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THE UNIVERSITY OF THE STATE OF NEW YORK  
Regents of The University

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# Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the 2023 Grades 3–8 English Language Arts Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2023 Grades 6–8 English Language Arts Tests are administered in two sessions on two consecutive school days. Students are asked to demonstrate their knowledge and skills in the areas of reading and writing. Students will have as much time as they need each day to answer the questions in the test sessions within the confines of the regular school day.

For all three grades, the tests consist of multiple-choice (1-credit) and constructed-response (2- and 4-credit) questions. Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses in the Nextera™ Test Delivery System. The constructed-response questions require students to type (rather than select) appropriate responses in the Nextera™ Test Delivery System.

By following the guidelines in this document, you help ensure that the tests are valid, reliable, and equitable for all students. A series of instructions helps you follow the steps necessary for administering the computer-based tests within the test schedule.

## IMPORTANT DATES

Computer-Based Testing Dates	April 19–26, 2023*
Computer-Based Testing Make-up Dates	April 24–28, 2023**

\* Each district, charter, religious, or independent school will choose two consecutive school days for the primary test administration for each grade of the test within this testing window.



**prohibited electronic devices, other than the device on which students are taking the test, prior to the start of the test administration.**

Any student observed with any prohibited device while taking a State test must be directed to turn it over

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## **Student Cheating**

Do not permit students to obtain information from or give information to other students in any way during the tests. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their test. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' tests. At the conclusion of the test session, all suspected cheating must be reported to the principal.

## **Illness**

If a student becomes ill during a session of the test, the student should be excused until the student is well enough to continue. When the student is well enough to complete the test (as long as the testing or make-up period has not ended), the student may be given the remaining part of the test. Other unadministered sessions of the test should also be administered according to these directions as long as the testing or make-up period has not ended. When a student is taking a partially completed session of the test, that student must be closely supervised so that the student can complete the test. Other



**STEP TWO**

# Plan Your Computer-Based Testing Schedule

- b· The test sessions must be administered in order, on consecutive days. See page 1 for testing and make-up dates.
- b· Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- b· **Read the *2023 Grades 6–8 English Language Arts Computer-Based Tests Teacher’s Directions* in its entirety prior to administering the test.**
- b· Plan to have school technical support available during testing, including contact information if staff is not available to be in the testing room.
- b· Avoid testing just after students have had strenuous physical activity

## Test Format and Schedule

The 2023 Grades 6–8 English Language Arts Computer-Based Tests each consist of two sessions: Session 1 and Session 2, administered on two consecutive school days. Session 1 contains multiple-choice questions and constructed-response questions; Session 2 contains multiple-choice questions and constructed-response questions.

In Spring 2012, in order to have the data obtained from field test questions better reflect students’ level of effort, New York State began embedding multiple-choice questions for field testing within the operational tests. For 2023, the embedded questions will occur in Session 1. This means that field test questions will be interspersed with operational test questions in this session. The field test questions will not count toward the student’s final score, but will be used to collect valuable information on how well the questions perform and for possible inclusion on future operational tests. Students will not know whether a question is a field test question that does not count toward their score or an operational test question that does count toward their score.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses in the Nextera™ Test Delivery System. Preceding each constructed-response question is a statement that indicates the number of credits a correct response receives. For example, for a 2-credit constructed-response question it will state, “This question is worth 2 credits.” The constructed-response questions require students to type appropriate responses in the Nextera™ Test Delivery System.

Students who finish the test before other students should check their work. When the student is ready, the test responses must be submitted through the Nextera™ Test Delivery System. After a student’s test responses are submitted, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete and submit the test, you may end the session.

For the Spring 2023 tests, there are no time limits. On average, students in Grades 6–8 will likely need an estimated time of 80–90 minutes to complete Session 1 and 90–100 minutes to complete Session 2. Some students will take more or less time. Please plan accordingly to allow students to complete the test at their own pace. All students who are productively working should be allowed to complete the test

within the confines of the regular school day regardless of the time approximations listed above. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them. These approximations are estimates that can be used for planning purposes only.

The following charts provide information about the format of the tests.

