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

Fall 2026 Training

Part 2

New York State EDUCATION DEPARTMENT

Knowledge › Skill › Opportunity

nwea

Introductions

NYSED

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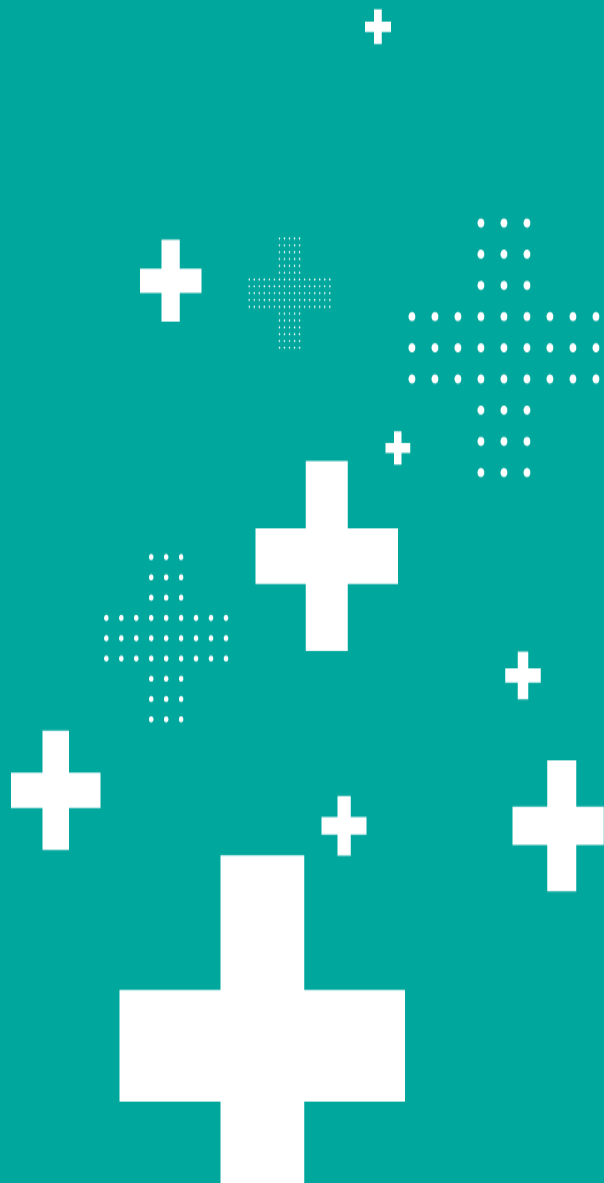
Part 2 Agenda

- Nextera Admin
  - Create Classes
  - Manage Students
  - Not Tested Codes
  - Concurrent Logins
  - Monitoring Students
  - Login Tickets
- Alternate Languages
- Student Transfers
- Helpful Reminders for CBT
- Resources & Support

Part Two



Nextera Admin
Manage Student Information

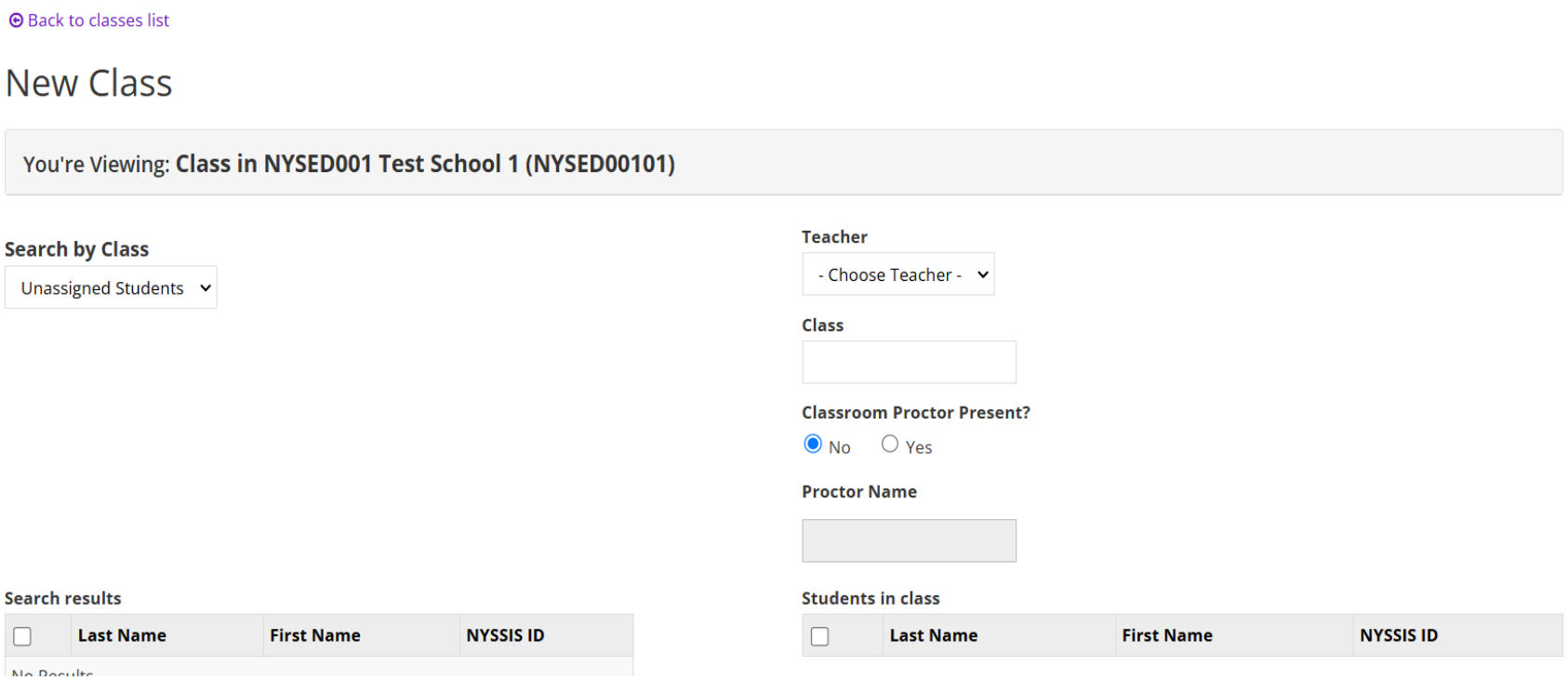
nwea

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

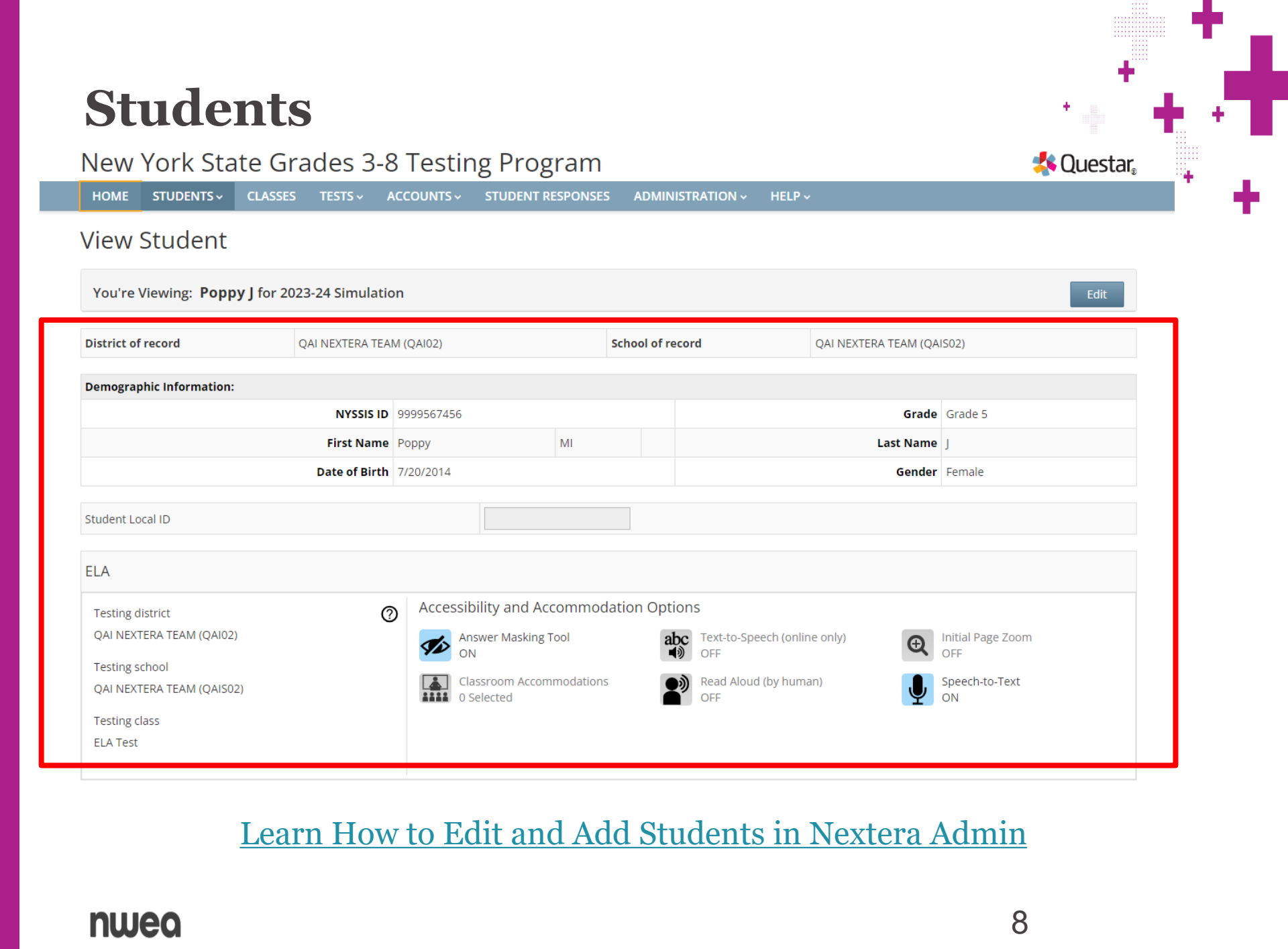


- Consider classes for student testing accommodations, such as "TTS Class," or for grouping students who are not taking the computer-based tests, such as "Taking Regents." Note: you must still set the accommodations or Not Tested Codes for the students in these groups.
- Grouping students by classes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

