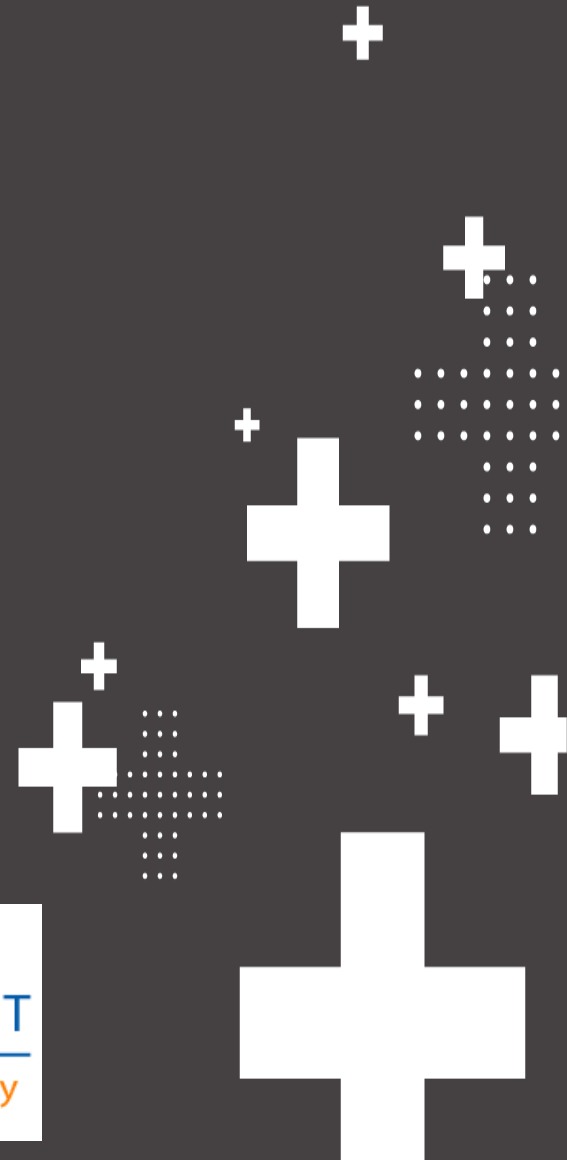


New York State Grades 3—8 ELA, Mathematics, and Science Testing Program

Fall 2025 Training
Part 2



Introductions

NYSED

Emily Bryans

Supervisor, 3-8 Program

Robin Barber

Associate, 3-8 Program

Brian Suedkamp

Associate, 3—8 Program

Kasey Dillenbeck

Education Program Assistant,
3—8Program

NWEA

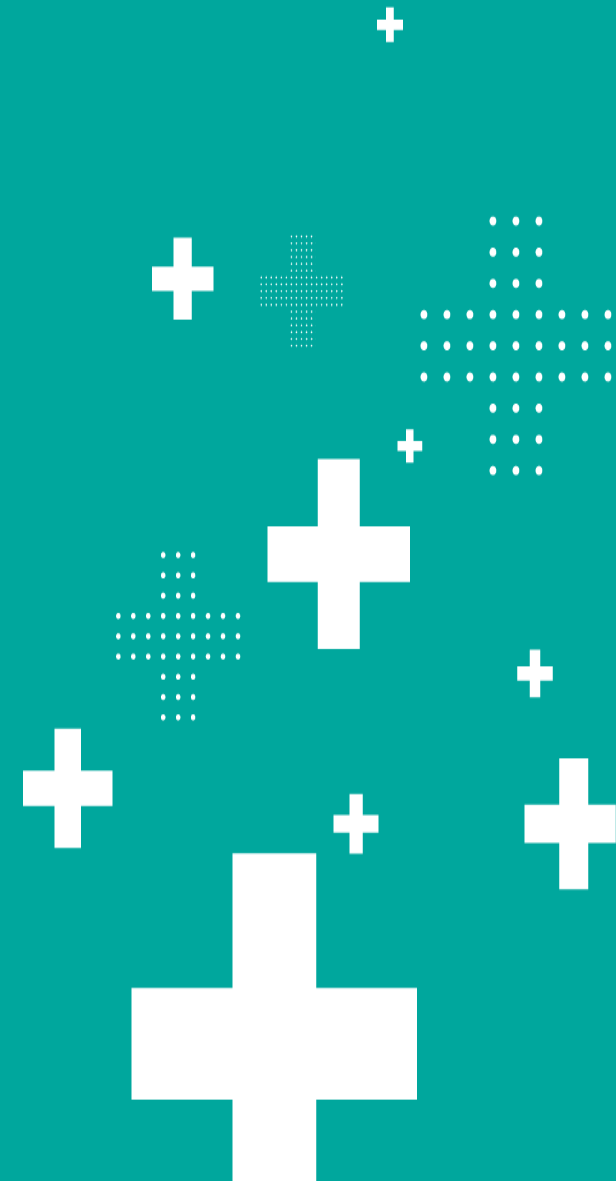
Jennifer Janinek

Program Manager

Part 2 Agenda

- ❖ Nextera Admin
 - Create Classes
 - Manage Students
 - Alternate Languages
 - Not Tested Codes
 - Reports
- ❖ Helpful Reminders for CBT
- ❖ Resources & Support

Part Two



Nextera Admin

Manage Student Information



Classes

Tips for creating classes:

- + Classes are virtual classes in Nextera – only for CBT testing purposes.
- + Not necessary to set up classes if the testing coordinator's decision is to leave all students in their prepopulated grade level PreID classes.
- + They do not have to align to instruction.
- + Leave the Pre-ID classes, even if they are empty, for possible student transfers.

Classes

[Back to classes list](#)

New Class

You're Viewing: **Class in NYSED001 Test School 1 (NYSED00101)**

Search by Class

Unassigned Students ▾

Teacher

- Choose Teacher - ▾

Class

Classroom Proctor Present?

No Yes

Proctor Name

Search results

<input type="checkbox"/>	Last Name	First Name	NYSSIS ID
No Results			

Students in class

<input type="checkbox"/>	Last Name	First Name	NYSSIS ID
--------------------------	-----------	------------	-----------

- Consider classes for student testing accommodations, such as “TTS Class,” or for grouping students who are not taking the computer-based tests, such as “Taking Regents.” Note that you must still set the accommodations or Not Tested Codes for these groups.
- Grouping students by classes allows students in that class to have the same test session access code.

