New York State Grades 3-8 Testing Setting Not Tested Codes in Nextera Admin Quick Reference Guide

Introduction

For the Grades 3–8 English Language Arts (ELA), Mathematics, and Grades 5 and 8 Science Computer-Based Tests (CBT), Not Tested Codes (NTC) are required for any student who does not begin a test session. NTC's are not required to be set for the simulation or stand-alone field testing. This Quick Reference Guide (QRG) will explain how to set the NTCs in Nextera Admin. Not Tested Codes must be set for Session 1 and Session 2 for the ELA and Math administrations and for the singular session for the Science administration.

Setting Not Tested Codes

Based on the user's role, the Setting Not Tested Codes allows a SUP, DTC, DLU, PRN, STC, and BLU to select the applicable Not Tested Code for students in Nextera Admin. Users may set Not Tested Codes by accessing either the Tests>Tests page or the Tests>Testing Status Details page.



1. Log in to Nextera Admin

- 2. Click "Change" to filter to the appropriate district and school
- 3. Click "Tests" > "Tests"

	QAI Trai	ning Test Dist	rict (012345)	QAI Training Elei	mentary School (012345) ELA	Change
New	York Sta	ite Gra	des 3	-8 Testir	ng Program	2
HOME	STUDENTS ~	CLASSES	TESTS ~	ACCOUNTS ~	STUDENT RESPONSES	
			Importa	nt Dates		
Your Pro	ofile		Tests	3	nat's New	
Name:	is delto successo in		resung:		come to the Nextera Adminis	tration Syst

4. All the classes for that school or content area (depending on how you are filtered), will appear in a list on the Tests page. Click "View" next to the appropriate class

Teacher 1	Class 11	Content Area 🎝	Test Name	Testing ↓↑	View	Delete
LBOCES Teacher	SIM ELA Grade 03	ELA	Spring 3-8 ELA	Not Started	View	Delete
_BOCES Teacher	SIM ELA Grade 05	ELA	Spring 3-8 ELA	Not Started	View	Delete

5. Click "Set" next to the appropriate student/session

You're Viewing	s Sim	ulation El	LA							
	District	CAI Trainin	g Test District			School:	QAI Training Ele	mentary School		
	Testing Window	N Sir	mulation Test			Content Area:	ELA			
	Teacher	r: Class Move				Class:	Sample Class			
	Test Name	s: Sin	nulation ELA							
	Testing Dates	5:								
Login Tickets ession 1 Access C	ode 9400		New Access Coo	le	Submit	Cancel				
Login Tickets iession 1 Access C Registered S ession All Session	ode 9400 Students:		New Access Coc	le	Submit	Cancel				
Login Tickets Ession 1 Access C Registered S ession All Session Last Name L1	ode 9400 Students: ns v irst it NY	rssis id 👔	New Access Coo	Grade 11	Submit	Cancel	Total items Completed	Date/Time Started	Date/Time Completed	Status Codes
Login Tickets ession 1 Access C egistered S ssion All Session Last Name II F StudentMM S	ode 9400 Students: irst v lame It NY tudentM 999 m	rssis ID 11 93311069 anage	New Access Coo Password 11 544643	Grade 11 03	Submit	Cancel Status Session 1: Not Started	Total Items Completed 0	Date/Time Started	Date/Time Completed	Status Codes Set



For ELA and Math, each student has two sessions next to their name. For Science, each student has one session next to their name. A separate status code will need to be set per content area, per session, per student.

6. Click "Not Testing" next to Scoring Option

Set Status Code	ıs	×
Student Name	District01, TDS	
Session Name	Session 1	
Content Area	ELA	
Scoring Option	Not Testing None	
Reason	make a selection	í.
	Submit C	ancel

7. Select the applicable not tested code reason from the drop-down menu.

Set Status Codes	5	\$
Student Name	StudentMM, StudentM	
Session Name	Session 1	
Content Area	ELA	
Scoring Option	 Not Testing None 	
Reason	make a selection	~
	make a selection Absent for session Administrative error, no score First-year ELL student Medically excused Not enrolled at time of test Refused session Taking NYSAA Taking Regents	ncel

8. Click "Submit"

Set Status Code		<
Student Name	08AM, FormTest	1
Session Name	Session 1	
Content Area	ELA	
Scoring Option	 Not Testing None 	
Reason	Absent for session	
	Session 2: Not Started	0

Repeat steps for all students who are not testing. Not Tested Codes must be set for both ELA and Math test sessions if the student will not be testing in Session 1 and Session 2. Science is only one session, therefore, Not Tested Codes must be set only once.

Not Tested Codes:

- 1. Absent for session
- 2. Administrative error, no score
- 3. First-year ELL student (ELA only)
- 4. Medically excused
- 5. Not enrolled at time of test
- 6. Refused session
- 7. Taking NYSSA
- 8. Taking Regents (Math and Science)
- 9. Testing on Paper*

Please note: The "Testing on Paper" Not Tested Code is exclusive to CBT and can only be set in Nextera Admin. Schools will use this code for students available in Nextera Admin, who pursuant to an Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan), will be testing on paper, or for the Mathematics and Science Tests, for English Language Learners (ELLs) and Former ELLs who will be taking an alternate language edition of the test on paper. This is not set for ELLs or Former ELLs who will be taking the test in English on computer and using a paper alternate language edition simultaneously.



Setting Not Testing Codes in Testing Status Details page

Using the Testing Status Details, users can set the Not Tested Codes using the Status Codes link.