[Learn How to Edit and Add Classes in Nextera Admin]

Students

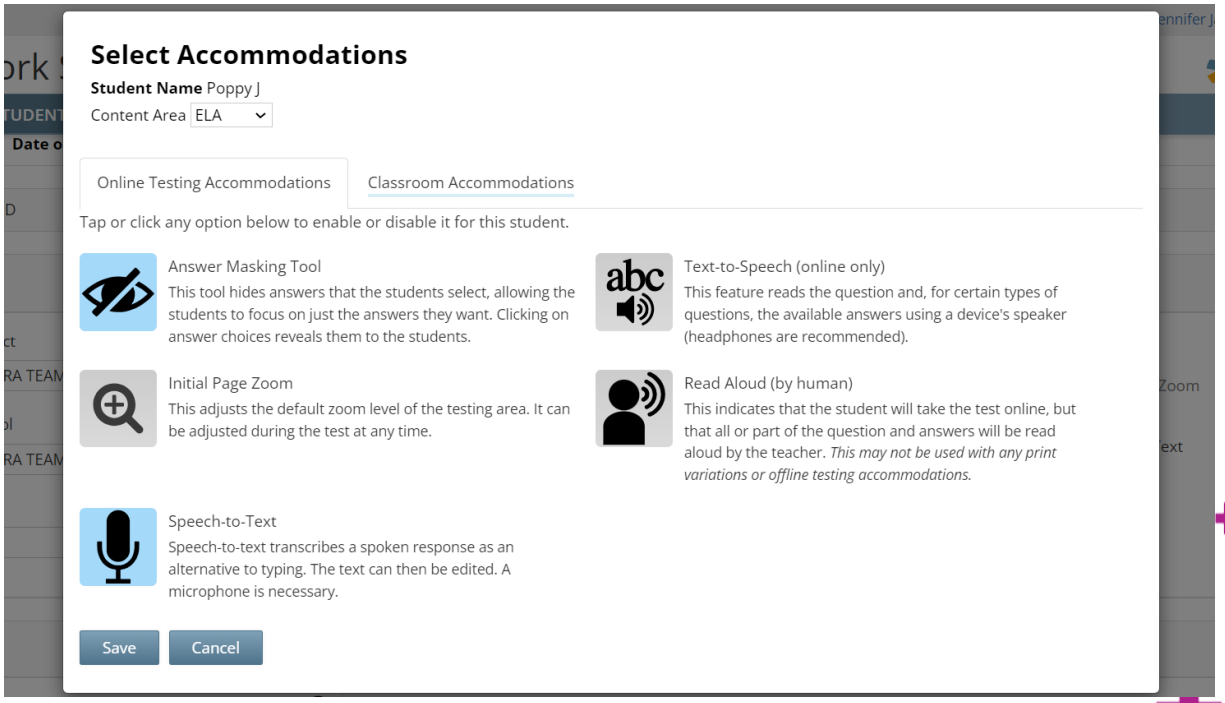
New York State Grades 3-8 Testing Program



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

Setting Accommodations

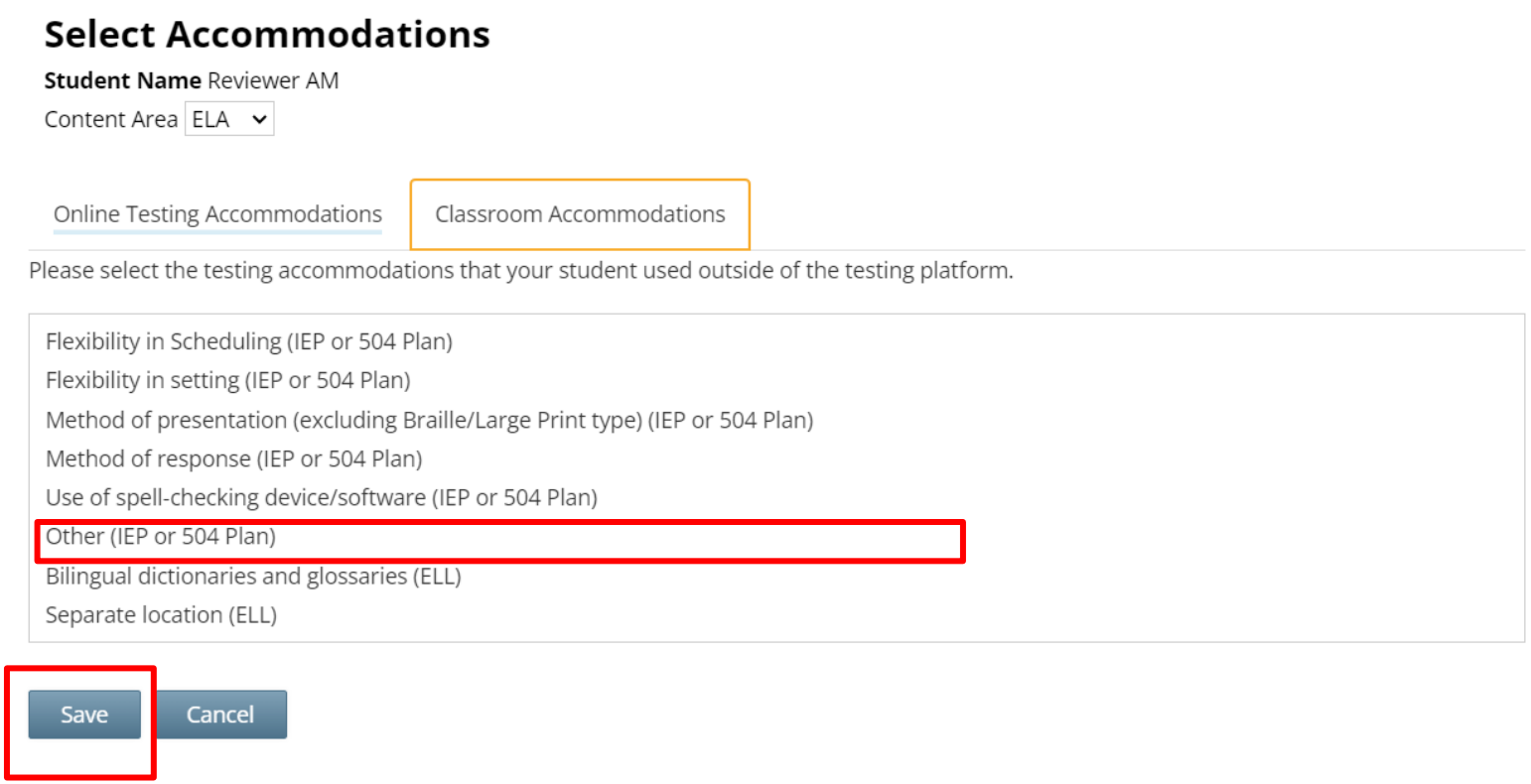
- Under the Students Tab
- Make sure you set accommodations BEFORE you print login tickets
- Very important to set accommodations for students to receive the correct form of the test



[Setting Student Testing Accommodations for CBT]

