



2024-2025 Computer-Based Testing Simulation Guide

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Overview

The CBT Simulations offer the opportunity for school staff to evaluate the readiness of their school's internal systems, hardware, and school testing procedures for CBT. In addition, participation in the simulation prior to testing affords teachers and students the opportunity to practice and strengthen their familiarity with the testing platform which mimics the actual testing environment. Teachers and administrators can also use the opportunity to identify any adjustments to computer-based testing procedures that will help to streamline the testing this spring.

The simulations provide an excellent opportunity for schools to test how the Questar Secure Browser functions within their school networks. Actual student data will be loaded into the Nextera Administration system (Nextera Admin) prior to the simulation. Please work with your [Regional Information Center \(RIC\) or large-city scanning center](#) to ensure that your school meets all requirements regarding student data for the simulation. If you need to add or edit student information after the Pre-ID upload, you will be able to do so manually.

To participate in operational CBT, schools are required to take part in the CBT Simulation. This guide will outline the necessary tasks that need to be completed for a successful simulation experience.

Note: Student answers will not be scored after the simulation test is submitted, but the responses are transmitted to the NWEA database. This allows the Secure Browser to confirm connection to the NWEA database from the student's testing device.

Simulation Checklist

There is a [Simulation Checklist](#) available on the [CBT support page](#). This checklist is for your use to help you prepare staff and students in your school to participate in the CBT Simulation, and it does not need to be submitted to NYSED. It provides a list of necessary tasks, and the order in which they should be completed.

Selecting a Date

There is one planned simulation period. This simulation period will have a window where schools can choose which day(s) they want to participate. It is a local decision as to which day(s) schools will participate within the selected simulation period. It is recommended that schools begin the simulation between 8:30–9:30 a.m. EST, or during the first session of the day. The goal is to mimic an actual day of operational CBT where schools within your district and throughout the state are testing first thing in the morning.

The planned simulation period is Tuesday, January 21, 2025—Friday, January 31, 2025.

Create Your School's Plan

There are a few personnel and logistic decisions that need to be made prior to your planned simulation date(s).

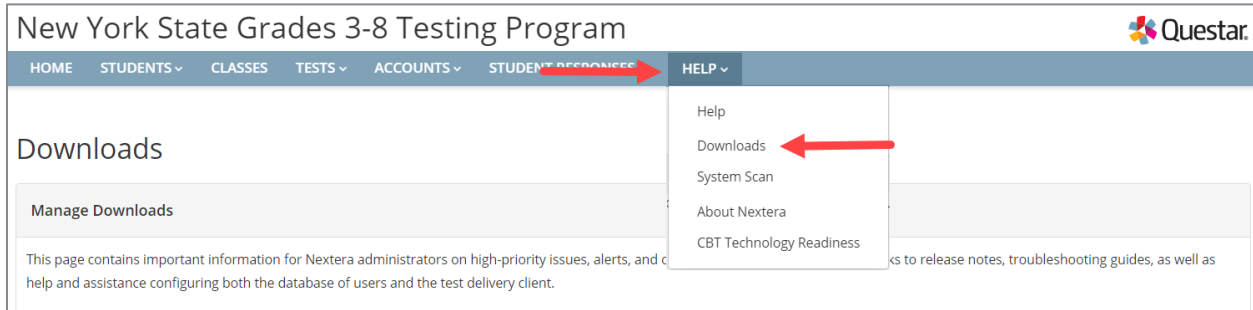
- 1) Confirm staff availability and plan for proctoring.
- 2) Select from the content area(s) and grade level(s) requested for spring operational testing.
 - a. Schools may select more than one content area and grade level to participate in the simulation.
- 3) Communicate the selected date(s), content area(s), and grade level(s) for testing to the selected staff.
- 4) Share the [Proctor Training](#) with staff which can be found on CBT Support.
- 5) Secure the testing room space (e.g., computer lab, computer carts).
- 6) Create a support plan.

Note: Treat this as an operational test and ensure proctors practice the steps for preparing and starting the tests.

