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# 2023-2024 Computer-Based Testing Simulation Guide

# Contents

# 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 *Simulation Checklist* available on the CBT support page. 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 *Setup and Installation Guide*.

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**.
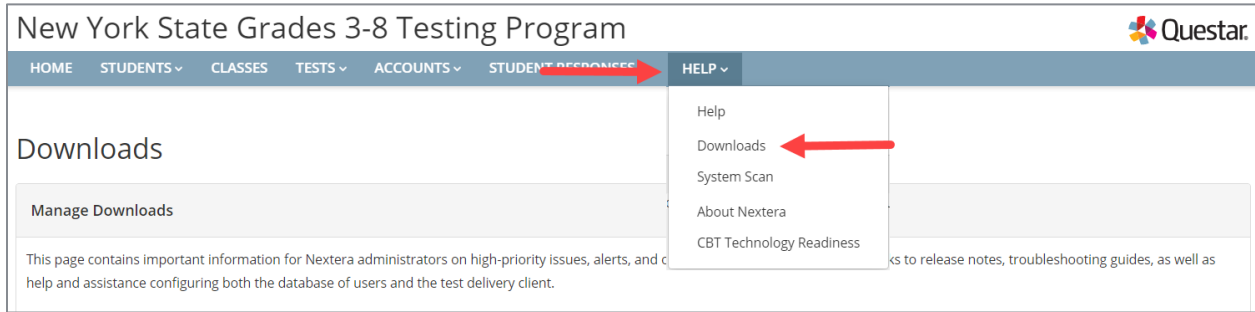


   b. Review the information under the **Version** column on the *Downloads* page to ensure you have the most recent version installed.
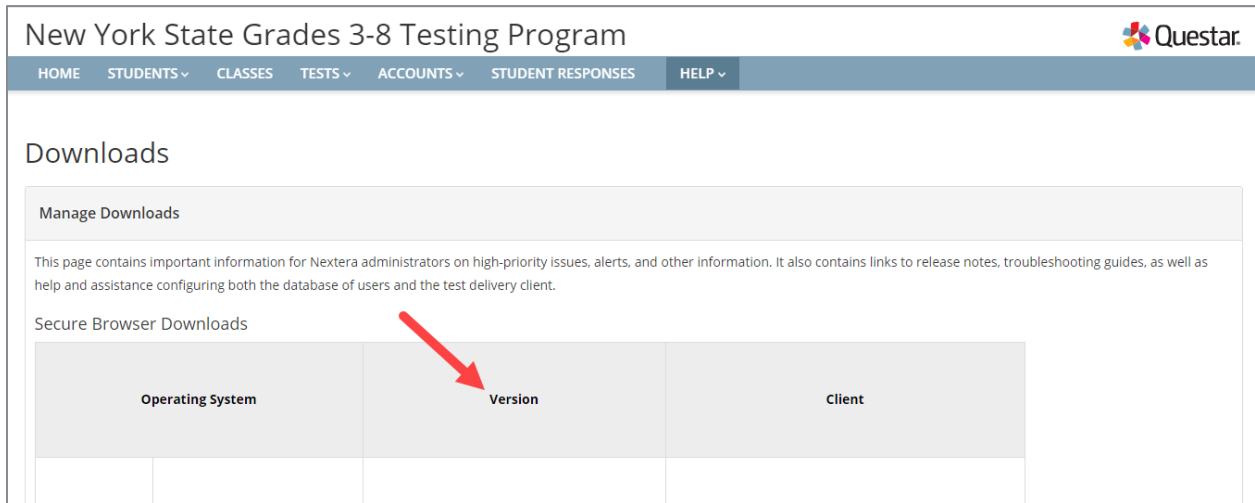


2) Review network availability and/or Wi-Fi setup within the school.

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.



   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.

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.
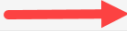


3)  To edit a student:
    a.  Locate the student's name on the *Students* page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.
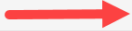
b. Click **Edit** on the upper right of the student's detail page.