Classroom Accommodations

Assigning classroom accommodations to individual students



Accommodations

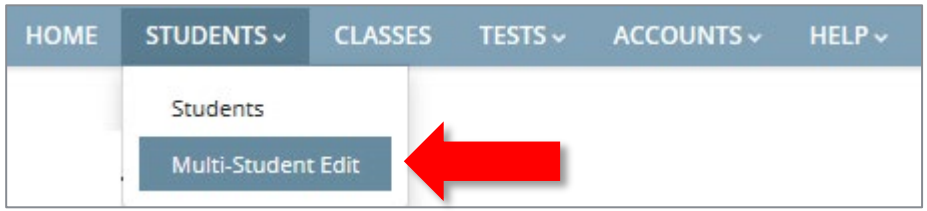
Multi-Student Edit details

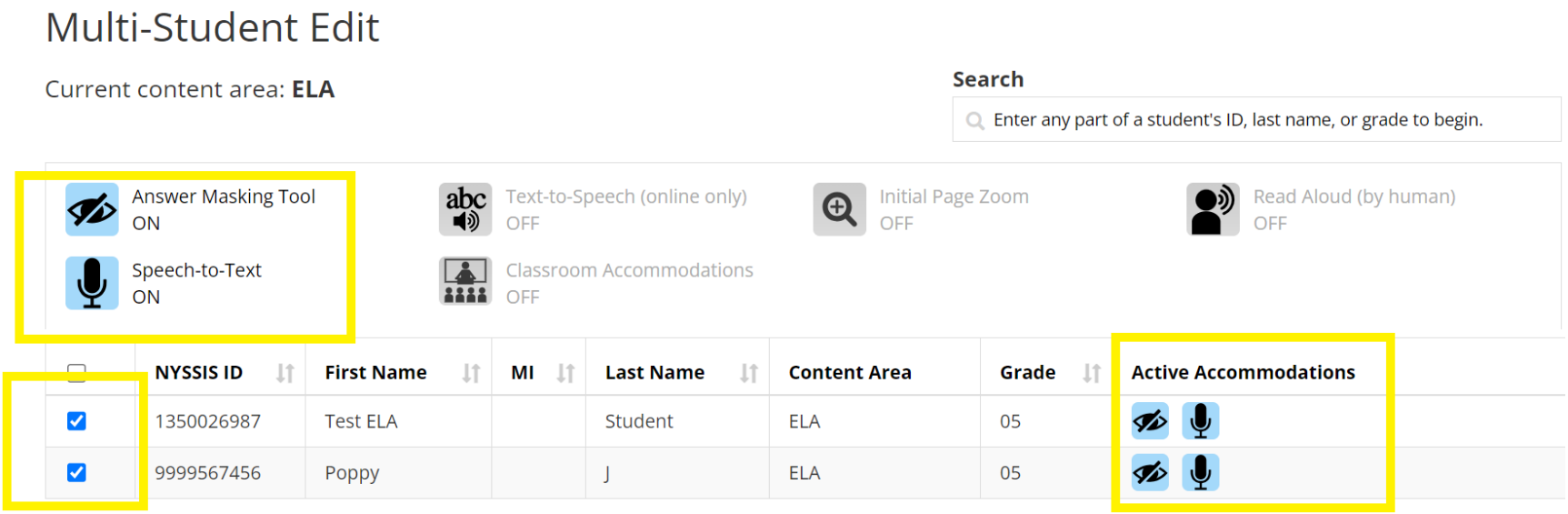
- This feature allows you to add accommodations to a group of students at the same time.

- **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





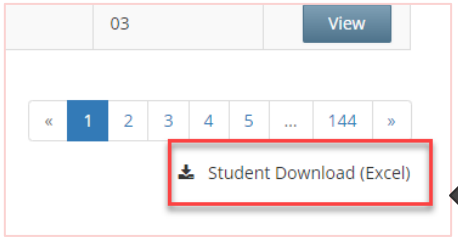
Accommodations

Test Read vs Read Aloud vs Text-to-Speech

Test Read (paper only)	Read Aloud (by human)	Text-To-Speech (online only)
• 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.	• 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.	• 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).

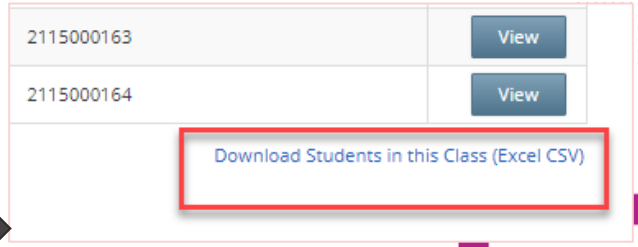
Checking Student Accommodations

- 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.



Same information, 2 locations to download

Students Tab | Classes Tab



Checking Student Accommodations

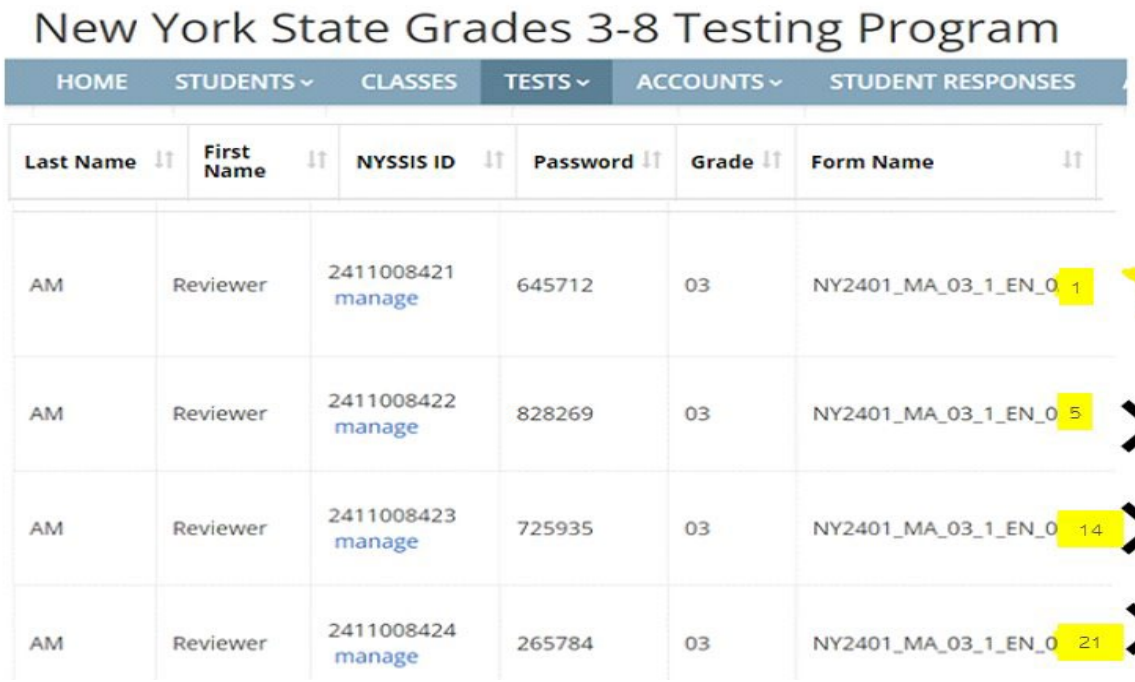
In the Class tab: Class Export File:

- 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								

Checking for Accommodated Form 1

- 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



Reset vs Reactivation

Reset

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

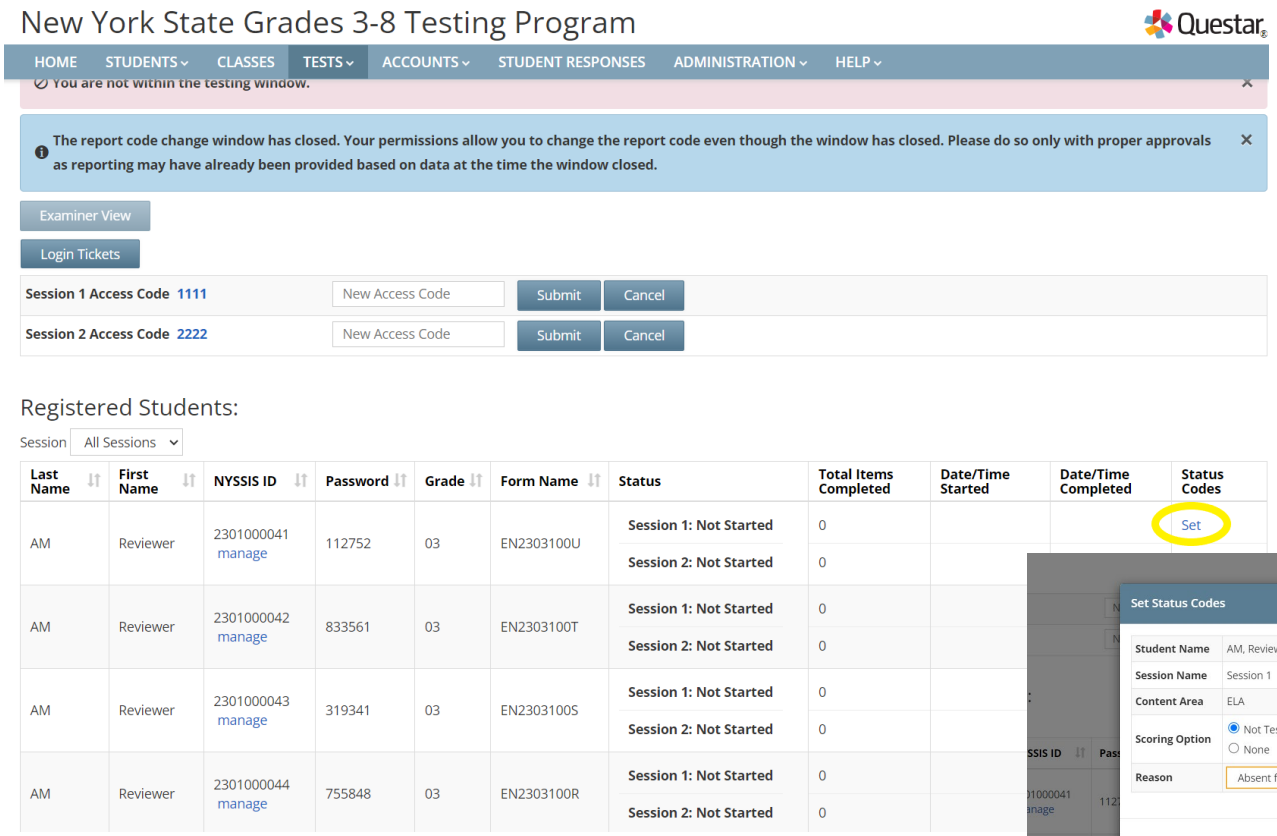
Reactivation

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 5/21/2027.

