



2025-2026 Computer-Based Testing Simulation Guide

Contents

- Overview 3
 - Simulation Checklist 3
 - Selecting a Date 4
 - Create Your School’s Plan 4
 - Review Software and Hardware 5
 - Adding or Editing Students 6
 - Set Accommodations and Print Login Tickets 9
 - Set Student Accommodations in Nextera Admin 9
 - Setting Individual Student Accommodations 9
 - Setting Accommodations for Multiple Students Simultaneously 12
 - Print Student Login Tickets in Nextera Admin 15
 - Prepare Proctors 17
 - Start the CBT Simulation 19
- Customer Support** 21

Overview

The CBT Simulation offers 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 the testing platform which 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 operational testing this spring. The simulation provides 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 Administration system (Nextera Admin) 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 the CBT Simulation. 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 NWEA database. This allows the Secure Browser to confirm connection to the NWEA 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 is one planned simulation period. This simulation period will have a window where schools can choose which day(s) they want to participate. 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 planned simulation period is **Monday, January 26, 2026—Friday, February 6, 2026.**

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.
- 2) Select from the content area(s) and grade level(s) requested for spring operational testing.
 - a. Schools may select more than one content area and grade level to participate in the simulation.
- 3) Communicate the selected date(s), content area(s), and grade level(s) for testing to the selected staff.
- 4) Share the [Proctor Training](#) with staff which can be found on CBT Support.
- 5) Secure the testing room space (e.g., computer lab, computer carts).
- 6) Create a support plan.

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

Review Software and Hardware

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

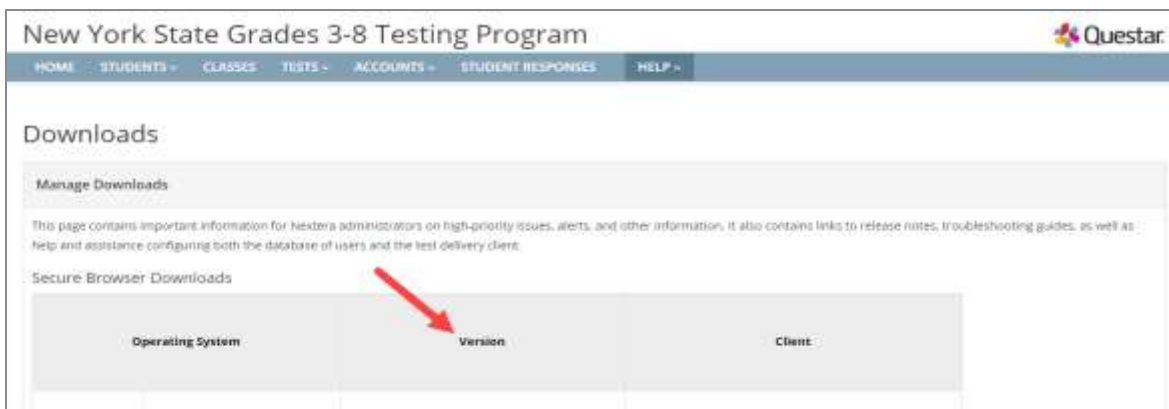
- 1) Confirm you have the latest version of the Secure Browser installed on all student testing devices. Note that for the 2025-26 school year, there are **no new Secure Browser releases**. Schools can continue using last year’s versions of the Secure Browser on Windows, Mac, Chrome, and iPads. All existing versions remain stable, reliable, and fully secure — no updates or reinstallation are required.

Mac	iPad	Chrome	Windows
5.2.1	2.1.1	2.7.0	5.2.1

- a. For those student devices that do not have the most current version installed, the Secure Browser is available through Nextera Admin. Select the **Help** tab, then select **Downloads**.



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



- 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.

