYSED CBT Resources – 3-8 ELA and Math
http://www.nysed.gov/edtech/schools/computer-based-testing-cbt

NYSED Support
Web Page - https://cbtsupport.nysed.gov/

E-mail - CBTsupport@nysed.gov

Questar Support
Phone - 1-866-997-0695

E-mail - NY.3-8.help@questarai.com

EduTech

E-mail - testscoring@edutech.org

Phone – 1-800-722-5797 option 7

2020 School Administrator's Manual (SAM)
https://cbtsupport.nysed.gov/hc/en-us/articles/115001359443-2020-School-Administrator-s-Manual-SAM-

Video Tutorials:
https://cbtsupport.nysed.gov/hc/en-us/sections/115000412586-CBT-Video-Tutorials

Nextera Setup & Installation Guide:
https://cbtsupport.nysed.gov/hc/en-us/articles/208474306-New-Nextera-Setup-Installation-Guide-2019-20-School-Year-
Scroll down to download resources

Q&A Discussion