

# 3-8 Computer Based Testing

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For operational districts – Spring 2020

Educational  
Technology Service

Genesee Valley  
Wayne-Finger Lakes

# Expectations/Goals

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- ❖ 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

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



# Important Dates

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## Operational Test Administration Windows:

### ELA:

#### **Test Dates:**

March 24th – March 31st

#### **Make-Up Dates:**

March 30<sup>th</sup> – April 3<sup>rd</sup>

#### **Student Data Load:**

February 24th

#### **ELA Scoring:**

March 30th – April 9<sup>th</sup>

### MATH:

#### **Test Dates:**

April 20th – April 27<sup>th</sup>

#### **Make-Up Dates**

April 24<sup>th</sup> – April 30th

#### **Student Data Load:**

March 23rd

#### **Math Scoring:**

April 24<sup>th</sup> – May 6th

# 2020 CBT Milestones





# 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 York State  
EDUCATION DEPARTMENT  
Knowledge > Skills > Opportunity

Sign in

Search

Computer Based Testing > Grades 3-8 ELA and Math Computer-Based Testing > CBT Video Tutorials

**CBT Video Tutorials** Follow

This section provides video tutorials on CBT activities, such as setting up and installing the Nextera Secure Browser or learning how to add and edit students in Nextera Admin.

[Video: Learn how to Download and Test the Questar Secure Browser](#)

[Video: Learn about Nextera Admin features & functionality](#)

[Video: Learn how to add New Users in Nextera Admin](#)

[Video: Learn how to edit and add Students in Nextera Admin](#)

[Video: Learn how to edit and add Classes in Nextera Admin](#)

[Video: Learn how to use the CBT Equation Editor](#)

[Video: Learn How to Use the CBT Equation Editor Drawing Tool](#)

[Video: Learn how to use the Highlighter tool on an iPad](#)

# New CBT Enhancements this year!

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## 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

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- 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 through 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

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## Link to Setup & Installation Guide:

<https://cbtsupport.nysed.gov/hc/en-us/articles/208474306> see download resources at bottom of page

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## Link to Installation Videos:

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

## Setup & Installation Guide

Nextera®

New York State Grades 3-8 Spring 2018





# 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

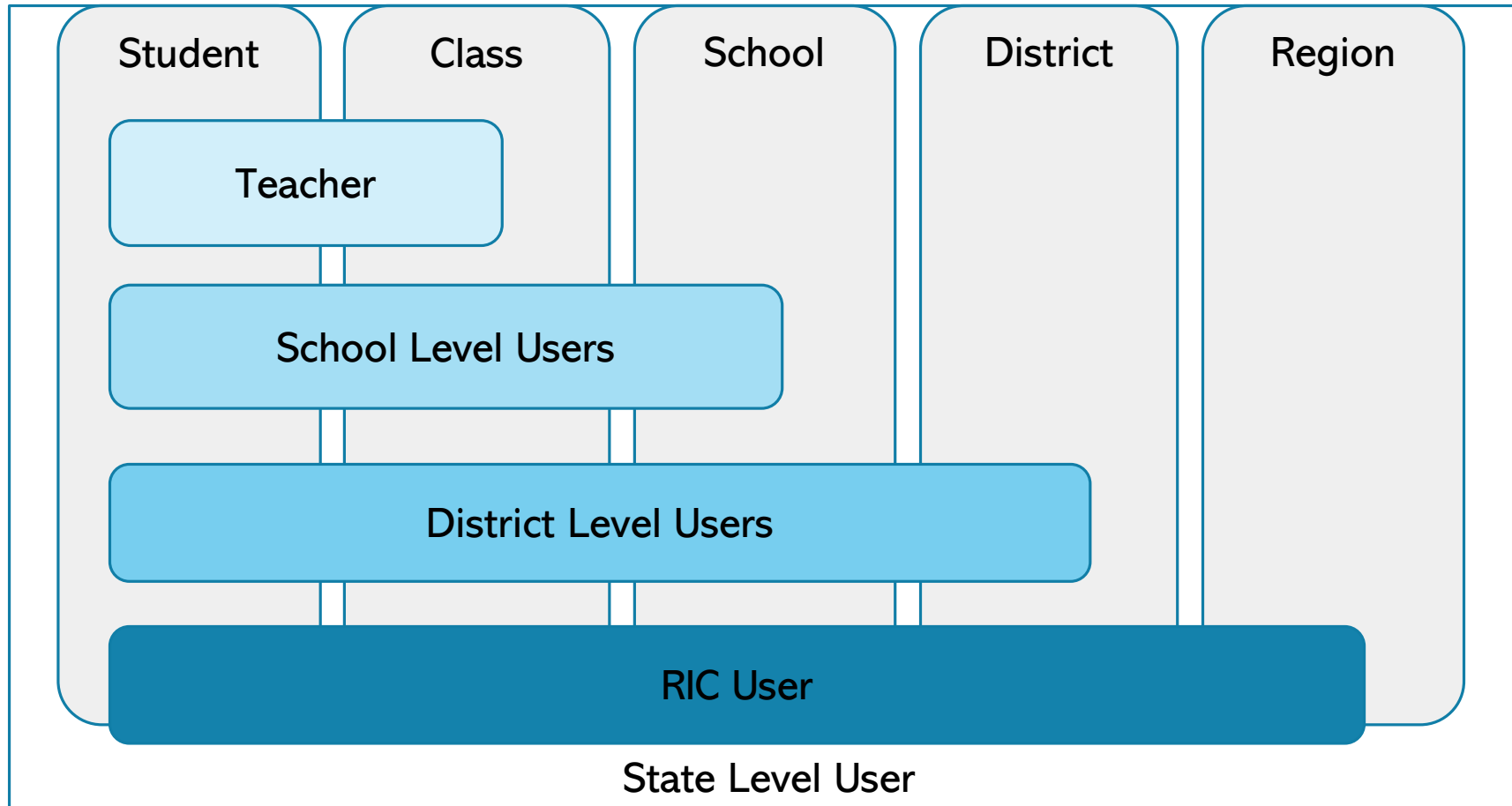
## School Information Technology Coordinator (SITC)