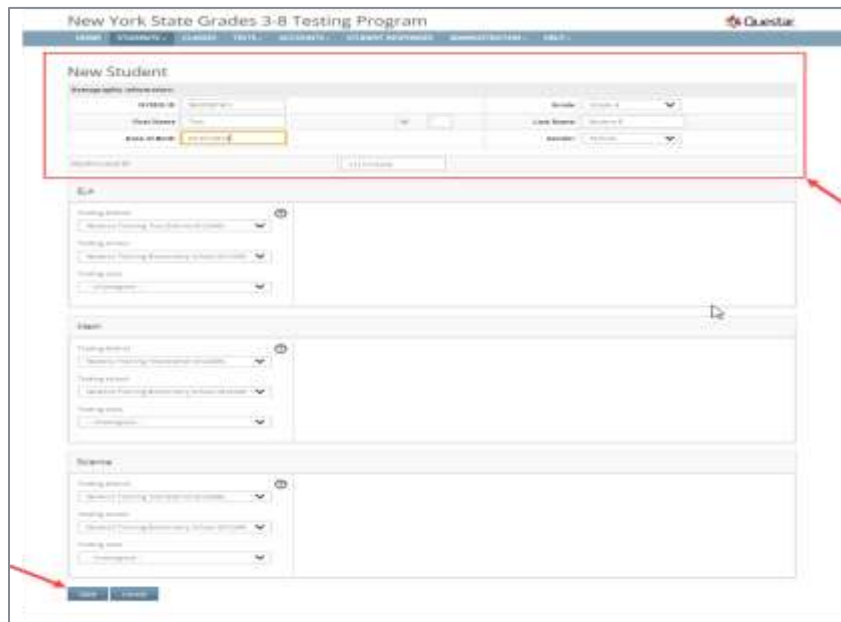


- 2) To add a student:

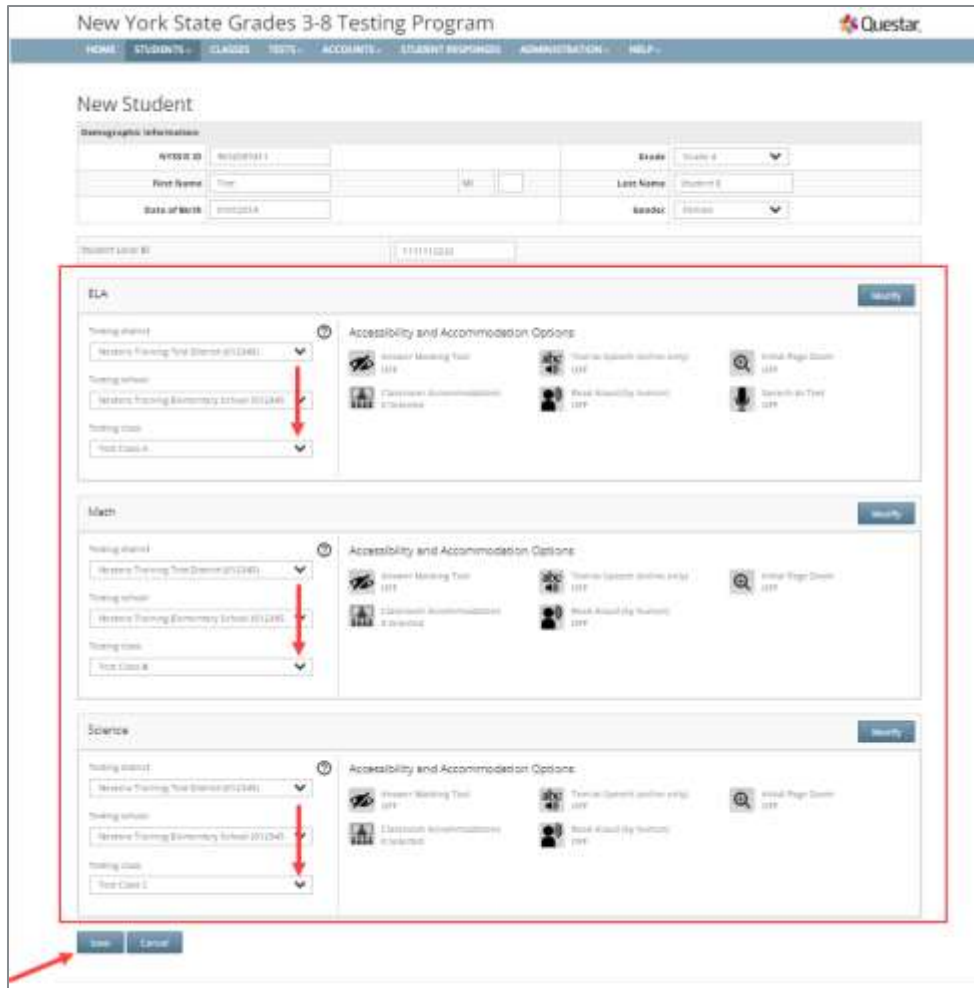
- a. Select **New Student** on the upper right of the *Students* page.



