

# New York State Grades 3-8 ELA, Mathematics and Grades 5 and 8 Science Computer-Based Testing

## Proctor Training – Part 2



## 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.

- + Part 1 of this training will review the overall roles of the Proctor during Computer Based Testing, information on testing dates for Operational and Field Testing, and helpful reminders related to Nextera Admin and how to prepare for testing day.
- + Part 2 will review different views and capabilities of Nextera Admin during and after student testing. This training will go into detail on what the student will see during testing and troubleshooting techniques for the Proctor. Part 2 will also review what to do after testing.

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 2

- Administering the Tests
- After Testing
- Tips & Best Practices
- Customer Support



# Administering the Tests

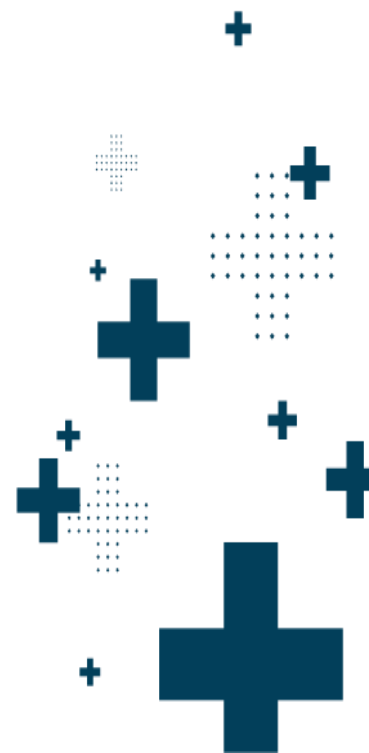


## Materials for Testing

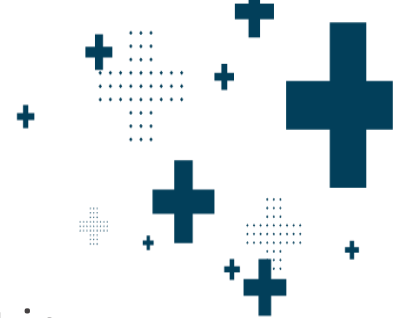
Teachers or proctors will need the proper tools for a successful administration on computers such as:

- ✓ Student Login Tickets
- ✓ Session Access code
- ✓ Proctor PIN
- ✓ Teacher Directions
- ✓ Scratch Paper
- ✓ Calculator and reference sheet (if applicable for grade-specific math and science tests)

More detailed information will be in the teacher's directions (<http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).



# Student Accommodations



- The proctor should be familiar with the test accommodations set in Nextera Admin for the students in the room.
- It is important that proctors verify all student accommodations before testing starts.
  - If students do not have the correct accommodations prior to testing, a form reset will be required.
    - Initial Page Zoom
    - Answer Masking Tool
    - Text-to-Speech (online only)
    - Speech-to-Text (online only; ELA constructed-response only)
    - Read Aloud (by human)
    - Alternate Language Print Variation (Math and Science only)

# Accommodations and Form Resets



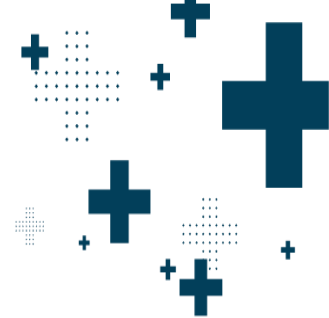
## What do you do if a student does not have an accommodation set in Nextera Admin and logs into the test?

1. Have the student confirm the accommodation is not available (TTS tool is not available, etc)
2. Have the student Pause and exit out of the test immediately.
3. Confirm the student should have that testing accommodation (verify with STC; check IEP)
4. If yes, dismiss the student from the test location. This is going to take some time to have a FORM RESET.
5. Work with your STC to call NWEA Customer Support. Have student information (NYSSIS ID, grade, content), and full explanation on why the accommodation was not set.

Check Accommodations **Prior**  
to **Testing!**

Continued  
on next  
slide

# Accommodations and Form Resets



**What do you do if a student does not have an accommodation set in Nextera Admin and logs into the test?**

6. **Wait.** NWEA must contact NYSED for approval to reset the form. NYSED will want to know if the student answered any items, the circumstances, and will then make a decision.
7. NYSED gives NWEA the approval to reset the form. The form reset is processed.
8. NWEA Customer Support will contact the STC when the form reset is complete.
9. The STC (or Teacher) will need to print a new login ticket for that student.
10. Schedule the student for testing. This may need to be scheduled for another day depending on timing.

Check  
Accommodations  
**Prior to Testing!**



## Proctoring Text-to-Speech vs Read Aloud



Test Read (paper only)	Read Aloud (by human)	Text-To-Speech (online only)
<ul style="list-style-type: none"> <li>A human reads the test to the student from a paper test.</li> <li>The student tests on paper and enters responses on paper.</li> <li>This is a classroom-only accommodation and the student is marked as “Tested on Paper” in Nextera Admin when in a CBT class.</li> </ul>	<ul style="list-style-type: none"> <li>A human reads the test to the student from a paper test.</li> <li>The student tests on computer and enters responses on computer.</li> <li>This is a combination of an online- and human-delivered accommodation.</li> </ul>	<ul style="list-style-type: none"> <li>The computer reads the test to the student from the computer screen.</li> <li>The student tests on computer and enters responses on computer.</li> <li>This is an online-only accommodation (the student has headphones while testing on computer).</li> </ul>

# Proctoring Text-to-Speech

Amazon Polly will be used for Text-to-Speech (TTS) accommodation.

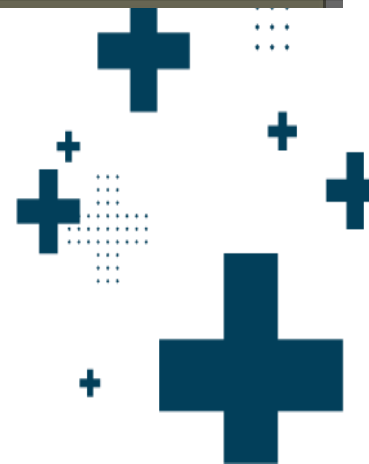
- Requires an active internet connection. TTS will be unavailable until the internet connection is restored.
- Once the internet connection is restored, Text-to-Speech functionality will resume.

**Text to speech is unavailable - no internet**



Text to speech needs to be connected to the internet to work. Please check your internet connection and try again. If it continues to be unavailable, please tell your teacher.

Close



# Proctoring Text-To-Speech

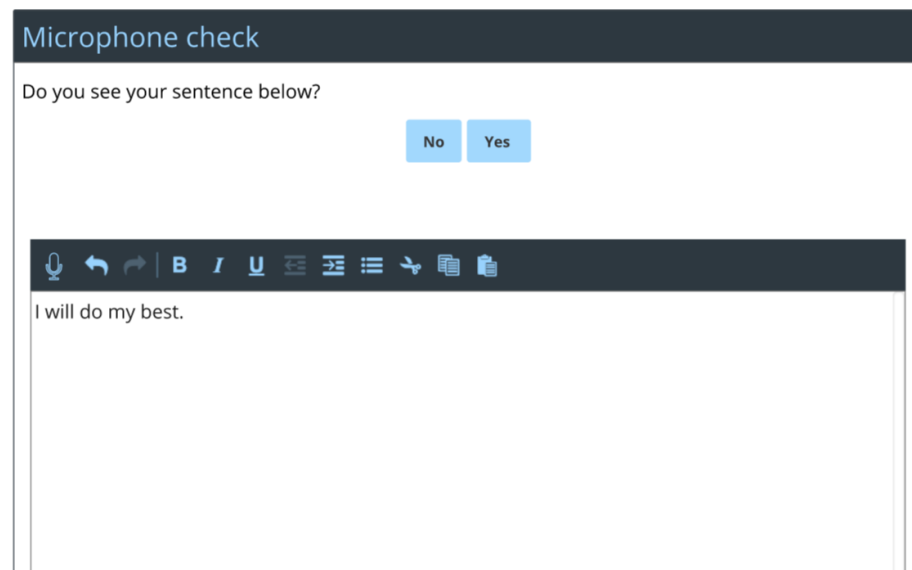
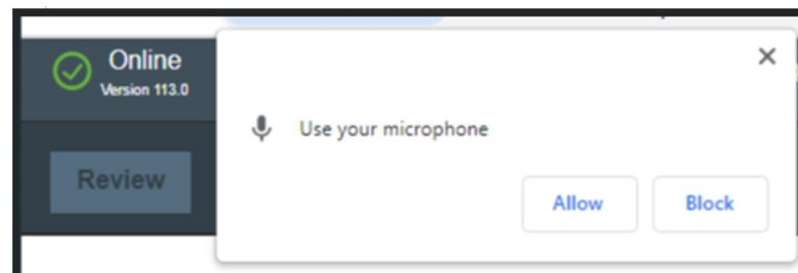
- Controlled by the student: the student must click “Play” on each test question
- The TTS player can be moved around on screen
  - To move TTS player, hover over the player until the cursor turns to the 4-arrow cursor and then click and drag to the new location.
- Text is highlighted on-screen as test is read
- Four reading speeds
- The device must be set for volume prior to logging into the Secure Browser
- If a student wants to hear only a portion of the question or the answer options, the student can place the cursor where they want the TTS to begin, right click, and select “Play From Here”



# Proctoring Speech-to-Text (New 2024)

## Speech-to-Text (online only)

- + For ELA Constructed Response questions only
- + Activated by the student: the student must click a microphone button to activate the feature
- + STT will not work if the device is offline



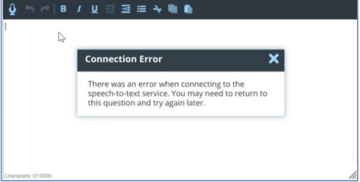
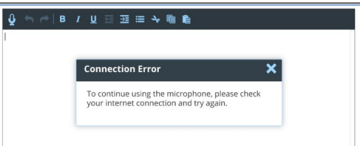
# Proctoring Speech-to-Text (New 2024)

- Speech-to-Text requires a stable internet connection.
- The student's device must be set to allow access to the microphone and the device should be set to a suitable volume level.
- The student's device time (clock) must be set to the correct time zone and accurate.
- For detailed guidance on the Speech-to-Text accommodation, including possible error messages and solutions, please review the QRG here: [https://cbtsupport.nysed.gov/hc/en-us/article\\_attachments/22268585783949](https://cbtsupport.nysed.gov/hc/en-us/article_attachments/22268585783949)

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## Possible Error Messages During Testing

The following table will review possible error message students may encounter during testing, the potential causes for the error message, and action to take to correct the error.

