NYS 3-8 ELA and Math CBT Field Tests Proctor/Teacher Training

New York State EDUCATION DEPARTMENT
Knowledge › Skill › Opportunity

Questar
Asking Questions

- In the Attendee Control Panel, find the “Questions” box.
- Type in your question
- NYSED and Questar staff will respond to questions within this area.
- Some questions will also be addressed during the presentation.
2019 Operational CBT

- More than 1,100 schools administered operational CBT in more than 400 districts

- More than 180,000 students took their ELA tests on computer
  - Many schools reported a successful administration despite the technical issues

- More than 130,000 students took their math tests on computer
  - The CBT math administration went very well
Field testing manuals are available from the Office of State Assessment website:

- School Administrator’s Manual for Computer-Based Field Testing
- Teacher’s Directions

Field Testing Assignments are available from a spreadsheet on the Field Testing page.
The CBT SAFT administration window is three-weeks long, from May 20 to June 7, 2019:
- The CBT field test should only take one 40-minute class period for students to complete.
- Schools can develop flexible schedules: different classes can test on different days, at different times.
Agenda

- What is the Role of a Proctor for CBT?
- Overview of Field Testing
- Preparing for Test Day
- Administering the Tests
- After Testing
- Tips & Best Practices
- Customer Support
What is the Role of a Proctor for CBT?

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

- Circulate periodically around the room during the administration of the test to ensure that students are not having difficulty navigating within the online test form.

- Make sure that students are recording their multiple-choice and constructed-response answers in the Nextera® Test Delivery System.

- Before a student submits the test, point out to students if they have left one or more answers blank (Review & Submit screen).

- Do not comment to the student on the correctness or sufficiency of any answer.

- Do not use cell phones or other photographic devices to duplicate test materials.  
  - Never take photos of the test, even if there is an issue that you need to report to NYSED and Questar.
What is the Role of a Proctor for CBT?

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.

The table below represents a linear function.

<table>
<thead>
<tr>
<th>x</th>
<th>y</th>
</tr>
</thead>
<tbody>
<tr>
<td>-1</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>5</td>
<td>17</td>
</tr>
</tbody>
</table>

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) \( y = 10x + 5.5 \)

Excerpt from *Kathleen: The Celtic Knot*  
by Siobhan Parkinson

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.

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?

The proctor should be familiar with the **Review & Submit** screen in the Nextera Test Delivery System in order to assist students with identifying **unanswered** test questions.
Overview
NY 3-8 ELA & Math CBT Field Testing

- CBT Field Test Window: May 20 – June 7, 2019
- Schools were selected for one grade in either ELA or math
- Multiple-choice and short- and extended-response
- Schools were advised of the field testing assignment and type of field test in the field testing assignment letters sent in March
- Single class period of approximately 40 minutes
- Multiple students can use the same device, if students submit the test at the end of a session
More flexibility is allowed for CBT field testing versus operational CBT:

- Field tests do not have to be administered on the same day to every student in the field-testing grade.
- For practical reasons, we recommend field testing all students in a class at the same time.
- The school can select to administer the field tests on as many days within the field test window (May 20-June 7).
- Absent students on the day the class does field testing are not required to make-up the field test.
Field testing is an opportunity to experience the computer-based testing environment in a low-stakes testing setting.

If technical issues are encountered, the student can simply “close the lid and walk away.”

We do hope that schools take advantage of the low-stakes testing environment of field testing to learn more about how to work through minor CBT technical issues, should they arise.

Contact Questar Support or CBT Support for help.
Questar’s Platform Overview

- Nextera® Test Delivery System
  - Secure browser
  - Additional practice with previously released state questions
  - Students access and complete tests
  - Downloaded to students’ devices

- Nextera® Admin
  - Online Test Administration System
  - Multi-tiered, role-based system
  - Manage students and student-test taking
Preparing for Test Day
CBT Technology Readiness

Work with your IT group to make sure the devices are ready for testing:

- Make sure you have enough devices for students
- Make sure you have external keyboards
- Make sure all mice are working (check batteries!)
- Confirm that Nextera Test Delivery System has been installed and tested on all student testing devices
- Make sure all computers are fully charged and, if possible, plugged in.
- Consider additional hardware you want to have on hand, such as additional devices, extra power strips, etc..
Preparing Your Exam Room

- Provide a well-lit, well-ventilated, and quiet classroom
- Remove any 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 that a situation requires a student to leave and return to a device.
  - More information on setting up a secure testing environment can be found in Appendix W of the SAM.

