

New York State Grades 3-8 Testing

Computer-Based Testing (CBT) Technology Readiness Checklist- Quick Reference Guide

Before completing the CBT Technology Readiness Checklist:

Who can complete this checklist?

- Principals (PRN), District Test Coordinators (DTC), District Information Technology Coordinators (DITC), or School Information Technology Coordinators (SITC) of a school administering computer-based testing (CBT) in the spring can complete this checklist.

Why do I need to complete the checklist?

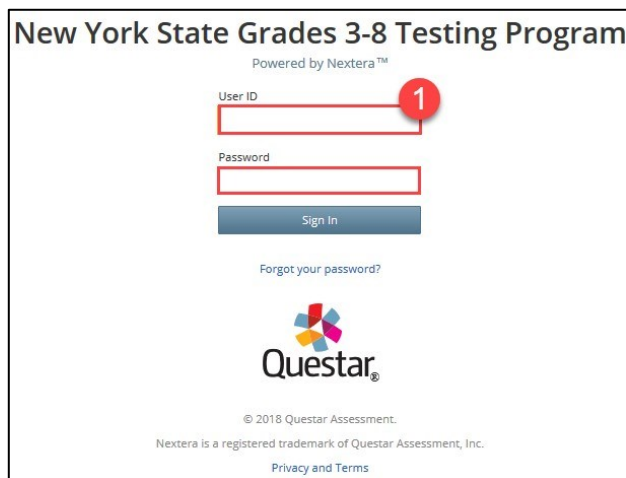
- All schools that are planning to administer operational Grades 3-8 ELA and/or math via CBT must verify their technical readiness by completing the CBT Technology Readiness Checklist on an annual basis. Failure to complete and submit the checklist will result in your school being reverted to paper-based testing.

How long do I have to complete the checklist?

- The CBT Technology Readiness Checklist must be completed by **December 30, 2019**.

Completing the CBT Technology Readiness Checklist:

- 1) Sign in with your **Username** and **Password** at the following website address: <https://ny.nextera.questarai.com/Admin>. (You should have received a “Welcome to Nextera Admin” email from NY.3-8.help@questarai.com providing you with login credentials.)



New York State Grades 3-8 Testing Program


Powered by Nextera™

User ID 1

Password

Sign In

[Forgot your password?](#)

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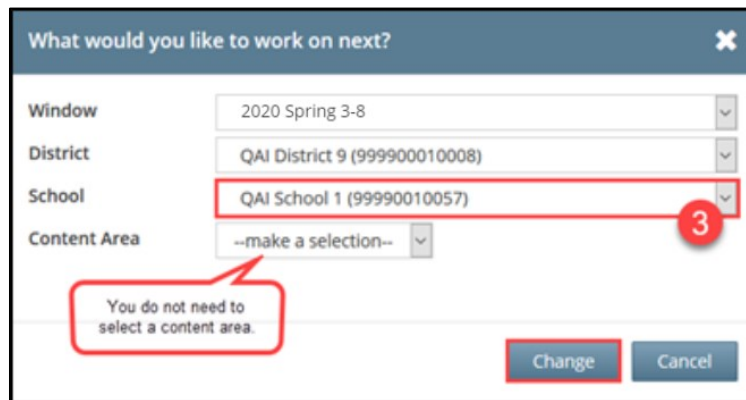
- 2) Once logged into the Nextera Administration System (Nextera Admin), Principals and SITC's will already be affiliated with their school in the district/school filter at the top of Nextera Admin.

For District-Level Users only (DTC, DITC)

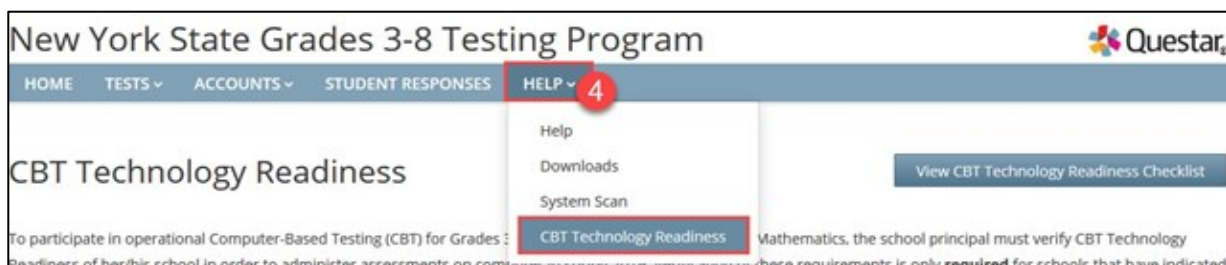
If you are the DTC or DITC, you must identify the school for which you will be completing the checklist. Select **Change** at the top of the Nextera Admin homepage.