- 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

# User Roles





# 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

A screenshot of the 'Add New Account' form in the New York State Grades 3-8 Testing Program interface. The form is titled 'Add New Account' and is part of the 'Accounts' tab. It includes fields for 'First Name', 'Last Name', 'Username', and 'Password'. There are checkboxes for 'This account is currently active' and 'Can log in the system'. A 'Select Role(s)' dropdown menu is open, showing a list of roles including 'District Test Coordinator', 'District Level User', 'District Information Technology Coordinator', 'School Test Coordinator', 'Building Level User', 'School Information Technology Coordinator', 'Teacher', 'Principal', and 'Superintendent'. The 'School Test Coordinator' role is highlighted with a red box. The form also includes a 'Selected Roles' section with a message: 'Please select role(s) for this user using the controls on the left.' The footer of the page contains links for 'Contact Us', 'Privacy and Cookies', 'Terms of Use', and 'Trademarks', along with the copyright notice '© 2017 Questar Assessment'.

# Edit User Accounts



## Editing User Accounts:

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

A screenshot of the "New York State Grades 3-8 Testing Program" interface. The top navigation bar includes "HOME", "STUDENTS", "CLASSES", "TESTS", "ACCOUNTS", and "HELP". The "ACCOUNTS" tab is selected, and a dropdown menu is open, showing "Accounts", "Districts", and "Schools". The "Accounts" option is highlighted with a red box. Below the navigation bar, the "Accounts" section is titled "Manage Accounts" and includes buttons for "Merge Accounts" and "New Account". A search bar is present with the placeholder text "Type part of a name, User ID, or email address". Below the search bar, there is a table of user accounts. The table has columns for "User ID", "Last Name", "First Name", "Email Address", "Account Type", "Membership", "Actions", and "History". Two rows are visible in the table. The first row has a "View" button highlighted with a red box. The second row also has a "View" button.

Spring 2017 3-8 | M11 (M11) | No School | No Content Area [Change](#) [John Anderson](#) [Sign Out](#)

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

HOME STUDENTS CLASSES TESTS **ACCOUNTS** HELP

Accounts  
Districts  
Schools

Manage Accounts [Merge Accounts](#) [New Account](#)

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

☐ Show users without a role

Search  
Type part of a name, User ID, or email address

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
DDU01	DDU01	DDU	vtodorova@questarai.com	DDU, DDU, DDU, DDU	NY District 1	<a href="#">View</a>	History
M-DTC	DTC	M11	mkoykova@questarai.com	DTC, DTC	NY District 2	<a href="#">View</a>	History



# Managing Students

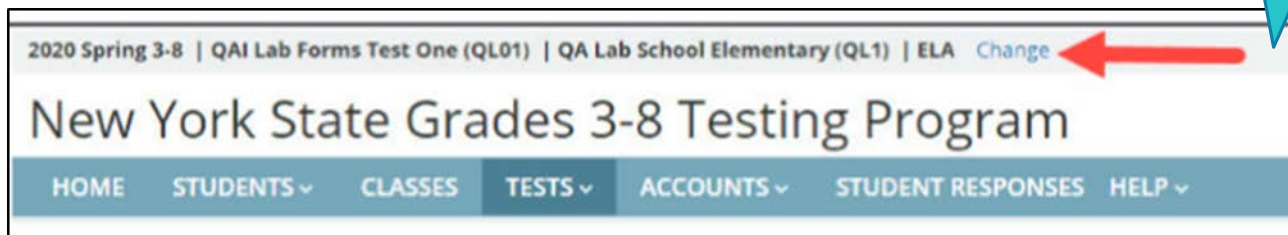
Add Students | Edit Students



# 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**

The screenshot shows the "New York State Grades 3-8 Testing Program" interface. At the top, there's a navigation bar with "HOME", "STUDENTS", "CLASSES", "TESTS", "ACCOUNTS", and "HELP". The "STUDENTS" tab is selected. Below the navigation bar, the page title is "Students". A message says "Click on any column header to sort on its contents." Below this, there's a "Manage Students" section with a "New Student" button. A checkbox option "Show students in any class, including those not assigned to one." is present. A summary line states "There are 2 students in Maple Lake (001) taking ELA in Spring 2015-16." To the right of this is a search box with the placeholder "Enter any part of a student's ID, last name, or grade to begin." Below the search box is a table with columns: "NYSSIS ID", "First Name", "MI", "Last Name", "ELA Class", "Grade", and a "View" button. The table contains two rows of student data. At the bottom right of the table area is a "Download Class List (Excel)" link. The footer includes "Powered by Nextera" and links for "Contact Us", "Privacy and Cookies", "Terms of Use", and "Trademarks".

NYSSIS ID	First Name	MI	Last Name	ELA Class	Grade	View
1234567899	Mary		jefferson	Damon Maxwell Class (Damon Maxwell)	05	View
1234567888	Sam		Overbar	Damon Maxwell Class (Damon Maxwell)	05	View

# Edit Students



## How To View Or Edit An Existing Student:

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

The screenshot shows the "New York State Grades 3-8 Testing Program" interface. At the top, there's a navigation bar with "HOME", "STUDENTS", "CLASSES", "TESTS", "ACCOUNTS", and "HELP". The "STUDENTS" tab is selected. Below the navigation bar, the title "Students" is displayed. A "Manage Students" button is on the left, and a "New Student" button is on the right. A checkbox labeled "Show students in any class, including those not assigned to one:" is present. Below this, a message states: "There are 2 students in Maple Lake (001) taking ELA in Spring 2015-16." A search box is located to the right of this message. Below the search box is a table with columns: "NYSSIS ID", "First Name", "MI", "Last Name", "ELA Class", and "Grade". The table contains two rows of student data. The first row has a yellow "View" button, and the second row has a blue "View" button. At the bottom of the table, there is a "Download Class List (Excel)" link. The footer of the page includes "Powered by Nextera™" and links for "Contact Us", "Privacy and Cookies", "Terms of Use", and "Trademarks".

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Sign Out](#)

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

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

## Students

Click on any column header to sort on its contents.