- Plan for any students personal devices during testing.
Preparing Your Students

- 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 and have had the opportunity to practice using the New York State Question Sampler.
  - [https://ny.nextera.questarai.com/tds/#practice](https://ny.nextera.questarai.com/tds/#practice)
- Also available in the Secure Browser are three practices tests for each grade and subject to further familiarize students with the testing experience.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.
As the Proctor, you should discuss proctoring for CBT ahead of the testing window to determine how exactly your school will organize proctoring in conjunction with Nextera® Admin:

- Will the school focus on active proctoring within the classroom
- Will the school focus on technical proctors who are accessing Nextera Admin within the classroom
Nextera® Admin

It is a local decision as to whether or not the teacher or proctor has access to Nextera® Admin. For this presentation, we are assuming that the proctor/teacher will be logging into the administration system. We will go through the steps to prepare CBT for the testing day within Nextera® Admin.

Examiner View
Proctors can also use the Examiner View in Admin to monitor testing status. The STC or DTC can provide this during testing.
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.
Home Screen

New York State Grades 3-8 Testing Program

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

What's New

Get Ready for the 2019 Operational CBT Administration!

Now is the time to create user accounts for all of your district and school colleagues who will be assisting in your educational organization with the administration of Computer-Based Testing (CBT) in your district or school. The new 2019 School Administrator’s Manual (SAM) has been posted, which includes Appendix Y to assist you with using Nextera Admin for creating new accounts, organizing students into classes, setting student testing accommodations and more on Nextera Admin.

Students will be loaded and available in Nextera Admin for the CBT administrations according to the following dates:

- CBT ELA: March 4, 2019
- CBT Math: April 1, 2019
- CBT SAFT: May 6, 2019

All CBT login tickets will be available to be printed after March 18, 2019 and after students are loaded to Nextera Admin for the CBT administration.

Download and Test the Questar Secure Browser

On January 18, 2019, Questar and NYSED released the news confirming that the Questar Secure Browsers available now on Nextera Admin from the Help section on the Downloads page are the Secure Browser versions that students will use for the computer-based tests this spring. Start planning now for a process to uninstall and re-install your Secure Browsers. Be sure to develop a process to confirm that all student testing devices are using the most recent Secure Browser versions. Think about your devices that update automatically and make sure they receive your attention! Keep your technology fresh!
You must use the tiny “Change” link at the top of the Nextera Admin homepage to change the testing window to “SAFT” for “2019 SAFT Spring 3-8” in order to view and manage your students for CBT Field Testing.
Confirming Accommodations

Proctors must confirm accommodations have been set for all student prior to printing login tickets.

- The Student Download report (downloaded from the Student/Students menu in Admin)
- The Class report (downloaded from the Class menu in Admin)

<table>
<thead>
<tr>
<th>NYSSIS ID</th>
<th>First Name</th>
<th>MI</th>
<th>Last Name</th>
<th>Grade</th>
<th>Content Area</th>
<th>Accommodation</th>
<th>Accommodation Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111111111</td>
<td>Billy</td>
<td>Saranac</td>
<td>3 ELA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2222222222</td>
<td>Jeffery</td>
<td>Remington</td>
<td>3 ELA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3333333333</td>
<td>Brett</td>
<td>Walker</td>
<td>4 ELA</td>
<td></td>
<td>Background Color</td>
<td>Black text on pink background</td>
<td></td>
</tr>
<tr>
<td>4444444444</td>
<td>Sarah</td>
<td>Bloom</td>
<td>6 ELA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5551212120</td>
<td>Rene</td>
<td>Draus</td>
<td>7 ELA</td>
<td></td>
<td>Answer Masking Tool</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5555555555</td>
<td>Maddy</td>
<td>Fry</td>
<td>3 MATH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1010101010</td>
<td>Scotty</td>
<td>Piper</td>
<td>7 MATH</td>
<td></td>
<td>TTS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Login Tickets

Each student will need Login Credentials to log in to the test session.

1. Select **Tests** from the **Tests** tab.
2. Select **View** for the applicable test.
3. Select **Login Tickets**.

---

Print Login Tickets
Login Tickets

1. **Select the applicable form** (Avery labels 5160 or 5163).
2. **Select OK.**
3. The labels display. Use the **Print** function to print the labels. Each label includes a student’s name, test name, NYSSIS ID, and password.
## Sample Student Login Tickets

<table>
<thead>
<tr>
<th>Name</th>
<th>NYSSIS ID</th>
<th>Password</th>
<th>Grade Level</th>
<th>Assessment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gniadek, Helene</td>
<td>1234567890</td>
<td>123456</td>
<td>2019 Spring 3-8</td>
<td>SAFT</td>
</tr>
<tr>
<td>Anderson, Jeffery</td>
<td>1234567888</td>
<td>123654</td>
<td>2019 Spring 3-8</td>
<td>SAFT</td>
</tr>
<tr>
<td>Smith, Thomas</td>
<td>1234567999</td>
<td>123333</td>
<td>2019 Spring 3-8</td>
<td>SAFT</td>
</tr>
</tbody>
</table>
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
Session Access Code

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

1. Select **Tests** from the **Tests** tab.
2. Select **View** for the applicable test.
3. The **Session Access Codes** are located in the middle of the page.
The Proctor PIN is needed any time a student pauses (exits out of) the test.

