

Preparing for Computer-Based Testing (CBT) Checklist

Please see [CBT Support](#) for further resources

Fall	
☐	Make Scoring Arrangements for student responses/ Identify Lead Scoring Entity for ELA and Math in the online request system by November 13, 2026
☐	Order CBT, PBT, Test Read copies, and Alternate language tests in the Online Request System by November 13, 2026
☐	Access Nextera Admin and create user roles after Welcome to Nextera email is received
☐	Complete Tech Readiness Checklist by December 31, 2026
☐	Download and Test the Nextera Secure Browser (Setup and Installation Guide)
Winter	
☐	Prepare for the Statewide Simulation Pre-ID File Enrollment, Program Service, Demographic Data Pull (November 20, 2026 EOD) *
☐	Have students practice using the Question Sampler and Secure Browser Practice Tests
☐	Prepare for Statewide CBT Simulation (create classes, edit, or add students)
☐	Set student testing accommodations for the Simulation (available starting December 14, 2026)
☐	Double check all student testing accommodations have been set in Nextera Admin
☐	Print Simulation login tickets and store securely
☐	Train proctors
☐	Participate in the Statewide CBT Simulation (January 11 – January 22, 2027)
Spring	
☐	Prepare for the Statewide Operational Pre-ID File Enrollment, Program Service, Demographic Data Pull (late February) *
☐	Prepare for Operational Testing Window (create classes, edit, or add students)
☐	Set student testing accommodations (Early to Mid-March)
☐	Double check all student testing accommodations have been set in Nextera Admin
☐	Print login tickets (Late March)
☐	Review Proctor Training, School Administrator’s Manual, and Teacher Directions
☐	Administer Operational CBT (April 5, 2027 – May 14, 2027)
☐	Enter Not Tested Codes in Nextera Admin by May 21, 2027
☐	Score Operational CBT (April 6, 2027 – May 23, 2027)
☐	Access Student CRs for review in early June

*Please work with your RIC/Big 5 for regional deadline for the Simulation and Operational student data pull

All students in Grades 3–8 will be required to take the operational ELA, mathematics, and science tests via CBT. Paper-Based Testing (PBT) is available as an accommodation for students who, according to their IEP or 504 Plan, must test on paper, and for the mathematics and science tests only, those students who require an alternate language edition of the test or an oral translation. In addition, PBT is available to religious and independent schools, who because of religious beliefs, do not have technology in the classroom.

On [CBT Support](#) schools will find helpful CBT resources, trainings (including the Fall Statewide training), links to CBT manuals, tutorial videos, Quick Reference Guides, and more. If you have questions about CBT, you can email cbtsupport@nysed.gov.

