New York State Grades 3-8 Testing

Computer-Based Testing (CBT) Technology Readiness Checklist — Quick Reference Guide

The purpose of this document is to provide information on who can complete the Technology Readiness Checklist and to provide the necessary steps for completing it.

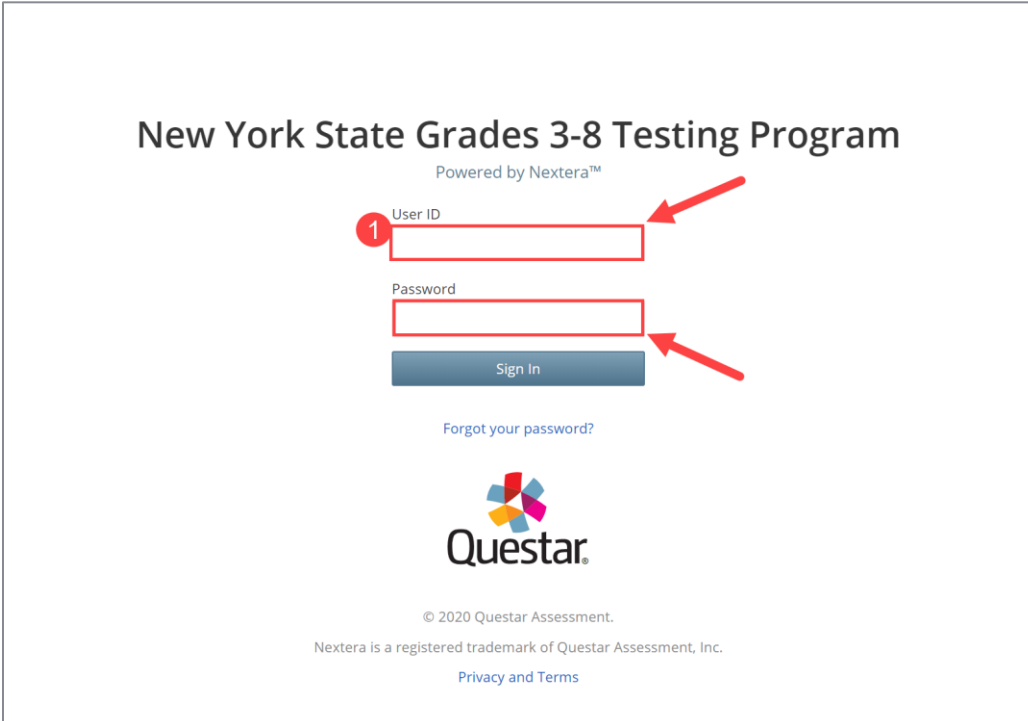## Who can complete the checklist and why?

Principals (PRN), District Test Coordinators (DTC), District-Level User (DLU), District Information Technology Coordinators (DITC), Superintendents (SUP), School Information Technology Coordinators (SITC), School Test Coordinators (STC), or Building-Level Users (BLU) of a school administering computer-based testing (CBT) in the spring can complete this checklist.

All schools that are planning to administer operational Grades 3—8 ELA and/or math via CBT must verify their technical readiness by completing the CBT Technology Readiness Checklist on an annual basis. Failure to complete and submit the checklist will result in your school being reverted to paper-based testing.

The CBT Technology Readiness Checklist must be completed by **December 30, 2022**.

Steps for completing the CBT Technology Readiness Checklist

1) Sign in with your **Username** and **Password** at the following website address: Nextera Admin (https://ny.nextera.questarai.com/Admin). After receiving your "Welcome to Nextera Admin" email (NY.3-8.help@questarai.com), providing you with your credentials and instructions to reset your password, sign in with your Username and Password.

New York State Grades 3-8 Testing Program
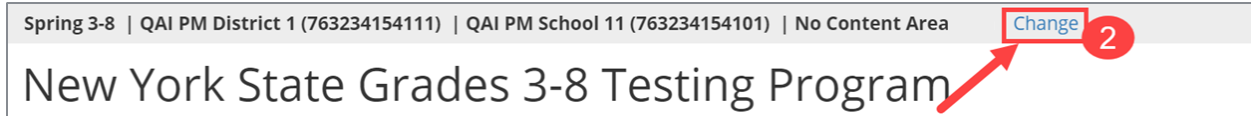Powered by Nextera™