Manage Students [New Student](#)

☐ Show students in any class, including those not assigned to one.

There are 2 students in **Maple Lake (001)** taking ELA in **Spring 2015-16**.

Search

NYSSIS ID	First Name	MI	Last Name	ELA Class	Grade	
1234567899	Mary		Jefferson	Damon Maxwell Class (Damon Maxwell)	05	<a href="#">View</a>
1234567888	Sam		Overbar	Damon Maxwell Class (Damon Maxwell)	05	<a href="#">View</a>

[Download Class List \(Excel\)](#)

Powered by Nextera™ [Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2016 Questar Assessment



# 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

A screenshot of the 'New Class' form in the New York State Grades 3-8 Testing Program. The form is titled 'New Class' and shows 'You're Viewing: ELA class in Maple Lake (001)'. A red box highlights the 'Teacher' dropdown (set to '- Choose Teacher -'), the 'Class' text input, the 'Classroom Proctor Present?' radio buttons (set to 'No'), and the 'Proctor Name' text input. Below this, there are two tables. The left table, titled 'Class: Unassigned Students', has columns for 'Last Name', 'First Name', and 'NYSSIS ID'. It contains one row for 'Lewis, Kayla' with ID '123456788'. A red box highlights the checkbox next to this row. The right table, titled 'this class:', has the same columns but is currently empty. A red box highlights the right arrow button between the two tables. At the bottom left is a 'Save' button. The footer includes 'Powered by Nextera™' and links for 'Contact Us', 'Privacy and Cookies', 'Terms of Use', and 'Trademarks'. The copyright is '© 2016 Questar Assessment'.

# 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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | ELA [Change](#) [Western Administrator](#) [Sign Out](#)

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

HOME STUDENTS **CLASSES** TESTS ACCOUNTS HELP

[Back to classes list](#)

## Edit Class Details

You're Editing: Damon Maxwell Class in Maple Lake (001)

Teacher: Maxwell, Damon

Class: Damon Maxwell Class

Classroom Proctor Present? ☒ No ☐ Yes

Proctor Name: None

Class: Unassigned Students

Last Name	First Name	NYSSIS ID
Lewis	Kyla	1234567788

[Add](#) [Remove](#)

Damon Maxwell Class:

Last Name	First Name	NYSSIS ID
Jefferson	Mary	1234567899
Overbar	Sam	1234567888

[Save](#)

Powered by Nextera™ [Contact Us](#) [Privacy and Cookies](#) [Terms of Use](#) [Trademarks](#) © 2016 Questar Assessment



# 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

The screenshot shows the "New York State Grades 3-8 Testing Program" interface. At the top, there's a navigation bar with "HOME", "STUDENTS", "CLASSES", "TESTS", "ACCOUNTS", and "HELP". The "STUDENTS" tab is selected. Below the navigation bar, the "Students" section is displayed. It includes a "Manage Students" button and a "New Student" button. A checkbox labeled "Show students in any class, including those not assigned to one:" is checked. Below this, it states "There are 2 students in **Maple Lake (001)** taking **ELA** in **Spring 2015-16**." A search bar is present with the placeholder text "Enter any part of a student's ID, last name, or grade to begin." Below the search bar is a table with the following data:

NYSSIS ID	First Name	MI	Last Name	ELA Class	Grade	
1234567899	Mary		jefferson	Damon Maxwell Class (Damon Maxwell)	05	<a href="#">View</a>
1234567888	Sam		Overbar	Damon Maxwell Class (Damon Maxwell)	05	<a href="#">View</a>

At the bottom right of the table area, there is a button labeled "Download Class List (Excel)". The footer of the page includes "Powered by Nextera™" and links for "Contact Us", "Privacy and Cookies", "Terms of Use", and "Trademarks". Copyright © 2016 Questar Assessment is also noted.



# 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.

A screenshot of the 'Edit Student Record' web form. The form is titled 'Edit Student Record' and shows 'You're Editing: Mary Jefferson'. It contains various fields for student information, including District of Record (NY11 (0001)), School of Record (J (0001)), Demographic Information (NYSED ID, First Name, Last Name, Date of Birth, Grade, Gender), State Assigned Student ID, Student Local ID, Ethnicity (with checkboxes for Hispanic, American Indian or Alaska Native, Asian, Black or African American), Disability (with checkboxes for Not Applicable, 01 (Autism), 02 (Deaf/Blindness), 03 (Development Delay)), Home Language, Economic Disadvantaged, IEP, Section 504, LEP, Highly Mobile, ELA (Class: 3-8-class ELA), Accessibility and Accommodation Options (with checkboxes for Answer Masking Tool, Text-to-Speech, Reverse Contrast, Background Color, Initial Page Zoom, Classroom Accommodations), a 'Modify' button, Math (Class: -- Not Testing --), and 'Save' and 'Cancel' buttons at the bottom.

# Students



Demographic Information:					
NYSSIS ID	<input type="text" value="0987654321"/>		Grade	<input type="text" value="Grade 6"/>	
First Name	<input type="text" value="Brett"/>	MI	<input type="text" value=""/>	Last Name	<input type="text" value="Sample"/>
Date of Birth	<input type="text" value="06/17/2010"/>		Gender	<input type="text" value="Male"/>	

Student Local ID	<input type="text" value="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

Testing Language  
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

## Select Accommodations


**Student Name** Test Student1

**Content Area** ELA ▼


Online Testing Accommodations

Classroom Accommodations


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

**Answer Masking Tool**


This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.

**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).

**Reverse Contrast**


When this setting is turned on, all text is white on black background. *It can't be used with Background Color.*

**Background Color**

This setting changes the color of the background and text based on the selection made. *It can't be used with Reverse Contrast.*

**Initial Page Zoom**

This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.

