

New York State Grades 3-8 ELA and Mathematics, and Grades 5 & 8 Science Computer-Based Testing

Proctor Training



Purpose of this Training

The Proctor Training will provide proctors and test administrators details on the responsibilities for proctoring before, during, and after the computer-based test administrations.

This training is posted under the Resources section on CBT Support here: [Proctor Training](#)

Agenda

- What is the Role of a Proctor for Computer-Based Testing?
- Preparing for Test Day
- Administering the Tests
- After Testing
- Tips and Best Practices
- Testing Schedules
- Customer Support



What is the Role of a Proctor for Computer-Based Testing?



What is the Role of a Proctor for CBT?

Proctors must follow all security protocols when supervising the test administration

Circulate around the room while students sign in and ensure students are checking the name on the “Check your information” screen before starting the test.

Circulate around the room during testing to ensure that students are recording their answers in the Nextera® Test Delivery System and navigating successfully within the online test form.

Actively proctor students as they are testing to ensure that devices are working and that students do not hit the power button to turn devices off while testing.

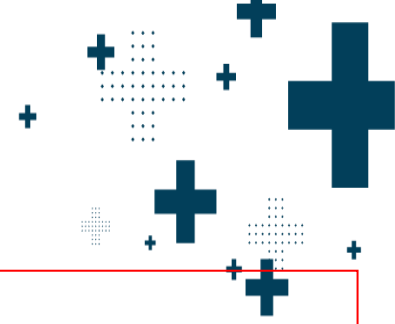
Before a student submits the test, proctors should review the Review screen with the student to ensure the student has answered all the questions and should point out to the student if they have left one or more answers completely blank. Some questions may have multiple answer boxes (e.g., 6a, 6b, 6c)."

What is the Role of a Proctor for CBT?

Proctors must follow all security protocols when supervising the test administration:

- No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment to students about the correctness or sufficiency of the students' responses.
 - In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment.
 - Visit the [School Administrator's Manual](#) for more detail on aid to students.
- Proctors may give students assistance only in the mechanics of taking the tests, such as understanding the navigation of the Nextera Test Delivery System.
- Ensure a secure environment is maintained.
 - Visit the [School Administrator's Manual](#), Appendix W for suggestions for creating a secure testing environment.
- Do not use cell phones or other photographic devices to duplicate test materials.
 - Never take photos of the operational test, even if there is an issue that you need to report to NYSED and NWEA.

Proctor Do's and Don'ts During Testing



A Proctor Can

- Point to the area where the student's login information is input and show the student how to click on the "eye" icon to display the password while the student types it in.
- Point to a tool, such as the highlighter, that is enabled if the student is having difficulty typing in a Constructed Response box in Session 2.
- On the Review screen, remind the student they have unanswered items and point to the "Unanswered" link on the Review screen.

A Proctor Can Not

- Type in the student's login information.
- Show the student how a tool works.
- Remind the student about using those tools during a practice, such as "Do you remember using that tool when we practiced? Use it the same way."
- On the Review screen, tell the student they **must** go back and complete any unanswered items.

What is the Role of a Proctor for CBT?

Online
Version 64.0

Grade 8 | Math | Sampler 1

Review

Question 3

The table below represents a linear function.

x	y
-1	5
1	9
3	13
5	17

Which function has a greater slope and a greater y-intercept than the linear function represented in the table?

- (A) $y = 2x + 8.5$
- (B) $y = 3x + 7.5$
- (C) $y = 5x + 6.5$
- (D) $y = 10x + 5.5$

The Proctor should be familiar with all Nextera Test Delivery navigation features as well as how to tell if a student's testing device is online or offline while the student is testing.

Online
Version 64.0

Grade 6 | ELA | Sampler 2

Review

Question 2

Directions Sign out

In Ireland in 1937, Kathleen Murphy represents her dance school at a recital. She scans the audience for her Aunt Polly as she nervously awaits her turn to perform.

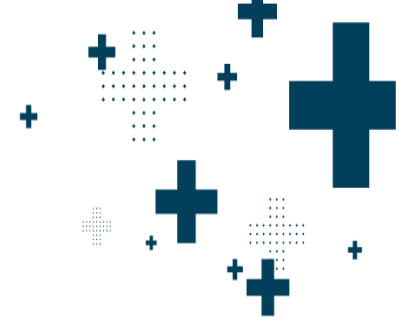
Excerpt from *Kathleen: The Celtic Knot*

by Siobhan Parkinson

I put my weight on my left foot and stood with my right foot poised, wondering what on earth I was going to do when the music started, because I couldn't remember even the

Which detail from the story **best** shows why Polly is important to Kathleen?

- (A) Polly can best describe Kathleen's dance to her mam.
- (B) Polly allows Kathleen to receive praise from her teacher.
- (C) Polly made Kathleen's dress using her own curtain fabric.
- (D) Polly inspired Kathleen to participate in the dance recital.



What is the Role of a Proctor for CBT?

Review

Be sure you have answered all of the question(s). Click on a question number to go back to it.

Submit test

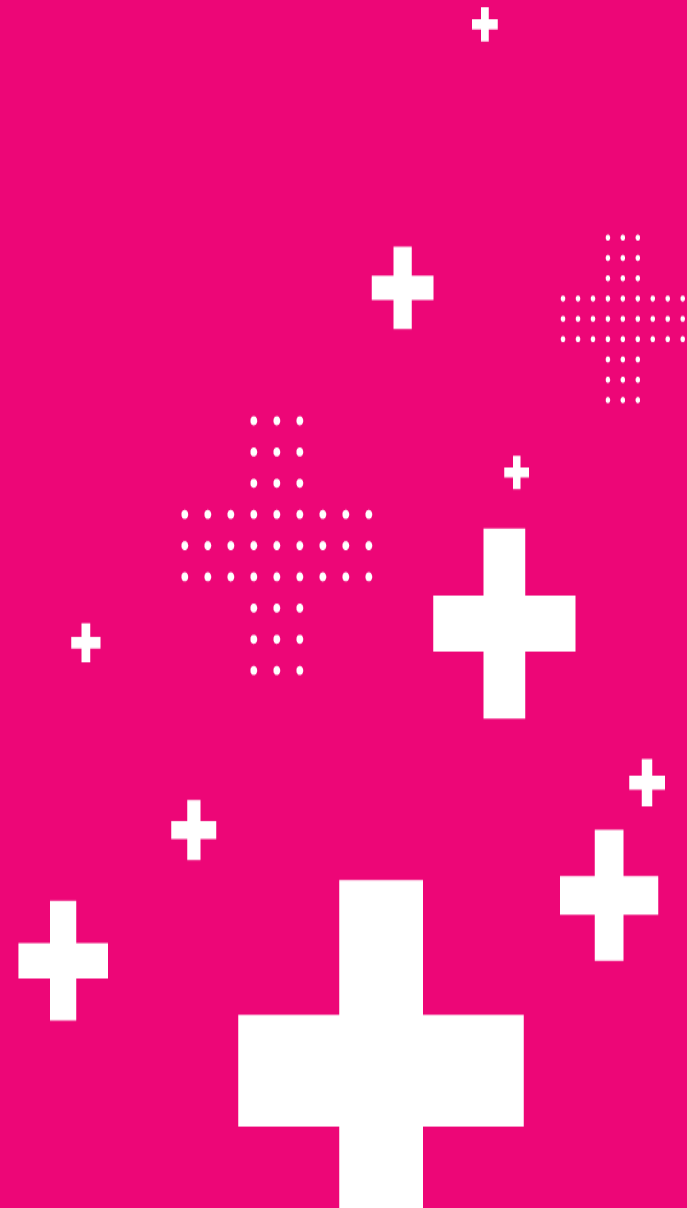
Test questions

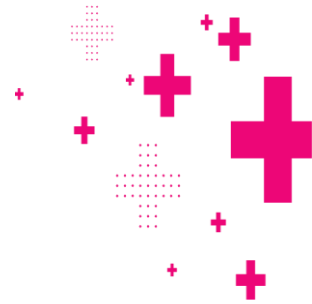
Unanswered (2) Answered (8) Bookmarked (0) Notes (0)

1	2	3	4	5	6	7	8
9	10						

The proctor should be familiar with the Review & Submit screen in the Nextera Test Delivery System to assist students with identifying unanswered test questions. Note that some questions may have multiple answer boxes (e.g., 6a, 6b, 6c).

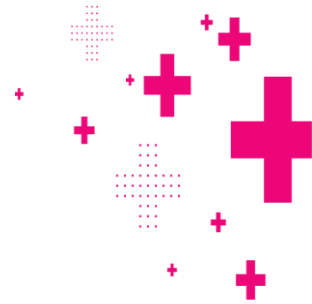
Preparing for Test Day





Preparing Your Students

- Provide opportunities to become familiar with the functionality and tools of the test delivery system.
- Help students approach testing in a relaxed, positive way.
- Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions.



NWEA's Platform Overview

Nextera[®] Test Delivery System


- Questar Secure browser
- Downloaded to students' school-issued devices
- Students access and complete tests
- Offers practice with previously released state questions

Nextera[®] Administration (Nextera Admin)

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

Preparing Your Students: NY Question Sampler


Be sure students have had the opportunity to practice using the practice tests in the secure browser and the online [New York State Question Sampler](#) prior to testing.



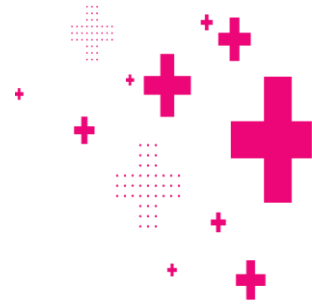
There are four ELA, Math, and Science practice tests for each grade level to further familiarize students with the testing experience.

Encourage students to attempt all questions and practice using the tools provided in the practice tests.

Have students with IEP/504 plans practice using the online accommodations prior to testing day.



Username and passwords can be found in [Nextera Admin](#) within the Help tab and on [CBT Support](#).



Preparing Your Students: Testing Day

- Help students approach the testing in a relaxed and positive way.
- Explain that the purpose of taking these tests is to find out which concepts have been mastered, and which need further development.
- Point out that some questions may be more difficult than others, and that for constructed-response questions, partial credit may be given.
- Encourage and motivate your students to put forth their best efforts.
- Be sure students understand the directions.
- Assist students with test-taking procedures but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any test questions.
- Encourage students to attempt all questions.
- Tell students to read each question carefully and make their best attempt at answering each one.

Nextera Admin

It is a local decision as to whether the teacher or proctor has access to the Nextera Administration System (Nextera Admin). For this presentation, we provide information for proctors/teachers who will be logging into Nextera Admin. We will go through the steps to prepare CBT for the testing day within Nextera Admin.

The screenshot shows the Nextera Admin interface. At the top, there is a navigation bar with the following links: 2023-24 Simulation | No District | No School | No Content Area | Change. On the right side of the navigation bar, the user's name "Jen Janinek" and a "Sign Out" link are displayed. Below the navigation bar, the main heading is "New York State Grades 3-8 Testing Program" with the Questar logo to the right. A secondary navigation bar contains the following links: HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, ADMINISTRATION, and HELP. A blue banner below the navigation bar contains the message: "Click or tap the 'Change' link at the top of the page to select or change your active district and school." The main content area is divided into two columns. The left column has a "Your Profile" section with the following information: Name: Jen Janinek, Email: jjaninek@questarai.com, Associated with: State (State). Below this is an "Administration Quick Links" section with an "Edit" button and three links: CBT Support, Question Sampler, and NYSED Office of State Assessment. The right column has a "What's New" section with an "Edit" button. The "What's New" section contains the following text: "Welcome to the Nextera Administration System (Nextera Admin) for the NYS Grades 3-8 ELA and Math and Grades 5 and 8 Science computer-based testing (CBT) program." and "Nextera Admin is NWEA's test administration system where schools can manage computer-based testing for their students. Based on user roles, schools will make sure students are loaded into the platform, edit and add classes, set testing accommodations, and print login tickets in Nextera Admin. As a Nextera user, you play an important role in the successful execution of testing activities." At the bottom of the "What's New" section, there is a link: "Verify Technology Readiness - Complete Technology Readiness Checklist".

