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

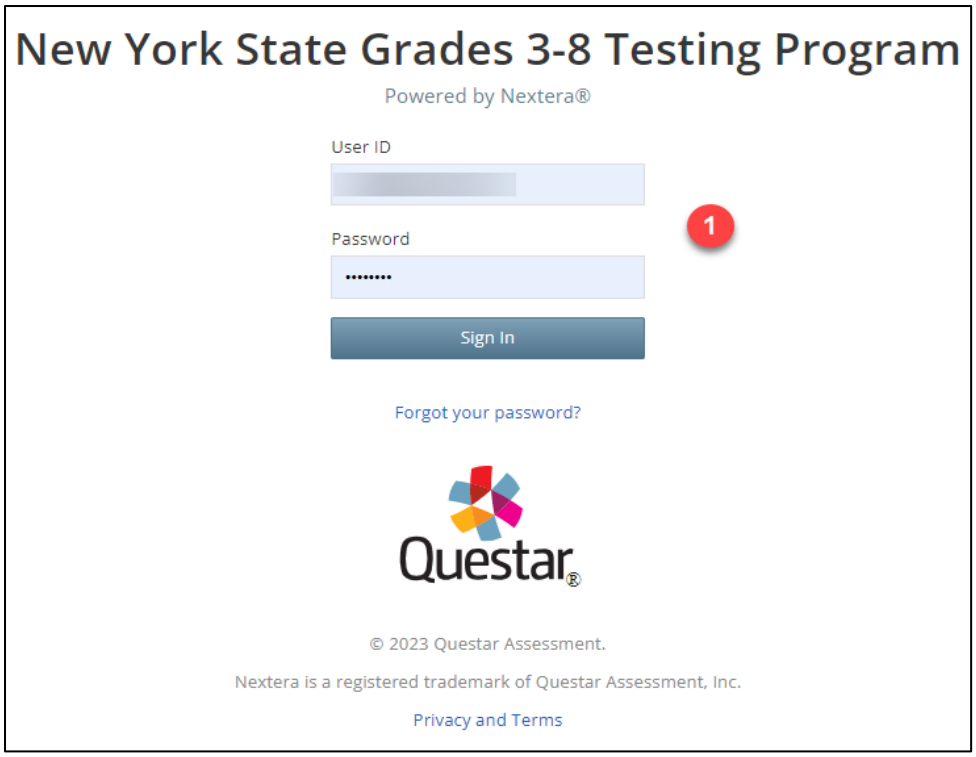
Introduction

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.

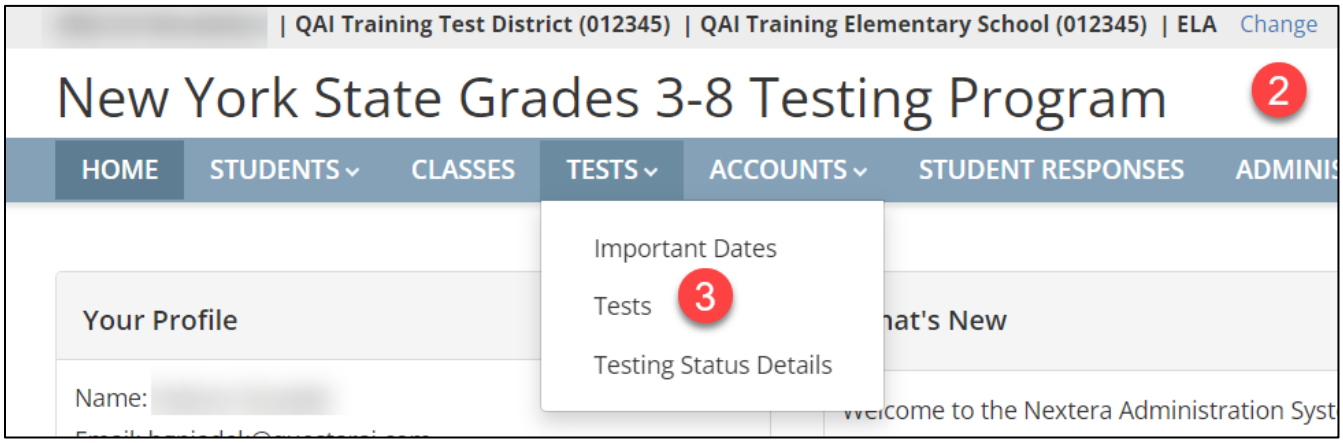
Setting Not Tested Codes

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.

