

# New York State Grades 3-8 Testing Setting Not Tested Codes in Nextera Admin Quick Reference Guide

## Introduction

For the Grades 3–8 English Language Arts (ELA) and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Computer-Based Tests (CBT), Not Tested Codes (NTC) are required for any student who does not begin a test session. NTC's are not required to be set for the simulation or ELA and Mathematics stand-alone field testing. This Quick Reference Guide (QRG) will explain how to set the NTCs in Nextera Admin. Not Tested Codes must be set for Session 1 and Session 2 for the ELA and Math administrations and for the singular session for the Science administration.

## Setting Not Tested Codes

Based on the user's role, the Setting Not Tested Codes allows a SUP, DTC, DLU, PRN, STC, and BLU to select the applicable Not Tested Code for students in Nextera Admin. Users may set Not Tested Codes by accessing either the Tests>Tests page or the Tests>Testing Status Details page.

1. Log in to **Nextera Admin**

New York State Grades 3-8 Testing Program

Powered by Nextera®

User ID

Password

1

Sign In

[Forgot your password?](#)

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- Click “Change” to filter to the appropriate district and school
- Click “Tests” > “Tests”

- All the classes for that school or content area (depending on how you are filtered), will appear in a list on the Tests page. Click “View” next to the appropriate class

Teacher	Class	Content Area	Test Name	Testing	View	Delete
LBOCES Teacher	SIM ELA Grade 03	ELA	Spring 3-8 ELA	Not Started	<a href="#">View</a>	<a href="#">Delete</a>
.BOCES Teacher	SIM ELA Grade 05	ELA	Spring 3-8 ELA	Not Started	<a href="#">View</a>	<a href="#">Delete</a>

- Click “Set” next to the appropriate student/session

You're Viewing: **Simulation ELA**

<b>District:</b> QAI Training Test District	<b>School:</b> QAI Training Elementary School
<b>Testing Window:</b> Simulation Test	<b>Content Area:</b> ELA
<b>Teacher:</b> Class Move	<b>Class:</b> Sample Class
<b>Test Name:</b> Simulation ELA	
<b>Testing Dates:</b>	

[Examiner View](#)

[Login Tickets](#)

Session 1 Access Code **9400**  [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
StudentMM	StudentM	9993311069 <a href="#">manage</a>	544643	03	EN23033001	Session 1: Not Started	0			<a href="#">Set</a>
StudentNN	StudentN	9993311070 <a href="#">manage</a>	751978	03	EN23033001	Session 1: Not Started	0			<a href="#">Set</a>

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

For ELA and Math, each student has two sessions next to their name. For Science, each student has one session next to their name. A separate status code will need to be set per content area, per session, per student.

6. Click “Not Testing” next to Scoring Option

The 'Set Status Codes' dialog box contains the following fields:

Student Name	District01, TDS
Session Name	Session 1
Content Area	ELA
Scoring Option	<input checked="" type="radio"/> Not Testing <input type="radio"/> None
Reason	--make a selection--

Buttons: Submit, Cancel

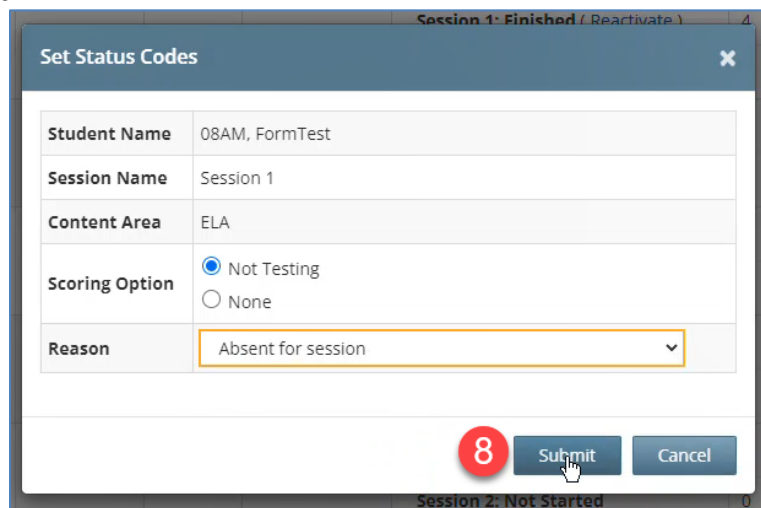
7. Select the applicable not tested code reason from the drop-down menu.

