

New York State Grades 3-8 Testing Accessing Student Constructed Responses — Quick Reference Guide

The purpose of this document is to outline the necessary steps for Principals and District Test Coordinators to use [Nextera Admin](#) to access students' scored responses for the constructed-response questions from the 2025 Grades 3-8 computer-based testing (CBT) administration. Schools will also have access to their students' scored responses from the 2024, and 2023 (ELA and Math only) computer-based test administrations.

In Nextera Admin, principals will see their school as the only selection option in the drop-down menus on the *Student Responses* page, and District Test Coordinators will see all schools within their district in the school drop-down menu on the *Student Responses* page.

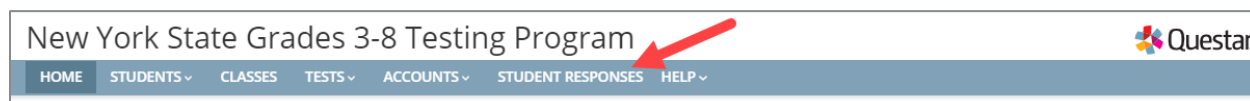
Please note: the *Student Responses* tab is only visible to the roles that have permission to access students' constructed responses.

Access to Student Responses: Spring 2023, 2024, and 2025 CBT Administrations

This process is the same for Principals and District Test Coordinators.

- 1) Sign in to Nextera Admin with your provided Username and Password at the following website address: <https://ny.nextera.questarai.com/Admin/Accounts/Login>

- 2) Select **Student Responses** from the toolbar.



- 3) Select the applicable fields.
 - a. Select the correct test administration from the drop-down menu.
 - b. Select your district from the drop-down menu.
 - c. Select the correct school from the drop-down menu.
 - d. Select the correct content area from the drop-down menu.
 - e. Select the correct class from the drop-down menu.
 - f. Select the correct student from the drop-down menu.
 - g. Select **View Report**.

New York State Grades 3-8 Testing Program

Questar

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

Student Constructed Responses

Navigate to the student you'd like to view a report for and select "View Report" to be taken to the constructed response report for the selected student.

Testing Window *

✓ Spring 3-8 X ← a

District *

✓ QAI Training & Documentation District X ← b

School *

✓ Training School 1 X ← c

Content Area *

✓ English Language Arts X ← d

Class *

✓ Class 1 X ← e

Student *

✓ Student 1 X ← f

View Report ← g

Note: Only the previous 2 years of Student Responses are available and can be accessed in Nextera using the steps outlined in this document. Spring 2023 responses for Grades 3-8 ELA and Math will only be available until Fall of 2025.

- 4) Select **Print** to download or print a PDF.
- 5) Scroll down to see the Student Response information.

Print

Student identifying information

Date	5/11/2023 10:39:17 AM
User	First Last
Student Name	Student 1
NYSSIS ID	12345678
Grade	Grade 8
School Code	12345678
School Name	Training School 1
District Name	QAI Training & Documentation District
Test Window	Spring 3-8
Content Area	English Language Arts

Response information

Session 2

Note: If a student does not have any responses to the constructed-response questions, the user will receive this notification:

Testing Window *

☒ Spring 3-8

District *

☒ QAI Training Test District

School *

☒ QAI Training Elementary School

Content Area *

☒ English Language Arts

Class *

☒ ELA Class 1

Student *

☒ AM, Reviewer (2206000031)

No data is available for AM, Reviewer (2206000031) for English Language Arts.

View Report

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](#).