Students

New York State Grades 3-8 Testing Program



- HOME
- STUDENTS
- CLASSES
- TESTS
- ACCOUNTS
- STUDENT RESPONSES
- ADMINISTRATION
- HELP

View Student

You're Viewing: **Poppy J** for 2023-24 Simulation

Edit

District of record	QAI NEXTERA TEAM (QAI02)	School of record	QAI NEXTERA TEAM (QAI02)
--------------------	--------------------------	------------------	--------------------------

Demographic Information:			
NYSSIS ID	9999567456	Grade	Grade 5
First Name	Poppy	MI	Last Name J
Date of Birth	7/20/2014	Gender	Female

Student Local ID

ELA

Testing district QAI NEXTERA TEAM (QAI02)	Accessibility and Accommodation Options
Testing school QAI NEXTERA TEAM (QAI02)	
Testing class ELA Test	

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

[Learn How to Edit and Add Students in Nextera Admin](#)

Setting Accommodations

- Under the Students Tab
- Make sure you set accommodations BEFORE you print login tickets
- Very important to set accommodations for students to receive the correct form of the test

Select Accommodations

Student Name Poppy J
Content Area ELA

Online Testing Accommodations | Classroom Accommodations

Tap or click any option below to enable or disable it for this student.

	Answer Masking Tool This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.		Text-to-Speech (online only) This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).
	Initial Page Zoom This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.		Read Aloud (by human) This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. <i>This may not be used with any print variations or offline testing accommodations.</i>
	Speech-to-Text Speech-to-text transcribes a spoken response as an alternative to typing. The text can then be edited. A microphone is necessary.		

Save Cancel

Setting Student Testing Accommodations for CBT

Classroom Accommodations



Assigning classroom accommodations to individual students

Select Accommodations

Student Name Reviewer AM

Content Area

[Online Testing Accommodations](#)

[Classroom Accommodations](#)

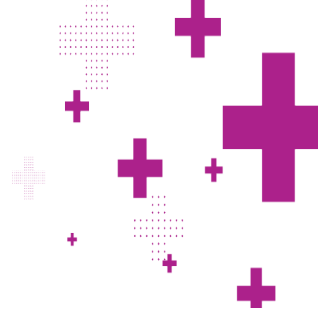
Please select the testing accommodations that your student used outside of the testing platform.

- Flexibility in Scheduling (IEP or 504 Plan)
- Flexibility in setting (IEP or 504 Plan)
- Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)
- Method of response (IEP or 504 Plan)
- Use of spell-checking device/software (IEP or 504 Plan)
- Other (IEP or 504 Plan)
- Bilingual dictionaries and glossaries (ELL)
- Separate location (ELL)

Save

Cancel

New Text for Math/Science: Classroom Accommodations



Select Accommodations

Student Name Reviewer ELA-STT-MATH-Student

Content Area ▼

[Online Testing Accommodations](#)

[Offline Testing Accommodations](#)

Classroom Accommodations

Please select the testing accommodations that your student used outside of the testing platform.

- Flexibility in Scheduling (IEP or 504 Plan)
- Flexibility in setting (IEP or 504 Plan)
- Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)
- Method of response (IEP or 504 Plan)
- Use of spell-checking device/software (IEP or 504 Plan)
- Other (IEP or 504 Plan)
- Bilingual dictionaries and glossaries (ELL)
- Separate location (ELL)
- Oral translation (ELL students requiring an oral translation must test on paper)**

Save

Cancel

Accommodations

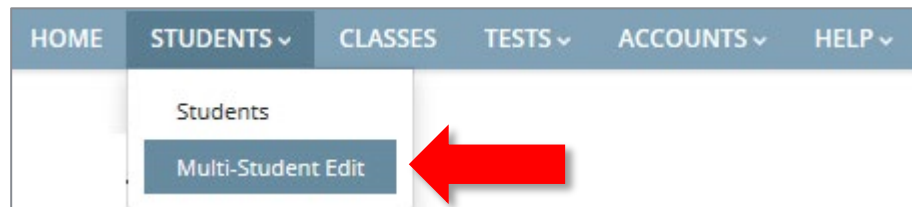
Multi-Student Edit details

- + 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 make necessary individual changes to assign accommodations for individual students.



Accommodations

Multi-Student Edit: Assigning accommodations to a group of students



Multi-Student Edit

Current content area: ELA

Search

Enter any part of a student's ID, last name, or grade to begin.

Accommodation controls:

- Answer Masking Tool: ON
- Speech-to-Text: ON
- Text-to-Speech (online only): OFF
- Classroom Accommodations: OFF
- Initial Page Zoom: OFF
- Read Aloud (by human): OFF

	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input checked="" type="checkbox"/>	1350026987	Test ELA		Student	ELA	05	
<input checked="" type="checkbox"/>	9999567456	Poppy		J	ELA	05	

Accommodations

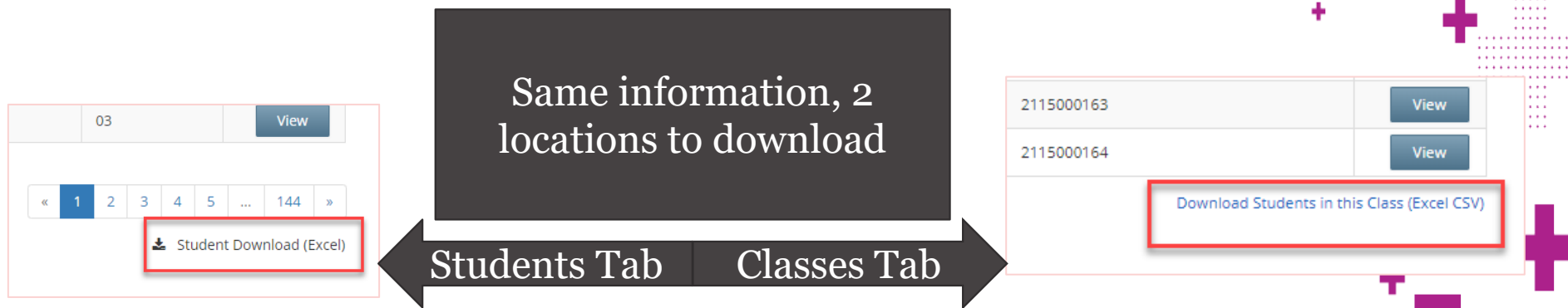


Test Read vs Read Aloud vs Text-to-Speech

Test Read (paper only)	Read Aloud (by human)	Text-To-Speech (online only)
<ul style="list-style-type: none">• A human reads the test to the student from a paper test.• The student tests on paper and enters responses on paper.• This is a classroom-only accommodation and the student is marked as “Tested on Paper” in Nextera Admin when in a CBT class.	<ul style="list-style-type: none">• A human reads the test to the student from a paper test.• The student tests on computer and enters responses on computer.• This is a combination of an online- and human-delivered accommodation.	<ul style="list-style-type: none">• The computer reads the test to the student from the computer screen.• The student tests on computer and enters responses on computer.• This is an online-only accommodation (the student has headphones while testing on computer).