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

# 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.



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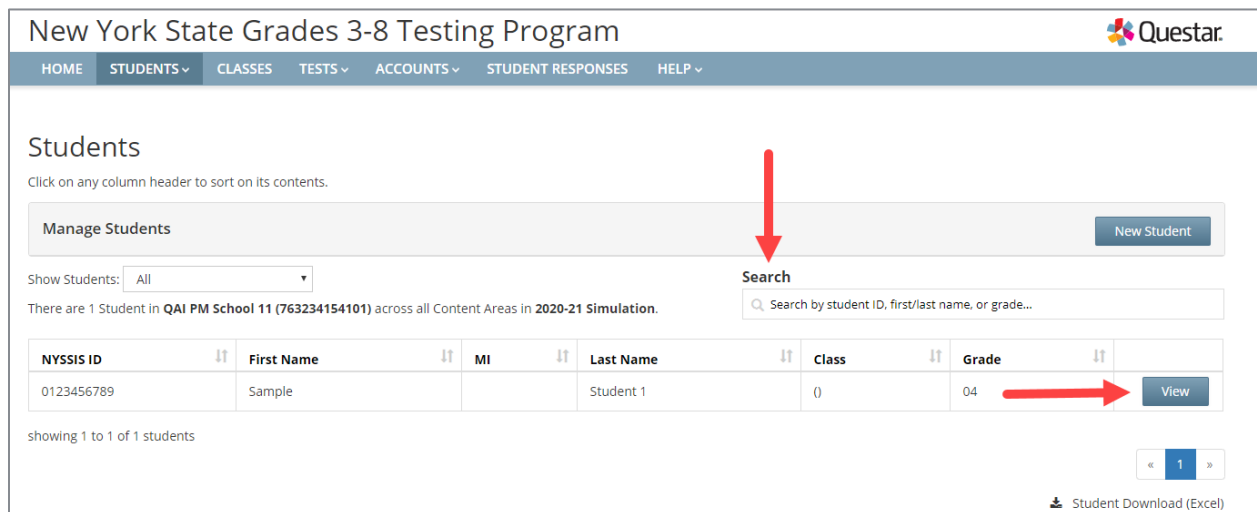
3) Select **Edit** in the upper right of the *View Student* page.

| New York State Grades 3-8 Testing Program | | Questar |
|---|---|---|

| HOME | STUDENTS ⌄ | CLASSES | TESTS ⌄ | ACCOUNTS ⌄ | STUDENT RESPONSES | HELP ⌄ |

## View Student

| You're Viewing: **Sample Student 1** | Edit |
|---|---|

| District of record | QAI PM District 1 (763234154111) | School of record | QAI PM School 11 (763234154101) |
|---|---|---|---|

**Demographic Information:**

| NYSSIS ID | 0123456789 | | Grade | Grade 4 |
|---|---|---|---|---|
| First Name | 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.



**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 Help>Downloads tab 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 Question Sampler.)

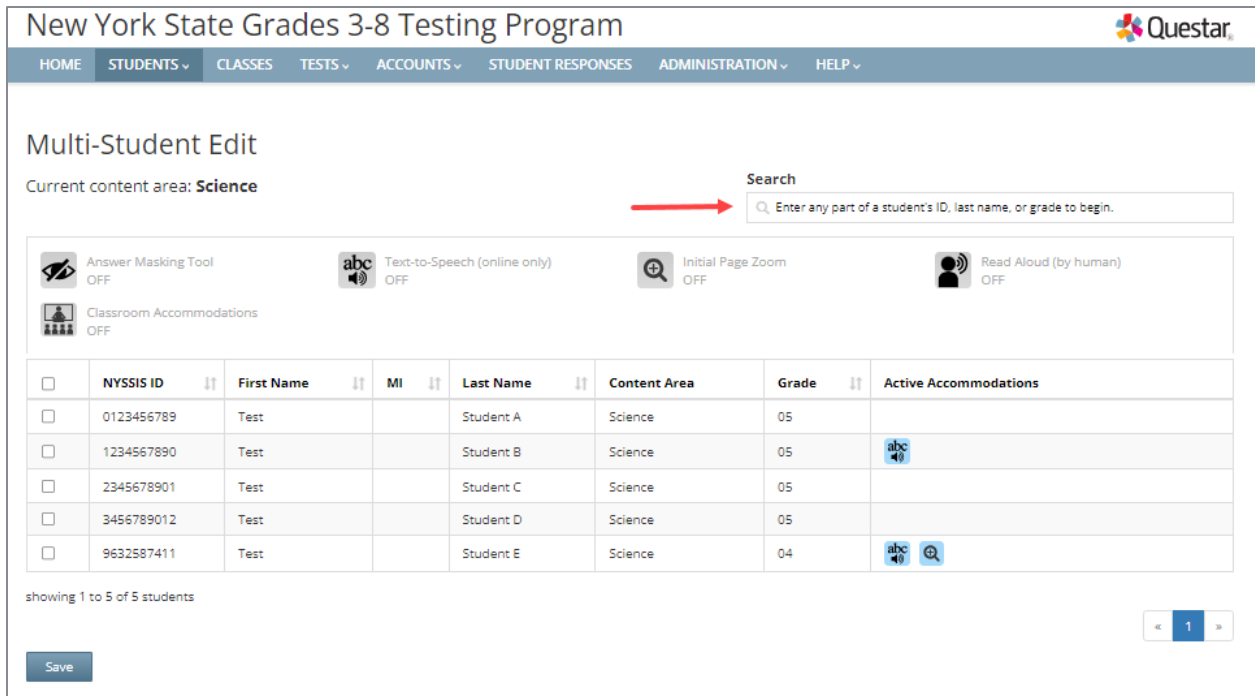# Setting Accommodations for Multiple Students Simultaneously

