

Transitioning to Computer-Based Testing (CBT) Checklist

Please see [CBT Support](#) for further resources

Fall
<input type="checkbox"/> Register and participate in Fall Roadshow Training and/or Statewide Webinar
<input type="checkbox"/> Make Scoring Arrangements for student responses/ Identify Lead Scoring Entity for ELA and Math in the online request system by November 8, 2024
<input type="checkbox"/> Order CBT, PBT, Test Read copies, and Alternate language tests in the Online Request System by November 8, 2024
<input type="checkbox"/> Access Nextera Admin and create user roles after Welcome to Nextera email is received
<input type="checkbox"/> Complete Tech Readiness Checklist by December 27, 2024
<input type="checkbox"/> Download and Test the Nextera Secure Browser (Setup and Installation Guide)
Winter
<input type="checkbox"/> Prepare for the Statewide Simulation Pre-ID File Enrollment, Program Service, Demographic Data Pull (12/6/24 EOD)*
<input type="checkbox"/> Have Students Practice Using the Questions Sampler and Secure Browser Practice Tests
<input type="checkbox"/> Prepare for Statewide CBT Simulation (create classes, edit, or add students)
<input type="checkbox"/> Set Student Testing Accommodations for the Simulation (available starting 12/19/24)
<input type="checkbox"/> Double check all student testing accommodations have been set in Nextera Admin
<input type="checkbox"/> Print Simulation Login Tickets (available starting 12/19/24); store securely
<input type="checkbox"/> Train Proctors
<input type="checkbox"/> Participate in the Statewide CBT Simulation (January 21 - January 31, 2025)
Spring
<input type="checkbox"/> Prepare for the Statewide Operational Pre-ID File Enrollment, Program Service, Demographic Data Pull (late February)*
<input type="checkbox"/> Prepare for Operational Testing Window (create classes, edit, or add students)
<input type="checkbox"/> Set Student Testing Accommodations (Early to Mid March)
<input type="checkbox"/> Double check all student testing accommodations have been set in Nextera Admin
<input type="checkbox"/> Print Login Tickets (Late March)
<input type="checkbox"/> Review Proctor Training, School Administrator's Manual, and Teacher Directions
<input type="checkbox"/> Administer Operational CBT (April 7, 2025 – May 16, 2025)
<input type="checkbox"/> Enter Not Tested Codes in Nextera Admin (late March – late May)
<input type="checkbox"/> Score Operational CBT (April 8, 2025 – May 23, 2025)
<input type="checkbox"/> Access Student CRs for review in early June

*Please work with your RIC for regional deadline for the Simulation, Operational, and Field Test student data pulls

In Spring 2025, all students in Grades 4, 5, 6, and 8 will be required to take the operational ELA, mathematics, and science tests via CBT.¹ Grade 3 and/or 7 may also participate in CBT, but paper-based testing will still be available for these students (<https://www.nysed.gov/sites/default/files/programs/state-assessment/memo-statewide-implementation-of-computer-based-testing.pdf>).

On [CBT Support](#) schools will find helpful CBT resources, trainings (including the Fall Roadshows and Statewide webinars), links to CBT manuals, tutorial videos, Quick Reference Guides, and more. If you have questions about CBT, you can email cbtsupport@nysed.gov.

