

New York State Grades 3-8 ELA and Mathematics Computer-Based Testing

Proctor Training – Part 1



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity



Purpose of this Training

The Proctor Training will provide proctors and test administrators details on the responsibilities for proctoring before, during and after the computer-based test administrations.

This training is posted under the Resources section on CBT Support at:

<https://cbtsupport.nysed.gov/hc/en-us/categories/201173603-Grades-3-8-ELA-and-Math-Computer-Based-Testing>

Agenda – Part 1

- What is the Role of a Proctor for Computer-Based Testing?
- Overview of Operational Testing Dates
- Overview of Field Testing Dates
- Preparing for Test Day
- Customer Support

What is the Role of a Proctor for Computer-Based Testing?

What is the Role of a Proctor for CBT?

Proctors must follow all security protocols when supervising the test administration:

- Circulate periodically around the room during the administration of each session of the test to ensure that students are not having difficulty navigating within the online test form
- Make sure that students are recording their multiple-choice and constructed-response answers in the Nextera® Test Delivery System
- Keep all student testing devices fully charged prior to testing. Have power cords available for devices that need to be charged.
- Actively proctor students as they are testing to ensure that devices are working and that students do not hit the power button to turn devices off while testing.
- Before a student submits the test, proctors should review the Review screen with the student to ensure the student has answered all the questions and should point out to the student if they have left one or more answers completely blank.

What is the Role of a Proctor for CBT?

Proctors must follow all security protocols when supervising the test administration:

- Do not comment to the student on the correctness or sufficiency of any answer
- Proctors may give students assistance only in the mechanics of taking the tests, such as understanding the navigation of the Nextera Test Delivery System.
- Ensure a secure environment is maintained.
- Do not use cell phones or other photographic devices to duplicate test materials
 - Never take photos of the operational test, even if there is an issue that you need to report to NYSED and Questar

What is the Role of a Proctor for CBT?

Online Version 64.0 Grade 8 | Math | Sampler 1

Review **Question 3**

The table below represents a linear function.

x	y
-1	5
1	9
3	13
5	17

Which function has a greater slope and a greater y -intercept than the linear function represented in the table?

- (A) $y = 2x + 8.5$
- (B) $y = 3x + 7.5$
- (C) $y = 5x + 6.5$
- (D) $y = 10x + 5.5$

The Proctor should be familiar with all Nextera Test Delivery navigation features as well as how to tell if a student's testing device is online or offline while the student is testing.

Online Version 64.0 Grade 6 | ELA | Sampler 2

Review **Question 2** Directions Sign out

In Ireland in 1937, Kathleen Murphy represents her dance school at a recital. She scans the audience for her Aunt Polly as she nervously awaits her turn to perform.

Excerpt from *Kathleen: The Celtic Knot*

by Siobhan Parkinson

I put my weight on my left foot and stood with my right foot poised, wondering what on earth I was going to do when the music started, because I couldn't remember even the

Which detail from the story **best** shows why Polly is important to Kathleen?

- (A) Polly can best describe Kathleen's dance to her mam.
- (B) Polly allows Kathleen to receive praise from her teacher.
- (C) Polly made Kathleen's dress using her own curtain fabric.
- (D) Polly inspired Kathleen to participate in the dance recital.

What is the Role of a Proctor for CBT?

Review

You have answered **17 of 24** questions. Click on a question number to go back to it.

[Submit test](#)

unanswered(7) answered(17) bookmarked(2) notes(0)

Cover	Tips	34	35	36	37	38	39	40
41a	41b	42a	42b	43a	43b	44a	44b	45a
45b	46a	46b	47a	47b	48a	48b	48c	

The proctor should be familiar with the Review & Submit screen in the Nextera Test Delivery System to assist students with identifying unanswered test questions.