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



- c. When creating a new student, you can assign that student to a class in Nextera Admin before clicking **Save**.



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**.



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

New York State Grades 3-8 Testing Program Questar

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

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

Edit Student Record

You're Editing: **Test Student E for 2023-24 Simulation**

District of record: Westera Training Test District (012345) School of record: Westera Training Elementary School (012345)

Demographic information:

NYSSIS ID: <input type="text" value="963287411"/>	Grade: <input type="text" value="Grade 4"/>
First Name: <input type="text" value="Test"/> MI <input type="text"/>	Last Name: <input type="text" value="Student E"/>
Date of Birth: <input type="text" value="01/01/2014"/>	Gender: <input type="text" value="Female"/>

Student Local ID:

ELA [Modify](#)

Testing district: Accessibility and Accommodation Options: Answer Masking Tool: OFF; Text-to-Speech (online only): OFF; Initial Page Zoom: OFF; Classroom Accommodations: 0 selected; Read Ahead (by human): OFF; Speech-to-Text: OFF

Testing school:

Testing class:

Math [Modify](#)

Testing district: Accessibility and Accommodation Options: Answer Masking Tool: OFF; Text-to-Speech (online only): OFF; Initial Page Zoom: OFF; Classroom Accommodations: 0 selected; Read Ahead (by human): OFF

Testing school:

Testing class:

Science [Modify](#)

Testing district: Accessibility and Accommodation Options: Answer Masking Tool: OFF; Text-to-Speech (online only): OFF; Initial Page Zoom: OFF; Classroom Accommodations: 0 selected; Read Ahead (by human): OFF

Testing school:

Testing class:

[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), and Building-Level Users (BLU). This is a local decision as to who will assign the student accommodations.

All online accommodations (Text-to-Speech (TTS), Answer Masking Tool, Initial Page Zoom, Speech-to-Text (STT), and Read Aloud (by human)) and classroom accommodations that are available during operational testing will be available for the simulation. Schools will also have the ability to indicate English Language Learners who are taking the English edition on the computer and making use of a print alternate language edition.

Online accommodations must be set in Nextera Admin prior to the Simulation Period.

Note: Accommodations do not carry over in Nextera Admin from the Simulation to operational testing.

Setting Individual Student Accommodations

Note: It is recommended to begin with the Multi-Student Edit, then if necessary, make any additional changes to the students' accommodations individually.

- 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**.

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 Simulations.

Search

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
0123456789	Sample		Student 1	0	04	View

Showing 1 to 1 of 1 students

1 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.

The screenshot shows the 'Edit Student Record' interface. At the top, it indicates 'You're Editing: Test Student E for 2023-24 Simulation'. Below this are dropdown menus for 'District of record' (Nextera Training Test District (012345)) and 'School of record' (Nextera Training Elementary School (012345)).

The 'Demographic information' section includes fields for NYSSIS ID (9632587411), Grade (Grade 4), First Name (Test), Last Name (Student E), Date of Birth (01/01/2014), and Gender (Female). A 'Student Local ID' field contains the value 111111222.

Below the demographic information are three subject-specific sections: ELA, Math, and Science. Each section has dropdown menus for 'Testing district', 'Testing school', and 'Testing class'. To the right of these dropdowns is an 'Accessibility and Accommodation Options' panel. Each panel contains icons and labels for: Answer Masking Tool (OFF), Text-to-Speech (online only) (OFF), Initial Page Zoom (OFF), Classroom Accommodations (0 Selected), and Read Aloud (by human) (OFF). A red arrow points to the 'Modify' button at the top right of each subject's accessibility panel.

At the bottom of the page are 'Save' and 'Cancel' buttons.

Note: For the 2026 Simulation, Test Read copies of Practice Test 2 for ELA, Practice Test 3 for Math, Practice Test 1 for Grade 5 Science, Practice Test 2 for Grade 8 Science and Alternate Language copies for Math and Science, are available and will be posted to the [Help>Downloads tab](#) in Nextera Admin. Please print these materials for those students who require them for the Simulation. (The Test Read for ELA, Math, and Science and the Alternate Language Editions for Math and Science will also be posted within the [Question Sampler](#).)