**Read Aloud (by human)**

This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. *This may not be used with any print variations or offline testing accommodations.*

Save

Cancel

# Accommodations

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## 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



HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ HELP ▾

Students  
Multi-Student Edit

Multi-Student Edit

Current content area: No Content Area

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

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

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input checked="" type="checkbox"/>	1234567895	Sample 1		Test	ELA	07	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1234567895	Sample 2		Test	Math	07	
<input checked="" type="checkbox"/>	0123456789	Sample 3		Test	ELA	07	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0123456789	Sample 4		Test	Math	07	
<input type="checkbox"/>	0000000123	Sample 5		Test	ELA	07	<input type="checkbox"/>

showing 1 to 5 of 5 students

Save

« 1 »

# Classroom Accommodations

Assigning classroom accommodations to individual students

## Select Accommodations

Student Name

Content Area:

Online Testing Accommodations

Classroom Accommodations

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

ELA and Math: Flexibility in Scheduling (IEP or 504 Plan)

ELA and Math: Flexibility in setting (IEP or 504 Plan)

ELA and Math: Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)

ELA and Math: Method of response (IEP or 504 Plan)

ELA and Math: Use of spell-checking device/software (IEP or 504 Plan)

ELA and Math: Other (IEP or 504 Plan)

ELA and Math: Bilingual dictionaries and glossaries (ELL)

ELA and Math: Separate location (ELL)

MATH ONLY: Oral translation (ELL)

Save

Cancel

# 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

A screenshot of the 'Select Accommodations' form in the Edutech system. The form is titled 'Select Accommodations' and shows 'Student Name PMTester1 PMTester1' and 'Content Area Math'. It has two tabs: 'Online Testing Accommodations' and 'Classroom Accommodations'. The 'Online Testing Accommodations' tab is active. It lists several accommodations: 'Answer Masking Tool', 'Reverse Contrast', 'Initial Page Zoom', 'Text-to-Speech (online only)', 'Background Color', and 'Read Aloud (by human)'. A red box highlights the 'Testing Language' section, which includes a description and a drop-down menu. The drop-down menu is open, showing the following options: English, Chinese, Haitian Creole, Korean, Russian, and Spanish. A red arrow points to the drop-down menu, and another red arrow points to the 'Save' button at the bottom of the form. The background shows a sidebar with 'New York' and 'Student Local ID' sections, and a 'Math' section with 'Class PM Math2 C' and 'Accessability and Accommodations' options.

# Accommodations



Test Read (paper only)	Read Aloud (by human)	Text-To-Speech (online only)
<ul style="list-style-type: none"><li>• A human reads the test to the student from a paper test.</li><li>• The student tests on paper and enters responses on paper.</li><li>• This is a classroom-only accommodation and the student is marked as "Tested on Paper" in Nextera Admin when in a CBT class.</li></ul>	<ul style="list-style-type: none"><li>• A human reads the test to the student from a paper test.</li><li>• The student tests on computer and enters responses on computer.</li><li>• This is a combination of an online- and human-delivered accommodation.</li></ul>	<ul style="list-style-type: none"><li>• The computer reads the test to the student from the computer screen.</li><li>• The student tests on computer and enters responses on computer.</li><li>• This is an online-only accommodation (the student has headphones while testing on computer).</li></ul>



# Accommodations Manual



Direct Link:

<http://www.p12.nysed.gov/special/publications/documents/testing-accommodations-guide-february-2018.pdf>

District-Based Decisions



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## Testing Accommodations for Students with Disabilities

Policy and Tools to Guide Decision-Making and Implementation

February 2018





# 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>

## NYS 3-8 ELA and Math CBT Proctor/Teacher Training



New York State  
EDUCATION DEPARTMENT  
Knowledge > Skill > Opportunity



# Test Administration

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## **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

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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

Spring 2015-16 | Training Readiness (TRNG01) | Maple Lake (001) | Math Change

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS HELP

Tests

Testing Status for: Math, Spring 2015-16 Tests: CBT Question Sampler Math New Test

Filter By Testing Status: All Search Enter all or part of a class, teacher's name, or grade.

Teacher	Class	Content Area	Test Name	Testing Status	
Damon Maxwell	Damon Maxwell Class	Math	CBT Question Sampler Math	Not Started	View
Lindsay Banks	Lindsay Banks Class	Math	CBT Question Sampler Math	Not Started	View

What would you like to print?

Print student authentication credentials: --Select an Option--

- Select an Option--
- Avery 5160
- Avery 5163
- Student Roster

Cancel

<b>Jefferson, Mary</b> CBT Question Sampler User ID: 1234567899 Password: 7B0BB1F6	<b>Overbar, Sam</b> CBT Question Sampler User ID: 1234567888 Password: B4014597
---	--

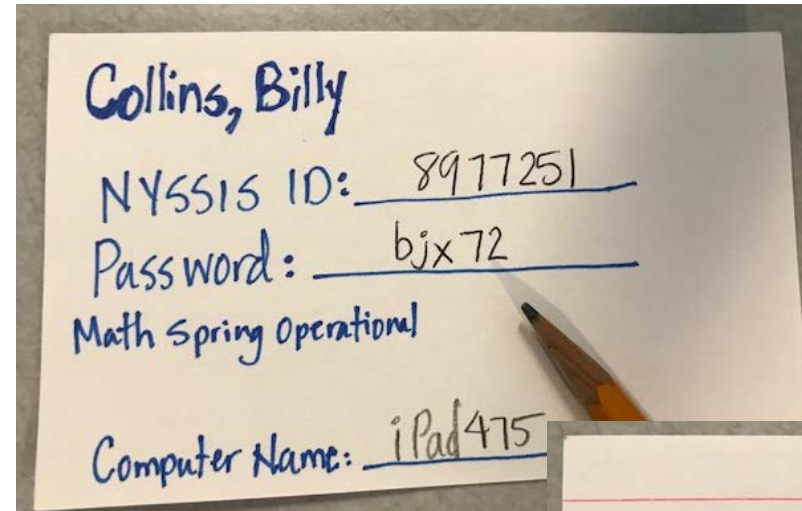
# Student Login Tickets

## 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



New York State Grades 3-8 Testing Program 

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

[Back to tests list](#)