Review Software and Hardware

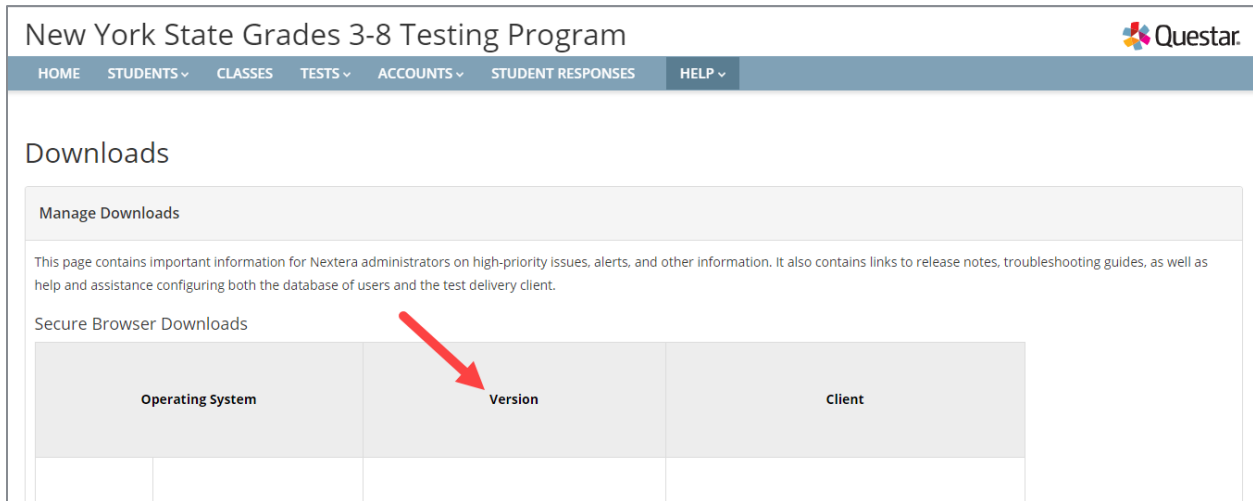
For in-depth information on the setup and installation of the Secure Browser, please refer to the [Setup and Installation Guide](#).

- 1) Confirm you have the latest version of the Secure Browser installed on all student testing devices.
 - a. The Secure Browser is available through Nextera Admin. Select the **Help** tab, then select **Downloads**.



The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. The top navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. A red arrow points to the 'HELP' tab. A dropdown menu is open under 'HELP', showing options: 'Help', 'Downloads', 'System Scan', 'About Nextera', and 'CBT Technology Readiness'. A red arrow points to the 'Downloads' option. Below the navigation bar, the 'Downloads' section is visible, with a 'Manage Downloads' button and a paragraph of text: 'This page contains important information for Nextera administrators on high-priority issues, alerts, and help and assistance configuring both the database of users and the test delivery client.'

- b. Review the information under the **Version** column on the *Downloads* page to ensure you have the most recent version installed.



The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. The top navigation bar includes 'HOME', 'STUDENTS', 'CLASSES', 'TESTS', 'ACCOUNTS', 'STUDENT RESPONSES', and 'HELP'. The 'Downloads' section is visible, with a 'Manage Downloads' button and a paragraph of text: 'This page contains important information for Nextera administrators on high-priority issues, alerts, and other information. It also contains links to release notes, troubleshooting guides, as well as help and assistance configuring both the database of users and the test delivery client.'

Below the text, there is a section titled 'Secure Browser Downloads' with a table. A red arrow points to the 'Version' column header. The table has three columns: 'Operating System', 'Version', and 'Client'.

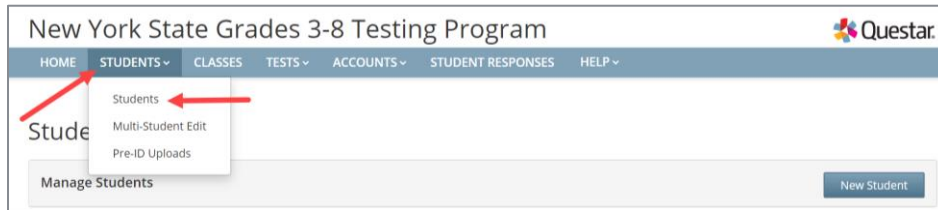
Operating System	Version	Client

- 2) Review network availability and/or Wi-Fi setup within the school.
- 3) Locate additional power cords and strips to have on hand.

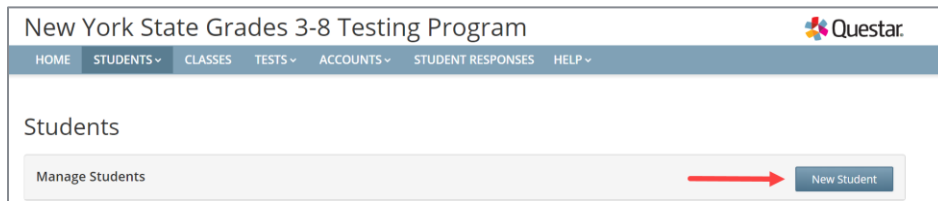
Adding or Editing Students

Actual student data specific to your school will be uploaded into Nextera Admin prior to the simulation periods. However, if you need to add students after the Pre-ID upload, it is possible to add individual students manually.