Setting Accommodations for Multiple Students Simultaneously

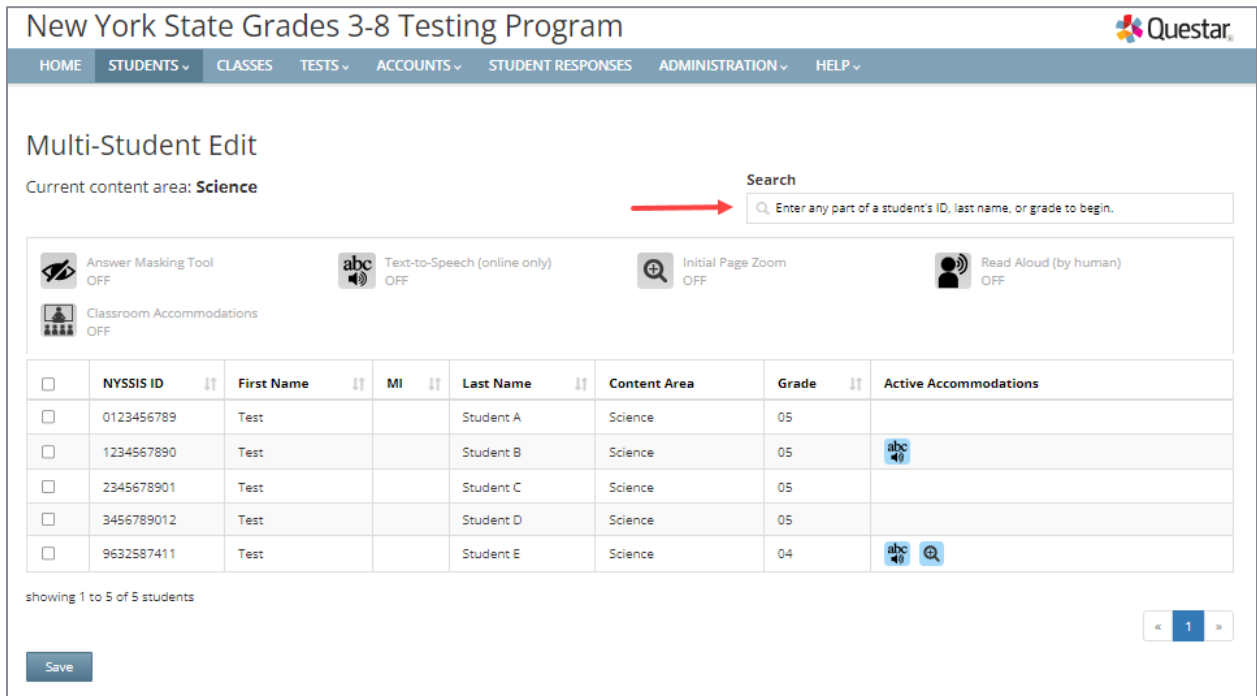
Multi-Student Edit is available to set simulation accommodations. This feature allows you to add accommodations to a group of students at the same time.

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(es) on the left next to the students' names you would like to edit.

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Multi-Student Edit

Current content area: **Science** Search
Enter any part of a student's ID, last name, or grade to begin.

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

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	Science	05	
<input type="checkbox"/>	1234567890	Test		Student B	Science	05	
<input type="checkbox"/>	2345678901	Test		Student C	Science	05	
<input type="checkbox"/>	3456789012	Test		Student D	Science	05	
<input type="checkbox"/>	9632587411	Test		Student E	Science	04	

showing 1 to 5 of 5 students < 1 >

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 Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Multi-Student Edit

Current content area: **Science** Search
Enter any part of a student's ID, last name, or grade to begin.

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

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	Science	05	
<input type="checkbox"/>	1234567890	Test		Student B	Science	05	
<input type="checkbox"/>	2345678901	Test		Student C	Science	05	
<input type="checkbox"/>	3456789012	Test		Student D	Science	05	
<input type="checkbox"/>	9632587411	Test		Student E	Science	04	

showing 1 to 5 of 5 students < 1 >

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

New York State Grades 3-8 Testing Program Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS STUDENT RESPONSES ADMINISTRATION HELP

Multi-Student Edit

Current content area: **Science**

Search:

Answer Masking Tool
OFF

Classroom Accommodations
OFF

Text-to-Speech (online only)
OFF

Initial Page Zoom
OFF

Read Aloud (by human)
OFF

<input type="checkbox"/>	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	0123456789	Test		Student A	Science	05	
<input type="checkbox"/>	1234567890	Test		Student B	Science	05	
<input type="checkbox"/>	2345678901	Test		Student C	Science	05	
<input type="checkbox"/>	3456789012	Test		Student D	Science	05	
<input type="checkbox"/>	9632587411	Test		Student E	Science	04	

showing 1 to 5 of 5 students

< 1 >

[Save](#)

- 6) You may also confirm student accommodations by selecting the **Student Download (Excel)** link in the lower right corner of the screen on the *Students* page. The downloaded list of students will show all student testing accommodations that have been set for each student. Students are listed on a separate line in the report for every testing accommodation that has been set for the student.

