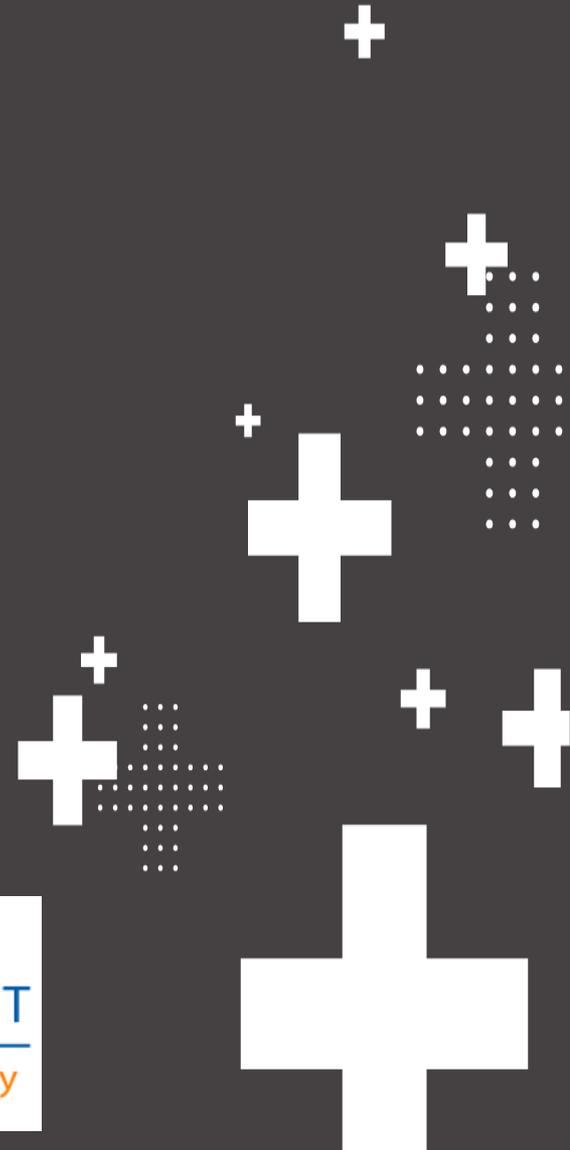


New York State Grades 3-8 ELA, Mathematics, and Science Testing Program

Fall 2024 CBT Training



NYSED Introductions

Zachary Warner

Assistant Commissioner, Office
of State Assessment

Nancy Viall

Director of Test Development

Clara DeSorbo

Director of Test Administration

Emily Bryans

Supervisor, 3-8 Program

Paul Anderson

Supervisor, 3-8 ELA/Math Test
Development

Robin Barber

Associate, 3-8 Program

NWEA Introductions

Erika Watson

State Director

Stephanie Creps

Senior Program Manager

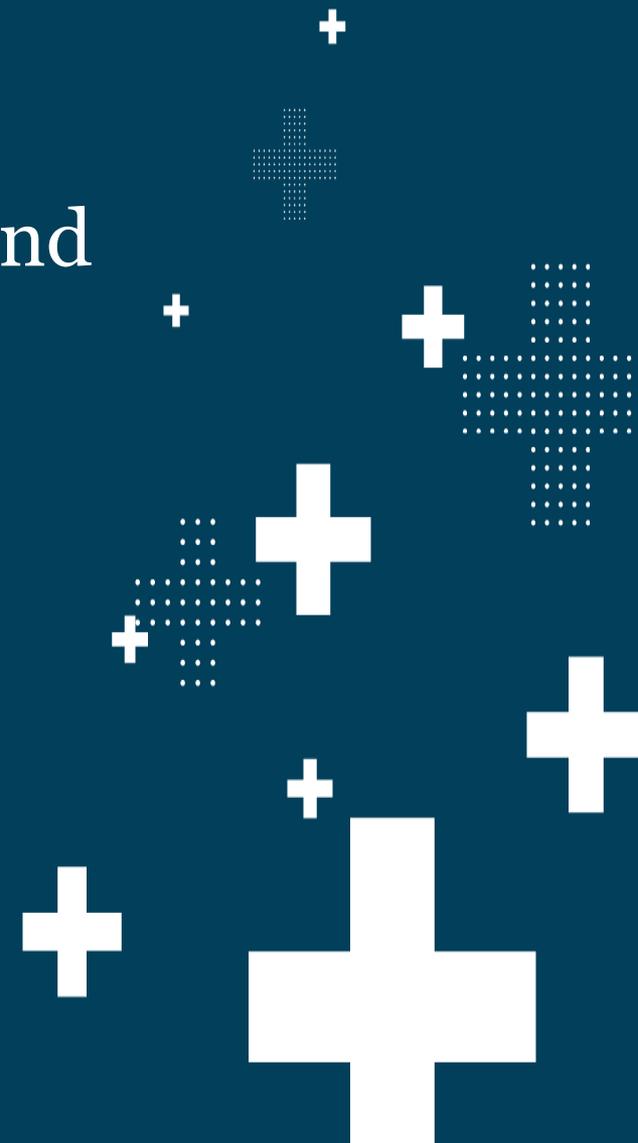
Jennifer Janinek

Program Manager

Agenda

- Introductions
- Purpose of training
- Testing dates and Events calendar
- Fall Milestones
- Nextera Admin
- Alternate Languages
- Break
- Preparation is Key
- Testimonials
- Helpful Reminders for CBT
- Resources & Support
- Q&A

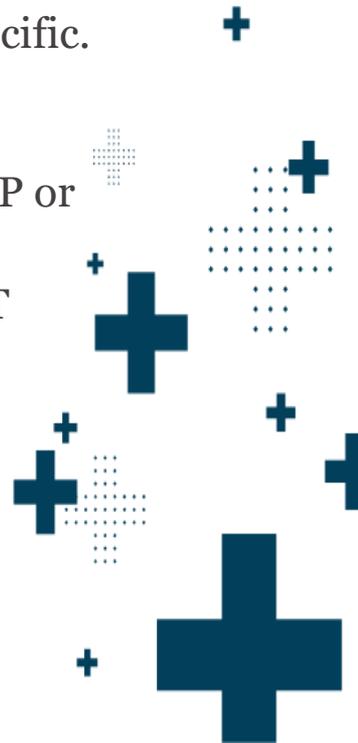
2024-2025 Test Administration and Events Calendar



CBT Testing Window

Again this year, there will be an extended testing window (Monday, April 7 – Friday, May 16) to administer the Grades 3–8 ELA and Math Computer-Based Tests and the Grades 5 and 8 Science Computer-Based Tests.

- For ELA and math, schools will select two consecutive school days within the window to administer assessments for each grade level and subject.
- For science, schools will select one day within the window to administer assessments for each grade level.
- These rules are school specific and need not be observed as district-specific.
- Make-ups must be given within the testing window.
- 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 tests, should test on the same days as their CBT grade classmates.
- [2024-2025 Testing Schedule](#)



Upcoming Important Dates and Milestones

2024-25 CBT Milestones



October and November

- Create user accounts in Nextera
- Place orders in Online Request System: window opens first week of October
- Complete Tech Readiness: window opens 10/1/24
- Finalize Lead Scoring Entity and exam requests prior to the closing of the system on 11/8/24
- Download Secure Browser
- Verify Student Enrollment/Program Service/ Demographic Data



December and January

- Simulation Pre-ID File enrollment, program service, and demographic data due to L2: 12/6/24
- Proctor & Best Practices Training: TBD
- Schedule date for participation in Statewide Simulation
- Students, Classes, Tests Tabs open for CBT Simulation 12/19/24
- Statewide CBT Simulation: January 21st - 31st
- Ensure completion of Tech Readiness; Window closes 12/27/24



February and March

- LSE will be loaded to Nextera Admin for ELA and Math
- ScorePoint Training: TBD
- Student Data loaded to Nextera Admin for Operational CBT Testing
- Prepare for Testing



April, May & June

- Testing window for ELA, Math & Science: 4/7-5/16/25
- Scoring Window: 4/8-5/23/25
- SAFT ELA & Math (only CBT, no PBT SAFT) Window: TBD



Monthly Events

October

- Online Request System Opens
 - Review the Requesting memo and instructions for placing online requests
 - Arrange for Lead Scoring Entity (LSE) for CBT ELA and Math

Note: In 2025, the Grades 5 and 8 Science Computer-based Tests will again be sent to NYSED's contractor for statewide scoring. Schools do not need to make arrangements for the scoring of the Science computer-based tests. However, schools will still be responsible for the scoring of Science paper-based tests (i.e., accommodated editions).



Monthly Events

October

- Nextera Admin/Tech Readiness Opens 10/01/2024
 - Monitor your inbox for your “Welcome to Nextera” email
 - RICs, SUP, DTC, Principals will receive “Welcome to Nextera” email
 - Be sure to check your junk folder
 - Set up additional user accounts as needed (STC, DLU, BLU, etc)
- Questar Secure Browser becomes available
 - Review the Setup and Installation Guide
 - Understand Minimum System Requirements



Monthly Events

November

- Online Request System Closes – 11/8/24
 - Return to online request system until system close date to make any needed updates

December

- Statewide Pre-ID file data pull (December 6, 2024)
 - Verify student enrollment, program service, and demographic data is up-to-date
 - Confirm regional deadline with your Regional Information Center (RIC)
- Simulation students, classes, and tests tabs open in Nextera Admin (12/19/24)



Monthly Events

January

- Statewide Simulation (January 21 – January 31, 2025)
 - Schools will select from the grades and content areas that are participating in operational CBT to participate in the simulation.
 - While schools must participate in at least one day of the Statewide Simulation period, they can choose multiple days, grades, and content areas within the window to run their simulation.
 - Schools do not need to tell us of what day(s) or grade(s)/content area(s) they will be using for the simulation.



2024-2025 CBT Administration Checklist

Fall

- Make scoring arrangements & Identify Lead Scoring Entity
- Order exams in the online request system
- Access Nextera Admin and create user accounts
- Complete Tech Readiness Checklist
- Download and test Nextera Secure Browser

Note: This is a condensed version. Please consult your handout for a more detailed version

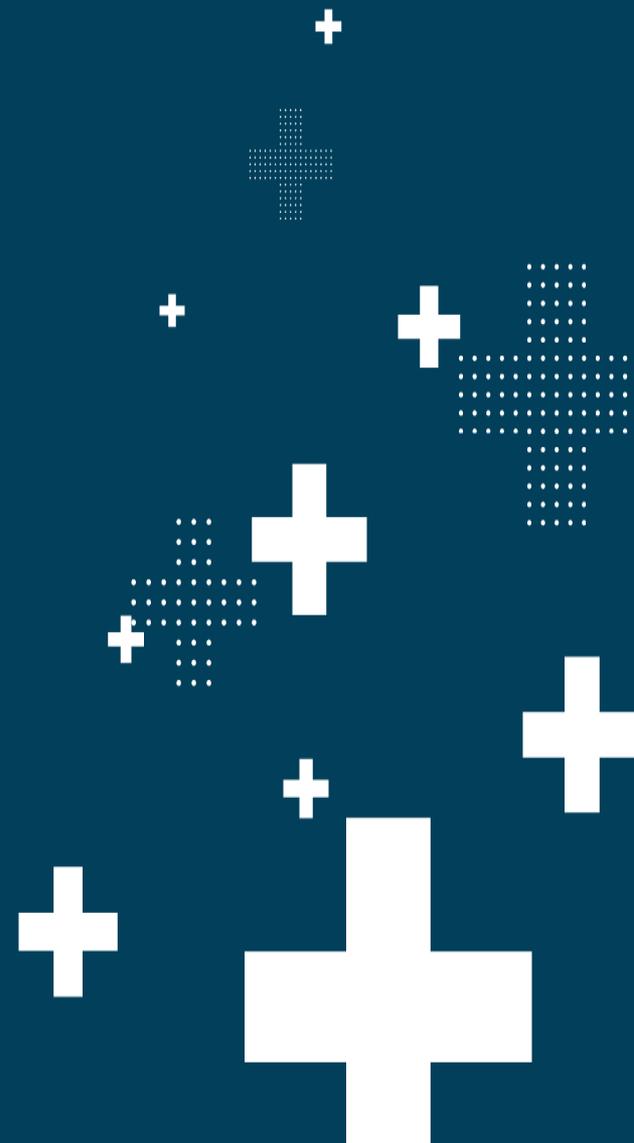
Winter

- Prepare for the Statewide Simulation Data Pull
- Have students practice using the Question Sampler and Secure Browser Practice Tests
- Prepare for (create classes, edit/add students, set accommodations, print login tickets, proctor training) and participate in the Statewide Simulation

Spring

- Prepare for Statewide Operational Data Pull
- Prepare for (create classes, edit/add students, set accommodations, print login tickets, proctor training) and administer Operational CBT
- Enter Not Tested Codes
- Score Operational CBT

Fall Milestones



Online Examination Request System



Online Examination Request System

The Grades 3-8 ELA and Mathematics Tests and the Grades 5 & 8 Science Tests must be requested through the Department's online request system.

(<https://portal.nysed.gov/abp>)

- The deadline for placing requests is November 8, 2024.
- Detailed instructions are available on our [website](#).

NYSED ▾ Education Areas ▾ Standards and Instruction ▾ Assessments ▾ Certification & Licensing ▾ School Business ▾ Data & Reporting

State Assessment

The Office of State Assessment (OSA) is responsible for the coordination, development, and implementation of the New York State Testing Program (NYSTP). These examinations are administered to students in Kindergarten through Grade 12 enrolled in public, nonpublic, and charter schools throughout the State.