### View Test

You're Viewing: ELA Spring Operational

District:	QAI Training Test District (012345)	School:	QAI Elementary School A (99999)
Testing Window:	Spring 2019 3-8 Test	Content Area:	ELA
Teacher:	TEACHERS15 TEACHER	Class:	ELA Testing Class 1
Test Name:	ELA Spring Operational		
Testing Dates:	4/10/2019 to 4/20/2019		

[Examiner View](#)

[Login Tickets](#)

Session 1 Access Code **9349**  [Submit](#) [Cancel](#)

Session 2 Access Code **9128**  [Submit](#) [Cancel](#)

### Registered Students:

Session All Sessions

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Student1	Test1	1111222244	Bylvyy	03	EN18030I	Session 1: Not Started	0			<a href="#">Set</a>
						Session 2: Not Started	0			<a href="#">Set</a>
Student2	Test2	2222333344	sfufzf	03	EN18030A	Session 1: Not Started	0			<a href="#">Set</a>
						Session 2: Not Started	0			<a href="#">Set</a>

### Set Status Codes

Student Name	FName LName
Content Area	ELA
Scoring Option	<input checked="" type="radio"/> Not Testing <input type="radio"/> None
Reason	--make a selection--

[Submit](#) [Cancel](#)





# Testing Status Details



## Testing Status Details

**Testing Status Filters**

**Window:**  
2019 Spring 3-8

**District:**  
QAI Training Test District (0123)

**School:**  
QAI Training Elementary School

**Content Area:**  
ELA

**Class:**  
--make a selection--

### QAI Training Elementary School (012345) ELA General Information

<b>Number of Students:</b>	4	<b>Students Not Started:</b>	4	<b>Students Completed:</b>	0
<b>Number of Sessions:</b>	0	<b>Students In Progress:</b>	0	<b>Students Not Testing:</b>	0

Show Students: All

Show 10 entries

Search:

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

First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
FName2		LName2	0000000022	N/A	N/A
FName3		LName3	0000000033	N/A	N/A
Helene		Smith	1111222255	N/A	N/A
StudentA		SchoolB	5551212120	N/A	N/A

« 1 »

Export



# Not Tested Codes

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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



Class	-- Not Testing --	Edit Status	Enter report code change window
			The report code change window has closed. Report codes may no longer be added or changed.

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



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

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

[Back to tests list](#)

#### View Test

You're Viewing: 2020 Spring 3-8

District:	Test District
Testing Window	2020 Spring 3-8 Test
Teacher:	Test Teacher
Test Name:	2020 Spring 3-8
Testing Dates:	12/7/2019 to 1/7/2020

**Test is in progress.** Students may sign in and take the test using their User ID's and the PIN shown below.

Examiner View

Login Tickets

Session 1 Access Code	7179	New Access Code	Submit	Cancel
Session 2 Access Code	6771	New Access Code	Submit	Cancel

#### Registered Students:

Session All Sessions

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Sample 1	Test	4046046046	012345	08	MA20080A	Session 1: In Progress	0	12/7/2019 10:28:26 AM		Set
						Session 2: Not Started	0			Set

Student Download (Excel)

### Set Status Codes

Student Name	FName LName
Content Area	ELA
Scoring Option	<input checked="" type="radio"/> Not Testing <input type="radio"/> None
Reason	--make a selection--

Submit Cancel



# Not-Tested Codes



From the Testing Status Details Page

### Testing Status Details

**Testing Status Filters**

**Window:**

Spring 2018 3-8

**District:**

QAI District 8 (999900010007)

**Content Area:**

ELA

**Class:**

ELA, Teacher-EA03

**QAI School 1 (99990010052) ELA, Teacher-EA03 General Information**

Number of Students: 15

Students Not Started: 12

Number of Sessions: 2

Students In Progress: 3

Show Students: 

All

Show 

10

 entries

**Search:**

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

First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
FName1	Q	LName1	EA100006	Not Started	Not Started
FName2	Q	LName2	EA100004	In Progress	In Progress

### Set Status Codes

**Student Name**

FName LName

**Content Area**

ELA

**Scoring Option**

☒ Not Testing  
☐ None

**Reason**

--make a selection--

Submit

Cancel

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# 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

⌄	Session 1	⌄	Session 2	⌄
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
	N/A		N/A	
				Export

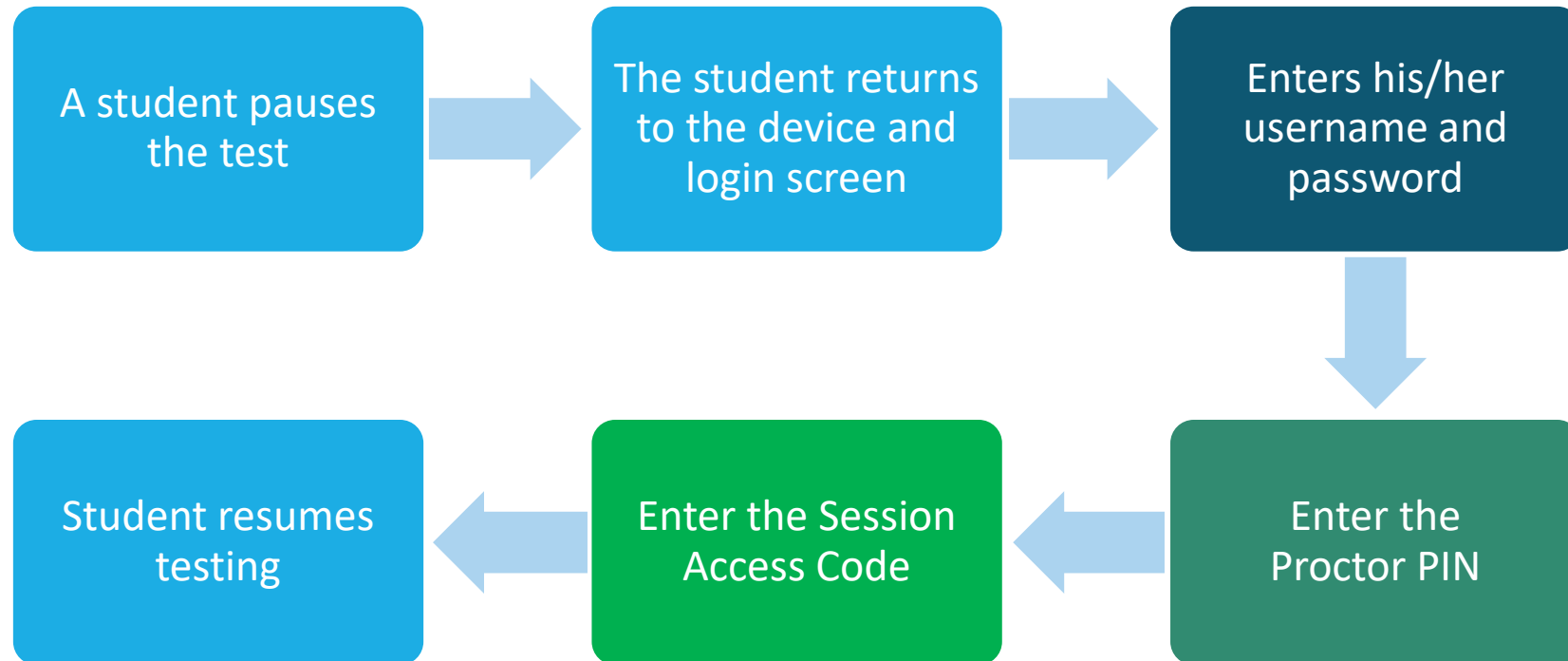
	A	B	C	D	E	F
1	Testing for 2019 Spring 3-8 ELA					
2	District QAI Sample District					
	(012345) QAI Sample Elementary					
2	School (012345)					
3	First Name	MI	Last Name	NYSSIS ID	Session 1	Session 2
4	Billy		Saranac	11111111111	Completed	In Progress
5	Jeffery		Remington	22222222222	Not Started	Not 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