Overview of Operational Testing Dates

CBT Operational Testing Dates

The operational testing schedule is posted on NYSED's website:

<http://www.nysed.gov/state-assessment/grades-3-8-test-schedules>

Operational Testing Manuals are available from the Office of State Assessment website:

<http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>

Overview of Field Testing Dates

NY 3-8 ELA & Math CBT Field Testing

The field testing schedule is posted on NYSED's website:
<http://www.nysed.gov/state-assessment/grades-3-8-test-schedules>

Field Testing Manuals are available from the Office of State Assessment website:
<http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>

- School Administrator's Manual for Computer-Based Field Testing
- Teacher's Directions

NY 3-8 ELA & Math CBT Field Testing

Field Test Administration

- Multiple-choice and short- and/or extended-response questions
- Single class period of approximately 40 minutes

Preparing for Test Day

The background is a solid blue color. Overlaid on this are several thin, light blue lines that intersect to form various geometric shapes, including triangles and quadrilaterals. The lines are thin and have a slight transparency, creating a subtle pattern behind the text.

Questar's Platform Overview

Nextera[®] Test Delivery System

- Questar Secure browser
- Downloaded to students' devices
- Students access and complete tests
- Offers practice with previously released state questions

Nextera[®] Administration (Nextera Admin)

- Online Test Administration System
- Multi-tiered, role-based system
- Manage students and student-test taking

CBT Technology Readiness

Work with your technology coordinators to make sure the devices are ready for testing:

- Make sure you have enough devices for students
- An external keyboard must be provided and available for all students testing on computer
- Make sure all mice are working (check batteries!)
- Confirm the updated version of the Questar Secure Browser has been installed and tested on all student testing devices
- Make sure all computers are fully charged and, if possible, plugged in.
- Consider additional hardware you want to have on hand, such as additional devices, extra power strips.



Preparing Your Exam Room

- Provide a well-lit, well-ventilated, and quiet classroom
- Completely cover or remove from walls any aids, charts, testing posters (Equation Editor Tools, tips on using Drawing tool, etc.)
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers.
- A seating chart or other record of student device assignment is recommended in the event a situation requires a student to leave and return to a device.
- Plan for students' personal devices during testing.
 - For more information, please view the CBT Support article: <https://cbtsupport.nysed.gov/hc/en-us/articles/360022415891>

Preparing Your Students

- Help students approach testing in a relaxed, positive way.
- Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions.
- Be sure students have had the opportunity to practice using the practice tests in the secure browser and the online New York State Question Sampler prior to testing.
- There are four ELA and Math practice tests for each grade level and content area to further familiarize students with the testing experience. There are three Science practice tests for Grade 5 & 8.
 - Usernames and passwords can be found in Nextera Admin within the Help tab and on CBT Support: <https://cbtsupport.nysed.gov/hc/en-us/articles/360000813612-Questar-Secure-Browser-Practice-Test-Logins>
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Nextera Admin

It is a local decision as to whether or not the teacher or proctor has access to the Nextera Administration System (Nextera Admin). For this presentation, we are assuming that the proctor/teacher will be logging into Nextera Admin. We will go through the steps to prepare CBT for the testing day within Nextera Admin.

Examiner View

Proctors can also use the Examiner View in Nextera Admin to monitor testing status.

The School Testing Coordinator (STC) or District Testing Coordinator (DTC) can provide this during testing.

The screenshot shows the Nextera Admin interface for the New York State Grades 3-8 Testing Program. The page header includes the user name 'Helene Gniadek' and a 'Sign Out' link. The main navigation bar contains 'HOME', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. A notification banner at the top states: 'Click or tap the "Change" link at the top of the page to select or change your active district and school.' The main content area is divided into two columns. The left column, titled 'Administration Quick Links', contains links for 'CBT Support', 'Question Sampler', 'NYSED Office of State Assessment', 'NYSED CBT Website', and 'Nextera Admin Roles & Responsibilities'. The right column, titled 'What's New', features a section for 'Upcoming Statewide CBT Simulation - January 28 and/or February 11', which provides details about the simulation and the '2020 Simulation' window. Below this, a section titled 'CBT Practice Samplers Are Always Available!' includes a note about the availability of online question samplers and secure browser practice tests.

Accessing Nextera Admin

1. To access Nextera Admin, contact the District Test Coordinator (DTC) or Principal (PRN) in your district or school and ask them to create and activate your account prior to the administration.
2. New users will receive a “Welcome to Nextera” email from Questar with a username and temporary password.
 - Log in using your provided credentials.
 - Follow prompts to accept a security agreement and change your password.