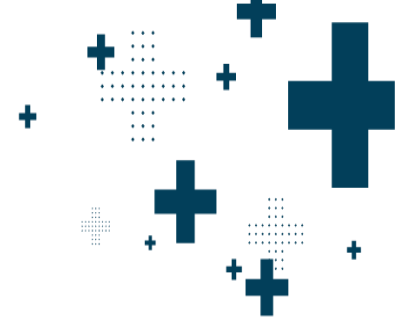
Name of Error	Error Message	Potential Cause(s)	Corrective Action(s)
Connection Error		Message appears if there is a connection error with the Speech-to-Text (STT) service.  <b>Note:</b> this is in reference to the service AWS <i>Transcribe</i> which STT uses. It does not refer to internet connectivity.	Return to the question and try again later.
Internet Connection Error		Message appears if a user tries to access STT while offline.	Check the internet connection and try again.



# Monitoring Student Progress: Examiner View

The Examiner View is an option within Nextera to allow a proctor or teacher, who does not otherwise have access to Nextera, to be able to monitor student testing.

1. Have a user log in to Nextera Admin.
2. Select **Tests** from the **Tests** tab.
3. Locate the applicable class and select **View**.
4. Locate and select the blue **Examiner View** button.
5. These steps will open a new tab on the web browser containing the Access Code, student passwords, and student progress.
  1. This tab will automatically refresh and display updated student progress information.
  2. Keep this tab open. On the first tab, close out of Nextera Admin.
  3. Now the educator will have access to student progress during the assessment.



# Monitoring Student Progress: Examiner View

## New York State Grades 3-8 Testing Program



### Examiner View

This page refreshes every 60 seconds. 

<b>District:</b>	QAI Nextera Team (QN01)	<b>School:</b>	QAI Nextera 1 (QN01)
<b>Testing Window:</b>		<b>Content Area:</b>	Math
<b>Teacher:</b>	Sample Teacher	<b>Class:</b>	Math class
<b>Test Name:</b>	Spring 3-8		
<b>Testing Dates:</b>	6/27/2019 to 4/10/2020		

**Test is in progress.** Students may sign in and take the test using their username and password shown below. ×

Session 1 Access Code: 1111

Last Name	First Name	NYSSIS ID	Password	Grade	Status	Total Items Completed	Date/Time Completed
Test 1	Sample	0589870134	012345	05	Session 1: In Progress	0	4/15/2019 7:14:37 AM
Test 2	Sample	7000080002	123456	07	Session 1: In Progress	1	7/30/2019 7:14:37 AM
Test 3	Sample	7000080044	234567	08	Session 1: Finished	1	6/27/2019 3:26:10 PM 8/14/2019 9:32:05 AM

# The Student Experience

## Questar Secure Browser

Students access the Questar Secure Browser, which will be downloaded to the individual student devices by Technology Coordinators prior to testing.



Students double-click the Questar Secure Browser icon to launch the application.

Note: For schools using Chromebooks set to “auto launch,” the students will not have to click an icon but will automatically see the Nextera login screen.

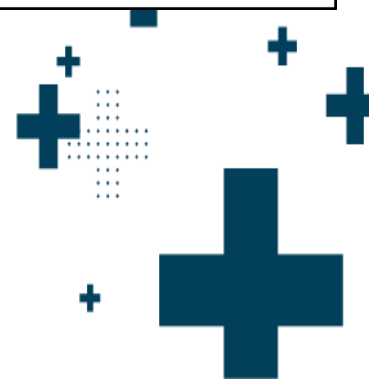
Students cannot access outside websites while using the Secure Browser.



# Minimum Secure Browser Version Required

If the secure browser version does not meet the minimum requirement, the student will not be able to log into a test and will receive this error.

Please work with your School Test Coordinator and your School Information Technology Coordinator to ensure student devices have the most recent version of the secure browser **before** testing begins.



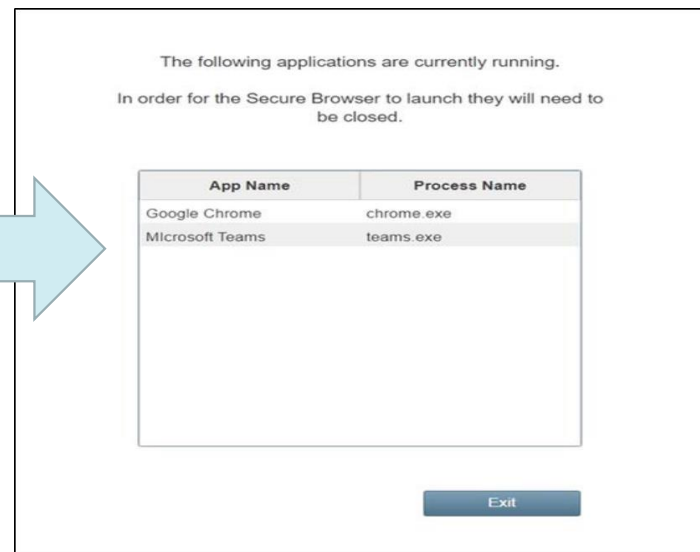
# Windows and MacOS Secure Browsers

Nextera Secure Browser Application Blocking (for Windows and Mac devices only):

For security reasons, all applications must be disabled prior to testing. The secure browser will not open until all apps (e.g., meeting apps, classroom apps, browsers, email, etc.) are closed.

Note: You may need to disable multiple apps prior to start up before the secure browser can be launched.

Please work with your School Test Coordinator and your School Information Technology Coordinator to ensure all applications are closed/disabled before testing begins.



If an app has not been disabled, students cannot access the secure browser and this message will display.


<https://cbtsupport.nysed.gov/hc/en-us/articles/360057001791-Documentation-Disabling-Applications-for-Secure-Browser-Setup-Quick-Reference-Guide>

## Sign In

Once the Questar Secure Browser has opened, the **Sign In Page** displays.

Using the provided student login tickets, students enter their **NYSSIS ID** and **Password** in the applicable fields and click/tap **Sign In**.

Students may click on the eye icon to show the password.




New York Statewide Assessment

Powered by Nextera®

NYSSIS ID


NYSSIS ID

Password

Password 

Sign In

Exit



# Concurrent Login Attempts

## Concurrent Logins

A Concurrent login issue occurs when a student's credentials are already in use when they attempt to begin testing.

This could occur when:

- A student is actively testing and their device malfunctions, including loss of power, they must use an alternate device
- Another student has signed in using their credentials

Note: The principal should contact NWEA if a student uses the incorrect credentials.

If a concurrent login situation occurs, inform your Principal to unlock a student's credentials within Admin. This will allow the student to continue testing.

These credentials are currently:  
**Unlocked**

These credentials are currently:  
**Locked**

Unlock credentials

Unlocking the credentials means the same credentials can be used to sign in again. Any other active devices will be automatically signed out.

New York Statewide Assessment  
Powered by Nextera®

NYSSIS ID

Password

Sign In

Exit

This account has been signed in on another device, and only one sign in can be active at a time.

Questar®

# Verification

Once the student signs in, the **Check your information** page displays.

Students click/tap **Yes** to continue if all information is correct.

### Check your information

---

<b>Reviewer S000076</b> Name	<b>11/12/2001</b> Date of birth
---------------------------------	------------------------------------

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<b>Grade 8</b> Grade	<b>EA100076</b> Student number
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**QAI School 1**  
School name

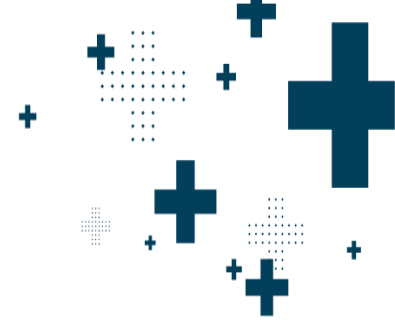
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**ELA, Teacher**  
Teacher name

---

Is everything here correct?





# Verification

What if there is an Error on the Verification Screen?

