

New York State Grades 3-8 Testing Computer-Based Testing (CBT) Technology Readiness Checklist — Quick Reference Guide

The purpose of this document is to provide information on who can complete the Technology Readiness Checklist and to provide the necessary steps for completing it.

It is the responsibility of the principal to ensure that the Technology Readiness Checklist is completed for their school each school year they are administering any operational tests by CBT. Completing the checklist helps ensure schools are properly prepared to administer the operational tests by CBT in the spring and helps identify any concerns that should be addressed before then.

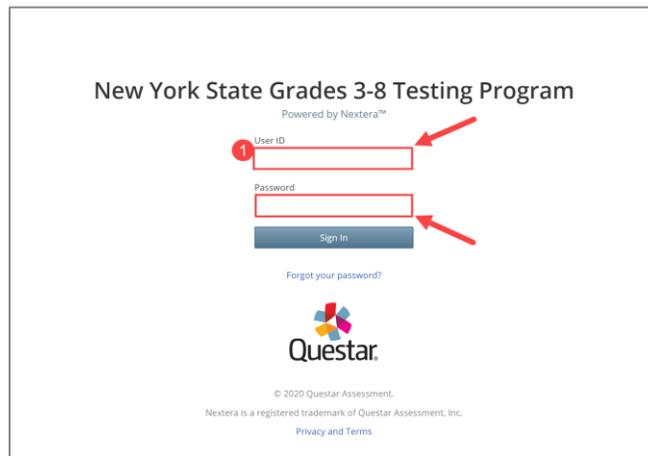
Who can complete the checklist and why?

- Principals (PRN)
- District Test Coordinators (DTC)
- District-Level Users (DLU)
- District Information Technology Coordinators (DITC)
- Superintendents (SUP)
- School Information Technology Coordinators (SITC)
- School Test Coordinators (STC)
- Building-Level Users (BLU) of a school administering computer-based testing (CBT) in the spring can complete this checklist.

The CBT Technology Readiness Checklist must be completed by **December 27, 2024**.

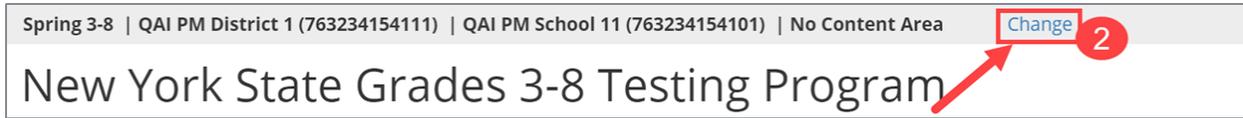
Steps for completing the CBT Technology Readiness Checklist

- 1) Sign in with your **Username** and **Password** at the following website address: [Nextera Admin](https://ny.nextera.questarai.com/Admin) (https://ny.nextera.questarai.com/Admin). After receiving your “Welcome to Nextera Admin” [email](mailto:NYTesting@nwea.org) (NYTesting@nwea.org), providing you with your credentials and instructions to reset your password, sign in with your Username and Password.

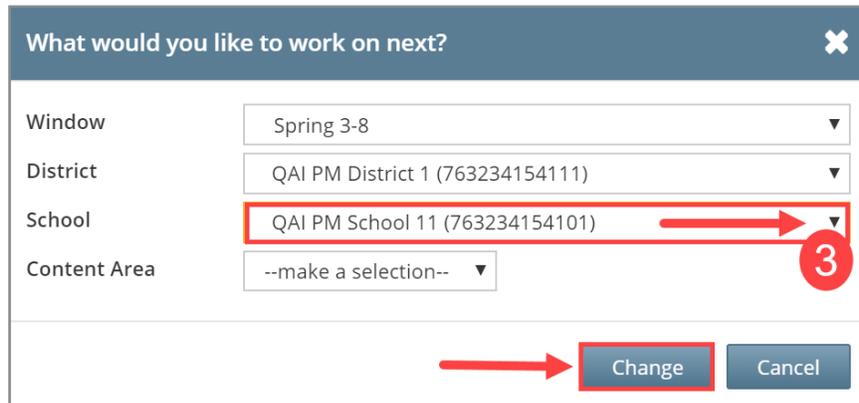


Note: Steps 2 and 3 are for district-level users only (DTC, DLU, SUP, and DITC). Principals, SITCs, STCs, and BLUs will already be affiliated with their school in the District/School filter at the top of Nextera Admin and can proceed to step 4.