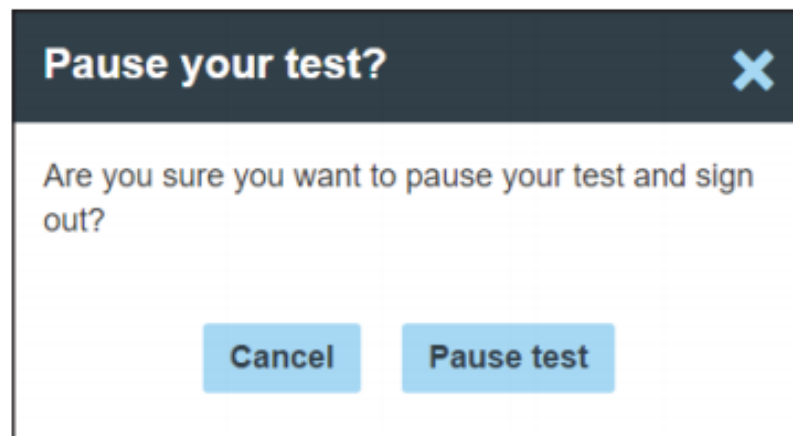


# Pausing & Reactivating A Test

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.



**Access code needed**




Please enter the access code that your teacher gives you.

**Exit** **Continue**

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

**Proctor PIN needed**



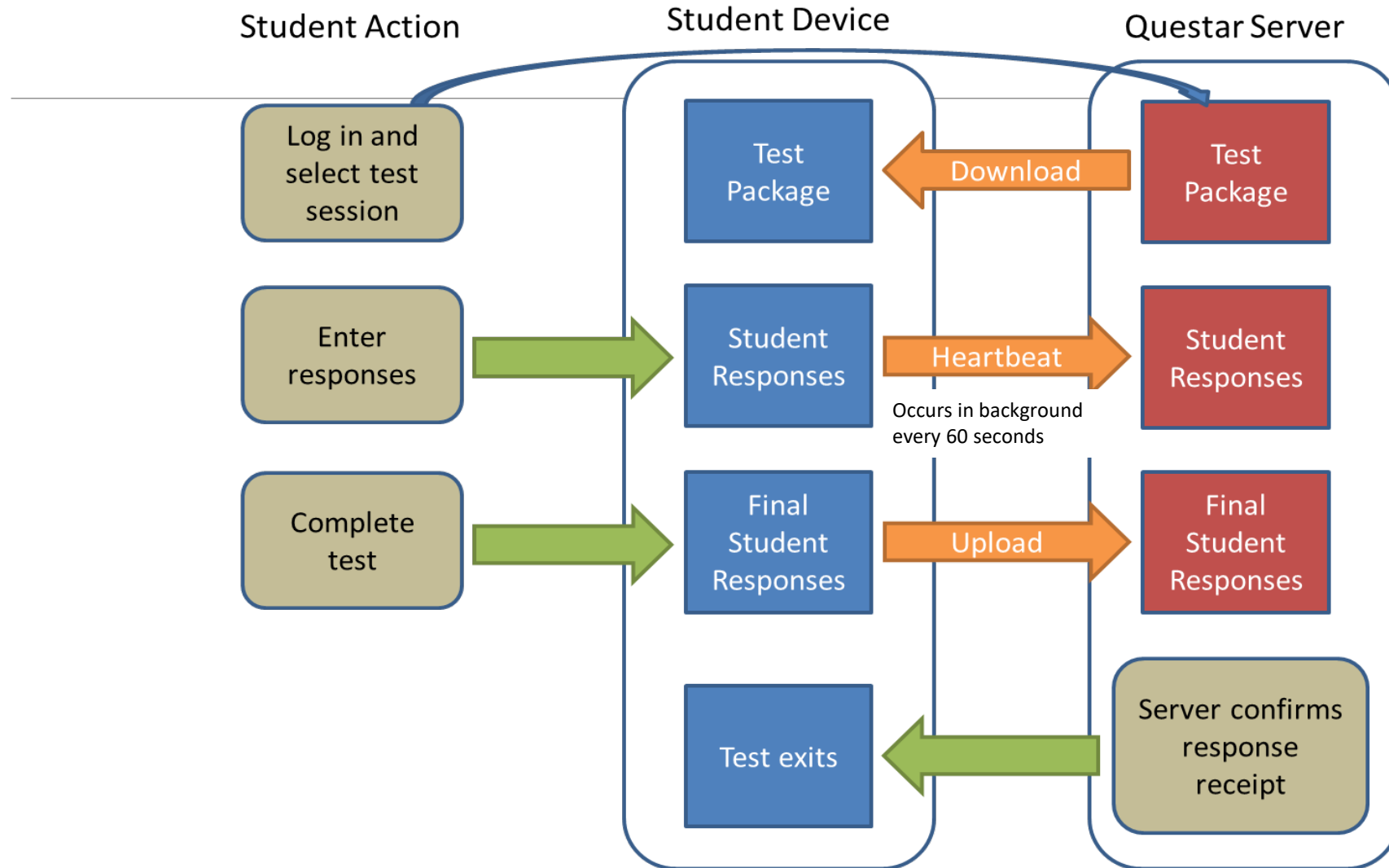
You need a Proctor PIN to start or continue this test.