## Continue Testing

- Incorrect spelling of the name
- Incorrect date of birth

### Next Steps:

- Contact DTC
- Can be fixed at a later time
- Advise student to continue testing

## Stop Testing

- Incorrect grade
- Wrong student name

### Next Steps:

- Confirm student received correct login ticket
- Contact NWEA Customer Support if problem is not resolved.

# Choose Your Test

## Test Selection

Once the student completes the verification, the **Choose Your Test** page displays.

**Choose your test**

---

Grade 8 | ELA | Session 1 Start test

---

Grade 8 | ELA | Session 2 Start test

---

Students select **Start Test**, for the appropriate session, to continue.

### Please note:

Science Operational is one session only.

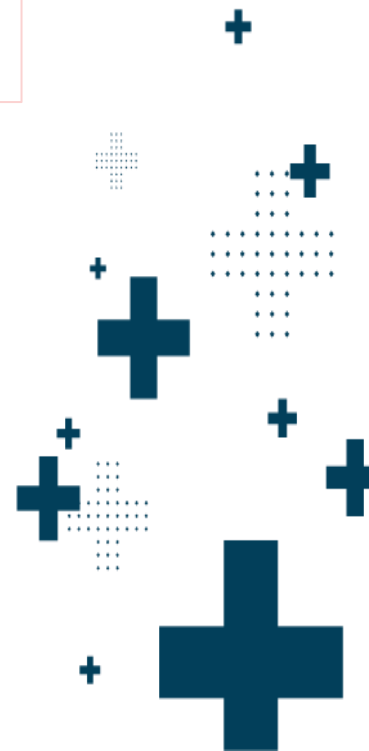
The Field Test administration is one session only.

**Choose your test**

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Grade 8 | ELA | Session 1 Start test

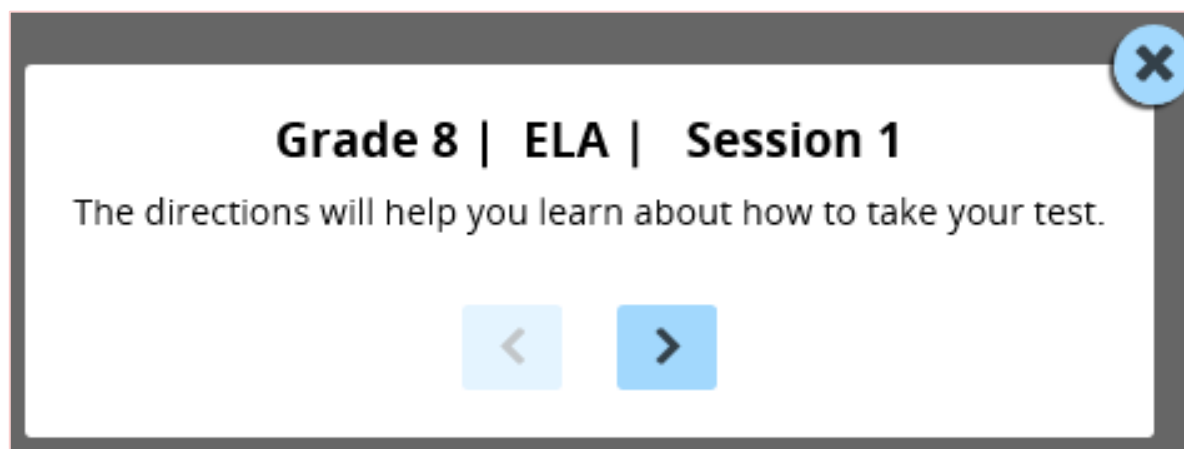
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## Student Directions

Once the student selects the test, the **Test Directions** display with the Grade Level, Subject, and Session Number.

Students click/tap the **right facing arrow** to read through the directions or click/tap the **X** to exit the directions.







# Student Directions


Question 1 of 9


## Online/Offline Indicator



 A checkmark means you are currently online.

 "X" means you are working offline. Don't worry, your responses are still being saved. You will have to reconnect before submitting your test.

## Directions & Pause/Sign out

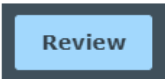
 Press the directions link to see these directions again at any point during your test.

 Press the //Sign out link to pause and sign out of your test without submitting it.






## Navigation area



### Review screen

 Use the review button to see your progress on the test and quickly move between questions. This is also where you **submit your test when you are finished.**

### Navigation buttons


 Move between different questions on your test by using these buttons.

- > The next question button moves you forward one.
- < The previous question button moves you back one.




# Student Directions

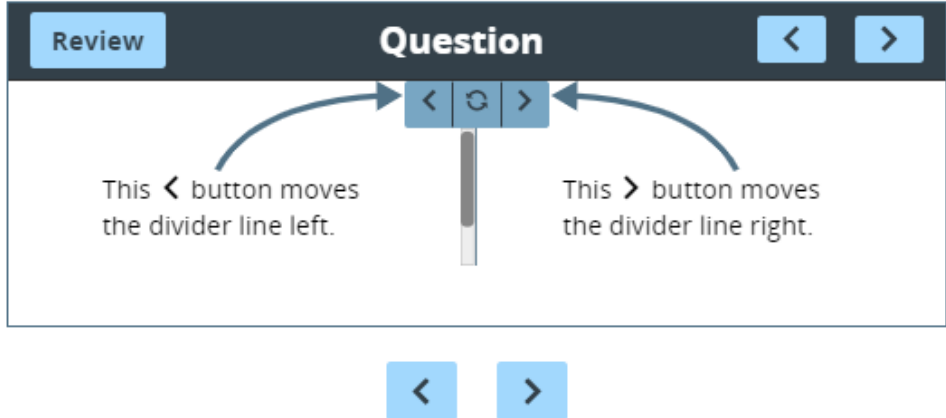
## Split Screen Controls (ELA and Science only)

**Split Screen Controls**

Some items on your test may be split into side by side areas. This is so you can easily go back and forth between the two sides while you answer questions.

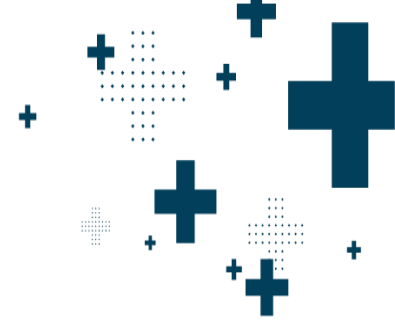
If you want to focus more on one side you can move the dividing line left or right by using the arrow buttons at the top.

The reset button  will move the dividing line to its original position.



The screenshot shows a dark header bar with a 'Review' button on the left, the word 'Question' in the center, and left and right arrow buttons on the right. Below the header is a white area with a vertical divider line. Above the divider line are three buttons: a left arrow, a reset icon, and a right arrow. Arrows point from the text 'This < button moves the divider line left.' to the left arrow button, and from 'This > button moves the divider line right.' to the right arrow button. At the bottom of the white area are two large blue arrow buttons, one pointing left and one pointing right.

# Student Directions



**Test tools**

**Zoom**

↺ − + ↻  
zoom

The zoom out button − decreases the size.  
 The zoom in button + increases the size.  
 The reset button ↻ resets to the original size.

**Bookmark**

🔖

The bookmark button marks any question you want to return to at a later time. Anything you've bookmarked can be seen from the review screen.

**Note**

📝

The note button opens a text editor where you can leave yourself a note to refer to later. Any notes you've left a note on can be seen from the review screen.

<    >

**Test tools**

**Color choices**

💧

Use color choices to change the background color or to change to white text on a black background.

**Highlighter**

📏

The highlighter can color parts of your test for emphasis. Clear highlights by pressing on a highlighted section with the highlighter.

**Answer eliminator**

✖

Use the answer eliminator to mark answers you think are incorrect.

**Line-reader**

abc

Use the line reader to visually hide parts of your test as you read.

<    End Directions

nwea

## Access Code

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

### Access code needed



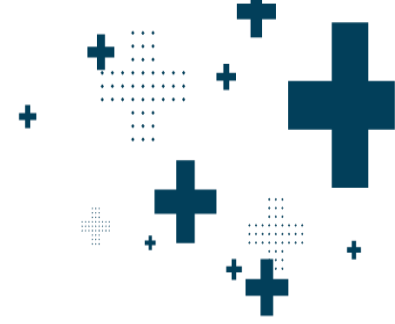
Please enter the access code that your teacher gives you.

Exit

Continue

The Access Code should be provided to you by your school administrator prior to testing. It is also found on the Nextera Admin/Tests tab for each class/grouping.

## Wait to Start



This is the last screen students will see before the test starts. This is a good place to pause and make sure all students are ready to begin.