Password Rules:

- Must be 8 characters in length
- Must be alpha-numeric and contain at least one number
- Must contain one uppercase letter
- Case-sensitive

New York State Grades 3-8 Testing Program

Powered by Nextera™

User ID

Password

Sign In

[Forgot your password?](#)

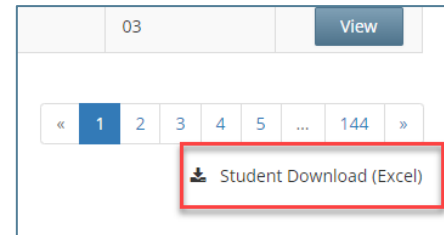


<https://ny.nextera.questarai.com/Admin>

Prior to Administration: Students Tab

Confirm Accommodations using the Student Download Report

- This report is useful to verify all accommodations are set properly before testing.
- The Student Download Report is available from the Students/Students tab at the bottom of the student list.
- This report includes all students based on the user's access.
- Run this report after all Student Accommodations have been set, before printing Login Tickets.



QAI School 1 (99990010052)							
Math							
StudentID	FirstName	MiddleName	LastName	Grade	Subject	Accommodation	Accommodation Option
2115000000	Reviewer	Q	AM	3	Math	Answer Masking Tool	
2115000015	Reviewer	Q	BBB	3	Math	Background Color	Black text on blue background
2115000089	Reviewer	Q	RC	3	Math	Reverse Contrast	
2115000090	Reviewer	Q	Student	3	Math		
2115000091	Reviewer	Q	Student	3	Math		
2115000092	Reviewer	Q	Student	3	Math		
2115000109	Reviewer	Q	TTS	3	Math	Text-to-Speech (online only)	

Prior to Administration: Classes Tab

Confirm Accommodations using the Classes Report

- This report is useful to verify all accommodations are set properly before testing.
- The Classes Report is available from the Classes tab at the bottom of the student list for the specific Class.
- This report includes all students within that class/grouping.
- Run this report after all Student Accommodations have been set, before printing Login Tickets.

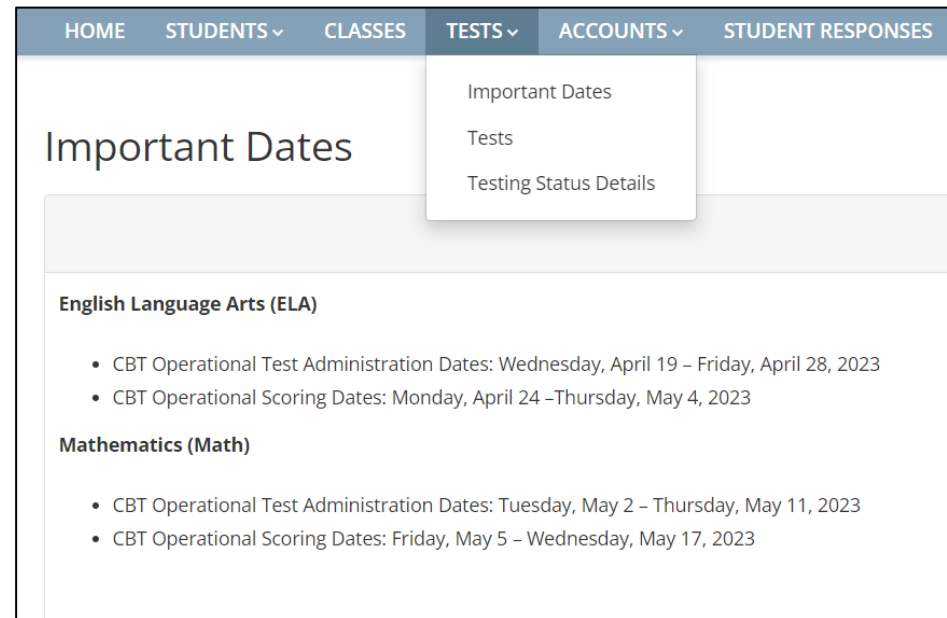
2115000163	View
2115000164	View
Download Students in this Class (Excel CSV)	

StudentID	FirstName	MiddleName	LastName	Grade	Subject	Accommodation	Accommodation Option
2115000014	Reviewer	Q	AM	3	Math	Answer Masking Tool	
2115000025	Reviewer	Q	BBB	3	Math	Background Color	Black text on blue background
2115000100	Reviewer	Q	Student	3	Math		
2115000101	Reviewer	Q	Student	3	Math		
2115000102	Reviewer	Q	Student	3	Math		
2115000103	Reviewer	Q	Student	3	Math		
2115000104	Reviewer	Q	Student	3	Math		
2115000105	Reviewer	Q	TTS	3	Math	Text-to-Speech (online only)	

Tests Tab

The Tests Tab is where you will find Important Dates, track student progress, print student login tickets, and find Session Access Codes.