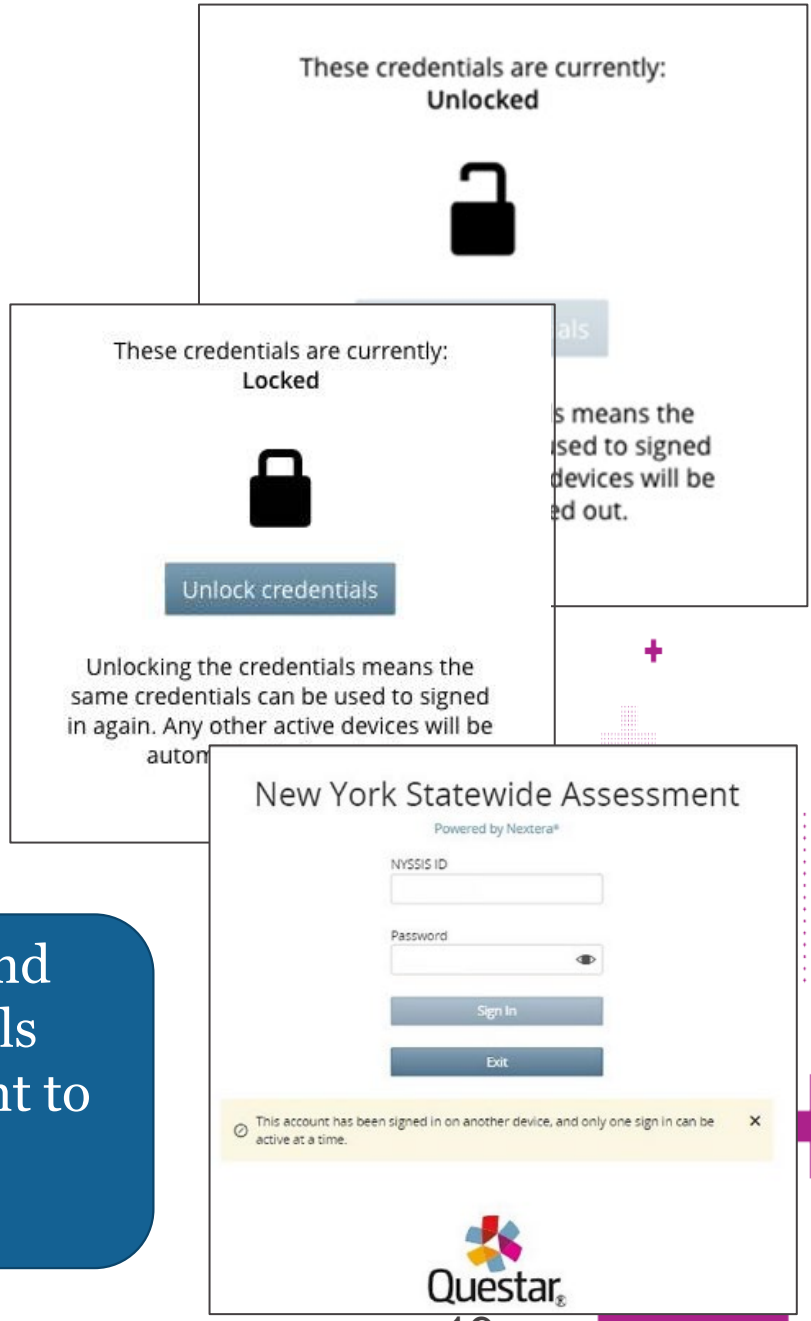


[How to Set Not Tested Codes]

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:

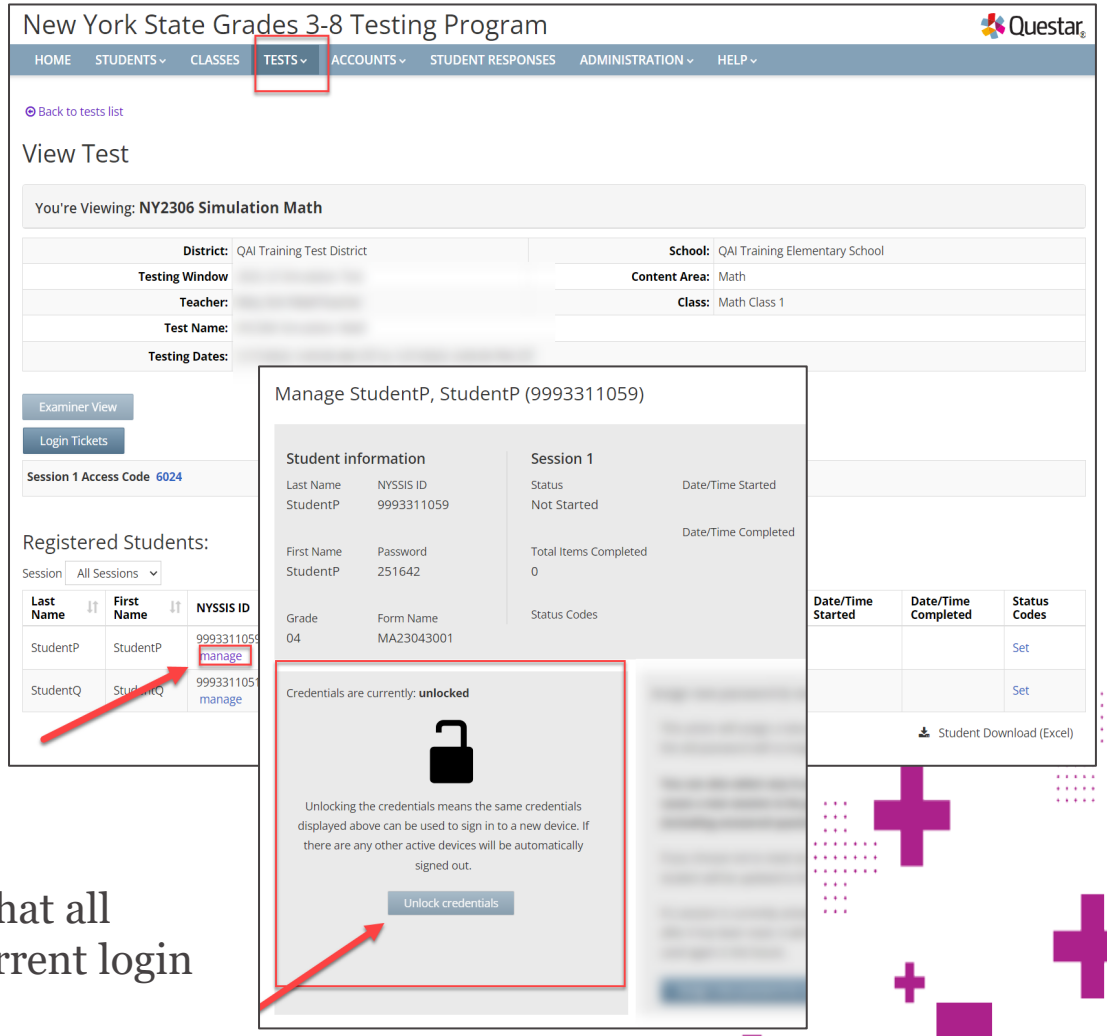
- A student is actively testing and their device malfunctions, including loss of power, they must use an alternate device.
- Another student has signed in using their credentials.
  Note: The principal should contact NWEA if a student uses the incorrect credentials.



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

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.



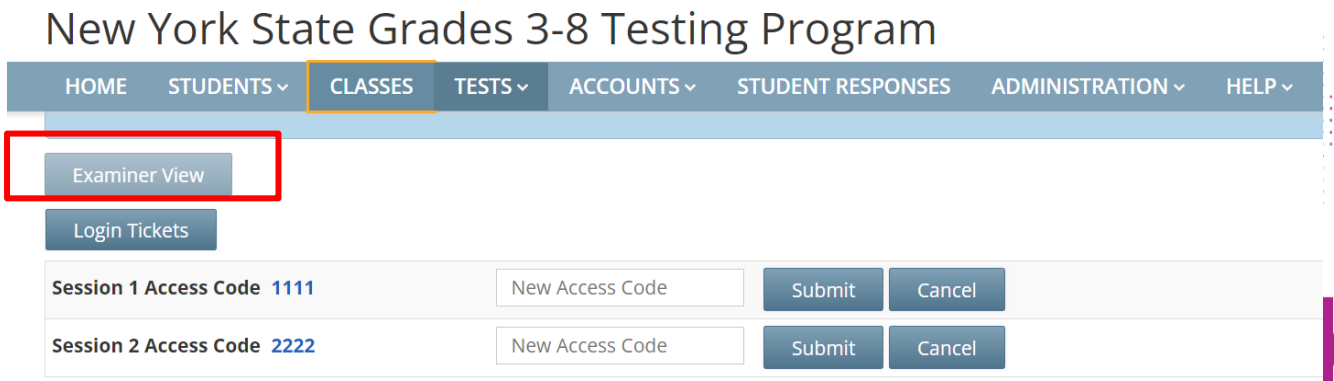
*Administrators should make sure that all proctors are familiar with the concurrent login error message and what to do.