### Wait to start



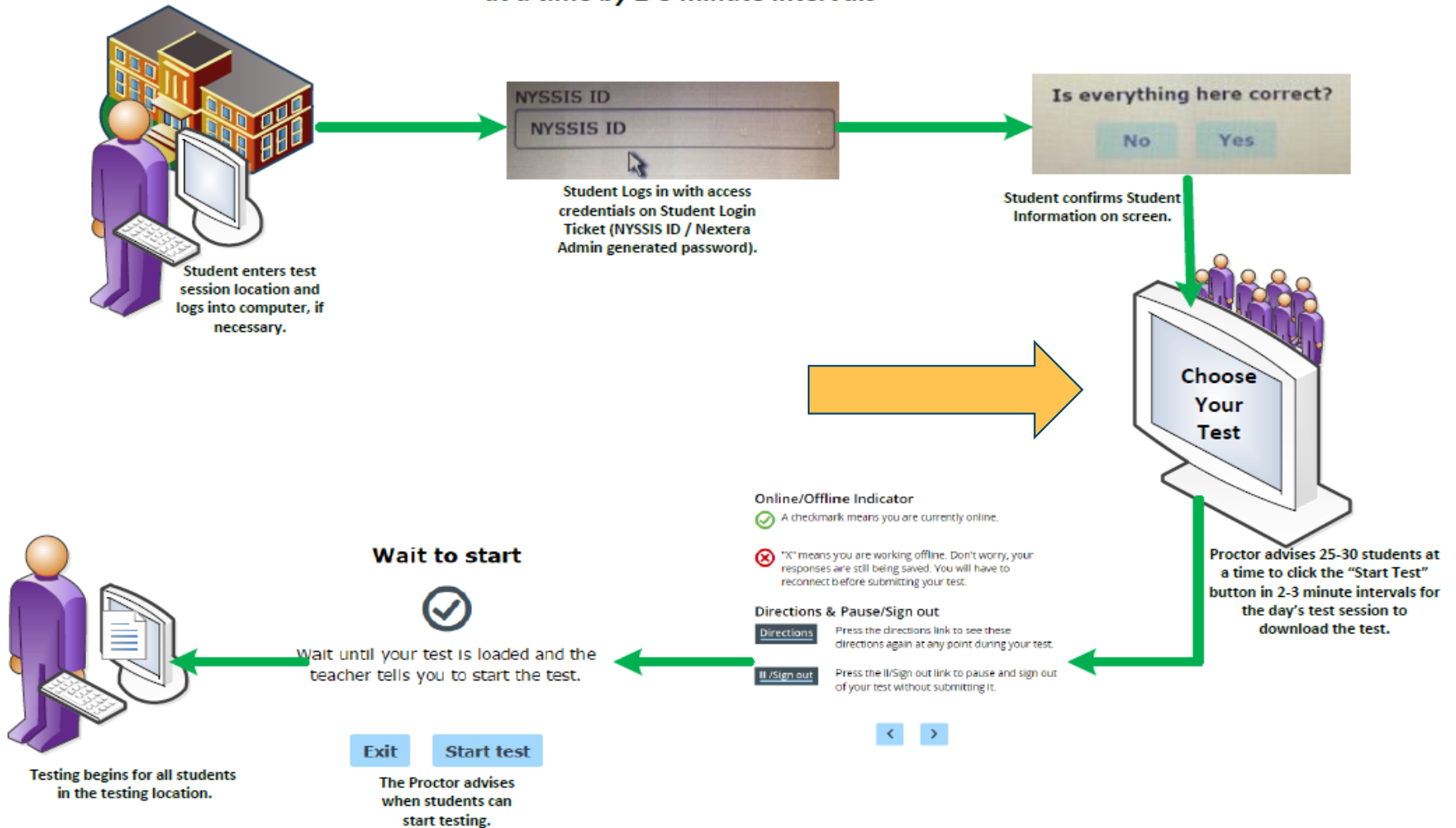
Wait until your test is loaded and the teacher tells you to start the test.

Exit

Start test

# Staggering Student Start Times

**Process Flow for Student Start Testing**  
*Best Practice: Stagger Start Times of 25-30 students at a time by 2-3 minute intervals*



Cover Page



**New York State Testing Program**

**Session Form**

**Grade**

# Tools available on Screen

The screenshot shows an online assessment interface. At the top left, a green checkmark and the word 'Online' are next to 'Version 83.0'. A red circle with the number '1' points to this area. Below this is a 'Review' button, with a red circle '2' pointing to it. The main header area contains 'Question 1' and a 'Directions' link, with a red circle '3' pointing to the header and a red circle '4' pointing to the 'Directions' link. A navigation bar at the top right has left and right arrows, with a red circle '5' pointing to the right arrow. The main content area is split by a vertical divider. On the left, there is a passage titled 'Why Do Animals Play?' by Kathleen Weidner Zoehfeld, with two numbered paragraphs. A red circle '2' points to the passage text. On the right, there is a multiple-choice question: 'Which sentence **best** states a main idea of the entire article?' with four options (A, B, C, D). A red circle '5' points to the question area.

Online Version 83.0 | Grade 3 | ELA | Sampler 1

Directions Sign out

Review Question 1

2 *Animals need to play just like humans. Through play, both humans and animals can learn about the dangers in our world.*

## Why Do Animals Play?

by Kathleen Weidner Zoehfeld

1 Puppies love to run and tumble. They chase each other around the yard. They wrestle and nip each other gently. A kitten will pounce on a toy mouse or leap high for a piece of yarn.

2 Why do animals play? For the same reason YOU play—because it's FUN! But there is more to animal play than just fun. For animals in the wild, play is important to their very

3 Which sentence **best** states a main idea of the entire article?

(A) "For animals in the wild, play is important to their very survival." (paragraph 2)

(B) "Much like human children, young dolphins love to play with toys." (paragraph 8)

(C) "When they play, the young animals learn to keep their footing no matter what might happen." (paragraph 10)

(D) "Playing makes them strong and confident." (paragraph 12)

4

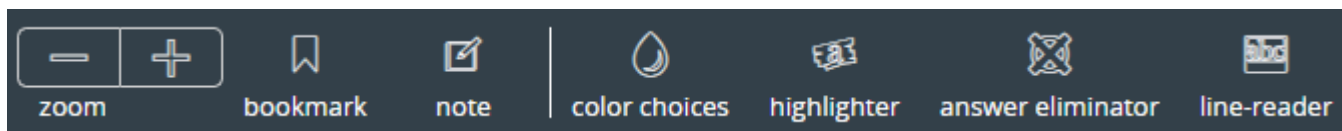
5

1. The green checkmark verifies the student is online.
2. The Review button takes the student to the Review screen to confirm and submit the test session.
3. The arrows here are used to move the screen divider left and right to show more or less of the passage and responses.
4. If needed, students can revisit the Directions at any time.
5. The arrows here are used to navigate between test questions.

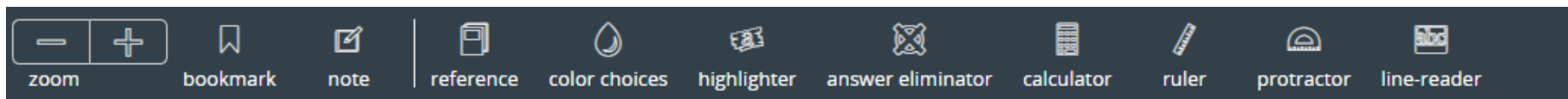


# Content Area Tools Available

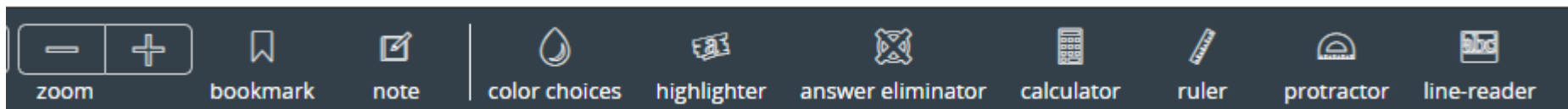
## ELA Tools



## Math Tools (varies by grade)



## Science Tools



# Math Calculators

- Math Operational
  - Grade 6 will have access to a 4-Function calculator for Session 2 only .
  - Grades 7 and 8 will have access to a Scientific Calculator for both Sessions 1 and 2.
  - For additional guidance see the Teacher's Directions.
- Math Field Tests
  - Please review the SAFT Teacher's Directions.



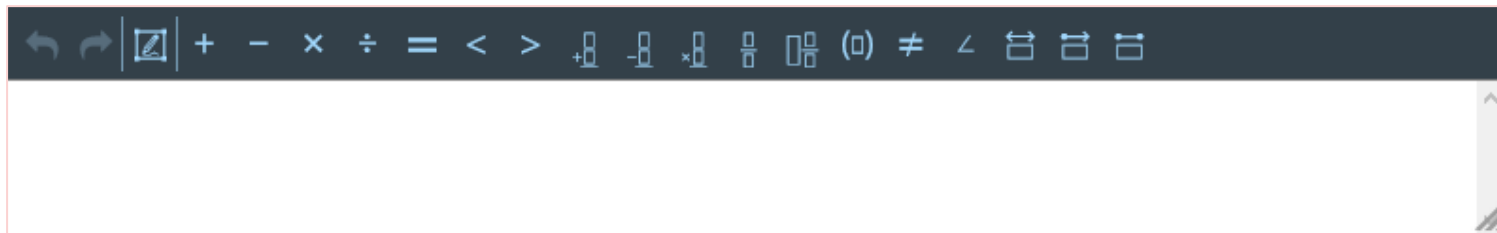
# Science Calculators

- Grade 5 will have access to a 4-Function calculator.
- Grade 8 will have access to a Scientific Calculator.
- For additional guidance see the Science Teacher's Directions.

