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## **2020–2021 Computer-Based Testing Simulation Guide**

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## Overview

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 simulation 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. Actual student data will be loaded into the Nextera Admin system prior to the simulation. Please work with your Regional Information Center (RIC) or large-city scanning center to ensure that your school meets all requirements regarding student data for the simulation. If you need to add or edit student information after the Pre-ID upload, you will be able to do so manually.

**To participate in operational CBT, schools are required to take part in at least one CBT Simulation.** Operational CBT schools that do not participate in a CBT Simulation will be reverted to PBT. This guide will outline the necessary tasks that need to be completed for a successful simulation experience.

**Note:** Student answers will not be scored after the simulation test is submitted, but the responses are transmitted to the Questar database. This allows the Questar Secure Browser to confirm connection to the Questar database from the student's testing device.

## Simulation Checklist

There is a [Simulation Checklist](#) available on the CBT support page. This checklist is for your use to help you prepare staff and students in your school to participate in the CBT Simulation, and it does not need to be submitted to NYSED. It provides a list of necessary tasks, and the order in which they should be completed.

## Selecting a Date

There are two planned simulation periods. Each simulation period will have a window where schools can choose which day(s) they want to participate. Schools select the simulation period(s) that their school will participate in when they request operational CBT for the English Language Arts and/or mathematics tests in the online examination request system. It is a local decision as to which day(s) schools will participate within the selected simulation period. It is recommended that schools begin the simulation between 8:30–9:30 a.m. EST, or during the first session of the day. The goal is to mimic an actual day of operational CBT where schools within your district and throughout the state are testing first thing in the morning.

The dates of the planned simulation periods are:

- Wednesday, December 9, 2020 – Friday, December 11, 2020
- Tuesday, January 12, 2021 – Thursday, January 14, 2021

## Create Your School's Plan

There are a few personnel and logistic decisions that need to be made prior to your planned simulation date(s).

- 1) Confirm staff availability and plan for proctoring.

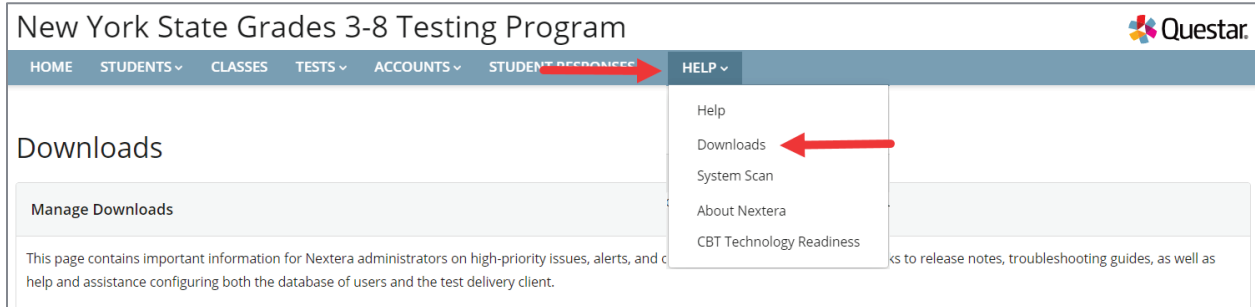
**Note:** Treat this as an operational test and ensure proctors practice the steps for preparing and starting the tests.

- 2) Select from the content area(s) and grade level(s) requested for spring operational testing.
- 3) Communicate the selected date(s), content area(s), and grade level(s) for testing to the selected staff.
- 4) Secure the testing room space (e.g., computer lab, computer carts).
- 5) Create a support plan.

## Review Software and Hardware

For in-depth information on the setup and installation of Questar's Secure Browser, please refer to the [Setup and Installation Guide](#).

- 1) Confirm you have the latest version of the Questar Secure Browser installed on all student testing devices.
  - a. The Questar Secure Browser is available through Nextera Admin. Select the **Help** tab, then select **Downloads**.