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.

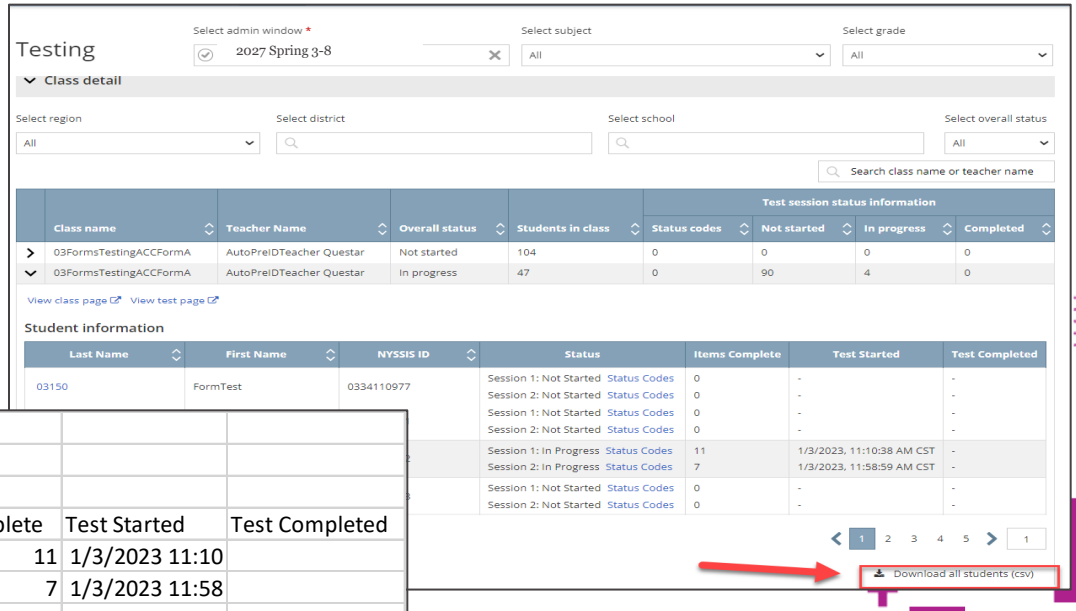
Examiner View
Proctors can use the Examiner View in Nextera Admin to monitor testing status. STCs or DTCs also have access to the Examiner View.



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.

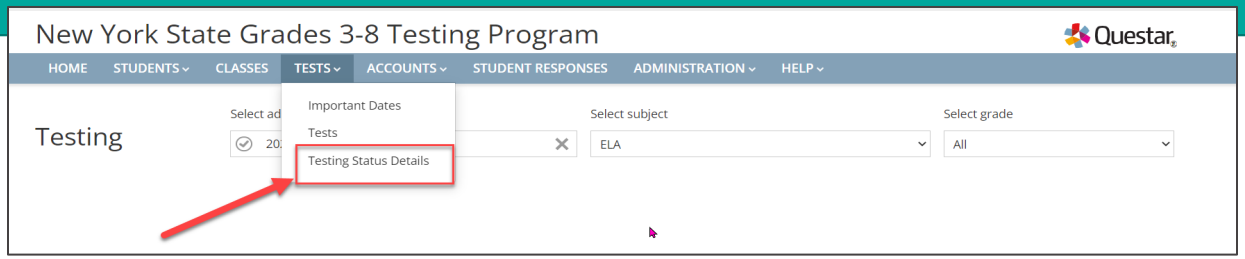


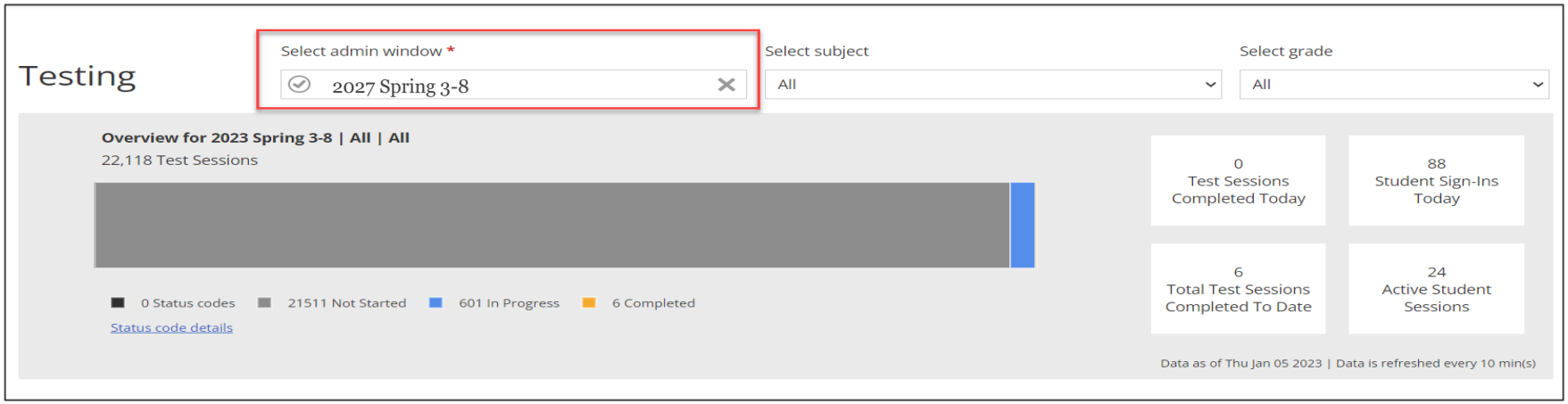
Testing Status for 2027 Spring 3-8
Class name: 03FormsTestingACCFormA

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

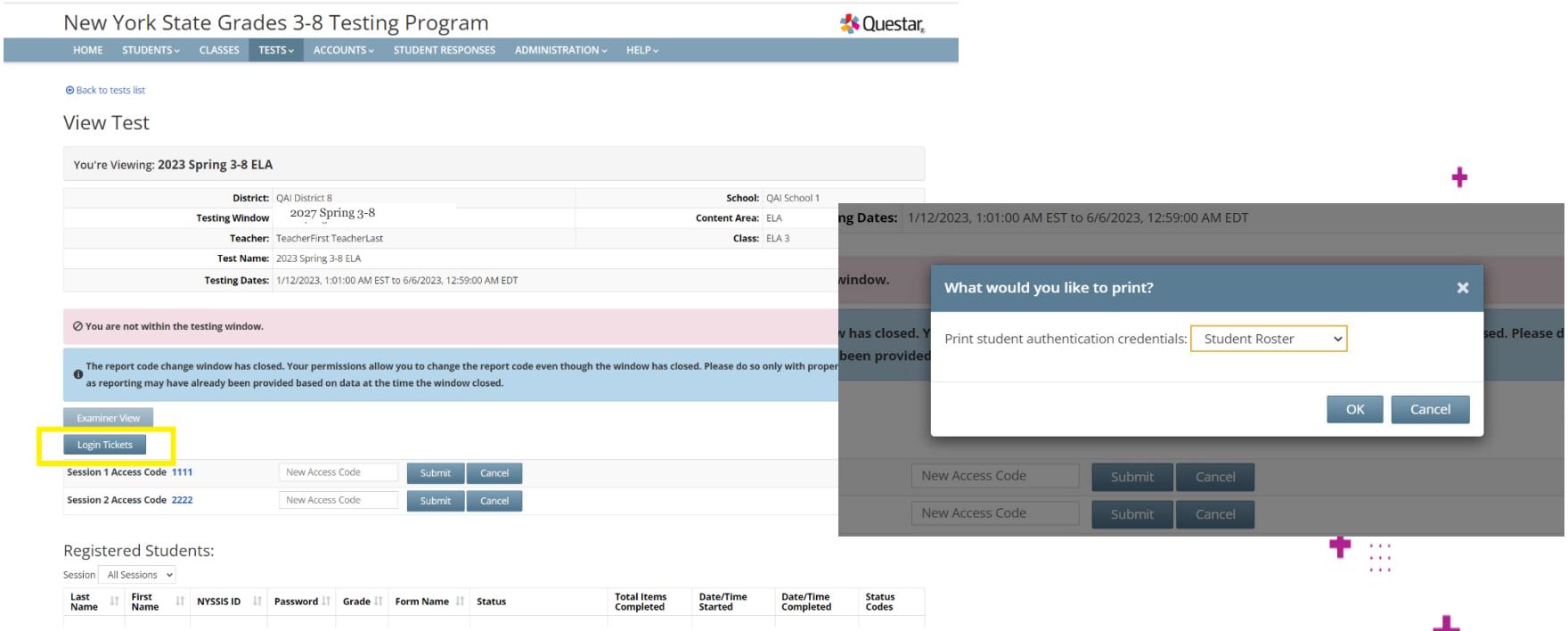
The Testing Status Details page allows users to view a summary of the selected class and school as well as individual student status.
Select the 2027 Spring 3—8 admin window to populate the page. The overview box provides a snapshot of testing status at the user's level. For example, DTCs will see the overview at the district level, principals will see the overview for their own school.