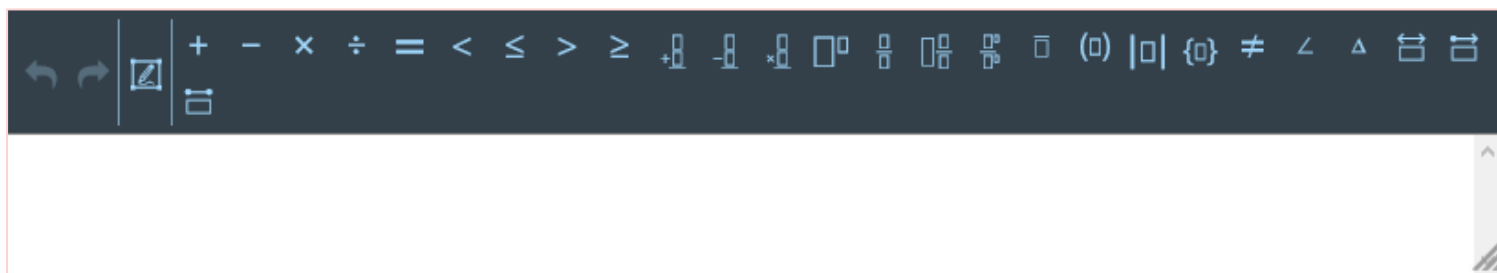


# Math Equation Editor Tool

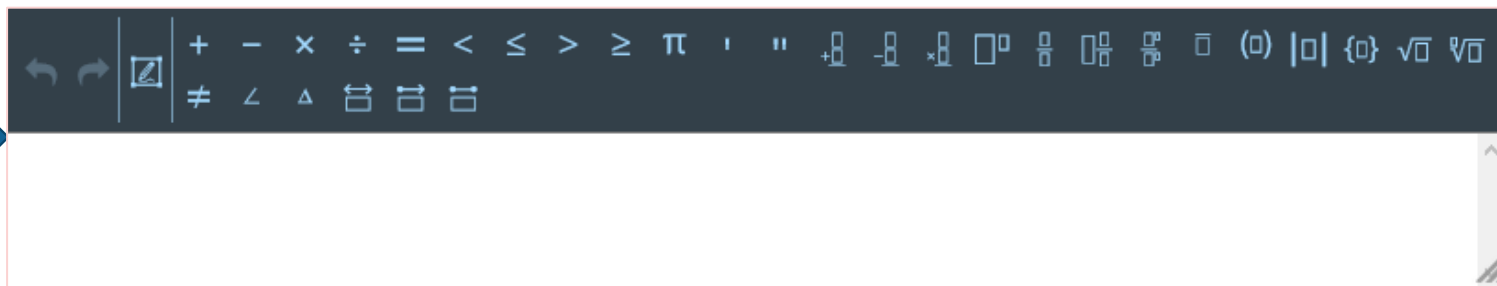
Grades 3-4



Grades 5-6



Grades 7-8



# Science Equation Editor Tool

Grade 5

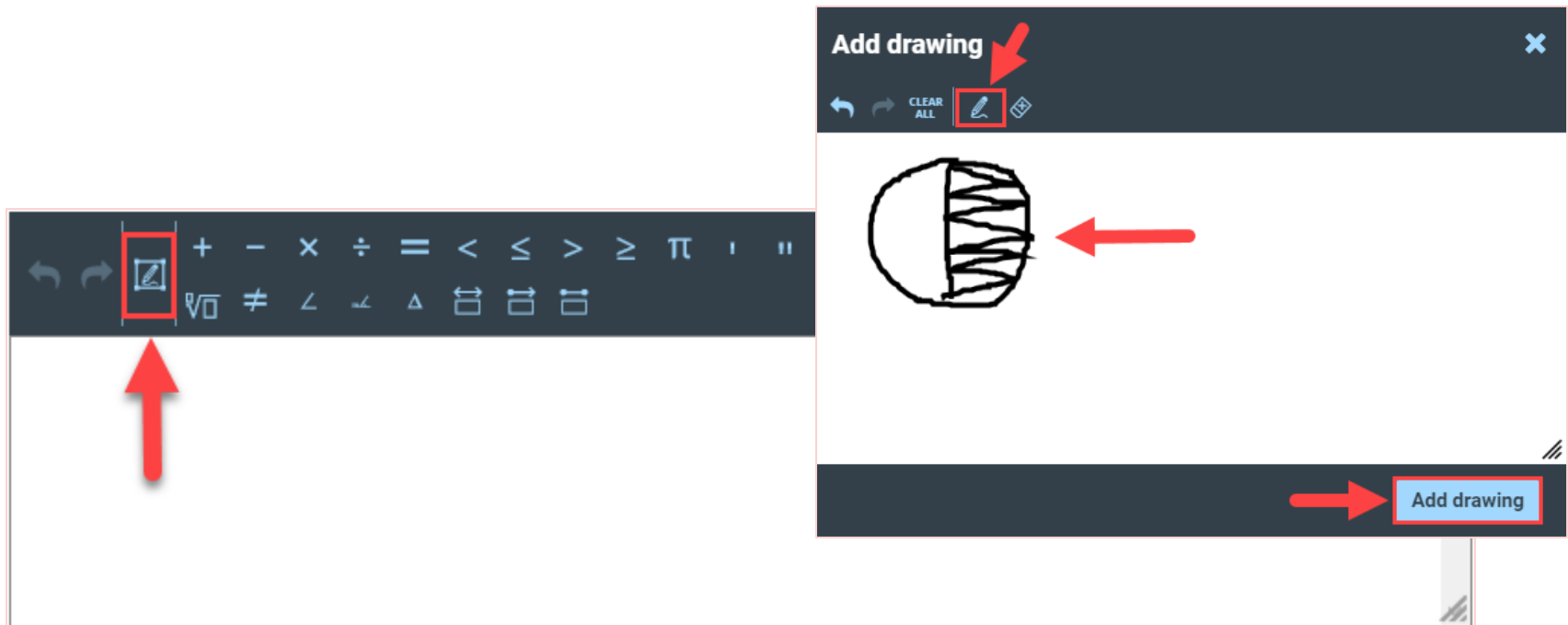


Grade 8

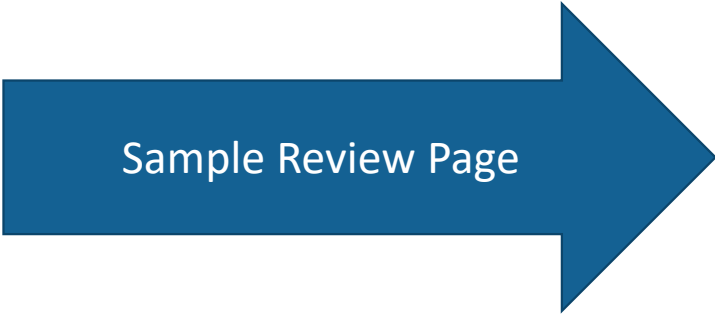


## Math Drawing Tool

- Available on all Constructed-Response questions
- Students are not required to use this tool
- Limit of five drawings per response



# Review Screen

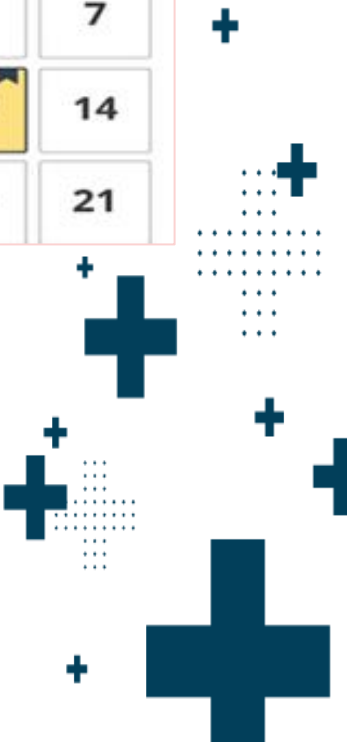


**Review**  
You have answered **16 of 32** questions. Click on a question number to go back to it.

[Submit test](#)

unanswered (16)   answered (16)   **bookmarks (6)**   notes (5)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21





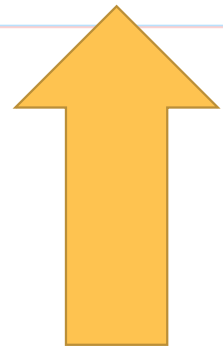
# Submit Screen

**You have unanswered questions** ✕


You have **1 unanswered questions** on your test.

Are you sure that you want to submit your test? There is no way to undo this action.