Checking Student Accommodations

- Use the Student Download or the Class Report to verify all accommodations are set properly before testing.
- The Student Download Report is available from the Students/Students tab at the bottom of the student list.
- The Classes Report is available from the Classes tab at the bottom of the student list for the specific class.
- Run this report after all Student Accommodations have been set, before printing Login Tickets.



Checking Student Accommodations



In the Class tab: Class Export File:





- shows all testing accommodations

	A	B	C	D	E	F	G	H
1	District: QAI NEXTERA TEAM (QAI02)							
2	All Content Areas	2023-24 Simulation						
3	StudentID	FirstName	MiddleName	LastName	Grade	Subject	Accommodation	Accommodation Option
4	1350026987	Test ELA		Student	5	ELA	Answer Masking Tool	
5	1350026987	Test ELA		Student	5	ELA	Speech-to-Text	
6								
7								

Checking for Accommodated Form 1

- + Previously, forms were lettered. This year, forms are numbered. Form 1 is the accommodated form.
- + From the Tests tab, check to make sure the students who are taking an Alternate Language, Test Read (Human Reader), or TTS have Form 1 assigned.
- + Session 2 for Grades 3–8 Math will have different forms

New York State Grades 3-8 Testing Program

HOME	STUDENTS	CLASSES	TESTS	ACCOUNTS	STUDENT RESPONSES
Last Name	First Name	NYSSIS ID	Password	Grade	Form Name
AM	Reviewer	2411008421 manage	645712	03	NY2401_MA_03_1_EN_01 
AM	Reviewer	2411008422 manage	828269	03	NY2401_MA_03_1_EN_05 
AM	Reviewer	2411008423 manage	725935	03	NY2401_MA_03_1_EN_014 
AM	Reviewer	2411008424 manage	265784	03	NY2401_MA_03_1_EN_021 



Reminder about Testing Format



Students should not have mixed format (paper and computer) tests.

- If a student with an IEP or 504 Plan that states test on paper, they should take the full test on paper (for the ELA and mathematics tests this means that **both Session 1 and Session 2** must be taken on paper and for the science tests this means that the singular science session must be completely taken on paper).
- If an ELL student needs to take the constructed-response items on paper, they should take the full test on paper (for the mathematics tests this means that **both Session 1 and Session 2** must be taken on paper and for the science tests this means that the singular science session must be completely taken on paper). ELLs requiring an oral translation for a lower incidence language must test solely on paper.

Schools can use the Question Sampler and the Secure Browser Practice Tests to help determine which format (computer or paper) is best based on the individual student's needs for both students with accommodations or ELL students.

Reset vs Reactivation

Reset

Needed when a student is not assigned their correct accommodation and is not given the correct form on Nextera. This will reset the student to a new form; wiping all answered questions.

Reactivation

Needed when a student accidentally submits a test when they are not finished. The test needs to be reactivated and reopened for testing.



Contact
NWEA
Customer
Support for
assistance

Not Testing Codes (NTC)

- Testing Tab or the Testing Status Details Page
- Can be assigned by DTCs, DLUs, SUP, PRN, STC, and BLU
- Only set for Operational testing; the NTC window opens mid- to late March and closes one week after the operational test administration window closes 5/22/26.

New York State Grades 3-8 Testing Program



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

You are not within the testing window.

The report code change window has closed. Your permissions allow you to change the report code even though the window has closed. Please do so only with proper approvals as reporting may have already been provided based on data at the time the window closed.

Examiner View

Login Tickets

Session 1 Access Code **1111**

Session 2 Access Code **2222**

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	Status Codes
AM	Reviewer	2301000041 manage	112752	03	EN2303100U	Session 1: Not Started Session 2: Not Started	0 0			Set
AM	Reviewer	2301000042 manage	833561	03	EN2303100T	Session 1: Not Started Session 2: Not Started	0 0			
AM	Reviewer	2301000043 manage	319341	03	EN2303100S	Session 1: Not Started Session 2: Not Started	0 0			
AM	Reviewer	2301000044 manage	755848	03	EN2303100R	Session 1: Not Started Session 2: Not Started	0 0			

Set Status Codes

Student Name: AM, Reviewer

Session Name: Session 1

Content Area: ELA

Scoring Option: Not Testing None

Reason: Absent for session ▾

Concurrent Logins

A Concurrent login issue occurs when a student's credentials are already in use when they attempt to begin testing.

This could occur when:

- A student is actively testing and their device malfunctions, including loss of power, they must use an alternate device.
- Another student has signed in using their credentials

Note: The principal should contact NWEA if a student uses the incorrect credentials.

RICs, DTCs, DLUs, Principals, STCs, and BLUs can unlock a student's credentials within Admin. This will allow the student to continue testing.

New this year: DLUs and BLUs can now unlock a user.

These credentials are currently: **Unlocked**

These credentials are currently: **Locked**

Unlock credentials

Unlocking the credentials means the same credentials will be used to signed in again. Any other devices will be signed out.

New York Statewide Assessment
Powered by Nextera®

NYSSIS ID
Password

Sign In
Exit

This account has been signed in on another device, and only one sign in can be active at a time.

Questar®

Concurrent Logins

- **RICs, DTCs, DLUs, PRNs, STCs, and BLUs** will see the “manage” link on the Tests/Tests tab under the Student’s NYSSIS ID.
- Clicking on the link will open the Unlock box. Users will click the Unlock Credentials to allow that student to log back into the test session.