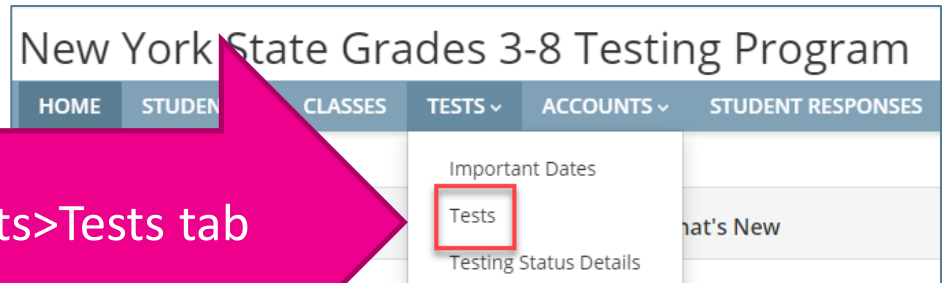
The Tests Tab opening dates:
<https://cbtsupport.nysed.gov/hc/en-us/articles/360018292991-Monthly-Events-Calendar-for-CBT-2022-23-School-Year>



The screenshot shows a web interface with a navigation bar at the top containing: HOME, STUDENTS ▾, CLASSES, TESTS ▾, ACCOUNTS ▾, and STUDENT RESPONSES. The TESTS ▾ dropdown menu is open, showing three options: Important Dates, Tests, and Testing Status Details. The main content area is titled "Important Dates" and lists the following information:

- English Language Arts (ELA)**
 - CBT Operational Test Administration Dates: Wednesday, April 19 – Friday, April 28, 2023
 - CBT Operational Scoring Dates: Monday, April 24 – Thursday, May 4, 2023
- Mathematics (Math)**
 - CBT Operational Test Administration Dates: Tuesday, May 2 – Thursday, May 11, 2023
 - CBT Operational Scoring Dates: Friday, May 5 – Wednesday, May 17, 2023

Tests Tab



View Test Details from the Tests>Tests tab

Tests

Testing Status for: **Math** New Test

Filter By Testing Status: All

Search

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Stephanie Pfahlert	Math Class A	Math	8 Math	Not Started	View	Delete

Show 10 entries

Tests Tab: Session Access Codes

The Session Access Code is the 4-digit code that the proctor will provide to the students during the administration of the test.

Session Access Codes

Student Details

View Test

You're Viewing: 2021 Spring 3-8 Math

District:	QAI District 8	School:	QAI School 1
Testing Window:	Spring 3-8 Test	Content Area:	Math
Teacher:	TeacherFirst TeacherLast	Class:	Math 3
Test Name:	Spring 3-8 Math		
Testing Dates:			

i 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 1111	New Access Code	Submit	Cancel
Session 2 Access Code 2222	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
AM			8	03	MA2103100A	Session 1: Not Started	0			Set
						Session 2: Not Started	0			Set

Students need the Session Access Code every time they log into a test.

Tests Tab: Login Tickets

Each student will need Login tickets to log in to the test session. Student credentials are the same for Operational Session 1 and Session 2.

View Test

You're Viewing: 2021 Spring 3-8 Math

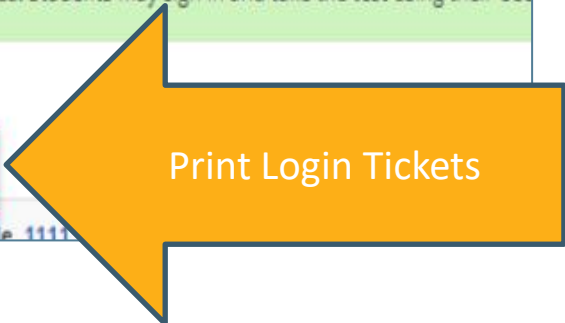
District:	QAI District 8
Testing Window	2021 Spring 3-8 Test
Teacher:	TeacherFirst TeacherLast
Test Name:	2021 Spring 3-8 Math
Testing Dates:	12/11/2020 to 6/14/2021

Test is in progress. Students may sign in and take the test using their Use

Examiner View

Login Tickets

Session 1 Access Code 1111



Print Login Tickets

What would you like to print?