[Cancel](#) [Submit test](#)



**Test submitted**

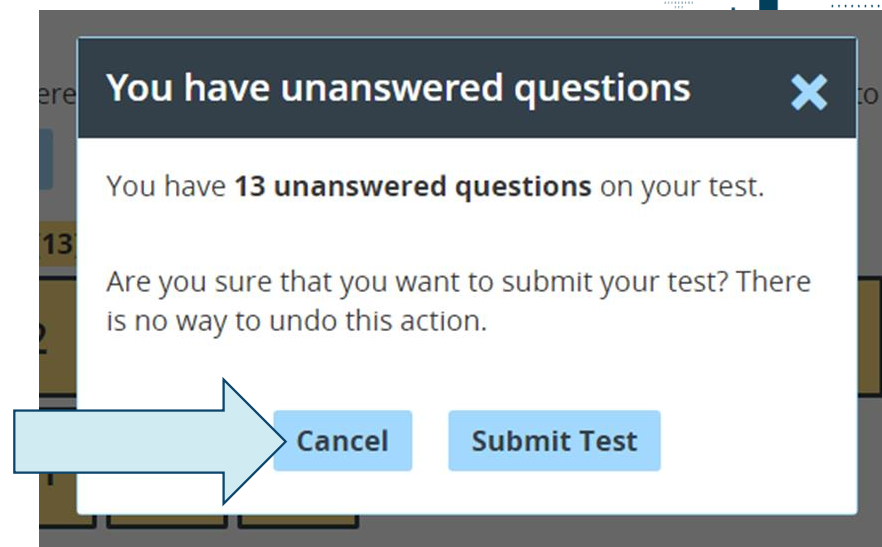
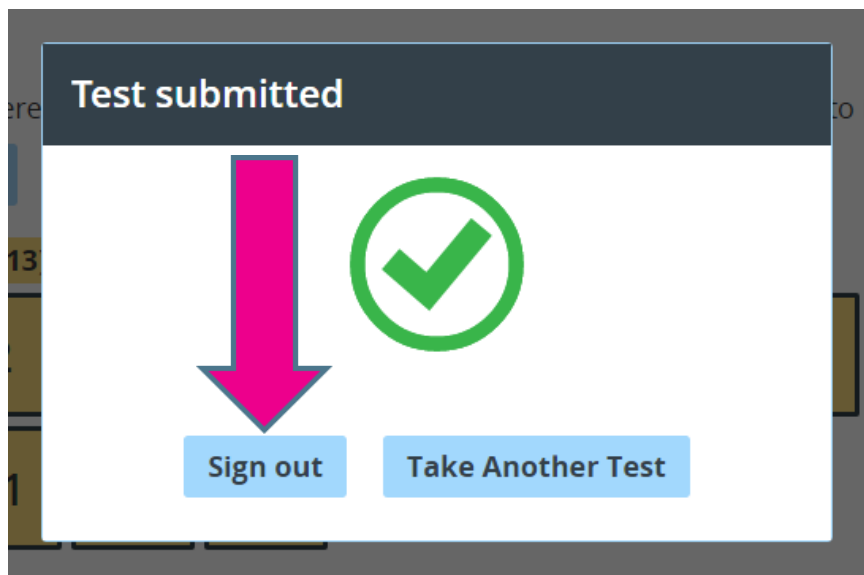


[Sign out](#) [Take Another Test](#)

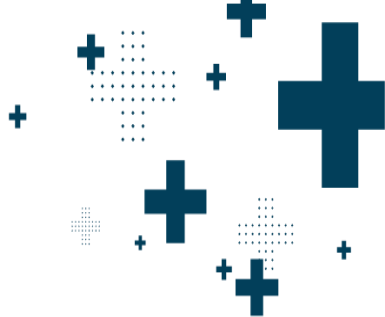


## Submit Screen

“Cancel” takes the student back into the test. The student clicks “Cancel” only to go back into the test.



“Take Another Test” takes student to Session page. Students should click “Sign Out” here.



# Pausing a Test


give him the most accurate result

### Pause your test?

Are you sure you want to pause your test and sign out?

**Cancel** **Pause test**

### Proctor PIN needed

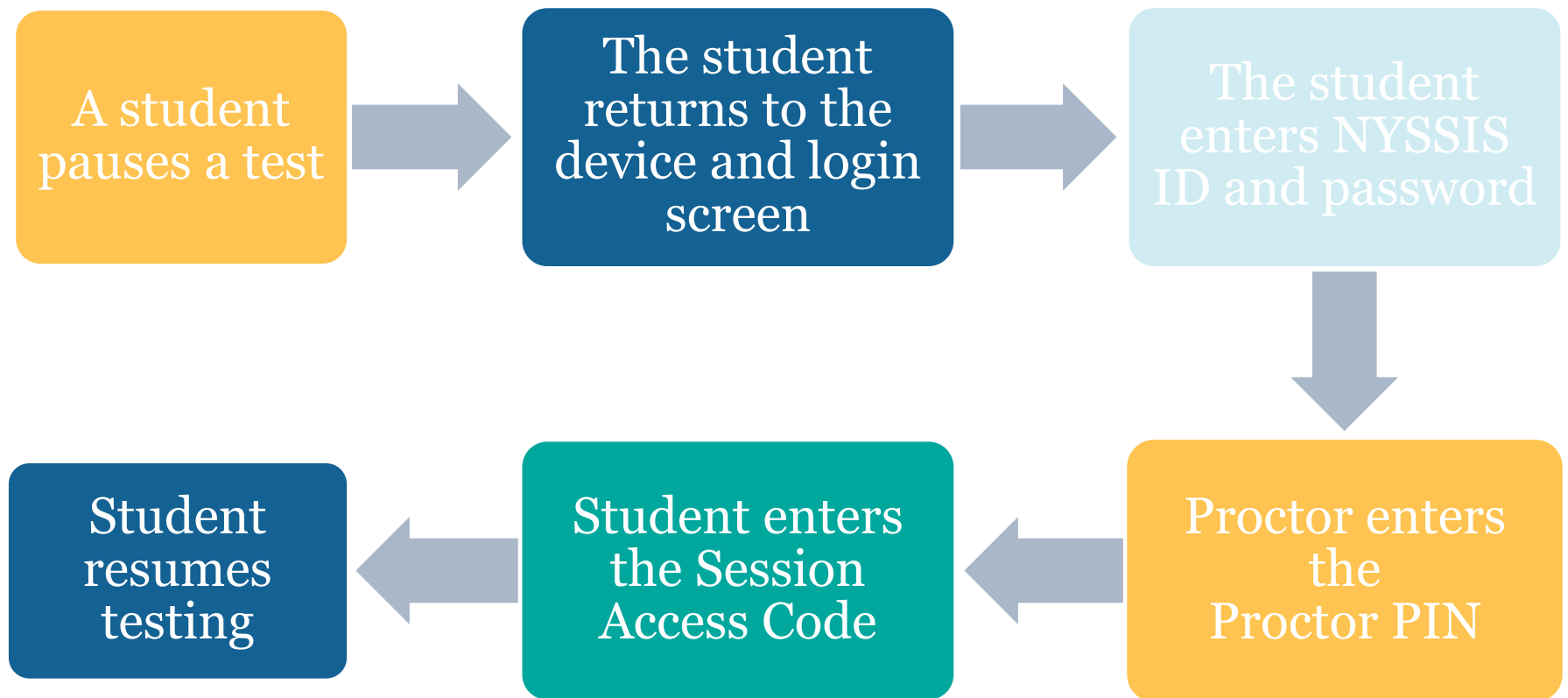


You need a Proctor PIN to start or continue this test.

**Cancel** **Continue**

Once a test is Paused, the Proctor PIN is required to log back into the test followed by the Access Code.

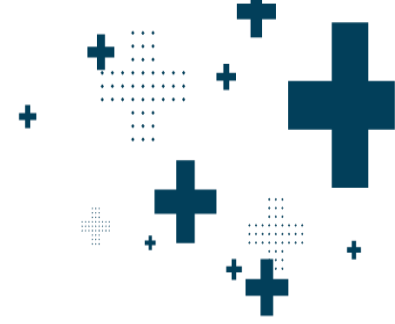
## Pausing a Test



## Proctor PIN

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. Please work with your Principal or School Test Coordinator to verify the Proctor PIN is reset.

# Access Code and 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.

# Inactivity Timer

If a student is inactive for 119 minutes, then an inactivity warning appears with a 1-minute countdown timer.

## Inactivity warning

Your test has been idle for too long. You will be signed out automatically after 1 minute unless you choose to keep working.

**1:00**

Sign out

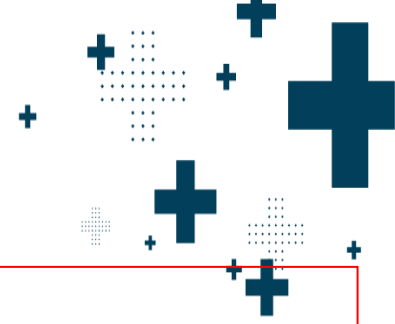
Keep working

If a student is inactive for 1 minute or selects “Sign out”, then the student is automatically signed out and returned to the sign in screen.

If a student selects “Keep working”, then the student continues to test.