New York State Grades 3-8 Testing Program Questar

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

Search:

There are 1 Student in QAI PM School 11 (763234154101) across all Content Areas in Spring 3-8.

NYSSIS ID	First Name	MI	Last Name	Class	Grade	
0123456789	Sample		Student 1	()	07	

showing 1 to 1 of 1 students

< 1 >

[Student Download \(Excel\)](#)

Print Student Login Tickets in Nextera Admin

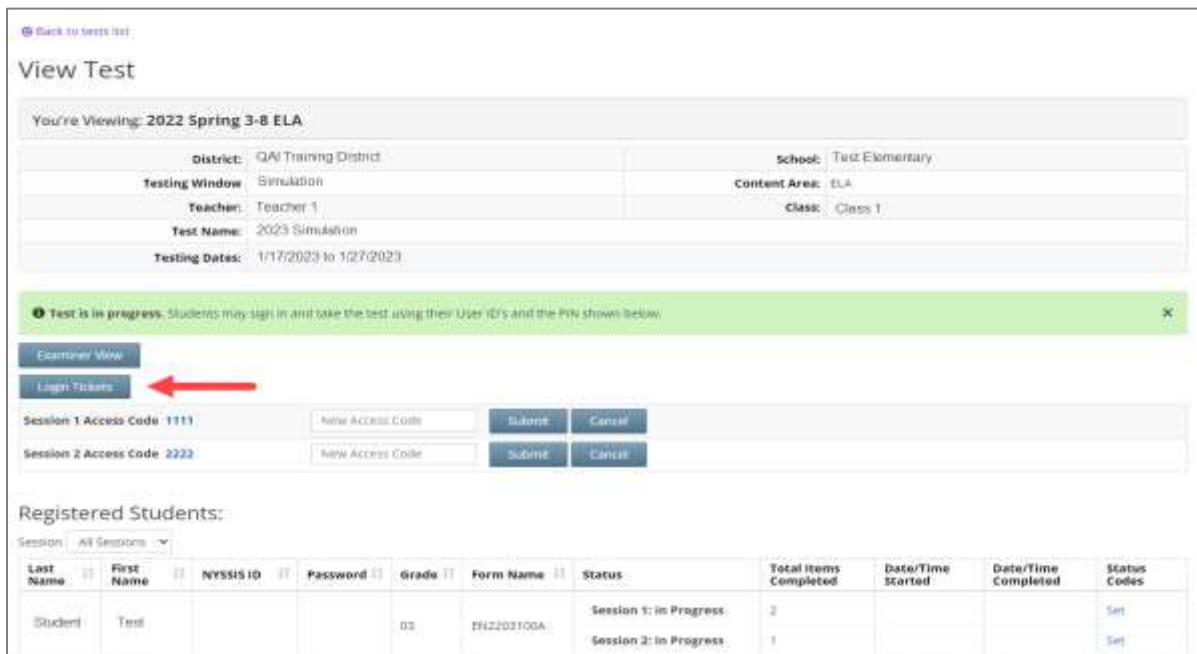
- 1) Select **Tests** from the **TESTS** tab. Information displayed includes the teacher, class, content area, test name, and testing status.



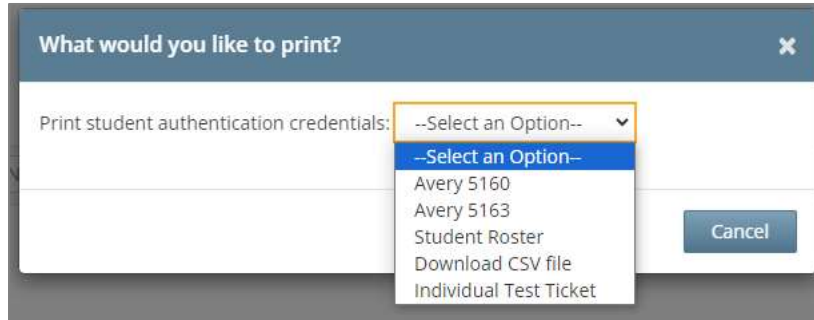
- 2) Select **View** for the applicable test.