2023-24 Simulation | No District | No School | No Content Area | Change

Jen Janinek Sign Out

New York State Grades 3-8 Testing Program

Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Click or tap the "Change" link at the top of the page to select or change your active district and school.

Your Profile

Name: Jen Janinek
Email: jjaninek@questarai.com
Associated with: State (State)

Administration Quick Links

Edit

[CBT Support](#)
[Question Sampler](#)
[NYSED Office of State Assessment](#)

What's New

Edit

Welcome to the Nextera Administration System (Nextera Admin) for the NYS Grades 3-8 ELA and Math and Grades 5 and 8 Science computer-based testing (CBT) program.

Nextera Admin is NWEA's test administration system where schools can manage computer-based testing for their students. Based on user roles, schools will make sure students are loaded into the platform, edit and add classes, set testing accommodations, and print login tickets in Nextera Admin. As a Nextera user, you play an important role in the successful execution of testing activities.

[Verify Technology Readiness - Complete Technology Readiness Checklist](#)

Accessing Nextera Admin

1. To access Nextera Admin, contact the District Test Coordinator (DTC) or Principal (PRN) in your district or school and ask them to create and activate your account prior to the administration.
2. New users will receive a “Welcome to Nextera” email from NWEA with a username and temporary password.
 - Log in using your provided credentials.
 - Follow prompts to accept a security agreement and change your password.
 - Be sure to check your junk folder.

Password Rules:

- Must be 8 characters in length
- Must be alpha-numeric and contain at least one number
- Must contain one uppercase letter
- Case-sensitive

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

New York State Grades 3-8 Testing Program

Powered by Nextera™

User ID

Password

Sign In

[Forgot your password?](#)



Prior to Administration: Students Tab

Confirm Accommodations using the Student Download Report

- This report is useful 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.
- This report includes all students based on the user's access.
- Run this report after all Student Accommodations have been set, before printing Login Tickets.

« 1 2 3 4 5 ... 144 »

📄 Student Download (Excel)

	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								

Prior to Administration: Classes Tab

Confirm Accommodations using the Classes Report

- This report is useful to verify all accommodations are set properly before testing.
- The Classes Report is available from the Classes tab at the bottom of the student list for the specific Class.
- This report includes all students within that class/grouping.
- Run this report after all Student Accommodations have been set, before printing Login Tickets.

[Download Students in this Class \(Excel CSV\)](#)

1	Students in Class A							
2	District: QAI District 8 (99990001007)				School: QAI School 1 (99990010052)			
3	ELA				2023-24 Simulation			
4	StudentID	FirstName	MiddleName	LastName	Grade	Subject	Accommodation	Accommodation Option
5	2406000021	Reviewer	Q	AM	3	ELA	Answer Masking Tool	
27	2406000043	Reviewer	Q	STT	3	ELA	Speech-to-Text	
28	2406000044	Reviewer	Q	STT	3	ELA	Speech-to-Text	
29	2406000045	Reviewer	Q	STT	3	ELA	Speech-to-Text	
114	2406000110	Reviewer	Q	ZTHREE	3	ELA	Initial Page Zoom	300%
115	2406000111	Reviewer	Q	ZTHREE	3	ELA	Initial Page Zoom	300%
132	2406000088	Reviewer	Q	ZTWO	3	ELA	Initial Page Zoom	200%
133	2406000089	Reviewer	Q	ZTWO	3	ELA	Initial Page Zoom	200%
134	2406000090	Reviewer	Q	ZTWO	3	ELA	Initial Page Zoom	200%

Tests Tab

New York State Grades 3-8 Testing Program

HOME

STUDENTS ▾

CLASSES

TESTS ▾

ACCOUNTS ▾

STUDENT RESPONSES

Important Dates

Tests

Testing Status Details

What's New

View Test Details from the Tests -> Tests tab

Tests

Testing Status for: **Math,**

New Test

Filter By Testing Status: All ▾

Search

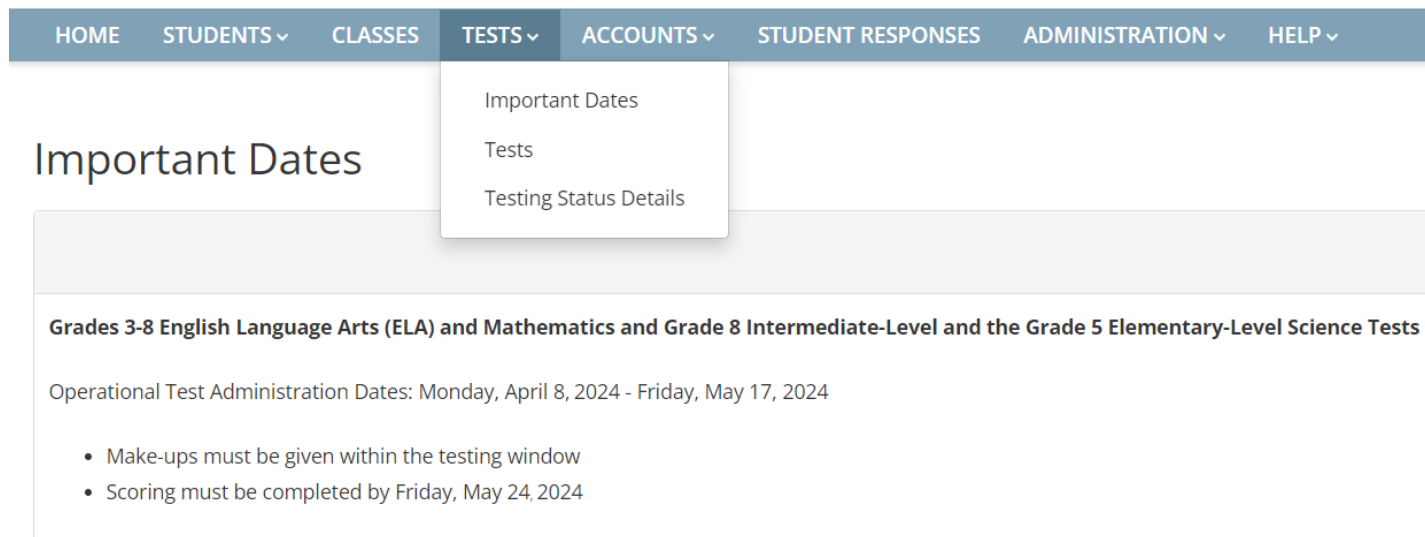
 Enter all or part of a class or teacher's name.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Stephanie Pfahlert	Math Class A	Math	Math	Not Started	View	Delete

Show 10 ▾ entries

Tests Tab

The Tests Tab is where you will find Important Dates, track student progress, print student login tickets, and find Session Access Codes.

A screenshot of the NWEA Tests Tab interface. At the top is a navigation bar with links: HOME, STUDENTS, CLASSES, TESTS (selected), ACCOUNTS, STUDENT RESPONSES, ADMINISTRATION, and HELP. A dropdown menu from the TESTS link shows three options: Important Dates, Tests, and Testing Status Details. The main content area is titled 'Important Dates' and contains information about 'Grades 3-8 English Language Arts (ELA) and Mathematics and Grade 8 Intermediate-Level and the Grade 5 Elementary-Level Science Tests'. It specifies 'Operational Test Administration Dates: Monday, April 8, 2024 - Friday, May 17, 2024' and lists two bullet points: 'Make-ups must be given within the testing window' and 'Scoring must be completed by Friday, May 24, 2024'.

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Important Dates

Tests

Testing Status Details

Grades 3-8 English Language Arts (ELA) and Mathematics and Grade 8 Intermediate-Level and the Grade 5 Elementary-Level Science Tests

Operational Test Administration Dates: Monday, April 8, 2024 - Friday, May 17, 2024

- Make-ups must be given within the testing window
- Scoring must be completed by Friday, May 24, 2024

The Tests Tab opening dates: [Monthly Events Calendar](#)

Tests Tab: Session Access Codes

The Session Access Code is the 4-digit code that the proctor will provide to the students during the administration of the test.

Session Access Codes

Student Details

View Test

You're Viewing: 2021 Spring 3-8 Math

District:	QAI District 8	School:	QAI School 1
Testing Window:		Content Area:	Math
Teacher:	TeacherFirst TeacherLast	Class:	Math 3
Test Name:	Spring 3-8 Math		
Testing Dates:			

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**

New Access Code

Submit

Cancel

Session 2 Access Code **2222**

New Access Code

Submit

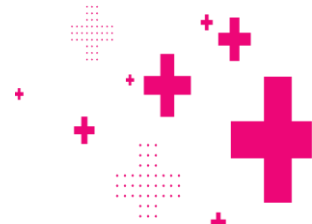
Cancel

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
AM			8	03	MA2103100A	Session 1: Not Started	0			Set
						Session 2: Not Started	0			Set

Students need the Session Access Code every time they log into a test. Access codes are different for ELA/Math Session 1 and Session 2 and need to be provided to students on each testing day.



Tests Tab: Login Tickets

View Test

Each student will need Login tickets to log in to the test session. Student credentials are the same for Session 1 and Session 2.

You're Viewing: **NY2406 Simulation ELA**

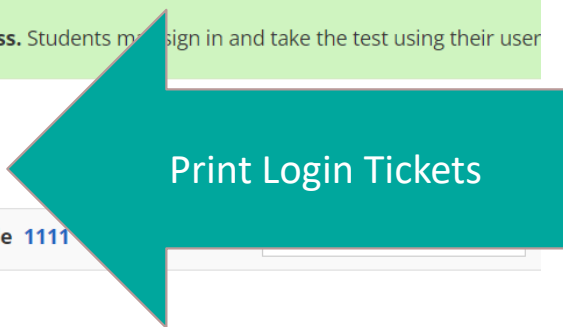
District:	QAI District 8
Testing Window	2023-24 Simulation Test
Teacher:	Teacher001 Teacher001
Test Name:	NY2406 Simulation ELA
Testing Dates:	12/13/2023 1:01:00 AM EST to

i Test is in progress. Students must sign in and take the test using their user

Examiner View

Login Tickets

Session 1 Access Code **1111**



Print Login Tickets

Check accommodations before printing login ticket!

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

What would you like to print?

Print student authentication credentials: Avery 5160

OK Cancel

Tests Tab: Login Tickets Labels

Sample Student Login Tickets:

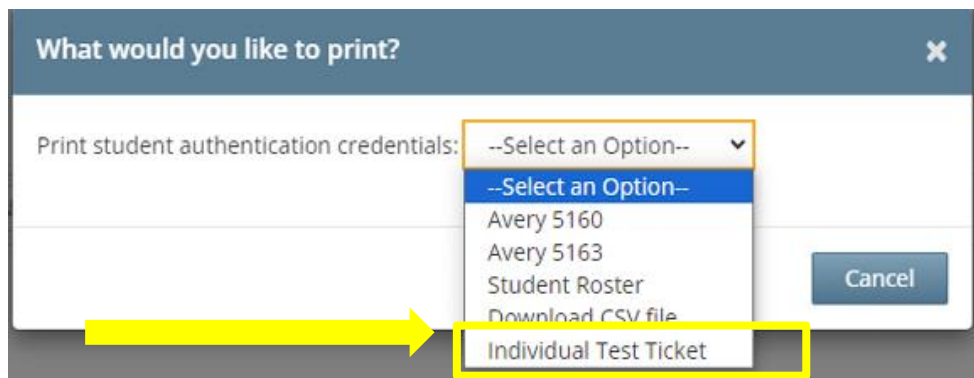
AM, Reviewer NYSSIS ID: <input type="text"/> Password: <input type="password"/> NY2406 Simulation ELA	AM, Reviewer NYSSIS ID: <input type="text"/> Password: <input type="password"/> NY2406 Simulation ELA	AM, Reviewer NYSSIS ID: <input type="text"/> Password: <input type="password"/> NY2406 Simulation ELA
AM, Reviewer NYSSIS ID: <input type="text"/> Password: <input type="password"/> NY2406 Simulation ELA	AM, Reviewer NYSSIS ID: <input type="text"/> Password: <input type="password"/> NY2406 Simulation ELA	AM, Reviewer NYSSIS ID: <input type="text"/> Password: <input type="password"/> NY2406 Simulation ELA

Sample CSV File:

First Name	Last Name	NYSSIS ID	Password	Test Name
Reviewer	AM	2406000021	589991	NY2406 Simulation ELA
Reviewer	AM	2406000022	717649	NY2406 Simulation ELA
Reviewer	AM	2406000023	928119	NY2406 Simulation ELA
Reviewer	AM	2406000024	221952	NY2406 Simulation ELA

Save file with
class
name/details

Tests Tab: Individual Login Tickets



What would you like to print?