Inactivity = no mouse movement, no interaction with device

# Proctor Do's and Don'ts During Testing



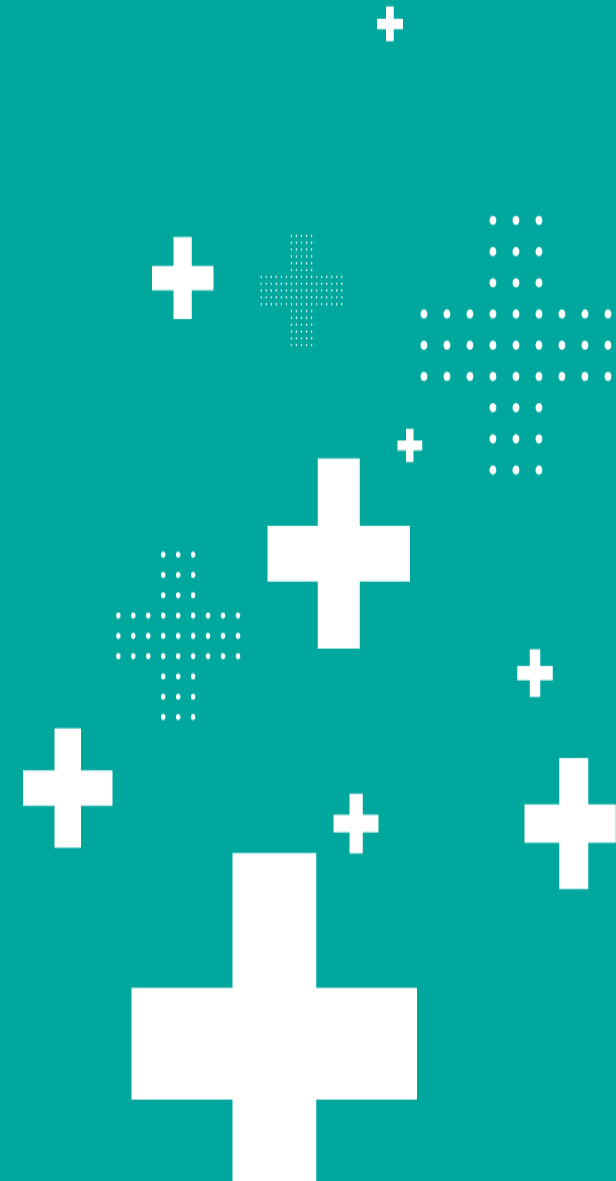
## A Proctor Can

- Point to the area where the student's login information is input and show the student how to click on the "eye" icon to display the password while the student types it in.
- Point to a tool, such as the highlighter, that is enabled if the student is having difficulty typing in a Constructed Response box in Session 2.
- On the Review screen, remind the student she has unanswered items and point to the "Unanswered" link on the Review screen.

## A Proctor Can Not

- Type in the student's login information.
- Show the student how a tool works.
- Remind the student about using those tools during a practice, such as "Do you remember using that tool when we practiced? Use it the same way."
- On the Review screen, tell the student he must go back and complete any unanswered items.

# After Testing





## After Testing

- Make sure all tests have been submitted
- Collect materials and securely destroy at the end of the session
  - Student login tickets
  - Reference sheets
  - Scratch paper
  - Access Codes
  - Proctor PIN
- All teachers and proctors administering and scoring these tests are not to discuss test questions or other specific test content with each other, with others online via email, or through any other electronic means.
- Report any irregularities and/or misadministrations to your administrator



# Final Step: Proctor Certificate

Don't forget to fill in the Proctor Certificate located in Appendix D of the School Administrator's Manual.

- Retain in school file for one year
- Acknowledges that required administration procedures were followed.



**Appendix D: Deputy and Proctor Certificate**  
 The University of the State of New York  
 THE STATE EDUCATION DEPARTMENT  
 Office of State Assessment  
 Albany, New York 12234

Grades 3–8 Common Core English Language Arts Tests  
 or  
 Grades 3–8 Common Core Mathematics Tests

School Name: \_\_\_\_\_  
 Test Period: \_\_\_\_\_  
(Month/Year)

We, the undersigned deputies and proctors who assisted in the administration of the 2017 Grades 3–8 Common Core English Language Arts and Mathematics Tests, hereby declare our belief in the correctness of the following:

- The rules and regulations for administering the tests were fully and faithfully observed, and in particular:
- The rules for administering the tests were read to or read by each person who assisted in administering the tests.
- The tests were administered within the assigned dates.
- Paper and pencil secure test materials were kept in the shrink-wrapped packages until the administration dates.
- The students were given appropriate instructions and orientation before beginning the tests.
- The students were so seated as to prevent collusion.
- Adequate supervision was maintained throughout the administration of each test.
- All test books and answer sheets were collected from the students immediately at the close of the tests for paper and pencil administrations.
- All test books, answer sheets, or CBT student login credentials for the tests were collected and returned to the principal for storage in a secure location after each day of testing.

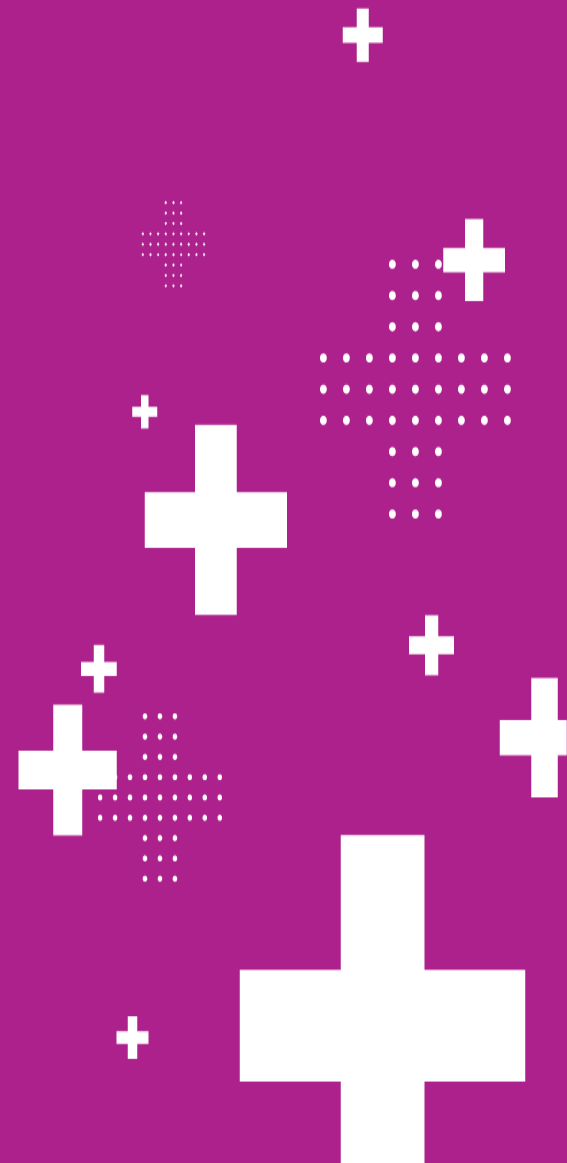
	Print Name	Signature	Test Proctored	Test Room
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Make additional copies as necessary)  
 After completion, retain in school files for one year.

A-5      2017 Grades 3–8 Common Core English Language Arts and Mathematics Tests School Administrator's Manual

Appendices

# Tips & Best Practices



## Tips & Best Practices

- ❖ Try to limit disruptions in the classroom
- ❖ If there are issues with a testing device, try to remove it from the classroom to troubleshoot (have a technical coordinator in the hallways to help):
  - Mouse not working
  - WiFi not working (check the WiFi button)
  - Volume not working
  - Computer won't turn on



## Tips & Best Practices

All Proctors should confirm they see the white login screen after a student has paused the test.

Reasons for pausing the test:

- Student takes a break
- Student goes to the bathroom
- Student goes to lunch and comes back to same computer after lunch (operational testing only)
- Student goes to lunch and resumes on a different computer after lunch (operational testing only)

**Pausing/Signing Out of the test session “pushes” the student responses to NWEA “for safe keeping.”**



New York Statewide Assessment

Powered by Nextera™

NYSSIS ID

NYSSIS ID

Password

Password

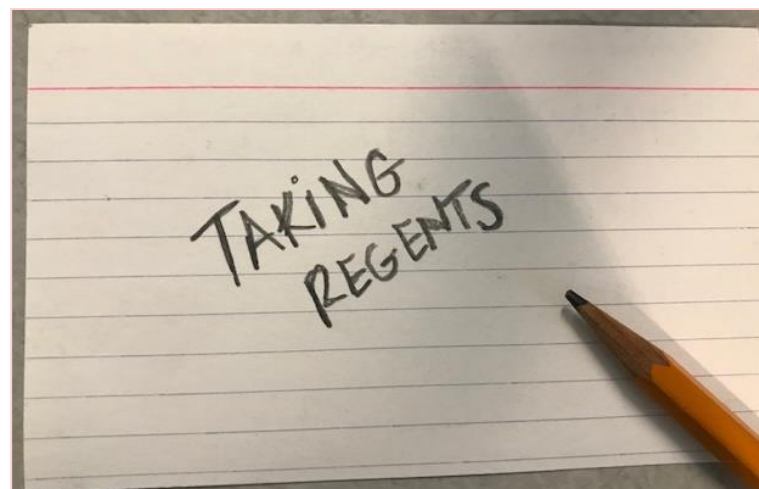
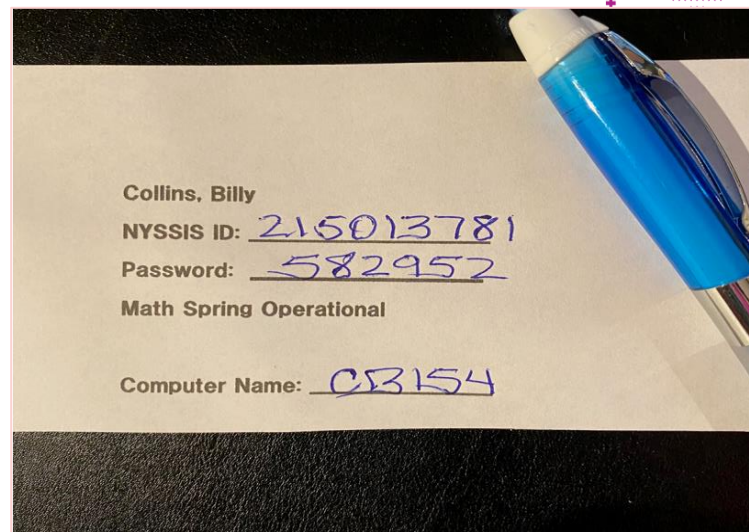
Sign In

Questar®

# Student Login Tickets

## Use Index Cards for Operational Login Tickets.

- Have students write their computer name on the login ticket
- Proctors may use the back to indicate if a student is not testing
  - The student hands the login ticket back to the proctor when exiting the testing room



## Tips: Testing Accommodations

Do not change student testing accommodations once a student has logged into the test session

- + A student is testing and does not have a student testing accommodation, you must call NWEA to request a “form reset.”
- + Form resets need NYSED approval and NYSED will need to know how many questions a student has answered before a reset can be considered.



