



### 2023-2024 Computer-Based Testing Simulation Guide

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### **Overview**

The CBT Simulations offer the opportunity for school staff to evaluate the readiness of their school's internal systems, hardware, and school testing procedures for CBT. In addition, participation in the simulation prior to testing affords teachers and students the opportunity to practice and strengthen their familiarity with the testing platform which mimics the actual testing environment. Teachers and administrators can also use the opportunity to identify any adjustments to computer-based testing procedures that will help to streamline the testing this spring. The simulations provide an excellent opportunity for schools to test how the Questar Secure Browser functions within their school networks. Actual student data will be loaded into the Nextera Administration system (Nextera Admin) prior to the simulation. Please work with your Regional Information Center (RIC) or large-city scanning center to ensure that your school meets all requirements regarding student data for the simulation. If you need to add or edit student information after the Pre-ID upload, you will be able to do so manually.

**To participate in operational CBT, schools are required to take part in the CBT Simulation**. This guide will outline the necessary tasks that need to be completed for a successful simulation experience.

**Note**: Student answers will not be scored after the simulation test is submitted, but the responses are transmitted to the NWEA database. This allows the Secure Browser to confirm connection to the NWEA database from the student's testing device.

### **Simulation Checklist**

There is a <u>Simulation Checklist</u> available on the <u>CBT support page</u>. This checklist is for your use to help you prepare staff and students in your school to participate in the CBT Simulation, and it does not need to be submitted to NYSED. It provides a list of necessary tasks, and the order in which they should be completed.

### **Selecting a Date**

There is one planned simulation period. This simulation period will have a window where schools can choose which day(s) they want to participate. It is a local decision as to which day(s) schools will participate within the selected simulation period. It is recommended that schools begin the simulation between 8:30–9:30 a.m. EST, or during the first session of the day. The goal is to mimic an actual day of operational CBT where schools within your district and throughout the state are testing first thing in the morning.

The planned simulation period is Tuesday, January 16, 2024–Friday, January 26, 2024.

### **Create Your School's Plan**

There are a few personnel and logistic decisions that need to be made prior to your planned simulation date(s).

1) Confirm staff availability and plan for proctoring.

**Note:** Treat this as an operational test and ensure proctors practice the steps for preparing and starting the tests.

- 2) Select from the content area(s) and grade level(s) requested for spring operational testing.
- 3) Communicate the selected date(s), content area(s), and grade level(s) for testing to the selected staff.
- 4) Secure the testing room space (e.g., computer lab, computer carts).
- 5) Create a support plan.

### **Review Software and Hardware**

For in-depth information on the setup and installation of the Secure Browser, please refer to the <u>Setup and Installation Guide</u>.

- 1) Confirm you have the latest version of the Secure Browser installed on all student testing devices.
  - a. The Secure Browser is available through Nextera Admin. Select the **Help** tab, then select **Downloads**.

New	York Sta	ite Gra	ides 3	-8 Testir	ng Program	m 🔧 🔩 🕻					
HOME	STUDENTS ~	CLASSES		ACCOUNTS ~		HELP ~					
						Help					
Downloads							oads				
Manage	Downloads				c .		Nextera				
				administrators on sers and the test o	nigh-priority issues, alerts, and c lelivery client.		chnology Readiness	rs to release notes, troubleshooting guides, as well as			

### b. Review the information under the **Version** column on the *Downloads* page to ensure you have the most recent version installed.

New York State Grades 3	-8 Testing Program		Questar.								
HOME STUDENTS ~ CLASSES TESTS ~	ACCOUNTS ~ STUDENT RESPONSES	HELP ~									
Downloads											
Manage Downloads											
This page contains important information for Nextera help and assistance configuring both the database of u		other information. It also contains links to release notes, trou	ubleshooting guides, as well as								
Secure Browser Downloads											
Operating System	Version	Client									

- 2) Review network availability and/or Wi-Fi setup within the school.
- 3) Locate additional power cords and strips to have on hand.

### **Adding or Editing Students**

Actual student data specific to your school will be uploaded into Nextera Admin prior to the simulation periods. However, if you need to add students after the Pre-ID upload, it is possible to add individual students manually.

1) Select **Students** from the STUDENTS tab.



- 2) To add a student:
  - a. Select **New Student** on the upper right of the *Students* page.