**Cancel** **Continue**

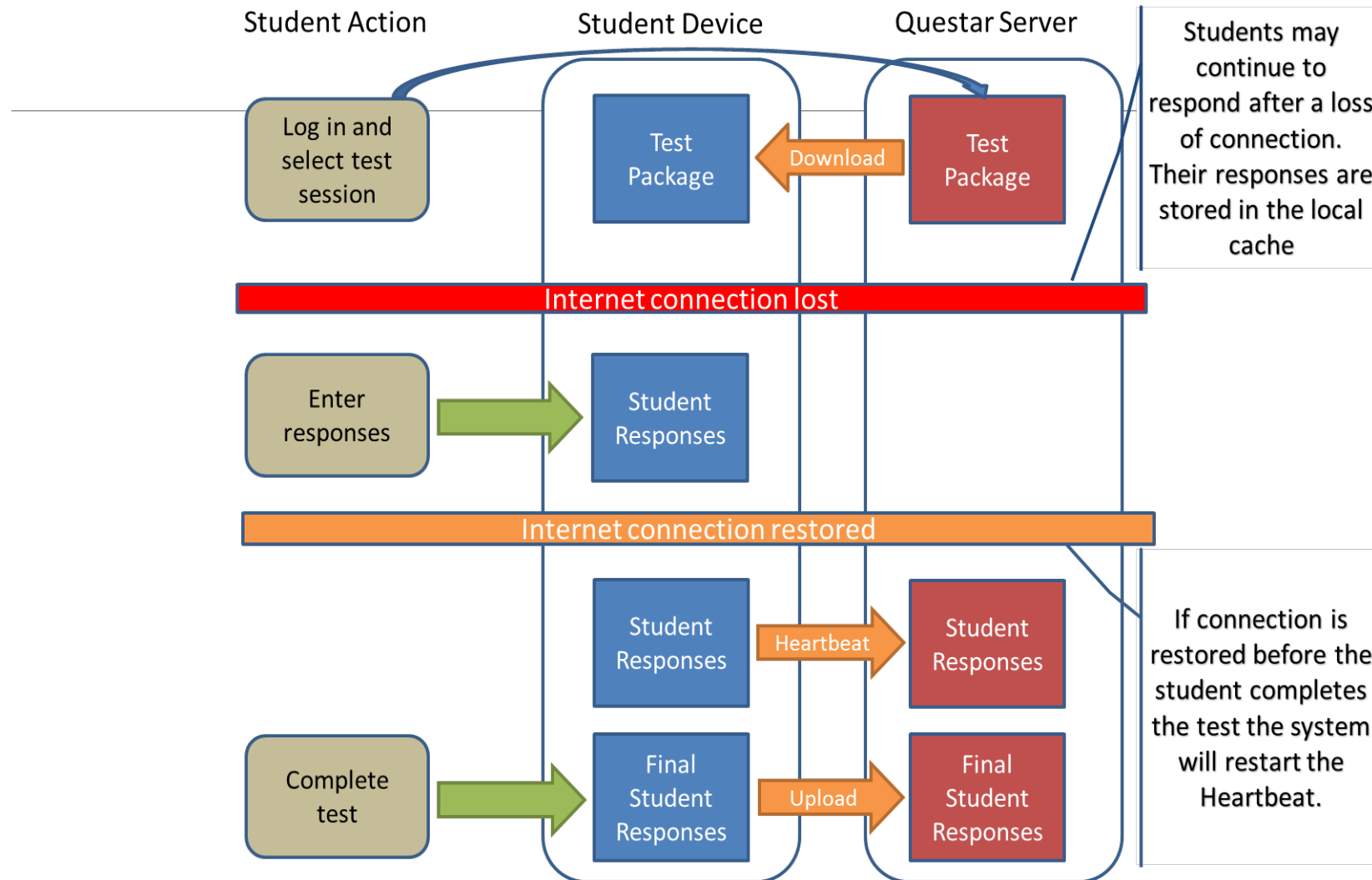
The Proctor PIN is required when a student logs back into a previously started test.



