

# New York State Grades 3-8 Testing

## Setting Student Accommodations

### Quick Reference Guide

The purpose of this document is to familiarize DTCs, DLUs, STCs, BLUs, and PRNs, with the different accommodation options, as well as to provide the steps needed to set accommodations for individual students or for multiple students simultaneously. Accommodations must be set for each content area.

## Student Accommodation Options

For accommodation definitions please refer to the [School Administrator's Manual](#). Links to the School Administrator's Manual are also provided on the Help tab in the Nextera Administration System (Nextera Admin) or via the [CBT Support page](#).

### Online Testing Accommodations

- Text-to-Speech (online only)
- Answer Masking Tool
- Initial Page Zoom
- Read Aloud (by human)
- Speech-to-Text (ELA only)

### Offline Testing Accommodations

- Print Variations
  - Testing Language (Math & Science only)

### Classroom Accommodations

- Flexibility in scheduling
- Flexibility in setting
- Method of presentation
- Method of response
- Other
- Use of spell-check-grammar-check
- Bilingual dictionaries and glossaries
- Separate location
- Oral Translation (Math & Science only)

### Text-to-Speech vs Read Aloud

- **Text-to-Speech** (online only) is an accommodation that indicates that the student will take the test online, but that all or part of the test will be read aloud by the computer.
- **Read Aloud** (by human) is an accommodation that indicates the student will take the test online, but that all or part of the test will be read aloud by a human reader.

## Setting Individual Student Accommodations

- 1) Log in to [Nextera Admin](#).
- 2) Select the **Change** link at the top of the page to verify or change the district and school.

- 3) Select **Students** from the **STUDENTS** tab.

- 4) Locate the student's name on the *Students* page (you can browse to the student's name from the listing below or use the **Search** feature on the upper right), then select **View**.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	View
0008150045	Sample	S	Student	ELAClass (FirstName LastName)	03	<a href="#">View</a>

- 5) Select **Edit** in the upper right of the *View Student* page.

Demographic Information:	
NYSSIS ID	0123456789
Grade	Grade 4
First Name	Sample
Last Name	Student 1
Date of Birth	1/2/2010
Gender	Male

- 6) Scroll to the bottom of the *Edit Student Record* page, then select **Modify** above Accessibility and Accommodation Options. The *Select Accommodations* window displays.

### Edit Student Record

You're Editing: **Test Student A** for 2023-24

District of record: Nextera Training Test District (012345) | School of record: Nextera Training Elementary School (012345)

**Demographic information:**

NYSSIS ID	0123456789	Grade	Grade 5
First Name	Test	MI	
Date of Birth	11/27/2012	Last Name	Student A
		Gender	Female

Student Local ID:

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**ELA** → [Modify](#)

Testing district: Nextera Training Test District (012345) Testing school: Nextera Training Elementary School (012345) Testing class: Test Class A	<b>Accessibility and Accommodation Options</b> Answer Masking Tool: OFF Classroom Accommodations: 0 Selected Text-to-Speech (online only): OFF Read Aloud (by human): OFF Initial Page Zoom: OFF Speech-to-Text: OFF
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**Math** → [Modify](#)

Testing district: Nextera Training Test District (012345) Testing school: Nextera Training Elementary School (012345) Testing class: Test Class B	<b>Accessibility and Accommodation Options</b> Answer Masking Tool: OFF Classroom Accommodations: 0 Selected Text-to-Speech (online only): OFF Read Aloud (by human): OFF Initial Page Zoom: OFF Print Variations: OFF
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**Science** → [Modify](#)

Testing district: Nextera Training Test District (012345) Testing school: Nextera Training Elementary School (012345) Testing class: Test Class C	<b>Accessibility and Accommodation Options</b> Answer Masking Tool: OFF Classroom Accommodations: 0 Selected Text-to-Speech (online only): OFF Read Aloud (by human): OFF Initial Page Zoom: OFF Print Variations: OFF
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[Save](#) [Cancel](#)

- 7) Select the desired Online Testing Accommodations, Offline Accommodations, and Classroom Accommodations then select **Save**.

### Select Accommodations

**Student Name** Test Student A  
Content Area Math

[Online Testing Accommodations](#)  
 [Offline 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.