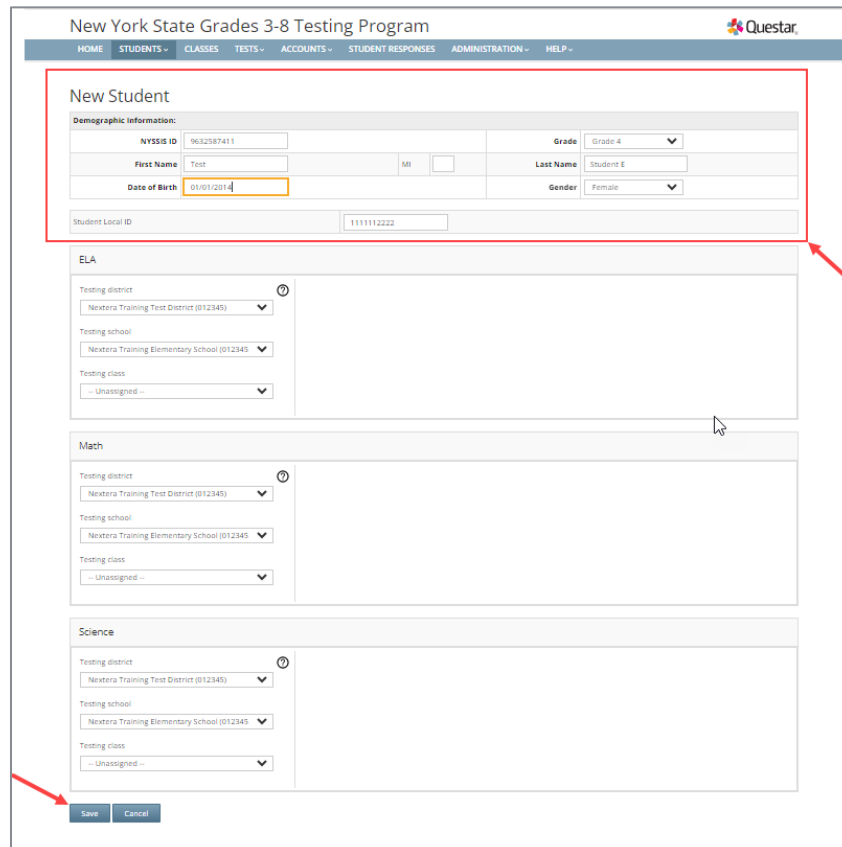
- 1) Select **Students** from the STUDENTS tab.



- 2) To add a student:
 - a. Select **New Student** on the upper right of the *Students* page.



- b. Enter the new student's information and click **Save**. The bold text on the New Student page indicates required information to create a new student (NYSSIS ID, Grade, First Name, Last Name, and Date of Birth). Student Local ID is optional.



- c. When creating a new student, you can assign that student to a class in Nextera Admin before clicking **Save**.

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

New Student

Demographic information:

NYSSIS ID	9632587411	Grade	Grade 4
First Name	Test	MI	
Last Name	Student E	Gender	Female
Date of Birth	01012014		

Student Local ID: 1111112222

ELA Modify

Testing district: Nextera Training Test District (012345)

Testing school: Nextera Training Elementary School (012345)

Testing class: Test Class A

Accessibility and Accommodation Options

Answer Masking Tool: OFF

Text-to-Speech (online only): OFF

Initial Page Zoom: OFF

Classroom Accommodations: 0 Selected

Read Aloud (by human): OFF

Speech-to-Text: OFF

Math Modify

Testing district: Nextera Training Test District (012345)

Testing school: Nextera Training Elementary School (012345)

Testing class: Test Class B

Accessibility and Accommodation Options

Answer Masking Tool: OFF

Text-to-Speech (online only): OFF

Initial Page Zoom: OFF

Classroom Accommodations: 0 Selected

Read Aloud (by human): OFF

Speech-to-Text: OFF

Science Modify

Testing district: Nextera Training Test District (012345)

Testing school: Nextera Training Elementary School (012345)

Testing class: Test Class C

Accessibility and Accommodation Options

Answer Masking Tool: OFF

Text-to-Speech (online only): OFF

Initial Page Zoom: OFF

Classroom Accommodations: 0 Selected

Read Aloud (by human): OFF

Speech-to-Text: OFF

Save **Cancel**

- 3) To edit a student:

- a. Locate the student's name on the *Students* page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.

Students

Click on any column header to sort on its contents.

Manage Students New Student

Show Students: All

There are 1 Student in QA LAB School 01 (QALAB-501) across all Content Areas in Spring 3-8.

Search

Search by student ID, first/last name, or grade...

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
2105000008	first		Trial	()	08	View

showing 1 to 1 of 1 students

« 1 »

Student Download (Excel)

- b. Click **Edit** on the upper right of the student's detail page.