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.
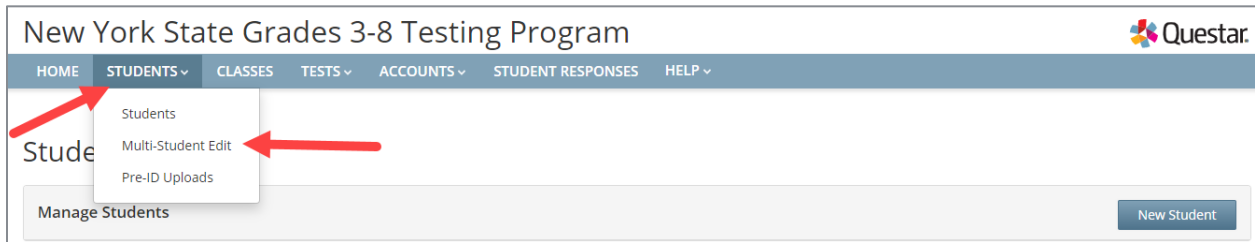


2) Locate the students' records you would like to edit using either the **Search** field or browsing through the list of student results.

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



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.

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



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.

## 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.



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

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



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

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 [How to Print Student Login Tickets QRG](#).

| 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.
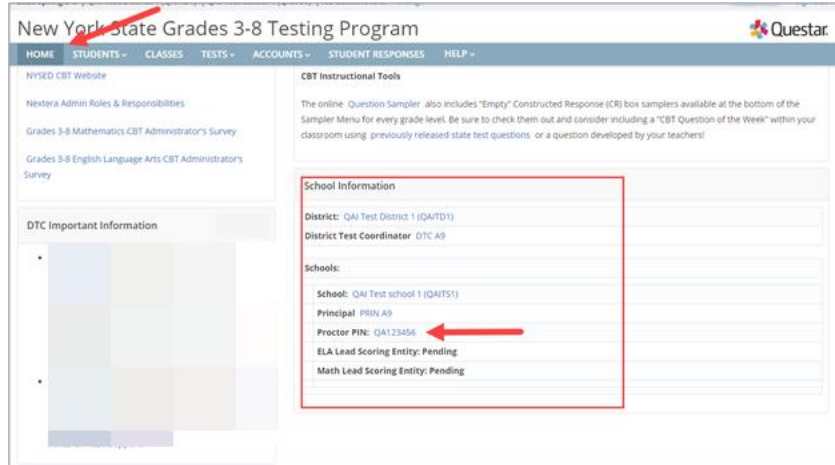


**Note:** Any test that is paused will require a Proctor PIN for the student(s) to log back into the test. Proctors will need to contact their school administrator to obtain the Proctor PIN prior to administering the test. The Proctor PIN will be the same for all students testing on computer within a 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.
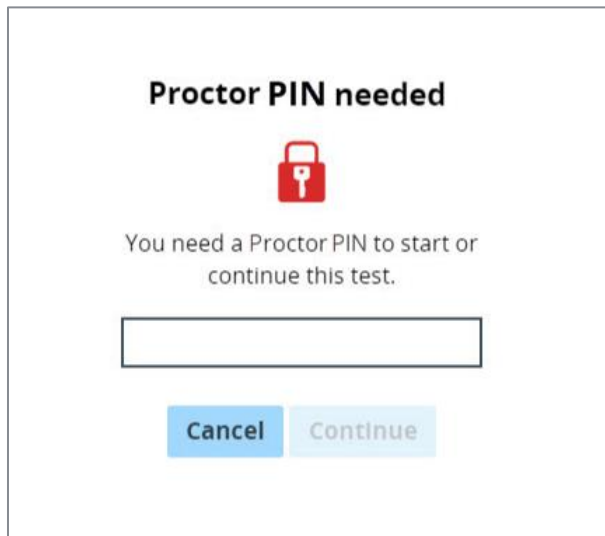
3) Confirm that proctors know how to launch the Secure Brower. The Secure Browser should have an available icon on the desktop to select.
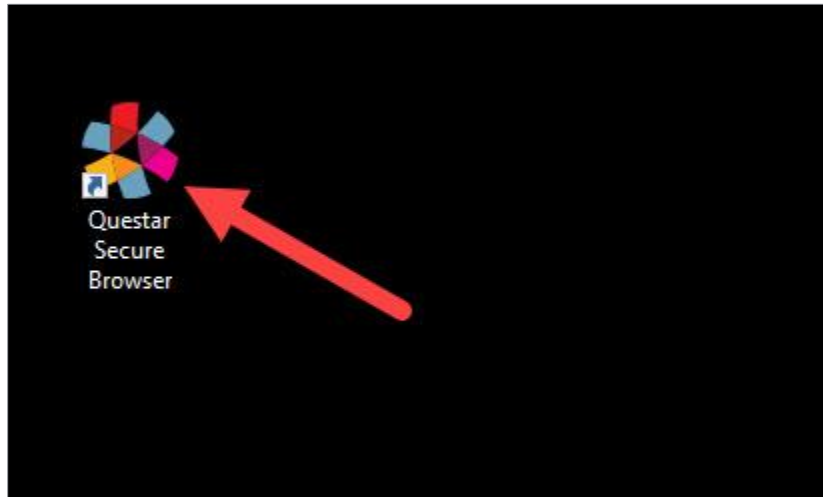


