



# New York State Grades 3-8 Testing

## Setting Not Tested Codes in Nextera Admin Quick Reference Guide

### Introduction

For the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-Based Tests (CBT), Not Tested Codes (NTC) are required for any student who does not begin a test session. Not Tested Codes must be set for Session 1 and Session 2 of ELA and Math administrations. This Quick Reference Guide (QRG) will explain how to set the NTCs in Nextera Admin.

### Setting Not Tested Codes

1. Log in to **Nextera Admin**

New York State Grades 3-8 Testing Program

Powered by Nextera®

User ID

Password

Sign In

[Forgot your password?](#)

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2. Click “Change” to filter to the appropriate district and school
3. Click “Tests” > “Tests”

QAI Training Test District (012345) | QAI Training Elementary School (012345) | ELA [Change](#)

## New York State Grades 3-8 Testing Program 2

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES ADMINIS

Important Dates  
 Tests 3  
 Testing Status Details

Your Profile

Name:

Email:

What's New

Welcome to the Nextera Administration System

4. All the classes for that school or content area (depending on how you are filtered), will appear in a list on the Tests page. Click “View” next to the appropriate class

Teacher	Class	Content Area	Test Name	Testing	View	Delete
LBOCES Teacher	SIM ELA Grade 03	ELA	Spring 3-8 ELA	Not Started	<span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">4</span> <a href="#">View</a>	<a href="#">Delete</a>
.BOCES Teacher	SIM ELA Grade 05	ELA	Spring 3-8 ELA	Not Started	<a href="#">View</a>	<a href="#">Delete</a>

5. Click “Set” next to the appropriate student/session

### View Test

You're Viewing:  Simulation ELA

<b>District:</b> QAI Training Test District	<b>School:</b> QAI Training Elementary School
<b>Testing Window:</b> Simulation Test	<b>Content Area:</b> ELA
<b>Teacher:</b> Class Move	<b>Class:</b> Sample Class
<b>Test Name:</b> Simulation ELA	
<b>Testing Dates:</b> <input type="text"/>	

[Examiner View](#)

[Login Tickets](#)

Session 1 Access Code **9400**  New Access Code  [Submit](#) [Cancel](#)

Registered Students:

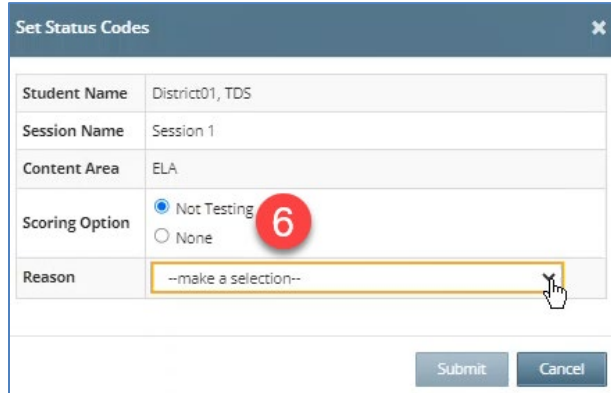
Session: All Sessions ▾

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
StudentMM	StudentM	9993311069 <a href="#">manage</a>	544643	03	EN23033001	Session 1: Not Started	0			<span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">5</span> <a href="#">Set</a>
StudentNN	StudentN	9993311070 <a href="#">manage</a>	751978	03	EN23033001	Session 1: Not Started	0			<a href="#">Set</a>

[Student Download \(Excel\)](#)