New York State Grades 3-8 Testing Program
Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

View Student

You're Viewing: Sample Student 1
Edit

District of record	QAI PM District 1 (763234154111)	School of record	QAI PM School 11 (763234154101)
--------------------	----------------------------------	------------------	---------------------------------

Demographic Information:

NYSSIS ID	0123456789	Grade	Grade 4
First Name	Sample	MI	Last Name
Date of Birth	1/2/2010	Gender	Male

- c. To update the student's general information, edit the applicable field(s) and select **Save**.

Edit Student Record

You're Editing: Test Student E for 2023-24 Simulation

District of record
Nextera Training Test District (012345)
School of record
Nextera Training Elementary School (012345)

Demographic Information:

NYSSIS ID	9632587411	Grade	Grade 4
First Name	Test	MI	Last Name
Date of Birth	01/01/2014	Gender	Female

Student Local ID

111111222

ELA

Testing district
Nextera Training Test District (012345)
Testing school
Nextera Training Elementary School (012345)
Testing class
Test Class A

Accessibility and Accommodation Options
Answer Masking Tool OFF
Text-to-Speech (online only) OFF
Initial Page Zoom OFF
Classroom Accommodations 0 Selected
Read Aloud (by human) OFF
Speech-to-Text OFF

Math

Testing district
Nextera Training Test District (012345)
Testing school
Nextera Training Elementary School (012345)
Testing class
Test Class B

Accessibility and Accommodation Options
Answer Masking Tool OFF
Text-to-Speech (online only) OFF
Initial Page Zoom OFF
Classroom Accommodations 0 Selected
Read Aloud (by human) OFF

Science

Testing district
Nextera Training Test District (012345)
Testing school
Nextera Training Elementary School (012345)
Testing class
Test Class C

Accessibility and Accommodation Options
Answer Masking Tool OFF
Text-to-Speech (online only) OFF
Initial Page Zoom OFF
Classroom Accommodations 0 Selected
Read Aloud (by human) OFF

Save Cancel

Set Accommodations and Print Login Tickets

Set Student Accommodations in Nextera Admin

Accommodations can only be set by certain roles. For District-Level Users, this includes individuals in the following roles: Superintendent (SUP), District Testing Coordinator (DTC), and District-Level User (DLU). For School-Level Users, this includes individuals in the following roles: Principal (PRN), School Test Coordinator (STC), and Building-Level Users (BLU). This is a local decision as to who will assign the student accommodations.

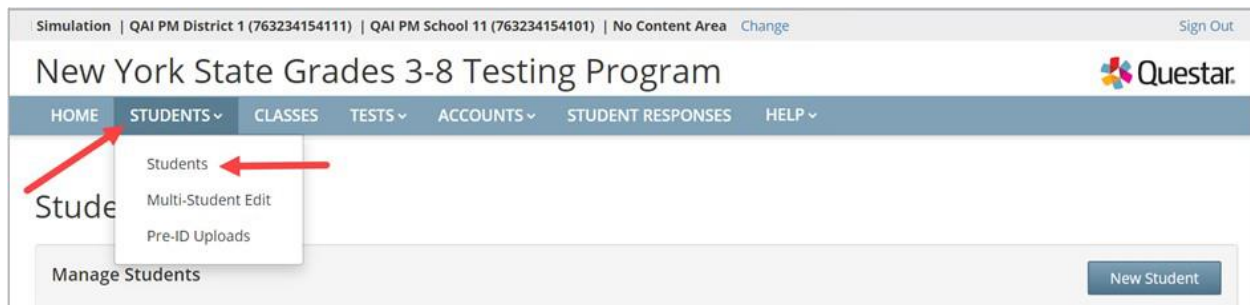
All online accommodations (Text-to-Speech (TTS), Answer Masking Tool, Initial Page Zoom, Speech-to-Text (STT), and Read Aloud (by human)) and classroom accommodations that are available during operational testing will be available for the simulation. Schools will also have the ability to indicate English language learners who are taking the English edition on the computer and making use of a print alternate language edition.

Online accommodations must be set in Nextera Admin prior to the Simulation Period. Please note that accommodations do not carry over in Nextera Admin from the Simulation to operational testing.