New	ı York Sta	ate Gra	des 3	-8 Testir	ng Program		🔱 Questar.
HOME	STUDENTS ~	CLASSES			STUDENT RESPONSES		
Stud	ents						
Mana	ge Students					$\longrightarrow$	New Student

b. Enter the new student's information and click **Save**. The bold text on the New Student page indicates required information to create a new student (NYSSIS ID, Grade, First Name, Last Name, and Date of Birth). Student Local ID is optional.

	STUDENTS ~				ng Progran STUDENT RESPON		TRATION	HELP ~			🔱 Questa
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Now	Student										
	phic Information:										
Demogra	NYSSIS ID							Grade	Grade 4	~	
	First Name				MI			Last Name	Student E	•	
	Date of Birth		1	_				Gender	Female	~	
	bate of birth							Gender		•	
Student L	ocal ID				1111112222						
ELA											
Testing				0							
	ra Training Test Di	strict (012345)	~								
Testing	school tra Training Elemer	Tabaal (03									
		itary school (UI	2345 🗸								
Testing	class issigned		~								
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Math											.0
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Testing	school										
Next	ra Training Elemer	ntary School (01	2345 🗙								
Testing	class										
- Uni	issigned		~								

c. When creating a new student, you can assign that student to a class in Nextera Admin before clicking **Save**, or you can assign the student to a class at a later time.

New Student								
NYSSIS ID	9632587411				Grade	Grade 4	~	•
First Name	Test		MI		Last Name	Student E		
Date of Birth	01012014				Gender	Female	~	•
Student Local ID		11111	2222					
ELA								Modify
Testing district	0	A		- O-rissa				
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Math								Modify
Testing district Nextera Training Test Dist	rict (012345)		d Accommodatio				_	
Testing school		Answer Mas     OFF	king Tool	abc Text-to-S	speech (online (	only)	Q Initia OFF	al Page Zoom
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Testing class				_				
Test Class B	~							
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Science			d Accommodatio	n Options				
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Testing district Nextera Training Test Dist Testing school	rict (012345) 🗸	Answer Mas OFF		S OFF	ud (by human)			
Testing district Nextera Training Test Dist	rict (012345) 🗸	Answer Mas		S OFF				

#### 3) To edit a student:

a. Locate the student's name on the *Students* page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.

Students Click on any column hea	der to sort on its con	tents.												
Manage Students					Ļ				New Student					
Show Students: All		~						Se	earch					
There are 1 Student in <b>C</b>	A LAB School 01 (QA	ALAB-	<b>S01)</b> acr	'oss a	ll Content Areas in	Spring	3-8.	(	Q Search by	studen	t ID, first/last nam	ne, or grad	le	
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showing 1 to 1 of 1 stud	ents											🕹 Si	« 1 » tudent Download (Exce	



b. Click **Edit** on the upper right of the student's detail page.

New York State (	New York State Grades 3-8 Testing Program\$ Questar.												
HOME STUDENTS - CLAS	SES TESTS ~	ACCOUNTS ~	STUDENT RE	SPONSES	HELP	~							
View Student													
You're Viewing: Sample Student 1													
District of record	QAI PM District 1 (7	763234154111)		Sch	nool of	record	QAI PM School 11 (7632	34154101)					
Demographic Information:													
	NYSSIS ID	0123456789					Grade	Grade 4					
	First Name	Sample	r	MI			Last Name	Student 1					
Date of Birth     1/2/2010     Gender     Male													

c. To update the student's general information, edit the applicable field(s) and select **Save**.

	tudent E for 2023-24	4 Simu	ulation							
District of record	Nextera Training Test Dis	trict (0	12345) 🗙	Scho	ol of record	Nextera Trainir	g Elementary Schoo	(012345) 💙		
Demographic Information:										
NYSSIS ID	9632587411					Grade	Grade 4	*		
First Name	Test			MI		Last Name	Student E			
Date of Birth	01/01/2014					Gender	Female	~		
Student Local ID			1111112	22						
ELA									Modif	
Testing district		0	Accessibility and	Accommoda	tion Optio	ns				
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### Set Accommodations and Print Login Tickets

#### Set Student Accommodations in Nextera Admin

Accommodations can only be set by certain roles. For District-Level Users, this includes individuals in the following roles: Superintendent (SUP), District Testing Coordinator (DTC), and District-Level User (DLU). For School-Level Users, this includes individuals in the following roles: Principal (PRN), School Test Coordinator (STC), Building-Level Users (BLU). This is a local decision as to who will assign the student accommodations.