About the Office of State Assessment



New York State Testing Program



Elementary- and Intermediate-level Tests

PAST EXAMINATIONS

TEST SCHEDULES

TEST MANUALS

Recent News

SEPTEMBER 19, 2023
2023-2024 NYSES LAT Updates

AUGUST 17, 2023
August 2023 Regents Examination Updates

AUGUST 10, 2023
2022-2023 NYSES LAT Updates

VIEW ALL

CONTACT US

Online Examination Request System

The Grades 3-8 ELA and Mathematics Tests and the Grades 5 & 8 Science Tests must be requested through the Department's online request system.

(<https://portal.nysed.gov/abp>)

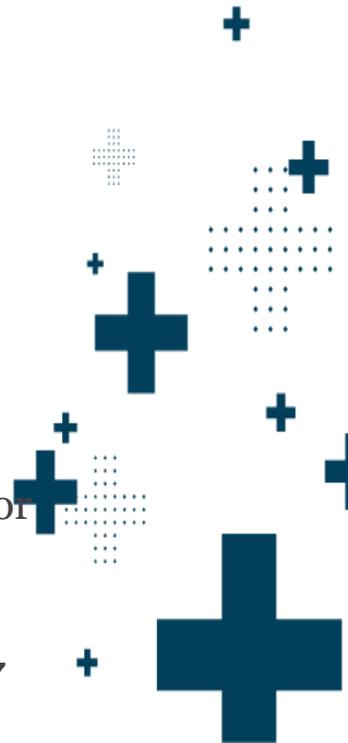
- The deadline for placing requests is November 8, 2024.
- Detailed instructions are available on our [website](#).

1. Identify your Scanning Center/RIC and Lead Scoring Entity for ELA and Math

Note: Grades 5 & 8 Science CBT will be sent to NYSED's contractor for statewide scoring. Schools do not need to plan the scoring of the Science computer-based tests. However, schools will be responsible for scoring Science paper-based tests.

2. Enter the number of students to be tested, whether computer- or paper-based. Enter the number of students to be administered large type or braille.

3. Request Test Read copies for students with the Test Read accommodation (Read aloud by human on CBT), for IEP/504 students testing on paper, and for ELLs requiring an oral translation.



Online Examination Request System - Reminders

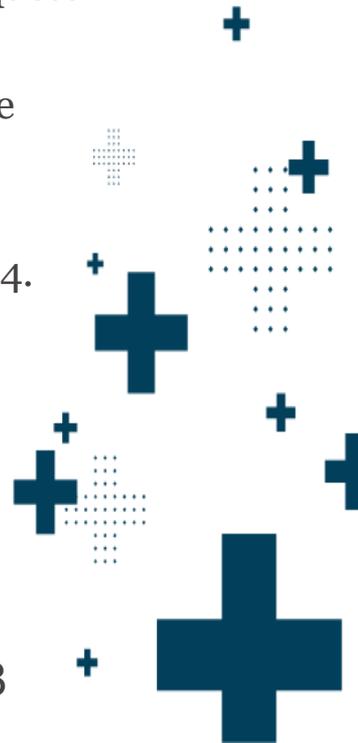
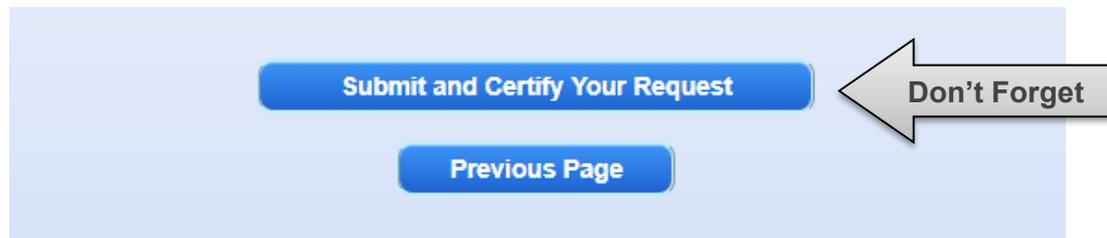
4. All alternate language editions will be paper format. A list of available translations are listed in the ordering portal

Note: When requesting alternate language editions, schools receive the corresponding paper copies of the English editions to provide as a testing accommodation. **Know your contract with your LSE to ensure they can score the alternate languages you need.**

5. **Submit and Certify Your Request** on the last page of the examination request system.

6. You will receive a confirmation email within 3 business days. Review to ensure that all exams were requested correctly.

Note: “Submit and Certify Your Request” again if you log back in to make changes before the online examination system closes on 11/8/2024.



Test Administration

Test Administration

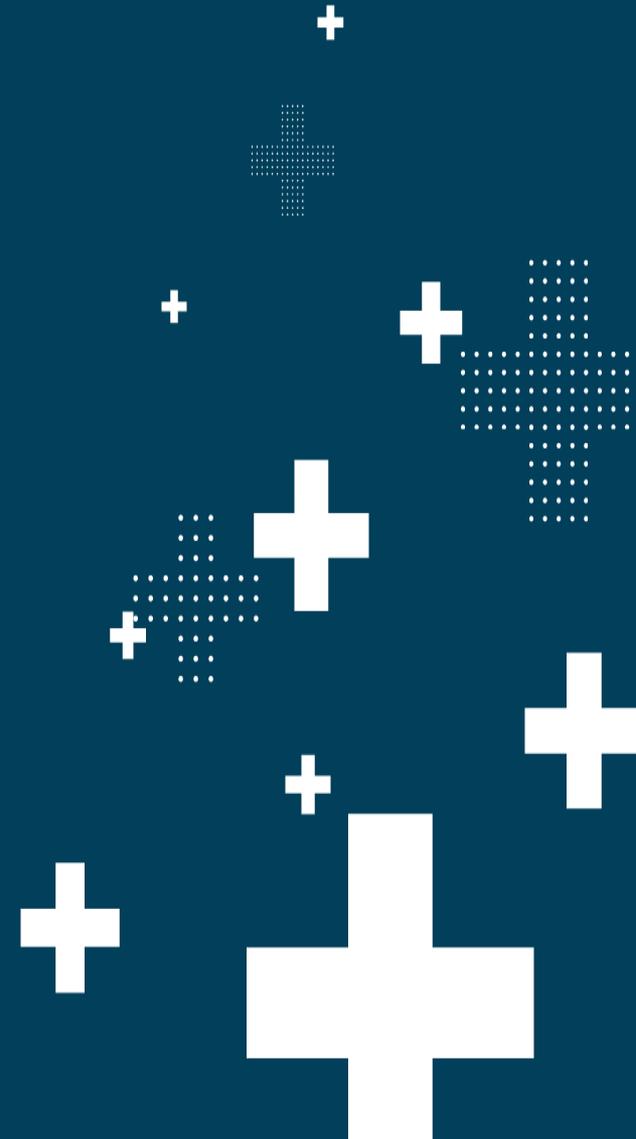


PBT ELA Answer Booklets: There will be no ELA answer booklets this year. NWEA has added CR lines back into the Session 1 booklets.

Return Materials: The only materials that need to be sent back to NWEA are unused Braille editions.



Nextera Admin



Technology Readiness Checklist and Technical Requirements



Complete by
December 27, 2024

Technology Readiness Checklist



Computer-Based Testing (CBT) Technology Readiness Checklist

Updated 10/03/2024

In order to participate in operational Computer-Based Testing (CBT) for Grades 3-8 English Language Arts (ELA) and/or Mathematics, and Grades 5 and 8 Science, the school administrator must verify CBT Technology Readiness of their school. Verification of these requirements is **required** for all schools administering operational CBT in any of the content areas in the 2024-2025 school year.

The CBT Technology Readiness Checklist must be verified **every year** by an administrator of the operational CBT school to help the school prepare for a successful CBT administration.

School administrators should work with school, district, RIC, and BOCES staff as necessary and appropriate to confirm the school can meet the requirements and conditions outlined in the checklist.

The deadline to complete the checklist and submit verification through [Nextera Admin](#) is **Friday, December 27, 2024**.

There are many variables that factor into ensuring technology readiness for computer-based testing. Your large city district office, RIC, and BOCES are valuable resources for questions related to technology readiness and computer-based testing. You may also contact NWEA Customer Support at NYTesting@nwea.org or 866-997-0695 for questions on the computer-based testing system and technology readiness. If you have questions concerning computer-based testing policies or procedures for NYSED, please email CBTsupport@nysed.gov.

Category	Requirements	Guidance/Resources	Will my school be able to meet this requirement?
CBT Scheduling	1. Schools must schedule computer-based testing within the CBT test administration window .	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 .	<input type="radio"/> Yes <input type="radio"/> No
	2. Schools must have adequate bandwidth, including considerations for any wireless connections, to support CBT on the days scheduled for test administration.	The bandwidth requirements and tools for testing your school's bandwidth capabilities are available on the NWEA Readiness page . <ul style="list-style-type: none"> Schools should check bandwidth readiness, prior to testing, to prepare for CBT and ensure a stable testing environment for students. For schools using wireless connections, be sure to consider network access-to-student ratios within a testing space. 	<input type="radio"/> Yes <input type="radio"/> No
Bandwidth & Access			

The CBT Technology Readiness Checklist must be verified **every year** by an administrator of the school participating in operational CBT to help the school prepare for a successful CBT administration.

All district and building level users (except Teachers) can complete Tech Readiness for their school.

Technical Requirements Resources

Setup and Installation Guide

- The SIG provides important information for setup and installation, system requirements, and troubleshooting tips.
- The SIG also provides helpful tips during testing for any errors that may be encountered when students are logging in and/or testing.

Troubleshooting Error Messages Students May Encounter Prior to and During Testing

Possible Error Messages When Logging In

The following table will review possible error messages students may encounter before they begin testing, the potential causes for the error message, and actions to take to correct the error.

Name of Error	Error Message	Potential Cause(s)	Corrective Action(s)
Sign-in error	 <p>New York Statewide Assessment Powered by Nextera®</p> <p>NYSSIS ID NYSSIS ID</p> <p>Password Password</p> <p>Sign In</p> <p>We couldn't verify your account using those credentials. Please check them and try again.</p> <p>Questar</p>	User enters the wrong User ID and/or Password on the Nextera TDS sign-in screen.	Confirm correct user ID/password and try again. Check to ensure Caps Lock is not on.

Secure Browsers



- The Secure Browser is available for download from Nextera Admin on the Help>Downloads page.
- Confirm your Secure Browsers are the most current versions.
- Please find additional information in the [Setup and Installation Guide \(SIG\)](#) on CBT Support



Operational Secure Browsers

The current Secure Browsers that students will use for the 2023-2024 Simulation, Operational, and Field Testing are available. Schools must install the Secure Browser use for the upcoming simulation, operational tests, and to use the practice tests.

Operating Systems		Version	Client
	Microsoft Windows (10, 11) (Home, Education, Pro, Pro Education, Enterprise) (includes minor versions) (Note: Windows 10S and 11S are not supported)	5.0	Download
	Apple Mac OS X (12, 13) (includes minor versions)	5.0	Download

Technical Requirements Resources

[Minimum System Requirements](#) and [System Scan](#)

	Spring 2025
Windows 10 Pro Education Pro Education Home Enterprise	<p>Versions: 21H2, 22H2</p> <p>(Windows 10S is not supported)</p>
Windows 11 Pro Education Pro Education Home Enterprise	<p>Versions: 22H2 23H2</p> <p>(Windows 11S and SE are not supported)</p>
MacOS	<p>13.X 14.X 15.X (fall release)</p>
IPadOS	<p>16.X 17.3+</p>

Nextera Support

System Scan

Do your testing devices meet our minimum system requirements for Nextera?

System Scan takes a deep dive and then surfaces with details about how your device's browsers, operating systems, device specs and more comply with our general system requirements.

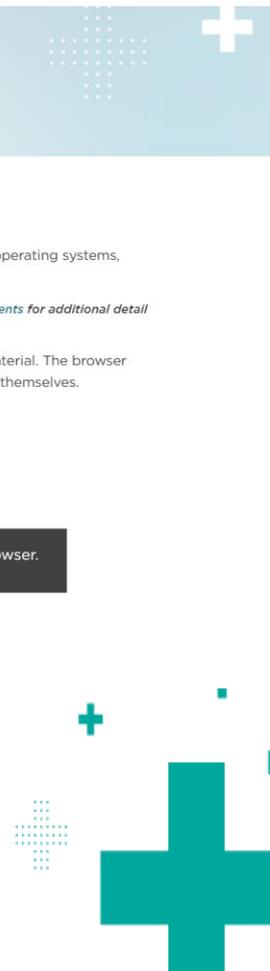
The System Scan is designed to validate Desktop and Laptop device configurations. See the system requirements for additional detail about Chromebook and Tablet devices.

During testing, students will need to use Nextera's secure testing browser to access the testing material. The browser portion of this scan applies only to Nextera testing administration sites and not to the actual tests themselves.

System Scan

Apple macOS and iPadOS users must scan using the Google Chrome browser.

Scan Now



Whitelisting

Nextera Test Delivery System uses the same protocols to communicate on the Internet as standard Web browsers, so it is critical that proxy servers be configured to **allow all HTTP traffic between the Nextera Test Delivery System and the Internet on ports 80 and 443.**

The following domains should be whitelisted at the firewall, authenticating proxy server, or content filtering server:

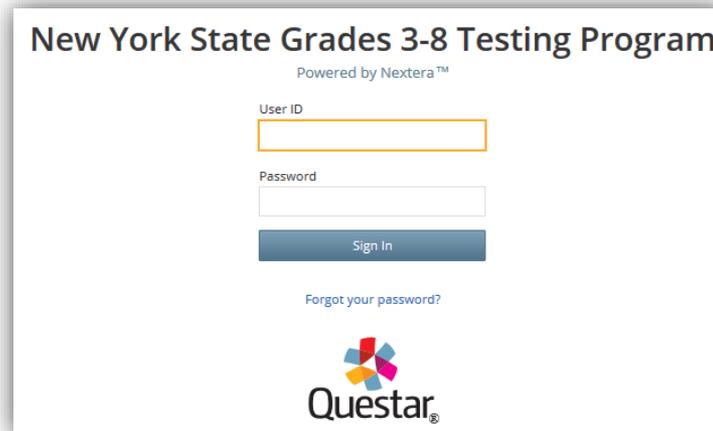
- + **NY.nextera.questarai.com**
- + **questarai.com**
- + **nwea.org**
- + **mobileapp.questarai.com** (for Apple iPad devices)
- + **transcribestreaming.us-west-2.amazonaws.com** (for STT)
- + **cognito-identity.us-west-2.amazonaws.com** (for STT)



Accessing Nextera Administration

RICs, DTCs, SUPs, and PRNs received a welcome email with their username and password.