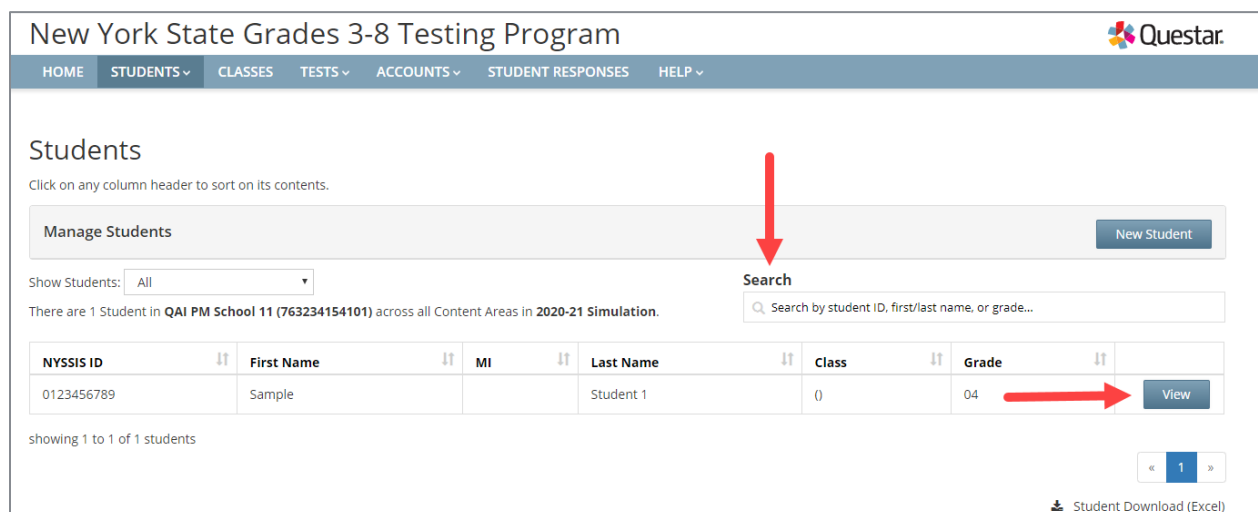
Setting Individual Student Accommodations

Please note: It is recommended to begin with the Multi-Student Edit, then if necessary, make any additional changes to the student's accommodations individually.

- 1) Select **Students** from the **STUDENTS** tab.



- 2) Locate the student's name on the *Students* page (you can browse to the student's name or use the **Search** feature on the upper right), then select **View**.



3) Select Edit in the upper right of the View Student page.

New York State Grades 3-8 Testing Program
Questar.

HOME
STUDENTS
CLASSES
TESTS
ACCOUNTS
STUDENT RESPONSES
HELP

View Student

You're Viewing: **Sample Student 1**
Edit

District of record	QAI PM District 1 (763234154111)	School of record	QAI PM School 11 (763234154101)
--------------------	----------------------------------	------------------	---------------------------------

Demographic Information:

NYSSIS ID	0123456789	Grade	Grade 4
First Name	Sample	MI	Last Name
Date of Birth	1/2/2010	Gender	Male

- 4) Scroll to the bottom of the *Edit Student Record* page, then select **Modify** above Accessibility and Accommodation Options. The *Select Accommodations* window displays.

Edit Student Record

You're Editing: **Test Student E** for 2023-24 Simulation

District of record: Nextera Training Test District (012345) School of record: Nextera Training Elementary School (012345)

Demographic Information:

NYSSIS ID	9632587411	Grade	Grade 4
First Name	Test	MI	
Date of Birth	01/01/2014	Last Name	Student E
		Gender	Female

Student Local ID: 111111222

ELA Modify

Testing district: Nextera Training Test District (012345)

Testing school: Nextera Training Elementary School (012345)

Testing class: Test Class A

Accessibility and Accommodation Options

Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Initial Page Zoom OFF
Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	Speech-to-Text OFF

Math Modify

Testing district: Nextera Training Test District (012345)

Testing school: Nextera Training Elementary School (012345)

Testing class: Test Class B

Accessibility and Accommodation Options

Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Initial Page Zoom OFF
Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	

Science Modify

Testing district: Nextera Training Test District (012345)

Testing school: Nextera Training Elementary School (012345)

Testing class: Test Class C

Accessibility and Accommodation Options

Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Initial Page Zoom OFF
Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	

Save Cancel

Note: For the Simulation, Test Read copies of Practice Test 3 for ELA, Math, and Science, and Alternate Language copies for Math and Science, are available and will be posted to the [Help>Downloads tab](#) in Nextera Admin. Please print these materials for those students who require them for the Simulation. (The Alternate Language Editions of Sampler 3 for ELA, Math and Science will also be posted within the [Question Sampler](#).)

Setting Accommodations for Multiple Students Simultaneously

Multi-Student Edit is available to set simulation accommodations. This feature allows you to add accommodations to a group of students at the same time.

Note: Multi-Student Edit will overwrite any previously assigned accommodations for the students being edited. It is recommended to begin with the Multi-Student Edit, then if necessary make any additional changes to the student's accommodations individually.

- 1) Select **Multi-Student Edit** from the **STUDENTS** tab.

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Students
Multi-Student Edit
Pre-ID Uploads

Manage Students

New Student

- 2) Locate the students' records you would like to edit using either the **Search** field or browsing through the list of student results.

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Multi-Student Edit

Current content area: Science

Search
Enter any part of a student's ID, last name, or grade to begin.