All online accommodations (Text-to-Speech (TTS), Answer Masking Tool, Initial Page Zoom, Speech-to-Text (STT), and Read Aloud (by human) and classroom accommodations that are available during operational testing will be available for the simulation. Schools will also have the ability to indicate English language learners who are taking the English edition on the computer and making use of a print alternate language edition.

Online accommodations must be set in Nextera Admin prior to the Simulation Period.

### **Setting Individual Student Accommodations**

Please note: It is recommended to begin with the Multi-Student Edit, then if necessary, make any additional changes to the student's accommodations individually.

1) Select **Students** from the **STUDENTS** tab.

Simulation	QAI PM District	1 (7632341541	11)   QAI PM	School 11 (7632341	154101)   No Content Area	Change	Sign Out
New Y	York Sta	ite Gra	ides 3	-8 Testir	ng Program		🎄 Questar.
HOME	STUDENTS ~	CLASSES	TESTS ~	ACCOUNTS ~	STUDENT RESPONSES	HELP ~	
Stude	Students Multi-Student Pre-ID Upload		61				
Manage	Students						New Student

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

New York St	tate	Grades 3-	8 Testi	ng Pro	grar	า					4	Questar.
HOME STUDENTS	- CL/	ASSES TESTS ~	ACCOUNTS ~	STUDENT	RESPON	SES HELP ~						
Students												
Click on any column heade	r to sort	on its contents.										
Manage Students							↓ I				Ν	lew Student
Show Students: All		•					Search					
There are 1 Student in <b>QA</b> I	PM Scho	ool 11 (763234154101)	across all Conte	ent Areas in <b>20</b>	20-21 Sin	ulation.	Q Searc	h by student ID	), first/last na	ame, or grade		
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0123456789		Sample			St	dent 1		0		04 🛑		View
showing 1 to 1 of 1 studen	ts											
												« 1 »
											🛓 Student	Download (Excel)



#### 3) Select **Edit** in the upper right of the *View Student* page.

New York State Grades	3-8 Testing Pr	ogram				🤹 Questar.						
HOME STUDENTS - CLASSES TESTS	ACCOUNTS ~ STUDEN	NT RESPONSES	HELP	~								
View Student You're Viewing: Sample Student 1												
District of record QAI PM District	1 (763234154111)	Sch	nool of	record	QAI PM School 11 (7632	34154101)						
Demographic Information:												
NYSSIS	ID 0123456789				Grade	Grade 4						
First Na	ne Sample	MI			Last Name	Student 1						
Date of Birth     1/2/2010     Gender     Male												

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

You're Editing: Test St	tudent E for 2023-24	4 Simulat	tion							
District of record	Nextera Training Test Dis	strict (0123	45) 💙	Scho	ol of record	Nextera Trainir	ng Elementary Sch	hool (01234	5) 💙	
Demographic Information:										
NYSSIS ID	9632587411					Grade	Grade 4	~		
First Name	Test			MI		Last Name	Student E			
Date of Birth	01/01/2014					Gender	Female	~		
Student Local ID			11111	777						
ELA								_		Mod
Testing district		0	ccessibility and	d Accommoda	tion Option:	5				
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Testing school			Classroom A					_	-to-Text	
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Test Class A Math Testing district Nextera Training Test Dist Testing school Nextera Training Element Testing class Testing class Science Testing district	trict (012345) V ary School (012345 V		Answer Masi	ding Tool		Text-to-Speech (anline c OFF Read Aloud (by human) OFF	uniy) C	OFF		
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Test Class A  Math  Testing district  Nextera Training Test Dist  Nextera Training Element  Testing class  Test Class B  Science  Testing district  Nextera Training Test Dist  Science  Testing district  Nextera Training Test Dist	trict (012345)		Answer Masi OFF Classroom A o Selected	ing Tool ccommodations d Accommoda ing Tool	abc 40 tion Options abc 40	Text to Speech (online o OFF Read Aloud (by human) OFF S Text to Speech (online o		OFF	Page Zoom	
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Test Class A  Math  Testing district  Nextera Training Test Dist  Nextera Training Element  Testing class  Test Class B  Science  Testing district  Nextera Training Test Dist  Science  Testing district  Nextera Training Test Dist	trict (012345)		Answer Masi OFF Classroom A o Selected	ing Tool ccommodations d Accommoda ing Tool	abc 40 20 tion Option: abc 40 0	Text-to-Speech (online c OFF Read Aloud (by human) OFF S Text-to-Speech (online c OFF Read Aloud (by human)		OFF	Page Zoom	

**Note**: For the Simulation, Test Read copies of Practice Test 2 for ELA, Math, and Practice Test 4 for Science, and Alternate Language copies for Math and Science, are available and will be posted to the <u>Help>Downloads tab</u> in Nextera Admin. Please print these materials for those students who require them for the Simulation. (The Alternate Language Editions of Sampler 2 for ELA and Math and Practice Test/Sampler 4 for Science will also be posted within the <u>Question Sampler</u>.)