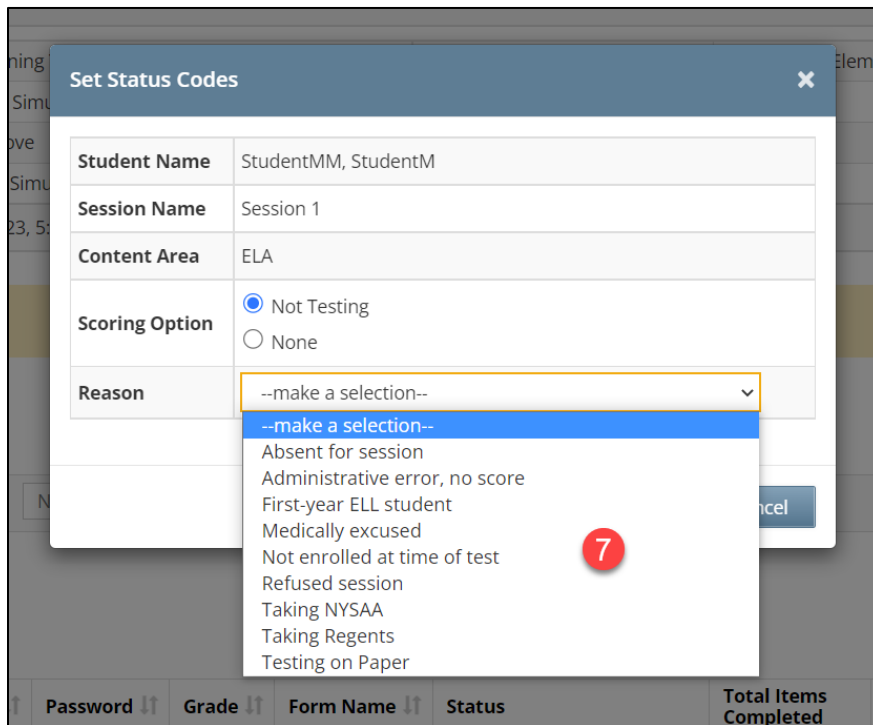
Each student has two sessions next to their name. A separate status code will need to be set per content area, per session, per student.

6. Click “Not Testing” next to Scoring Option



Set Status Codes	
Student Name	District01, TDS
Session Name	Session 1
Content Area	ELA
Scoring Option	<input checked="" type="radio"/> Not Testing <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">6</span> <input type="radio"/> None
Reason	--make a selection--
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

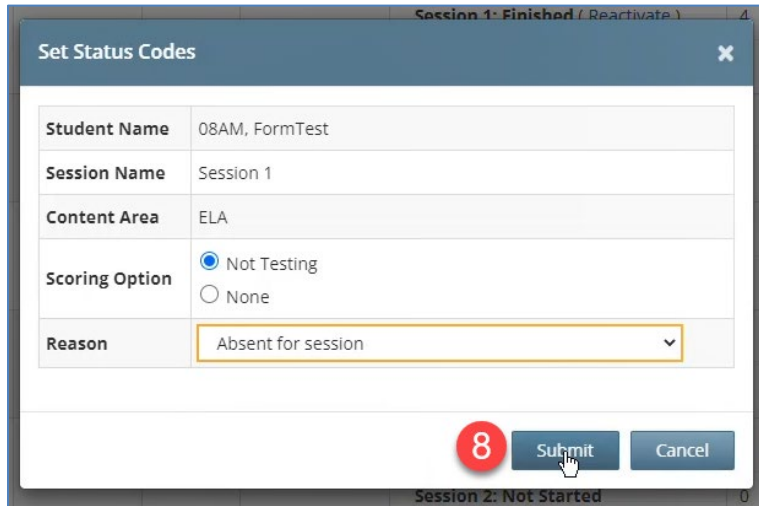
7. Select the applicable not tested code reason from the drop-down menu.



Set Status Codes	
Student Name	StudentMM, StudentM
Session Name	Session 1
Content Area	ELA
Scoring Option	<input checked="" type="radio"/> Not Testing <input type="radio"/> None
Reason	--make a selection-- --make a selection-- Absent for session Administrative error, no score First-year ELL student Medically excused Not enrolled at time of test Refused session Taking NYSAA Taking Regents Testing on Paper
<input type="button" value="Cancel"/>	

↑ Password ↑ Grade ↑ Form Name ↑ Status Total Items Completed

8. Click “Submit”



Field	Value
Student Name	08AM, FormTest
Session Name	Session 1
Content Area	ELA
Scoring Option	<input checked="" type="radio"/> Not Testing <input type="radio"/> None
Reason	Absent for session

8 Submit Cancel

Repeat steps for all students who are not testing. Not Tested Codes must be set for both test sessions if the student will not be testing in Session 1 and Session 2.