New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES **HELP**

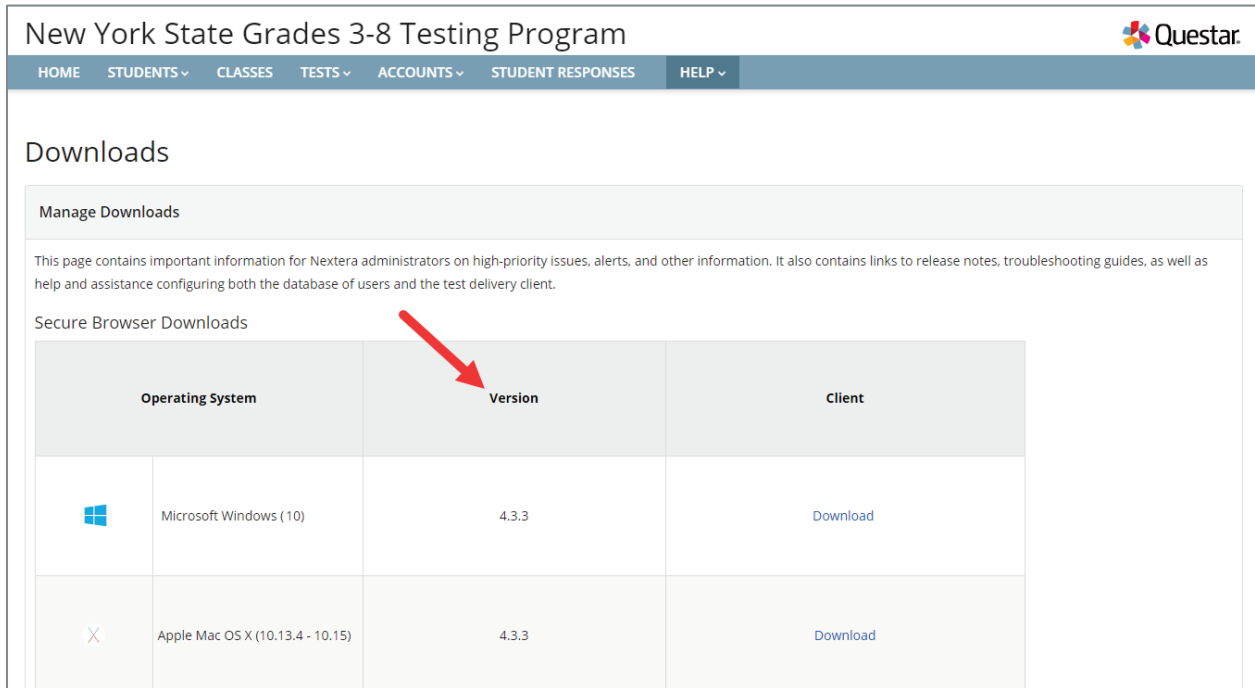
Downloads

Manage Downloads

This page contains important information for Nextera administrators on high-priority issues, alerts, and help and assistance configuring both the database of users and the test delivery client.

Help  
Downloads  
System Scan  
About Nextera  
CBT Technology Readiness

- b. Review the information under the **Version** column on the *Downloads* page to ensure you have the most recent version installed.



New York State Grades 3-8 Testing Program



HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES **HELP**

Downloads

Manage Downloads

This page contains important information for Nextera administrators on high-priority issues, alerts, and other information. It also contains links to release notes, troubleshooting guides, as well as help and assistance configuring both the database of users and the test delivery client.

Secure Browser Downloads

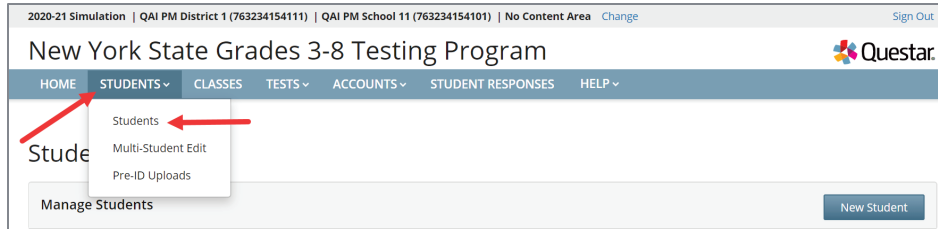
Operating System	Version	Client
 Microsoft Windows (10)	4.3.3	<a href="#">Download</a>
 Apple Mac OS X (10.13.4 - 10.15)	4.3.3	<a href="#">Download</a>

- 2) Review network availability and/or Wi-Fi setup within the school.
- 3) Locate additional power cords and strips to have on hand.

## Adding or Editing Students

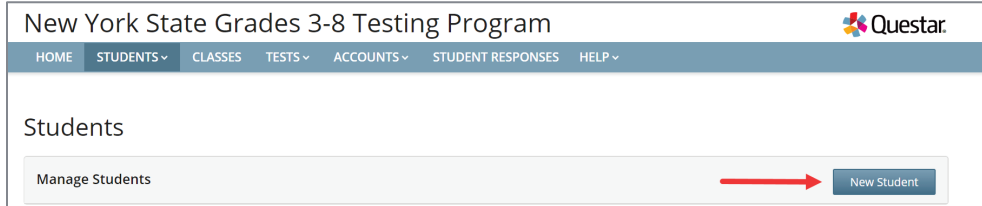
Actual student data specific to your school will be uploaded into Nextera Admin prior to the simulation periods. However, if you need to add students after the Pre-ID upload, it is possible to add individual students manually.