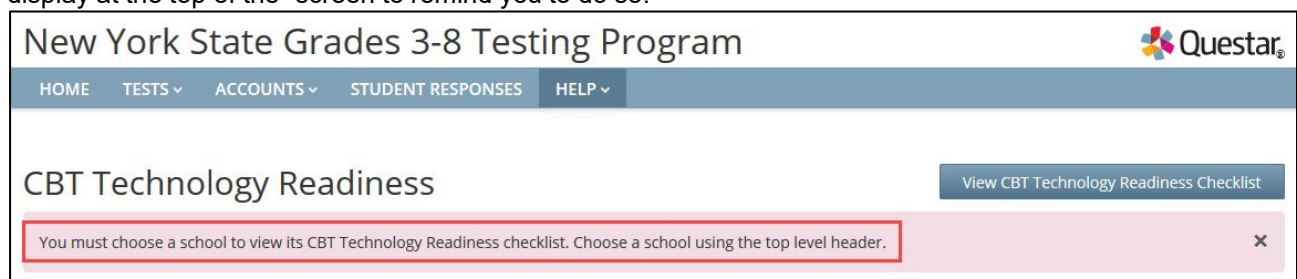
In the new window that displays, select your school from the drop-down menu and click **Change** (District-level users only).



- 3) Once you are identified to the school for which you are completing CBT Technology Readiness, select **Help** on the toolbar and choose **CBT Technology Readiness**.



Note: If you, as a District-level user (DTC, DITC) did not first select your school, then the following message will display at the top of the screen to remind you to do so:



4) Read all requirements in each section to determine if your school meets the requirements.

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CBT Scheduling
My school will meet this requirement:

Schools must schedule primary test administration for all students in an entire grade level on the same two consecutive testing days within the six-day primary test administration window.

> Additional Guidance & Resources

Note: To review all guidelines and to ensure you meet all necessary requirements, expand/collapse the “Additional Guidance and Resources” sections by clicking the arrow. You will also find helpful links in this section.

CBT Scheduling

My school will meet this requirement:

Schools must schedule primary test administration for all students in an entire grade level on the same two consecutive testing days within the six-day primary test administration window.

v Additional Guidance & Resources

Exam scheduling within the CBT test administration window is a Local Education Agency (LEA) decision.

This requirement does not apply to students who are absent and will be tested within the make-up testing window.

It is a CBT Best Practice that the school stagger CBT scheduling, as well as, student start times for CBT; details on how to stagger scheduling and student start times can be found below and on CBT Support.

5) Acknowledge that you have read each section and that your school will meet the requirements by **checking** the box to verify “My school will meet this requirement” in each section as shown below:

CBT Scheduling

My school will meet this requirement:

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Schools must schedule primary test administration for all students in an entire grade level on the same two consecutive testing days within the six-day primary test administration window.

> Additional Guidance & Resources

- 6) Once you have checked all requirement boxes, scroll to the bottom of the requirements and indicate the type and number of devices you anticipate your school will use for CBT.

CBT Student Testing Devices

Please indicate below the type and number of devices you anticipate your school will use for CBT. You must provide an anticipated number for at least one device type and can indicate more than one type of student testing device that will be used in your school for CBT. This is for customer support purposes as well as to verify that your school will be administering CBT in the Spring on devices supported by the Questar Secure Browser.