#### Setting Accommodations for Multiple Students Simultaneously

Multi-Student Edit is available to set simulation 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) Select **Multi-Student Edit** from the **STUDENTS** tab.

New	York Sta	New York State Grades 3-8 Testing Program 🔧 🔩 Quest									
НОМЕ	STUDENTS ~	CLASSES	TESTS ~	ACCOUNTS ~	STUDENT RESPONSES	HELP ~					
Stude Manage	Students Multi-Student Pre-ID Upload			-			New Student				

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

1ult	i-Student	Edit						
	t content area: <b>S</b>					S	earch	
cin	concert breat at						Q Enter any part of	f a student's ID, last name, or grade to begin.
	Classroom Accommo	odations						
	Classroom Accommo OFF NYSSIS ID	First Name	ļ1	MI 11	Last Name 1	Content Area	Grade 🕼	Active Accommodations
	OFF		ļţ	MI ↓†	Last Name 11	Content Area	Grade 11	Active Accommodations
	OFF	† First Name	ţţ	MI IT				Active Accommodations
	OFF NYSSIS ID 0123456789	Test	ţţ	MI II	Student A	Science	05	
	OFF NYSSIS ID   01234567890 1234567890	First Name Test Test	±†	MI II	Student A Student B	Science Science	05	



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

Ault	ti-Student	F	lit						
	t content area: !							Search	
urrent	t content area.	Sciel	lice					Q Enter any part of	a student's ID, last name, or grade to begin.
	Classroop Accomn	modat	tions						
	OFF NYSSIS ID	11	First Name	.↓†	MI J†	Last Name 👫	Content Area	Grade 🕼	Active Accommodations
	OFF			ţţ	MI II	Last Name 11 Student A	Content Area	Grade ↓↑ 05	Active Accommodations
	OFF NYSSIS ID		First Name	ţţ	MI ↓†			+1	Active Accommodations
	NYSSIS ID 0123456789		<b>First Name</b> Test	11	MI IT	Student A	Science	05	
	OFF NYSSIS ID 0123456789 1234567890		First Name Test Test	ţţ	MI I†	Student A Student B	Science Science	05	

4) 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.

New	New York State Grades 3-8 Testing Program <b>48 Quest</b> a								
HOME	STUDENTS 🗸	CLASSES	TESTS ~	ACCOUNTS	STUDENT RESPONSE	INSES ADMINISTRAT	ION → HELP →		
Mult	i-Student	Edit							
Current	content area: So	ience					Gearch	a student's ID, last name, or grade to begin.	
	Answer Masking Too OFF	I	abc	Text-to-Spee OFF	ech (online only)	OFF	Zoom	Read Aloud (by human) OFF	
	Classroom Accommo OFF	dations				_			
	NYSSIS ID	First Nan	ne ↓†	MI Jî	Last Name 🛛 🕸	Content Area	Grade 🕼	Active Accommodations	
	0123456789	Test			Student A	Science	05		
	1234567890	Test			Student B	Science	05	abc 49	
	2345678901	Test			Student C	Science	05		
	3456789012	Test			Student D	Science	05		
	9632587411	Test			Student E	Science	04	acceleration of the second sec	
showing 1 Save	to 5 of 5 students							a 1 »	

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

HOME			ASSES TEST		ACCOUNTS	ting Progra		TION ~ HELP ~	🐥 Questa
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								en enter any part of	a state that is, issertioning, or grade to begin.
<b>%</b>	Answer Masking To OFF Classroom Accomm OFF	nodatio		abc •	OFF	eech (online only)	OFF		OFF
	NYSSIS ID	11	First Name	↓†	MI ↓↑	Last Name 🗍	Content Area	Grade ↓†	Active Accommodations
	0123456789		Test			Student A	Science	05	
_	1234567890		Test			Student B	Science	05	abc 40
	2345678901		Test			Student C	Science	05	
			Test			Student D	Science	05	
	3456789012								aka 💿
	3456789012 9632587411		Test			Student E	Science	04	abc 🔁

6) You may also confirm student accommodations by selecting the Student Download (Excel) link in the lower right corner of the screen on the *Students* page. The downloaded list of students will show all student testing accommodations that have been set for each student. Students are listed on a separate line in the report for every testing accommodation that has been set for the student.