- 1) Select **Students** from the STUDENTS tab

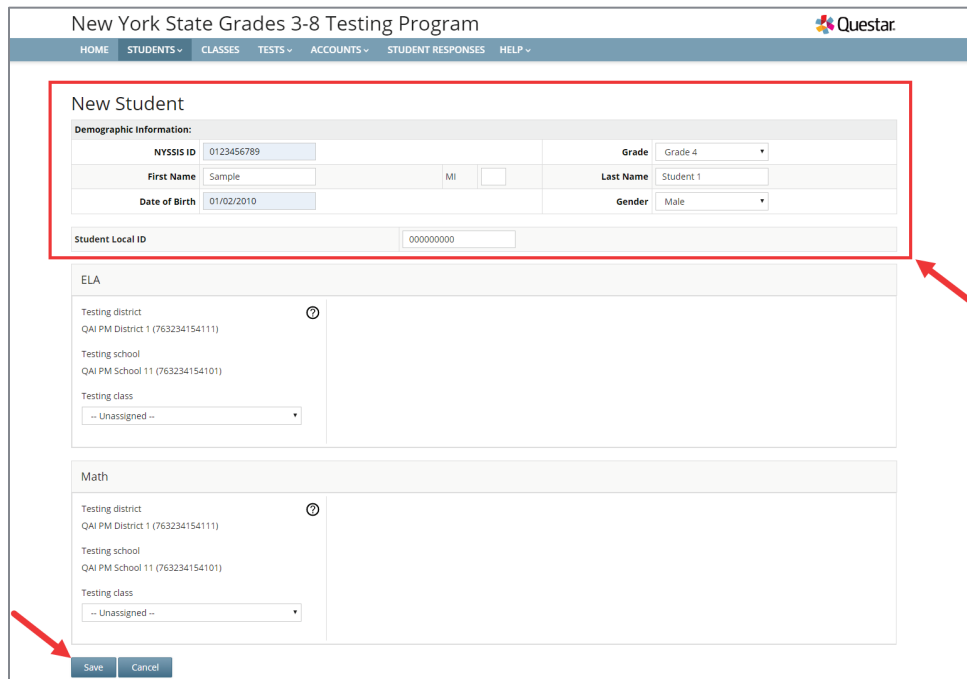


- 2) To add a student:

- a. Select **New Student** on the upper right of the Students page.



- b. Enter the new student's information and click **Save**. The bold text on the New Student page indicates require information to create a new student (NYSSIS ID, Grade, First Name, Last Name, and Date of Birth). Local Student ID is also required.



- c. When creating a new student, you can assign that student to a class in Nextera Admin before clicking **Save** or you can assign the student to a class as an additional step.

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

### New Student

**Demographic Information:**

NYSSIS ID	0123456789	Grade	Grade 4
First Name	Sample	MI	
Last Name	Student 1	Gender	Male
Date of Birth	01/02/2010		

Student Local ID: 000000000

**ELA**

Testing district: QAI PM District 1 (763234154111)

Testing school: QAI PM School 11 (763234154101)

Testing class: Sample Class

**Accessibility and Accommodation Options**

Answer Masking Tool: OFF	Text-to-Speech (online only): OFF	Reverse Contrast: OFF
Background Color: OFF	Initial Page Zoom: OFF	Classroom Accommodations: 0 Selected
Read Aloud (by human): OFF		

**Math**

Testing district: QAI PM District 1 (763234154111)

Testing school: QAI PM School 11 (763234154101)

Testing class: Sample Class

**Accessibility and Accommodation Options**

Answer Masking Tool: OFF	Text-to-Speech (online only): OFF	Reverse Contrast: OFF
Background Color: OFF	Initial Page Zoom: OFF	Classroom Accommodations: 0 Selected
Read Aloud (by human): OFF	Testing Language: OFF	

Save Cancel

### 3) To edit a student:

- a. Locate the student's name on the Students page (you can browse to the student's name or use the Search feature on the upper right) and click **View**.

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

### Students

Click on any column header to sort on its contents.

Manage Students New Student

Show Students: All

There are 1 Student in QAI PM School 11 (763234154101) across all Content Areas in 2020-21 Simulation.


Search  
Search by student ID, first/last name, or grade...

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
0123456789	Sample		Student 1	()	04	View

showing 1 to 1 of 1 students

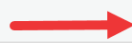
Student Download (Excel)

- b. Click **Edit** on the upper right of the student's detail page.

New York State Grades 3-8 Testing Program 

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

### View Student

You're Viewing: **Sample Student 1**  **Edit**

<b>District of record</b>	QAI PM District 1 (763234154111)	<b>School of record</b>	QAI PM School 11 (763234154101)
---------------------------	----------------------------------	-------------------------	---------------------------------

**Demographic Information:**

<b>NYSSIS ID</b>	0123456789	<b>Grade</b>	Grade 4
<b>First Name</b>	Sample MI	<b>Last Name</b>	Student 1
<b>Date of Birth</b>	1/2/2010	<b>Gender</b>	Male

- c. To update the student's general information, edit the applicable field(s) and select **Save**.

### Edit Student Record

You're Editing: **Sample Student 1**

<b>District of record</b>	QAI PM District 1 (763234154111)	<b>School of record</b>	QAI PM School 11 (763234154101)
---------------------------	----------------------------------	-------------------------	---------------------------------

**Demographic Information:**

<b>NYSSIS ID</b>	0123456789	<b>Grade</b>	Grade 4 ▾
<b>First Name</b>	Sample MI	<b>Last Name</b>	Student 1
<b>Date of Birth</b>	01/02/2010	<b>Gender</b>	Male ▾

**Student Local ID** 000000000

**ELA** **Modify**

Testing district: QAI PM District 1 (763234154111)  
 Testing school: QAI PM School 11 (763234154101)  
 Testing class: Sample Class ▾

**Accessibility and Accommodation Options**


Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Reverse Contrast OFF
Background Color OFF	Initial Page Zoom OFF	Classroom Accommodations 0 Selected
Read Aloud (by human) OFF		

**Math** **Modify**

Testing district: QAI PM District 1 (763234154111)  
 Testing school: QAI PM School 11 (763234154101)  
 Testing class: Sample Class ▾