Answer Masking Tool OFF
Text-to-Speech (online only) OFF
Initial Page Zoom OFF
Read Aloud (by human) OFF
Classroom Accommodations OFF

	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	Science	05	
<input type="checkbox"/>	1234567890	Test		Student B	Science	05	Text-to-Speech
<input type="checkbox"/>	2345678901	Test		Student C	Science	05	
<input type="checkbox"/>	3456789012	Test		Student D	Science	05	
<input type="checkbox"/>	9632587411	Test		Student E	Science	04	Text-to-Speech, Initial Page Zoom

showing 1 to 5 of 5 students

Save

- 3) Select the checkbox(es) on the left next to the students' names you would like to edit.

New York State Grades 3-8 Testing Program Questar®

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES ADMINISTRATION ▾ HELP ▾

Multi-Student Edit

Current content area: **Science**

Search

Answer Masking Tool
OFF

Text-to-Speech (online only)
OFF

Initial Page Zoom
OFF

Read Aloud (by human)
OFF

Classroom Accommodations
OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	Science	05	
<input type="checkbox"/>	1234567890	Test		Student B	Science	05	
<input type="checkbox"/>	2345678901	Test		Student C	Science	05	
<input type="checkbox"/>	3456789012	Test		Student D	Science	05	
<input type="checkbox"/>	9632587411	Test		Student E	Science	04	

showing 1 to 5 of 5 students

< 1 >

Save

- 4) Select the icon next to each accommodation you would like to turn on or off for the students, then select **Save** to save your changes.

New York State Grades 3-8 Testing Program Questar®

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES ADMINISTRATION ▾ HELP ▾

Multi-Student Edit

Current content area: **Science**

Search

Answer Masking Tool
OFF

Text-to-Speech (online only)
OFF

Initial Page Zoom
OFF

Read Aloud (by human)
OFF

Classroom Accommodations
OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	Science	05	
<input type="checkbox"/>	1234567890	Test		Student B	Science	05	
<input type="checkbox"/>	2345678901	Test		Student C	Science	05	
<input type="checkbox"/>	3456789012	Test		Student D	Science	05	
<input type="checkbox"/>	9632587411	Test		Student E	Science	04	

showing 1 to 5 of 5 students

< 1 >

Save

- 5) Confirm that accommodations are correctly set for your students.

New York State Grades 3-8 Testing Program Questar®

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES ADMINISTRATION ▾ HELP ▾

Multi-Student Edit

Current content area: **Science**

Search

Answer Masking Tool OFF

Text-to-Speech (online only) OFF

Initial Page Zoom OFF

Read Aloud (by human) OFF

Classroom Accommodations OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	Science	05	
<input type="checkbox"/>	1234567890	Test		Student B	Science	05	
<input type="checkbox"/>	2345678901	Test		Student C	Science	05	
<input type="checkbox"/>	3456789012	Test		Student D	Science	05	
<input type="checkbox"/>	9632587411	Test		Student E	Science	04	

showing 1 to 5 of 5 students

< 1 >

[Save](#)

- 6) You may also confirm student accommodations by selecting the Student Download (Excel) link in the lower right corner of the screen on the *Students* page. The downloaded list of students will show all student testing accommodations that have been set for each student. Students are listed on a separate line in the report for every testing accommodation that has been set for the student.

New York State Grades 3-8 Testing Program Questar®

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

Students

Click on any column header to sort on its contents.

Manage Students [New Student](#)

Show Students: All

There are 1 Student in QAI PM School 11 (763234154101) across all Content Areas in Spring 3-8.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
0123456789	Sample		Student 1	()	07	View

showing 1 to 1 of 1 students

< 1 >

Search

[Student Download \(Excel\)](#)

Print Student Login Tickets in Nextera Admin

- 1) Select **Tests** from the **TESTS** tab. Information displayed includes the teacher, class, content area, test name, and testing status.

New York State Grades 3-8 Testing Program Questar.

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

Tests

Testing Status for: No Content Area, 2020-21 Simulation New Test

Filter By Testing Status: All Search

Enter all or part of a class, teacher's name, or grade.

- 2) Select **View** for the applicable test.

Tests

Testing Status for: Simulation New Test

Filter By Testing Status: All Search

Enter all or part of a class or teacher's name.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Teacher 1	Class 1	ELA	Simulation	In Progress	View	Delete
Teacher 2	Class 2	ELA	Simulation	In Progress	View	Delete

3) On the *View Test* page, select **Login Tickets**.

[Back to tests list](#)


View Test

You're Viewing: 2022 Spring 3-8 ELA

District:	QAI Training District	School:	Test Elementary
Testing Window:	Simulation	Content Area:	ELA
Teacher:	Teacher 1	Class:	Class 1
Test Name:	2023 Simulation		
Testing Dates:	1/17/2023 to 1/27/2023		

Test is in progress. Students may sign in and take the test using their User ID's and the PIN shown below. ×

Examiner View

Login Tickets 

Session 1 Access Code **1111**

Session 2 Access Code **2222**

Registered Students:

Session All Sessions

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Student	Test			03	EN2203100A	Session 1: In Progress	2			Set
						Session 2: In Progress	1			Set

4) Select the format option from the drop-down menu, then select **OK**.