2) Select **Change** at the top of the Nextera Admin homepage.

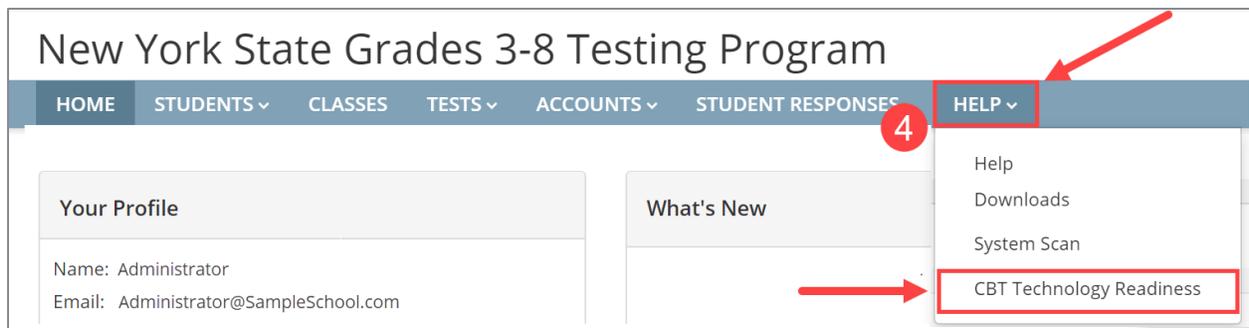


3) In the new window, select the applicable school from the School drop-down field, and select **Change**.

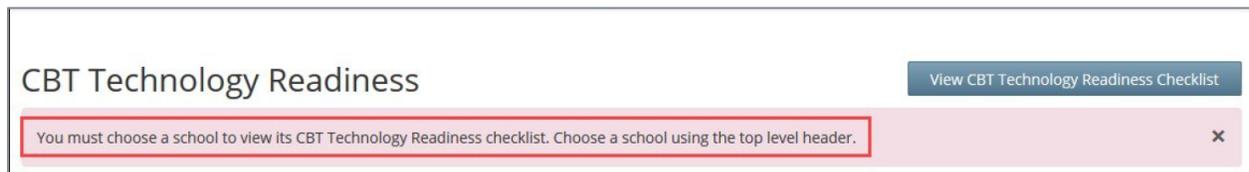


Note: You do not need to select a content area.

4) Select the **Help** tab and then select **CBT Technology Readiness** from the drop-down.



Note: If you, as a district-level user (DTC, DLU, SUP, and DITC), did not first select your school, then the following message will display at the top of the screen to remind you to do so:



The *CBT Technology Readiness* page displays. A printable PDF version is available to use as reference by selecting **View CBT Technology Readiness Checklist**.

Note: this version is only to assist with completing the online form and is not for submission.

- 5) Read all requirements in each section to determine if your school meets the requirements. Acknowledge that you have read each section and that your school will meet the requirements by checking the box to verify “My school will meet this requirement” in each section as shown below.

5

CBT Scheduling My school will meet this requirement:

Schools must schedule computer-based testing within the CBT test administration window.

> Additional Guidance & Resources

(A red arrow points to the unchecked checkbox.)

Note: To review all guidelines and to ensure you meet all necessary requirements, expand/collapse the “Additional Guidance and Resources” sections by selecting the arrow. You will also find helpful links in this section.

CBT Scheduling My school will meet this requirement:

Schools must schedule computer-based testing within the CBT test administration window.

▾ Additional Guidance & Resources *(A red arrow points to the expand/collapse arrow.)*

Exam scheduling within the CBT test administration window is a Local Education Agency (LEA) decision.

It is a CBT Best Practice that the school stagger student start times; details on how to stagger student start times can be found below and on CBT Support.

- 6) Verify that you have read each section and checked the box for each section.

6

CBT Scheduling My school will meet this requirement:

Schools must schedule computer-based testing within the CBT test administration window.

▾ Additional Guidance & Resources

Exam scheduling within the CBT test administration window is a Local Education Agency (LEA) decision.

It is a CBT Best Practice that the school stagger student start times; details on how to stagger student start times can be found below and on CBT Support.

(A red arrow points to the checked checkbox.)

- 7) Once you have checked all requirement boxes, scroll to the bottom of the requirements, and indicate the type and number of devices you anticipate your school will use for CBT.

CBT Student Testing Devices

Please indicate below the type and number of student testing devices you anticipate your school will use for CBT. You must provide an anticipated number for at least one device type and can indicate more than one type of device that will be used in your school for CBT. This is for customer support purposes as well as to verify that your school will be administering CBT in the spring on devices supported by the Questar Secure Browser.