1. Log in using your provided credentials.
2. Follow prompts to accept a security agreement and change your password.
3. Check Junk folder; if you haven't received your Welcome email, reach out to NWEA via Customer Support.



New York State Grades 3-8 Testing Program
Powered by Nextera™

User ID

Password

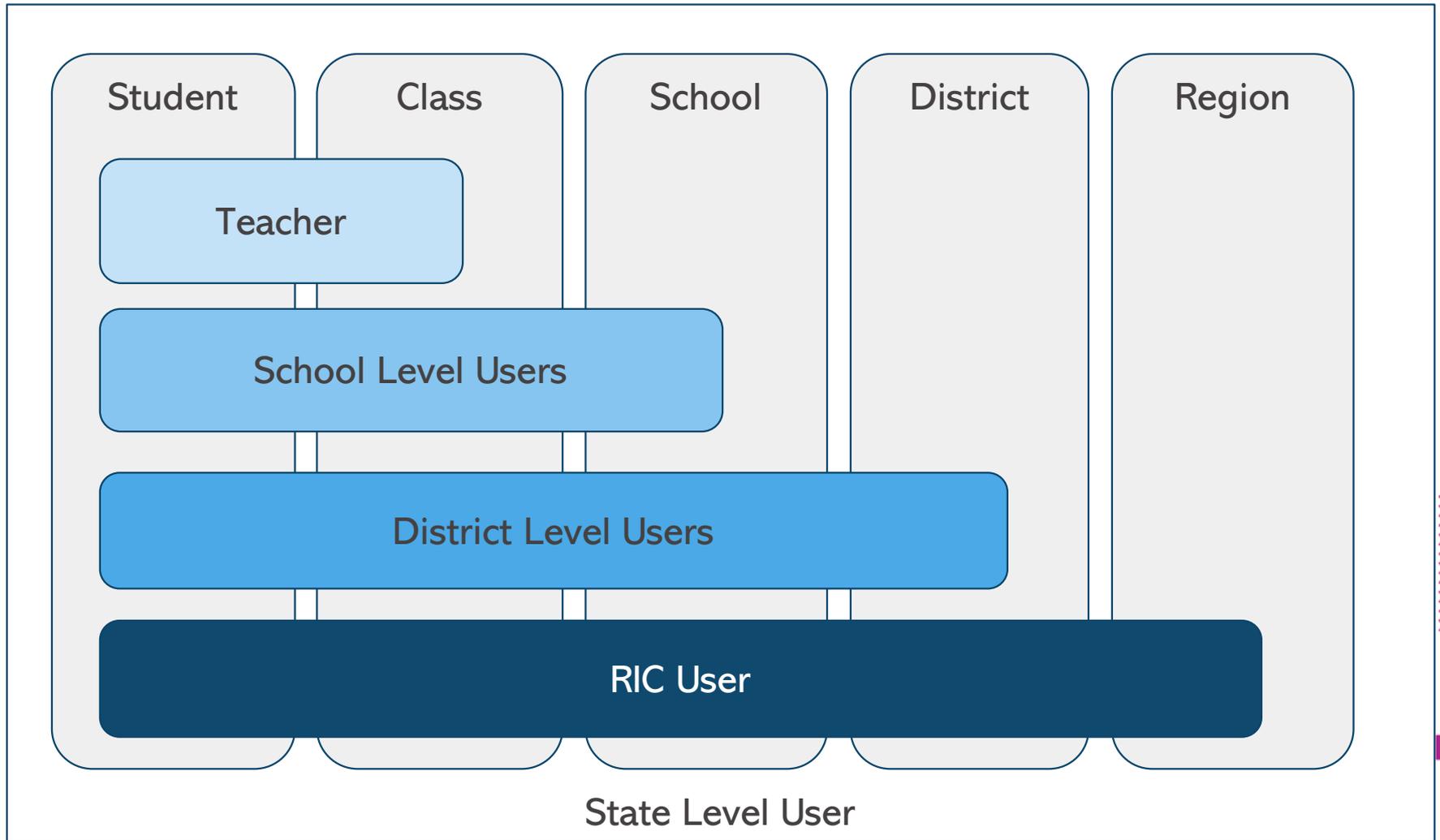
Sign In

[Forgot your password?](#)

Questar®

<https://ny.nextera.questarai.com/Admin>

User Roles



Understand User Roles and Responsibilities

	DTC	DLU	DITC	SUP	PRN	STC	SITC	BLU	Teacher
View/Edit Students Page	X	X		X	X	X		X	View Only
View/Edit Classes and Create New Classes	X	X		X	X	X		X	X
Print Student Logins	X	X		X	X	X		X	X
Create New Roles/Accounts in Nextera Admin	X	X		X	X	X		X	
View Testing Status Details Page	X	X	X	X	X	X	X	X	X
Set Student Testing Accommodations	X	X		X	X	X		X	
Change Session Access Codes	X	X		X	X	X		X	
Set Student Not Tested Codes	X	X		X	X	X		X	
Complete Tech Readiness Checklist	X	X	X	X	X	X	X	X	
Resolve Concurrent Logins	X				X	X			
View and Print Student Responses	X			X	X				

Account Rules

- + There can only be one of each of the following account types per district or school:
 - District Test Coordinator (DTC)
 - Superintendent (SUP)
 - Principal (PRN)
 - School Test Coordinator (STC)
- + There can be multiple account types for:
 - District Level User (DLU)
 - District Information Technology Coordinator (DITC)
 - Building Level User (BLU)
 - School Information Technology Coordinator (SITC)
 - Teachers



Nextera Admin: Add and Edit Users, Creating Classes



Accounts

The Accounts tabs allows users to view and edit accounts, as well as, Reset passwords



New York State Grades 3-8 Testing Program Questar

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

Accounts

Manage Accounts Merge Accounts New Account

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

Account Type All ▾ Show users without a role

Search

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
test@email.com	LName1	FName1	test@email.com	DTC	QAI Training Test District	View Reset	History
test2@email.com	LName2	FName2	test2@email.com	PRN	Test Middle School	View Activate	History

Accounts

Users can also create New Accounts



Accounts

Manage Accounts Merge Accounts **New Account**

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

Account Type All Show users without a role **Search**

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
test@email.com	LName1	FName1	test@email.com	Teacher	Test Middle School	View Activate	History
test2@email.com	LName2	FName2	test2@email.com	DTC	QAI Training Test District	View Reset	History



Accounts



Based on their user role, users can export account types into an excel document.

1

Account Type: Principal Show users without a role

Search: Type part of a name, User ID, or email address

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
						View Reset	History
						View Reset	History
						View Reset	History
						View Reset	History
						View Reset	History
						View Reset	History
						View Activate	History
						View Reset	History
						View Reset	History
						View Reset	History

showing 1 to 10 of 34 accounts

« 1 2 3 4 »

2

Download Data File (Excel)

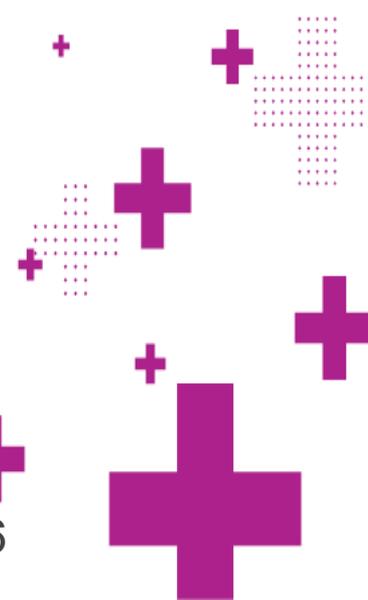


Accounts

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, and Conditional Formatting. The active cell is I1, which contains the text 'Active'. The spreadsheet has the following columns: A (Role), B (District Number), C (District Number), D (User ID), E (Last Name), F (First Name), G (Email), H (Phone Number), and I (Active). Rows 2, 3, and 4 are currently empty.

	A	B	C	D	E	F	G	H	I
1	Role	District Number	District Number	User ID	Last Name	First Name	Email	Phone Number	Active
2									
3									
4									

When downloaded as a .csv, the user will see a document like this with all of the users in that role for their district. This includes valuable information such as if a user is active or inactive in Nextera.



Accounts Page Reminders

New Accounts

- + Account creation should be handled locally through Nextera Admin
- + User ID field should always be the user's email address
- + District Test Coordinators (DTC), Superintendents (SUP), and Building Level Users (BLU) can create new accounts within their school.
- + When creating an account, the DTC must click "Activate" for the new user to receive their Welcome to Nextera email.
- + See [CBT Support](#) for Adding and Editing Users in Nextera Admin.



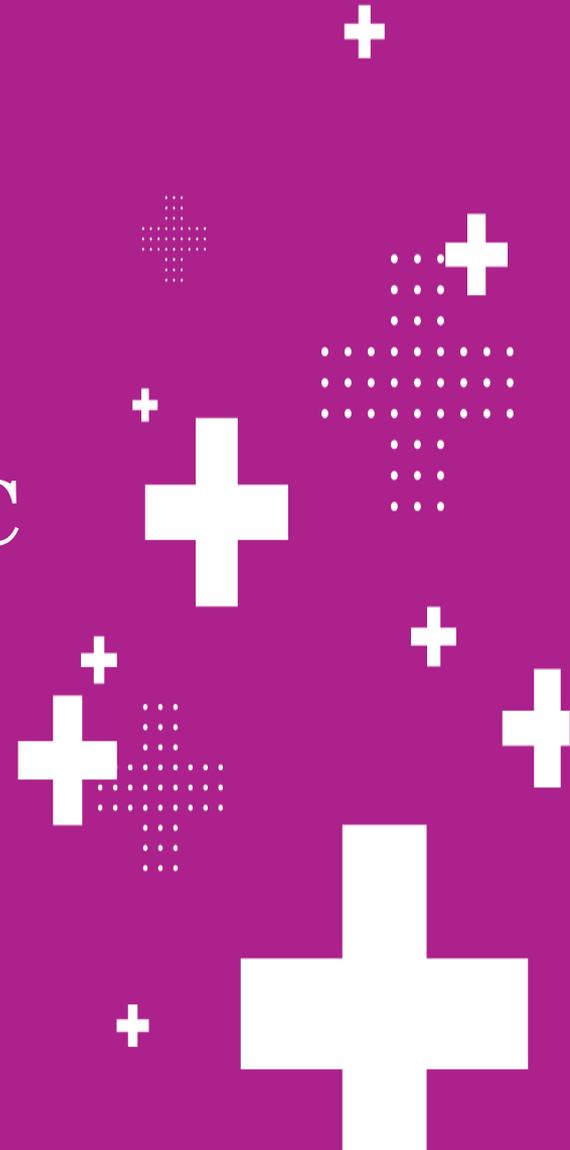
Classes

Tips for creating classes:

- + Classes are virtual classes in Nextera – only for CBT testing purposes.
- + Not necessary to set up classes.
- + They do not have to align to instruction.
- + Consider classes for student testing accommodations, such as “TTS Class,” or for grouping students who are not taking the computer-based tests, such as “Taking Regents.” Note that you must still set the accommodations for these groups.
- + Grouping students by classes allows students in that class to have the same test session access code.
- + Leave the Pre-ID classes, even if they are empty, for possible student transfers.



Nextera Admin: Manage Student Information Set Accommodations and NTC



Students



New York State Grades 3-8 Testing Program



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

View Student

You're Viewing: **Poppy J** for 2023-24 Simulation

Edit

District of record	QAI NEXTERA TEAM (QAI02)	School of record	QAI NEXTERA TEAM (QAI02)
--------------------	--------------------------	------------------	--------------------------

Demographic Information:			
NYSSIS ID	9999567456	Grade	Grade 5
First Name	Poppy	MI	Last Name J
Date of Birth	7/20/2014	Gender	Female

Student Local ID

ELA

Testing district QAI NEXTERA TEAM (QAI02)	Accessibility and Accommodation Options	Answer Masking Tool ON	Text-to-Speech (online only) OFF	Initial Page Zoom OFF
Testing school QAI NEXTERA TEAM (QAI02)		Classroom Accommodations 0 Selected	Read Aloud (by human) OFF	Speech-to-Text ON
Testing class ELA Test				

Setting Accommodations

- Under the Students Tab
- Make sure you set accommodations BEFORE you print login tickets
- Very important to set accommodations for students to receive the correct form of the test.

Select Accommodations

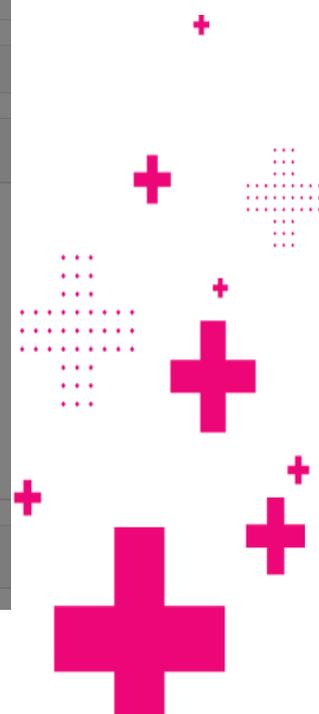
Student Name Poppy J
Content Area ELA

Online Testing Accommodations | Classroom Accommodations

Tap or click any option below to enable or disable it for this student.