The 'Set Status Codes' dialog box shows the 'Reason' drop-down menu open with the following options:

- make a selection--
- Absent for session
- Administrative error, no score
- First-year ELL student (ELA only)
- Medically excused
- Not enrolled at time of test
- Refused session
- Taking NYSAA
- Taking Regents (Math and Science only)
- Testing on Paper

Buttons: Submit, Cancel

8. Click “Submit”



Student Name	08AM, FormTest
Session Name	Session 1
Content Area	ELA
Scoring Option	<input checked="" type="radio"/> Not Testing <input type="radio"/> None
Reason	Absent for session

8 Submit Cancel

Repeat steps for all students who are not testing. Not Tested Codes must be set for both ELA and Math test sessions if the student will not be testing in Session 1 and Session 2. Science is only one session, therefore, Not Tested Codes must be set only once.

Not Tested Codes:

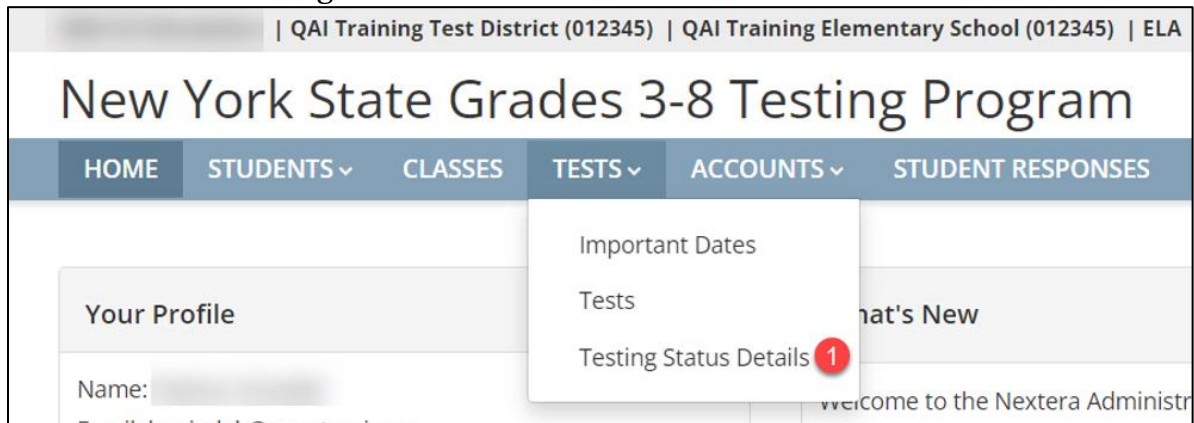
1. Absent for session
2. Administrative error, no score
3. First-year ELL student (ELA only)
4. Medically excused
5. Not enrolled at time of test
6. Refused session
7. Taking NYSSA
8. Taking Regents (Math and Science)
9. Testing on Paper\*

Please note: The “Testing on Paper” Not Tested Code is exclusive to CBT and can only be set in Nextera Admin. Schools will use this code for students available in Nextera Admin, who pursuant to an Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan), will be testing on paper, or for the Mathematics and Science Tests, for English Language Learners (ELLs) and Former ELLs who will be taking an alternate language edition of the test on paper, or an oral translation on paper. This is not set for ELLs or Former ELLs who will be taking the test in English on computer and using a paper alternate language edition simultaneously.

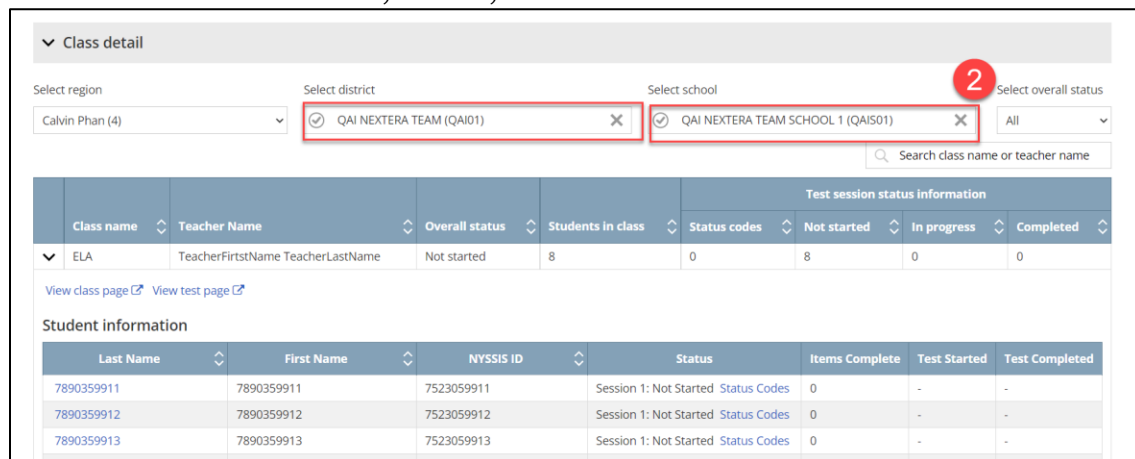
## Setting Not Testing Codes in Testing Status Details page

Using the Testing Status Details, users can set the Not Tested Codes using the Status Codes link.