4) Provide information about the Nextera Test Delivery System, available in the *CBT ELA and Math Teacher's Directions* and the *Science Teacher's Directions*.

## 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.



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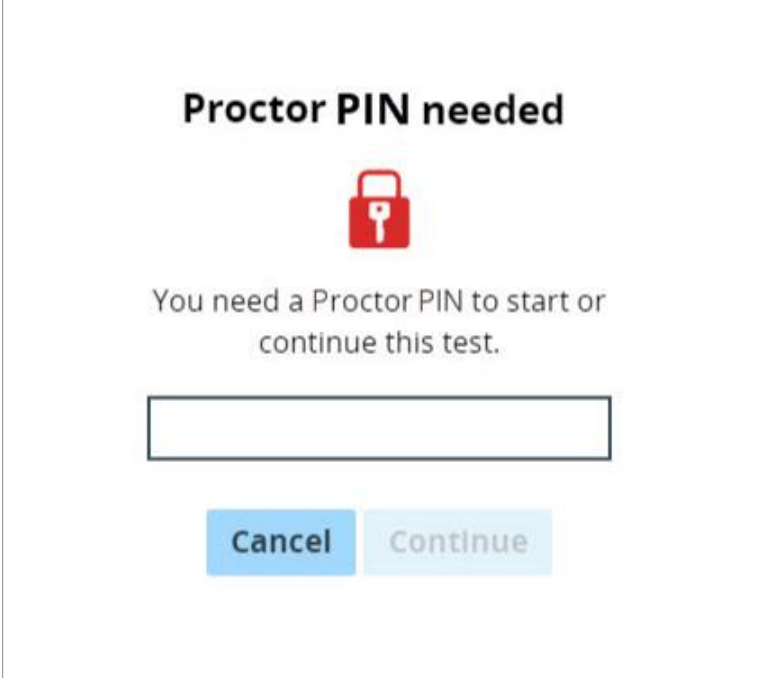


5) Students start the test.

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.
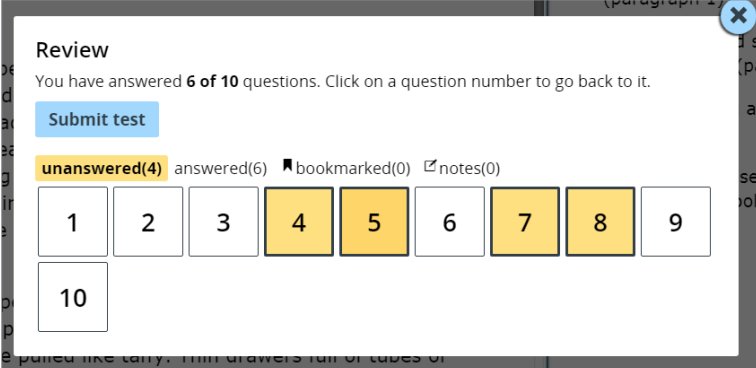


**Please Note:** Being mindful of the health and safety protocols established at schools in response to COVID-19, for the 2024 Simulation, schools have the option of having students enter the Proctor PIN themselves. If a school chooses this option, the Proctor PIN should be reset after each test session.

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.

# 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
- Email:  NYTesting@nwea.org