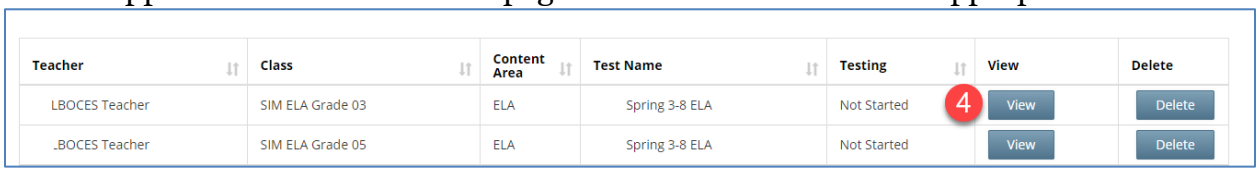
1. Log in to **Nextera Admin**



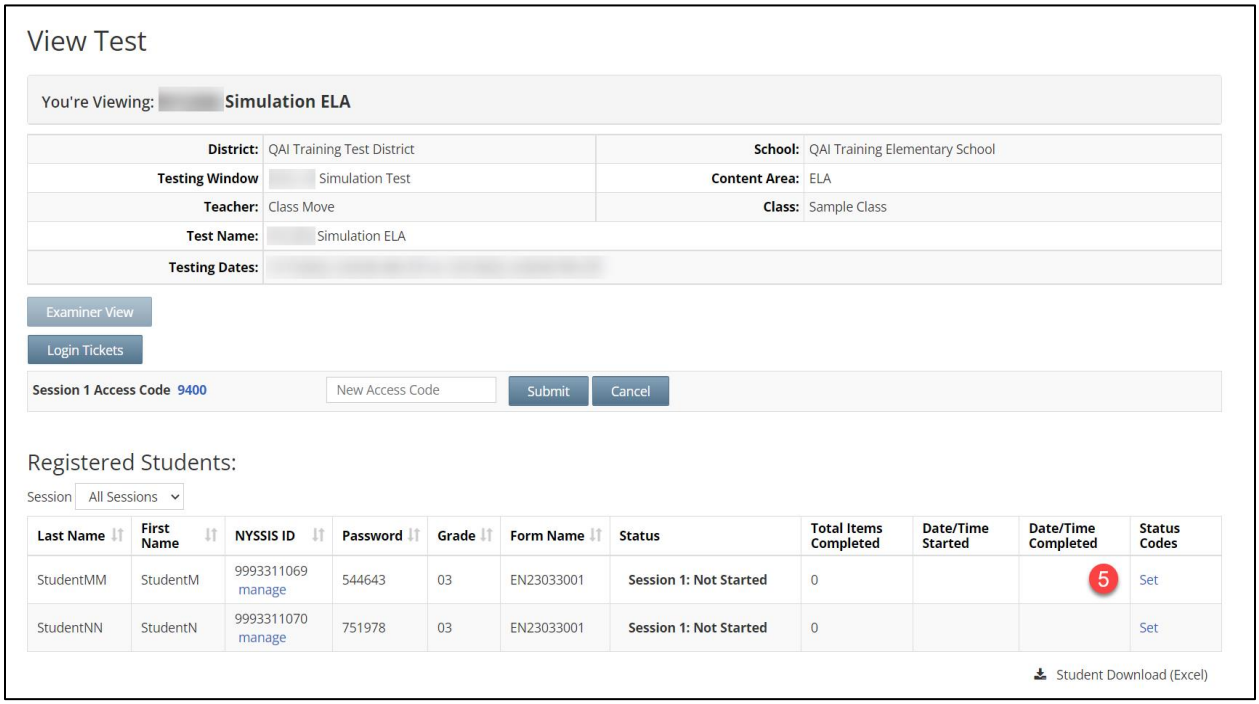
2. Click “Change” to filter to the appropriate district and school
3. Click “Tests” > “Tests”