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

**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).

**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

- 8) Select **Save** within the student profile.

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### Edit Student Record

You're Editing: **Test Student A** for 2023-24

District of record: Nextera Training Test District (012345)  
 School of record: Nextera Training Elementary School (012345)

**Demographic Information:**

<b>NYSSIS ID</b>	<input type="text" value="0123456789"/>	<b>Grade</b>	<span>Grade 5</span>
<b>First Name</b>	<input type="text" value="Test"/> MI <input type="text"/>	<b>Last Name</b>	<input type="text" value="Student A"/>
<b>Date of Birth</b>	<input type="text" value="11/27/2012"/>	<b>Gender</b>	<span>Female</span>

Student Local ID:

**Math** [Modify](#)

Testing district: Nextera Training Test District (012345)

Testing school: Nextera Training Elementary School (012345)

Testing class:  [Save](#) [Cancel](#)

**Accessibility and Accommodation Options**

Answer Masking Tool OFF	Text-to-Speech (online only) ON	Initial Page Zoom OFF
Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	Print Variations OFF

Save  
 Cancel

9) The student record will be updated with the selected accommodation(s).

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**Demographic Information:**

<b>NYSSIS ID</b>	0123456789	<b>Grade</b>	Grade 5
<b>First Name</b>	Test MI	<b>Last Name</b>	Student A
<b>Date of Birth</b>	11/27/2012	<b>Gender</b>	Female

Student Local ID

**ELA**

<p>Testing district Nextera Training Test District (012345)</p> <p>Testing school Nextera Training Elementary School (012345)</p> <p>Testing class Test Class A</p>	<p><b>Accessibility and Accommodation Options</b></p> <table style="width: 100%;"> <tr> <td> Answer Masking Tool OFF</td> <td> Text-to-Speech (online only) OFF</td> <td> Initial Page Zoom OFF</td> </tr> <tr> <td> Classroom Accommodations 0 Selected</td> <td> Read Aloud (by human) OFF</td> <td> Speech-to-Text ON</td> </tr> </table>	Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Initial Page Zoom OFF	Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	Speech-to-Text ON
Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Initial Page Zoom OFF					
Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	Speech-to-Text ON					

10) Edit the student accommodation within the Offline Accommodations tab to select Print Variations (Math & Science only). Select the applicable language from the drop-down menu and select **Save**.

- Selecting Print Variation and the alternate language will ensure the alternate language paper edition and the English CBT are the same form. This should be used by students who want to test with the English CBT version with the support of the printed alternate language edition. The option is only available for Math and Science.

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**Edit Student**

You're Editing: Offline Testing Accommodations

Student Name: Test Student A  
Content Area: Science ▾

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

**Select Accommodations**

Print Variations

Please identify which alternate language paper edition the student will be using along with the English CBT. Selecting the alternate language below will ensure the alternate language paper edition and the English CBT are the same form.

Arabic

English  
Chinese (Traditional)  
Chinese (Simplified)  
Haitian Creole  
Korean  
Russian  
Spanish

Save

**Math** Modify

<p>Testing district Nextera Training Test District (012345)</p> <p>Testing school Nextera Training Elementary School (012345)</p> <p>Testing class Test Class B</p>	<p><b>Accessibility and Accommodation Options</b></p> <table style="width: 100%;"> <tr> <td> Answer Masking Tool OFF</td> <td> Text-to-Speech (online only) ON</td> <td> Initial Page Zoom OFF</td> </tr> <tr> <td> Classroom Accommodations 0 Selected</td> <td> Read Aloud (by human) OFF</td> <td> Print Variations OFF</td> </tr> </table>	Answer Masking Tool OFF	Text-to-Speech (online only) ON	Initial Page Zoom OFF	Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	Print Variations OFF
Answer Masking Tool OFF	Text-to-Speech (online only) ON	Initial Page Zoom OFF					
Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	Print Variations OFF					