Not Tested Codes:

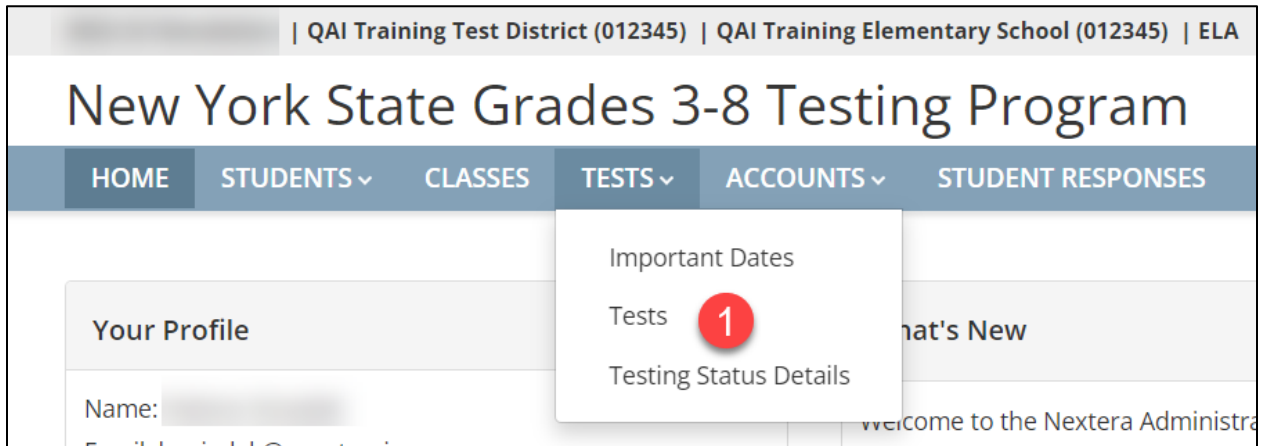
1. Absent for session
2. Administrative error, no score
3. First-year ELL student (ELA only)
4. Medically excused
5. Not enrolled at time of test
6. Refused session
7. Taking NYSSA
8. Taking Regents (Math only)
9. Testing on Paper\*

\*The “Testing on Paper” Not Tested Code is exclusive to CBT and can only be set in Nextera Admin. Schools will use this code for students available in Nextera Admin, who pursuant to an Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan), will be testing on paper, or for the Mathematics Tests, for English Language Learners (ELLs) and Former ELLs for which an alternate language CBT edition is not available from the Department.

## Verifying Not Tested Codes

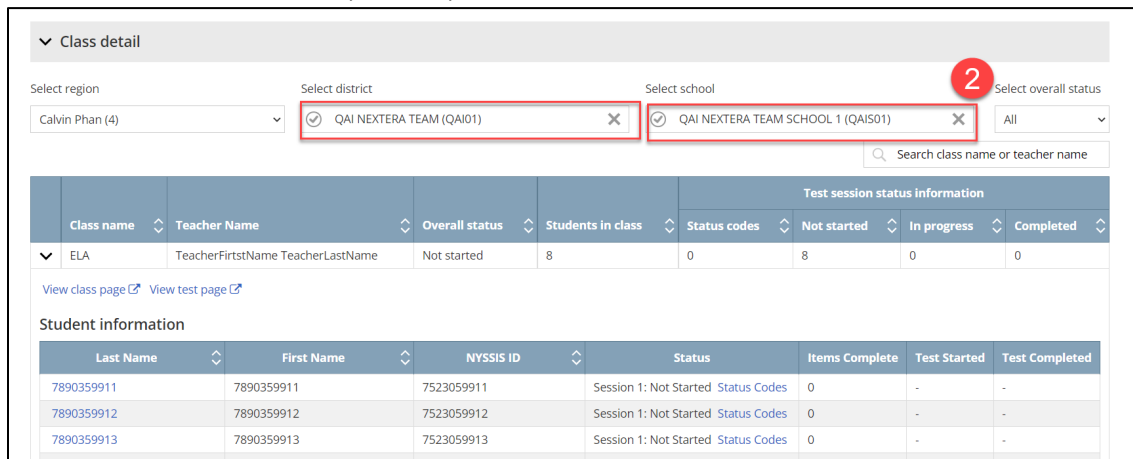
Using the Testing Status Details, users can verify the not tested codes and export to Excel.