What would you like to print? ×

Print student authentication credentials: --Select an Option--

- Select an Option--
- Avery 5160
- Avery 5163
- Student Roster
- Download CSV file
- Individual Test Ticket

- 5) The student login tickets display. When you select one of the options for Avery labels, each label includes the student's name, NYSSIS ID, password, and test name. Please note that this year, there is also an option for "Individual Test Ticket." This selection generates a PDF file of one login ticket per page. It will include student's name (first, middle, and last name), student NYSSIS ID, password, test name, accommodation(s) assigned to the student for selected subject, and a place for users to write the device name. For additional information, please see [How to Print Student Login Tickets QRG](#).

Student0101, Test NYSSIS ID: Password: Simulation	Student0102, Test NYSSIS ID: Password: Simulation	Student0103, Test NYSSIS ID: Password: Simulation
Student0104, Test NYSSIS ID: Password: Simulation	Student0105, Test NYSSIS ID: Password: Simulation	Student0106 Test NYSSIS ID: Password: Simulation

Note: All student login tickets or labels are secure testing materials and must be stored securely if they are printed prior to your selected Simulation Date(s).

- 6) If you chose to select Individual Test Ticket from the drop-down, the system will generate a PDF file containing login information for one student per page from the selected class. It will include the student's name (first, middle, and last name), student NYSSIS ID, password, and test name. The individual student login tickets will also indicate accommodation(s) assigned to the student for the selected content area, as well as a space to write the device name the student will be using for testing.

Student Name: **Student B, Test**

 NYSSIS ID:
 Password:

 Test Name: NYSimulation ELA

 Device Name: _____

An example of an individual student login ticket without accommodations. The student's login information measures approximately 3 inches by 7 inches and is printed one per page.

Student Name: **Student1, Test**

 NYSSIS ID:
 Password:

 Test Name: NYSimulation ELA

 Accommodation: Answer Masking Tool
 Accommodation: Text-to-Speech (online only)
 Accommodation: Initial Page Zoom

 Device Name: _____

An example of an individual student login ticket with accommodations. The size of the student's login ticket will vary dependent on the accommodations selected for that student and is printed one per page.

Note: Specifics regarding accommodations will not appear on individual student login tickets. For example: if the student has initial zoom selected as an accommodation in Nextera, the login ticket will state “initial zoom” but will not provide information on the zoom level that was selected. Print variation will appear as “Print Variations” on the student’s login ticket and will not include information on what language was selected.

- All student login tickets or labels are secure testing materials and must also be stored securely if they are printed prior to administration.

Prepare Proctors

- 1) Distribute student login tickets to proctors.
- 2) Distribute the Proctor PIN to proctors. The Proctor PIN is required when a student needs to reactivate a paused test. This information is found on the *Home* page.

The screenshot shows the 'New York State Grades 3-8 Testing Program' Home page. The 'STUDENTS' tab is selected. On the right, the 'CBT Instructional Tools' section is visible. Below it, the 'School Information' section is highlighted with a red box. Within this section, the 'Proctor PIN' field is highlighted with a red arrow. The Proctor PIN is 'QJ123456'.

School Information	
District:	QJ1 Test District 1 (QJ1TD1)
District Test Coordinator:	DTC A9
Schools:	
School:	QJ1 Test school 1 (QJ1TS1)
Principal:	PIN A9
Proctor PIN:	QJ123456
ELA Lead Scoring Entity:	Pending
Math Lead Scoring Entity:	Pending

Note: Any test that is paused will require a Proctor PIN for the student(s) to log back into the test. Proctors will need to contact their school administrator to obtain the Proctor PIN prior to administering the test. The Proctor PIN will be the same for all students testing on computer within a school, but each school will have a unique Proctor PIN.

Please Note: Being mindful of the health and safety protocols established at schools in response to COVID-19, for the Spring 2025 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.

The dialog box is titled 'Proctor PIN needed' and features a red padlock icon. It states: 'You need a Proctor PIN to start or continue this test.' Below this text is a text input field. At the bottom, there are two buttons: 'Cancel' and 'Continue'.

- 3) Confirm that proctors know how to launch the Secure Brower. The Secure Browser should have an available icon on the desktop to select.



- 4) Provide information about the Nextera Test Delivery System, available in the [CBT ELA and Math Teacher's Directions](#) and the [Science Teacher's Directions](#).