**Science** Modify

<p>Testing district Nextera Training Test District (012345)</p> <p>Testing school Nextera Training Elementary School (012345)</p> <p>Testing class Test Class C</p>	<p><b>Accessibility and Accommodation Options</b></p> <table style="width: 100%;"> <tr> <td> Answer Masking Tool OFF</td> <td> Text-to-Speech (online only) OFF</td> <td> Initial Page Zoom OFF</td> </tr> <tr> <td> Classroom Accommodations 0 Selected</td> <td> Read Aloud (by human) OFF</td> <td> Print Variations OFF</td> </tr> </table>	Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Initial Page Zoom OFF	Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	Print Variations OFF
Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Initial Page Zoom OFF					
Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	Print Variations OFF					

Save Cancel

## Setting Accommodations for Multiple Students Simultaneously

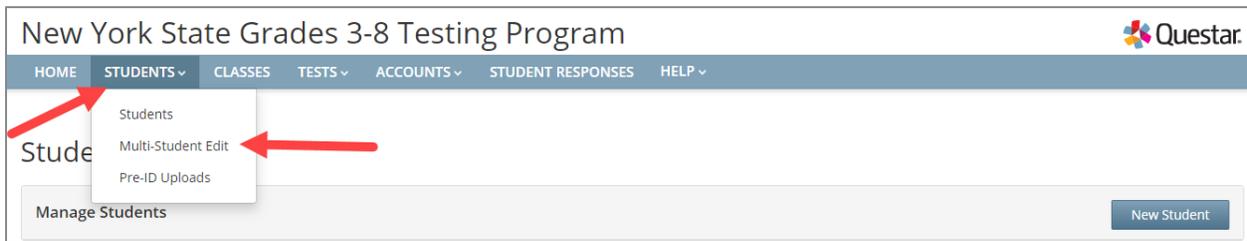
Multi-Student Edit is available to set accommodations. This feature allows you to add accommodations to a group of students at the same time.

**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 if necessary make any additional changes to the student’s accommodations individually.

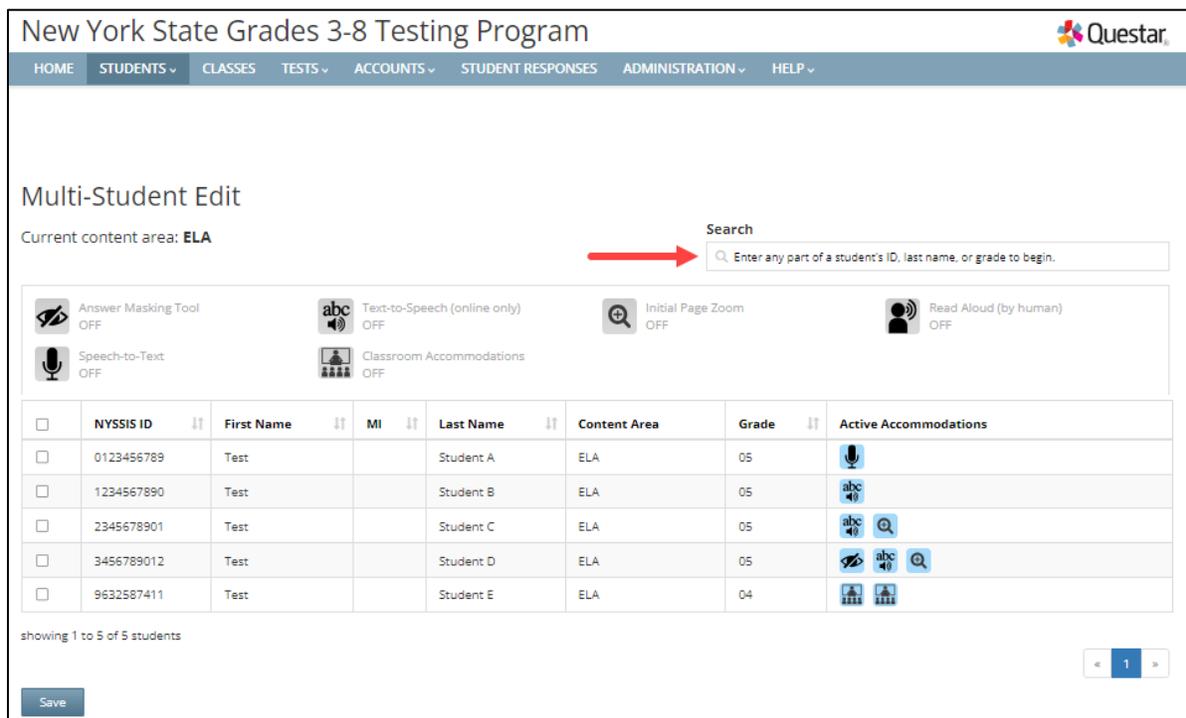
- 1) Log in to [Nextera Admin](#).
- 2) Select the **Change** link at the top of the page to verify or change your district and school.