**Accessibility and Accommodation Options**

Answer Masking Tool OFF	Text-to-Speech (online only) OFF	Reverse Contrast OFF
Background Color OFF	Initial Page Zoom OFF	Classroom Accommodations 0 Selected
Read Aloud (by human) OFF	Testing Language OFF	

 **Save** **Cancel**



## Set Accommodations and Print Login Tickets

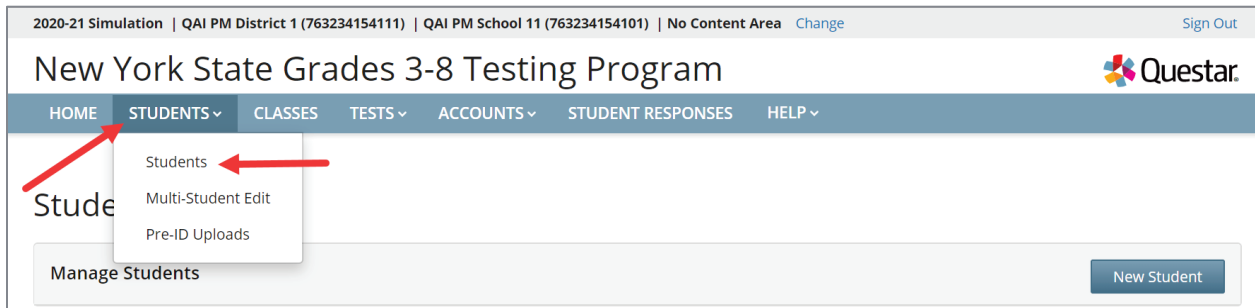
### Set Student Accommodations in Nextera Admin

Accommodations can only be set by certain roles. For District-Level Users, this includes individuals in the following roles: Superintendent (SUP), District Testing Coordinator (DTC), and District-Level User (DLU). For School-Level Users, this includes individuals in the following roles: Principal (PRN), School Test Coordinator (STC), Building-Level Users (BLU). This is a local decision as to who will assign the student accommodations.

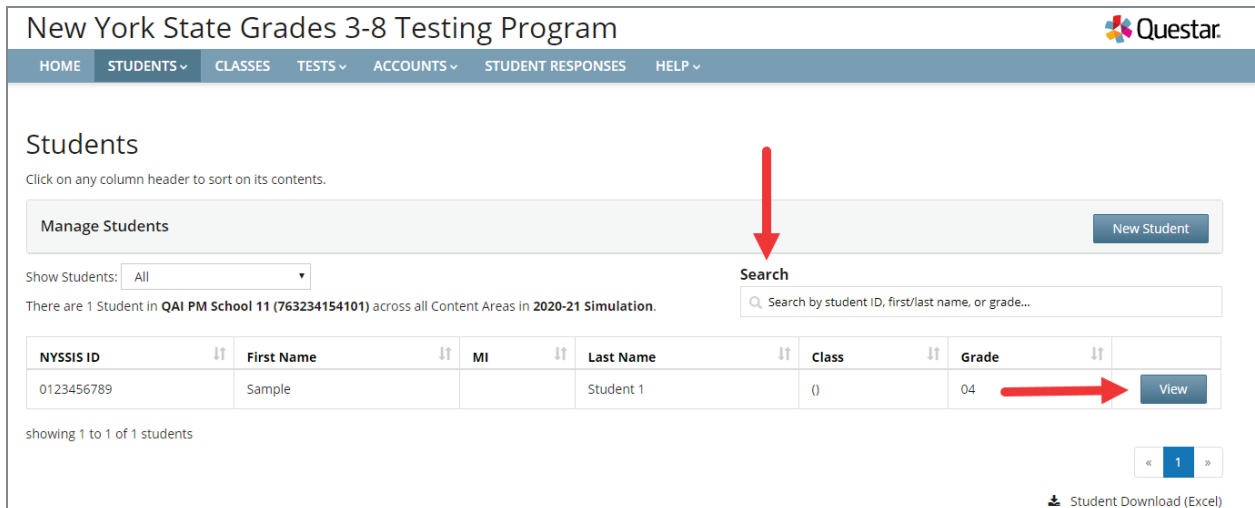
All online accommodations (Text-to-Speech (TTS), Reverse Contrast, Testing Language (Math only), Answer Masking Tool, Initial Page Zoom, Read Aloud (by human) and Background Color), and classroom accommodations available during operational testing will be available for the simulation.

### Setting Individual Student Accommodations

- 1) Select **Students** from the **STUDENTS** tab.



- 2) Locate the student's name on the *Students* page (you can browse to the student's name or use the **Search** feature on the upper right), then select **View**.



Students

Click on any column header to sort on its contents.

Manage Students New Student

Show Students: All


There are 1 Student in QAI PM School 11 (763234154101) across all Content Areas in 2020-21 Simulation.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
0123456789	Sample		Student 1	()	04	<span>View</span>

showing 1 to 1 of 1 students

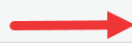
Student Download (Excel)

- 3) Select **Edit** in the upper right of the *View Student* page.