New York State Grades 3-8 Testing Program

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Back to tests list

View Test

You're Viewing: NY2306 Simulation Math

District:	QAI Training Test District	School:	QAI Training Elementary School
Testing Window:		Content Area:	Math
Teacher:		Class:	Math Class 1
Test Name:			
Testing Dates:			

Examiner View

Login Tickets

Session 1 Access Code 6024

Registered Students:

Session All Sessions

Last Name	First Name	NYSSIS ID
StudentP	StudentP	9993311059 manage
StudentQ	StudentQ	9993311059 manage

Manage StudentP, StudentP (9993311059)

Student information		Session 1	
Last Name	NYSSIS ID	Status	Date/Time Started
StudentP	9993311059	Not Started	
First Name	Password	Total Items Completed	Date/Time Completed
StudentP	251642	0	
Grade	Form Name	Status Codes	
04	MA23043001		

Credentials are currently: **unlocked**

Unlocking the credentials means the same credentials displayed above can be used to sign in to a new device. If there are any other active devices will be automatically signed out.

Unlock credentials

Date/Time Started	Date/Time Completed	Status Codes
		Set
		Set

Student Download (Excel)

*Administrators should make sure that all proctors are familiar with the concurrent login error message and what to do.

Monitoring Students while Testing

It is a local decision as to whether the teacher or proctor has access to the Nextera Administration System (Nextera Admin).

While the Examiner View can be helpful to proctors, they should be encouraged to engage in active proctoring, which includes walking around the room to ensure all students are working productively.

Examiner View

Proctors can use the Examiner View in Nextera Admin to monitor testing status. The School Testing Coordinator (STC) or District Testing Coordinator (DTC) also have access to the Examiner View.

New York State Grades 3-8 Testing Program

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

Examiner View

Login Tickets

Session 1 Access Code 1111

Session 2 Access Code 2222

[Examiner View](#)

Monitoring Students while Testing

- The Testing Status Details Report is available from the Tests/Testing Status Details tab at the bottom of Class details tab.
- This report is important to use during the Operational Administrations to monitor testing and Not Tested Codes.
- This report is also helpful to run after testing to ensure all student testing information is accurate.

Testing

Select admin window * 2024 Spring 3-8

Select subject All

Select grade All

Class detail

Select region All

Select district

Select school

Select overall status All

Search class name or teacher name

Class name	Teacher Name	Overall status	Students in class	Test session status information		
				Status codes	Not started	In progress
> 03FormsTestingACCFORMA	AutoPreIDTeacher Questar	Not started	104	0	0	0
< 03FormsTestingACCFORMA	AutoPreIDTeacher Questar	In progress	47	0	90	0

View class page View test page

Student information

Last Name	First Name	NYSSIS ID	Status	Items Complete	Test Started	Test Completed
03150	FormTest	0334110977	Session 1: Not Started Session 2: Not Started	0 0	- -	- -
			Session 1: In Progress Session 2: In Progress	11 7	1/3/2023, 11:10:38 AM CST 1/3/2023, 11:58:59 AM CST	- -
			Session 1: Not Started Session 2: Not Started	0 0	- -	- -

Download all students (csv)

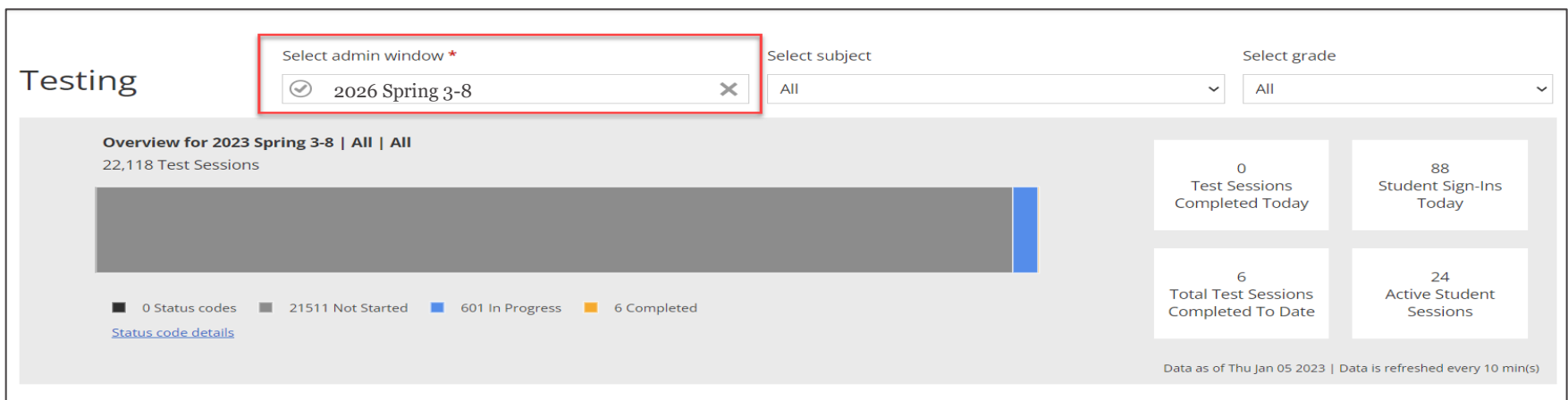
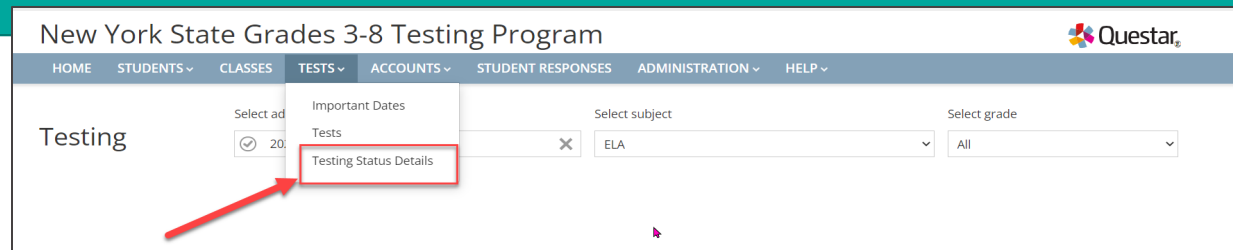
Testing Status for 2025 Spring 3-8

Class name: 03FormsTestingACCFORMA

Last Name	First Name	NYSSIS ID	Session	Status	Items Complete	Test Started	Test Completed
03AM200	FormTest	334110982	Session 1	In Progress	11	1/3/2023 11:10	
03AM200	FormTest	334110982	Session 2	In Progress	7	1/3/2023 11:58	
03AM300	FormTest	334110983	Session 1	Not Started	0		
03AM300	FormTest	334110983	Session 2	Not Started	0		
03AMBoB	FormTest	334110984	Session 1	Not Started	0		
03AMBoB	FormTest	334110984	Session 2	Not Started	0		


Monitoring: Testing Status Details page

The Testing Status Details page allows users to view a summary of the selected class and school as well as individual student status. Select the 2026 Spring 3–8 admin window to populate the page. The overview box provides a snapshot of testing status at the user's level. For example, DTCs will see the overview at the district level, principals will see the overview for their own school.