This is a secure material that should be provided to you in the materials packet on the day of testing.

If not, proctors need to contact DTC or STC to obtain the Proctor PIN. It is located on the DTC/STC’s homepage.

Each school has a unique Proctor PIN.

If the Proctor PIN is lost or compromised, it can be reset in Admin. Contact your DTC or STC to have it reset.
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.

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.
Administering the Tests
Materials for Testing

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

- Student login tickets (credentials)
- Session Access code
- Proctor PIN
- Teacher Directions Shorter directions this year!
- Scratch Paper
- School-Provided Calculator (for math)
- Math Reference Sheet (for math)

More detailed information will be in the teacher’s directions.
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 and alternate language settings before testing starts.

- If students do not have the correct accommodations or language prior to testing, a form reset will be required. (Examples: Text-to-Speech, Read Aloud and translations)
  - Answer Masking Tool
  - Background color
  - Alternative language: Spanish
  - Initial Page Zoom
  - Reverse Contrast
  - Text-to-Speech (online only)
  - Read Aloud (by human)

Students needing an alternative language form for Math will have an English paper copy for reference.
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; Reverse Contrast is not set, 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; 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 STC to call Questar Customer Support. Have student information (NYSSIS ID, grade, content), and full explanation on why the accommodation was not set.
6. Wait. Questar has to contact NYSED for approval to reset the form. NYSED will want to know if the student answered any items, what were situation details and will then make a decision.
7. NYSED gives Questar the approval to reset the form. The form reset is processed.
8. Questar Customer Support will contact the STC when the form reset is complete.
9. The STC (or Teacher) will need to print a new login ticket for that student.
10. Schedule the student for testing. This may need to be scheduled for another day depending on timing.

Expect a Form Reset to take around 2-3 hours total.
Double-Check Accommodations

Download and double-check that all students who need a testing accommodation have the accommodation set and indicated for their CBT Field Test.
## Proctoring Text-to-Speech vs Read Aloud

<table>
<thead>
<tr>
<th>Test Read (paper only)</th>
<th>Read Aloud (by human)</th>
<th>Text-To-Speech (online only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A human reads the test to the student from a paper test.</td>
<td>• A human reads the test to the student from a paper test.</td>
<td>• The computer reads the test to the student from the computer screen.</td>
</tr>
<tr>
<td>• The student tests on paper and enters responses on paper.</td>
<td>• The student tests on computer and enters responses on computer.</td>
<td>• The student tests on computer and enters responses on computer.</td>
</tr>
<tr>
<td>• This is a classroom-only accommodation and the student is marked as “Tested on Paper” in Nextera Admin when in a CBT class.</td>
<td>• This is a combination of an online- and human-delivered accommodation.</td>
<td>• This is an online-only accommodation (the student has headphones while testing on computer).</td>
</tr>
</tbody>
</table>
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
- Text is highlighted on-screen as test is read
- Four reading speeds
- The device has to be set for volume prior to logging into the Secure Browser. Once the student logs into the Secure Browser, the volume buttons are disabled.

**TTS Player Reading Features**

<table>
<thead>
<tr>
<th>Feature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Play All</td>
<td>Play from Here</td>
</tr>
<tr>
<td>Play Question</td>
<td>Play Passage</td>
</tr>
<tr>
<td>Play Answer</td>
<td></td>
</tr>
</tbody>
</table>
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. This tab will automatically refresh and display updated student progress information. Keep this tab open. On the first tab, sign out of Nextera® Admin. Now the educator will have access to student progress during the assessment.
Monitoring Student Progress: Examiner View

- Internet Connection Status for all students
Students will log into the testing device on the day of testing. This is the first access point.

Next, the student will log into the Nextera® Test Delivery System to access the test session.
The Student Experience

Questar Secure Browser

Students access the Nextera® Test Delivery System through the Questar Secure Browser, which will be downloaded to the workstations by Technology Coordinators.