Start the CBT Simulation

- 1) Handout the student login tickets and have on hand scratch paper to provide to students who request during the Simulation.
- 2) Have students launch the Questar Secure Browser and log in.
- 3) Assist students with navigating through the online test directions.


Check your information

Test Student Name	02/02/2002 Date of birth
Grade X Grade	0000000000 Student number
Sample School School name	
Sample Teacher Teacher name	

Is everything here correct?

- 4) Proctors provide students the Access Code needed to start the session.

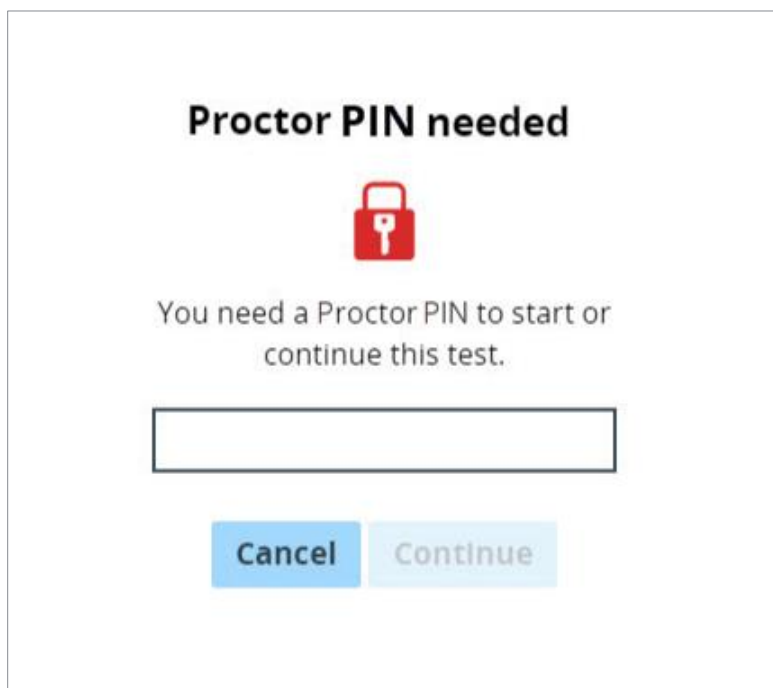
Access code needed



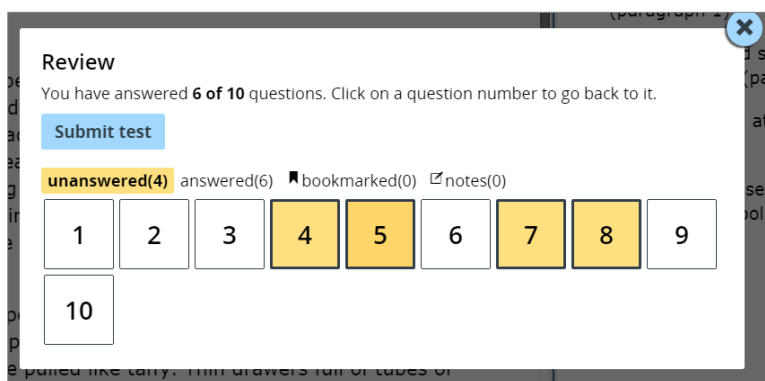
Please enter the access code that your teacher gives you.

- 5) Students start the test.

- 6) Proctors provide the Proctor PIN to students who have paused the test and need to start or continue the test during the Simulation. Proctors need to obtain the Proctor PIN prior to the Simulation from their school administrator which can be found on the bottom of the *Home* page in Nextera Admin.

A screenshot of a web interface titled "Proctor PIN needed". It features a red padlock icon with a keyhole. Below the icon, the text reads "You need a Proctor PIN to start or continue this test." There is a text input field for the PIN. At the bottom, there are two buttons: "Cancel" and "Continue".

- 7) Students finish the test, then select **Review**. Here the students can see if there are any unanswered items that they would wish to complete. Proctors should review the *Review* screen with the student to ensure the student has answered all of the questions before the student selects Submit Test. Once ready to submit, the student selects **Submit test**.

A screenshot of a "Review" screen. It shows a summary of the test progress: "You have answered 6 of 10 questions. Click on a question number to go back to it." There is a "Submit test" button. Below this, a status bar shows "unanswered(4)" in yellow, "answered(6)" in green, "bookmarked(0)" in blue, and "notes(0)" in grey. A grid of question numbers (1-10) is displayed. Questions 4, 5, 7, and 8 are highlighted in yellow, indicating they are unanswered. Questions 1, 2, 3, 6, 9, and 10 are in white, indicating they are answered.

- 8) Ensure all students return login tickets and any used scratch paper to you. Student login tickets contain personal identifiable information and are considered secure materials and must be destroyed

Note: Schools are not required to set Not Tested Codes for the Simulation

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](#).