1 ☐ Identify Lead Scoring Entity	Determine how students' computer-entered constructed responses will be scored. Scoring models permitted for CBT are limited to: Regional Scoring, Three or More Schools from Two Districts, Three or More Schools Within a District, and Private Contractors. Schools must designate their Lead Scoring Entity when placing their exam request for CBT in the online request system. The Lead Scoring Entity can be a school, district, BOCES, or scoring vendor.
2 ☐ Order CBT	All Grades 3-8 are required to test via CBT. CBT schools with students who must test on paper per an IEP or 504 Plan should request "Test Read" booklets for those students as well as Alternate Language editions for math or science for any English Language Learners who require them. Changes to your school's exam request needs can be made up to November 13, 2026, through the online examination request system.¹
3 ☐ Work with Level 1 Data Center	Check with your Regional Information Center (RIC) or large city scanning center regarding student data loading requirements for CBT. A complete list of RICS and large-city scanning centers is available on the Department's website.
4 ☐ Access Nextera Admin	The administration system for CBT is called the Nextera Administration System (Nextera Admin). Superintendents, principals, and DTCs for all schools, whether testing on computer or paper, are provided with accounts in Nextera Admin. "Welcome to Nextera" e-mails are sent out in early October. Please contact NWEA Customer Support at 866-997-0695 or e-mail NYTesting@nwea.org for assistance with Nextera Admin.
5 ☐ Complete Technology Readiness Checklist	Schools will receive information about the process to verify their technology readiness, which means confirming that the school has adequate bandwidth, the student testing devices meet minimum technical specifications, as well as other considerations, to participate in CBT. Schools will complete the Technology Readiness Checklist on the Help tab in Nextera Admin. The Technology Readiness Checklist should be completed by December 31, 2026. All schools administering operational CBT must complete the Technology Readiness Checklist prior to administering the Statewide CBT Simulation to students.
6 ☐ Install and Test the Nextera Secure Browser	Install and test the Nextera Secure Browser on all student testing devices. The computer-based tests are delivered through the secure browser. Download the secure browser from the Help < Downloads tab in Nextera Admin. The Nextera Setup & Installation Guide (SIG) provides instructions for schools to assist with downloading, installing, and testing the secure browser on student testing devices, including Chromebooks, Windows machines, Mac computers, and iPads. The SIG is available and posted on CBT Support.
7 ☐ Have Students Practice	The Question Sampler is available publicly online and offers an opportunity for students to become familiar with the test format, the question types, and the tools they will experience during CBT. The Question Sampler offers practice tests in ELA, Math, and Science. The same practice tests are also available in the Nextera Secure Browser. The Secure Browser Practice Tests provides students with the opportunity to become familiar with the mechanics of

	taking the test on the computer in the same environment they will use for CBT. Additional information on the Secure Browser Practice Tests is available on CBT Support .
8 ☐ Prepare for Statewide CBT Simulation	Review the Simulation Guide. Student Data for the Simulation will be available in Nextera Admin on December 14, 2026 . Create classes. Edit or add students in Nextera Admin as needed. Assign student testing accommodations. Print login tickets (after confirming all testing accommodations have been assigned). Conduct Proctor Training. How-to guidance materials and video tutorials are available on CBT Support .
9 ☐ Participate in Statewide CBT Simulation	The Statewide CBT Simulation will take place from January 11 – January 22, 2027 . The simulation enables school administrators to test the performance of the Nextera Secure Browser within the school's network and to identify any improvements the school can make to streamline CBT testing procedures for the spring. The Simulation also provides an opportunity for students and proctors to practice in the testing platform in a low stakes testing environment. All schools administering operational CBT must participate in at least one day of the simulation.
10 ☐ Prepare for Operational CBT	Review the School Administrator's Guide and Teacher's Directions. Student data for the operational tests will be available early to mid-March . Create classes. Edit or add students in Nextera Admin as needed. Assign student testing accommodations. Print login tickets (after confirming all testing accommodations have been assigned). Review Proctoring Training. How-to guidance materials and video tutorials are available on CBT Support .
11 ☐ Administer Operational CBT	For the 2025–26 school year, there will be a singular multiple-week window to administer the Grades 3–8 ELA and Mathematics Computer-Based Tests and the Grades 5 & 8 Science Computer-Based Tests. The operational CBT administration window is Monday, April 5, 2027 – Friday, May 14, 2027 (https://www.nysed.gov/state-assessment/grades-3-8-test-schedules). Schools with students in a CBT grade that must test on paper per an IEP or 504 Plan, or because they require an alternate language edition of the mathematics or science test that is not available on computer, should test on the same days as their CBT grade cohorts.
12 ☐ Scoring Operational CBT	Set not-tested codes in Nextera Admin for students that are not testing. If participating in scoring, review ScorePoint Manual, ScorePoint Training and Scoring Leader Handbook posted on CBT Support . The Scoring Window is Tuesday, April 6, 2027 – Friday, May 21, 2027 . Superintendents, principals, and DTCs will receive an e-mail in early June alerting them to the availability of scored student constructed responses in Nextera Admin.