Statewide Computer-Based Testing (CBT) Simulation

The Statewide CBT Simulation provides the opportunity for an organized simulation with other schools throughout the State participating in 2022-23 operational CBT. 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. Student answers will not be scored after the simulation test is submitted, but the responses are transmitted to the Questar database. This allows the Questar Secure Browser to confirm connection to the Questar database for the student's testing device.

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. ☐ **Tuesday, January 17 – Friday, January 27, 2023** Please consider other demands for network connection during these times.
2	**Plan within Your School** ☐ Confirm staff availability and plan for proctoring ☐ Choose from the grade level(s) and content area(s) requested for operational CBT ☐ Inform staff of the chosen day, 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 also be securely stored prior to your selected Simulation date
5	**Prepare Proctors** ☐ Distribute student login tickets to proctors ☐ Distribute the Session Access Code to proctors ☐ Distribute the Proctor PIN to proctors ☐ Confirm proctors know how to launch the Questar Secure Browser ☐ Provide information about the Nextera Test Delivery System, available in the CBT Teacher's Directions
6	**Start the CBT Simulation** ☐ Hand out student login tickets ☐ Have students launch the Questar Secure Browser and log in ☐ Assist students with navigating through the online test directions ☐ Students type in the Session Access Code ☐ Students start the test ☐ Students finish the test, click "Review," and then "Submit" the test ☐ Proctors provide the Proctor PIN to students who need to pause during the Simulation