

New York State Grades 3-8 Testing Accessing Student Constructed Responses — Quick Reference Guide

The purpose of this document is to outline the necessary steps for Principals and District Test Coordinators to use [Nextera Admin](#) to access a student’s responses to constructed-response questions, along with the scores for those questions, from computer-based testing (CBT) administration.

In Nextera Admin, principals will see their school as the only selection option in the drop-down menus on the *Student Responses* page, and District Test Coordinators will see all schools within their district in the school drop-down menu on the *Student Responses* page.

Access to Student Responses: Spring 2022, Spring 2023 and Spring 2024 CBT Administrations

This process is the same for Principals and District Test Coordinators.

- 1) Sign in to Nextera Admin with your provided Username and Password at the following website address: <https://ny.nextera.questarai.com/Admin/Accounts/Login>

New York State Grades 3-8 Testing Program

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User ID

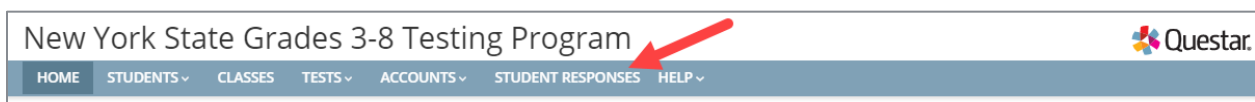
Password

[Forgot your password?](#)

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- 2) Select **Student Responses** from the toolbar.



- 3) Select the applicable fields.
 - a. Select the correct test administration from the drop-down menu.
 - b. Select your district from the drop-down menu.
 - c. Select the correct school from the drop-down menu.
 - d. Select the correct content area from the drop-down menu.
 - e. Select the correct class from the drop-down menu.
 - f. Select the correct student from the drop-down menu.
 - g. Select **View Report**.

New York State Grades 3-8 Testing Program

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Student Constructed Responses

Navigate to the student you'd like to view a report for and select "View Report" to be taken to the constructed response report for the selected student. For reports older than 2022, you will be redirected to Questar's secure reporting website ServicePoint after selecting "View Report".

Testing Window *

✓ Spring 3-8 X ← a

District *

✓ QAI Training & Documentation District X ← b

School *

✓ Training School 1 X ← c

Content Area *

✓ English Language Arts X ← d

Class *

✓ Class 1 X ← e

Student *

✓ Student 1 X ← f

View Report ← g

Note: Only the previous 2 years of Student Responses are available and can be accessed in Nextera using the steps outlined in this document. Spring 2022 responses will only be available until Fall of 2024.

- 4) Select **Print** to download or print a PDF.
- 5) Scroll down to see the Student Response information.

[Print](#)
←
→

Student identifying information

Date	5/11/2023 10:39:17 AM
User	First Last
Student Name	Student 1
NYSSIS ID	12345678
Grade	Grade 8
School Code	12345678
School Name	Training School 1
District Name	QAI Training & Documentation District
Test Window	Spring 3-8
Content Area	English Language Arts

Response information

Session 2

Note: If a student does not have any responses to the constructed-response questions, the user will receive this notification:

Testing Window *

Spring 3-8 ✕

District *

QAI Training Test District ✕

School *

QAI Training Elementary School ✕

Content Area *

English Language Arts ✕

Class *

ELA Class 1 ✕

Student *

AM, Reviewer (2206000031) ✕

No data is available for AM, Reviewer (2206000031) for English Language Arts.

[View Report](#)

Customer Support

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

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