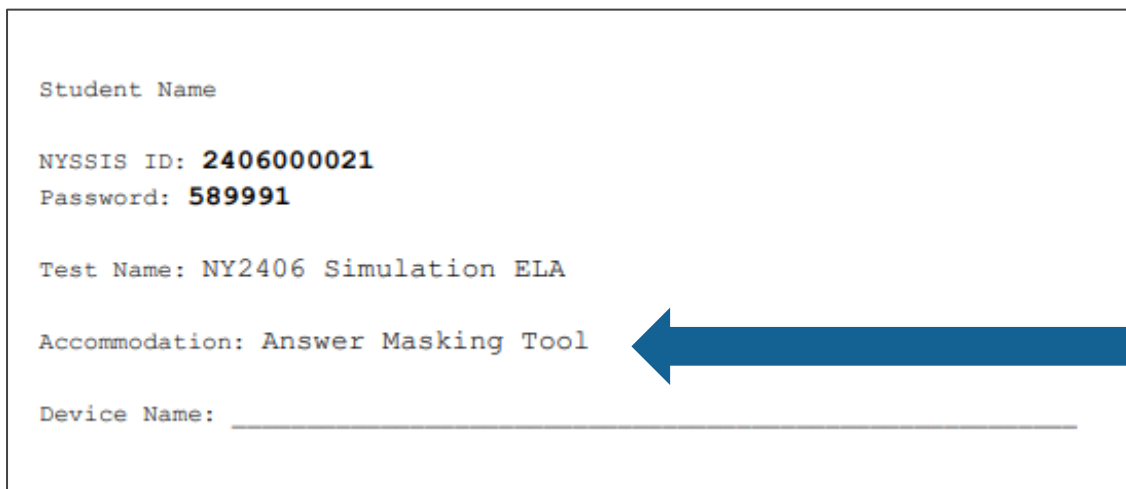
Print student authentication credentials: --Select an Option--

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

Cancel

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

Sample individual login ticket:



Student Name

NYSSIS ID: **2406000021**

Password: **589991**

Test Name: NY2406 Simulation ELA

Accommodation: Answer Masking Tool

Device Name: _____

Another helpful method of checking student accommodations.

Tests Tab: Login Tickets

- Proctors will need to print the Student Login tickets or an administrator will print and provide the login tickets prior to each testing day depending on the roles and responsibilities of each district/school.
- Print Student Login Tickets as close to the actual test administration as possible.
- Once the Student Login Tickets are printed, they must be stored securely.
- Student Login Tickets can not be distributed until the first day of the CBT test session.

Print login tickets after setting student accommodations. Note: if a student's accommodations/info changes after login tickets have been printed, a new login ticket should be printed

Troubleshooting Tip for Printing Login Tickets

If you are attempting to print student login tickets on label stock and the student login tickets are not aligning properly with the labels, try the following steps:

1. Save the .pdf file
2. Find the .pdf on your local drive and open it
3. File > print
4. Click “Custom Scale: 100%”
5. Be sure paper size says 8.5 x 11
6. Click Print



Preparing Your Exam Room

- Provide a well-lit, well-ventilated, and quiet classroom.
- Completely cover or remove from walls any aids, charts, testing posters (Equation Editor Tools, tips on using Drawing tool, etc.)
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers.
- A seating chart or other record of student device assignment is recommended in the event a situation requires a student to leave and return to a device.
- Understand guidelines for permissible materials during testing.
 - For more information, please view the CBT Support article: [What can students bring from home for use when taking the computer-based tests \(CBT\)?](#) and the [Teacher's Directions for CBT.](#)



Administering the Tests

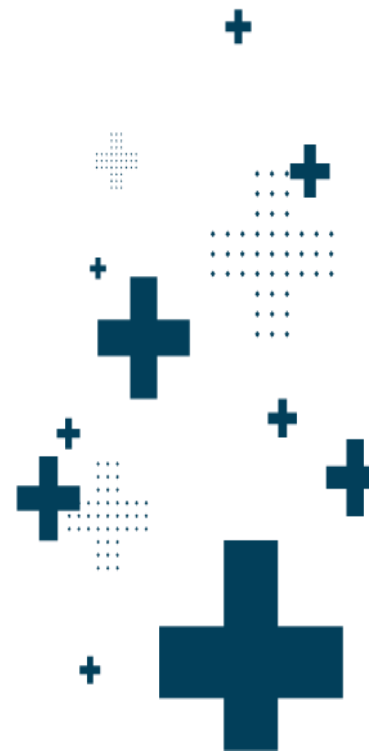


Materials for Testing

Teachers or proctors will need the proper tools for a successful administration on computers such as:

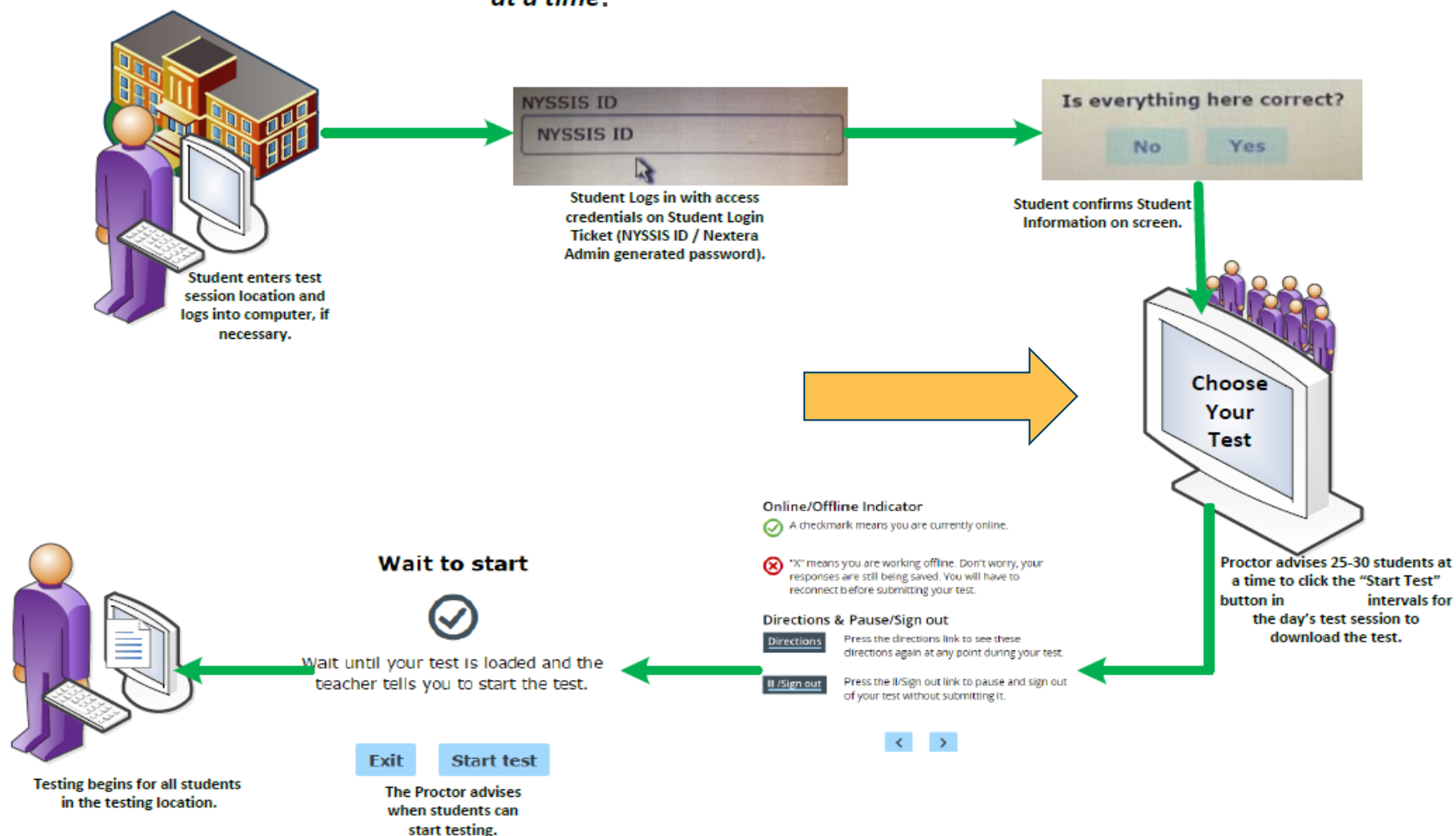
- ✓ Student Login Tickets
- ✓ Session Access code
- ✓ Proctor PIN
- ✓ Teacher Directions
- ✓ Scratch Paper
- ✓ Calculator and reference sheet (if applicable for grade-specific math and science tests)

More detailed information can be found in the [CBT Teacher's Directions](#).



Staggering Student Start Times

Process Flow for Student Start Testing Best Practice: Stagger Start Times of 25-30 students at a time.



Student Accommodations



- The proctor should be familiar with the test accommodations set in Nextera Admin for the students in the room.
- It is important that proctors verify all student accommodations before testing starts. **Note: Accommodations can't be added or changed between test sessions.**
- If students do not have the correct accommodations prior to testing, a form reset will be required.
 - Initial Page Zoom
 - Answer Masking Tool
 - Text-to-Speech (online only)
 - Speech-to-Text (online only; ELA constructed-response only)
 - Read Aloud (by human)
 - Alternate Language Print Variation (Math and Science only)

If a student with accommodations or an ELL student needs to take the constructed response questions on paper, they should take the full test on paper (Sessions 1 & 2).

ELLs requiring an oral translation must test on paper.

Accommodations and Form Resets



What do you do if a student does not have an accommodation set in Nextera Admin and logs into the test?

1. Have the student confirm the accommodation is not available (TTS tool is not available, etc.)
2. Have the student Pause and exit out of the test immediately.
3. Confirm the student should have that testing accommodation (verify with STC/PRN; check IEP)
4. If yes, dismiss the student from the test location. This is going to take some time to have a FORM RESET.
5. Work with your administrator to call NWEA Customer Support. Have student information (NYSSIS ID, grade, content), and full explanation on why the accommodation was not set.

**Check Accommodations
Prior to Testing!**

**Continue
to the
next slide**

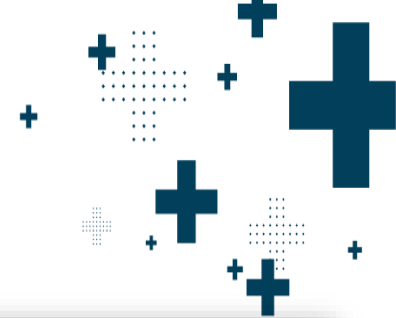
Accommodations and Form Resets



What do you do if a student does not have an accommodation set in Nextera Admin and logs into the test?

6. **Wait.** There is an approval process that can take up to 24 hours for the reset, if approved.
7. NWEA Customer Support will contact your administrator when the form reset is complete.
8. A new login ticket must be printed for that student. The login information will change.
9. Schedule the student for testing. This may need to be rescheduled for another day depending on timing.

Check
Accommodations
Prior to Testing!



Proctoring Text-to-Speech vs Read Aloud

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).

Proctoring Text-to-Speech

Amazon Polly will be used for Text-to-Speech (TTS) accommodation.

- Requires an active internet connection. TTS will be unavailable until the internet connection is restored.
- Once the internet connection is restored, Text-to-Speech functionality will resume.