Login Tickets

- + Print in Nextera Admin from the Test Tab from the homepage
- + Proctors should check and double check that students are logging in with the correct ticket

New York State Grades 3-8 Testing Program 

HOME STUDENT 2024 Spring 3-8 UNITS STUDENT RESPONSES ADMINISTRATION HELP

[Back to tests list](#)

View Test

You're Viewing: 2023 Spring 3-8 ELA

District: QAI District 8	School: QAI School 1
Testing Window: 2023 Spring 3-8 Test	Content Area: ELA
Teacher: TeacherFirst TeacherLast	Class: ELA 3
Test Name: 2023 Spring 3-8 ELA	
Testing Dates: 1/12/2023, 1:01:00 AM EST to 6/6/2023, 12:59:00 AM EDT	

You are not within the testing window.

The report code change window has closed. Your permissions allow you to change the report code even though the window has closed. Please do so only with proper approval as reporting may have already been provided based on data at the time the window closed.

Examiner View

Login Tickets

Session 1 Access Code 1111

Session 2 Access Code 2222

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	Status Codes
-----------	------------	-----------	----------	-------	-----------	--------	-----------------------	-------------------	---------------------	--------------

What would you like to print?

Print student authentication credentials:

Login Tickets: Individual Login Tickets

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
- Individual Test Ticket

Cancel

Sample individual login ticket:

Student Name: **AM, Reviewer**

NYSSIS ID: **2406000021**

Password: **589991**

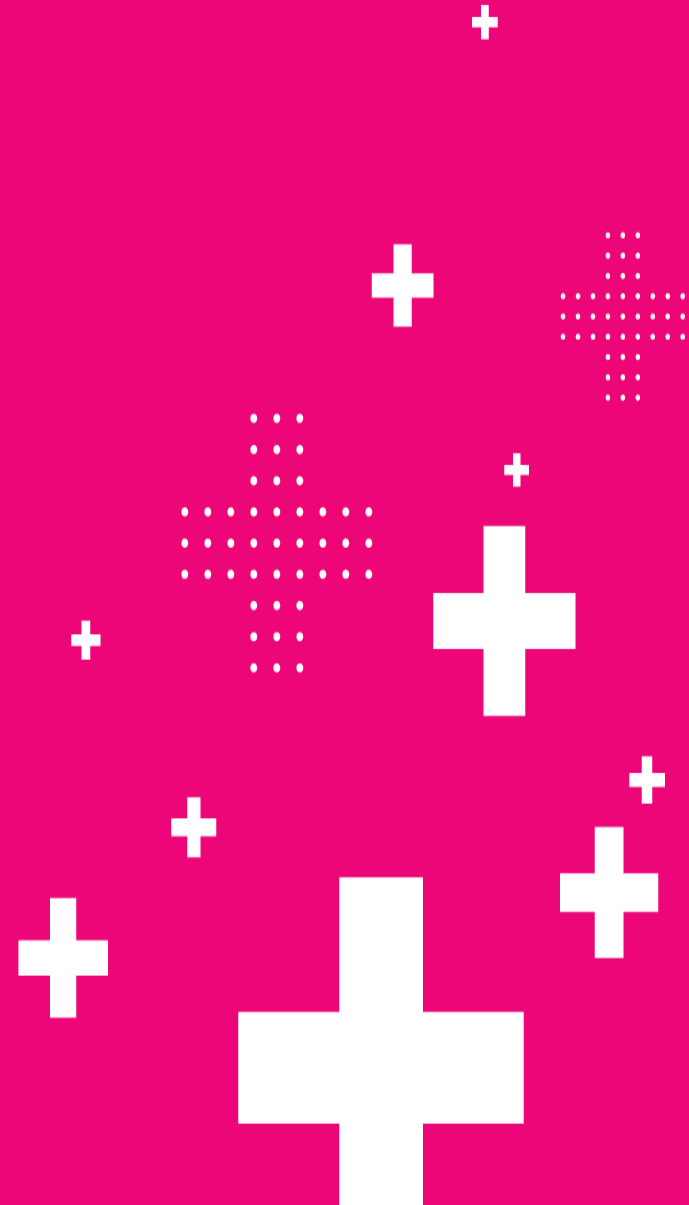
Test Name: NY2406 Simulation ELA

Accommodation: Answer Masking Tool

Device Name: _____

Additional information can be found in the [How to Print Student Login Tickets QRG on CBT Support](#).

Alternate Languages



Alternate Language Testing Steps & Options

Step 1: Request Alternate Language paper copies in the fall using the Online Request System. Once the online request system closes, contact NWEA CS for any additional needed tests for math and OSA for science.

Testing Option 1: Student can test on the computer using the English version. They will have the accommodated Alternate Language paper copy while testing. Student **MUST** respond on the computer for the entire test (Sessions 1 and 2 of Math and the complete singular session of Science).

Testing Option 2: Student will test only on paper, with an English and Alternate Language paper copies. The student will then need to be indicated in Nextera as Testing on Paper.

Step 2: For your ELL students taking the test on computer set the Alternate Language accommodations in Nextera Admin to ensure they receive the correct Form, to match their paper copy. For ELL students testing on paper, set code of testing on paper in Nextera Admin.

Setting Alternate Languages in Nextera

From the Students page, users must set a Print Variation by identifying the appropriate alternate language when setting accommodations for Math or Science. This is found under the Offline Testing Accommodations tab.

The screenshot shows a 'Select Accommodations' dialog box in the Nextera interface. The dialog is titled 'Select Accommodations' and displays the following information:

- Student Name:** Reviewer STT
- Content Area:** Math (selected in a dropdown menu)
- Accommodation Type:** Offline Testing Accommodations (selected tab)
- Print Variations:** A section with a blue icon of a document with three dots. The text reads: 'Please identify which alternate language paper edition the student will be using along with the English CBT. Selecting the alternate language below will ensure the alternate language paper edition and the English CBT are the same form.' A dropdown menu below this text is set to 'Arabic'.
- Buttons:** 'Save' and 'Cancel' buttons are located at the bottom of the dialog.

This ensures that the student will receive test Form 1, which will match their printed form requested in the Online Ordering System.