New '	ew York State Grades 3-8 Testing Program													🤹 (	Quest	tar.
номе	STUDENTS ~	CLASSES	TESTS ~		- S1	IUDENT RESPONSES	HELP ~	-								
	ents column header to Students	sort on its co	ntents.											New	Student	
Show Studer			• 🔶						Search							
		l School 11 (7	63234154101)	across all Cor	tent Ar	eas in <b>Spring 3-8</b> .				y student ID, fi	rst/last nar	ne, or grad	le			
	Student in <b>QAI PN</b>	l School 11 (7 First Name		across all Cor	itent Ar	eas in Spring 3-8. Last Name	11	Class		y student ID, fi <b>Grade</b>	rst/last nar \$1	ne, or grad	le			
There are 1 !	Student in QAI PN				tent Ar				Q Search b	6. B			ew			

### Print Student Login Tickets in Nextera Admin

1) Select **Tests** from the **TESTS** tab. Information displayed includes the teacher, class, content area, test name, and testing status.

New York State Gra	ades 3-8 Testir	ng Program		🔱 Questar.
HOME STUDENTS ~ CLASSES	TESTS ~ ACCOUNTS ~	STUDENT RESPONSES	HELP ~	
Tests	Important Dates Tests Testing Status Details			
Testing Status for: No Content         Filter By Testing Status:		,	Search	New Test
			$\mathbb{Q}_{\varepsilon}$ Enter all or part of a class, teacher's name, or grade.	

2) Select **View** for the applicable test.

ests									
Testing Status for: §	Simulation								New Test
ter By Testing Status:	All 🗸				S	earch			
						Q Enter all or part of	a class or teacher's	name.	
Teacher	11	Class	11	Content Area	Test Nam			name.	Deitce
Teacher Teacher 1	11	Class Class 1	11	Content Area J† ELA	Test Nam Simulatio	ie It			Deixe



#### 3) On the *View Test* page, select **Login Tickets**.

⊖ Back to tes	sts list											
View T	est											
You're Vie	ewing: 2022 S	Spring 3-8 I	LA									
		District: QA	Training District					School:	Test Ele	ementary		
	Testing	Window Sin	ulation				c	ontent Area:	ELA			
	1	Teacher: Tea	cher 1					Class:	Class 1			
	Tes	t Name: 202	3 Simulation									
	Testin	g Dates: 1/1	7/2023 to 1/27/20	23								
Examiner \ Login Ticke Session 1 Ac	View		New Access	; Code	Jser ID's and the PIP Submit	Cancel						×
Session All S	red Studer	nts:					•					
Last lî Name	First ↓î Name	NYSSIS ID	1 Password 1	Grade ↓î	Form Name 🌵	Status		Total Iter Complete		Date/Time Started	Date/Time Completed	Status Codes
Student	Test			03	EN2203100A	Session	1: In Progress	2				Set
						Session	2: In Progress	1				Set

4) Select the format option from the drop-down menu, then select **OK**.

	×
select an option	~
Avery 5160 Avery 5163 Student Roster Download CSV file	Cancel
	Select an Option Avery 5160 Avery 5163 Student Roster

5) The student login tickets display. When you select one of the options for Avery labels, each label includes the student's name, NYSSIS ID, password, and test name. Please note that this year, there is also an option for "Individual Test Ticket." This selection generates a PDF file of one login ticket per page. It will include student's name (first, middle, and last name), student NYSSIS ID, password, test name, accommodation(s) assigned to the student for selected subject and a place for users to write the device name. For additional information, please see <u>How to Print Student Login Tickets QRG</u>.

Student0101, Test	Student0102, Test	Student0103, Test
NYSSIS ID:	NYSSIS ID:	NYSSIS ID:
Password:	Password:	Password:
Simulation	Simulation	Simulation
Student0104, Test	Student0105, Test	Student0106 Test
NYSSIS ID:	NYSSIS ID:	NYSSIS ID:
Password:	Password:	Password: ·
Simulation	Simulation	Simulation

**Note:** All student login tickets, or labels, are secure testing materials and must also be stored in your school's designated safe or vault if they are printed prior to Simulation Period.