Text to speech is unavailable - no internet



Text to speech needs to be connected to the internet to work. Please check your internet connection and try again. If it continues to be unavailable, please tell your teacher.

Close

Proctoring Text-To-Speech

- Controlled by the student: the student must click “Play” on each test question
- The TTS player can be moved around on screen
 - To move TTS player, hover over the player until the cursor turns to the 4-arrow cursor and then click and drag to the new location.
- Text is highlighted on-screen as test is read
- Four reading speeds
- The device must be set for volume prior to logging into the Secure Browser
- If a student wants to hear only a portion of the question or the answer options, the student can place the cursor where they want the TTS to begin, right click, and select “Play From Here”



Proctoring Speech-to-Text: ELA only

- Speech-to-Text requires a stable internet connection.
- The student's device must be set to allow access to the microphone and the device should be set to a suitable volume level.
- The student's device time (clock) must be set to the correct time zone and accurate.
- For detailed guidance on the Speech-to-Text accommodation, including possible error messages and solutions, please review the article and QRG here: [Speech-to-Text Accommodation for English Language Arts](#)

nwea

Possible Error Messages During Testing

The following table will review possible error message students may encounter during testing, the potential causes for the error message, and action to take to correct the error.

Name of Error	Error Message	Potential Cause(s)	Corrective Action(s)
Connection Error		Message appears if there is a connection error with the Speech-to-Text (STT) service. Note: this is in reference to the service <i>AWS Transcribe</i> which STT uses. It does not refer to internet connectivity.	Return to the question and try again later.
Internet Connection Error		Message appears if a user tries to access STT while offline.	Check the internet connection and try again.

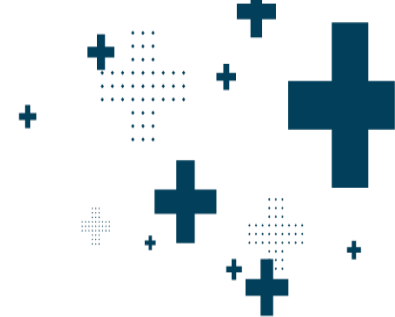
For additional information on the provision of Speech-to-text for CBT math or science, see [CBT Support](#).



Monitoring Student Progress: Examiner View


The Examiner View is an option within Nextera to allow a proctor or teacher, who does not otherwise have access to Nextera, to be able to monitor student testing.

1. Have a user log in to Nextera Admin.
2. Select **Tests** from the **Tests** tab.
3. Locate the applicable class and select **View**.
4. Locate and select the blue **Examiner View** button.
5. These steps will open a new tab on the web browser containing the Access Code, student passwords, and student progress.
 1. This tab will automatically refresh and display updated student progress information.
 2. Keep this tab open. **On the first tab, close out of Nextera Admin.**
 3. Now the educator will have access to student progress during the assessment.




Monitoring Student Progress: Examiner View



New York State Grades 3-8 Testing Program



Examiner View

This page refreshes every 60 seconds. 

District:	QAI Nextera Team (QN01)	School:	QAI Nextera 1 (QN01)
Testing Window		Content Area:	Math
Teacher:	Sample Teacher	Class:	Math class
Test Name:	Spring 3-8		
Testing Dates:	6/27/2019 to 4/10/2020		

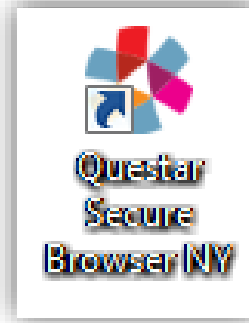
 **Test is in progress.** Students may sign in and take the test using their username and password shown below. 

Session 1 Access Code: 1111

Last Name	First Name	NYSSIS ID	Password	Grade	Status	Total Items Completed	Date/Time Completed
Test 1	Sample	0589870134	012345	05	Session 1: In Progress	0	4/15/2019 7:14:37 AM
Test 2	Sample	7000080002	123456	07	Session 1: In Progress	1	7/30/2019 7:14:37 AM
Test 3	Sample	7000080044	234567	08	Session 1: Finished	1	6/27/2019 3:26:10 PM 8/14/2019 9:32:05 AM

The Student Experience

Questar Secure Browser

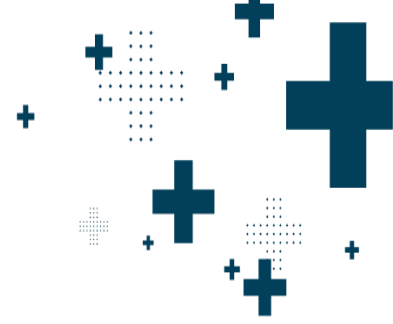


Students access the Questar Secure Browser, which will be downloaded to the individual students' school issued devices by Technology Coordinators prior to testing.

Students double-click the Questar Secure Browser icon to launch the application.

Note: For schools using Chromebooks set to “auto launch,” the students will not have to click an icon but will automatically see the Nextera login screen.

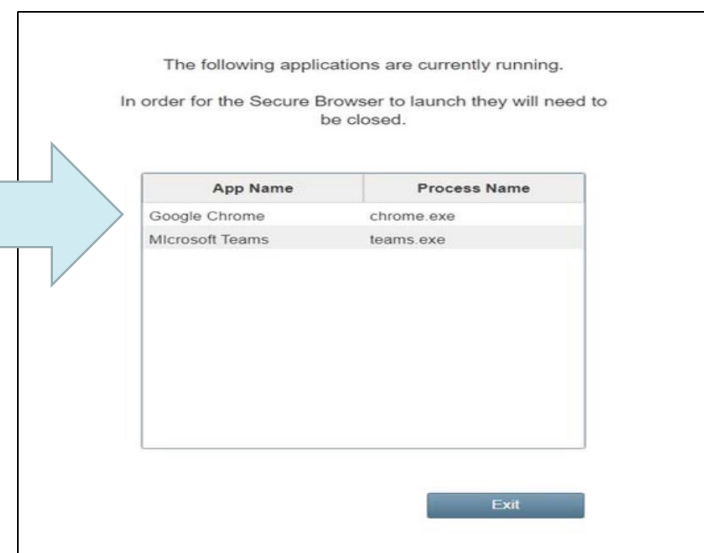
Students cannot access outside websites while using the Secure Browser.



Windows and MacOS Secure Browsers

Nextera Secure Browser Application Blocking (for Windows and Mac devices only):

- For security reasons, all applications must be disabled prior to testing. The secure browser will not open until all apps (e.g., meeting apps, classroom apps, browsers, email, etc.) are closed.
- Note: You may need to disable multiple apps prior to start up before the secure browser can be launched.
- The Setup and Installation guide provides steps to disable all running applications.
- Please work with your Testing Coordinators to ensure all applications are closed/disabled before testing begins.



If an app has not been disabled,
students
cannot access the secure browser and
this message will display.

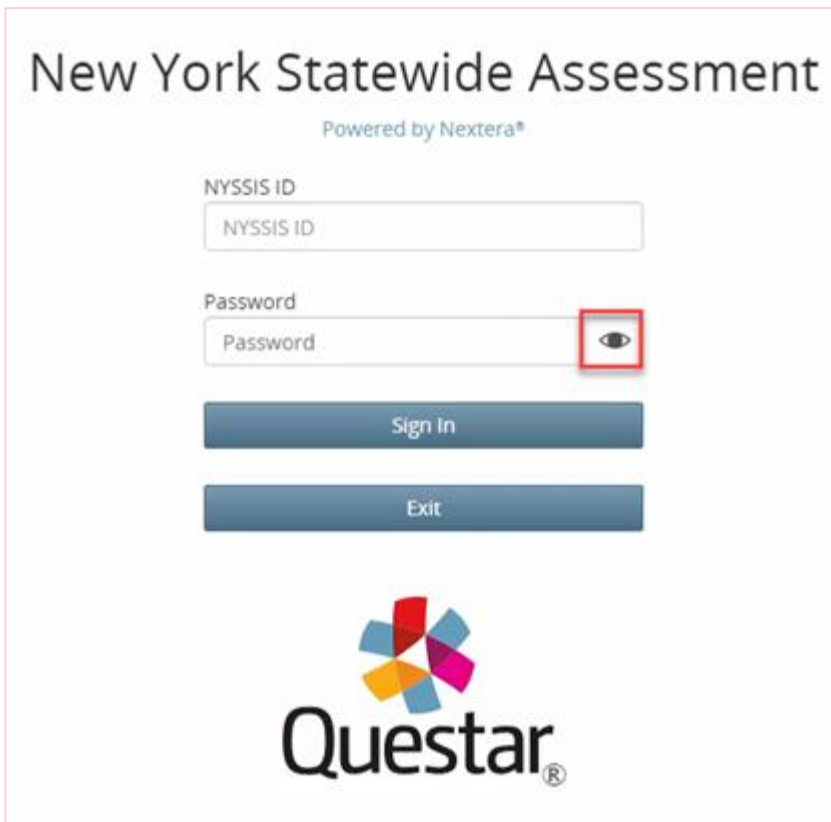
Sign In

Once the Questar Secure Browser has opened, the **Sign In Page** displays.

***Proctors should assist students in verifying they have the correct login ticket.**

Using the provided student login tickets, students enter their **NYSSIS ID** and **Password** in the applicable fields and click/tap **Sign In**.

Students may click on the eye icon to show the password.



New York Statewide Assessment

Powered by Nextera®

NYSSIS ID

NYSSIS ID

Password

Password

Sign In

Exit

Questar®

Verification

Once the student signs in, the **Check your information** page displays. Students should review this page and verify their information is correct.

Proctors should ask their students after they have entered in their password from their login ticket if the information displayed on the screen is correct (i.e. name, grade, etc.) and to let the teacher know if anything is incorrect before beginning the test.

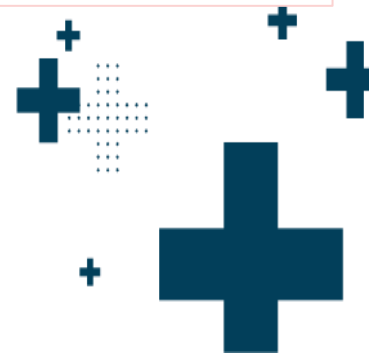
Students click/tap **Yes** to continue if all information is correct.

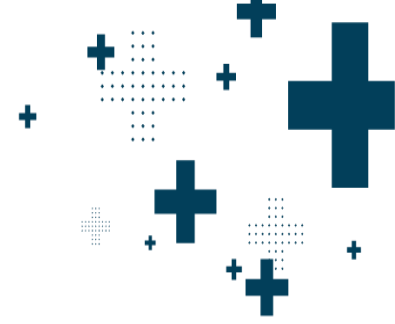
Check your information

Reviewer S000076 Name	11/12/2001 Date of birth
Grade 8 Grade	EA100076 Student number
QAI School 1 School name	
ELA, Teacher Teacher name	

Is everything here correct?

No Yes





Verification

What if there is an Error on the Verification Screen?

Continue Testing

- Incorrect spelling of the name
- Incorrect date of birth

Next Steps:

- Contact DTC
- Can be fixed at a later time
- Advise student to continue testing

Stop Testing

- Incorrect grade
- Wrong student name

Next Steps:

- Confirm student received correct login ticket
- Contact NWEA Customer Support if problem is not resolved

Concurrent Login Attempts

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, and 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.

If a concurrent login situation occurs because a device malfunctioned or lost power, inform your Principal or STC to unlock the student's credentials within Nextera Admin. This will allow the student to continue testing.



Choose Your Test

Test Selection

Once the student completes the verification, the **Choose Your Test** page displays.

For Operational ELA and Math, students will see Sessions 1 and 2.

Choose your test

Grade 8 | ELA | Session 1

Start test

Grade 8 | ELA | Session 2

Start test

Students select **Start Test**, for the appropriate session, to continue.

Please note:

Science Operational is one session only.

Additionally, the Simulation and the Field Test administration is one session only.