4. 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

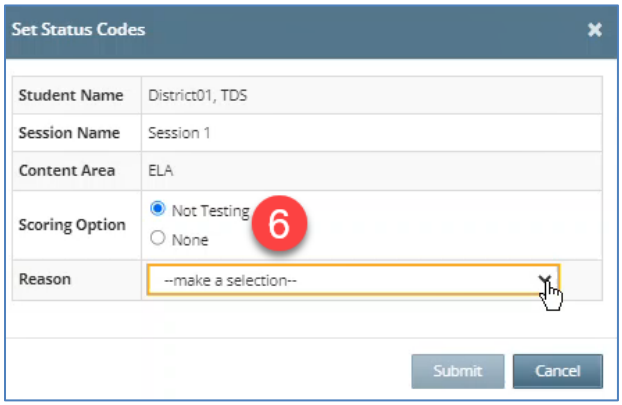


5. Click “Set” next to the appropriate student/session

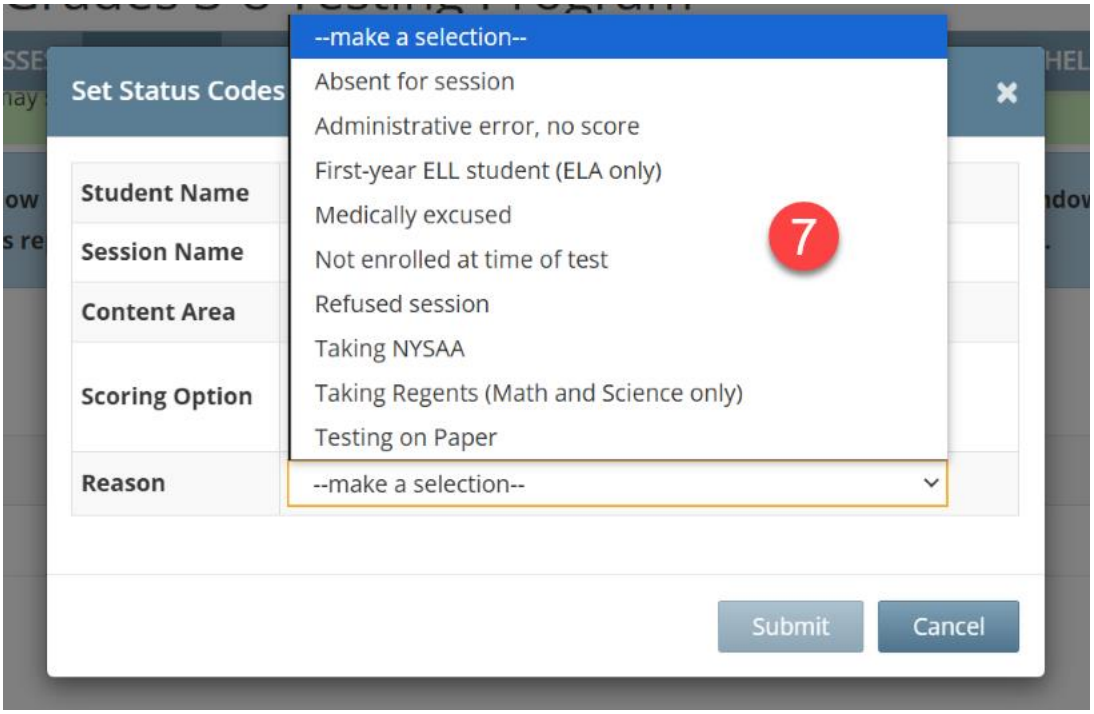


For ELA and Math, each student has two sessions next to their name. For Science, each student has one session next to their name. A separate status code will need to be set per content area, per session, per student.