### 2023 Grade 6 English Language Arts Computer-Based Test

Day 1, Session 1	

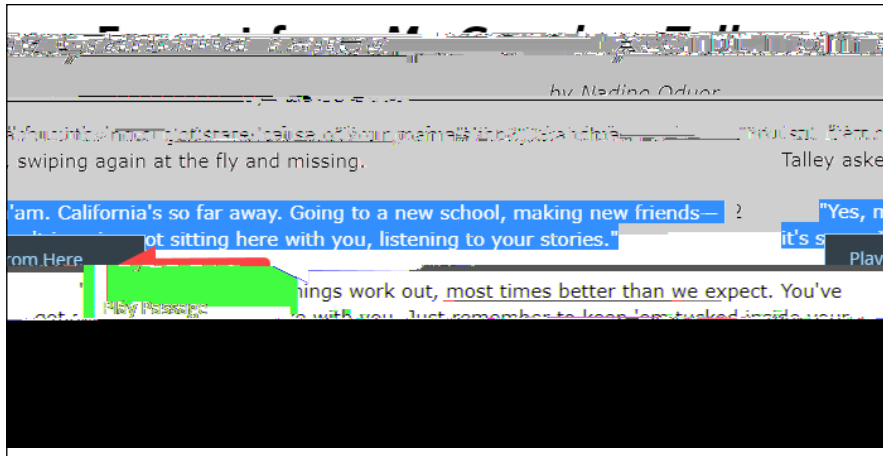
## **Testing Accommodations for Students with IEPs and 504 Plans**

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State tests. In administering the 2023 Grades 3–8 English Language Arts Computer-Based Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual*.

### **Test Read**

Both sessions of the test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found in the Office of Special Education's

Additionally, if a student wants to hear only a portion of the passage, question, or answer options, the student can place the cursor where they want the TTS to begin, right click, and select “Play From Here.”



**Note:** Text-to-Speech (TTS) requires an Internet connection. If the Internet connection is lost, TTS will be unavailable until the Internet connection is restored. Once restored, TTS functionality will resume

## Scoring Student Writing

Students may **not** have requirements for use of complete sentences—including correct spelling, grammar, capitalization, and punctuation—waived for **any** constructed-response question on the 2023 Grades 3–8 English Language Arts Tests.