<p>1 <input type="checkbox"/></p> <p>Identify Lead Scoring Entity</p>	<p>Determine how students' computer-entered constructed responses will be scored. Scoring models permitted for CBT are limited to: Regional Scoring, Three or More Schools from Two Districts, Three or More Schools Within a District, and Private Contractors. Schools must designate their Lead Scoring Entity when placing their exam request for CBT in the online request system. The Lead Scoring Entity can be a school, district, BOCES, or scoring vendor.</p>
<p>2 <input type="checkbox"/></p> <p>Order CBT</p>	<p>In addition to Grades 4, 5, 6 and 8, determine if your school wants to administer grade 3 and/or 7 by CBT. CBT schools with students who must test on paper per an IEP or 504 Plan should request "Test Read" booklets for those students as well as Alternate Language editions for math or science for any English Language Learners who require them. Changes to your school's exam request needs can be made up to November 8, 2024, through the online examination request system.¹</p>
<p>3 <input type="checkbox"/></p> <p>Work with Level 1 Data Center</p>	<p>Check with your Regional Information Center (RIC) or large city scanning center regarding student data loading requirements for CBT. A complete list of RICS and large-city scanning centers is available on the Department's website.</p>
<p>4 <input type="checkbox"/></p> <p>Access Nextera Admin</p>	<p>The administration system for CBT is called the Nextera Administration System (Nextera Admin). Superintendents, principals, and DTCs for all schools, whether testing on computer or paper, are provided with accounts in Nextera Admin. "Welcome to Nextera" e-mails are sent out in early October. Please contact NWEA Customer Support at 866-997-0695 or e-mail NYTesting@nwea.org for assistance with Nextera Admin.</p>
<p>5 <input type="checkbox"/></p> <p>Complete Technology Readiness Checklist</p>	<p>Schools will receive information about the process to verify their technology readiness, which means confirming that the school has adequate bandwidth, the student testing devices meet minimum technical specifications, as well as other considerations, to participate in CBT. Schools will complete the Technology Readiness Checklist on the Help tab in Nextera Admin. The Technology Readiness Checklist should be completed by December 27, 2024. All schools administering operational CBT must complete the Technology Readiness Checklist prior to administering the Statewide CBT Simulation to students.</p>
<p>6 <input type="checkbox"/></p> <p>Install and Test the Nextera Secure Browser</p>	<p>Install and test the Nextera Secure Browser on all student testing devices. The computer-based tests are delivered through the secure browser. Download the secure browser from the Help < Downloads tab in Nextera Admin. The Nextera Setup & Installation Guide (SIG) provides instructions for schools to assist with downloading, installing, and testing the secure browser on student testing devices, including Chromebooks, Windows machines, Mac computers, and iPads. The SIG is available and posted on CBT Support.</p>
<p>7 <input type="checkbox"/></p> <p>Have Students Practice</p>	<p>The Question Sampler is available publicly online and offers an opportunity for students to become familiar with the test format, the question types, and the tools they will experience during CBT. The Question Sampler offers practice tests in ELA, Math, and Science.</p> <p>The same practice tests are also available in the Nextera Secure Browser. The Secure Browser Practice Tests provides students with the opportunity to become familiar with the mechanics of taking the test on the computer in the same environment they will use for CBT. Additional information on the Secure Browser Practice Tests is available on CBT Support.</p>

<p>8 <input type="checkbox"/></p> <p>Prepare for Statewide CBT Simulation</p>	<p>Review the Simulation Guide. Student Data for the Simulation will be available in Nextera Admin on Thursday, December 19, 2024. Create classes. Edit or add students in Nextera Admin as needed. Assign student testing accommodations. Print login tickets (after confirming all testing accommodations have been assigned). Conduct Proctor Training. How-to guidance materials and video tutorials are available on CBT Support.</p>
<p>9 <input type="checkbox"/></p> <p>Participate in Statewide CBT Simulation</p>	<p>The Statewide CBT Simulation will take place from January 21 – January 31, 2025. The simulation enables school administrators to test the performance of the Nextera Secure Browser within the school's network and to identify any improvements the school can make to streamline CBT testing procedures for the spring. The Simulation also provides an opportunity for students and proctors to practice in the testing platform in a low stakes testing environment. All schools administering operational CBT must participate in at least one day of the simulation.</p>
<p>10 <input type="checkbox"/></p> <p>Prepare for Operational CBT</p>	<p>Review the School Administrator's Guide and Teacher's Directions. Student data for the operational tests will be available early to mid-March. Create classes. Edit or add students in Nextera Admin as needed. Assign student testing accommodations. Print login tickets (after confirming all testing accommodations have been assigned). Review Proctoring Training. How-to guidance materials and video tutorials are available on CBT Support.</p>
<p>11 <input type="checkbox"/></p> <p>Administer Operational CBT</p>	<p>For the 2024–25 school year, there will be a singular multiple-week window to administer the Grades 3–8 ELA and Mathematics Computer-Based Tests and the Grades 5 & 8 Science Computer-Based Tests. The operational CBT administration window is Monday, April 7, 2025 – Friday, May 16, 2025 (https://www.nysed.gov/sites/default/files/programs/state-assessment/ei-test-schedule-2024.pdf). Schools with students in a CBT grade that must test on paper per an IEP or 504 Plan, or because they require an alternate language edition of the mathematics or science test that is not available on computer, should test on the same days as their CBT grade cohorts.</p>
<p>12 <input type="checkbox"/></p> <p>Scoring Operational CBT</p>	<p>Set not-tested codes in Nextera Admin for students that are not testing. If participating in scoring, review ScorePoint Manual, ScorePoint Training and Scoring Leader Handbook posted on CBT Support. The Scoring Window is Tuesday, April 8, 2025 – Friday, May 23, 2025. Superintendents, principals, and DTCs will receive an e-mail in early June alerting them to the availability of scored student constructed responses in Nextera Admin.</p>

¹ Paper-Based Testing (PBT) will remain available as an accommodation for students who, according to their IEP or 504 Plan, must test on paper, and for the math and science tests only, those students who require an alternate language edition.