-  **Answer Masking Tool**
This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.
-  **Text-to-Speech (online only)**
This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).
-  **Initial Page Zoom**
This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.
-  **Read Aloud (by human)**
This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. *This may not be used with any print variations or offline testing accommodations.*
-  **Speech-to-Text**
Speech-to-text transcribes a spoken response as an alternative to typing. The text can then be edited. A microphone is necessary.

Save Cancel



Classroom Accommodations



Assigning classroom accommodations to individual students

Select Accommodations

Student Name Reviewer AM

Content Area

[Online Testing Accommodations](#)

[Classroom Accommodations](#)

Please select the testing accommodations that your student used outside of the testing platform.

- Flexibility in Scheduling (IEP or 504 Plan)
- Flexibility in setting (IEP or 504 Plan)
- Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)
- Method of response (IEP or 504 Plan)
- Use of spell-checking device/software (IEP or 504 Plan)
- Other (IEP or 504 Plan)
- Bilingual dictionaries and glossaries (ELL)
- Separate location (ELL)

Save

Cancel

Accommodations

Multi-Student Edit details

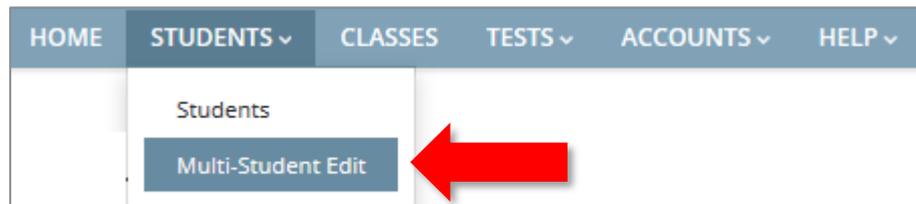
- + This feature allows you to add accommodations to a group of students at the same time.
- + **Note:** Multi-Student Edit will overwrite any previously assigned accommodations for the students being edited. It is recommended to begin with the Multi-Student Edit, then make necessary individual changes to assign accommodations for individual students.



Accommodations



Multi-Student Edit: Assigning accommodations to a group of students



Multi-Student Edit

Current content area: **ELA**

Search

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

Accommodation settings for ELA:

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

	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input checked="" type="checkbox"/>	1350026987	Test ELA		Student	ELA	05	
<input checked="" type="checkbox"/>	9999567456	Poppy		J	ELA	05	

Accommodations

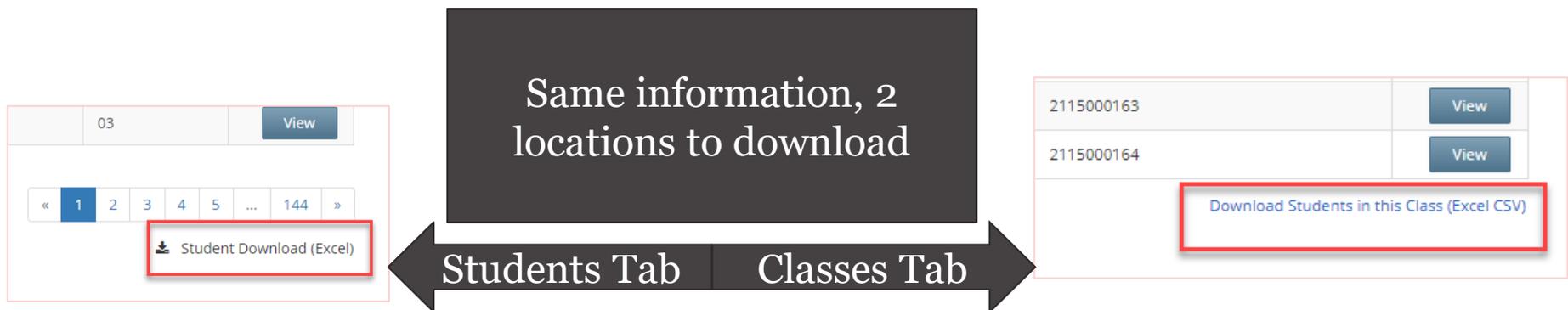


Test Read v Read Aloud v Text-to-Speech

Test Read (paper only)	Read Aloud (by human)	Text-To-Speech (online only)
<ul style="list-style-type: none">• A human reads the test to the student from a paper test.• The student tests on paper and enters responses on paper.• This is a classroom-only accommodation and the student is marked as “Tested on Paper” in Nextera Admin when in a CBT class.	<ul style="list-style-type: none">• A human reads the test to the student from a paper test.• The student tests on computer and enters responses on computer.• This is a combination of an online- and human-delivered accommodation.	<ul style="list-style-type: none">• The computer reads the test to the student from the computer screen.• The student tests on computer and enters responses on computer.• This is an online-only accommodation (the student has headphones while testing on computer).

Checking Student Accommodations

- Use the Student Download or the Class Report to verify all accommodations are set properly before testing.
- The Student Download Report is available from the Students/Students tab at the bottom of the student list.
- The Classes Report is available from the Classes tab at the bottom of the student list for the specific Class.
- Run this report after all Student Accommodations have been set, before printing Login Tickets.



Checking Student Accommodations



In the Class tab: Class Export File:

- shows all testing accommodations

	A	B	C	D	E	F	G	H
1	District: QAI NEXTERA TEAM (QAI02)							
2	All Content Areas	2023-24 Simulation						
3	StudentID	FirstName	MiddleName	LastName	Grade	Subject	Accommodation	Accommodation Option
4	1350026987	Test ELA		Student	5	ELA	Answer Masking Tool	
5	1350026987	Test ELA		Student	5	ELA	Speech-to-Text	
6								
7								

Not Testing Codes (NTC)

- Testing Tab or the Testing Status Details Page
- Can be assigned by DTCs, DLU, SUP, PRN, STC, and BLU
- Only set for Operational testing

New York State Grades 3-8 Testing Program



HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

You are not within the testing window.

The report code change window has closed. Your permissions allow you to change the report code even though the window has closed. Please do so only with proper approvals as reporting may have already been provided based on data at the time the window closed.

Examiner View

Login Tickets

Session 1 Access Code 1111

Session 2 Access Code 2222

Must be set prior to the window closing to avoid being addressed during summer clean up.

Registered Students:

Session

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
AM	Reviewer	2301000041 manage	112752	03	EN2303100U	Session 1: Not Started Session 2: Not Started	0 0			Set
AM	Reviewer	2301000042 manage	833561	03	EN2303100T	Session 1: Not Started Session 2: Not Started	0 0			Set
AM	Reviewer	2301000043 manage	319341	03	EN2303100S	Session 1: Not Started Session 2: Not Started	0 0			Set
AM	Reviewer	2301000044 manage	755848	03	EN2303100R	Session 1: Not Started Session 2: Not Started	0 0			Set

Set Status Codes

Student Name: AM, Reviewer

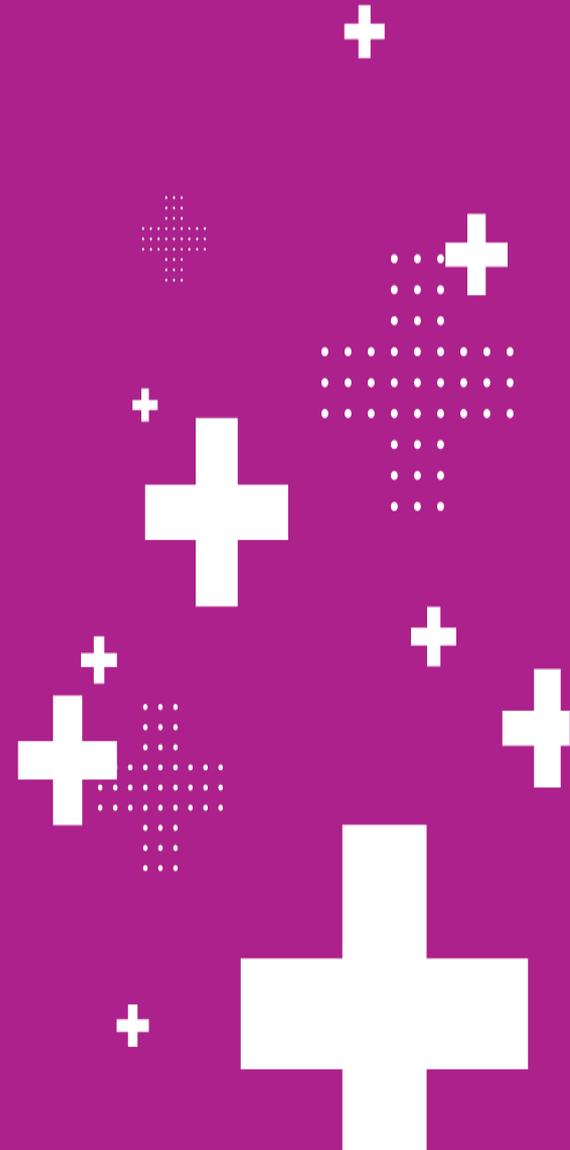
Session Name: Session 1

Content Area: ELA

Scoring Option: Not Testing None

Reason:

Alternate Languages



Alternate Language Testing Steps & Options

Step 1: Request Alternate Language paper copies in the fall using the Online Request System. Once the online request system closes, contact NWEA CS for any additional needed tests.

Step 2: Assign ELL students the Alternate Language accommodations in Nextera Admin to ensure they receive the correct Form, to match their paper copy.

Testing Option 1: Student can test on the computer using the English version. They will have the accommodated Alternate Language paper copy while testing. Student **MUST** respond on the computer for the entire test (Sessions 1 and 2 of Math and the complete singular session of Science).

Testing Option 2: Student will test only on paper, with an English and Alternate Language paper copies.



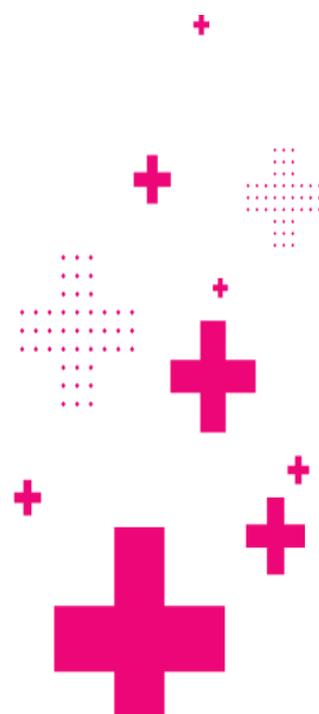
Setting Alternate Languages in Nextera

From the Students page, users must set a Print Variation by identifying the appropriate alternate language when setting accommodations for Math or Science. This is found under the Offline Testing Accommodations tab.

The screenshot shows a 'Select Accommodations' dialog box in the Nextera interface. At the top right, the user's name 'Jen Janinek' and a 'Sign Out' link are visible. The dialog box contains the following information:

- Student Name:** Reviewer STT
- Content Area:** Math (dropdown menu)
- Accommodation Tabs:** Online Testing Accommodations, Offline Testing Accommodations (selected), Classroom Accommodations
- Instructions:** Tap or click any option below to enable or disable it for this student.
- Print Variations:** A section with a blue icon of a document with three dots. The text reads: 'Please identify which alternate language paper edition the student will be using along with the English CBT. Selecting the alternate language below will ensure the alternate language paper edition and the English CBT are the same form.'
- Language Selection:** A dropdown menu currently showing 'Arabic'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

This ensures that the student will receive test Form A, which will match their printed form requested in the Online Ordering System.

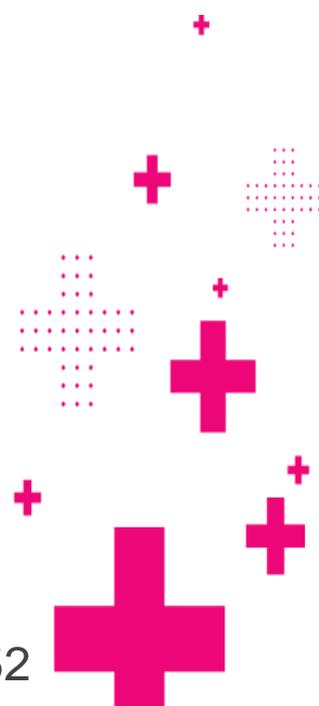


Checking for Accommodated Form A

- + From the Tests tab, check to make sure the students who are taking an Alternate Language exam have Form A assigned.