1. Click “Tests” > “Testing Status Details”



2. Filter to the correct district, school, content area and class as needed.



- Click the arrow next to the “Class name” to list all students in that class.

Class detail

Select region: Calvin Phan (4) | Select district: QAI NEXTERA TEAM (QAI01) | Select school: QAI NEXTERA TEAM SCHOOL 1 (QAI501) | Select overall status: All

Search class name or teacher name

Class name	Teacher Name	Overall status	Students in class	Test session status information			
				Status codes	Not started	In progress	Completed
ELA	TeacherFirstName TeacherLastName	Not started	8	0	8	0	0

View class page | View test page

Student information

Last Name	First Name	NYSSIS ID	Status	Items Complete	Test Started	Test Completed
7890359911	7890359911	7523059911	Session 1: Not Started Status Codes	0	-	-
7890359912	7890359912	7523059912	Session 1: Not Started Status Codes	0	-	-
7890359913	7890359913	7523059913	Session 1: Not Started Status Codes	0	-	-

- Click “Status Codes” to the appropriate student

Class detail

Select region: Calvin Phan (4) | Select district: QAI NEXTERA TEAM (QAI01) | Select school: QAI NEXTERA TEAM SCHOOL 1 (QAI501) | Select overall status: All

Search class name or teacher name

Class name	Teacher Name	Overall status	Students in class	Status codes	Not started	In progress	Completed
ELA	TeacherFirstName TeacherLastName	Not started	8	0	8	0	0

View class page | View test page

Student information

Last Name	First Name	NYSSIS ID	Status	Items Complete	Test Started	Test Completed
7890359911	7890359911	7523059911	Session 1: Not Started Status Codes	0	-	-
7890359912	7890359912	7523059912	Session 1: Not Started Status Codes	0	-	-
7890359913	7890359913	7523059913	Session 1: Not Started Status Codes	0	-	-