Alternate Language Reminders

- + Use practice tests to determine which format (computer or paper) will be best for each ELL student prior to testing day.
- + While ELL students can test on CBT or PBT, they must choose one format for the entire test. Students do not have the option to choose to do Session 1 CBT and Session 2 PBT.
 - ELL students who have elected to test on CBT with an Alternate Language paper copy, should only be entering their responses on the computer.
- + Chromebooks do not support Alternate Language keyboards.
- + ELLs who require an oral translation of a lower incidence language must test on paper.



Student Transfers



Student Transfers 2025-26



Districts have the ability to transfer students from one school to another within their own district.

- Make sure ALL fields match for each content area, including District of Record/School of Record with Testing District and Testing School.
- We encourage schools to leave the Pre-ID classes, even if they are empty. That way there is a place to put new transfers if the destination class is not known.
- If a student does not match for all the fields, please contact your RIC in order to transfer the student successfully.
- On the Student page, take note of the student's testing status. If a student has started or completed a content area, they will need to be placed in a destination class.

Student Transfers 2025-2026



New York State Grades 3-8 Testing Program



- HOME
- STUDENTS
- CLASSES
- TESTS
- ACCOUNTS
- STUDENT RESPONSES
- ADMINISTRATION
- HELP

View Student

You're Viewing: **E2EELAFormT All Correct** for 2024 Spring 3-8 Edit

District of record QAI E2E District Three (201971000003) **School of record** QAI E2E School Two (201971000020)

Demographic Information:

NYSSIS ID	2411610111	Grade	Grade 6
First Name	E2EELAFormT	Last Name	All Correct
Date of Birth	6/25/2011	Gender	Male

Student Local ID: 241161111

ELA

Testing district QAI E2E District Three (201971000003)	Accessibility and Accommodation Options Answer Masking Tool: OFF Text-to-Speech (online only): DISABLED Classroom Accommodations: 0 Selected Read Aloud (by human): DISABLED Initial Page Zoom: DISABLED Speech-to-Text: OFF
Testing school QAI E2E School Two (201971000020)	Testing class D352 Grade 06 Form T

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Complete	11	2/26/2024, 3:24:00 PM EST	2/26/2024, 3:24:47 PM EST
Session 2	Complete	4	2/26/2024, 3:25:05 PM EST	2/26/2024, 3:25:26 PM EST

Math

Testing district QAI E2E District Three (201971000003)	Accessibility and Accommodation Options Answer Masking Tool: OFF Text-to-Speech (online only): OFF Classroom Accommodations: 0 Selected Read Aloud (by human): OFF Initial Page Zoom: OFF Print Variations: OFF
Testing school QAI E2E School Two (201971000020)	Testing class D352Grade04 Form F

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Not Started	0		
Session 2	Not Started	0		

The student has completed ELA, so they will need to be placed in a destination class in their new school.



The student has not started Math, so they do NOT need to be placed in a destination class in their new school.



Student Transfers 2025-2026

New York State Grades 3-8 Testing Program



HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

View Student

You're Viewing: **E2EELAFormT All Correct** for 2024 Spring 3-8 Edit

District of record QAI E2E District Three (201971000003) **School of record** QAI E2E School Two (201971000020)

Demographic Information:

NYSSIS ID	610111	Grade	Grade 6
First Name	LAFormT MI S	Last Name	All Correct
Date of Birth	2011	Gender	Male

Student Local ID 241161111

ELA

Testing district
QAI E2E District Three (201971000003)

Testing school
QAI E2E School Two (201971000020)

Testing class
D3S2 Grade 06 Form T

Accessibility and Accommodation Options

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

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Complete	11	2/26/2024, 3:24:00 PM EST	2/26/2024, 3:24:47 PM EST
Session 2	Complete	4	2/26/2024, 3:25:05 PM EST	2/26/2024, 3:25:26 PM EST

Math

Testing district
QAI E2E District Three (201971000003)

Testing school
QAI E2E School Two (201971000020)

Testing class

Accessibility and Accommodation Options

- Answer Masking Tool OFF
- Text-to-Speech (online only) OFF
- Initial Page Zoom OFF
- Classroom Accommodations 0 Selected
- Read Aloud (by human) OFF
- Print Variations OFF

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Not Started	0		
Session 2	Not Started	0		

Helpful Reminders for Computer-Based Testing



Access Code vs Proctor PIN

Access Code

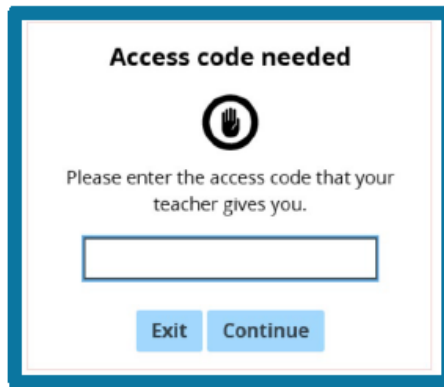
When do students need it?

Always!


Where do we find it? Nextera Admin **Tests** Page!

Need to find out more?

[Access Code Article](#)



Access code needed



Please enter the access code that your teacher gives you.

Exit Continue

Example: Student is logging onto the test to begin/resume testing.

NOTE: The Access Code can be shared with students. Students enter the access codes themselves.

Proctor PIN

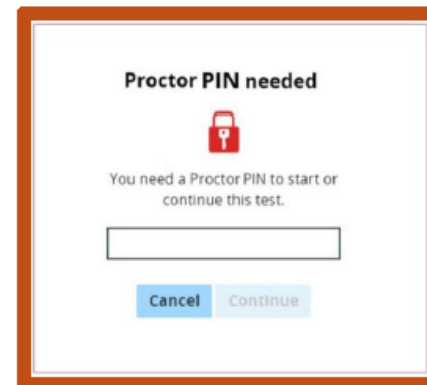
When do students need it?

Only after **Pausing**


Where do we find it? Nextera Admin **Home** Page (if you don't see it, keep scrolling)!

Need to find out more?

[Proctor PIN Article](#)



Proctor PIN needed



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

Cancel Continue

Example: Student paused the test to go to the bathroom or lunch and is resuming testing.

NOTE: The Proctor PIN is usually entered by proctors & should not be posted. If the Proctor PIN is shared with student(s) to enter, it will need to be reset after sharing.