Students double-click the Questar Secure Browser icon to launch the Nextera® Test Delivery System.

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

Students cannot access outside websites while using the Secure Browser.
Sign In

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

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

**Protip:** Show students how to click the eye icon to show their password as they type it.
Verification

Once the student signs in, the Check your information page displays.

Students click/tap Yes to continue.
Nextera® Test Delivery System

Error on 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
- Wrong student name
- Incorrect grade

Next Steps:
- Confirm student received correct login ticket
- Contact Questar Customer Support if problem is not resolved.

NOTE: Students with one name will have UNKNOWN as part of name. Example: “Devon UNKNOWN”
Test Selection

Once the student completes the verification, the **Choose your tests** page displays.

Students select **Start test** to continue.
Staggering Student Start Times

**Process Flow for Student Start Testing**

**Best Practice: Stagger Start Times of 25-30 students at a time by 2-3 minute intervals**

1. **Student enters test session location and logs into computer, if necessary.**

2. **Student Logs in with access credentials on Student Login Ticket (NYSSIS ID / Nextera Admin generated password).**

3. **Is everything here correct?**
   - No
   - Yes

4. **Student confirms Student Information on screen.**

5. **Choose Your Test**

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

7. **Testing begins for all students in the testing location.**

8. **The Proctor advises when students can start testing.**

9. **Proctor reads on-screen test directions to students.**

10. **Proctor advises 25-30 students at a time to click the “Start Test” button in 2-3 minute intervals for the day’s test session to download the test.**

**Online/Offline Indicator**
- ✓ means you are currently online.
- ☐ means you are not online. Don’t worry, your responses are still being saved. You will have to reconnect before submitting your test.

**Directions & Pause/Sign out**
- Press the directions link to see these directions again at any point during your test.
- Press the Sign out link to pause and sign out of your test without submitting it.

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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.
Directions

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

- Press the directions link to see these directions again at any point during your test.

- Press the II/Sign out link to pause and sign out of your test without submitting it.
Directions

**Review Screen**
Press this 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**.

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

- \( \rightarrow \) takes you forward.
- \( \leftarrow \) takes you back.
Directions

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.
Directions

Zoom
Press the minus button – to zoom out.
Press the plus button + to zoom in.

Bookmark
Press this button to mark a question you want to return to at a later time. Anything you've bookmarked can be seen from the review screen.

Note
Press this button to open an area where you can leave yourself a note to review later. Any question you've left a note on can be seen from the review screen.
Directions

**Test Tools**

**Highlighter** This tool can be used to highlight part of your test for emphasis. Clear highlights by clicking on them again with the tool active.

**Answer Eliminator** Use this tool to mark answers you think are incorrect by clicking on them when it is active.

**Ruler** Open the ruler to measure items on your test.

**Line Reader** Use the line reader to block certain parts of your test so you can focus on one portion at a time.

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Access Code

Access code needed

Please enter the access code that your teacher gives you.

Exit  Continue
Wait to start test

Wait until your test is loaded and the teacher tells you to start the test.
New York State Testing Program

2019 Mathematics Field Test
Form 1
Grade 4

SECURE FIELD TEST

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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 survival. Young animals have to learn about their world. They have to exercise their muscles and practice all the skills they will need to be successful adults.

3. Sometimes a young deer will leap and frolic. With each twisting, twirling dance, the fawn's legs are getting stronger. It is learning how to run fast and zigzag to confuse predators. That will keep it safe when it is time to leave its mother's side.

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)
Why Do Animals Play?

by Kathleen Weidner Zoehfeld

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3. Sometimes a young deer will leap and frolic. With each twisting, twirling dance, the fawn’s legs are getting stronger. It is learning how to run fast and zigzag to confuse predators. That will keep it safe when it is time to leave its mother’s side.

4. While deer have to learn to escape from predators, young lion cubs must learn how to hunt. When a cub is little, it stalks its brother or sister. It will slink along on crouched legs and wait for the right moment to pounce.

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 6)
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)
Nextera® Test Delivery System

ELA Tools

Math Tools
Calculators

- Grade 6, Session 2 will have access to a 4-Function calculator

- Grades 7 and 8, both Sessions will have access to a Scientific Calculator
Nextera® Test Delivery System

Equation Editor

Grades 3-4

Grades 5-6

Grades 7-8
Nextera® Test Delivery System

Drawing Tool

- Available on all math forms
- Limit of five drawings per response
The highlighted headers (unanswered, answered, bookmarks, and notes) identifies those items that correspond with that header.

In this example, “bookmarks” is highlighted therefore all items that the student has bookmarked are highlighted.