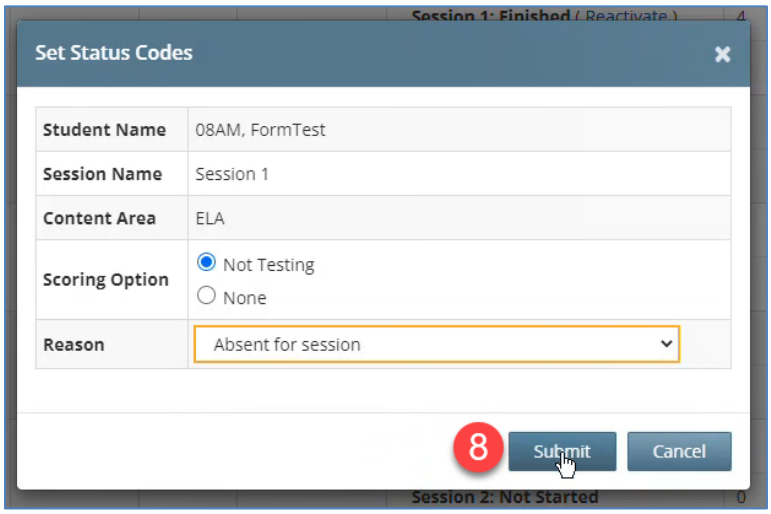
6. Click “Not Testing” next to Scoring Option



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



8. Click “Submit”



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:

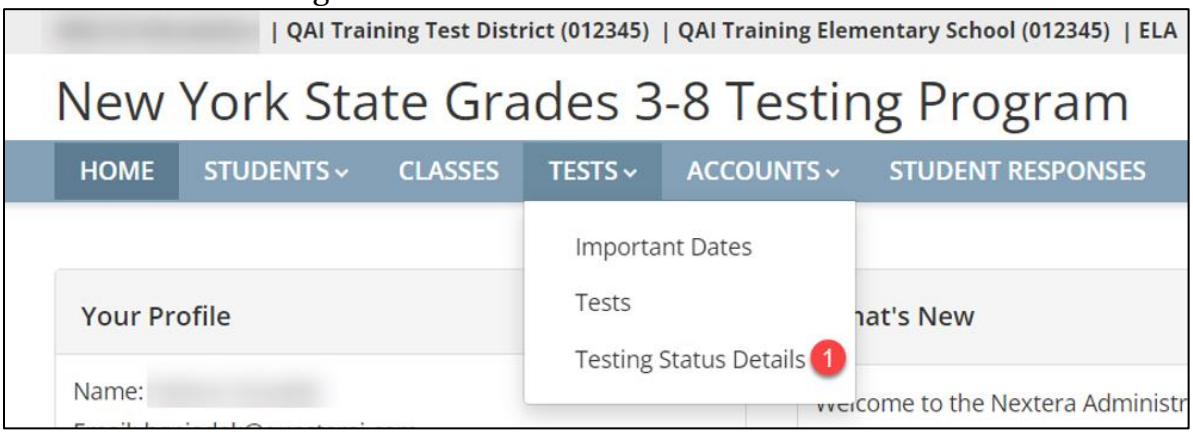
1. Absent for session
2. Administrative error, no score
3. First-year ELL student (ELA only)
4. Medically excused
5. Not enrolled at time of test
6. Refused session
7. Taking NYSSA
8. Taking Regents (Math and Science)
9. Testing on Paper*

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.

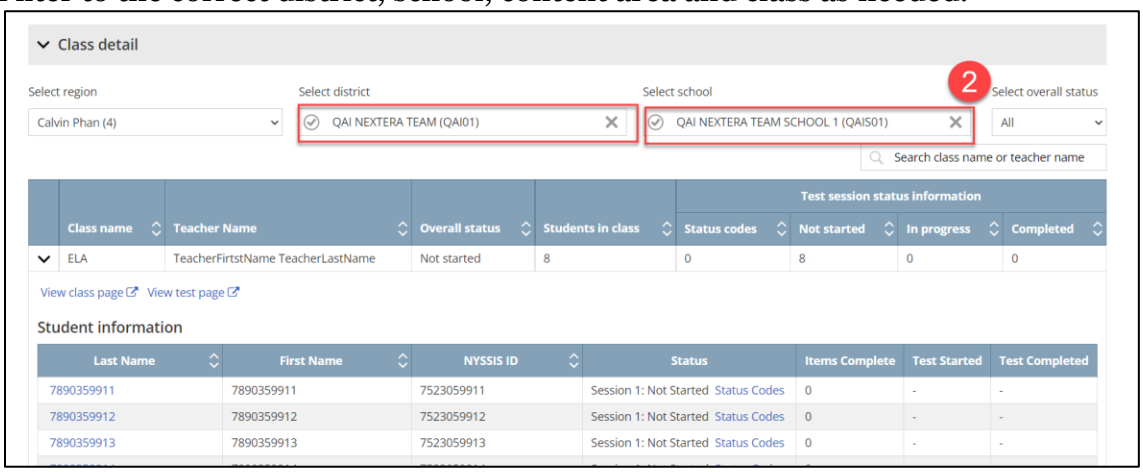
Setting Not Testing Codes in Testing Status Details page