4 Digits
Numerical

8 Digits
Alpha-
numerical

Access Code & Proctor PIN Locations

Access Code

➤ Test Tab

View Test

You're Viewing: **2022 Spring 3-8 ELA**

District:	ADel
Testing Window	2022 Spring 3-8 Test
Teacher:	teacherFirstname teacherLastname
Test Name:	2022 Spring 3-8 ELA
Testing Dates:	10/22/2021, 9:00:00 AM CDT to 12/30/2022, 5:00:00 PM CST

Examiner View

Login Tickets

Session 1 Access Code **1111**

New Access Code

Submit

Cancel

Session 2 Access Code **2222**

New Access Code

Submit

Cancel

Proctor PIN

➤ Homepage

New York State Grades 3-8 Testing Program



HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Teacher Reminders

The [Question Sampler](#) and [Practice Tests](#) are a good opportunity for your students to become familiar with the test delivery system for computer-based testing prior to participating in the simulations and in operational or field testing.

The 2024-2025 Secure Browsers will be available for download this fall.

CBT Question Sampler and Practice Tests

In order to assist our schools with helping students to prepare for the operational CBT exams, the online [Question Sampler](#) and the [Questar Secure Browser Practice Tests](#) are available for students, teachers, and parents to review the online Nextera Test Delivery System (TDS). The Secure Browser practice tests allow students to experience computer-based testing in the same environment they will use for operational CBT this spring. All students should be familiar with the Questar Secure Browser online tools and navigation before participating in the simulations and the operational computer-based tests.

Access to 2022-2024 Student Constructed Responses Entered on Computer (CBT)

Those schools that administered the 2022, 2023, and 2024 New York State Grades 3 - 8 English Language Arts (ELA) and Mathematics Session 2 and/or the 2024 Grades 5 & 8 Science Tests to students may access student constructed responses from the "Student Responses" tab. (Note that access to the 2022 constructed responses will be removed in Fall 2024.) The reference guide for accessing student constructed responses provides step-by-step guidance on how to access student responses and is available on the Help page in Nextera Admin. If you need any help accessing student responses, please contact [NWEA Customer Support](#).

School Information

District: QAI District 8 (99990001007)

District Test Coordinator: Nikki Oye

Schools:

School: QAI School 1 (99990010052)