- Click “Not Testing” next to Scoring Option

Set Status Codes

Student Name: District01, TDS

Session Name: Session 1

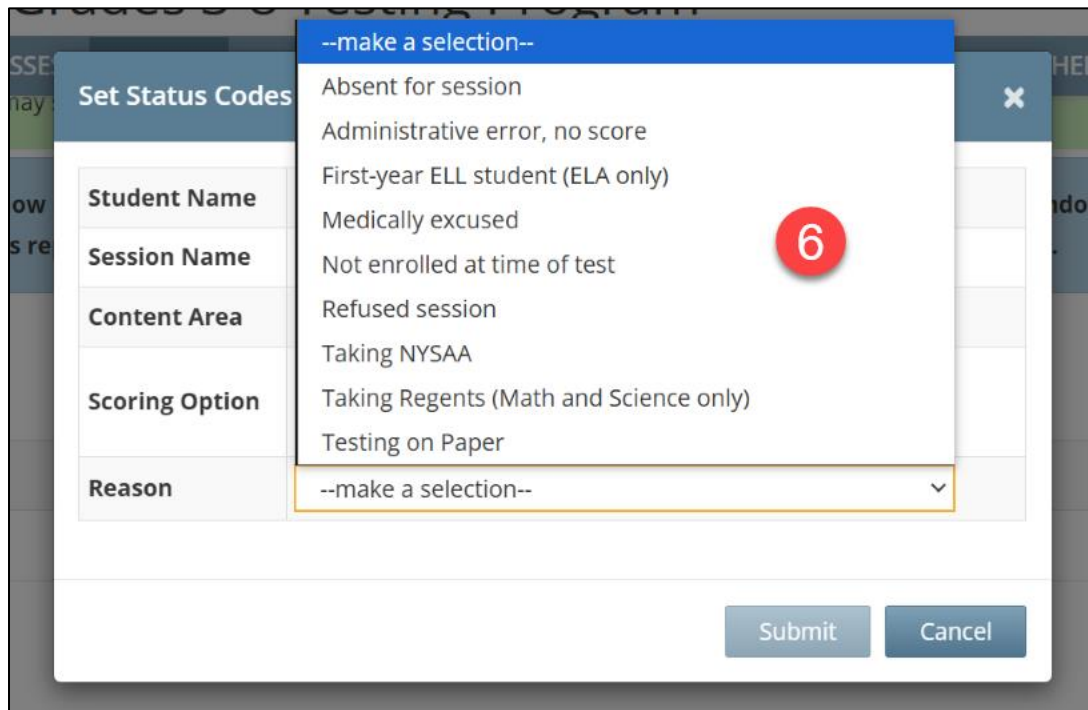
Content Area: ELA

Scoring Option: ☒ Not Testing ☐ None

Reason: --make a selection--

Submit Cancel

6. Select the applicable not tested code reason from the drop-down menu.

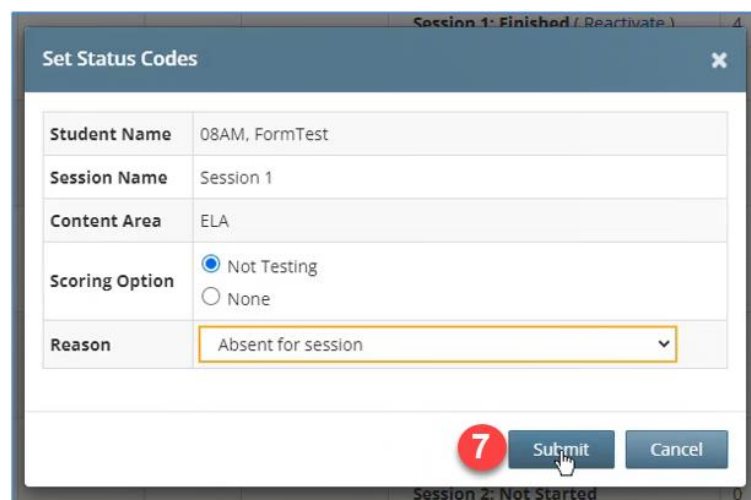


The screenshot shows a 'Set Status Codes' dialog box. The 'Reason' field is open, displaying a list of options: '--make a selection--', 'Absent for session', 'Administrative error, no score', 'First-year ELL student (ELA only)', 'Medically excused', 'Not enrolled at time of test', 'Refused session', 'Taking NYSAA', 'Taking Regents (Math and Science only)', and 'Testing on Paper'. A red circle with the number 6 is positioned next to the dropdown menu.

Field	Value
Student Name	
Session Name	
Content Area	
Scoring Option	
Reason	--make a selection--

Buttons: Submit, Cancel

7. Click "Submit"



The screenshot shows the 'Set Status Codes' dialog box with the following values:

Field	Value
Student Name	08AM, FormTest
Session Name	Session 1
Content Area	ELA
Scoring Option	<input checked="" type="radio"/> Not Testing <input type="radio"/> None
Reason	Absent for session

Buttons: Submit, Cancel

A red circle with the number 7 is positioned next to the 'Submit' button.

## Verifying Not Tested Codes

Export all students to Excel to verify the not tested codes

1. Click “Download all students” at the bottom of the student list.

Class detail

Select region

Calvin Phan (4)

Select district

QAI NEXTERA TEAM (QAI01)

Select school

QAI NEXTERA TEAM SCHOOL 1 (QAI501)

Select overall status

All

Search class name or teacher name

Class name	Teacher Name	Overall status	Students in class	Test session status information			
				Status codes	Not started	In progress	Completed
ELA	TeacherFirstName TeacherLastName	Not started	8	0	8	0	0

[View class page](#)
[View test page](#)

Student information

Last Name	First Name	NYSSIS ID	Status	Items Complete	Test Started	Test Completed
7890359911	7890359911	7523059911	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359912	7890359912	7523059912	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359913	7890359913	7523059913	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359914	7890359914	7523059914	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359915	7890359915	7523059915	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359916	7890359916	7523059916	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359917	7890359917	7523059917	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-
7890359918	7890359918	7523059918	Session 1: Not Started <a href="#">Status Codes</a>	0	-	-

View 10

Viewing items 1-8 of 8

1

Download all students (csv)

Run the export during the testing window to monitor student’s testing status. Run the export prior to the close of the Not Tested Code window to verify all students have completed testing (Completed) or the Not Tested Code is set. Any students who are Not Started or In Progress need to complete testing prior to the close of the Testing Window.

A sample of the export:

Testing Status for Spring 3-8 ELA							
Region: Calvin Phan (4)							
District: QAI NEXTERA TEAM (QAI01)							
School: QAI NEXTERA TEAM SCHOOL 1 (QAI501)							
Class name: ELA							
Last Name	First Name	NYSSIS ID	Session 1	Status	Items Complete	Test Started	Test Completed
	Tester1	First1	Session 1	Completed	35		
	Tester2	First2	Session 1	Absent for session	0		
	Tester3	First3	Session 1	Not Started	0		
	Tester4	First4	Session 1	Not Started	0		
	Tester5	First5	Session 1	Medically excused	0		
	Tester6	First6	Session 1	Not Started	0		
	Tester7	First7	Session 1	Completed	35		
	Tester8	First8	Session 1	Not Started	0		

Please note: All Not Tested Codes need to be set in Nextera Admin by the end of the Not Tested Code window. Please see CBT Support for specific dates.



## Customer Support

Customer Support can be reached by:

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

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