

Data Requirements

Computer-Based Testing Grades 3-8 ELA and Math

Schools will administer the computer-based testing (CBT) exams to students through Questar's [Nextera Admin](#) system. In order for schools to administer CBT, students must be available in the Nextera Admin system. Students will be pre-populated into the Nextera Admin system from the L2 Data Warehouse and can also be added manually to the website after the student data deadlines have passed.

The data requirements for populating student data to the Nextera Admin system for the 2018-19 school year are outlined below. The student pre-id data file layout with business rules and an example Excel template are available for review on [CBT Support](#).

It is important that schools have accurate program service data at L2, such as the 0220 code "Eligible for Alternate Assessment," that will allow us to filter out the students taking NYSAA from the Grades 3-8 student data populated to Nextera Admin. Additional program service record SIRS codes are included at the end of this document in [Appendix A](#).

We understand that data certification does not happen until August each year for the previous school year, but we are using the following data, which is required as part of BEDS day enrollment data and also required to be maintained for all students throughout the year:

- Student Enrollment Records
- Student Demographic Records
- Student Program Service Records (see [Appendix A](#))

If a school does not have program service records in L2 when we pull the student data for Nextera Admin, the related fields in the Nextera Pre-ID data file will default to No/N for all data. This will not affect data population in Nextera Admin; students will still be populated without program service records.

NYSED and Questar require the program service records, such as English language learners (LEP) data, information about students with disabilities (SWD), NYSAA eligibility, indications of economically disadvantaged, and more for the purpose of psychometric analysis to compare similar groups of students testing on paper and testing on computer. For equating *like* students in our dual-mode [comparability studies](#) where we review mode effect differences between students testing on paper and testing on computer, we must know student demographic and program service data to create the student groups for comparison.

During the CBT Fall Presentation Sessions, we advised the field to try to have their student enrollment records, including demographic and program service, to L2 by **December 14, 2018**. This date aligns with the closing of the NYSED online examination request system. Beginning on 12/14/18, the L2 data warehouse staff and NYSED will begin to review student data for schools that have ordered CBT to identify missing student enrollment records and advise the RICs.

This year, Nextera Admin is slated to be open to schools with populated students for CBT grade levels approximately four weeks before each operational CBT testing window. Final student data for populating Nextera Admin for Grades 3-8 ELA and math will be pulled according to the following schedule:

1. ELA: Demographic, Enrollment, Program Service Data Significant Dates

- Final date for data due to Level 2: **Friday, February 8**
- L2 to OSA: January 22 (SED review/exception files/etc.): **February 11-22**
- Nextera Admin open for ELA: **Monday, March 4**
- CBT ELA testing begins on Monday, April 1

2. Math: Demographic, Enrollment, Program Service Data Significant Dates

- Final date for data due to Level 2: **Friday, March 8**
- L2 to OSA: February 12 (SED review/exception files/etc.): **March 11-22**
- Nextera Admin open for Math: **Monday, April 1**
- CBT Math testing begins on Tuesday, May 1

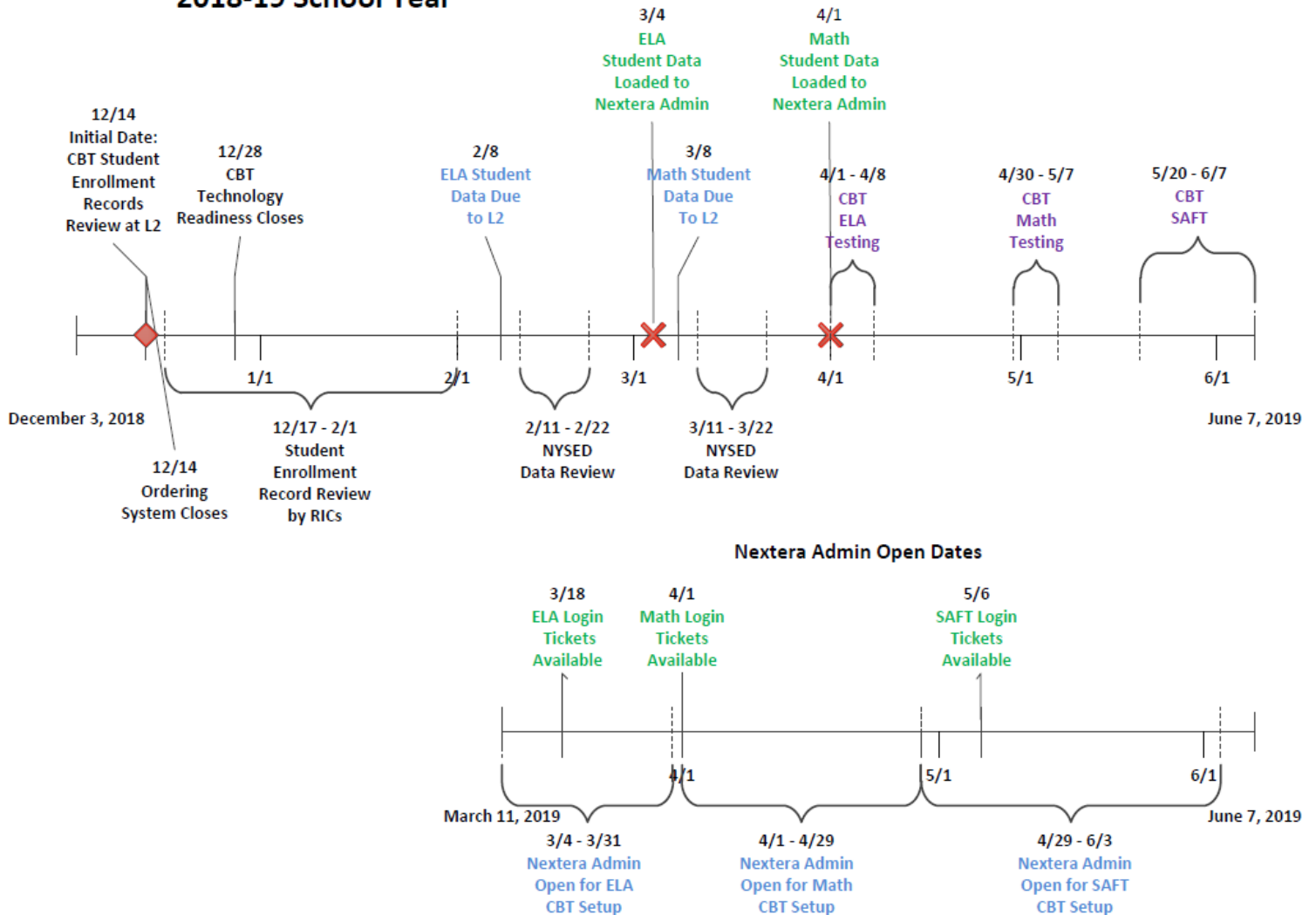
3. Field Testing on Computers (CBT SAFT): Demographic, Enrollment, Program Service Data Significant Dates