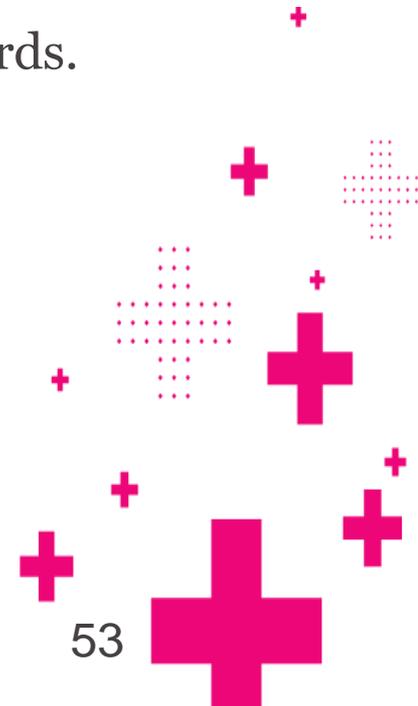
New York State Grades 3-8 Testing Program

HOME	STUDENTS	CLASSES	TESTS	ACCOUNTS	STUDENT RESPONSES
Last Name	First Name	NYSSIS ID	Password	Grade	Form Name
AM	Reviewer	2411008421 manage	645712	03	NY2401_MA_03_1_EN_0A
AM	Reviewer	2411008422 manage	828269	03	NY2401_MA_03_1_EN_0N
AM	Reviewer	2411008423 manage	725935	03	NY2401_MA_03_1_EN_0M
AM	Reviewer	2411008424 manage	265784	03	NY2401_MA_03_1_EN_0L

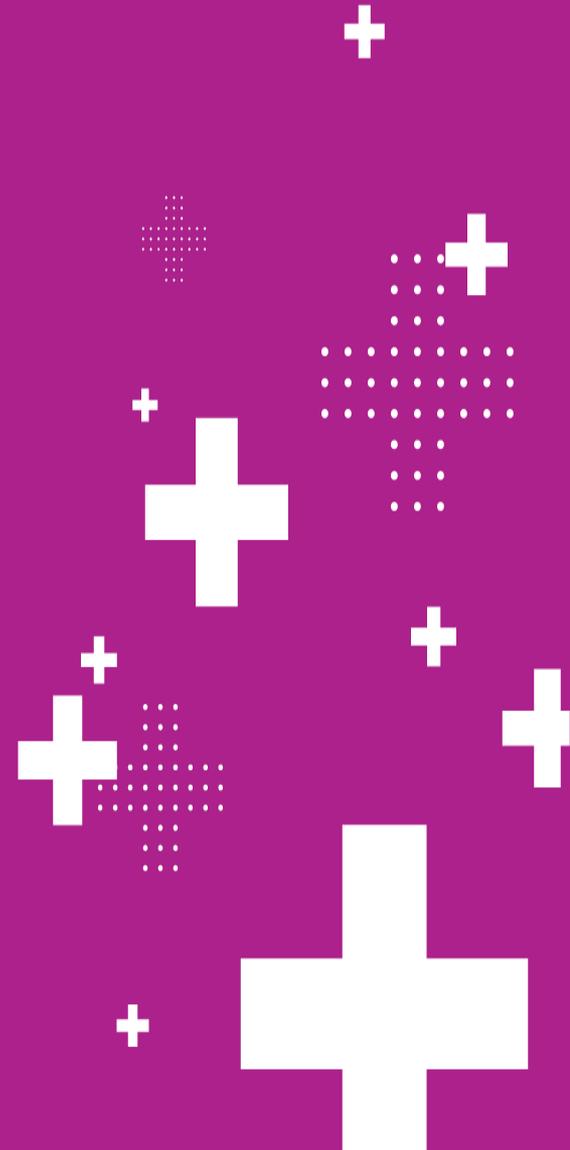


Alternate Language Reminders

- + Use practice tests to determine which format (computer or paper) will be best for each ELL student prior to testing day.
- + While ELL students can test on CBT or PBT, they must choose one format for the entire test. Students do not have the option to choose to do Session 1 CBT and Session 2 PBT.
- + Chromebooks do not support Alternate Language keyboards.
- + ELLs who require an oral translation of a lower incidence language must test on paper.



Student Transfers

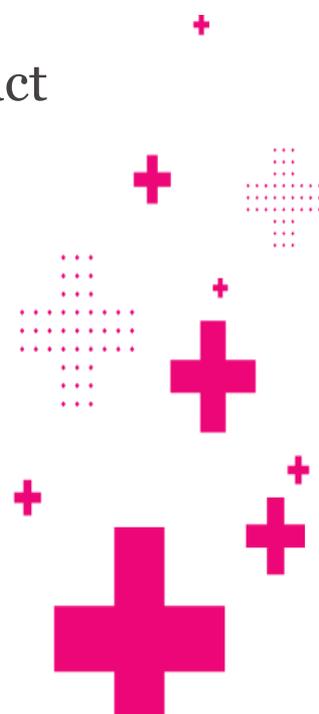


Student Transfers 2024-2025

- + Make sure ALL fields match for each content area, including District of Record/School of Record with Testing District and Testing School.
- + We encourage schools to leave the Pre-ID classes, even if they are empty. That way there is a place to put new transfers if the destination class is not known.
- + If a student does not match for all the fields, please contact your RIC in order to transfer the student successfully.



New in 2024: On the Student page, take note of the student's testing status. If a student has started or completed a content area, they will need to be placed in a destination class.



Student Transfers 2024-2025

New York State Grades 3-8 Testing Program



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

View Student

You're Viewing: E2EELAFormT All Correct for 2024 Spring 3-8 Edit

District of record: QAI E2E District Three (201971000003) School of record: QAI E2E School Two (201971000020)

Demographic Information:

NYSSIS ID	2411610111	Grade	Grade 6
First Name	E2EELAFormT MI S	Last Name	All Correct
Date of Birth	6/25/2011	Gender	Male

Student Local ID: 241161111

ELA

Testing district: QAI E2E District Three (201971000003)

Testing school: QAI E2E School Two (201971000020)

Testing class: D3S2 Grade 06 Form T

Accessibility and Accommodation Options:

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

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Complete	11	2/26/2024, 3:24:00 PM EST	2/26/2024, 3:24:47 PM EST
Session 2	Complete	4	2/26/2024, 3:25:05 PM EST	2/26/2024, 3:25:26 PM EST

Math

Testing district: QAI E2E District Three (201971000003)

Testing school: QAI E2E School Two (201971000020)

Testing class: D3S2Grade04 Form F

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
- Print Variations: OFF

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Not Started	0		
Session 2	Not Started	0		

The student has completed ELA, so they will need to be placed in a destination class in their new school.



The student has not started Math, so they do NOT need to be placed in a destination class in their new school.

Student Transfers 2024-2025

New York State Grades 3-8 Testing Program



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

View Student

You're Viewing: **E2EELAFormT All Correct** for 2024 Spring 3-8 Edit

District of record QAI E2E District Three (201971000003) **School of record** QAI E2E School Two (201971000020)

Demographic Information:

NYSSIS ID	510111	Grade	Grade 6
First Name	LAFormT MI S	Last Name	All Correct
Date of Birth	2011	Gender	Male

Student Local ID: 241161111

ELA

Testing district: QAI E2E District Three (201971000003)

Testing school: QAI E2E School Two (201971000020)

Testing class: D3S2 Grade 06 Form T

Accessibility and Accommodation Options

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

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Complete	11	2/26/2024, 3:24:00 PM EST	2/26/2024, 3:24:47 PM EST
Session 2	Complete	4	2/26/2024, 3:25:05 PM EST	2/26/2024, 3:25:26 PM EST

Math

Testing district: QAI E2E District Three (201971000003)

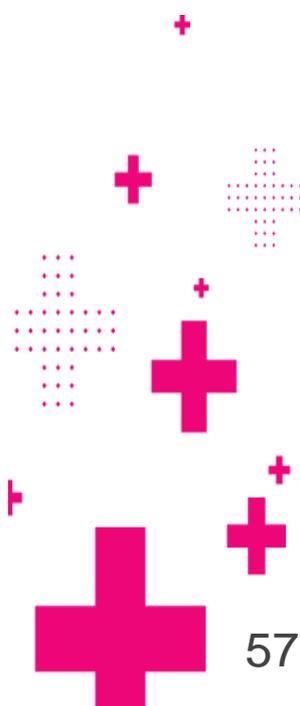
Testing school: QAI E2E School Two (201971000020)

Testing class: D3S2Grade04 Form F

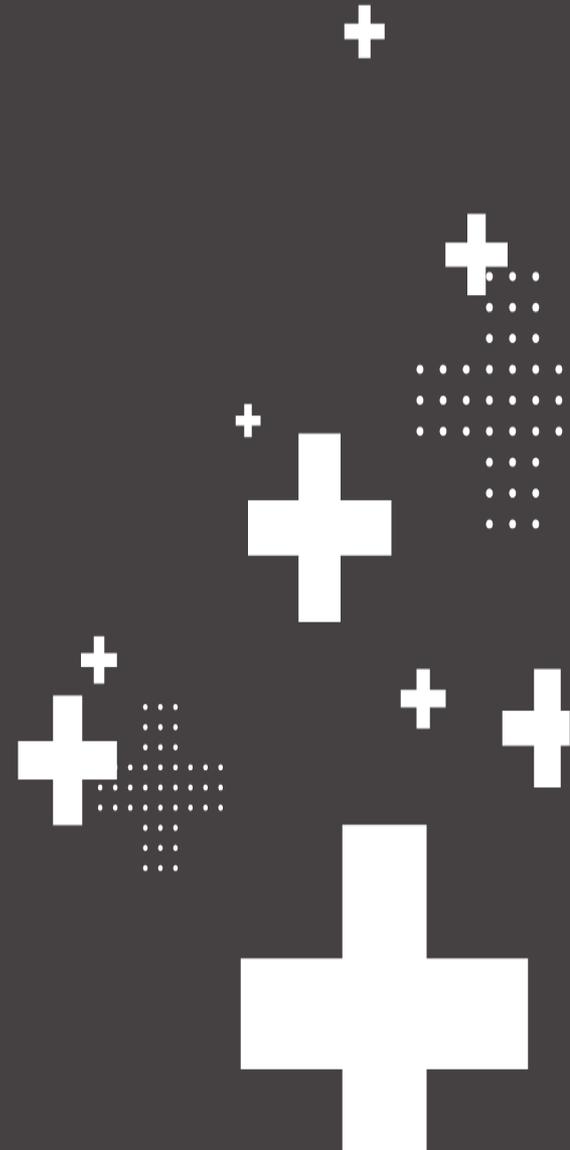
Accessibility and Accommodation Options

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

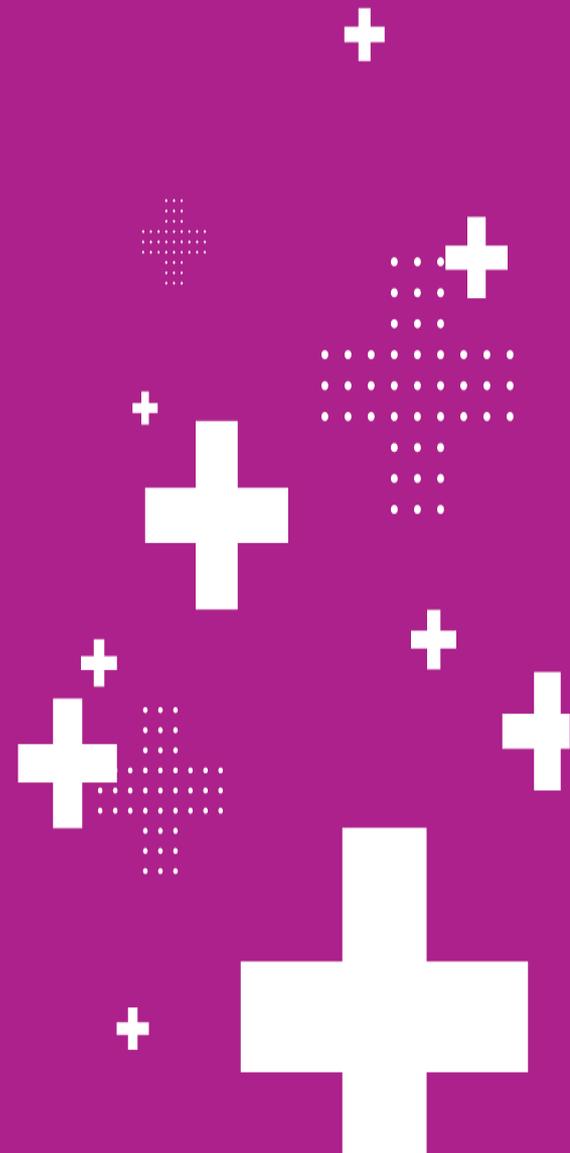
Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Not Started	0		
Session 2	Not Started	0		



Break



Preparation is Key



Preparation is Key!

- + Question Sampler
- + Practice Tests in the Questar Secure Browser
- + Participate in the Simulation-January 21st-January 31st

It's important to have students practice the tools and practice being in the Test Delivery system to avoid mistakes when testing in the spring.



CBT Systems Overview

<https://ny.nextera.questarai.com/tds/#practice>

➤ Question Sampler

- Web-based application students and teachers use to become familiar with the test format, question types, application tools, and accommodations available for operational CBT.
- Offers practice with previously released State questions
- Four samplers per Grades 3-8 ELA and Math Grades 5 and 8 Science (New Sampler 3 coming this winter)
- Empty ELA Constructed Response Boxes, Math Equation Editors, and Science Item Type Samplers are available for instructional use.