New York State Grades 3-8 Testing Program 

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

### View Student

You're Viewing: **Sample Student 1**  **Edit**

District of record	QAI PM District 1 (763234154111)	School of record	QAI PM School 11 (763234154101)
--------------------	----------------------------------	------------------	---------------------------------

**Demographic Information:**

NYSSIS ID	0123456789	Grade	Grade 4
First Name	Sample MI	Last Name	Student 1
Date of Birth	1/2/2010	Gender	Male

- 4) Scroll to the bottom of the *Edit Student Record* page, then select **Modify** above Accessibility and Accommodation Options. The *Select Accommodations* window displays.

### Edit Student Record


You're Editing: **Sample Student 1**

District of record	QAI PM District 1 (763234154111)	School of record	QAI PM School 11 (763234154101)
--------------------	----------------------------------	------------------	---------------------------------

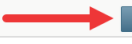
**Demographic Information:**

NYSSIS ID	0123456789	Grade	Grade 4 ▾
First Name	Sample MI	Last Name	Student 1
Date of Birth	01/02/2010	Gender	Male ▾

Student Local ID: 000000000

**ELA**  **Modify**

Testing district QAI PM District 1 (763234154111) Testing school QAI PM School 11 (763234154101) Testing class Sample Class ▾	<b>Accessibility and Accommodation Options</b> Answer Masking Tool OFF Background Color OFF Read Aloud (by human) OFF Text-to-Speech (online only) OFF Initial Page Zoom OFF Reverse Contrast OFF Classroom Accommodations 0 Selected
--	--

**Math**  **Modify**

Testing district QAI PM District 1 (763234154111) Testing school QAI PM School 11 (763234154101) Testing class Sample Class ▾	<b>Accessibility and Accommodation Options</b> Answer Masking Tool OFF Background Color OFF Read Aloud (by human) OFF Text-to-Speech (online only) OFF Initial Page Zoom OFF Testing Language OFF Reverse Contrast OFF Classroom Accommodations 0 Selected
--	--

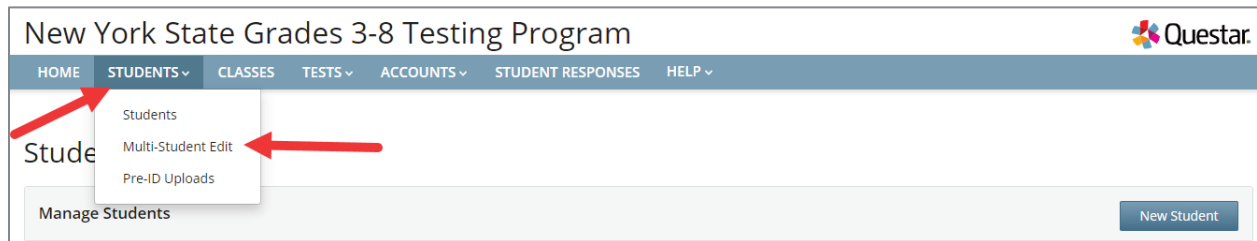
Save Cancel

## Setting Accommodations for Multiple Students Simultaneously

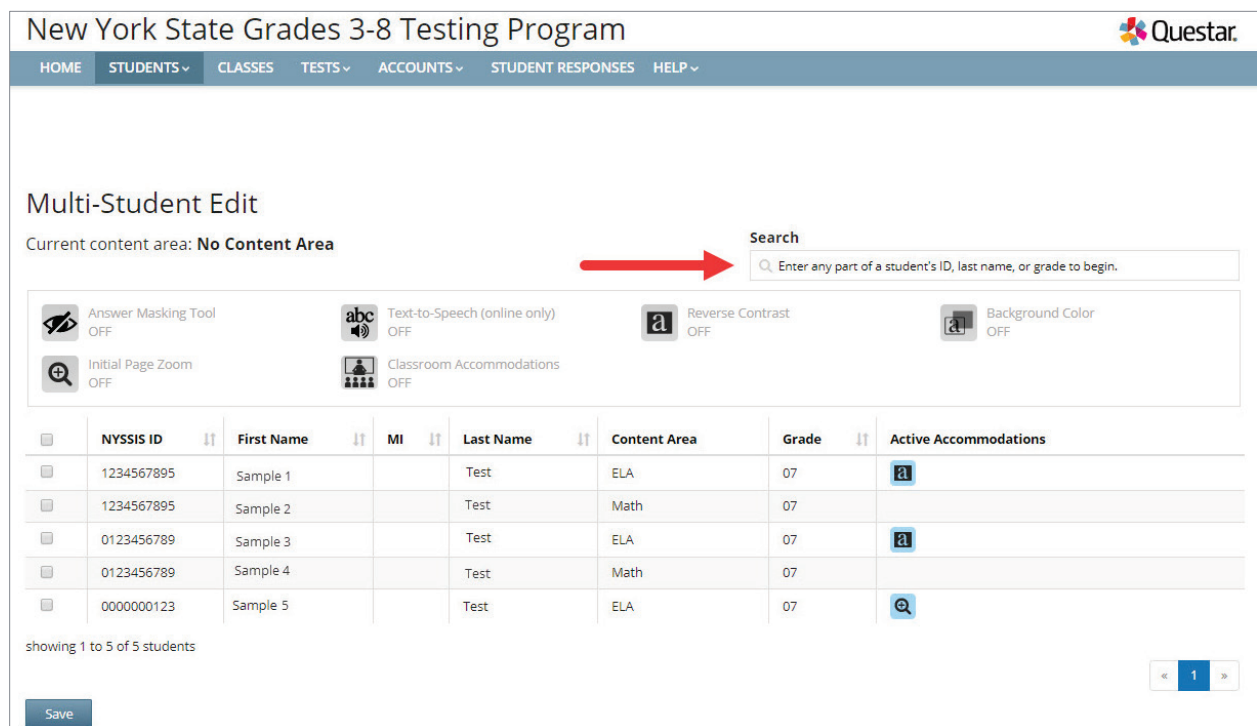
Multi-Student Edit is available to set simulation accommodations. This feature allows you to add accommodations to a group of students at the same time.