**Note:** Use of a spell checking device is permissible for those students whose IEP or 504 Plan so specifies.

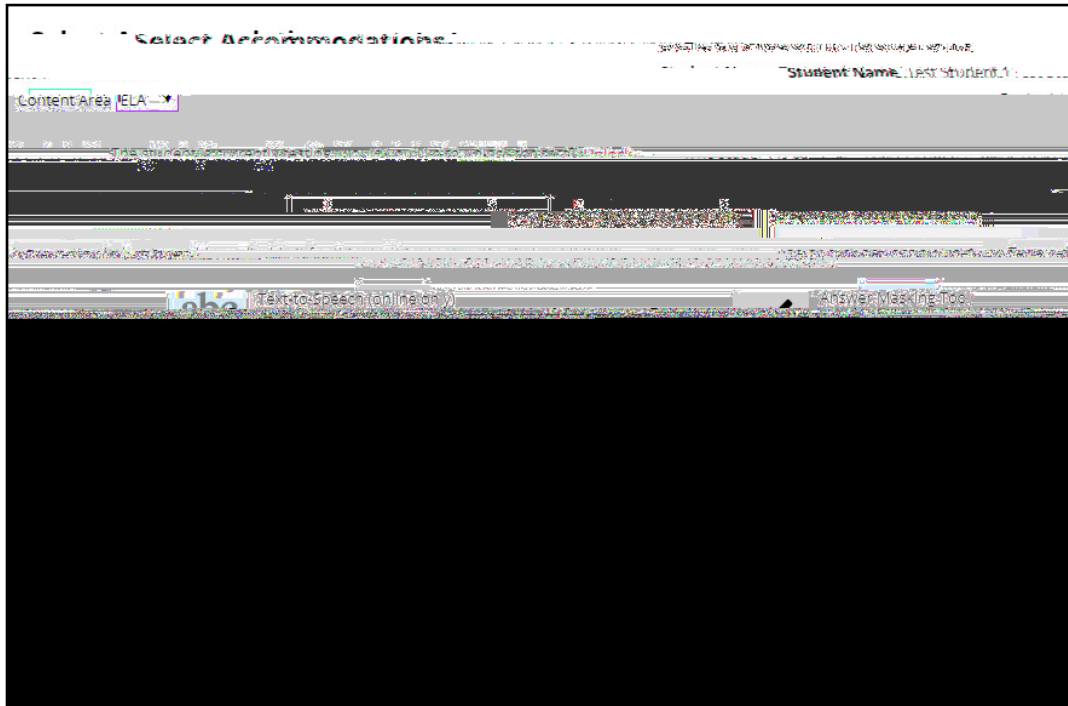
## Use of Scribes

The use of scribes is an allowable accommodation for the 2023 Grades 3–8 English Language Arts Tests. More detailed information about the procedures to follow for the use of scribes may be found in the



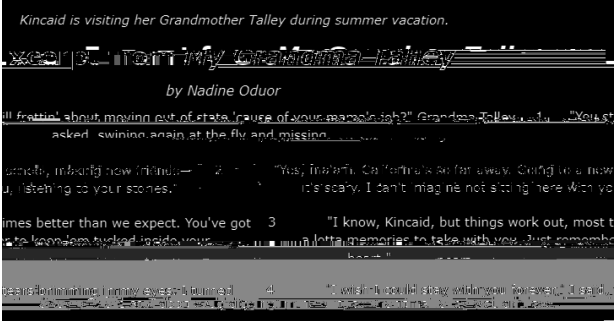

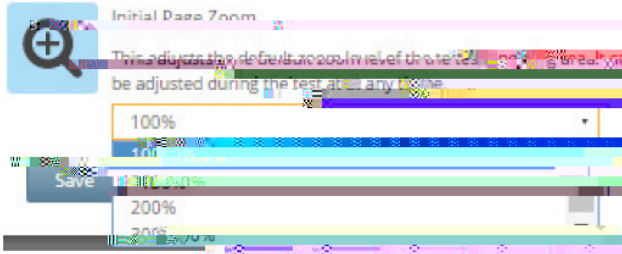
## Computer-Based Testing Accommodations




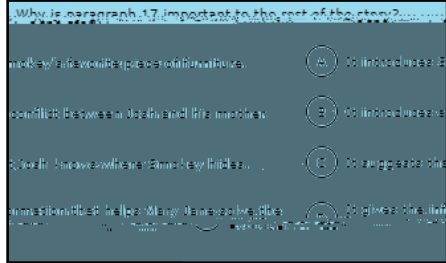

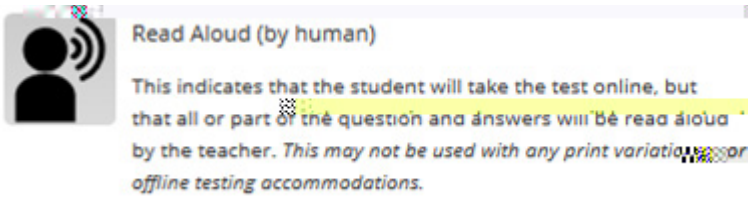
The Nextera™ Test Delivery System includes the following computer-based testing accommodations:

- b. Answer Masking Tool
- b. Reverse Contrast
- b. Initial Page Zoom
- b. Text-to-Speech (online only)
- b. Background Color
- b. Read Aloud (by human)



Use of any of these accommodations must be consistent with the student's IEP or 504 Plan. These options need to be identified and coded in the Nextera™ Administration System (Nextera™ Admin) prior to testing.

<p><b>A</b></p> <p><b>Answer Masking</b></p> 	<p><b>D</b></p> <p>Answer Masking is an embedded accommodation that allows for the responses to be shaded so the responses do not distract the focus of the student from the question.</p> <ul style="list-style-type: none"> <li>To reveal a response option, the student clicks on the <i>crossed out eye icon</i> next to that option.</li> <li>To hide a response option, the student clicks on the <i>eye icon</i> next to that option.</li> </ul>
<p><b>Reverse Contrast</b></p> 	<p>Reverse Contrast is an embedded accommodation that changes the color of the text and the background for students that have an easier time reading white text on a black background.</p> 
<p><b>Initial Page Zoom</b></p> 	<p>Initial Page Zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Options available are 100%, 150%, 200%, and 300%.</p> 