➤ Nextera® Test Delivery System

- Secure browser
- Downloaded to students' devices
- Student access and complete tests
- Offers practice with previously released State questions



Sampler # 3 is new this year for ELA and Math and Science available in early January

➤ Nextera® Administration (Nextera Admin)

- Online Test Administration System
- Multi-tiered, role-based system
- Manage students and student-test taking

<https://ny.nextera.questarai.com/Admin>

➤ ScorePoint

- Centrally-hosted software application to score constructed-response items entered by students during operational computer-based testing

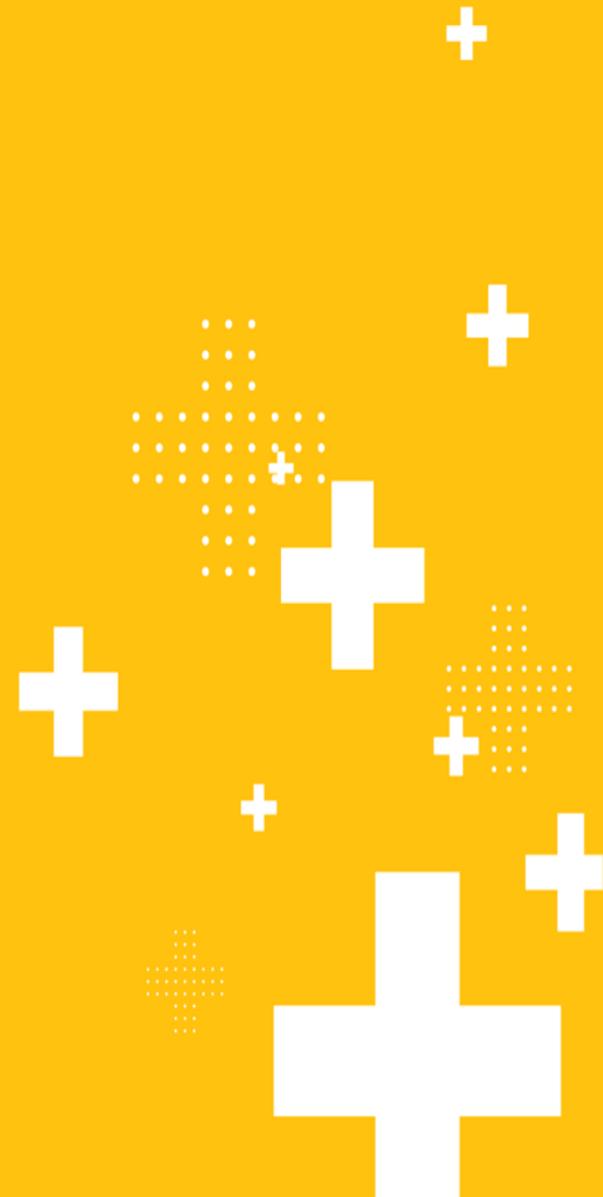
<https://ny-scorepoint.questarai.com/scorepoint>

Nextera[®] Test Delivery System

- + Questar Secure Browser - Installed on each student device
- + Allows the test to be administered securely on the device
- + Test content cached to the student's testing device when student logs in
 - Responses stored/encrypted locally on computer/device in case of network loss
- + In Chromebooks, set “Do not erase local user data” under Google Admin console so device cache is not cleared



Question Sampler



Question Sampler

Available from a webpage and can be used by students, parents, teachers, or administrators.

Users can preview the testing tools without downloading and installing a secure browser or application.

Users can preview test accommodations. Four samplers per grade level for Grades 3-8 ELA and Math and Grades 5 & 8 Science. *New Sampler 3 coming this winter.

Empty ELA Response Boxes and Math Equation Editors for instructional use.

New York State Testing Program

Question Sampler

The New York State Education Department and NWEA are committed to supporting students, families, teachers, and administrators through every step of the testing process. The Question Sampler offers an opportunity for students to become familiar with the test format, the question types, and the tools they will experience during testing.

Important: Check your device to ensure it meets [minimum system requirements](#) for the Question Sampler.



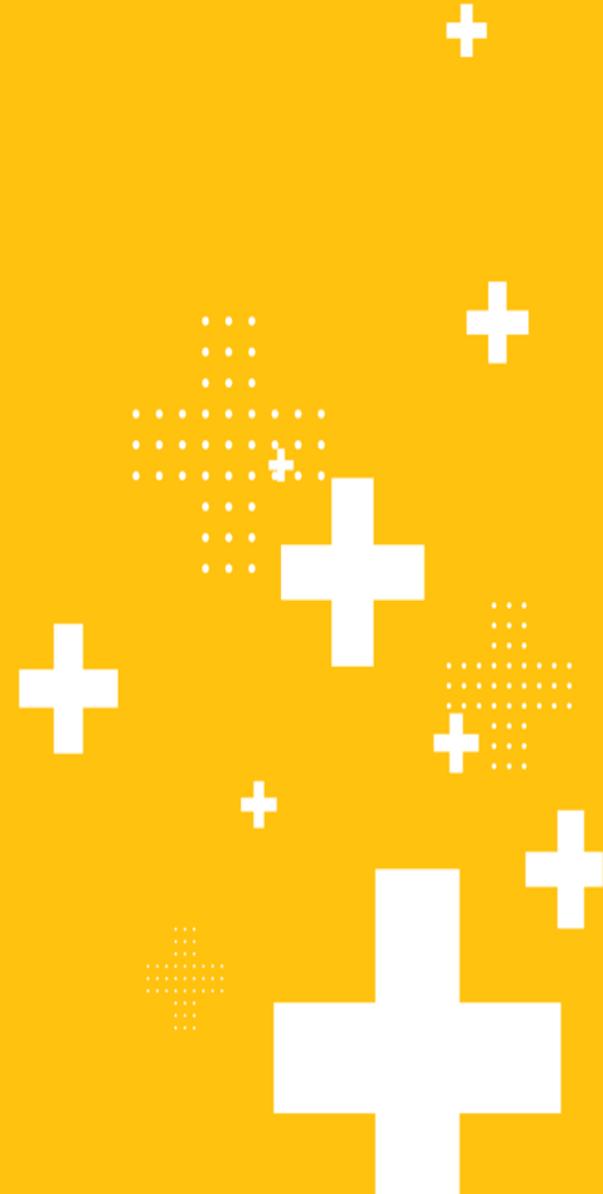
Select Question Sampler

Select Subject

For the best experience use a Chrome browser to access the Sampler

<https://ny.nextera.questarai.com/tds/#practice>

Practice Tests



Practice Tests

Teachers and students can log into the Secure Browser application to access the practice tests.

The Secure Browser practice tests are the same practice tests that appear in the Question Sampler.

This allows students to have the experience of logging in and using the tools and navigation within the Secure Browser environment.

Username and passwords are posted on [CBT Support](#).



New York Statewide Assessment

Powered by Nextera™

NYSSIS ID

NYSSIS ID

Password

Password

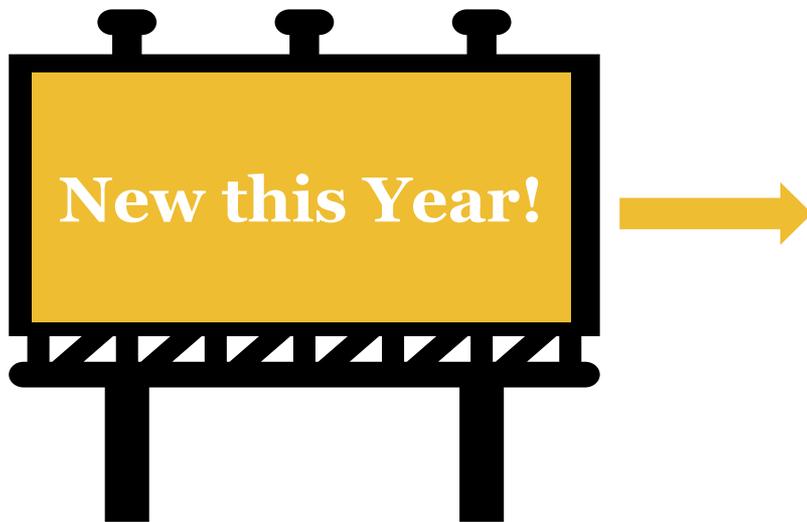
Sign In

Questar®

Sample Login
Username: elag03
Password: practice

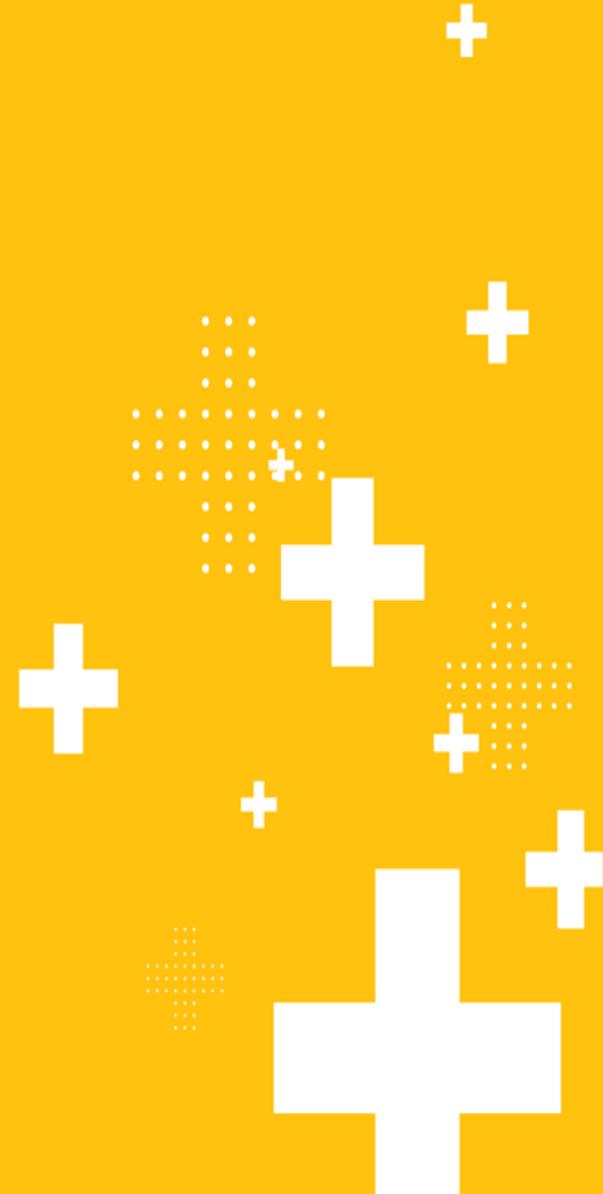
Practice Tests

There will now be certain practice test logins that will allow for the user to practice multiple accommodations at once in the Secure Browser.



- ELA: STT and TTS
- Math: Initial Zoom and Answer Masking
- Science: Initial zoom and Answer Masking

Statewide Simulation



Simulation

- + Dates: January 21st-January 31st
- + Review Proctor Training prior to Simulation to familiarize yourselves with best practices and logistics.
- + Practice setting accommodations and putting students into different groupings and classes.
- + An opportunity for your school to practice and simulate a testing environment that will take place for operational testing.
- + School wide decision of who participates in the simulation and in what content areas. NYSED does not need to be notified of your decision.
- + Recommended to have as many students participate in the simulation as possible.
- + NTCs do NOT need to be set for the simulation.



Testimonials



Testimonials

We've invited experienced CBT schools who will be providing some tips and helpful information based on their experiences with computer-based testing.



Helpful Reminders for Computer-Based Testing



Concurrent Logins

A Concurrent login issue occurs when a student's credentials are already in use when they attempt to begin testing.

This could occur when:

- > A student is actively testing and their device malfunctions, including loss of power, they must use an alternate device.
 - > Another student has signed in using their credentials
- Note: The principal should contact NWEA if a student uses the incorrect credentials.

The image displays three overlapping screenshots of the NWEA login interface. The top-left screenshot shows a 'Locked' state with a padlock icon and an 'Unlock credentials' button. The top-right screenshot shows an 'Unlocked' state with an open padlock icon and an 'Unlock credentials' button. The bottom-right screenshot shows the 'New York Statewide Assessment' login page, powered by Nextera, with fields for 'NYSSIS ID' and 'Password', and buttons for 'Sign In' and 'Exit'. A yellow error message at the bottom of the login page reads: 'This account has been signed in on another device, and only one sign in can be active at a time.' The Questar logo is visible at the bottom of the login page.

RICs, DTCs, Principals, and STCs can unlock a student's credentials within Admin. This will allow the student to continue testing.

Concurrent Logins

- **RICs, DTCs, PRNs, and STCs** will see the “manage” link on the Tests/Tests tab under the Student’s NYSSIS ID.
- Clicking on the link will open the Unlock box. Users will click the Unlock Credentials to allow that student to log back into the test session.

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Back to tests list

View Test

You're Viewing: NY2306 Simulation Math

District: QAI Training Test District	School: QAI Training Elementary School
Testing Window: [blurred]	Content Area: Math
Teacher: [blurred]	Class: Math Class 1
Test Name: [blurred]	
Testing Dates: [blurred]	

Examiner View
Login Tickets

Session 1 Access Code 6024

Registered Students:

Session All Sessions

Last Name	First Name	NYSSIS ID	Pass
StudentP	StudentP	9993311059 manage	251
StudentQ	StudentQ	9993311051 manage	564

Manage StudentP, StudentP (9993311059)

Student information	Session 1	
Last Name NYSSIS ID	Status Date/Time Started	
StudentP 9993311059	Not Started	
First Name Password	Total Items Completed	
StudentP 251642	0	Date/Time Completed
Grade Form Name	Status Codes	
04 MA23043001		

Credentials are currently: **unlocked**

Unlocking the credentials means the same credentials displayed above can be used to sign in to a new device. If there are any other active devices will be automatically signed out.

[Unlock credentials](#)

Date/Time Started	Date/Time Completed	Status Codes
		Set
		Set

Student Download (Excel)

*Administrators should make sure that all proctors are familiar with the concurrent login error message and what to do.

Reset vs Reactivation

Reset

Needed when a student is not assigned their correct accommodation and is not given the correct form on Nextera. This will reset the student to a new form; wiping all answered questions.

Reactivation

Needed when a student accidentally submits a test when they are unfinished. The test needs to be reactivated and reopened for testing.



Contact
NWEA
Customer
Support for
assistance

Proctor Training

This year, the Proctor training will be posted on CBT Support earlier, prior to Simulation. This training will go into detail on the responsibilities for proctoring before, during, and after the computer-based test administrations.

By training your proctors prior to the administration of the computer-based tests your school will be able to:

- Maintain the security of the exams
- Create a smooth administration for both proctors and students
- Avoid situations that delay testing or cause misadministrations, such as switched login credentials or mixed formats (CBT and PBT)

Resources

The Proctor Training can be found on [CBT Support](#)

Pages 7 & 8 of the [SAM](#) provide further information on Proctor Training

*The 2024-25 edition will be available later in the year.