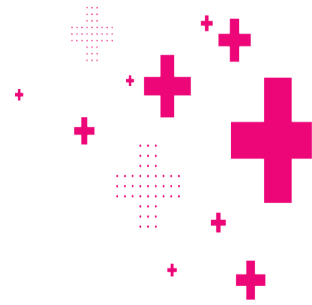
Proctor PIN: **12345678**

ELA Lead Scoring Entity: Pending

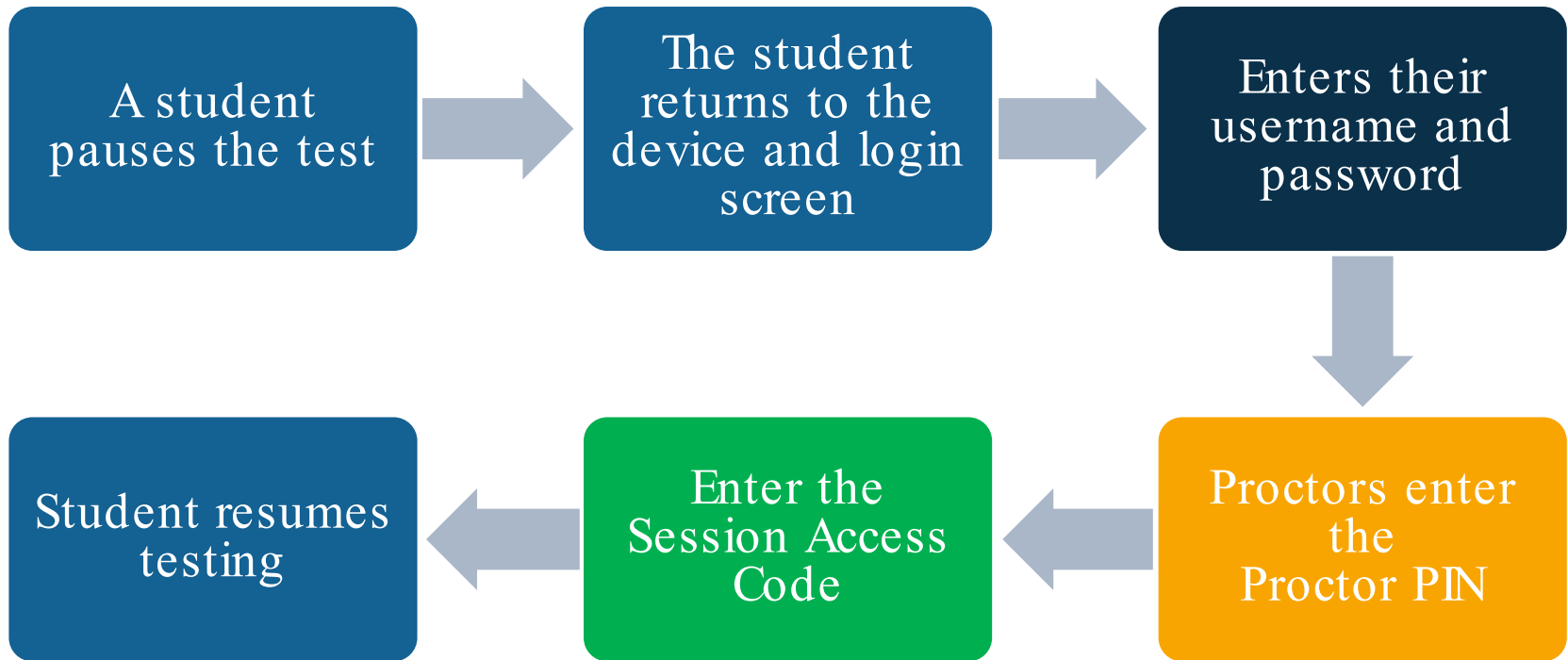
Math Lead Scoring Entity: Pending

Science Lead Scoring Entity: Pending

Nextera[®] Test Delivery System



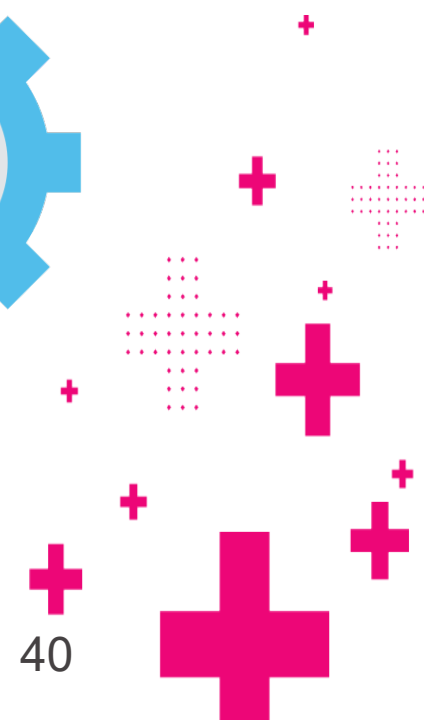
Pausing a Test



Troubleshooting Tips

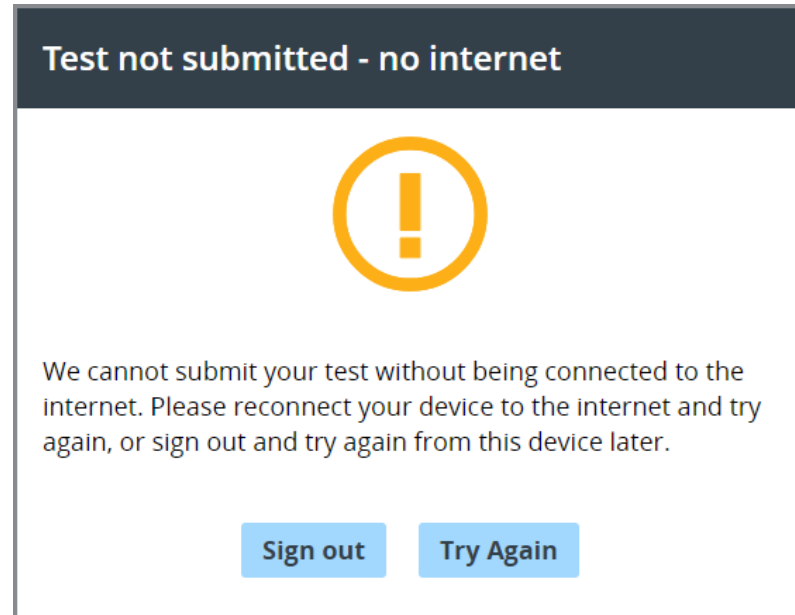
What do I do if a student encounters a technical issue and cannot proceed with the test?

- Stay calm and have the student move on to another activity.
- Charge the device and label with the student's name.
- Gather details about the device and situation.
- Call NWEA Customer Support.



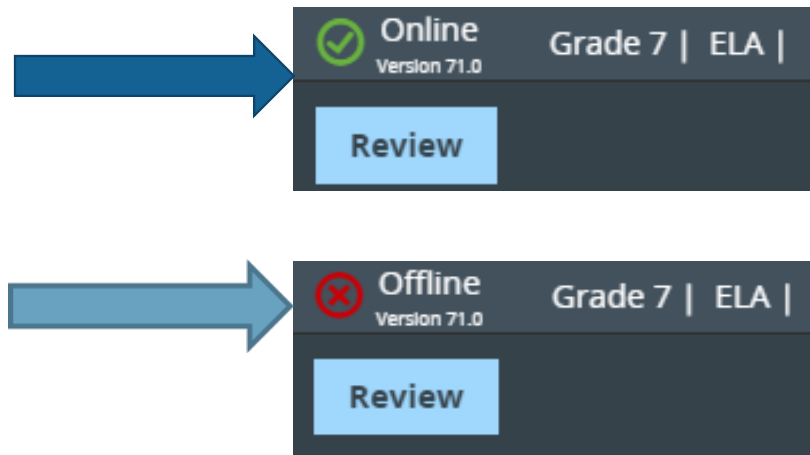
Internet Connect Lost at Submit

- + If the connection is not restored before the student has completed testing:
 - Do NOT allow other students to test on the device. Quarantine the device in a secure location until connection has been restored and the student is able to log back into the test and the responses are sent to NWEA.



Internet Connection Lost at Submit

- + If a large number of student devices were offline at the end of a test session, it is recommended to label the devices with the student's name and keep them connected to power.
- + This will make it easier to track which students need to sign back into the device and submit their test when the connection is back online.



Internet Connection Lost Student Scenario

What do you do?

1. Wait 60 seconds for the device to reconnect to the internet (**Note:** The student can continue testing even if her device is offline)
2. Have the student log out of the Test Delivery System
3. If network connection is not re-established, quarantine the device until it can be reconnected, and the student may begin testing again
4. Ensure the network connection is stable
5. Log back into the Test Delivery System
6. Verify that network connectivity is back online
7. The student can submit her test



Reminder



Data Privacy and Security

Personal Identification Information (PII)

The New York State Education Department is committed to promoting sound information practices and policies that will strengthen data privacy and security.

When emailing CBT Support or NYSED directly on specific student cases, please only send NYSSIS IDs, the use of one identifiable data element is acceptable, whereas two or more used together constitute a data breach.

This includes but not limited to student's name; birthdate; the name of the student's parent or school; or the address of the student. Whenever communicating via email, only share the NYSSIS ID.

Please contact your local RIC if needing assistance with locating a student's NYSSIS ID.



Resources and Support



Resources – CBT Support

More information is available on CBT Support:

Quick video tutorials:

- [Learn how to Download and Test the Questar Secure Browser](#)
- [Learn about Nextera Admin features and functionality](#)
- [Learn how to add New Users in Nextera Admin](#)
- [Learn how to edit and add Classes in Nextera Admin](#)
- [Learn how to edit and add Students in Nextera Admin](#)
- [Learn how to use the CBT Equation Editor Drawing Tool](#)
- [Learn how to use the Highlighter tool on an iPad](#)

Quick Links

Quick Reference Guides (QRG):

- [Updating Teacher Accounts QRG](#)
- [Equation Editor Drawing Tool QRG](#)
- [Text to Speech QRG](#)
- [Not Tested Codes QRG](#)
- [Accessing Student Constructed Responses QRG](#)
- [Concurrent Login QRG](#)

- [Setup and Installation Guide \(SIG\)](#)
- [ScorePoint Manual](#)



Customer Support

Schools with questions concerning CBT should:

1. Contact your Regional Information Center/ District Level Support
2. Contact NWEA Customer Support:

Email: NYTesting@nwea.org

Phone: 1-866-997-0695

For more information on NWEA'S Customer Support team and hours please visit this article on [CBT Support](#).

For policy support/questions, please contact NYSED:

CBTSupport@nysed.gov

<https://CBTSupport.nysed.gov>