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

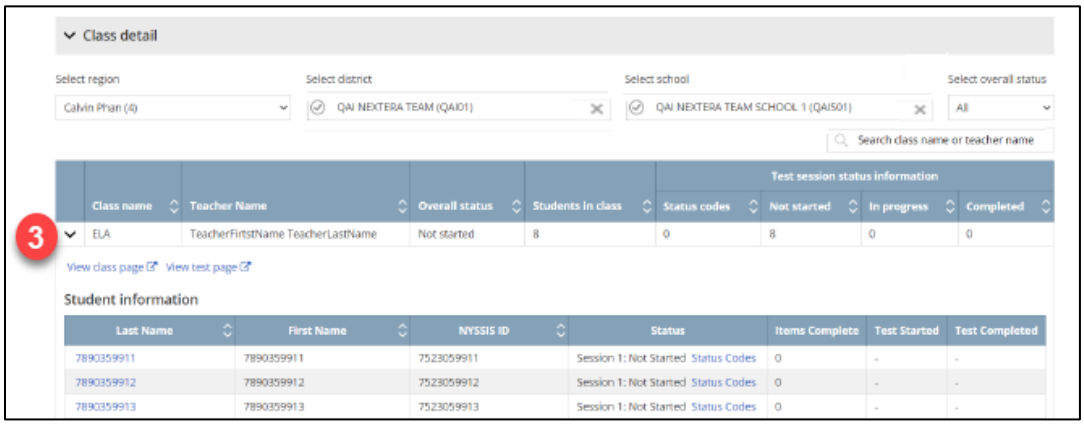
1. Click “Tests” > “Testing Status Details”



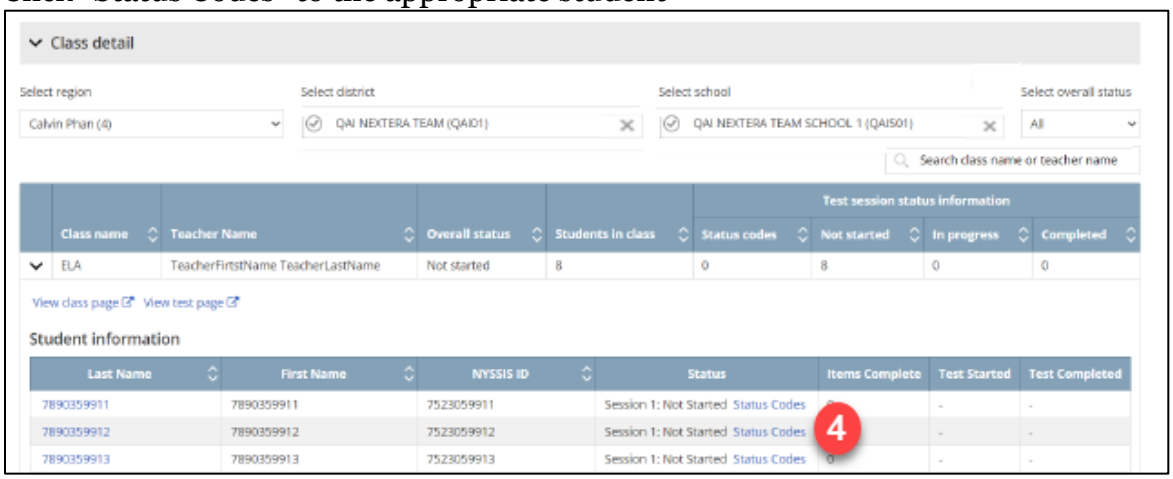
2. Filter to the correct district, school, content area and class as needed.



