

## Statewide Computer-Based Testing (CBT) Simulation

The CBT Simulation offers the opportunity for school staff to evaluate the readiness of the school's internal systems, hardware, and school testing procedures for CBT. Participating in the simulation also gives students the opportunity to familiarize themselves with the same testing platform they will be using for operational testing in the spring.

The following checklist is for your use and will help you to prepare staff and students in your school to participate in New York State's CBT Simulation. You may retain this checklist for your use.

1	<p><b>Pick a Day(s) within the Simulation Period</b></p> <p>Schedule your school's participation from the grade level(s) and content area(s) requested for operational CBT. Please consider other demands for network connection during these times.</p> <p><input type="checkbox"/> <b>Monday, January 26- Friday, February 6, 2026</b></p>
2	<p><b>Plan within Your School</b></p> <p><input type="checkbox"/> Confirm staff availability and plan for proctoring</p> <p><input type="checkbox"/> Choose which grade level(s) and content area(s) will be participating</p> <p><input type="checkbox"/> Inform staff of the chosen day, grade level(s), and content area(s) for the simulation</p> <p><input type="checkbox"/> Secure the testing room space(s)</p> <p><input type="checkbox"/> Consider establishing a central command center for support</p>
3	<p><b>Review Simulation Software and Hardware</b></p> <p><input type="checkbox"/> Confirm you have the latest version of the <a href="#">Questar Secure Browser</a> installed on student testing devices</p> <p><input type="checkbox"/> Verify that all background processes and other settings are disabled as described in the <a href="#">Setup &amp; Installation Guide</a></p> <p><input type="checkbox"/> Review network availability and/or WiFi setup within the school</p> <p><input type="checkbox"/> Locate additional power cords and strips to have on hand</p>
4	<p><b>Set Accommodations and Print Login Tickets</b></p> <p><input type="checkbox"/> Set student accommodations in <a href="#">Nextera Admin</a> via the Students Tab</p> <p><input type="checkbox"/> Print student login tickets from <a href="#">Nextera Admin</a> via the Tests Tab</p> <p><input type="checkbox"/> All student login tickets are secure testing materials and must be stored securely if they are printed prior to your selected Simulation date(s)</p>
5	<p><b>Prepare Proctors</b></p> <p><input type="checkbox"/> Share the <a href="#">Proctor Training</a> with staff</p> <p><input type="checkbox"/> Confirm proctors know how to launch the Questar Secure Browser</p> <p><input type="checkbox"/> Distribute student login tickets to proctors</p> <p><input type="checkbox"/> Distribute the Access Code to proctors</p> <p><input type="checkbox"/> Distribute the Proctor PIN to proctors</p> <p><input type="checkbox"/> Distribute scratch paper to proctors</p>
6	<p><b>Start the CBT Simulation</b></p> <p><input type="checkbox"/> Hand out student login tickets and scratch paper if requested</p> <p><input type="checkbox"/> Have students launch the Questar Secure Browser and log in</p> <p><input type="checkbox"/> Assist students with navigating through the online test directions</p> <p><input type="checkbox"/> Students type in the Access Code</p> <p><input type="checkbox"/> Students start the test</p> <p><input type="checkbox"/> Proctors provide the Proctor PIN to students who need to pause during the Simulation</p> <p><input type="checkbox"/> Students finish the test, click "Review," and then "Submit" the test</p> <p><input type="checkbox"/> Ensure all students return the scratch paper and student login tickets to you</p>