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). After receiving your "Welcome to Nextera Admin" email (NYTesting@nwea.org), providing you with your credentials and instructions to reset your password, sign in with your Username and Password.
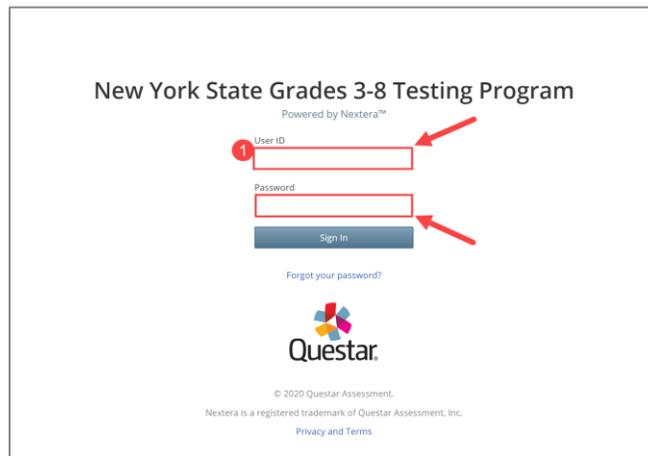
Note: Steps 2 and 3 are for district-level users only (DTC, DLU, SUP, and DITC). Principals, SITCs, STCs, and BLUs will already be affiliated with their school in the District/School filter at the top of Nextera Admin and can proceed to step 4.

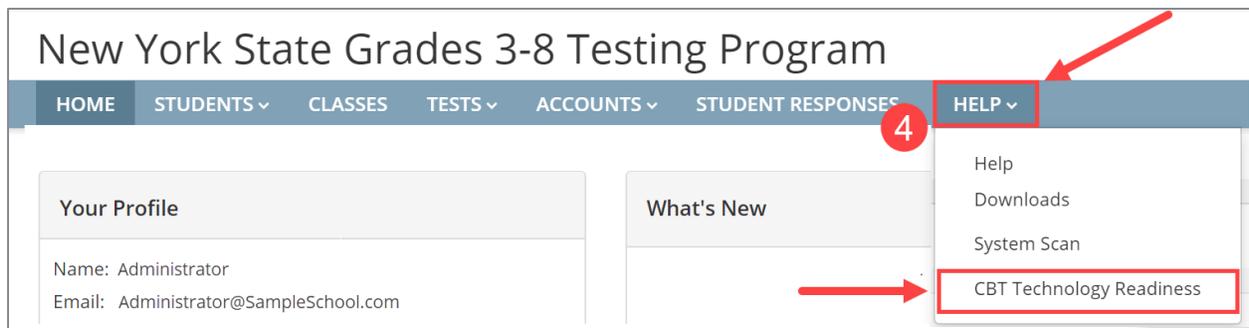2) Select **Change** at the top of the Nextera Admin homepage.
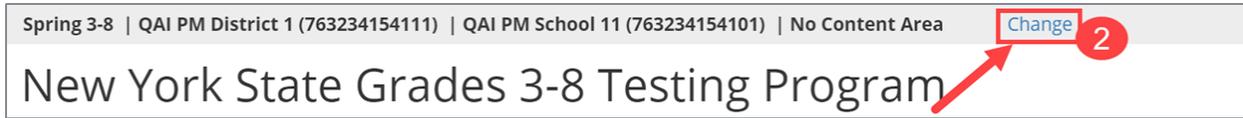
3) In the new window, select the applicable school from the School drop-down field, and select **Change**.
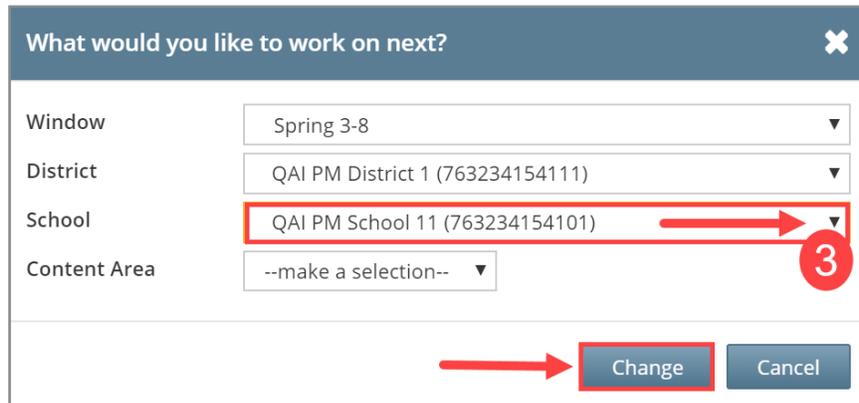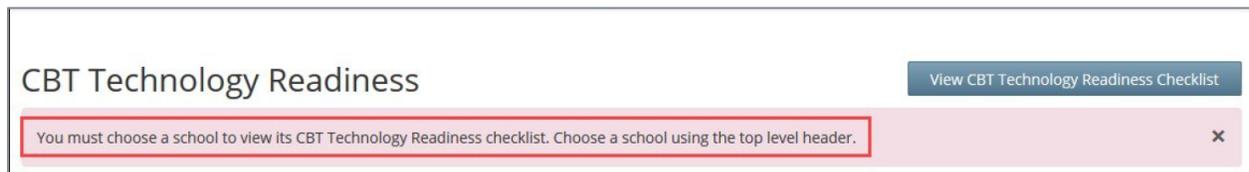

Note: You do not need to select a content area.

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.

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.

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

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.

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.
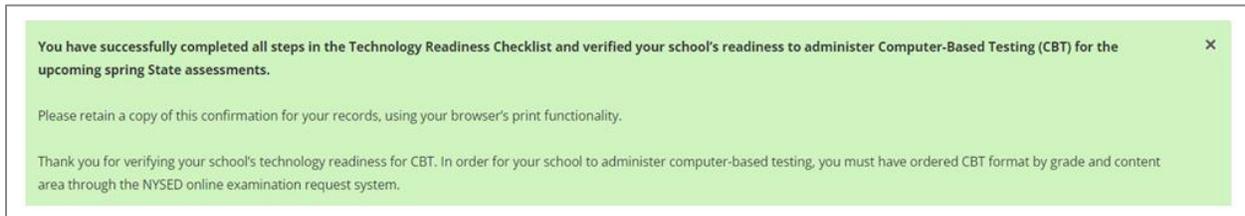

Note: This section is not required, but once you begin typing a first name, all other fields in the same row are required. Adding additional contacts is optional, but if some information is entered in the fields, all fields must be completed.

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:

You have successfully completed all steps in the Technology Readiness Checklist and verified your school's readiness to administer Computer-Based Testing (CBT) for the upcoming spring State assessments.

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

Thank you for verifying your school's technology readiness for CBT. In order for your school to administer computer-based testing, you must have ordered CBT format by grade and content area through the NYSED online examination request system.

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:

⊘ School contact email address is required, and must be in the correct format.
⊘ School contact position/title is required. Symbols and numbers are not allowed.

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.