<p><b>A</b></p> 	<p><b>D</b></p> <p>Text-to-Speech (online only) is an embedded accommodation that reads all student directions, passages, questions, and the answer choices for multiple-choice questions through the device's speaker. Because of this, headsets are recommended when using this accommodation.</p>  <p>When using this accommodation, ensure the volume on the student's device is on, unmuted, and adjusted prior to launching the secure browser.</p>
<p><b>Background Color</b></p> 	<p>The Background Color option is an embedded accommodation that allows the color of the background to be changed.</p>  <p>The following color options are available:</p> <ul style="list-style-type: none"> <li>• Black-on-pink</li> <li>• Black-on-blue</li> <li>• Black-on-green</li> <li>• Black-on-yellow</li> </ul>
<p><b>R</b></p> 	<p>Read Aloud (by human) is a combination of an online- and human-delivered accommodation. A human reads the test, in its entirety, to the student from a paper test, and the student enters the responses on the computer, except where otherwise indicated within the student's IEP or 504 Plan.</p> 

## **Classroom Accommodations**

Accommodations provided to students outside of the Nextera™ Test Delivery System, such as flexibility in scheduling or flexibility in setting, must be consistent with the student's IEP or 504 Plan. These options need to be identified and coded in Nextera™ Admin before testing begins.



## **STEP THREE** Prepare Your Computer-Based Testing

**STEP FOUR**

## Prepare Your Students

- Help students approach the testing in a relaxed, positive way.
- Explain that the purpose of taking these tests is to find out which concepts have been mastered and which need further development.
- Point out that some questions may be more difficult than others and that, for constructed-response questions, partial credit may be given. Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions and have had the opportunity to practice using the Practice Tests, which can be accessed through the Questar Secure Browser or on the web-based [Question Sampler](https://ny.nextera.questarai.com/tds/#practice) (<https://ny.nextera.questarai.com/tds/#practice>).
- Assist students with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

### Practice Tests

Prior to the test window opening, all students taking the 2023 Grades 3–8 English Language Arts Test on the computer should have experienced taking practice tests in the Questar Secure Browser or on the web-based [Question Sampler](https://ny.nextera.questarai.com/tds/#practice) (<https://ny.nextera.questarai.com/tds/#practice>) to familiarize themselves with testing in this format. It is recommended that schools participating in computer-based testing set up time in February and March to get students accustomed to taking the test on computer.

**STEP FIVE**

# Prepare Computer-Based Testing Materials

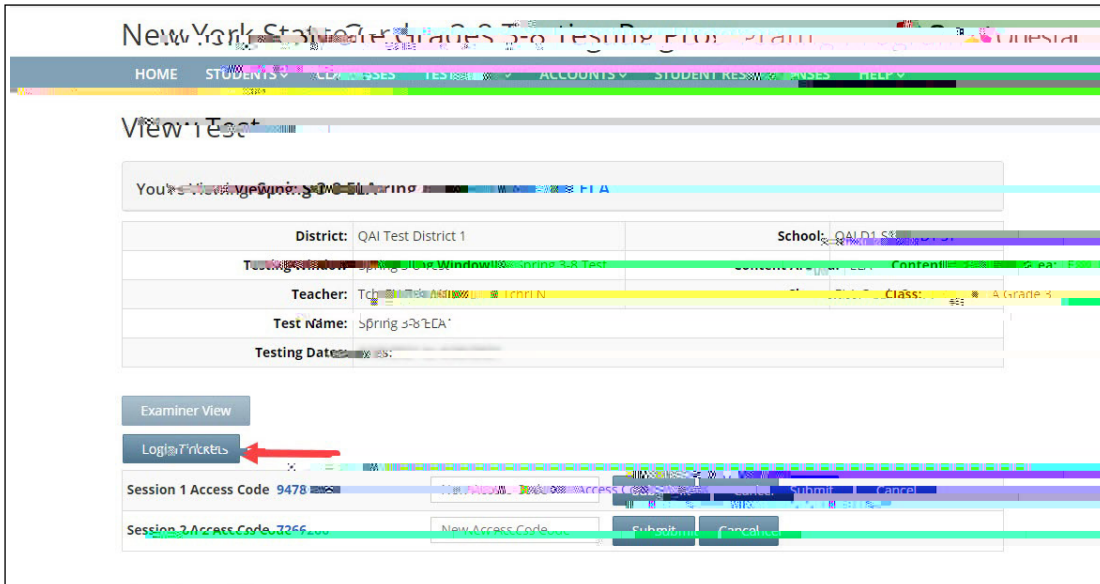
## Scratch Paper

Schools that will be administering the English Language Arts Tests with Computer-Based Testing (CBT) should prepare to furnish scratch paper to their students for use when taking the tests. At the start of each test session the proctor should hand out scratch paper to each student testing on computer. For the Grades 6–8 English Language Arts Tests, each student should be given one sheet of lined paper, such as loose leaf paper. In addition, for all test sessions the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the test session. Students testing