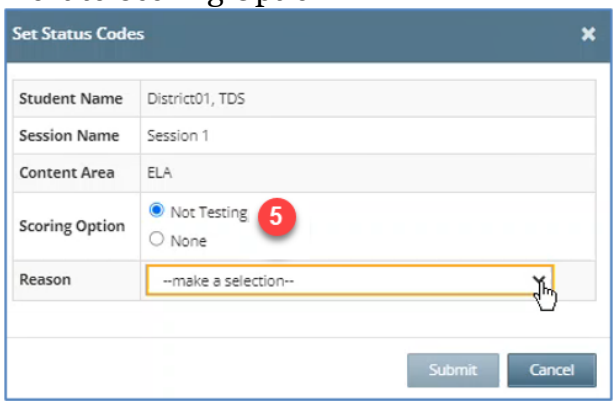
3. Click the arrow next to the “Class name” to list all students in that class.



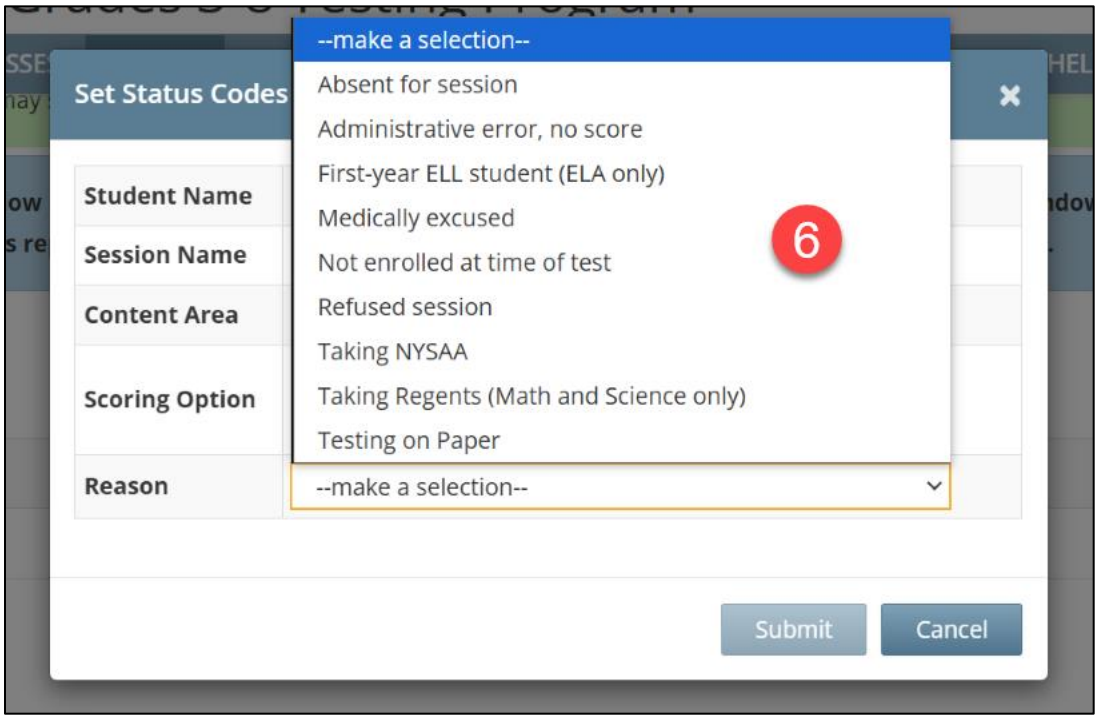
4. Click “Status Codes” to the appropriate student