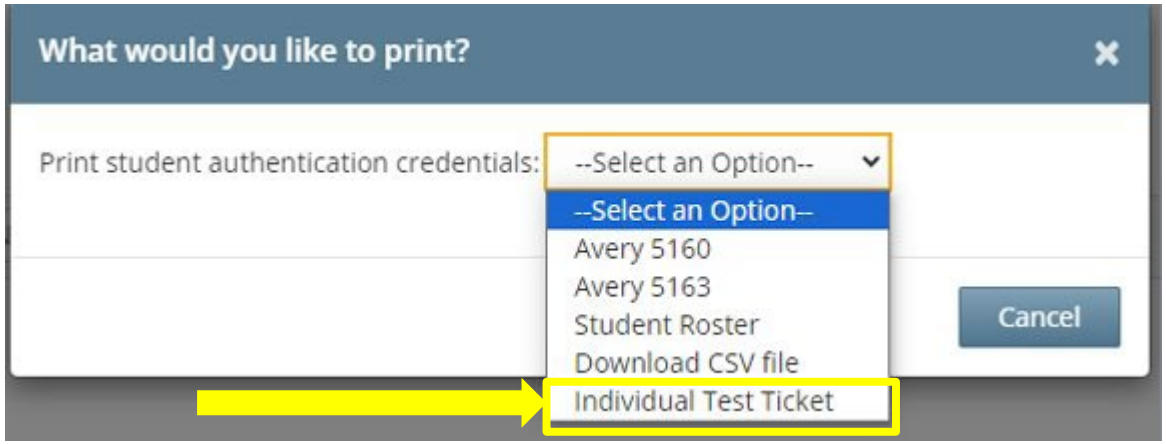


Login Tickets

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



Login Tickets: Individual Login Tickets



Sample individual login ticket:

Student Name: **AM, Reviewer**

NYSSIS ID: **2406000021**
Password: **589991**

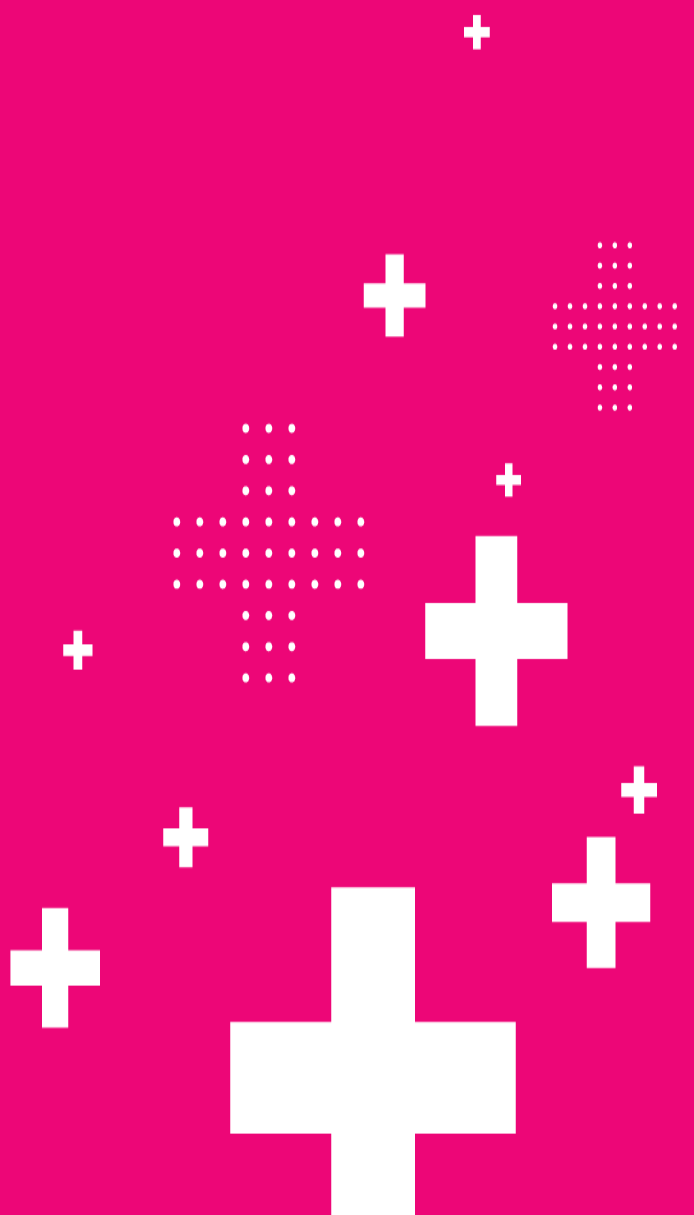
Test Name: NY2406 Simulation ELA

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

Testing Option 1: Student can test on the computer with 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 copy.

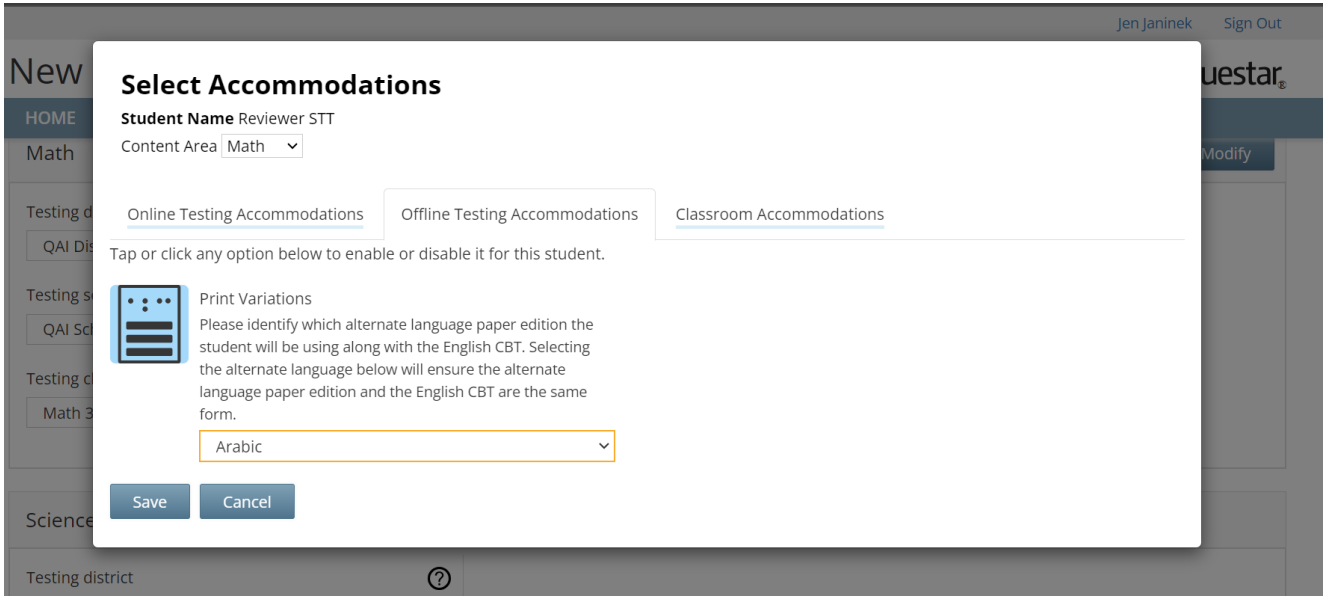
Step 1:
Request Alternate Language paper copies in the fall using the Online Request System. Once the online request system closes, contact NWEA CS for any additional needed tests for math and OSA for science.

Step 2: Assign ELL students the Alternate Language accommodation in Nextera Admin to ensure they receive the correct Form 1 to match their paper copy.

Step 2: Set the Not Tested 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.



This ensures that the student will receive test Form 1, which will match their printed form requested in the Online Ordering System. Please see CBT Support on Print Variations for additional information.

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.
- Chromebooks do not support Alternate Language keyboards.
- ELLs who require an oral translation of a lower incidence language must test on paper. Administrators must set the Not Tested Code of "Testing 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.