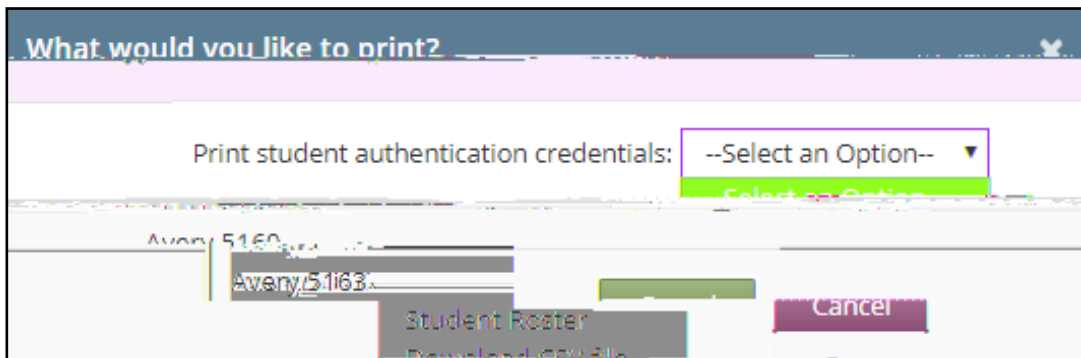
3. Select **View** for the applicable test.



4. Select **Login Tickets**.



5. Select the **applicable form**.



6. Select **OK**.



7. The student login tickets will display. Use the **Print function** to print the student login tickets. Each label includes a student’s name, NYSSIS ID, password, and test name.

b. All student login tickets or labels are secure testing materials and must also be stored in the safe or vault if they are printed prior to administration.

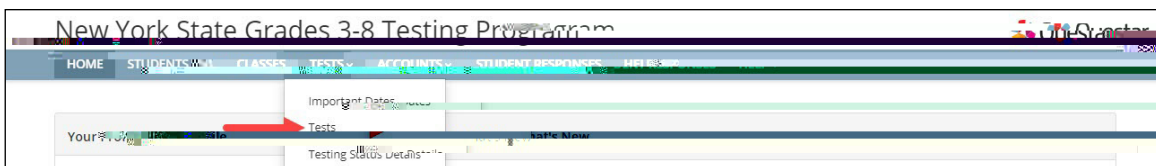
Last, First	Last, First	Last, First
NYSSIS ID: 9921010301	NYSSIS ID: 9921010302	NYSSIS ID: 9921010303
Password: 422348	Password: 556413	Password: 299555
Spring 3-8 ELA Grade X	Spring 3-8 ELA Grade X	Spring 3-8 ELA Grade X

## Session Access Code

b. You will need to provide students with a Session Access Code in order for the students to access their tests in the Nextera™ Test Delivery System. Instructions for providing the Session Access Code to students is included in **Step Six: Administer the 2023 Grades 6–8 English Language Arts Computer-Based Test** of this manual.

b. To determine the Session Access Code, complete the following steps:

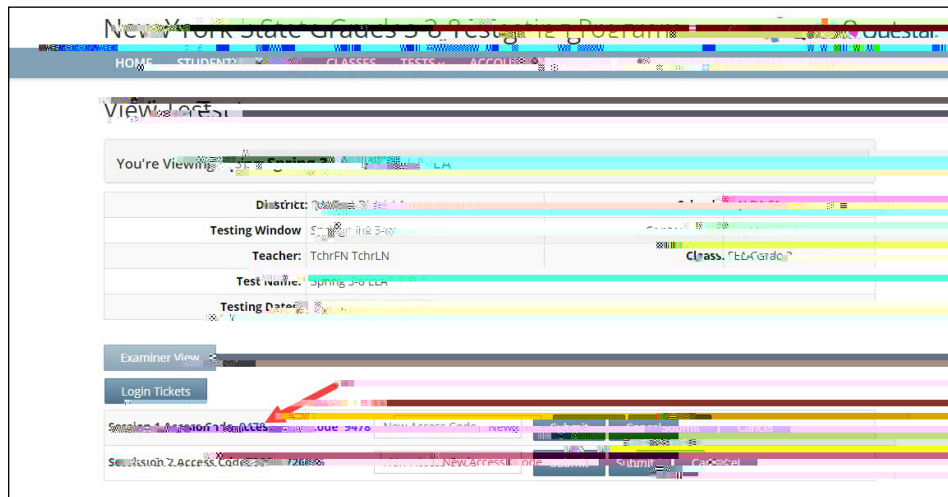
1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix C** for step-by-step instructions to sign in and sign out.
2. Select **Tests** from the **Tests** tab. The Tests screen displays.



3. Select **View** for the applicable test.



4. The **Session Access Code** is the access code that will be provided to the students during the administration of the tests. Each session of the test will require a different Session Access Code.



## Proctor PIN

If a student pauses the test during administration, a proctor PIN will be required to allow the student to re-enter the test session. The Proctor PIN will be provided by your school administrator before administering the test. The Proctor PIN is secure.



Being mindful of the health and safety protocols established at schools in response to COVID-19, for the Spring 2023 administration, schools have the option of having students enter the Proctor PIN themselves. If a school chooses this option, the Proctor PIN should be reset after each test session.

**STEP SIX**

# Administer the 2023 Grades 6–8 English Language Arts Computer-Based Test

*Please read these directions carefully before administering the tests. When you administer the tests, the directions you are to read aloud are preceded by **SAY**. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.*

## Grades 6–8—Day 1, Session 1

*Before you begin the tests, make sure you have the student login tickets for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN.*

*At the beginning of the test administration, proctors must read the following statement to all students taking State tests:*

**SAY** You cannot have any personal communications device, other than the device on which you are taking the test, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

- z Cell phones
- z iPods and MP3 players
- z iPads, tablets, and other eReaders
- z Laptops, notebooks, or any other personal computing devices
- z Cameras, other photographic equipment, and personal scanning devices
- z Wearable devices/smart wearables, including smart watches and health wearables with a display
- z Headphones, headsets, or in-ear headphones such as earbuds, and
- z Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

**If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?**

**This is your last opportunity to do so before the test begins.**

*Repeat list of devices. Pick up devices from students and return them after testing.*

**SAY** You will be taking the 2023 Grade *[say appropriate grade]* English Language Arts Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.

Today, you will read some passages and answer questions about what you have read. You must select your answers for the multiple-choice questions in the online test. You must also type your responses for the written-response questions in the online test. You will have as much time as you need today to answer the questions.

*Distribute one clean page of lined scratch paper to each student.*

**SAY** You may use this scratch paper to take notes as you take the test. You must record your final answer for each test question in the online test. Anything that you write on the scratch paper will not count toward your final score. This scratch paper must be returned to me after you complete your test. If you need additional scratch paper while you are taking the test, please raise your hand.

*Provide students with their secure student login tickets.*

**SAY** On your computer screen, locate the pinwheel or the icon titled “Questar Secure Browser.”

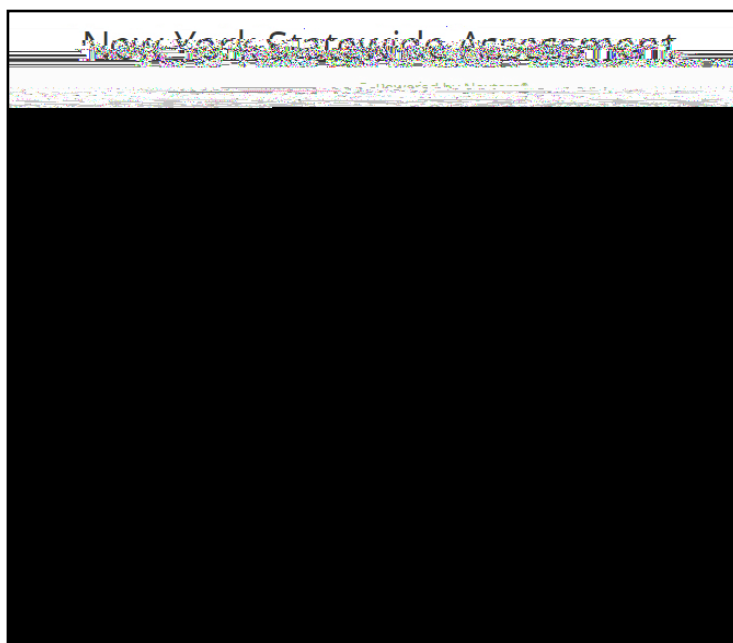
Double-click this icon and the online test will launch.