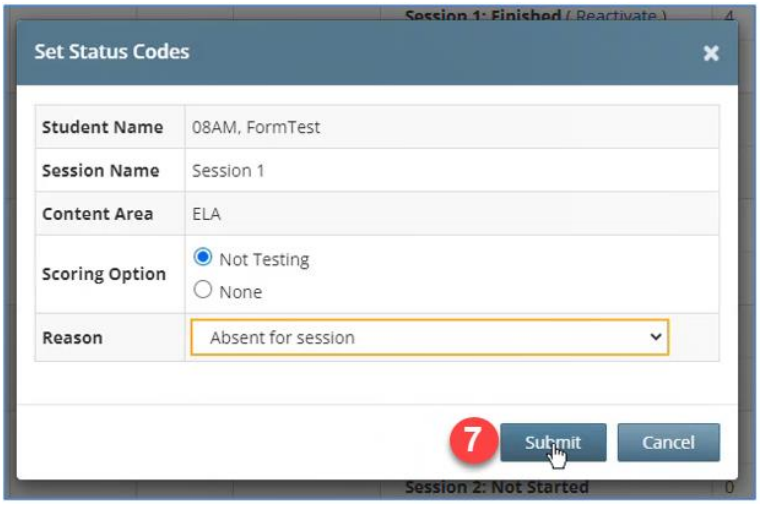
5. Click “Not Testing” next to Scoring Option



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



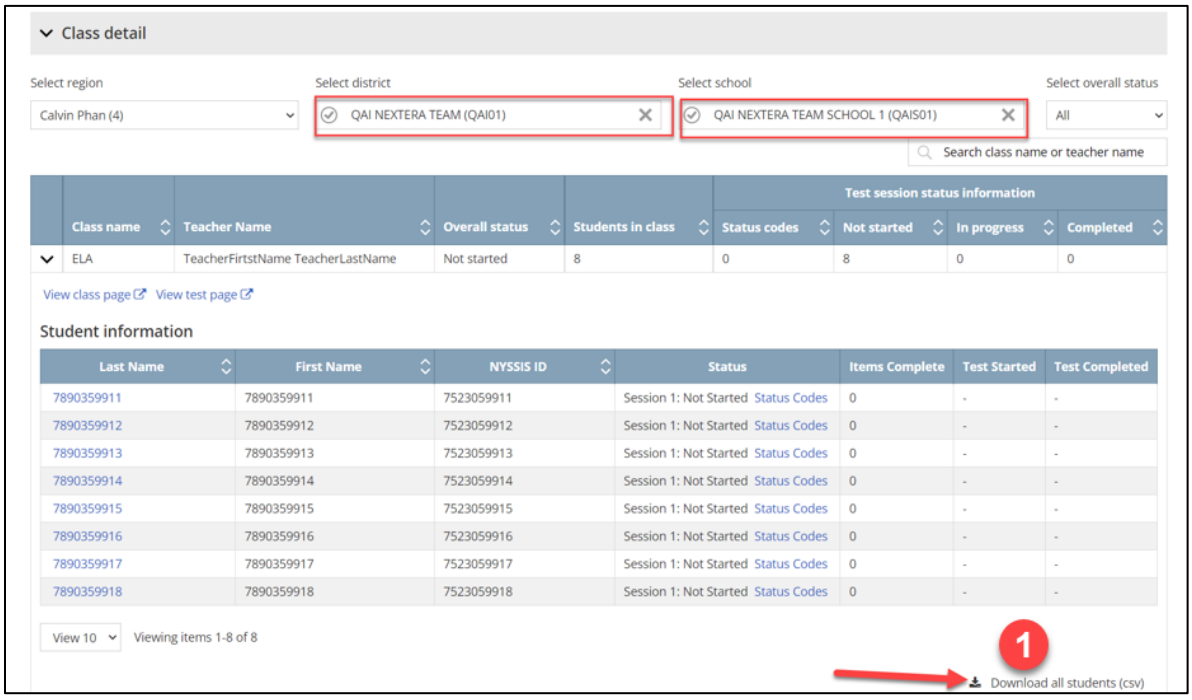
7. Click "Submit"



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.



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 (QAIS01)							
Class name: ELA							
Last Name	First Name	NYSSIS ID	Session 1	Status	Items Complete	Test Started	Test Completed
Tester1	First1	[redacted]	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

For more information on NWEA's Customer Support team and hours, please visit this article on CBT Support.