Monitoring Students while Testing

It is a local decision as to whether the teacher or proctor has access to the Nextera Administration System (Nextera Admin).

While the Examiner View can be helpful to proctors, they should be encouraged to engage in active proctoring, which includes walking around the room to ensure all students are working productively.

Examiner View

Proctors can use the Examiner View in Nextera Admin to monitor testing status. The School Testing Coordinator (STC) or District Testing Coordinator (DTC) also have access to the Examiner View.

New York State Grades 3-8 Testing Program

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

Examiner View

Login Tickets

Session 1 Access Code 1111	<input type="text" value="New Access Code"/>	Submit	Cancel
Session 2 Access Code 2222	<input type="text" value="New Access Code"/>	Submit	Cancel

Monitoring Students while Testing

- The Testing Status Details Report is available from the Tests/Testing Status Details tab at the bottom of Class details tab.
- This report is important to use during the Operational Administrations to monitor testing and Not Tested Codes.

Testing

Select admin window * 2024 Spring 3-8

Select subject All

Select grade All

▼ Class detail

Select region All

Select district

Select school

Select overall status All

Search class name or teacher name

Class name	Teacher Name	Overall status	Students in class	Status codes	Test session status information		
					Not started	In progress	Completed
> 03FormsTestingACCFORMA	AutoPreIDTeacher Questar	Not started	104	0	0	0	0
▼ 03FormsTestingACCFORMA	AutoPreIDTeacher Questar	In progress	47	0	90	4	0

View class page View test page

Student information

Last Name	First Name	NYSSIS ID	Status	Items Complete	Test Started	Test Completed
03150	FormTest	0334110977	Session 1: Not Started Status Codes	0	-	-
			Session 2: Not Started Status Codes	0	-	-
			Session 1: Not Started Status Codes	0	-	-
			Session 2: Not Started Status Codes	0	-	-
			Session 1: In Progress Status Codes	11	1/3/2023, 11:10:38 AM CST	-
			Session 2: In Progress Status Codes	7	1/3/2023, 11:58:59 AM CST	-
			Session 1: Not Started Status Codes	0	-	-
			Session 2: Not Started Status Codes	0	-	-

Download all students (csv)

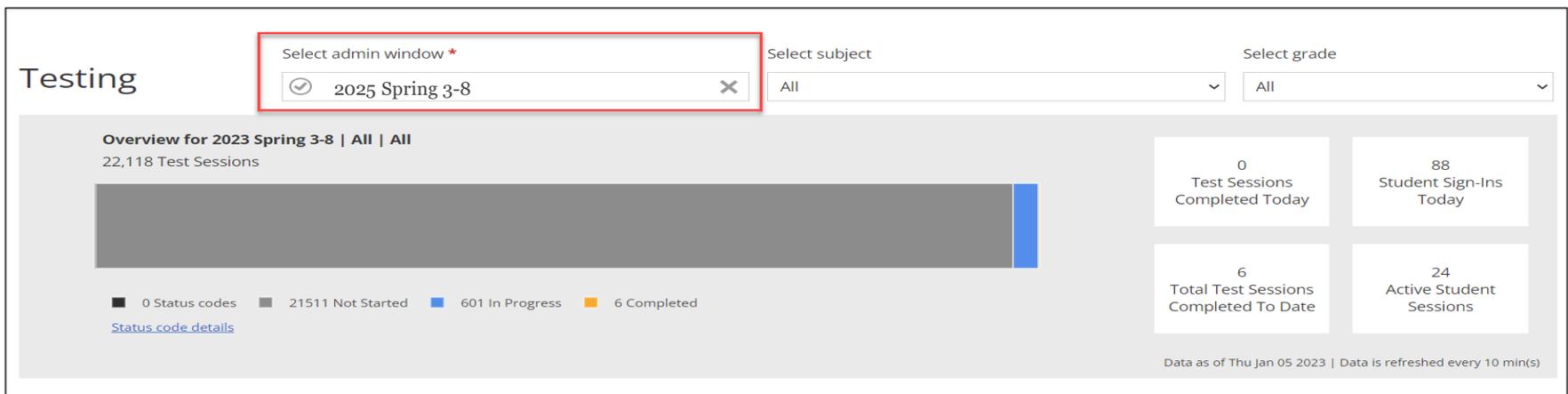
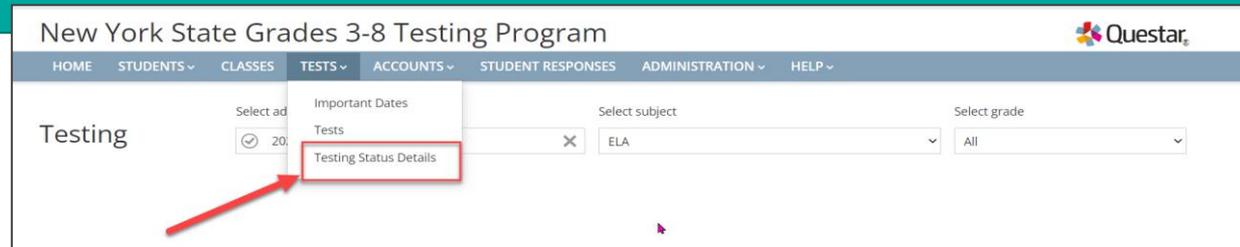
Testing Status for 2025 Spring 3-8

Class name: 03FormsTestingACCFORMA

Last Name	First Name	NYSSIS ID	Session	Status	Items Complete	Test Started	Test Completed
03AM200	FormTest	334110982	Session 1	In Progress	11	1/3/2023 11:10	
03AM200	FormTest	334110982	Session 2	In Progress	7	1/3/2023 11:58	
03AM300	FormTest	334110983	Session 1	Not Started	0		
03AM300	FormTest	334110983	Session 2	Not Started	0		
03AMBoB	FormTest	334110984	Session 1	Not Started	0		
03AMBoB	FormTest	334110984	Session 2	Not Started	0		

Monitoring: Testing Status Details page

The Testing Status Details page allows users to view a summary of the selected class and school as well as individual student status. Select the 2025 Spring 3-8 admin window to populate the page. The overview box provides a snapshot of testing status at the user's level. For example, DTCs will see the overview at the district level, principals will see the overview for their own school.



Login Tickets

- + Print in Nextera Admin from the Test Tab from the homepage
- + Proctors should check and double check that students are logging in with the correct ticket

New York State Grades 3-8 Testing Program 

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

[Back to tests](#) | 2024 Spring 3-8

View Test

You're Viewing: 2023 Spring 3-8 ELA

District: QAI District 8	School: QAI School 1
Testing Window: 2023 Spring 3-8 Test	Content Area: ELA
Teacher: TeacherFirst TeacherLast	Class: ELA 3
Test Name: 2023 Spring 3-8 ELA	
Testing Dates: 1/12/2023, 1:01:00 AM EST to 6/6/2023, 12:59:00 AM EDT	

Testing Dates: 1/12/2023, 1:01:00 AM EST to 6/6/2023, 12:59:00 AM EDT

You are not within the testing window.

The report code change window has closed. Your permissions allow you to change the report code even though the window has closed. Please do so only with purpose as reporting may have already been provided based on data at the time the window closed.

[Examiner View](#)

Login Tickets

Session 1 Access Code **1111**

Session 2 Access Code **2222**

Registered Students:

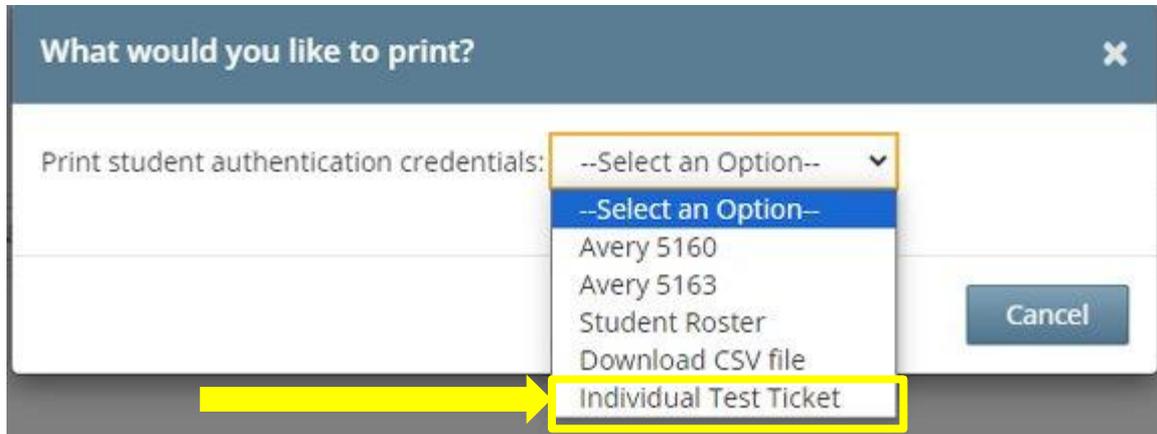
Session | All Sessions ▾

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
-----------	------------	-----------	----------	-------	-----------	--------	-----------------------	-------------------	---------------------	--------------

What would you like to print?

Print student authentication credentials:

Login Tickets: Individual Login Tickets



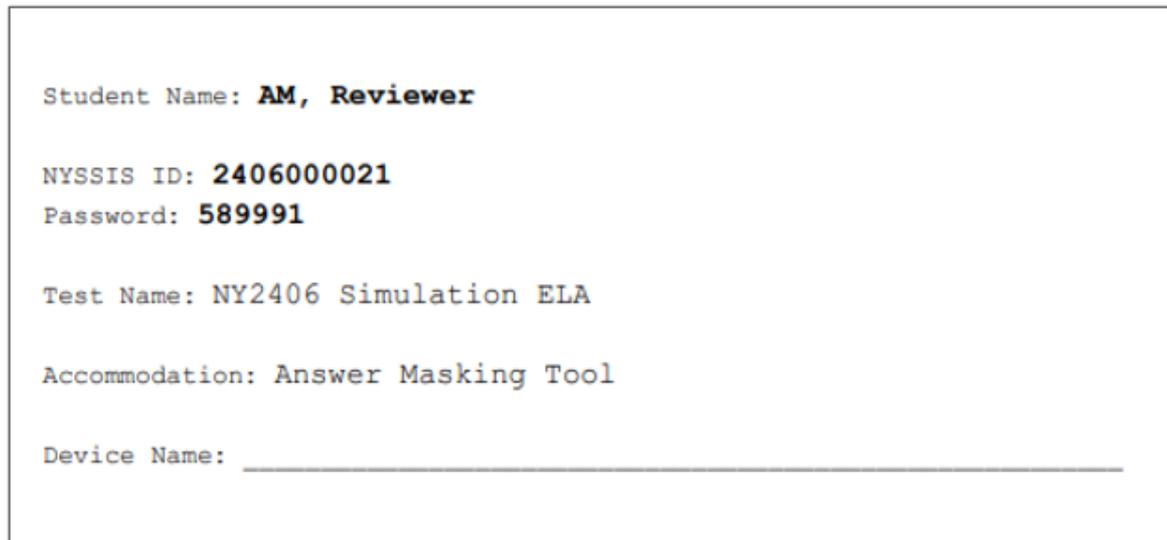
What would you like to print?

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

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

Cancel

Sample individual login ticket:



Student Name: **AM, Reviewer**

NYSSIS ID: **2406000021**

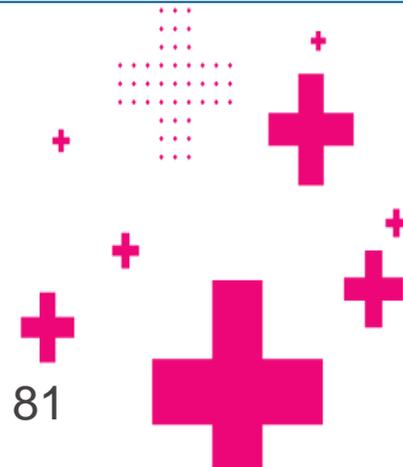
Password: **589991**

Test Name: NY2406 Simulation ELA

Accommodation: Answer Masking Tool

Device Name: _____

Additional information can be found in the [How to Print Student Login Tickets QRG](#) on CBT Support.



Proctor Pin



New York State Grades 3-8 Testing Program



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

Teacher Reminders

The [Question Sampler](#) and [Practice Tests](#) are a good opportunity for your students to become familiar with the test delivery system for computer-based testing prior to participating in the simulations and in operational or field testing.

The 2024-2025 Secure Browsers will be available for download this fall.

CBT Question Sampler and Practice Tests

In order to assist our schools with helping students to prepare for the operational CBT exams, the online [Question Sampler](#) and the [Questar Secure Browser Practice Tests](#) are available for students, teachers, and parents to review the online Nextera Test Delivery System (TDS). The Secure Browser practice tests allow students to experience computer-based testing in the same environment they will use for operational CBT this spring. All students should be familiar with the Questar Secure Browser online tools and navigation before participating in the simulations and the operational computer-based tests.

Access to 2022-2024 Student Constructed Responses Entered on Computer (CBT)

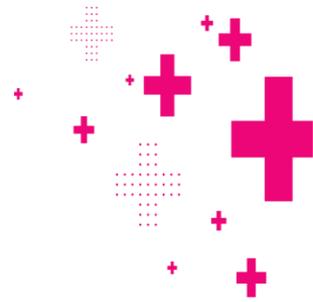
Those schools that administered the 2022, 2023, and 2024 New York State Grades 3 – 8 English Language Arts (ELA) and Mathematics Session 2 and/or the 2024 Grades 5 & 8 Science Tests to students may access student constructed responses from the “Student Responses” tab. (Note that access to the 2022 constructed responses will be removed in Fall 2024.) The reference guide for accessing student constructed responses provides step-by-step guidance on how to access student responses and is available on the Help page in Nextera Admin. If you need any help accessing student responses, please contact [NWEA Customer Support](#).