Once the program has opened, you will see the “Sign In” page.

Do not enter anything until you have been instructed to do so.

Please raise your hand if you do not see the “Sign In” page.

*Sample sign in page:*





Please note: If a student clicks on the eye icon, the password will be visible. This will help students enter their password correctly.

**SAY** Look at the NYSSIS ID on your student login ticket. Type that NYSSIS ID in the field titled “NYSSIS ID.”

Now select the “Password” field. Type in your password. Your password is also on your student login ticket.

Does anyone have any questions or need help finding the information you need to enter?

Pause for questions.

**SAY** After you have entered your password, select “Sign In.”

Sample verification page:

**Check your information**

<b>Test Student</b>	0276271002
Name	Date of birth
<b>Grade X</b>	00000000
Grade	Student number
<b>Test School</b>	
School name	
<b>Test Teacher</b>	
Teacher name	

Is everything here correct?

**SAY** Now you should see a screen with your name on it. If you do not see your own name, raise your hand. If your name is not spelled correctly, raise your hand.

Now look at the rest of the information on the screen. Make sure it is correct. Check your

- z grade
- z school's name
- z teacher's name
- z date of birth

*If the date of birth or teacher's name is incorrect or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.*

*If the grade is incorrect, the student should not continue the login process. The student should click "No" and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to Nextera™ Admin and correct the grade level for the student. The student will then get a new login ticket in order to begin testing. If the student sees the wrong grade on this screen, they will be presented with the wrong test.*

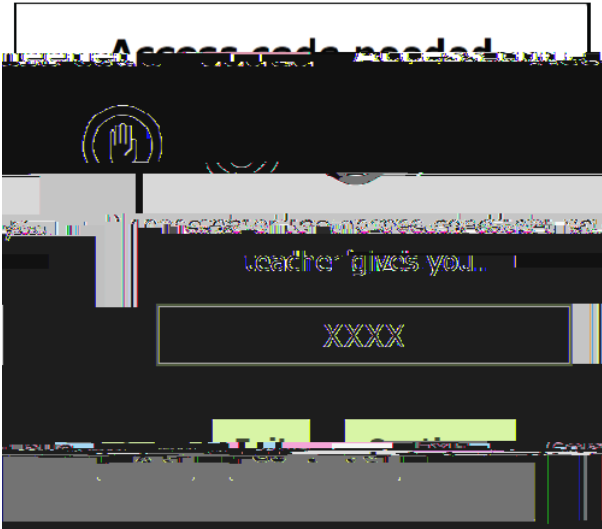
**SAY** If all of the information is correct, select "YES" at the bottom of the screen.

**Do not start the test until I tell you to do so.**

*Sample Test Page:*

**SAY** Now select “End Directions.” You should now see a screen asking for the Session Access Code. I will provide you the Session Access Code in a moment.

*Sample Session Access Code page:*



**SAY**

Sample screen:



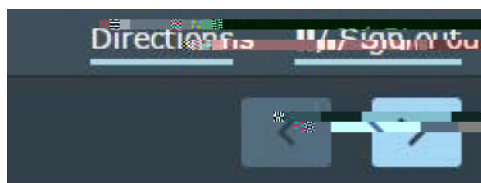
**SAY** Please select "Start test."

The next screen confirms you are taking the *[say appropriate grade]* English Language Arts Test Session 1 today. If your screen does not say *[say appropriate grade]*, please raise your hand.



**SAY** Please find the right arrow in the top right corner and select it.

Sample screen:



**SAY** The possession or use of any communications device, other than the device on which you are taking the test, is strictly prohibited when taking this examination. If you have or use any communications device, other than the device on which you are taking the test, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

Are there any questions?