1. Click "Tests" > "Testing Status Details"

-	QAI Trai	ning Test Dist	rict (012345)	QAI Training Ele	mentary School (012345) ELA
New	York Sta	ite Gra	des 3	-8 Testi	ng Program
HOME	STUDENTS ~	CLASSES	TESTS ~	ACCOUNTS ~	STUDENT RESPONSES
			Importa	nt Dates	
Your Pr	ofile		Tests Testing	Status Details	nat's New
Name:				vvc	come to the Nextera Administr

2. Filter to the correct district, school, content area and class as needed.

														2		
ect	t region				Select district					Select	t school				Select overall s	atus
alv	/in Phan (4)			~	QAI NEX	TERA T	EAM (QAI01)		×	\odot	QAI NEXTERA TEAM	SCHOOL 1 (QAISO	1)	×	All	~
												C	λ.	Search class name	e or teacher nar	ne
												Test session s		us information		
	Class name 🗘		Teacher	Name			Overall status		Students in cla		Status codes 🗘	Not started		In progress	Completed	\$
~	ELA	Т	[eacherFi	irtstName Tea	acherLastName		Not started		8		0	8		0	0	
Vie	w class page 🗷 Vie	ew 1	test page	C.												
Stu	Ident Informati	ior	ו ≎	Fir	rst Name	\$	NYSSIS ID	b	\$		Status	Items Compl	ete	Test Started	Test Complet	ed
	Lastitutite											0				
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7	890359911 890359912			7890359911 7890359912	2		7523059911 7523059912		Sessio	n 1: Not 9	Started Status Codes Started Status Codes	0		•	-	

3. Click the arrow next to the "Class name" to list all students in that class.

`	- (Class detail																	
Sel	ect	region				Select d	istrict					Select	school					Select over	all status
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																5	earch class nam	e or teache	r name
															Test session st	atu	is information		
					Name				Dverall status 🛛 🗘				Status code				In progress	Compl	
	1	ELA		TeacherF	irtstName Te	acherLas	tName	٢	Not started	8	3		0		8		0	0	
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s	itu	dent informa	tic	on															
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	78	90359912			789035991	2		7	7523059912		Session	1: Not S	started Status	Codes	0		-		
	78	90359913			789035991	3		7	7523059913		Session	1: Not !	started Status	Codes	0		-	-	

4. Click "Status Codes" to the appropriate student

lect region				Select district					Select	school			Se	elect overall statu
Calvin Phan (4)			÷	🥝 QAI NĐ	CTERA T	EAM (QAI01)		×	Ø	QAI NEXTERA TEAM S	CHOOL 1 (QAIS01)	×		All
											0, 1	Search class na	ime o	ir teacher name
											Test session stat	us informatio	n	
Class name		Teacher	Name			Overall status		udents in class		Status codes 🛛 🗘		In progress		Completed
✓ ELA		TeacherF	irtstName Te	acherLastName	2	Not started	8			0	8	0		0
/iew class page G	t vie mati	w test page ion	đ											
Student inform												Tool Division		
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5. Click "Not Testing" next to Scoring Option

Set Status Code	s	×
Student Name	District01, TDS	
Session Name	Session 1	
Content Area	ELA	
Scoring Option	Not Testing None	
Reason	make a selection	Ť
		Submit Cancel



6. Select the applicable not tested code reason from the drop-down menu.



7. Click "Submit"

Student Name	08AM, FormTest	
Session Name	Session 1	
Content Area	ELA	
Scoring Option	 Not Testing None 	
Reason	Absent for session	~

Verifying Not Tested Codes

Export all students to Excel to verify the not tested codes

1. Click "Download all students" at the bottom of the student list.

ect r	region		Select district	Select district				Select school					
alvin Phan (4)			✓ QAI NEXT	QAI NEXTERA TEAM (QAI01)			× ⊘	QAI NEXTERA TEAM S	SCHOOL 1 (QAIS01)	×	All		
									Q :	Search class nam	e or teach	er name	
	Class name 🔹 🗘	Teacher N	ame		Overall status 🗘	Studen	ts in class 🗘	Status codes 🗘	Not started 🗘	In progress	Comp	oleted	
1	ELA	TeacherFir	tstName TeacherLastName		Not started	8		0	8	0	0		
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Run the export during the testing window to monitor student's testing status. Run the export prior to the close of the Not Tested Code window to verify all students have completed testing (Completed) or the Not Tested Code is set. Any students who are Not Started or In Progress need to complete testing prior to the close of the Testing Window.

A sample of the export:

Testing Status for Spring 3-8 ELA							
Region: Calvin Phan (4)							
District: QAI NEXTERA TEAM (QAI01)							
School: QAI NEXTERA TEAM SCHOOL 1 (QAIS01)							
Class name: ELA							
Last Name	First Name	NYSSIS I D	Session1	Status	Items Complete	Test Started	Test Completed
Tester1	First1		Session 1	Completed	35		
Tester2	First2		Session 1	Absent for session	0		
Tester3	First3		Session 1	Not Started	0		
Tester4	First4		Session 1	Not Started	0		
Tester5	First5		Session 1	Medically excused	0		
Tester6	First6		Session1	Not Started	0		
Tester7	First7		Session1	Completed	35		
Tester8	First8		Session 1	Not Started	0		

Please note: All Not Tested Codes need to be set in Nextera Admin by the end of the Not Tested Code window. Please see CBT Support for specific dates.

Customer Support NWEA'S Customer Support team is available between the hours of 7:30am – 4:30pm ET Monday – Friday.

- •
- Phone: 1-866-997-0695 Chat: Available via the Nextera Admin Help page •
- Email: NYTesting@nwea.org •