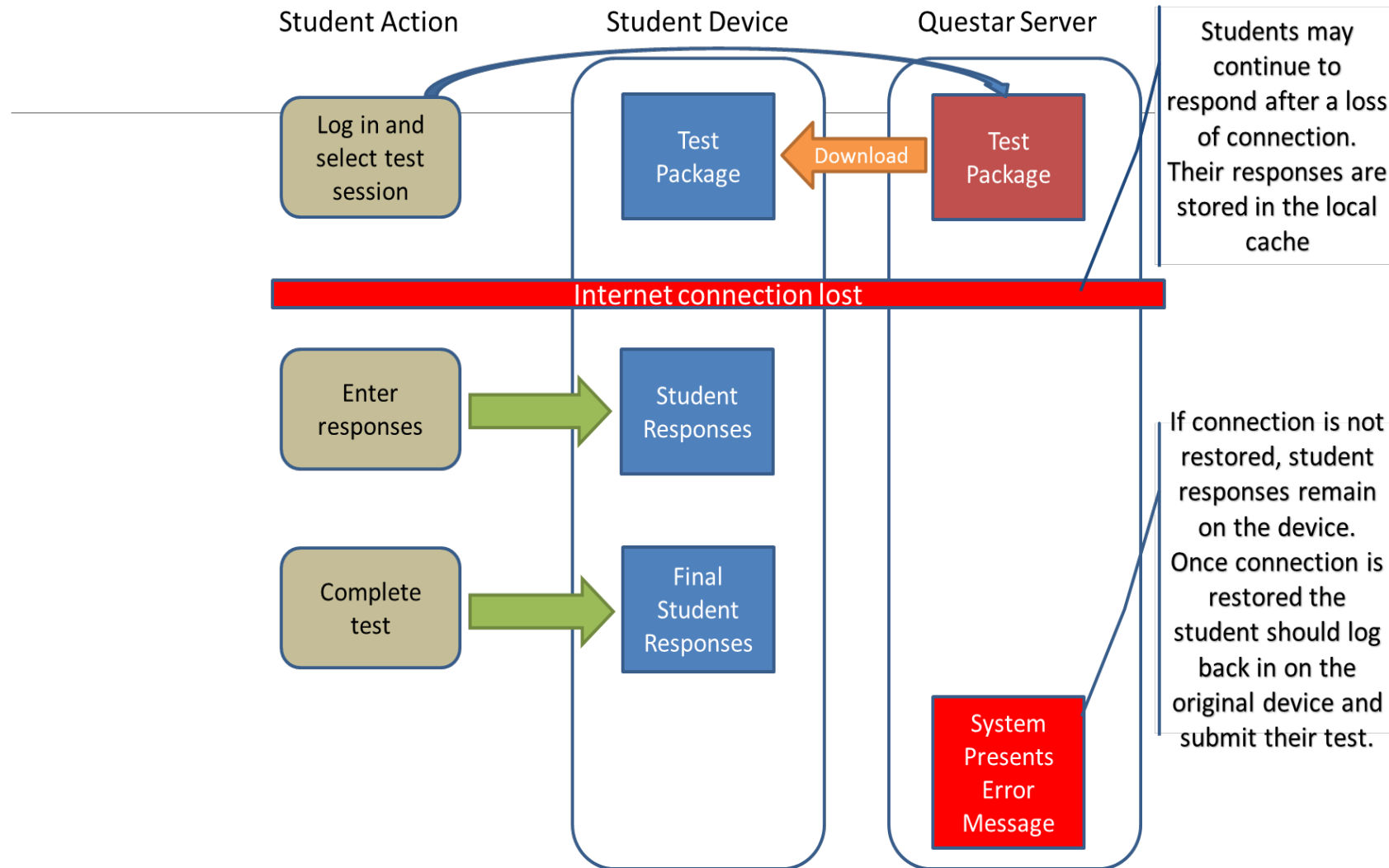
# Student Response Flowchart: Continuous Internet Connection



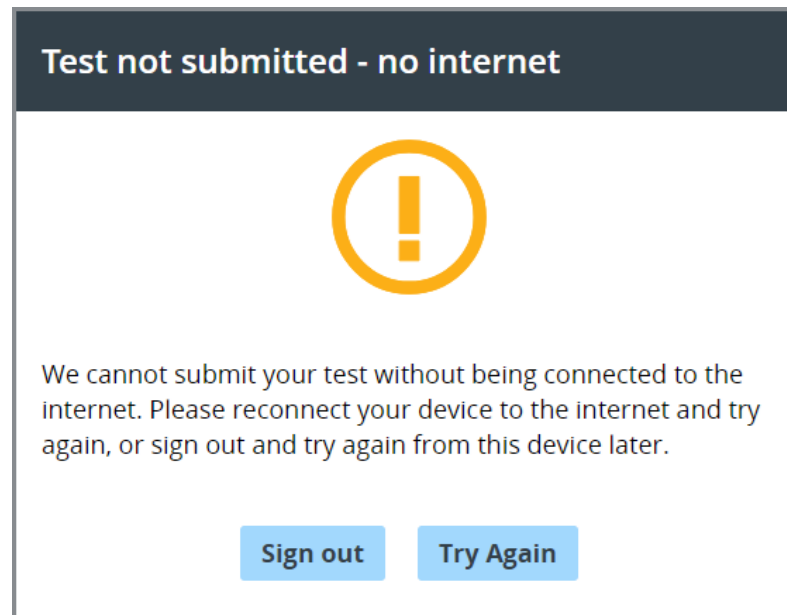
# Student Response Flowchart: Internet Connection Lost and Restored During Testing



# Student Response Flowchart: Internet Connection Lost



# Internet Connect Lost at Submit



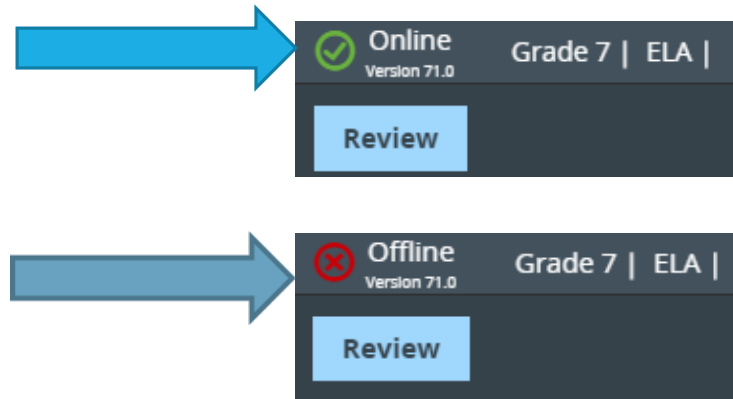
If the connection is not restored before the student has completed testing:

- 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

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## 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

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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

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- 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

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Subscribe to the [CBT Listserv](#) for weekly messages about what's new with CBT!

Send an email to [cbtsupport@nysed.gov](mailto: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](mailto:CBTsupport@nysed.gov)

## **Questar Support**

Phone - 1-866-997-0695

E-mail - [NY.3-8.help@questarai.com](mailto:NY.3-8.help@questarai.com)

## **EduTech**

E-mail - [testscoring@edutech.org](mailto: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

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