1. Click “Tests” > “Tests”



The screenshot shows the top navigation bar of the Questar Nextera Admin interface. The breadcrumb trail reads: | QAI Training Test District (012345) | QAI Training Elementary School (012345) | ELA. The main heading is "New York State Grades 3-8 Testing Program". The navigation menu includes: HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, and STUDENT RESPONSES. The "TESTS" dropdown menu is open, showing options: Important Dates, Tests (highlighted with a red circle and the number 1), and Testing Status Details. The user's profile information is partially visible on the left, including the name and email address.

2. Filter to the correct district, school, content area and class as needed.



The screenshot shows the "Class detail" section of the Questar Nextera Admin interface. The filter section includes:
 

- Select region: Calvin Phan (4)
- Select district: QAI NEXTERA TEAM (QAI01) (highlighted with a red box and the number 2)
- Select school: QAI NEXTERA TEAM SCHOOL 1 (QAI01) (highlighted with a red box and the number 2)
- Select overall status: All

 Below the filters is a search bar for "Search class name or teacher name". The main table displays class information:
 

Class name	Teacher Name	Overall status	Students In class	Test session status information			
				Status codes	Not started	In progress	Completed
ELA	TeacherFirstName TeacherLastName	Not started	8	0	8	0	0

 Below the class table is a "Student information" table:
 

Last Name	First Name	NYSSIS ID	Status	Items Complete	Test Started	Test Completed
7890359911	7890359911	7523059911	Session 1: Not Started Status Codes	0	-	-
7890359912	7890359912	7523059912	Session 1: Not Started Status Codes	0	-	-
7890359913	7890359913	7523059913	Session 1: Not Started Status Codes	0	-	-

3. Click “Download all students” at the bottom of the student list.

▼ Class detail

Select region: Calvin Phan (4) | Select district: QAI NEXTERA TEAM (QAI01) | Select school: QAI NEXTERA TEAM SCHOOL 1 (QAIS01) | Select overall status: All

Search class name or teacher name

Class name	Teacher Name	Overall status	Students in class	Test session status information			
				Status codes	Not started	In progress	Completed
ELA	TeacherFirstName TeacherLastName	Not started	8	0	8	0	0

[View class page](#) [View test page](#)

Student information

Last Name	First Name	NYSSIS ID	Status	Items Complete	Test Started	Test Completed
7890359911	7890359911	7523059911	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359912	7890359912	7523059912	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359913	7890359913	7523059913	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359914	7890359914	7523059914	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359915	7890359915	7523059915	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359916	7890359916	7523059916	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359917	7890359917	7523059917	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359918	7890359918	7523059918	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-

View 10 | Viewing items 1-8 of 8

**3** [Download all students \(csv\)](#)

Run the export during the testing window to monitor student’s testing status. Run the export prior to the close of the Not Tested Code window to verify all students have completed testing (Completed) or the Not Tested Code is set. Any students who are Not Started or In Progress need to complete testing prior to the close of the Testing Window.

A sample of the export:

Testing Status for Spring 3-8 ELA							
Region: Calvin Phan (4)							
District: QAI NEXTERA TEAM (QAI01)							
School: QAI NEXTERA TEAM SCHOOL 1 (QAIS01)							
Class name: ELA							
Last Name	First Name	NYSSIS ID	Session 1	Status	Items Complete	Test Started	Test Completed
Tester1	First1		Session 1	Completed	35	11/9/2022 13:20	11/9/2022 13:35
Tester2	First2		Session 1	Absent for session	0		
Tester3	First3		Session 1	Not Started	0		
Tester4	First4		Session 1	Not Started	0		
Tester5	First5		Session 1	Medically excused	0		
Tester6	First6		Session 1	Not Started	0		
Tester7	First7		Session 1	Completed	35	11/9/2022 13:20	11/9/2022 13:35
Tester8	First8		Session 1	Not Started	0		



## Customer Support

Questar's Customer Support team is available between the hours of 7:30am – 4:30pm ET Monday – Friday.

- Phone: 1-866-997-0695
- Chat: Available via the Nextera Admin Help page
- [Email](mailto:ny.3-8.help@questarai.com): ny.3-8.help@questarai.com