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

- Select an Option--
- Avery 5160
- Avery 5163
- Student Roster
- Download CSV file

Cancel

What would you like to print?

Print student authentication credentials: Avery 5160

OK Cancel

Tests Tab: Login Tickets

Sample Student Login Tickets:

Last, First NYSSIS ID: [REDACTED] Password: [REDACTED] 2021 Spring 3-8 Math	Last, First NYSSIS ID: [REDACTED] Password: 5[REDACTED] 2021 Spring 3-8 Math	Last, First NYSSIS ID: [REDACTED] Password: 2[REDACTED] 2021 Spring 3-8 Math
Last, First NYSSIS ID: [REDACTED] Password: 9[REDACTED] 2021 Spring 3-8 Math	Last, First NYSSIS ID: [REDACTED] Password: 4[REDACTED] 2021 Spring 3-8 Math	Last, First NYSSIS ID: [REDACTED] Password: 8[REDACTED] 2021 Spring 3-8 Math

Sample CSV File:

First Name	Last Name	NYSSIS ID	Password	Test Name
First	Last	9921010301	444444	2021 Spring 3-8 Math
First	Last	9921010302	555555	2021 Spring 3-8 Math
First	Last	9921010303	123456	2021 Spring 3-8 Math
First	Last	9921010304	654321	2021 Spring 3-8 Math

Save file with class name/details

Tests Tab: Login Tickets

- Proctors will need to print the Student Login tickets or an administrator will print and provide the login tickets prior to each testing day depending on the roles and responsibilities of each district/school.
- Print Student Login Tickets as close to the actual test administration.
- Once the Student Login Tickets are printed, they must be stored securely.
- Student Login Tickets can not be distributed until the first day of the CBT test session.

Troubleshooting Tip for Printing Login Tickets

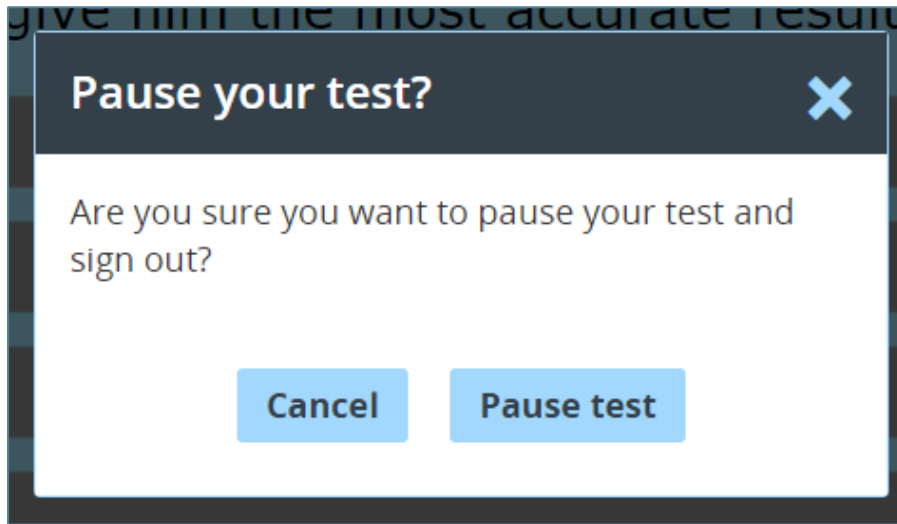
If you are attempting to print student login tickets on label stock and the student login tickets are not aligning properly with the labels, try the following steps:

1. Save the .pdf file
2. Find the .pdf on your local drive and open it
3. File > print
4. Click “Custom Scale: 100%”
5. Be sure paper size says 8.5 x 11
6. Click Print