<p>7 Windows desktop/laptop (OS 10)</p> <p><input style="width: 80px;" type="text" value="0"/></p>	<p>Chromebooks (OS 68+)</p> <p><input style="width: 80px;" type="text" value="0"/></p>	<p>Apple desktop/laptop (Mac OS 10.13.4, 10.13.5, 10.13.6 and 10.14)</p> <p><input style="width: 80px;" type="text" value="0"/></p>	<p>iPads (9.7"+ screen, IOS 10.3.3, 10.3.4, 11.2.5 - 11.4.1, 12.3 - 12.4.1)</p> <p><input style="width: 80px;" type="text" value="0"/></p> <p><small>*iPad Minis are not allowed for CBT due to small screen size.</small></p>
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Note: The indicated number of devices does not need to be exact. However, the information provided in this screen is required to confirm your school is using student testing devices and operating systems that are supported by Questar and can install and run the Questar Secure Browser for the spring 2020 test administration.

- 7) Scroll down to the Statewide CBT Simulation section. In this section, you may select one or both simulation dates.

Statewide CBT Simulation

My school will meet this requirement:

For the 2019-20 school year, there will be two CBT Statewide Simulations offered to schools on Tuesday, January 28, 2020 and Tuesday, February 11, 2020. The CBT Simulations offer the opportunity for school staff to evaluate the readiness of their school's internal systems, hardware, and school testing procedures for CBT. In addition, participation in the simulations prior to testing affords teachers and students the opportunity to practice and strengthen their familiarity with Questar's testing platform that mimics the actual testing environment. Teachers and administrators can also use the opportunity to identify any adjustments to computer-based testing procedures that will help to streamline the testing this spring. The simulations provide an excellent opportunity for schools to test how the Questar Secure Browser functions within their school networks. Schools that are testing via the computer should plan on scheduling at least one of the Statewide CBT Simulations, although schools are welcome to participate on both days.

Your school can test on **either or both** days for the Statewide CBT Simulation. We are collecting scheduling information for planning purposes. Additional information and guidelines for participating in the Statewide CBT Simulation can be found online on [CBT Support](#) in the [CBT Resources](#) section.

Please indicate your tentative plans by choosing the date(s) below that you would like to participate in the Statewide CBT Simulation:

8 Tuesday, January 28, 2020 (start time should be scheduled between 8:30 to 9:30 AM)

Tuesday, February 11, 2020 (start time should be scheduled between 8:30 to 9:30 AM)

Note: Participation in the Statewide CBT Simulation is required.

- 8) Lastly, scroll down to the Operational CBT Contact List section. This section allows you to enter up to five new contacts to be added to the CBT Listserv.

Operational CBT Contact List

NYSED is working to create CBT contact lists for operational CBT ELA and math so that we can better inform all necessary persons within your school during operational CBT. Principal and District Test Coordinator contact information is collected through [SEDREF](#) data collection. All schools should ensure that this information is updated and accurate. However, contact information, such as School Test Coordinator, School Technology Coordinator, and more is not collected through SEDREF.

Using the form below, please list names and email addresses of school colleagues to be added to the operational CBT Listserv for the content area in which your school is administering operational CBT. You may add contact information for up to five colleagues within your school. Please only use school organization email addresses for use with the [CBT Listserv](#).

School Contact First Name	School Contact Last Name	School Contact Email Address	School Contact Position/Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: This section is not required, but once you begin typing a first name, all other fields in the same row are required.

- 9) Select **Submit** to complete the checklist.

Cancel
Submit

Note: Until you check that your school will meet all requirements and enter the number of anticipated devices, you will not be able to select **Submit**. All other fields are optional. The following message will display to confirm you have successfully completed CBT Technology Readiness Checklist:

You have successfully completed all steps in the Technology Readiness Checklist and verified your school's readiness to administer Computer-Based Testing (CBT) in spring 2020. ×

To retain a copy of this confirmation for your records, please use your browser's print functionality.

Thank you for verifying your school's technology readiness for CBT. In order for your school to administer computer-based testing, you must have ordered CBT format by grade and content area through the NYSED online examination request system.

Customer Support

Our Customer Support team would be happy to help you with your New York State testing-related questions.

They are available between the hours of 7:00am-6:00pm ET by

- **Phone:** 1-866-997-0695
- **Chat:** Available via the Nextera Admin Help page
- **E-mail:** ny.3-8.help@questarai.com