**Note:** Multi-Student Edit will overwrite any previously assigned accommodations for the students being edited. It is recommended to begin with the Multi-Student Edit, then if necessary make any additional changes to the student's accommodations individually.


- 1) Select **Multi-Student Edit** from the **STUDENTS** tab.



- 2) Locate the students' records you would like to edit using either the **Search** field or browsing through the list of student results.



- 3) Select the checkbox(s) on the left next to the students' names you would like to edit.


New York State Grades 3-8 Testing Program 


HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP


### Multi-Student Edit


Current content area: No Content Area


Search


 Answer Masking Tool  
OFF




 Text-to-Speech (online only)  
OFF

 Reverse Contrast  
OFF

 Background Color  
OFF

 Initial Page Zoom  
OFF


 Classroom Accommodations  
OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	1234567895	Sample 1		Test	ELA	07	
<input type="checkbox"/>	1234567895	Sample 2		Test	Math	07	
<input type="checkbox"/>	0123456789	Sample 3		Test	ELA	07	
<input type="checkbox"/>	0123456789	Sample 4		Test	Math	07	
<input type="checkbox"/>	0000000123	Sample 5		Test	ELA	07	

showing 1 to 5 of 5 students

Save

- 4) Select the icon next to each accommodation you would like to turn on or off for the students, then select **Save** to save your changes.


New York State Grades 3-8 Testing Program 


HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP


### Multi-Student Edit


Current content area: No Content Area


Search


 Answer Masking Tool  
OFF




 Text-to-Speech (online only)  
OFF

 Reverse Contrast  
OFF

 Background Color  
OFF

 Initial Page Zoom  
OFF


 Classroom Accommodations  
OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	1234567895	Sample 1		Test	ELA	07	
<input type="checkbox"/>	1234567895	Sample 2		Test	Math	07	
<input type="checkbox"/>	0123456789	Sample 3		Test	ELA	07	
<input type="checkbox"/>	0123456789	Sample 4		Test	Math	07	
<input type="checkbox"/>	0000000123	Sample 5		Test	ELA	07	

showing 1 to 5 of 5 students

Save


5) Confirm that accommodations are correctly set for your students.


New York State Grades 3-8 Testing Program



HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP


### Multi-Student Edit


Current content area: **No Content Area**


 Answer Masking Tool  
OFF

 Text-to-Speech (online only)  
OFF

 Reverse Contrast  
OFF

 Background Color  
OFF

 Initial Page Zoom  
OFF

 Classroom Accommodations  
OFF

☐

NYSSIS ID

First Name




MI

Last Name

Content Area

Grade

Active Accommodations

<input type="checkbox"/>	1234567895	Sample 1		Test	ELA	07	
<input type="checkbox"/>	1234567895	Sample 2		Test	Math	07	
<input type="checkbox"/>	0123456789	Sample 3		Test	ELA	07	
<input type="checkbox"/>	0123456789	Sample 4		Test	Math	07	
<input type="checkbox"/>	0000000123	Sample 5		Test	ELA	07	

showing 1 to 5 of 5 students

Save

<

1

>

Powered by Nextera™

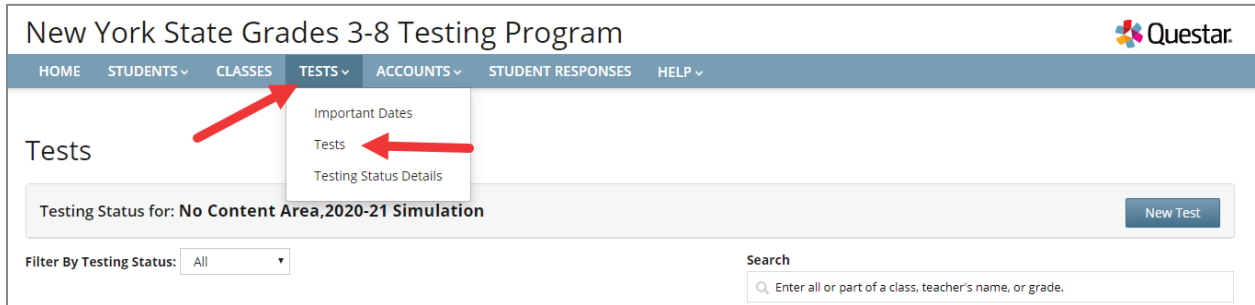
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[Terms of Use](#)
[Trademarks](#)
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Last Updated: 9/21/2020

## Print Student Login Tickets in Nextera Admin

- 1) Select **Tests** from the **TESTS** tab. Information displayed includes the teacher, class, content area, test name, and testing status.