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



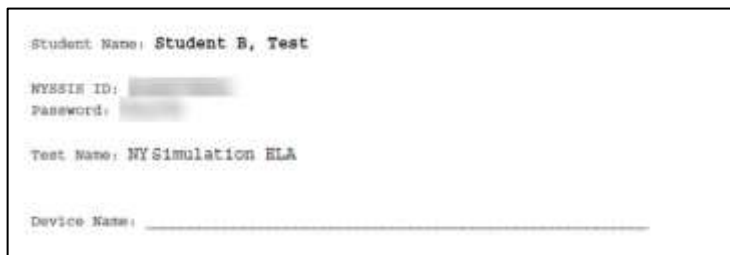
- 4) Select the format option from the drop-down menu, then select **OK**.



- 5) The student login tickets display. When you select one of the options for Avery labels, each label includes the student’s name, NYSSIS ID, password, and test name.

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

There is also an option for "Individual Test Ticket." This selection generates a PDF file of one student login ticket per page from the selected class. It will include the student’s name (first, middle, and last name), NYSSIS ID, password, test name, accommodation(s) assigned to the student for selected subject, and a place for users to write the device name.



An example of an individual student login ticket without accommodations. The student’s login information measures approximately 3 inches by 7 inches and is printed one per page.

```
Student Name: Student1, Test
NYSSIS ID: ██████████
Password: ██████████

Test Name: NY Simulation ELA

Accommodation: Answer Masking Tool
Accommodation: Text-to-Speech (online only)
Accommodation: Initial Page Zoom

Device Name: _____
```

An example of an individual student login ticket with accommodations. The size of the student's login ticket will vary depending on the accommodations selected for that student and is printed one per page.

Note: Specifics regarding accommodations will not appear on individual student login tickets. For example: if the student has Initial Page Zoom selected as an accommodation in Nextera, the login ticket will state “Initial Page Zoom” but will not provide information on the zoom level that was selected. Print variation will appear as “Print Variations” on the student’s login ticket and will not include information on what language was selected.

For additional information on printing login tickets, please see [How to Print Student Login Tickets QRG](#).

Note: All student login tickets or labels are secure testing materials and must be stored securely if they are printed prior to your selected Simulation Date(s).

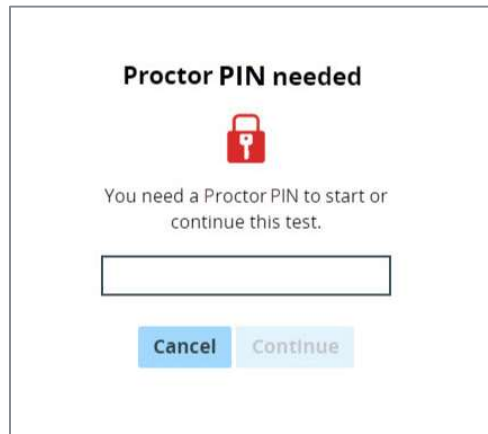
Prepare Proctors

- 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.

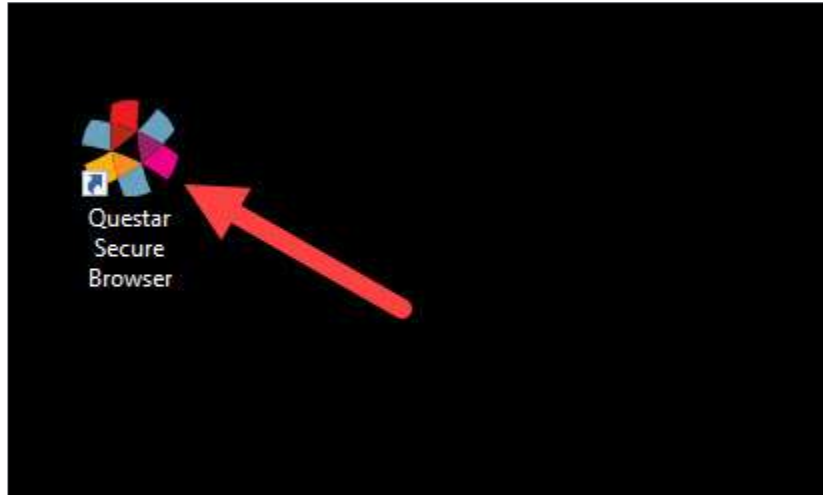


Note: Any test that is paused will require a Proctor PIN for the student(s) to log back into the test. Proctors will need to contact their school administrator to obtain the Proctor PIN prior to administering the test. The Proctor PIN will be the same for all students testing on computer within a school, but each school will have a unique Proctor PIN.

