Transitioning to CBT: First Steps
If your school wants to transition to CBT for the first time this year, you can follow the below checklist to take that first step. The NYSED Online Test Ordering System will be open this fall for schools to select CBT by individual subjects and grade levels.

1 Determine the subject(s) and grade level(s) that your school wants to administer CBT in the spring.

2 Determine how your school’s constructed responses entered on computer will be scored.

3 Confirm your school is coordinating with your District Test Coordinator and establish who will be your School Test Coordinator.

4 Use the CBT Technology Readiness requirements to determine that your school is ready to administer CBT.

5 Install and test the Nextera Secure Browser on student testing devices.

6 Plan to introduce students to the CBT practice tests available publicly online through the Question Sampler and also available through the Nextera Secure Browser.

7 Check with your Level 1 data center regarding student data loading requirements for CBT.