- Final date for data due to Level 2: **Friday, April 12**
- Nextera Admin open for CBT SAFT: **Monday, April 29**
- CBT SAFT begins on Monday, May 20

Figure 1: CBT 2019 Data Timeline



NYSED Computer-Based Testing Data Timeline 2018-19 School Year



CBT Data FAQ

Q: Why do we have to send student enrollment, demographic, and program service records to L2 by a certain date?

A: Because L2 will provide student data to Questar to pre-populate student enrollment into the Nextera Admin system for our schools to organize and administer computer-based testing to their students in the spring. We do not transmit data to Questar for CBT at any other time after the Nextera Admin data pull, which is why the demographic and program service student data is needed—we need student details for our analysis work.

Q: What if we have students missing at L2 or new students are added to the school's data after the data deadline?

A: School administrators can manually add students to the [Nextera Admin](#) system for administering computer-based testing in the spring. The student must have a NYSSIS ID in order to be input manually into Nextera Admin for CBT. Schools must pay close attention to ensuring the student Local ID is correct when manually adding students for CBT.

If you have any difficulties adding students manually into Nextera Admin, schools should [contact their RIC](#) for further assistance. If a student cannot be added manually through Nextera Admin, the student may already exist in Nextera Admin under a different district—please contact your RIC to help. (A student NYSSIS ID must be unique in Nextera Admin.)

Q: What are the most important data elements to send for student program service records?

A: All of them. However, if you want students that are taking NYSAA removed from the student data populated to Nextera Admin, you should be sure that the following program service code is accurate for all students, 0220, Eligible for Alternate Assessment.

L2 will identify students in this category to remove them from the data being sent to Questar for populating Nextera Admin. This helps the school focus only on those students that are testing Grades 3-8 ELA and/or math during the computer-based testing administration.

Q: Why does Questar need student program service data?

A: For equating and comparability studies that compare *like* populations of students testing on paper to students testing on computer. Propensity score matching allowed for the identification of groups of students who tested via PBT that was similar to the groups of students who tested via CBT on a number of school and student characteristics, including achievement on the prior year's test.

Q: Does student program service data appear on Nextera Admin?

A: No, it will not appear on Nextera Admin for the 2019 CBT test administration. As an enhancement for NYSED, Questar is removing fields, such as fields related to economic or disability status and other data that is collected in student program service records.

Q: If I have students whose program service records were wiped recently and are not available again for the Nextera Admin student data pull, will my students still be populated to Nextera Admin?

A: Yes, students with missing program service records will be populated to Nextera Admin. Not all students in the state have program service records, so when there is no program service record data for a student, the L2 data warehouse defaults all data to "No." The Questar student pre-id data file requires that NYSED (and other states) populate various data fields with either a "Yes" or "No" indication. There is no impact to a student's ability to test on computers in the spring if program service records are missing for the student.

Q: What if I have students taking the NYSAA exam but did not load their 0220 program service record to L2 before the Nextera Admin data pull?

A: This student will be populated into Nextera Admin and will need to be marked by the district test coordinator with the Not Testing Code, "Taking NYSAA," in Nextera Admin.

Q: What if I have a new student from a different state who arrives in my district the week of operational testing and does not have a NYSSIS ID? Will that student be able to test on computers?

A: Yes, we have developed a Fast Track NYSSIS ID process that is only open to districts during the operational testing window and only available to districts that have ordered computer-based tests.

Appendix A: Program Service Codes

CBT Program Service Record SIRS codes:

- Disability-Autism: Program Code = 0352
- Disability-Deaf-Blindness: Program Code = 0484
- Disability-Development Delay: Program Code = 5786
- Disability-Emotional Disturbance: Program Code = 0363
- Disability-Hearing Impairment: Program Code = 0418
- Disability-Intellectual Disability: Program Code = 0396
- Disability-Multiple Disabilities: Program Code = 0473
- Disability-Orthopedic Impairment: Program Code = 0451
- Disability-Other Health Impairment: Program Code = 0462
- Disability-Specific Learning Disability: Program Code = 0385
- Disability-Speech or Language Impairment: Program Code = 0429
- Disability-Traumatic Brain Injury: Program Code = 0495
- Disability-Visual Impairment" Program Code = 0440
- IEP: Y/N for all disabled students (students who may be reported with program service codes 0352 (Autism) to 0495 (traumatic brain injury)
- Section 504" Program Code = 0264
- ELL / MLL: Program Code = 0231
- Economic Disadvantaged: Program Code = 0198
- Disability-Deafness: Program Code = 0407