New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES **TESTS** ACCOUNTS STUDENT RESPONSES HELP

Tests

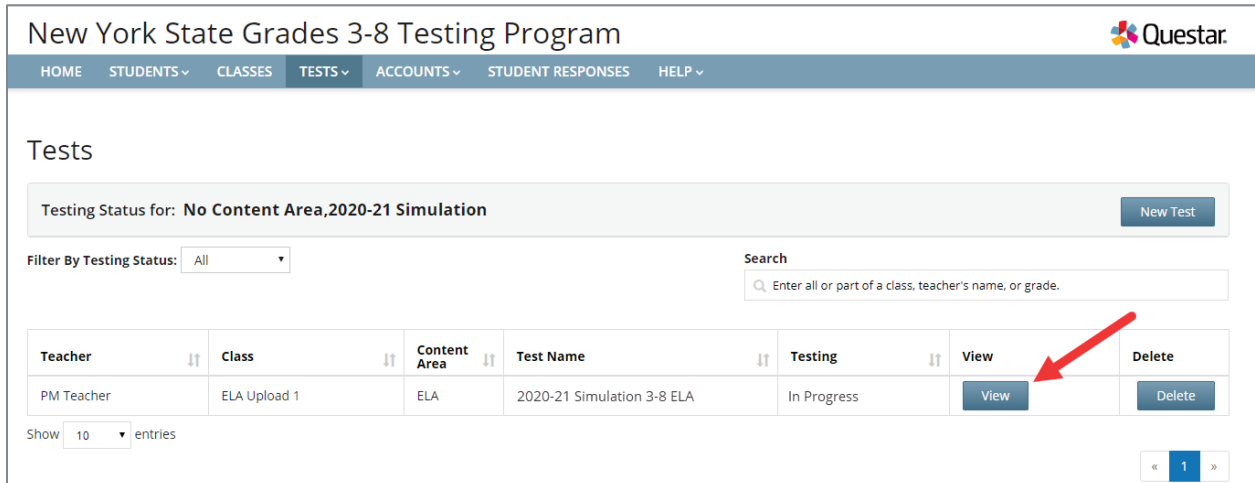
Important Dates  
Tests  
Testing Status Details

Testing Status for: No Content Area,2020-21 Simulation

Filter By Testing Status: All

Search  
Enter all or part of a class, teacher's name, or grade.

- 2) Select **View** for the applicable test.



New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES **TESTS** ACCOUNTS STUDENT RESPONSES HELP

Tests

Testing Status for: No Content Area,2020-21 Simulation

Filter By Testing Status: All

Search  
Enter all or part of a class, teacher's name, or grade.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
PM Teacher	ELA Upload 1	ELA	2020-21 Simulation 3-8 ELA	In Progress	<a href="#">View</a>	<a href="#">Delete</a>

Show 10 entries

« 1 »

3) On the *View Test* page, select **Login Tickets**.

[Back to tests list](#)


## View Test

You're Viewing: 2020-21 Simulation, ELA

<b>District:</b>	QAI LC Testing Demo	<b>School:</b>	LC Testing Demo School
<b>Testing Window:</b>	2020-21 Simulation ELA	<b>Content Area:</b>	ELA
<b>Teacher:</b>	Teach Harms	<b>Class:</b>	ELANewMoveOpenTest
<b>Test Name:</b>	2020-21 Simulation ELA		
<b>Testing Dates:</b>	12/09/2020 to 12/11/2020		

**Test is in progress.** Students may sign in and take the test using their User ID's and the PIN shown below. ×

Examiner View

**Login Tickets** 

Session 1 Access Code **9235**

Session 2 Access Code **9783**

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
LastOpenTest	FirstMove	3195411864	732311	08	EN20080A	Session 1: In Progress	2	12/9/2020 10:28:26 AM	
						Session 2: Not Started	0		

4) Select the format option from the drop-down menu, then select **OK**.

**What would you like to print?** ×

Print student authentication credentials: --Select an Option--

- Select an Option--
- Avery 5160
- Avery 5163
- Student Roster
- Download CSV file

- 5) The student login tickets display. Use the print function to print the labels. Each label includes the student's name, user ID (NYSSIS ID), password, and test name.

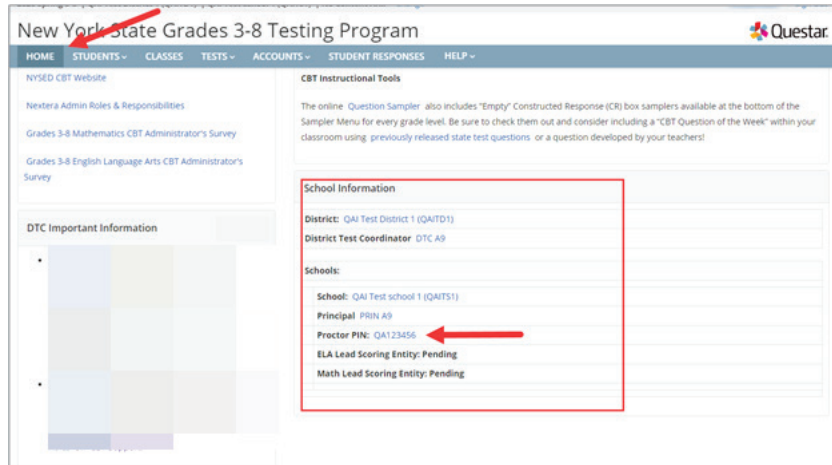
<b>Student0101, Test</b> NYSSIS ID: [redacted] Password: [redacted] 2021 Simulation	<b>Student0102, Test</b> NYSSIS ID: [redacted] Password: [redacted] 2021 Simulation	<b>Student0103, Test</b> NYSSIS ID: [redacted] Password: [redacted] 2021 Simulation
<b>Student0104, Test</b> NYSSIS ID: [redacted] Password: [redacted] 2021 Simulation	<b>Student0105, Test</b> NYSSIS ID: [redacted] Password: [redacted] 2021 Simulation	<b>Student0106 Test</b> NYSSIS ID: [redacted] Password: [redacted] 2021 Simulation