The student may click on any of the headers to change the view.
Nextera® Test Delivery System

Review & Submit

You have 5 unanswered questions on your test.

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

Cancel  Submit Test
Nextera® Test Delivery System

Review & Submit

Test submitted

Sign out  Take Another Test
“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.
Using the Proctor PIN

Pausing and Resuming a Test

Pause your test?
Are you sure you want to pause your test and sign out?

Proctor pin needed
You need a proctor pin to start or continue this test.

12345678

Cancel  Continue
Pausing the Test

When students need to step away from their device, they should:

1. Click on the Pause/Sign out button

2. Click “Pause Test” on the “Pause your test?” Screen.

3. Proctors should confirm they see the white Nextera login screen before a student leaves the device or closes the computer lid.

This allows responses to be sent to Questar and ensures a secure testing environment.
Pausing a Test

A student pauses the test → The student returns to the device and login screen → Enters his/her username and password

Student resumes testing → Enter the Session Access Code → Enter the Proctor PIN
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.

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.
Proctor Do’s and Don’t 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 she has unanswered items and point to the “Unanswered” link on the Review screen.

A Proctor Can’t

- 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 he must go back and complete any unanswered items.
After Testing
After Testing

- Make sure all tests have been submitted
- Collect Materials
  - Student login tickets
  - Reference sheets
  - Scratch paper
  - All materials must be securely destroyed at the end of each session
- All teachers and proctors administering this test 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
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.
Tips & Best Practices
Important information is posted to CBT Support in the “Secure Browser Updates” section; you should review this section and its articles BEFORE administering CBT SAFT in your school.
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
  • WiFi not working (check the WiFi button!)
  • Volume not working
  • Computer won’t turn on
Tips & Best Practices

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

- Student takes a break
- Student goes to the bathroom
- Student goes to lunch and comes back to same computer after lunch
- Student goes to lunch and resumes on a different computer after lunch

Pausing/Signing Out of the test session “pushes” the student responses to Questar “for safe keeping.”
Use Index Cards for Login Tickets:

- Have students write their computer name on the login ticket
- Use the back for students to indicate if they are not testing
  - The student hands the login ticket back to the proctor as she exits the testing room
Tips & Best Practices

Use an Index Card for the Proctor PIN:

- Keep the card turned over
- Proctor can grab it quickly to type the PIN on the student’s keyboard to allow the student to resume testing
- Proctor will type it into the Proctor PIN box; student should avert their eyes while Proctor is typing.

Have a communication plan if the PIN is compromised:

- Identify who to call if a student learns the Proctor PIN
- Identify the way that a new PIN will be distributed to all testing locations within the building
Tips: Testing Accommodations

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

- If a student is testing in a test session and does not like a student testing accommodation, you must call Questar to research a “form reset.”

- There is a risk that a student can lose answers if you change testing accommodations for a student who has already logged into a test session.

- There is a risk that the student’s password could change.

- Both Text-to-Speech (online only) and Read Aloud (by human) are tied to specific forms (Form A)
  - Fun Fact: There are more than 20 test forms for ELA!
  - Not-Fun Fact: A form reset can take up to three hours during testing.
Tips: Math Equation Editor Responses

- The first example above was entered using the keyboard.
- The second example above was entered using the Equation Editor function buttons.
- The third example above was entered using the Drawing Tool.
- All three are acceptable responses.
- Use of the Drawing Tool is NOT required.
Tips: Constructed Response Boxes

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

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.
Students may use external headphones from home as long as those devices do not include recording software or transmitting software.

- This should be arranged ahead of testing.
- The school must inspect the hardware.

Students should only use computers, iPads, external keyboards, and mice provided by the school.
If students are being “booted out” of the test, then you may need to check with the network administrator to make sure all system notifications are turned off.

- Students will be “booted out” of the Secure Browser if a system notification pops up.
- Students will be “booted out” of the Secure Browser if the low battery notification pops up.
Tips & Best Practices

WiFi Problems:

- If the internet goes down completely
  - 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 is restored

- If the WiFi is blinking in and out
  - Students can continue testing while offline
  - Follow above process if students cannot submit the test
Customer Support
Reminder about Personally Identifiable Information

- When contacting cbtsupport@nysed.gov or Questar Customer Support, 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.
Contact Information

Questar New York Customer Support

NY.3-8.help@questarai.com

866-997-0695
CBT Listserv

Subscribe to the CBT Listserv for weekly messages about what’s new with CBT!

Send an email to cbtsupport@nysed.gov:

– First Name / Last Name
– Email Address
– Name of Educational Organization
– BEDS Code
Thank you!