# Tips: Equation Editor Responses

5 + 5 \* 48 then divided by 2/3 = 4/5ths.

$5 + 5 \times 48 \div \frac{2}{3} = \frac{4}{5}$

$5 + 5 \times 48 \div \frac{2}{3} = \frac{4}{5}$

- ### Math Equation Editor
- The first example above was entered using the keyboard.
  - The second example above was entered using the Equation Editor function buttons.
  - The third example above was entered using the Drawing Tool.

The graph shows that twenty people started the race but only ten people finished the race. The difference is ten fewer people.

20 - 10 = 10

- ### Science Equation Editor
- The first example above was entered using the keyboard.
- The second example above was entered using the Equation Editor function buttons.

- All are acceptable responses.
- Use of the Drawing Tool is NOT required.

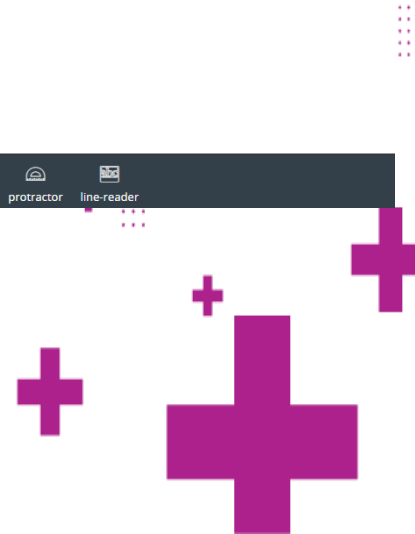


# Tips: Constructed Response Boxes

If students are having an issue with typing into a CR Box, remind students:

1. Disable any tool that may be enabled (highlighter, ruler, etc.)
2. Move cursor to CR Box and left-click.
3. Begin typing in CR Box.

The screenshot shows an online assessment interface. At the top, it says "Online Version 119.0" and "Grade 6 | Math | Sampler 2". Below that, there are buttons for "Review" and "Question 8". The question text reads: "This question is worth 1 credit. A set of shapes is shown below." Below the text are five shapes: two circles, two squares, and a right-angled triangle. The question asks: "What is the ratio of the number of circles to the total number of shapes?". Below the question is an "Answer" input field with a toolbar above it. The toolbar contains various mathematical symbols and icons for editing and calculation. At the bottom of the screenshot, there is a larger toolbar with icons for zoom, bookmark, note, reference, color choices, highlighter, answer eliminator, calculator, ruler, protractor, and line-reader.



## Tips: Active Proctoring

- Teachers may give students assistance only in the mechanics of taking the test, such as understanding access and navigation of the Nextera Test Delivery System, or that their responses must be entered into the Nextera Test Delivery System.
- No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment to a student about the correctness or sufficiency of the student's response while the test is in progress.
- In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment.
- For more information, please see the School Administrator's Manual (<http://www.p12.nysed.gov/assessment/manuals/>)

# Tips & Best Practices



We recommend that schools have headphones available for students who will be using the Text-to-Speech software to deliver the Test Read accommodation.

It is also acceptable to use headphones with microphones, especially for those students making use of the accommodation of Speech-to-text. Students are permitted to bring headphones from home, if this is acceptable to the school.

- Headphones should have **no** Bluetooth capabilities
- We do not advise at all on the type of headphones, such as models or design. This is a local decision.
- Please see the CBT Support article, <https://cbtsupport.nysed.gov/hc/en-us/articles/360022415891>

Students should only use computers, iPads, external keyboards, and mice provided by the school.

## Tips & Best Practices

If students are being “booted out” of the test, you may need to check with the network administrator to make sure all system notifications are turned off.

- Students will be “booted out” of the Secure Browser if a system notification pops up.
- Students will be “booted out” of the Secure Browser if the low battery notification pops up.



## Tips & Best Practices

If the internet goes down completely and students were logged into the test session:

- They will not be able to submit the test.
- They will pause the test and then must log back into that same computer when internet connectivity is restored.

If the WiFi connectivity is inconsistent:

- Students\* can continue testing while offline.
- Follow same process if students cannot submit the test.

\*Students using the Text-to-Speech or Speech-to-Text (**ELA CR Only**) accommodation will require an active internet connection. TTS will be unavailable until the internet connection is restored.


Once the internet connection is restored, both accommodation functionality can resume.

# Tips: Troubleshooting Error Messages



➤ For information on troubleshooting possible error messages students may encounter before they begin testing, please review Appendix D in the Setup & Installation Guide (SIG)


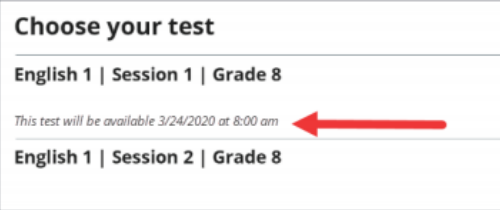
➤ Potential causes, and the corrected course of action are also provided.

 **Questar.** [Setup & Installation Guide](#)

**Troubleshooting Error Messages Students May Encounter Prior to and During Testing**

**Possible Error Messages When Logging In**

The following table will review possible error messages students may encounter before they begin testing, the potential causes for the error message, and actions to take to correct the error.

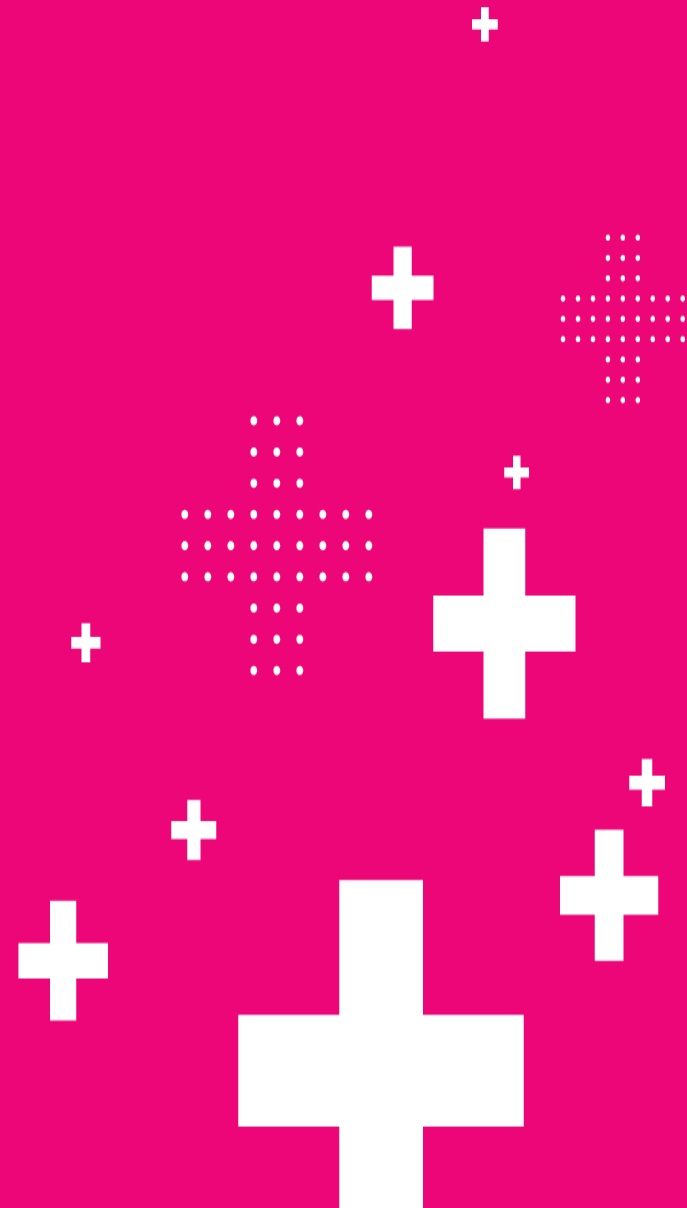
Name of Error	Error Message	Potential Causes	Corrective Action(s)
Sign in error		Student enters the wrong User ID and/or Password on the Nextera TDS sign in screen.	<p>Confirm correct user ID/password and try again.</p> <p>Check to ensure Caps Lock is not on.</p>
Choose Test Outside of Window		<p>User is outside of the assigned test window.</p> <p><i>NOTE: This date is simply for reference.</i></p>	<p>Begin test within the testing window.</p> <p>Check testing device time/date to confirm it is set correctly for current time/date EST.</p>

## 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





# 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 NWEA Customer Support:

Email: [NYTesting@nwea.org](mailto:NYTesting@nwea.org)

Phone: 1-866-997-0695

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

[CBTSupport@nysed.gov](mailto:CBTSupport@nysed.gov)

<https://CBTSupport.nysed.gov>



Thank you!