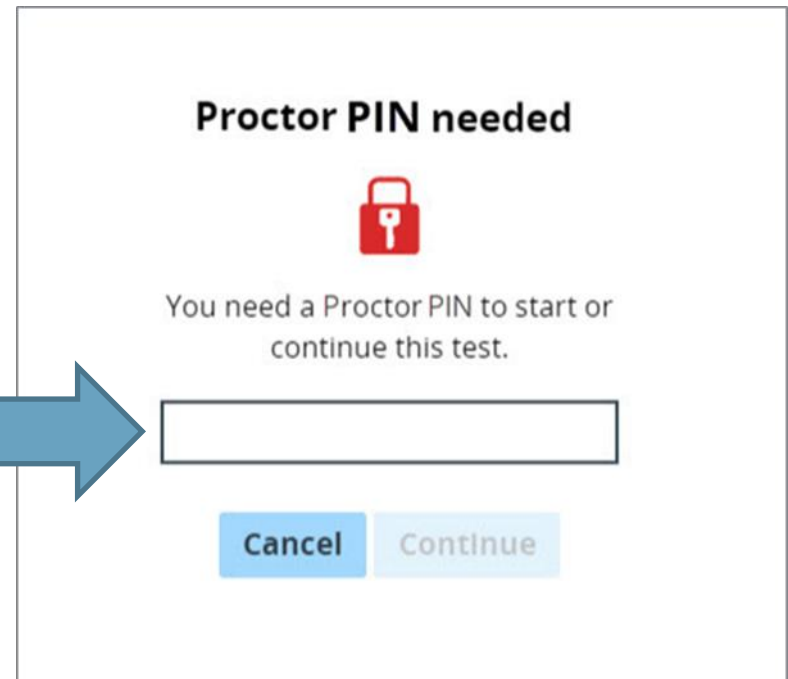
Proctor PIN

- The Proctor PIN is an 8-digit code required when a student needs to restart a paused test
- School Testing Coordinators or Principals will provide the Proctor PIN prior to the start of each testing day
- The Proctor PIN is secure

Proctor PIN



Once a test is Paused, the Proctor PIN is required to log back into the test.



Proctor PIN


Being mindful of the health and safety protocols established at schools in response to COVID-19, for the spring 2023 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. Please work with your Principal or School Test Coordinator to verify the Proctor PIN is reset.

Access Code vs. Proctor PIN

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

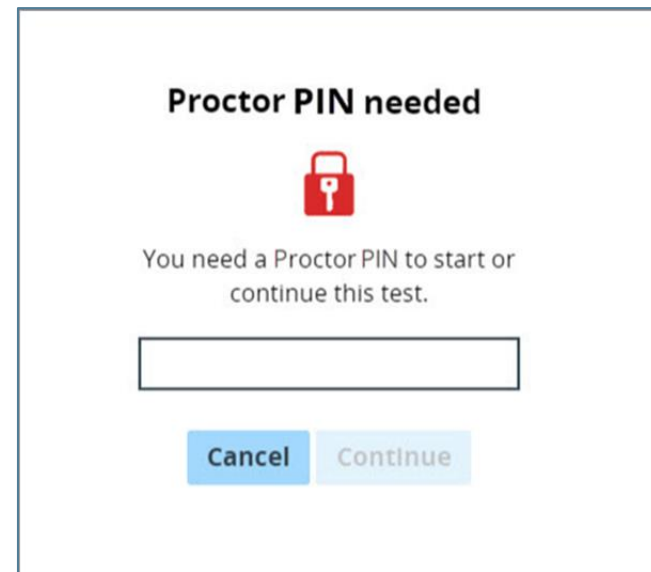


Access code needed




Please enter the access code that your teacher gives you.

Exit **Continue**



Proctor PIN needed



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

Cancel **Continue**

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 the was paused.

Customer Support

Reminder about Personally Identifiable Information

- When contacting your School or District Test Coordinator, do not send any Personally Identifiable Information (PII) for a student via email. This is a violation of the Family Education Rights and Privacy act (FERPA).
- PII includes information such as a student's name or date of birth. Should you need to communicate via email regarding a particular student, please only share the NYSSIS ID.

Customer Support Information

Schools with questions concerning the CBT should:

1. Contact your Principal or School Test Coordinator
2. Contact your Regional Information Center/ District Level Support

3. Contact Questar Customer Support:

Email: NY.3-8.help@questarai.com

Phone: 1-866-997-0695

4. For policy support/questions, please contact NYSED:

CBTSupport@nysed.gov

<https://CBTSupport.nysed.gov>

Thank you!



Questar™