- 3) Select **Multi-Student Edit** from the **STUDENTS** tab.



- 4) Locate the students’ records you would like to edit using either the **Search** field or browsing through the list of student results.



5) Select the checkbox(es) on the left next to the students' names you would like to edit.

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### Multi-Student Edit

Current content area: ELA

Search:

Answer Masking Tool OFF

Speech-to-Text OFF

Text-to-Speech (online only) OFF

Classroom Accommodations OFF

Initial Page Zoom OFF

Read Aloud (by human) OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	ELA	05	
<input type="checkbox"/>	1234567890	Test		Student B	ELA	05	
<input type="checkbox"/>	2345678901	Test		Student C	ELA	05	
<input type="checkbox"/>	3456789012	Test		Student D	ELA	05	
<input type="checkbox"/>	9632587411	Test		Student E	ELA	04	

showing 1 to 5 of 5 students

< 1 >

6) Select the icon next to each accommodation you would like to turn on or off for the students, then select **Save** to save your changes.

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### Multi-Student Edit

Current content area: ELA

Search:

Answer Masking Tool ON

Speech-to-Text OFF

Text-to-Speech (online only) OFF

Classroom Accommodations OFF

Initial Page Zoom ON 100%

Read Aloud (by human) OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	ELA	05	
<input type="checkbox"/>	1234567890	Test		Student B	ELA	05	
<input checked="" type="checkbox"/>	2345678901	Test		Student C	ELA	05	
<input checked="" type="checkbox"/>	3456789012	Test		Student D	ELA	05	
<input checked="" type="checkbox"/>	9632587411	Test		Student E	ELA	04	

showing 1 to 5 of 5 students

< 1 >

7) Confirm that accommodations are correctly set for your students.

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### Multi-Student Edit

Current content area: ELA

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

Answer Masking Tool ON

Text-to-Speech (online only) OFF

Speech-to-Text OFF

Classroom Accommodations OFF

Initial Page Zoom ON  
100%

Read Aloud (by human) OFF

	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	ELA	05	
<input type="checkbox"/>	1234567890	Test		Student B	ELA	05	
<input type="checkbox"/>	2345678901	Test		Student C	ELA	05	
<input type="checkbox"/>	3456789012	Test		Student D	ELA	05	
<input type="checkbox"/>	9632587411	Test		Student E	ELA	04	

showing 1 to 5 of 5 students

Save

8) As a best practice use the **Student Download (Excel)** spreadsheet to verify that all accommodations are set correctly.

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### Students

Click on any column header to sort on its contents.

Manage Students New Student

Show Students: All

Search: Search by student ID, first/last name, or grade...

There are 5 Students in Nextera Training Elementary School (012345) taking ELA in 2023-24 Spring 3-8.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
0123456789	Test		Student A	Test Class A (Test Teacher)	05	<a href="#">View</a>
1234567890	Test		Student B	Test Class A (Test Teacher)	05	<a href="#">View</a>
2345678901	Test		Student C	Test Class A (Test Teacher)	05	<a href="#">View</a>
3456789012	Test		Student D	Test Class A (Test Teacher)	05	<a href="#">View</a>
9632587411	Test		Student E	Test Class A (Test Teacher)	04	<a href="#">View</a>

showing 1 to 5 of 5 students

Student Download (Excel)  
 Student Download (Pre-ID Format)

**Reminder:** Please confirm and verify *all* accommodations are set BEFORE printing student login tickets.

## Customer Support

NWEA Customer Support is available between the hours of 7:30 a.m.—4:30 p.m. ET Monday—Friday.

- Phone: 1-866-997-0695
- Chat: Available via the Nextera Admin Help page
- [Email](mailto:NYTesting@nwea.org): NYTesting@nwea.org