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Student Transfers

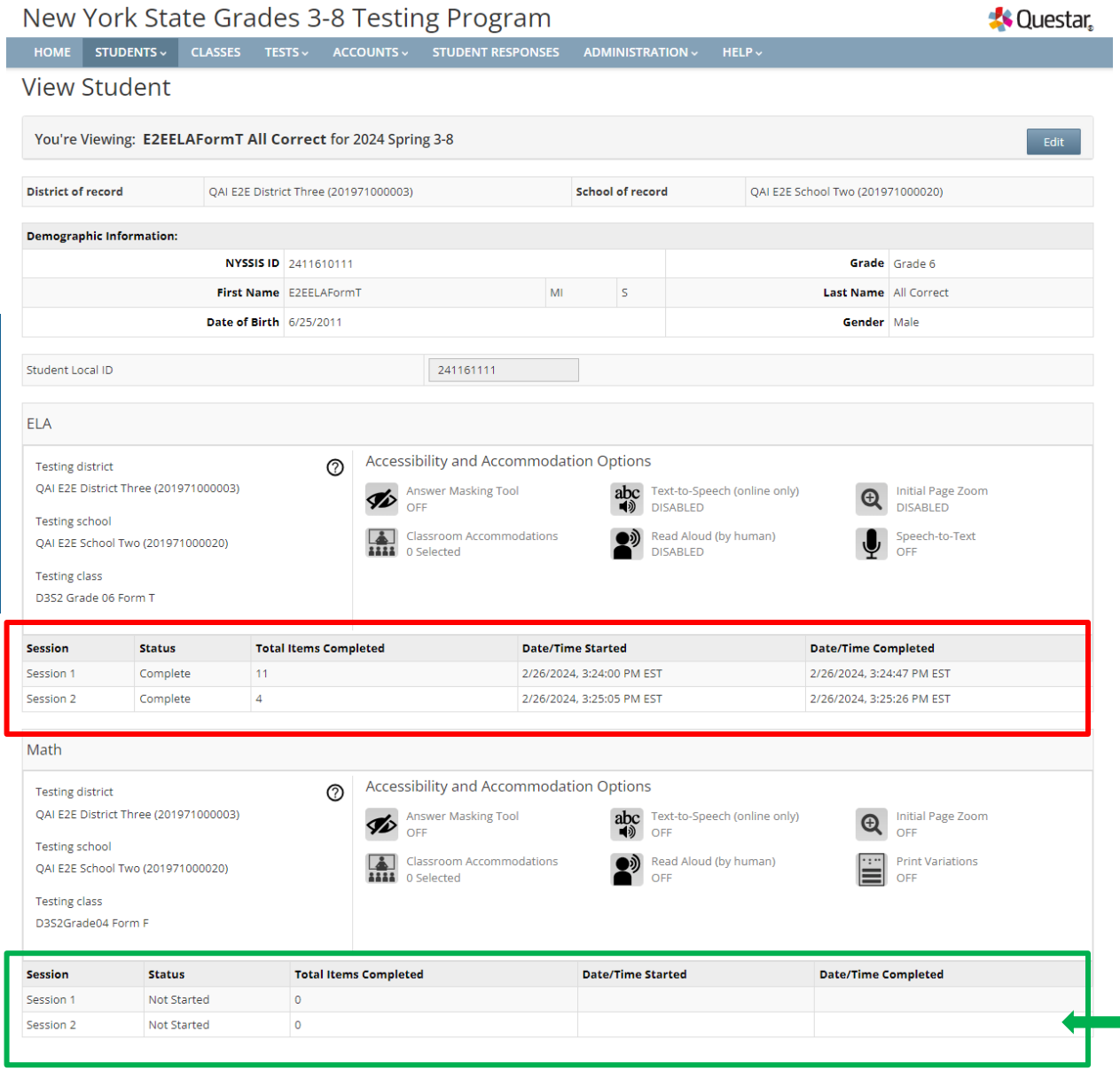
Student Transfers

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.
- 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.
- If a student does not match for all the fields, please contact your RIC in order to transfer the student successfully. Please find the CBT Main Contact list on CBT Support.

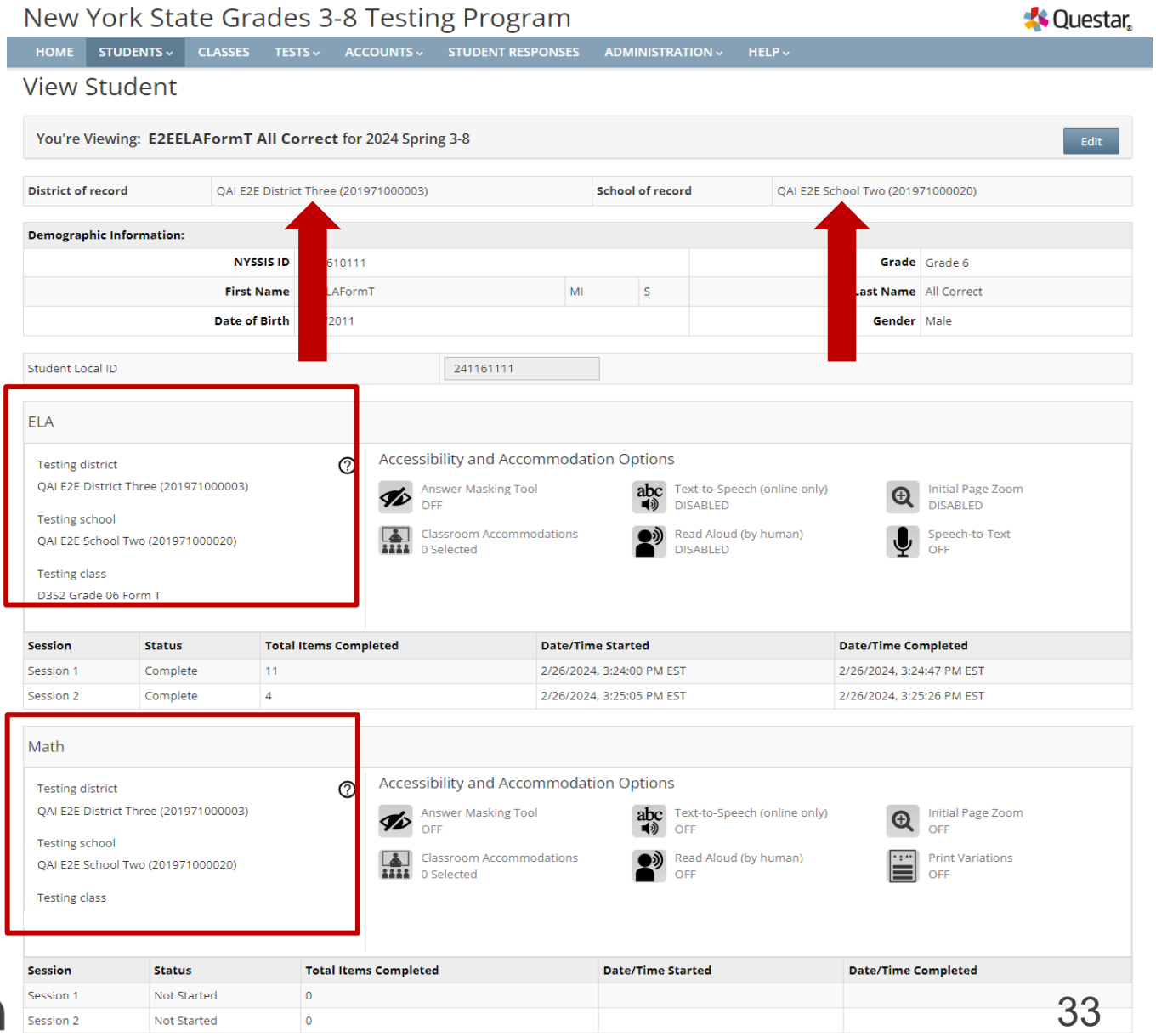
Student Transfers

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



Helpful Reminders for Computer-Based Testing

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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



4 Digits Numerical

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



8 Digits Alpha-numerical

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.

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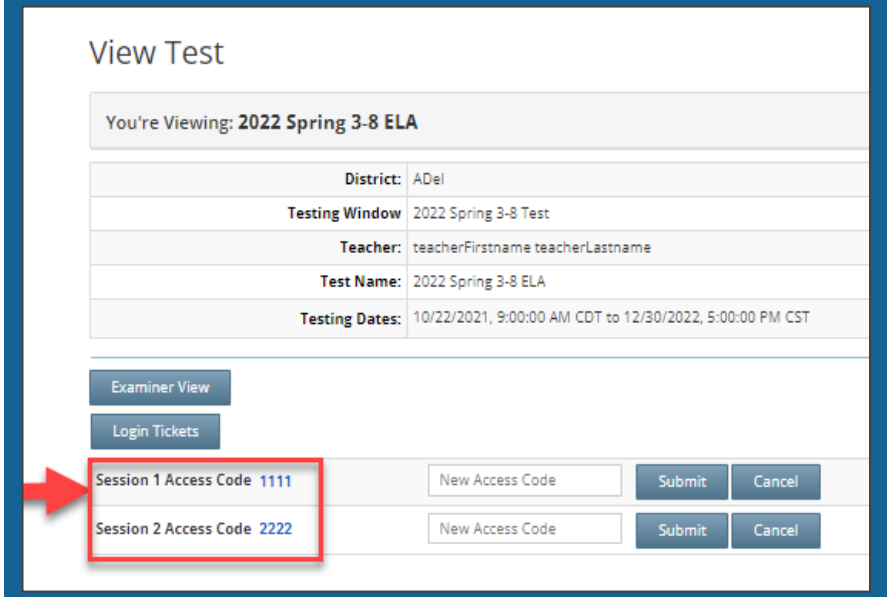
Access Code & Proctor PIN Locations