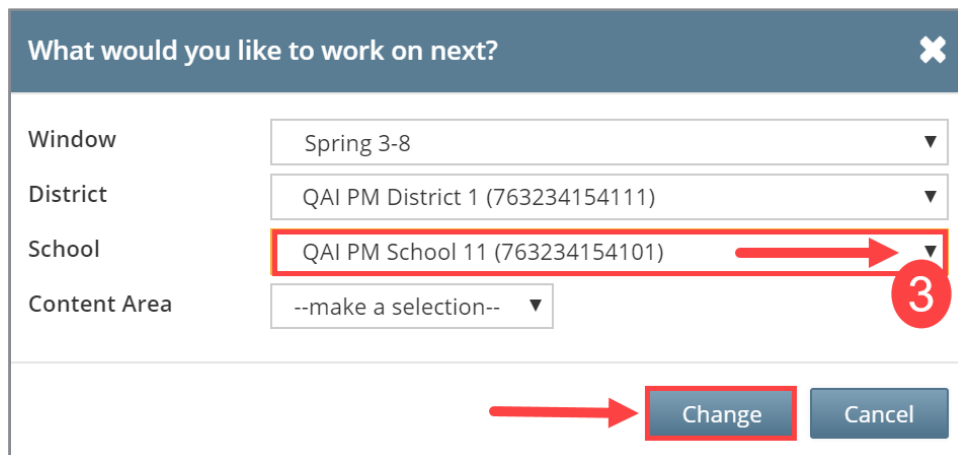User ID

Password

Sign In

Forgot your password?

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Privacy and Terms

Note: Steps 2 and 3 are for district-level users only (DTC, DLU, SUP, and DITC). Principals, SITCs, STCs, and BLUs will already be affiliated with their school in the District/School filter at the top of Nextera Admin and can proceed to step 4.

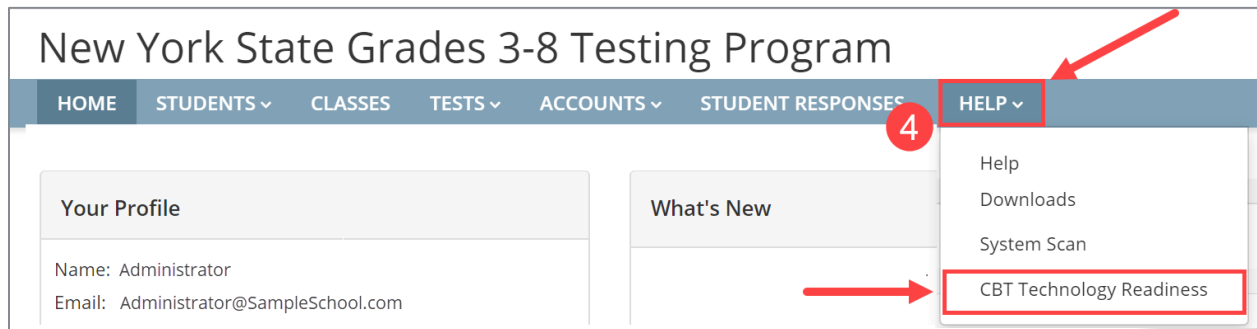2) Select **Change** at the top of the Nextera Admin homepage.

Spring 3-8 | **QAI PM District 1 (763234154111)** | **QAI PM School 11 (763234154101)** | No Content Area   Change 2

New York State Grades 3-8 Testing Program

3) In the new window, select the applicable school from the School drop-down field, and select **Change**.

What would you like to work on next?   ✖

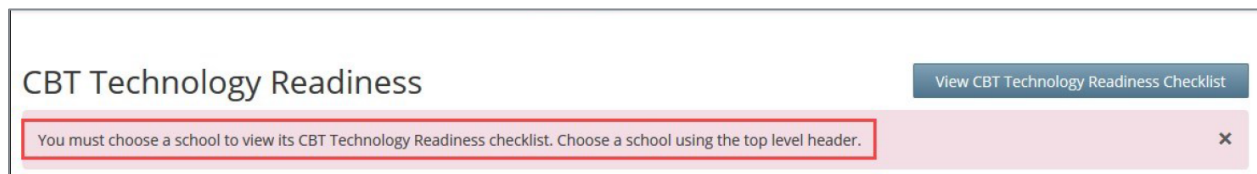| Window | Spring 3-8 ▾ |
Distict	QAI PM District 1 (763234154111) ▾
School	QAI PM School 11 (763234154101) ▾ 3
Content Area	--make a selection-- ▾

Change   Cancel

Note: You do not need to select a content area.

4) Select the **Help** tab and then select **CBT Technology Readiness** from the drop-down.