Choose your test

Grade 8 | ELA | Session 1

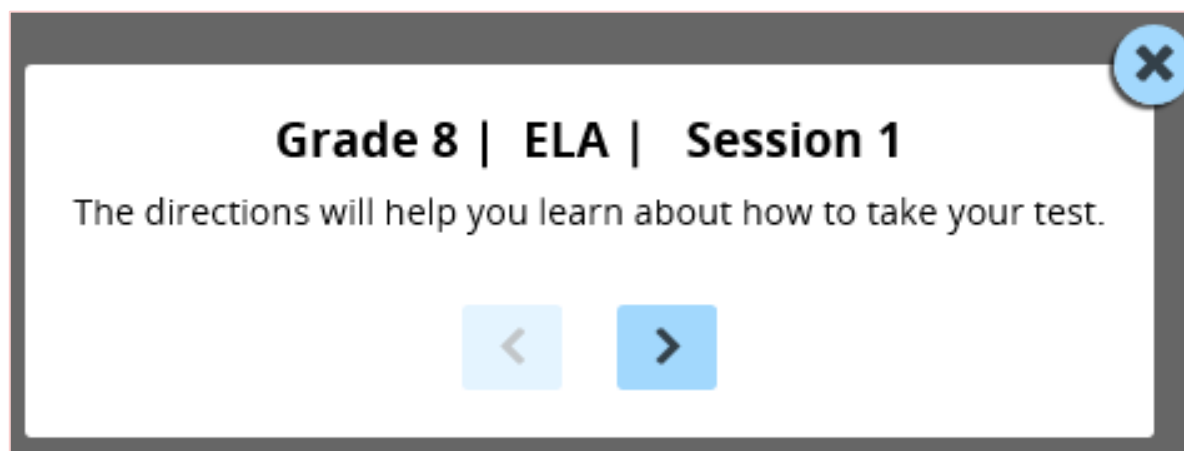
Start test



Student Directions

Once the student selects the test, the **Test Directions** display with the Grade Level, Subject, and Session Number.

Students click/tap the **right facing arrow** to read through the directions or click/tap the **X** to exit the directions.





*Note: Students can reopen the directions at any point during the test

Student Directions

Question 1 of 9

Online/Offline Indicator



 A checkmark means you are currently online.

 "X" means you are working offline. Don't worry, your responses are still being saved. You will have to reconnect before submitting your test.

Directions & Pause/Sign out

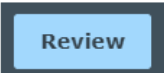
[Directions](#) Press the directions link to see these directions again at any point during your test.

[|| /Sign out](#) Press the ||/Sign out link to pause and sign out of your test without submitting it.






Navigation area



Review screen

 Use the review button to see your progress on the test and quickly move between questions. This is also where you **submit your test when you are finished**.

Navigation buttons


 Move between different questions on your test by using these buttons.

- > The next question button moves you forward one.
- < The previous question button moves you back one.


Student Directions

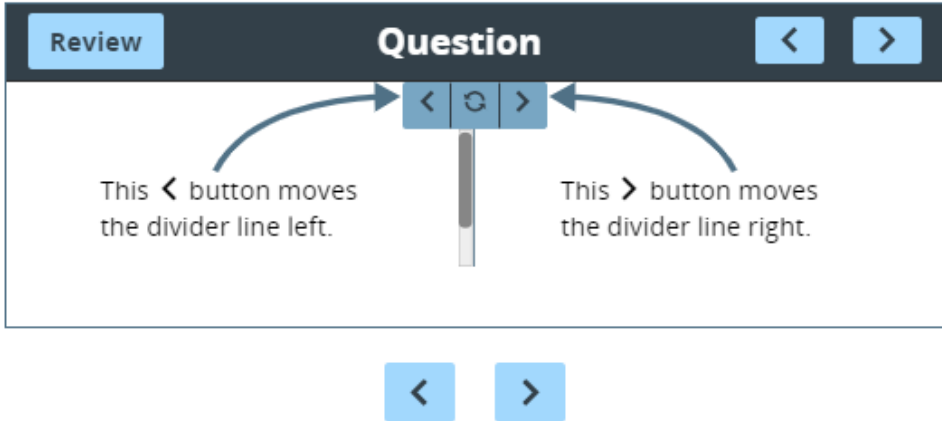
Split Screen Controls (ELA and Science only)

Split Screen Controls

Some items on your test may be split into side by side areas. This is so you can easily go back and forth between the two sides while you answer questions.

If you want to focus more on one side you can move the dividing line left or right by using the arrow buttons at the top.

The reset button  will move the dividing line to its original position.



This < button moves the divider line left.

This > button moves the divider line right.

zoom

The zoom out button **−** decreases the size.

The zoom in button **+** increases the size.

The reset button **↺** resets to the original size.

The bookmark button marks any question you want to return to at a later time. Anything you've bookmarked can be seen from the review screen.

The note button opens a text editor where you can leave yourself a note to refer to later. Any questions you've left a note on can be seen from the review screen.

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Access Code

Students will always need the Access Code every time they log into a test.

Access code needed



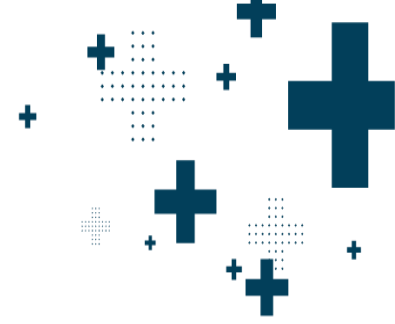
Please enter the access code that your teacher gives you.

Exit

Continue

The Access Code should be provided to you by your school administrator prior to testing. It is also found on the Nextera Admin/Tests tab for each class/grouping.

Wait to Start



This is the last screen students will see before the test starts. This is a good place to pause and make sure all students are ready to begin.

Wait to start



Wait until your test is loaded and the teacher tells you to start the test.

Exit

Start test

Cover Page



New York State Testing Program

Session Form

Grade

Tools available on Screen

The screenshot shows a digital reading assessment interface. At the top left, a green checkmark icon is labeled 'Online' and 'Version 83.0'. Next to it is a red circle with the number '1' pointing to the text 'Grade 3 | ELA | Sampler 1'. In the top right corner, there are links for 'Directions' and 'Sign out'. Below the top bar, a dark blue header contains a 'Review' button (labeled with a red circle '2'), the text 'Question 1' (labeled with a red circle '3'), and navigation arrows (labeled with a red circle '4'). The main content area is split into two columns. The left column contains a passage titled 'Why Do Animals Play?' by Kathleen Weidner Zoehfeld, with two numbered paragraphs (labeled with red circles '2' and '5'). The right column contains a multiple-choice question: 'Which sentence **best** states a main idea of the entire article?' with four options (A, B, C, D). Navigation arrows are also present between the two columns (labeled with a red circle '3').

Online
Version 83.0

Grade 3 | ELA | Sampler 1

Directions Sign out

Review

Question 1

2

3

4

5

Animals need to play just like humans. Through play, both humans and animals can learn about the dangers in our world.

Why Do Animals Play?

by Kathleen Weidner Zoehfeld

1 Puppies love to run and tumble. They chase each other around the yard. They wrestle and nip each other gently. A kitten will pounce on a toy mouse or leap high for a piece of yarn.

2 Why do animals play? For the same reason YOU play—because it's FUN! But there is more to animal play than just fun. For animals in the wild, play is important to their very

Which sentence **best** states a main idea of the entire article?

(A) "For animals in the wild, play is important to their very survival." (paragraph 2)

(B) "Much like human children, young dolphins love to play with toys." (paragraph 8)

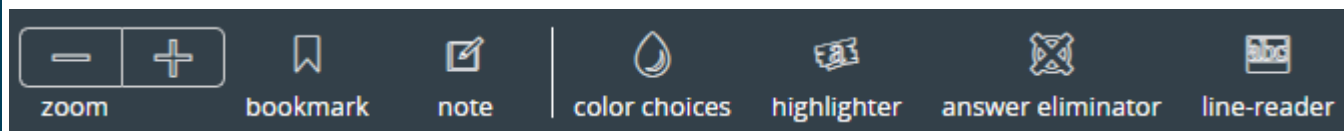
(C) "When they play, the young animals learn to keep their footing no matter what might happen." (paragraph 10)

(D) "Playing makes them strong and confident." (paragraph 12)

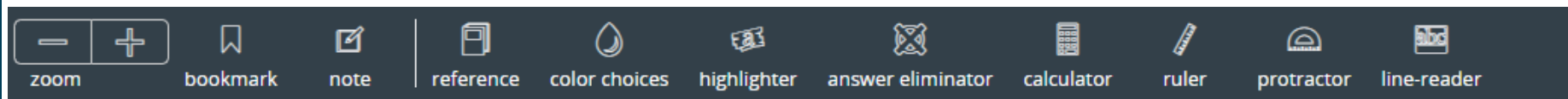
1. The green checkmark verifies the student is online.
2. The Review button takes the student to the Review screen to confirm and submit the test session.
3. The arrows here are used to move the screen divider left and right to show more or less of the passage and responses.
4. If needed, students can revisit the Directions at any time.
5. The arrows here are used to navigate between test questions.

Content Area Tools Available

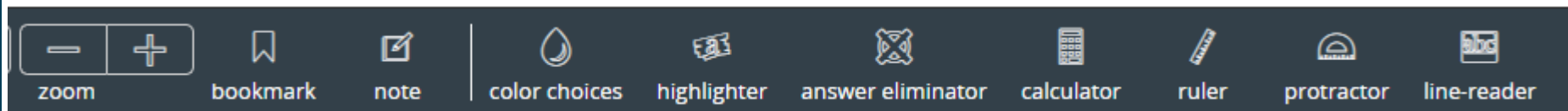
ELA Tools



Math Tools (varies by grade)



Science Tools



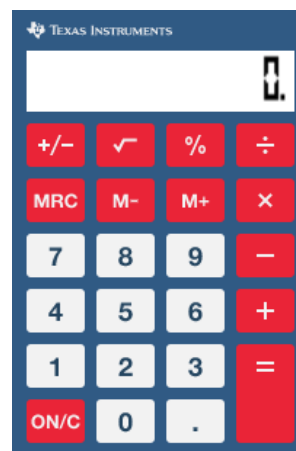
Math Calculators

- Math Operational
 - Grade 6 will have access to a 4-Function calculator for Session 2 only.
 - Grades 7 and 8 will have access to a Scientific Calculator for both Sessions 1 and 2.
 - For additional guidance see the Teacher's Directions.
- Math Field Tests
 - Please review the SAFT Teacher's Directions.



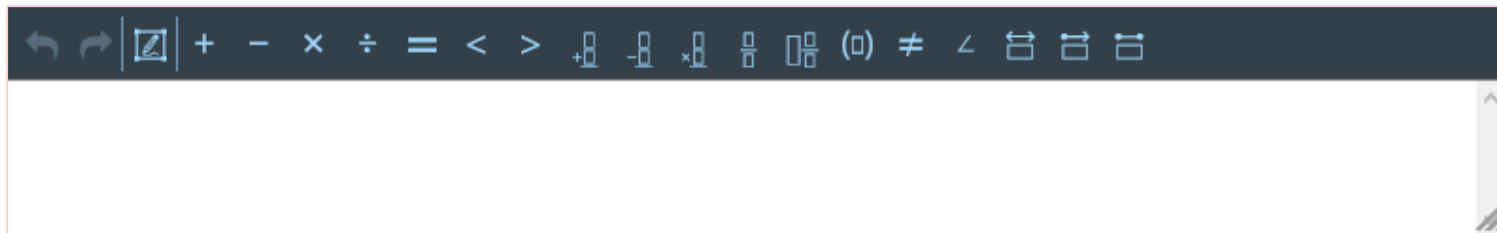
Science Calculators

- Grade 5 will have access to a 4-Function calculator.
- Grade 8 will have access to a Scientific Calculator.
- For additional guidance see the Science Teacher's Directions.