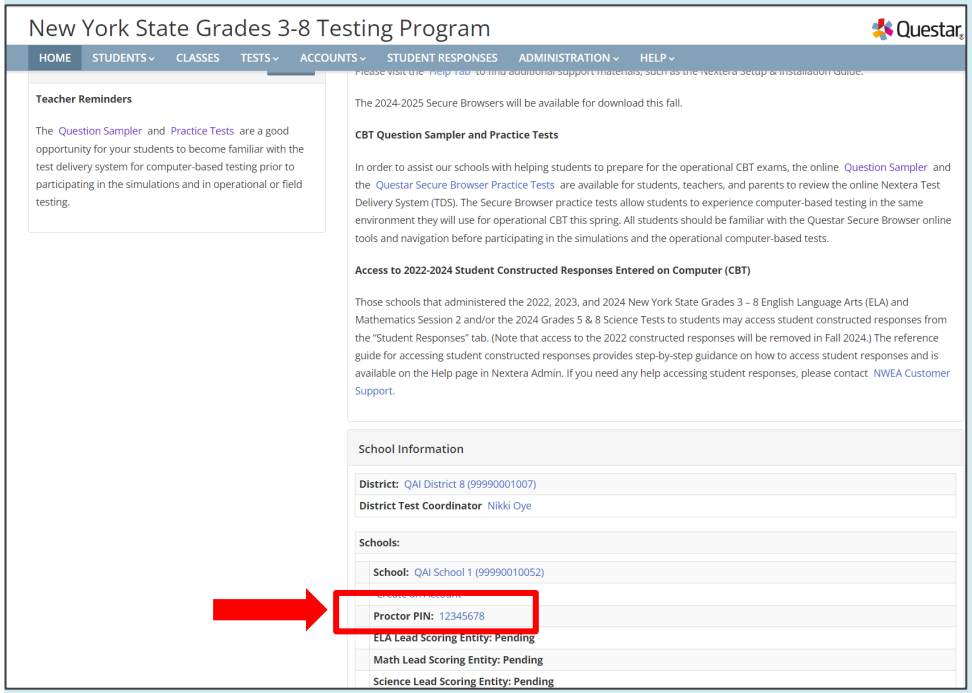
Access Code

- **Test Tab**



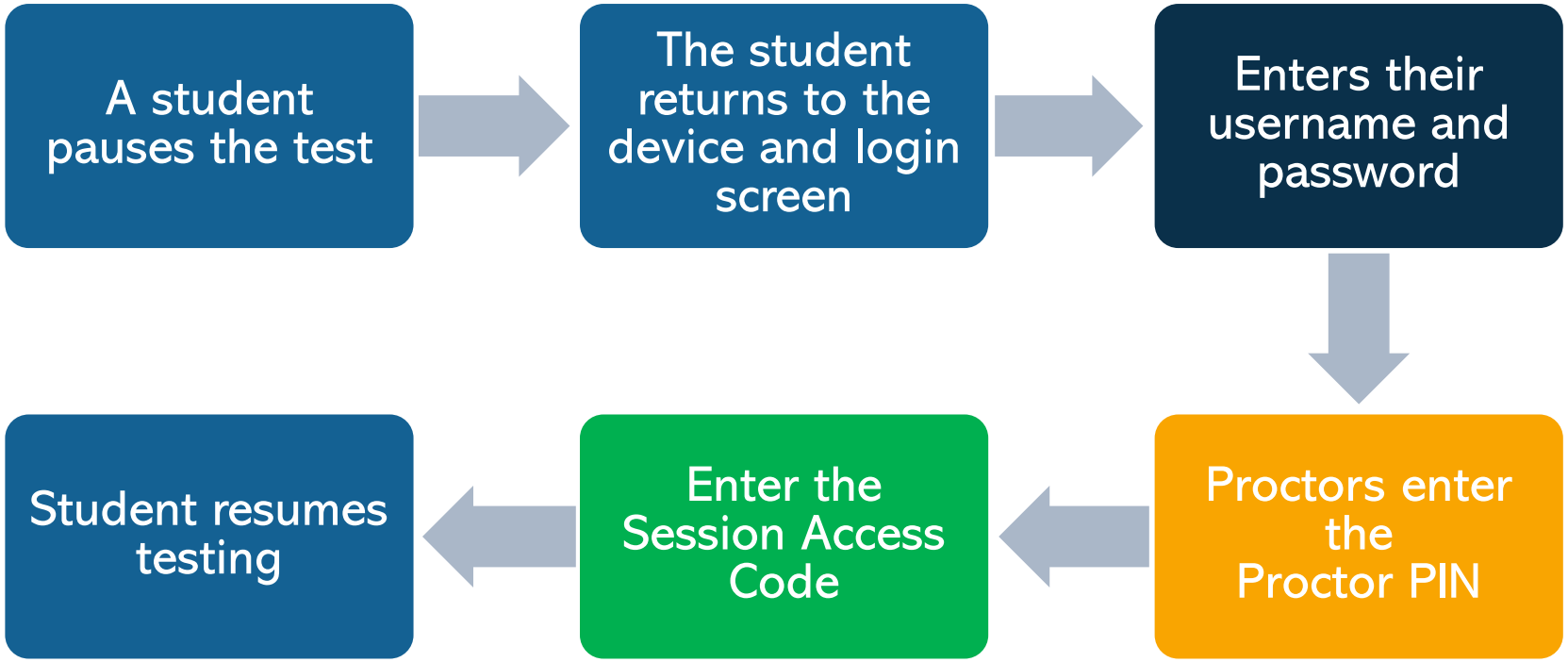
Proctor PIN

- **Homepage**



Nextera ® Test Delivery System

Pausing a Test



Troubleshooting Tips

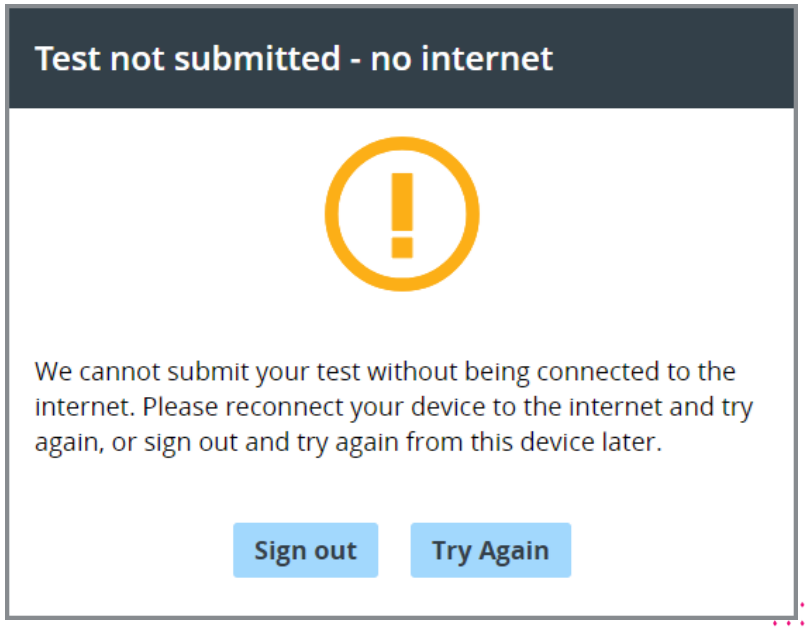
What do I do if a student encounters a technical issue and cannot proceed with the test?

- 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.



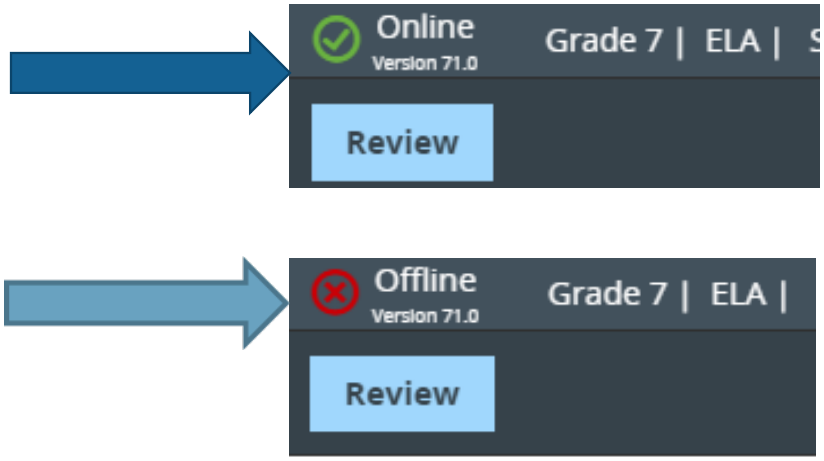
Internet Connect Lost at Submit

- 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 their 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 their 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:

Important Links:

- Learn about Nextera Admin features and functionality
- 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
- Set Print Variation Accommodation
- Stylus vs Digital Pens

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