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HOME   STUDENTS ⌄   CLASSES   TESTS ⌄   ACCOUNTS ⌄   STUDENT RESPONSES   HELP ⌄

4

Help
Downloads
System Scan
CBT Technology Readiness

Your Profile

Name: Administrator
Email: Administrator@SampleSchool.com

What's New

Note: If you, as a district-level user (DTC, DLU, SUP, and DITC), did not first select your school, then the following message will display at the top of the screen to remind you to do so:

CBT Technology Readiness

View CBT Technology Readiness Checklist

You must choose a school to view its CBT Technology Readiness checklist. Choose a school using the top level header.   ✖

CBT Technology Readiness

View CBT Technology Readiness Checklist

The *CBT Technology Readiness* page displays. A printable PDF version is available to use as reference by selecting **View CBT Technology Readiness Checklist**.

Note: this version is only to assist with completing the online form and is not for submission.

5) Read all requirements in each section to determine if your school meets the requirements. Acknowledge that you have read each section and that your school will meet the requirements by checking the box to verify "My school will meet this requirement" in each section as shown below.

Note: To review all guidelines and to ensure you meet all necessary requirements, expand/collapse the "Additional Guidance and Resources" sections by selecting the arrow. You will also find helpful links in this section.

6) Verify that you have read each section and checked the box for each section.

7) Once you have checked all requirement boxes, scroll to the bottom of the requirements, and indicate the type and number of devices you anticipate your school will use for CBT.

CBT Student Testing Devices

Please indicate below the type and number of student testing devices you anticipate your school will use for CBT. You must provide an anticipated number for at least one device type and can indicate more than one type of device that will be used in your school for CBT. This is for customer support purposes as well as to verify that your school will be administering CBT in the spring on devices supported by the Questar Secure Browser.

Please note: Versions below are subject to change. For updates to Questar's operating system support, please reference Nextera Admin under the Help downloads tab.

Windows desktops/laptops — `0`
OS 10 and 11 (Home, Education, Pro, Pro Education, Enterprise)
Note: Windows 10S and 11S are not supported.

Apple desktops/laptops — `0`
Mac OS 12.x, 11.x

Chromebooks — `0`
OS 97+

iPads — `0`
(9.7"+ screen)
14.x, 15.x
*iPad Minis are not allowed for CBT due to small screen size. iPad 4 and lower and iPad Air 1 are not supported.
Note: References to ".x" releases infer that all available point-releases within that version are supported. For example, "10.15.x" means that all 10.15 available versions are supported (10.15.1, 10.15.2...).

Note: The indicated number of devices does not need to be exact. However, the information provided in this screen is required to confirm your school is using student testing devices and operating systems that are supported by Questar and can install and run the Questar Secure Browser for the spring 2023 test administration.

8) In this section, indicate your school's CBT experience. Schools that are testing via computer are required to participate in the Statewide Simulation which will be held from January 17 - January 27. Schools may choose which day(s) they want to participate during the Simulation Period.

Statewide CBT Simulation

My school will meet this requirement: ☐

For the 2022-23 school year, all operational CBT schools will be required to participate in the CBT Statewide Simulation. This year, there will be one CBT Simulation Period. This Simulation Period will have a window where schools can choose which day(s) they want to participate.

Your school must participate in at least one day of the Statewide Simulation Period. The CBT Simulation Period will be held from Tuesday, January 17 through Friday, January 27, 2023. 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 Questar's testing platform that 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 testing this spring. The simulations provide an excellent opportunity for schools to test how the Questar Secure Browser functions within their school networks.

Your school may participate in the simulation on any day(s) during the Simulation Period.

Please select the box(es) below that applies to your school.

○ My school is new to the Grades 3-8 ELA and Math Computer-based Testing.
○ My school has participated in the Grades 3-8 ELA or Math Computer-based Testing previously. (When selected, please indicate if your school has participated in Stand-alone Field Testing and/or Operational Testing on computer in the boxes that appear below.)

9) Scroll down to the *Operational CBT Contact List* section. This section allows you to enter up to two new contacts to be added to the CBT Listserv.

Note: This section is not required, but once you begin typing a first name, all other fields in the same row are required. Adding additional contacts is optional, but if some information is entered in the fields, all fields must be completed.

10) Select **Submit**.

Note: Until you check that your school will meet all requirements and enter the number of anticipated devices, you will not be able to select **Submit**.

The following message will display in green to confirm you have successfully completed the CBT Technology Readiness Checklist:

The following message will display in pink if you have not successfully completed the CBT Technology Readiness Checklist along with details as to what area(s) need to be addressed:

Customer Support

Questar's Customer Support team is available between the hours of 7:30 a.m.—4:30 p.m. ET Monday—Friday.

- Phone: 1-866-997-0695
- Chat:　　Available via the Nextera Admin Help page
- Email: NY.3-8.help@questarai.com