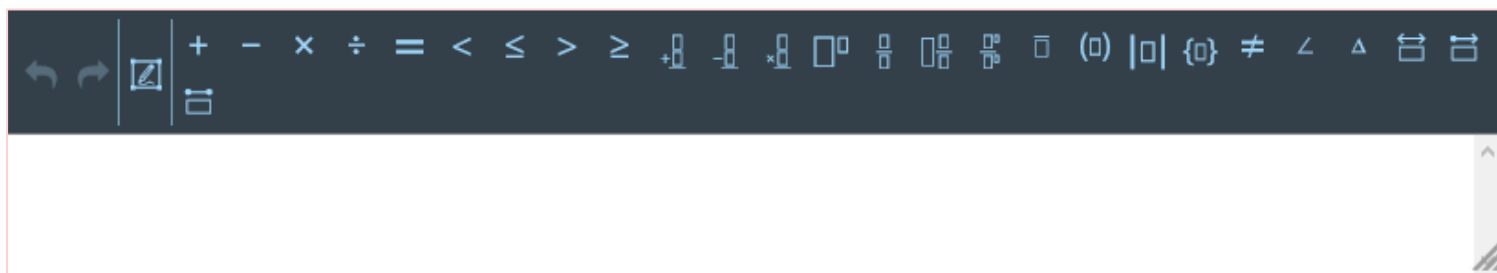


Math Equation Editor Tool

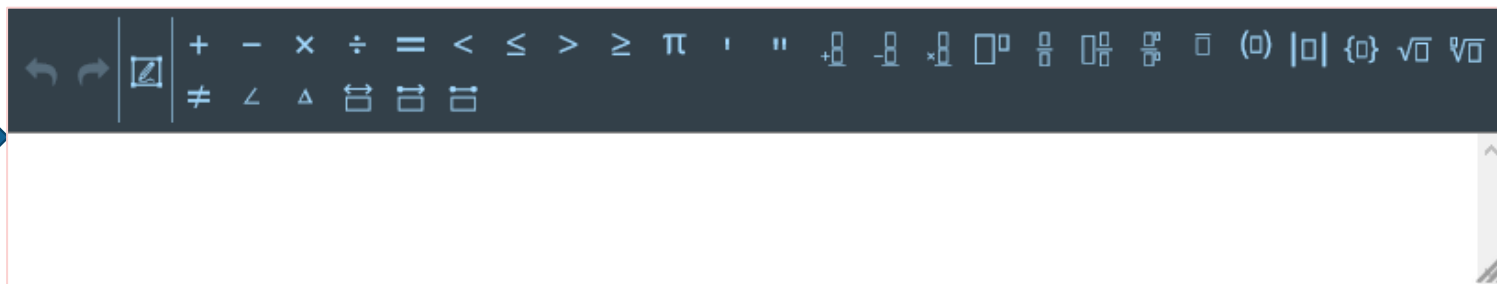
Grades 3-4



Grades 5-6

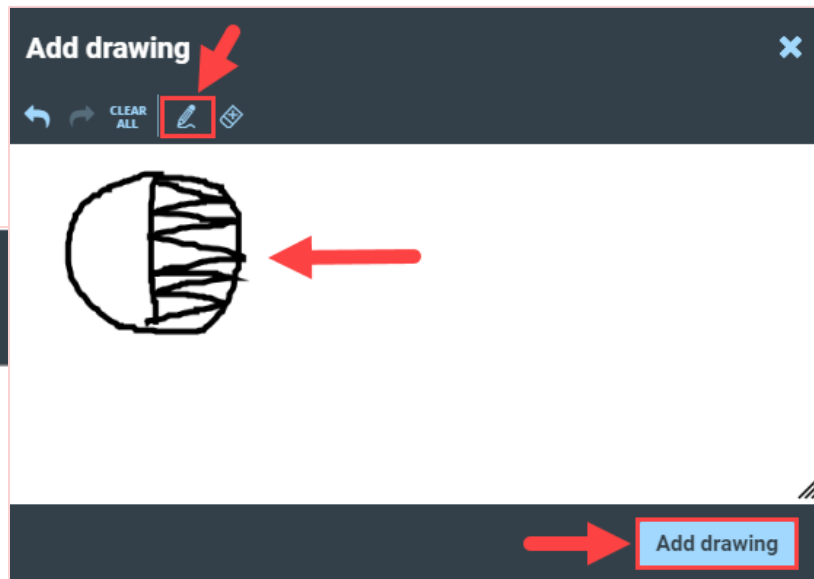
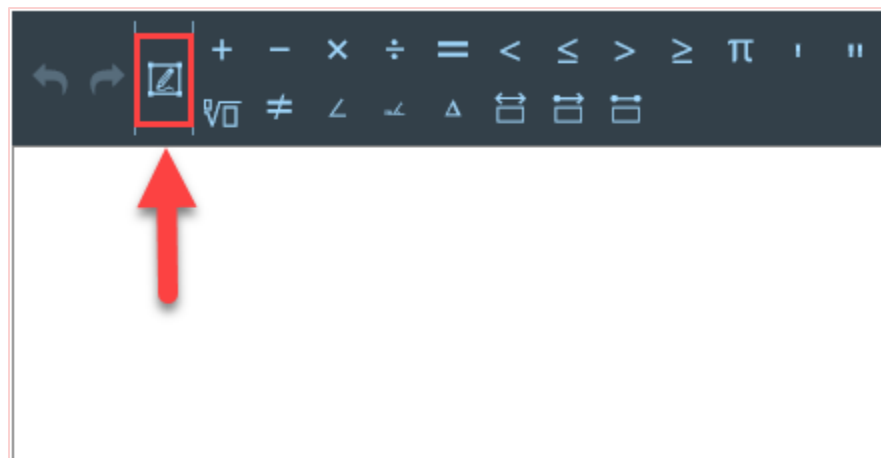


Grades 7-8



Math Drawing Tool

- Available on all Constructed-Response questions
- Students are not required to use this tool
- Limit of five drawings per response
- Students should practice using this drawing tool prior to testing



Review Screen

Sample Review Page

Review



Be sure you have answered all of the question(s). Click on a question number to go back to it.

[Submit test](#)

Test questions

Unanswered (2)


Answered (8) Bookmarked (0) Notes (0)

1	2	3	4	5	6	7	8
9	10						





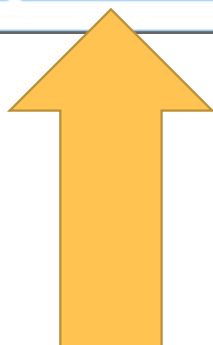
Submit Screen

You have unanswered questions 


You have unanswered question(s) on your test.

Are you sure that you want to submit your test? There is no way to undo this action.

[Cancel](#) [Submit test](#)



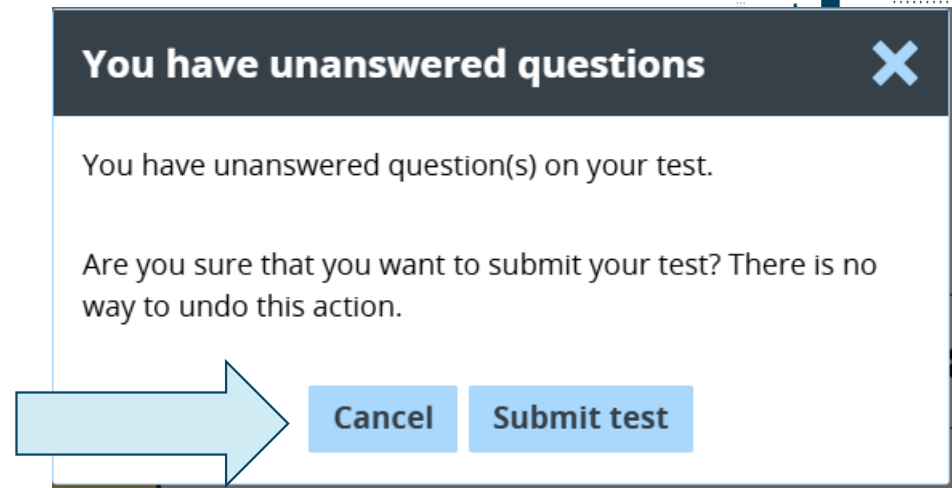
Test submitted



[Sign out](#) [Take Another Test](#)

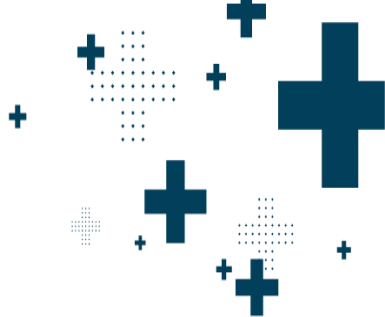
Submit Screen

“Cancel” takes the student back into the test. The student clicks “Cancel” only to go back into the test.




“Take Another Test” takes student to Session page. Students should click “Sign Out” here.

Access Code and 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**

Proctor PIN needed



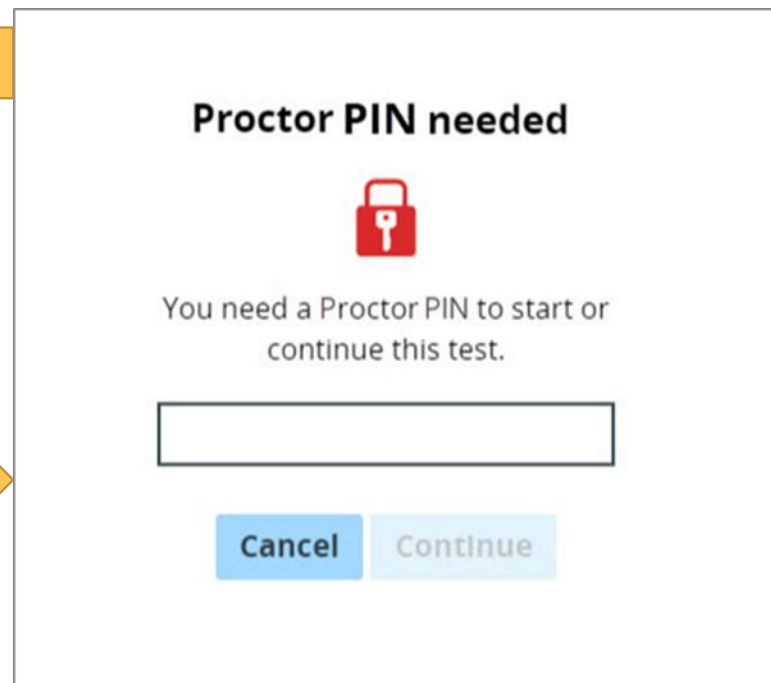
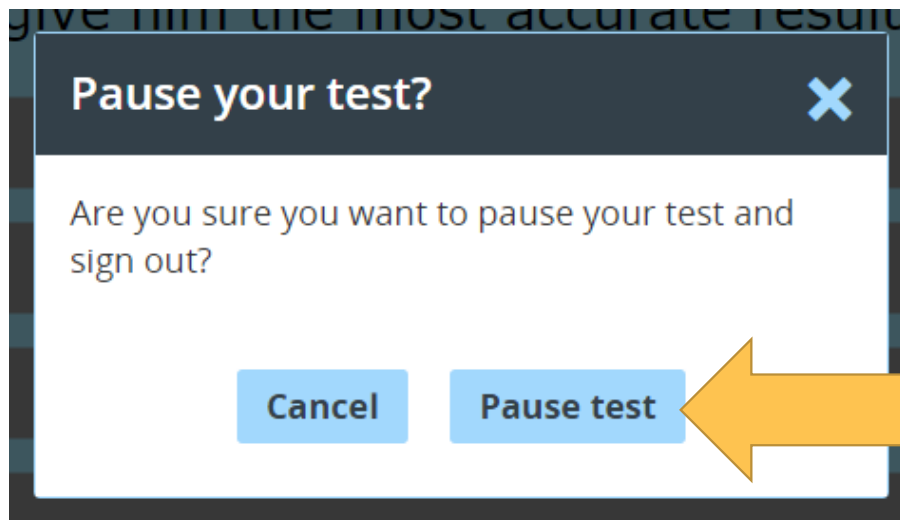
You need a Proctor PIN to start or continue this test.