**Note:** All student login tickets, or labels, are secure testing materials and must also be stored in the safe or vault if they are printed prior to administration.



## Prepare Proctors

- 1) Distribute student login tickets to proctors.
- 2) Distribute the Proctor PIN to proctors. The Proctor PIN is required when a student needs to reactivate a paused test. This information is found on the *HOME* page.



New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES HELP

NYSED CBT Website

Nextera Admin Roles & Responsibilities

Grades 3-8 Mathematics CBT Administrator's Survey

Grades 3-8 English Language Arts CBT Administrator's Survey

DTC Important Information

CBT Instructional Tools

The online Question Sampler also includes "Empty" Constructed Response (CR) box samplers available at the bottom of the Sampler Menu for every grade level. Be sure to check them out and consider including a "CBT Question of the Week" within your classroom using previously released state test questions or a question developed by your teachers!

School Information

District: QAI Test District 1 (QA1D1)

District Test Coordinator: DTC A9

Schools:

School: QAI Test School 1 (QA1S1)

Principal: PRIN A9


Proctor PIN: QA123456

ELA Lead Scoring Entity: Pending

Math Lead Scoring Entity: Pending

**Note:** The Proctor PIN is secure and should not be shared with students. Teachers/Proctors are to enter the PIN into the student's device.

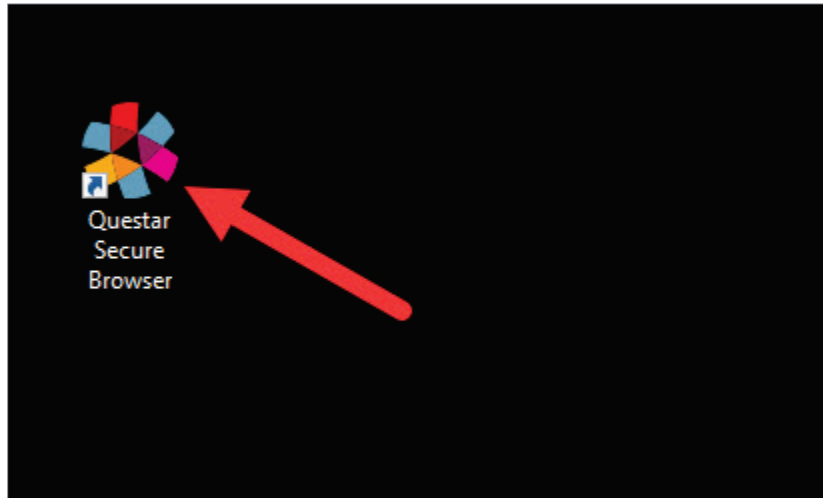
**Proctor PIN needed**



You need a Proctor PIN to start or continue this test.

Cancel Continue

- 3) Confirm proctors know how to launch the Questar Secure Brower. The Questar Secure Browser should have an available icon on the desktop to select.



- 4) Provide information about the Nextera Test Delivery System, available in the CBT [\*Teacher's Directions\*](#).

## Start the CBT Simulation

- 1) Handout the student login tickets.
- 2) Have students launch the Questar Secure Browser and log in.
- 3) Assist students with navigating through the online test directions.

### Check your information

---

Test Student	02/02/2002
Name	Date of birth

---

Grade X	0000000000
Grade	Student number

---

Sample School

School name

---

Sample Teacher

Teacher name

---

Is everything here correct?

- 4) Proctors provide students the Access Code needed to start the session.

### Access code needed




Please enter the access code that your teacher gives you.

- 5) Students start the test.

- 6) Proctors provide the Proctor PIN to students who have paused the test and need to start or continue the test pause the test during the Simulation.

## Proctor PIN needed



You need a Proctor PIN to start or continue this test.

Cancel
Continue

- 7) Students finish the test, then select **Review**. Here the students can see if there are any unanswered items that they would wish to complete. Once ready to submit, the student selects **Submit test**.

### Review

✕

You have answered **6 of 10** questions. Click on a question number to go back to it.

Submit test

unanswered(4)
answered(6)
▀
bookmarked(0)
🔖
notes(0)

1

2

3

4

5

6

7

8

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## Contact Information

Questar's Customer Support team is available between the hours of 7:00am-7:00pm ET Monday-Friday.

- Phone: 1-866-997-0695
- Chat: Available via the Nextera Admin Help page
- Email: [ny.3-8.help@questarai.com](mailto:ny.3-8.help@questarai.com)