Note: Being mindful of the health and safety protocols established at schools related to viral illnesses, for the Spring 2026 administration, schools have the option of having students enter the Proctor PIN themselves. If a school chooses this option, the Proctor PIN should be reset after each test session.



- 3) Confirm that proctors know how to launch the Secure Browser. The 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 ELA and Math Teacher’s Directions](#) and the [Science Teacher’s Directions](#).

Start the CBT Simulation

- 1) Handout the student login tickets and have on hand scratch paper to provide to students who request during the Simulation.
- 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
<hr/>	
Grade X	0000000000
Grade	Student number
<hr/>	
Sample School	
School name	
<hr/>	
Sample Teacher	
Teacher name	
<hr/>	
Is everything here correct?	
<input type="button" value="No"/> <input type="button" value="Yes"/>	

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



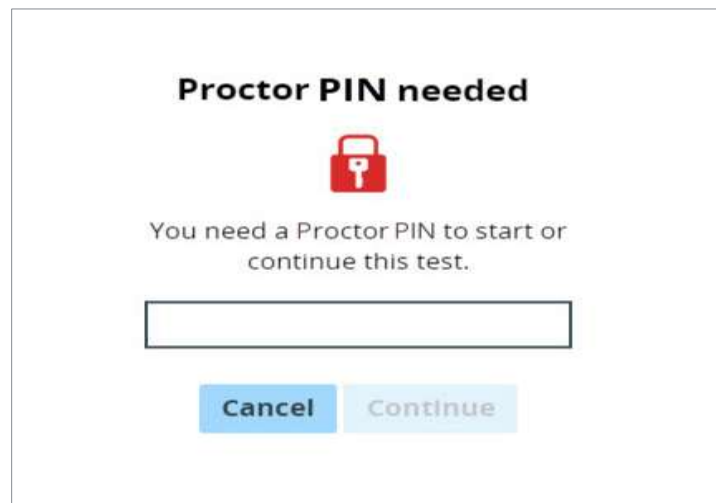
Access code needed




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 during the Simulation. Proctors need to obtain the Proctor PIN prior to the Simulation from their school administrator which can be found on the bottom of the *Home* page in Nextera Admin.

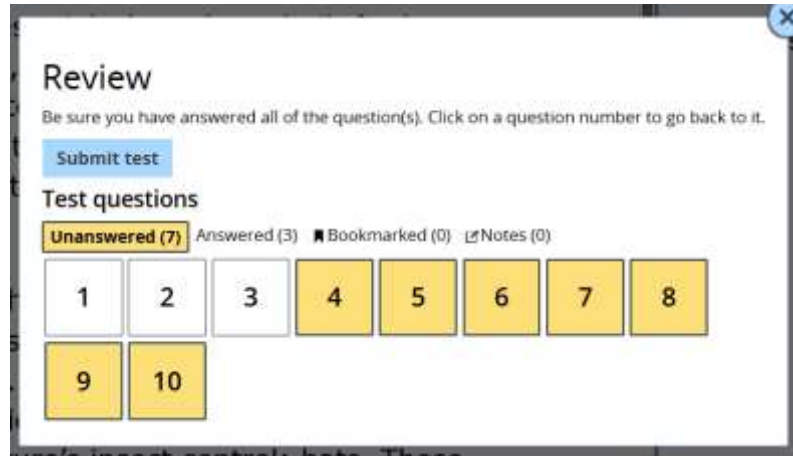


Proctor PIN needed



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

- 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. Proctors should review the *Review* screen with the student to ensure the student has answered all of the questions before the student selects Submit Test. Once ready to submit, the student selects **Submit test**.



- 8) Ensure all students return login tickets and any used scratch paper to you. Student login tickets contain personal identifiable information and are considered secure materials and must be destroyed

Note: Schools are not required to set Not Tested Codes for the Simulation

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](#).