Cancel **Continue**

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

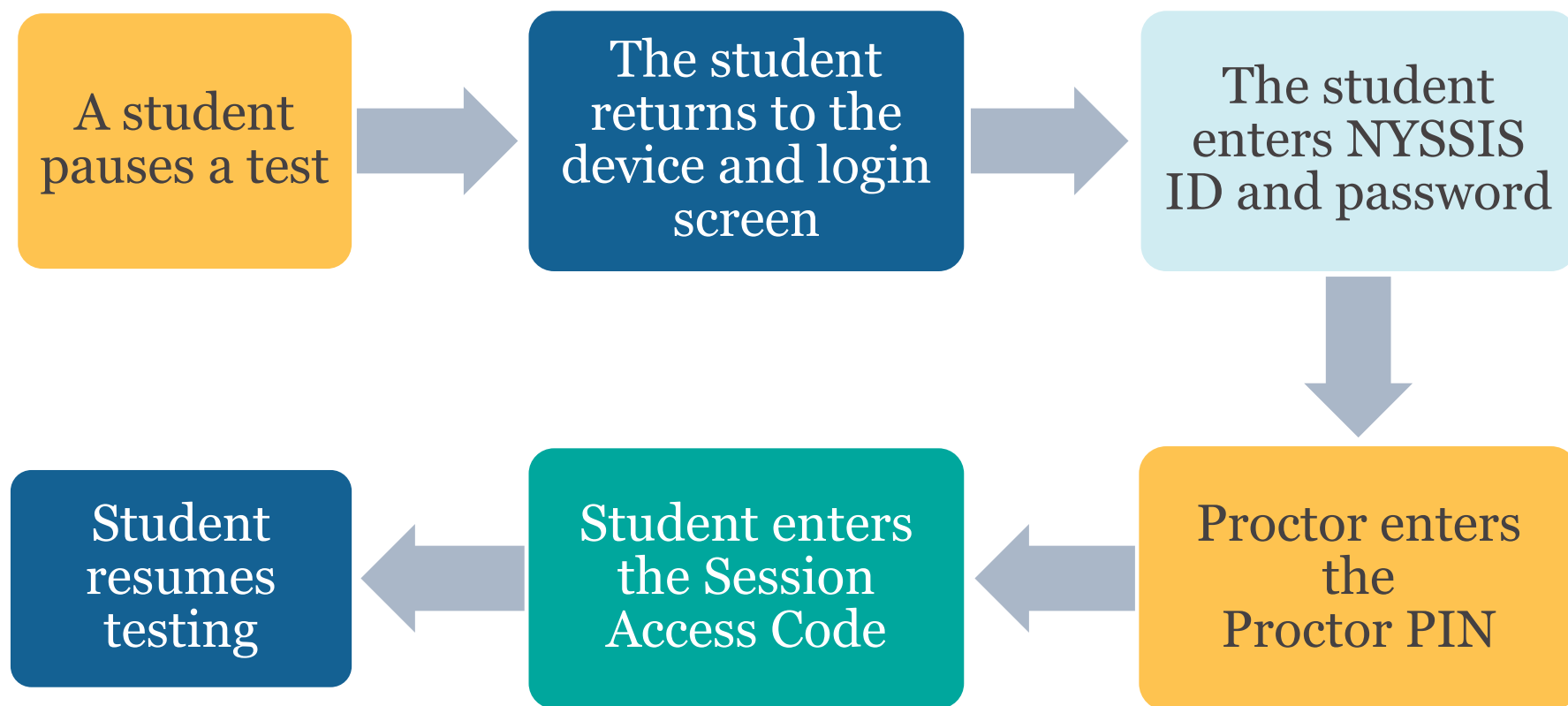
The Proctor PIN is required when a student logs back into a previously started test the was paused.

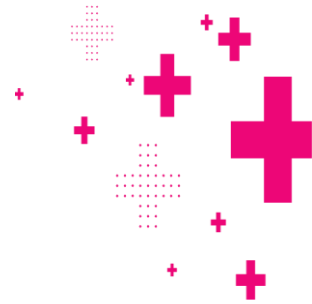
Pausing a Test



Once a test is Paused, the Proctor PIN is required to log back into the test followed by the Access Code.

Pausing a Test



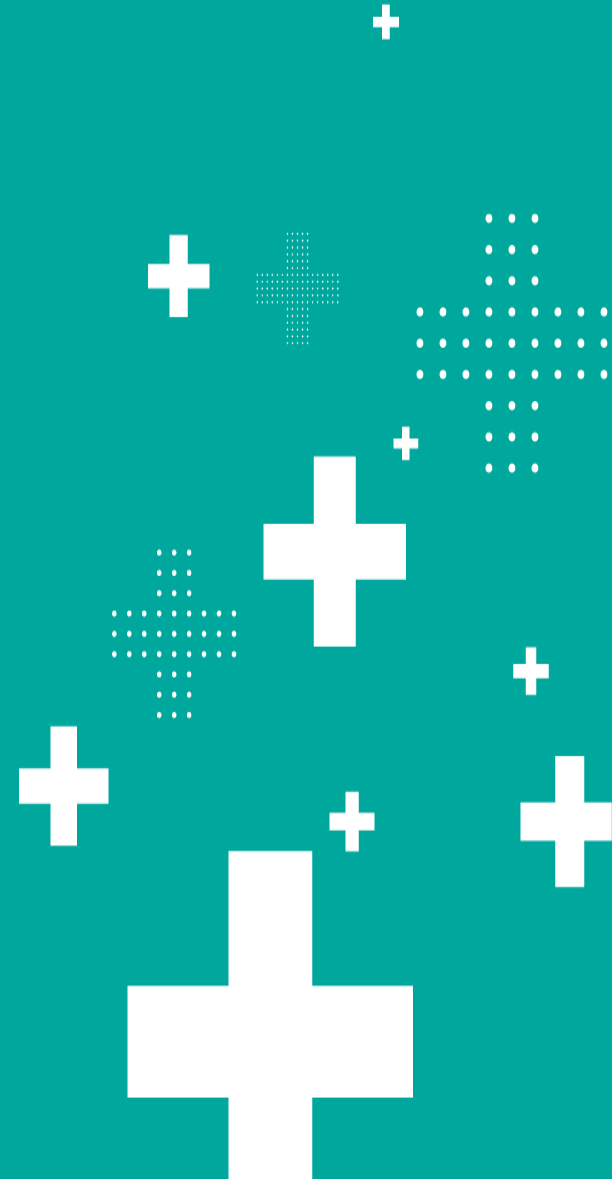


Proctor PIN

The Proctor PIN is an 8-digit code required when a student needs to restart a paused test.

- School Testing Coordinators or Principals will provide the Proctor PIN prior to the start of each testing day.
- The Proctor PIN is secure.
- 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 by the principal and redistributed to the proctors.

After Testing



After Testing

- Make sure all tests have been submitted.
- Ensure all students return the scratch paper, student login tickets, and reference sheets (math only) to you. These materials are considered secure materials and must be destroyed.
- Follow security procedures established by your principal or school administrator for returning secure test materials.
- All teachers and proctors administering and scoring these tests are not to discuss test questions or other specific test content with each other, with others online via email, or through any other electronic means.
- Report any irregularities and/or misadministrations to your administrator





Final Step: Proctor Certificate

Don't forget to fill in the Proctor Certificate located in Appendix D of the School Administrator's Manual.

- Retain in school file for one year
- Acknowledges that required administration procedures were followed.

Appendix D: Deputy and Proctor Certificate

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

- ☐ Spring 2024 Grades 3–8 English Language Arts Tests
or
- ☐ Spring 2024 Grades 3–8 Mathematics Tests
or
- ☐ Spring 2024 Grades 5 & 8 Science Test

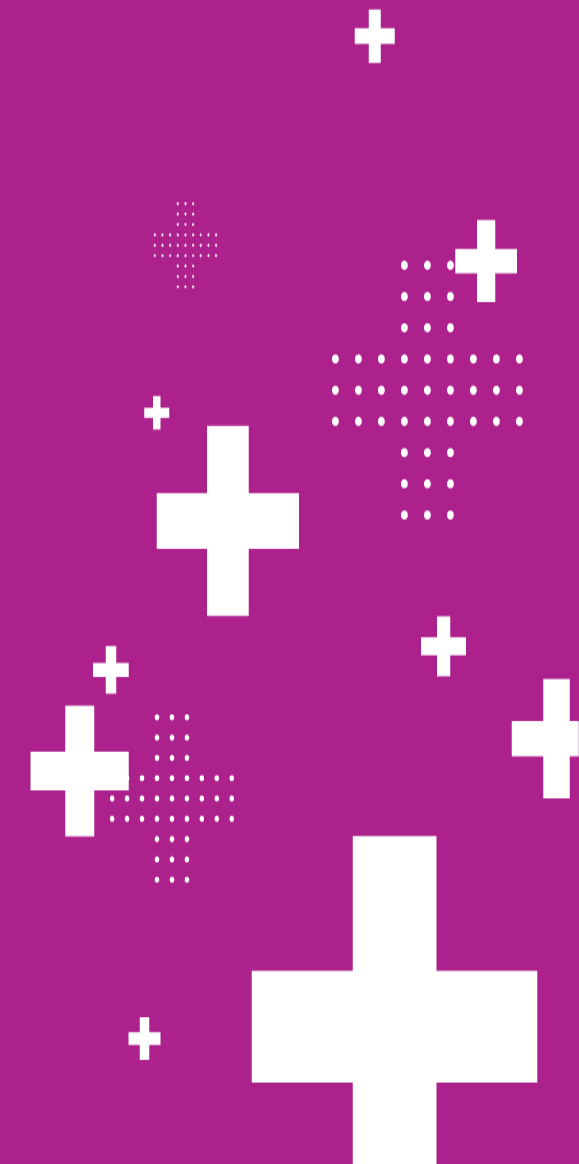
School Name: _____
We, the undersigned deputies and proctors who assisted in the administration of the 2024 Grades 3–8 English Language Arts, Mathematics, and Science Tests, hereby declare our belief in the correctness of the following:

- The rules and regulations for administering the tests were fully and faithfully observed, and in particular:
 - The rules for administering the tests were read to or read by each person who assisted in administering the tests.
 - The tests were administered within the assigned dates.
 - Secure test materials were kept in the shrink-wrapped packages until the administration dates.
 - The students were given appropriate instructions and orientation before beginning the tests.
 - The students were so seated as to prevent collusion.
 - Adequate supervision was maintained throughout the administration of each test.
 - All test booklets and answer sheets were collected from the students immediately at the close of the tests for all administrations.
- Test booklets, constructed-response answer booklets (English Language Arts Test Session 1 only), and answer sheets were collected and returned to the principal for storage in a secure location after each day of testing.
- For CBT administration, all used scratch paper, reference sheets, student login tickets, session access codes, and Proctor PINs were collected and returned to the principal for storage in a secure location after each day of testing and securely destroyed at the conclusion of testing.

	Print Name	Signature	Test Proctored	Test Room
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Make additional copies as necessary.)
After completion, retain in school files for one year.

Tips & Best Practices





Tips & Best Practices

- ❖ Try to limit disruptions in the classroom
- ❖ If there are issues with a testing device, try to remove it from the classroom to troubleshoot (have a technical coordinator in the hallways to help):
 - Mouse not working (have additional ones on hand)
 - WiFi not working (check the WiFi button)
 - Volume not working (log out and adjust settings)
 - Computer won't turn on (have additional devices on hand)



Tips & Best Practices

All Proctors should confirm they see the white login screen after a student has paused the test.

Reasons for pausing the test:

- Student takes a break
- Student goes to the bathroom
- Student goes to lunch and comes back to same computer after lunch (operational testing only)
- Student goes to lunch and resumes on a different computer after lunch
- Student becomes ill and needs to go home during testing

Pausing/Signing Out of the test session ensures the security of the student's responses and allows the student to return to their testing session.