- Proctor PIN is required when a student needs to restart a paused test
- Located on the homepage of Nextera Admin for district and school level users
- There is a different Proctor PIN for each school
- The Proctor PIN is secure
- Administrators are responsible or providing the Proctor PIN to the Proctors prior to testing

School Information
District: QAI District 8 (99990001007)
District Test Coordinator
Schools:
School: QAI School 1 (99990010052)
Create an Account
Proctor PIN: 12345678
ELA Lead Scoring Entity: Pending
Math Lead Scoring Entity: Pending
Science Lead Scoring Entity: Pending

If you are on the Home page and you don't see the Proctor PIN, keep scrolling!

Access Codes



Session Access Codes are on the Tests/Tests tab.

- Access Codes are secure materials.
- Students need the Session Access Code every time they log into a test.
- Access Codes are different for each class/grouping.
- Access Codes are different for ELA, Math, and Science.
- Administrators are responsible for providing to the Proctors prior to testing.

View Test

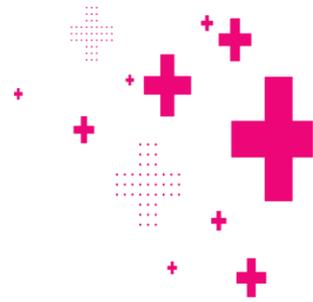
You're Viewing: 2024 Spring 3-8

District:	ADel
Testing Window:	2022 Spring 3-8 Test
Teacher:	teacherFirstname teacherLastname
Test Name:	2022 Spring 3-8 ELA
Testing Dates:	10/22/2021, 9:00:00 AM CDT to 12/30/2022, 5:00:00 PM CST

[Examiner View](#)
[Login Tickets](#)

Session 1 Access Code	1111	<input type="text" value="New Access Code"/>	Submit	Cancel
Session 2 Access Code	2222	<input type="text" value="New Access Code"/>	Submit	Cancel

Access Code v Proctor Pin



The Access Code and Proctor PIN pop-up boxes look similar in the Nextera Test Delivery System but require different codes.

Access code needed



Please enter the access code that your teacher gives you.

Exit **Continue**

The Access Code is required every time a student logs into the test.

Proctor PIN needed

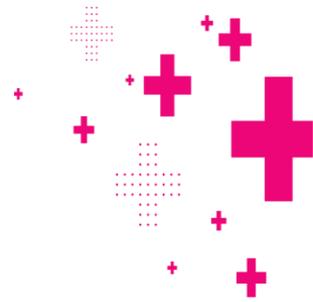


You need a Proctor PIN to start or continue this test.

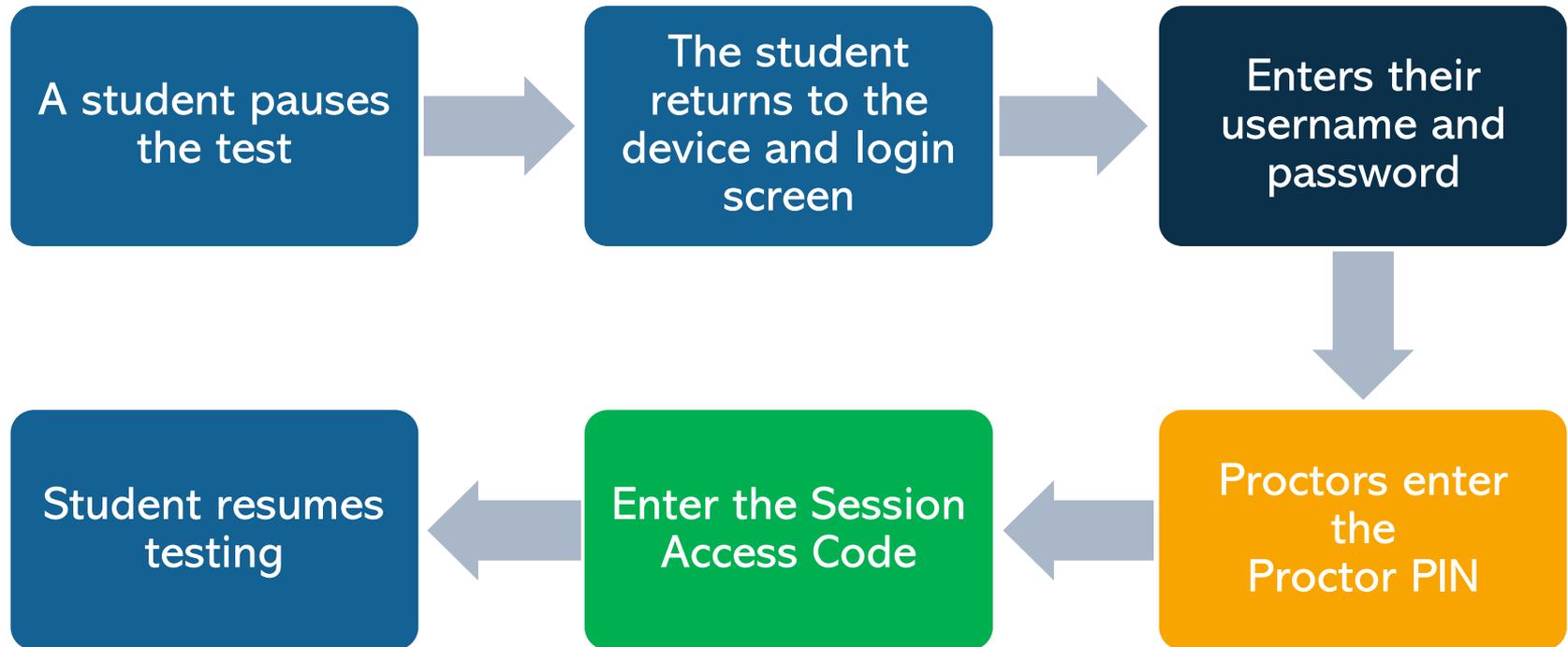
Cancel **Continue**

The Proctor PIN is required when a student logs back into a previously started test.

Nextera[®] Test Delivery System

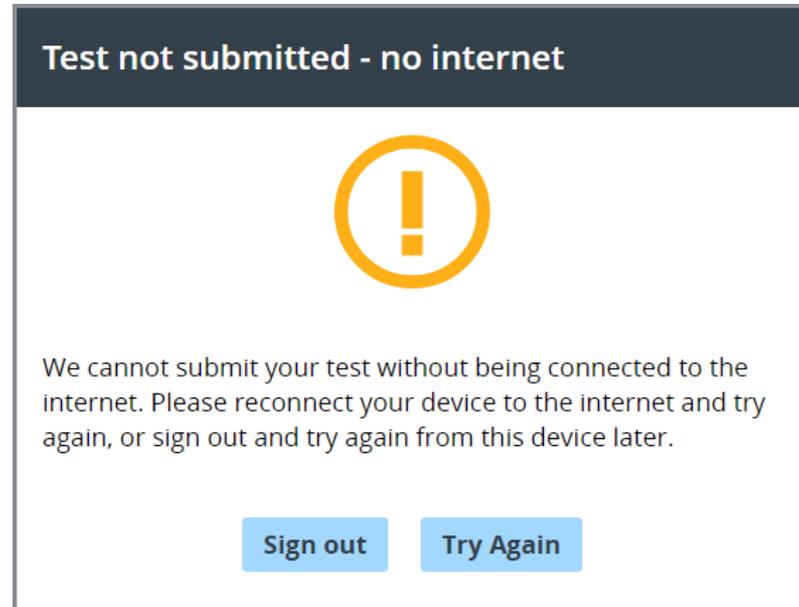


Pausing a Test



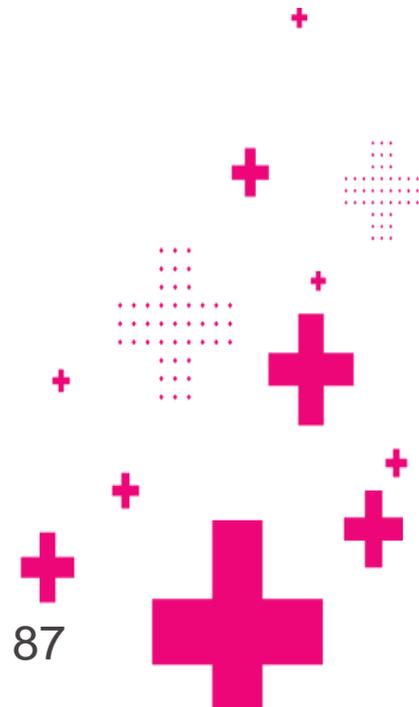
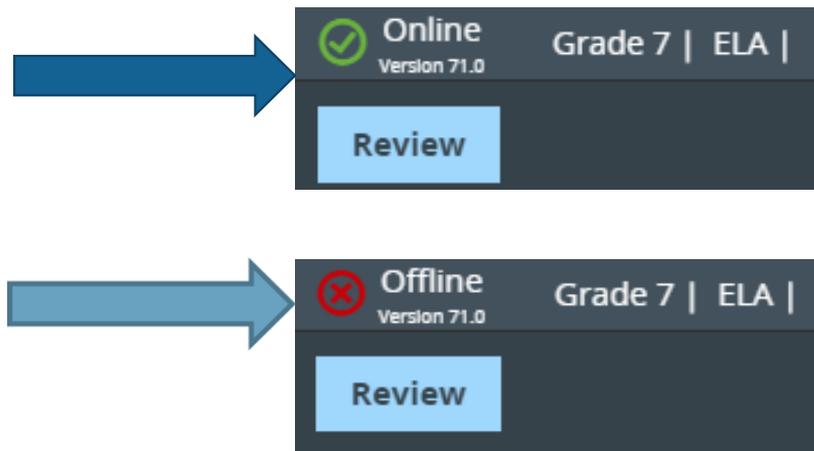
Internet Connect Lost at Submit

- + If the connection is not restored before the student has completed testing:
 - Do NOT allow other students to test on the device. Quarantine the device in a secure location until connection has been restored and the student is able to log back into the test and the responses are sent to NWEA.



Internet Connection Lost at Submit

- + If a large number of student devices were offline at the end of a test session, it is recommended to label the devices with the student's name and keep them connected to power.
- + This will make it easier to track which students need to sign back into the device and submit their test when the connection is back online.



Internet Connection Lost Student Scenario

What do you do?

1. Wait 60 seconds for the device to reconnect to the internet (**Note:** The student can continue testing even if her device is offline)
2. Have the student log out of the Test Delivery System
3. If network connection is not re-established, quarantine the device until it can be reconnected, and the student may begin testing again
4. Ensure the network connection is stable
5. Log back into the Test Delivery System
6. Verify that network connectivity is back online
7. The student can submit her test



Reminder



Data Privacy and Security

Personal Identification Information (PII)

The New York State Education Department is committed to promoting sound information practices and policies that will strengthen data privacy and security.

When emailing CBT Support or NYSED directly on specific student cases, please only send NYSSIS IDs, the use of one identifiable data element is acceptable, whereas two or more used together constitute a data breach.

This includes but not limited to student's name; birthdate; the name of the student's parent or school; or the address of the student. Whenever communicating via email, only share the NYSSIS ID.

Please contact your local RIC if needing assistance with locating a student's NYSSIS ID.

Resources and Support



Resources – CBT Support

More information is available on CBT Support:

Quick video tutorials:

- [Learn how to Download and Test the Questar Secure Browser](#)
- [Learn about Nextera Admin features and functionality](#)
- [Learn how to add New Users in Nextera Admin](#)
- [Learn how to edit and add Classes in Nextera Admin](#)
- [Learn how to edit and add Students in Nextera Admin](#)
- [Learn how to use the CBT Equation Editor Drawing Tool](#)
- [Learn how to use the Highlighter tool on an iPad](#)

Quick Links

Quick Reference Guides (QRG):

- [Updating Teacher Accounts QRG](#)
- [Equation Editor Drawing Tool QRG](#)
- [Text to Speech QRG](#)
- [Not Tested Codes QRG](#)
- [Accessing Student Constructed Responses QRG](#)
- [Concurrent Login QRG](#)

- [Setup and Installation Guide \(SIG\)](#)
- [ScorePoint Manual](#)

Customer Support

Schools with questions concerning CBT should:

1. Contact your Regional Information Center/ District Level Support
2. Contact NWEA Customer Support:

Email: NYTesting@nwea.org

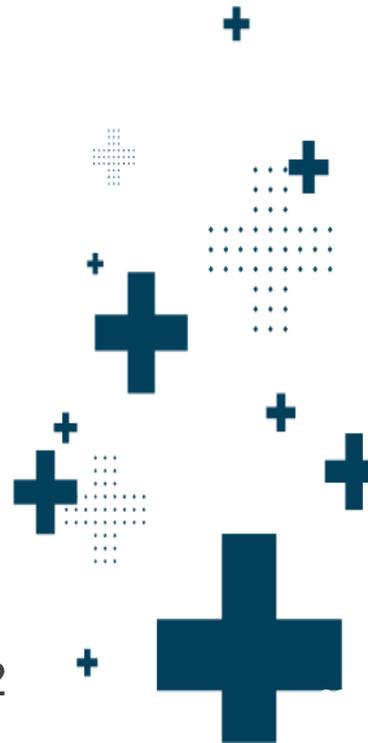
Phone: 1-866-997-0695

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

For policy support/questions, please contact NYSED:

CBTSupport@nysed.gov

<https://CBTSupport.nysed.gov>



Any questions that haven't been covered?

