New York State EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

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

Pick a Day(s) within the Simulation Period

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.

- ☐ **Monday, January 11- Friday, January 22, 2027**

2

Plan within Your School

- ☐ Confirm staff availability and plan for proctoring
- ☐ Choose which grade level(s) and content area(s) will be participating
- ☐ Inform staff of the chosen day(s), grade level(s), and content area(s) for the Simulation
- ☐ Secure the testing room space(s)
- ☐ Consider establishing a central command center for support

3

Review Simulation Software and Hardware

- ☐ Confirm you have the latest version of the Questar Secure Browser installed on student testing devices
- ☐ Verify that all background processes and other settings are disabled as described in the Setup & Installation Guide
- ☐ Review network availability and/or WiFi setup within the school
- ☐ Locate additional power cords and strips to have on hand

4

Set Accommodations and Print Login Tickets

- ☐ Set student accommodations in Nextera Admin via the Students Tab
- ☐ Print student login tickets from Nextera Admin via the Tests Tab
- ☐ All student login tickets are secure testing materials and must be stored securely prior to your selected Simulation date(s)

5

Prepare Proctors

- ☐ Share the Proctor Training with staff
- ☐ Confirm proctors know how to launch the Questar Secure Browser
- ☐ Distribute student login tickets to proctors
- ☐ Distribute the Access Code to proctors
- ☐ Distribute the Proctor PIN to proctors
- ☐ Distribute scratch paper and applicable math and science tools to proctors

6

Start the CBT Simulation

- ☐ Hand out student login tickets, scratch paper, and applicable tools to proctors
- ☐ Have students launch the Questar Secure Browser and log in
- ☐ Assist students with navigating through the online test directions
- ☐ Students type in the Access Code
- ☐ Students start the test
- ☐ Proctors provide the Proctor PIN to students who need to pause during the Simulation
- ☐ Students finish the test, click "Review," and then "Submit" the test
- ☐ Ensure all students return the scratch paper and student login tickets to you