New York Statewide Assessment

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NYSSIS ID

Password



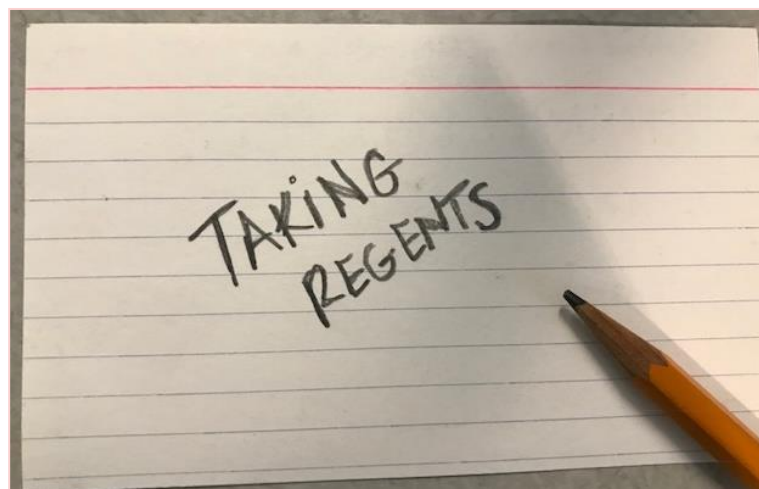
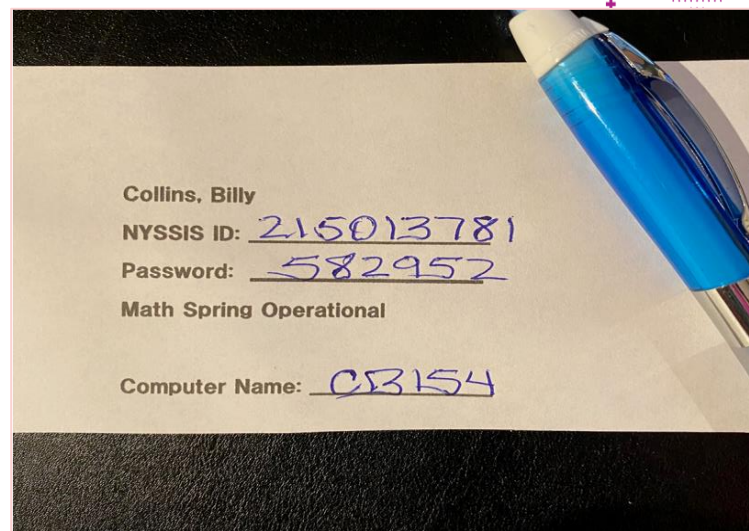
Sign In



Student Login Tickets

Use Index Cards for Operational Login Tickets.

- Have students write their computer name on the login ticket
- Proctors may use the back to indicate if a student is not testing
 - The student hands the login ticket back to the proctor when exiting the testing room



Tips: Testing Accommodations

Do not change student testing accommodations once a student has logged into the test session

- + A student is testing and does not have a student testing accommodation, you must call NWEA to request a “form reset.”
- + Have the student stop testing immediately.
- + Form resets need NYSED approval and NYSED will need to know how many questions a student has answered before a reset can be considered.

Note: Form resets can take up to 24 hours to review.



Tips: Constructed Response Boxes

If students are having an issue with typing into a CR Box, remind students:

- 1. Disable any tool that may be enabled (highlighter, ruler, etc.)
- 2. Move cursor to CR Box and left-click.
- 3. Begin typing in CR Box.

Online
Version 119.0

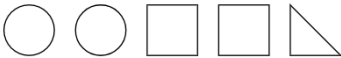
Grade 6 | Math | Sampler 2

Review

Question 8

This question is worth 1 credit.

A set of shapes is shown below.



What is the ratio of the number of circles to the total number of shapes?

Answer

← → ↺ ↻

+

−

×

÷

=

<

≤

>

≥

√

∛

°

π

1/2

1/3

1/4

()

|

|

{ }

≠

∠

△

□

▢

▣

↺ ↻

− +

bookmark

note

reference

color choices

highlighter

answer eliminator

calculator

ruler

protractor

line-reader

nwea

Tips & Best Practices



We recommend that schools have headphones available for students who will be using the Text-to-Speech software to deliver the Test Read accommodation.

It is also acceptable to use headphones with microphones, especially for those students making use of the accommodation of Speech-to-text. Students are permitted to bring headphones from home, if this is acceptable to the school.

- Headphones should have **no** Bluetooth capabilities
- We do not advise at all on the type of headphones, such as models or design. This is a local decision.
- Students should only use computers, iPads, external keyboards, and mice provided by the school.
- Please see the CBT Support article, <https://cbtsupport.nysed.gov/hc/en-us/articles/360022415891>

Tips & Best Practices

If the internet goes down completely and students were logged into the test session:

- They will not be able to submit the test.
- They will pause the test and then must log back into that same computer when internet connectivity is restored.

If the WiFi connectivity is inconsistent:


- Students* can continue testing while offline.
- Follow same process if students cannot submit the test.

*Students using the Text-to-Speech (TTS), or Speech-to-Text (STT ELA only) accommodation will require an active internet connection.

- TTS and STT will be unavailable until the internet connection is restored.
- Once the internet connection is restored, both accommodation functionality can resume.

Tips: Troubleshooting Error Messages

For information on troubleshooting possible error messages students may encounter before they begin testing, please review Appendix D in the [Setup & Installation Guide \(SIG\)](#)





Setup & Installation Guide

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.

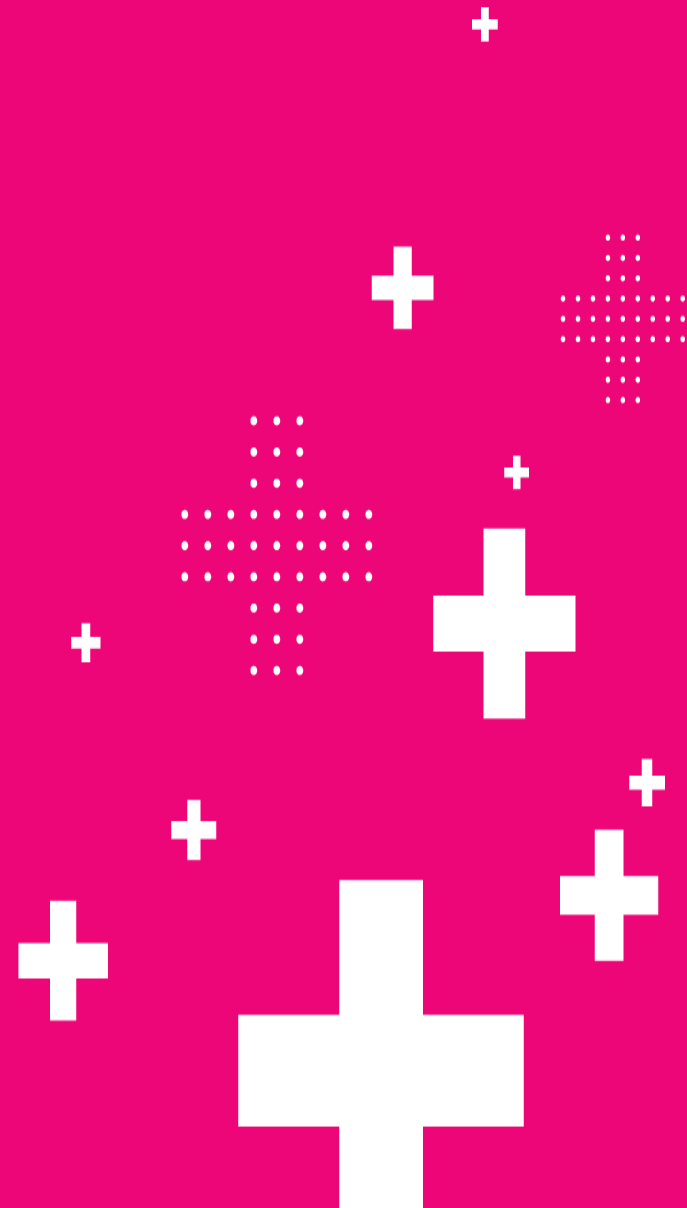
Name of Error	Error Message	Potential Causes	Corrective Action(s)
Sign in error		Student enters the wrong User ID and/or Password on the Nextera TDS sign in screen.	<p>Confirm correct user ID/password and try again.</p> <p>Check to ensure Caps Lock is not on.</p>
Choose Test Outside of Window	<div> <div>Choose your test</div> <div>English 1 Session 1 Grade 8</div> <div> <p>This test will be available 3/24/2020 at 8:00 am</p>  </div> <div>English 1 Session 2 Grade 8</div> </div>	<p>User is outside of the assigned test window.</p> <p><i>NOTE: This date is simply for reference.</i></p>	<p>Begin test within the testing window.</p> <p>Check testing device time/date to confirm it is set correctly for current time/date EST.</p>

Reminder about Personally Identifiable Information

- When contacting your School or District Test Coordinator, do not send any Personally Identifiable Information (PII) for a student via email. This is a violation of the Family Education Rights and Privacy act (FERPA).
- PII includes information such as a student's name or date of birth. Should you need to communicate via email regarding a particular student, please only share the NYSSIS ID.



Testing Schedules and Manuals



Testing Schedules

The testing schedules are posted on [NYSED's website](#):

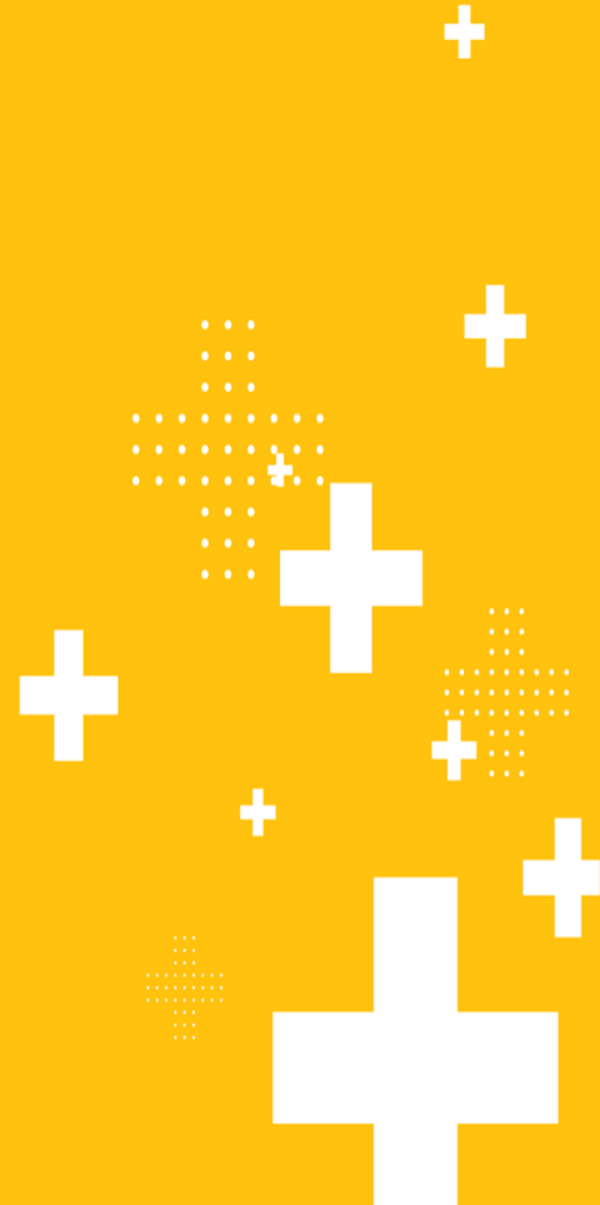
2024-25 Elementary- and Intermediate-level Testing Schedule

Testing Manuals are available from the
[Office of State Assessment website](#):

- Operational School Administrator's Manual and Teacher Directions
- Field Testing School Administrator's Manual and Teacher Directions

		Administration Window	Make-up Dates	Scoring Dates
Computer Based Testing	Grade 3-8 ELA	Monday, April 7- Friday, May 16	Make-ups must be given within the testing window	Must be completed by Friday, May 23
	Grade 3-8 Math			
	Grade 5 & 8 Science			

Customer Support



Customer Support Information

Schools with questions concerning the CBT should:

1. Contact your Principal or School Test Coordinator.
2. Contact your Regional Information Center/ District Level Support.
3. 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](#).

4. For policy support/questions, please contact NYSED:

CBTSupport@nysed.gov

<https://CBTSupport.nysed.gov>



Thank you!