Please note: Versions below are subject to change. For updates to NWEA's operating system support, please reference Nextera Admin under the Help downloads tab.

<p>7 Windows desktops/laptops <input style="width: 50px;" type="text" value="0"/></p> <p>OS 10 and 11 (Home, Education, Pro, Pro Education, Enterprise) Note: Windows 10S, 11S, and 11SE are not supported.</p> <p>Apple desktops/laptops <input style="width: 50px;" type="text" value="0"/></p> <p>Mac OS 13.x, 12.x</p>	<p>Chromebooks <input style="width: 50px;" type="text" value="0"/></p> <p>OS 109+ Note: Chromebooks must be supported by Google Auto-Updates. Dual-mode Chromebooks with laptop/tablet modes must be run in laptop mode (tablet mode is not supported).</p> <p>iPads <input style="width: 50px;" type="text" value="0"/></p> <p>(9.7"+ screen) 15.x, 16.x NOTE: iPadOS 15.4 is not recommended for students using Text to Speech. *iPad Minis are not allowed for CBT due to small screen size. iPad 4 and lower and iPad Air 1 are not supported. Note: References to ".x" releases infer that all available point-releases within that version are supported. For example, "10.15.x" means that all 10.15 available versions are supported (10.15.1, 10.15.2...).</p>
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Note: The indicated number of devices does not need to be exact. However, the information provided in this screen is required to confirm your school is using student testing devices and operating systems that are supported by NWEA and can install and run the Secure Browser for the Spring 2025 test administration.

- 8) Scroll down to the *Operational CBT Contact List* section. This section allows you to enter up to two new contacts to be added to the CBT Listserv.

Operational CBT Contacts and Listservs

Regional Information Centers(RICs) and large-city testing personnel are important sources of information and will serve as primary support for schools and districts participating in CBT. All CBT schools should be in regular communication with their RICs or large-city centers for questions concerning computer-based testing.

The Office of State Assessment will continue to use operational CBT listservs for ELA and math so that we can better inform your school during operational CBT of any matters impacting testing policy and/or procedures. Contact information for schools is collected in SEDREF. In order to be included in the operational listserv, Principals and District Test Coordinators for public schools and School Test Coordinators for religious, independent, and charter schools, should confirm their contact information in SEDREF.

If your school has staff in addition to the Principal and District Test Coordinator (or for religious, independent, and charter schools, the school test coordinator), who need to be included in the operational listserv, please use the form below to list their name(s) and email address(es) for the content area in which your school is administering operational CBT. You may add contact information for up to two colleagues within your school. Please only use school organization email addresses.

8	School Contact First Name *	School Contact Last Name *	School Contact Email Address *	School Contact Position Title *
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

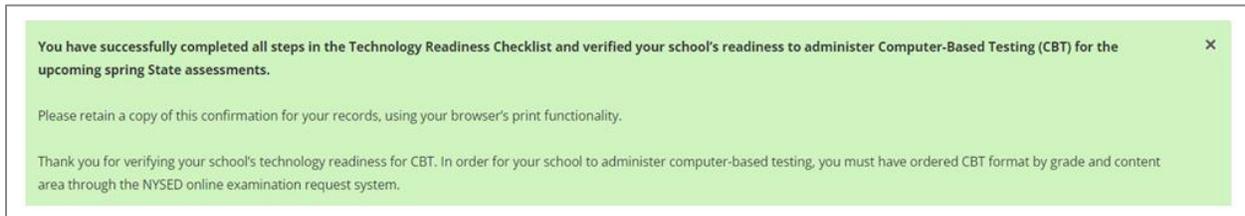
Note: This section is not required, but once you begin typing a first name, all other fields in the same row are required. Adding additional contacts is optional, but if some information is entered in the fields, all fields must be completed.

9) Select **Submit**.



Note: Until you check that your school will meet all requirements and enter the number of anticipated devices, you will not be able to select **Submit**.

The following message will display in green to confirm you have successfully completed the CBT Technology Readiness Checklist:



Please retain a copy of the confirmation for your records using your browser's print functionality.

The following message will display in pink if you have not successfully completed the CBT Technology Readiness Checklist along with details as to what area(s) need to be addressed:



Customer Support

Customer Support can be reached by:

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

For more information on NWEA's Customer Support team and hours, please visit this article on [CBT Support](#).