#### **Prepare Proctors**

- 1) Distribute student login tickets to proctors.
- 2) Distribute the Proctor PIN to proctors. The Proctor PIN is required when a student needs to reactivate a paused test. This information is found on the *Home* page.

HOME STUDENTS - CLASSES TESTS - ACCO	DUNTS - STUDENT RESPONSES HELP -			
NYTED CBT Website Nextera Admin Roles & Responsibilities Grades 3-8 Mathematics CBT Administrator's Survey Grades 3-8 English Language Arts CBT Administrator's	CBT Instructional Tools The online: Question Sampler: also includes "Empty" Constructed Response (CR) box samplers available at the bottom of the Sampler Menu for every grade level. Be sure to check them out and consider including a "CBT Question of the Week" within your classroom using previously released state test questions, or a question developed by your teachers!			
lurvey	School Information	7		
DTC Important Information	District: QAJ Test District 1 (QA/TD1) District Test Coordinator DTC A9			
•	Schools:			
	School: QAI Test school 1 (QAITS1)			
	Principal PRIN A9			
	Proctor PIN: QA123456			
	ELA Lead Scoring Entity: Pending			
•	Math Lead Scoring Entity: Pending			

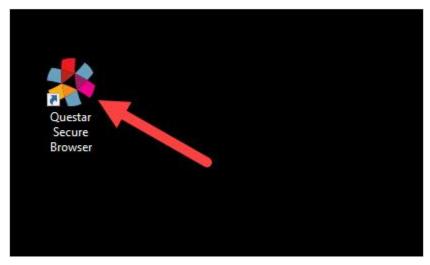
**Note:** Any test that is paused will require a Proctor PIN for the student(s) to log back into the test. Proctors will need to contact their school administrator to obtain the Proctor PIN prior to administering the test. The Proctor PIN will be the same for all students testing on computer within a school, but each school will have a unique Proctor PIN.

**Please Note:** Being mindful of the health and safety protocols established at schools in response to COVID-19, for the Spring 2024 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.

Proctor	PIN needed
	<b>P</b>
	octor PIN to start or ue this test.



3) Confirm that proctors know how to launch the Secure Brower. The Secure Browser should have an available icon on the desktop to select.



4) Provide information about the Nextera Test Delivery System, available in the <u>CBT ELA</u> <u>and Math Teacher's Directions</u> and the <u>Science Teacher's Directions</u>.

### **Start the CBT Simulation**

- 1) Handout the student login tickets.
- 2) Have students launch the Questar Secure Browser and log in.
- 3) Assist students with navigating through the online test directions.

	02/02/2002
Test Student	Date of birth
lame	
Grade X	000000000
Grade	Student number
Sample School	
School name	
Sample Teacher	
Teacher name	
Is everything here co	rrect?

4) Proctors provide students the Access Code needed to start the session.

Dianas antar th	e access code that your
	er gives you.

5) Students start the test.

6) Proctors provide the Proctor PIN to students who have paused the test and need to start or continue the test during the Simulation. Proctors need to obtain the Proctor PIN prior to the Simulation from their school administrator which can be found on the bottom of the *Home* page in Nextera Admin.

Proctor	PIN needed
	Ģ
	octor PIN to start or ue this test.
Cancel	Continue

**Please Note:** Being mindful of the health and safety protocols established at schools in response to COVID-19, for the 2024 Simulation, 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.

7) Students finish the test, then select **Review**. Here the students can see if there are any unanswered items that they would wish to complete. Proctors should review the *Review* screen with the student to ensure the student has answered all of the questions before the student selects Submit Test. Once ready to submit, the student selects **Submit test**.

**Note**: Student answers will not be scored after the simulation test is submitted to the NWEA database. Students submit their tests during the Simulation to confirm the Questar Secure Browser on their testing devices is connected to the NWEA database in preparation for operational testing in the spring.

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	view									
			6 of 10 qu	estions. Cl	ick on a q	uestion nu	imber to g	o back to	it.	
S	ubmit	test								
un	answe	ered(4) a	nswered(6	) Rbookr	marked(0)	Inotes(	0)			_
	1	2	3	4	5	6	7	8	9	
										J
	10									

### **Contact Information**

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
- <u>Email</u>: NYTesting@nwea.org