*Pause for questions.*



**SAY** Please find the right arrow in the top right corner and select it.

*Pause to allow students to go to the next screen.*

**SAY** Here are some suggestions to help you do your best:

- z Be sure to read all the directions carefully.
- z Most questions will make sense only when you read the whole passage. You may need to read the passage more than once to answer a question.
- z When a question includes a quotation from a passage, you may need to review both the quotation and the whole passage in order to answer the question correctly.
- z Read each question carefully and think about the answer before making your choice or writing your response.
- z In writing your responses, be sure to
  - clearly organize your writing;
  - completely answer the questions being asked;



## Grades 6–8—Day 2, Session 2

*Before you begin the tests, make sure you have the student login tickets for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN. At the beginning of the test administration, proctors must read the following statement to all students taking State tests.*

**SAY** You cannot have any personal communications device, other than the device on which you are taking the test, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

- z Cell phones
- z iPods and MP3 players
- z iPads, tablets, and other eReaders
- z Laptops, notebooks, or any other personal computing devices
- z Cameras, other photographic equipment, and personal scanning devices
- z Wearable devices/smart wearables, including smart watches and health wearables with a display
- z Headphones, headsets, or in-ear headphones such as earbuds, and
- z Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

*Repeat list of devices. Pick up devices from students and return them after testing.*

**SAY** Today, you will be taking the 2023 Grade [say appropriate grade] English Language Arts Test, Session 2.

You will read some passages and answer questions about what you have read. You

This scratch paper must be returned to me after you complete your test. If you need additional scratch paper while you are taking the test, please raise your hand.

*Provide students with their secure student login tickets*

**SAY** On your computer screen, locate the pinwheel or the icon titled “Questar Secure Browser.”

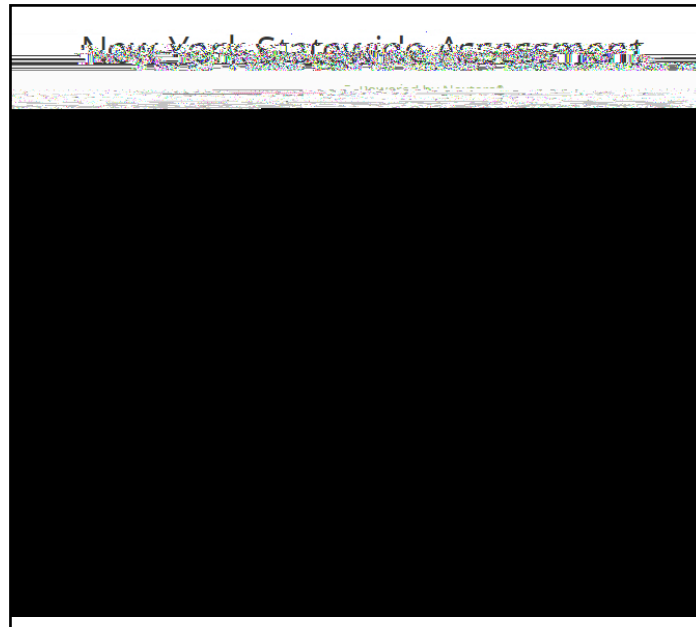
Double-click this icon and the online test will launch.

Once the program has opened, you will see the “Sign In” page.

Do not enter anything until you have been instructed to do so.

Please raise your hand if you do not see the “Sign In” page.

*Sample sign in page:*



*Please note: If a student clicks on the eye icon, the password will be visible. This will help students enter their password correctly.*

**SAY** Look at the NYSSIS ID on your student login ticket. Type that NYSSIS ID in the field titled “NYSSIS ID.”

Now select the “Password” field. Type in your password. Your password is also on your student login ticket.

Does anyone have any questions or need help finding the information you need to enter?

*Pause for questions.*

**SAY** After you have entered your password, select “Sign In.”



Sample verification page:

Check your information	
<b>Test Student</b> Name	0276271002 Date of birth
<b>Grade X</b> Grade	00000000 Student number
<b>Test Session</b> Session name	
<b>Test Teacher</b> Teacher name	
<b>Is everything here correct?</b>	

SAY



**SAY** Once you finish your test, you may check your work. To review your test before submitting it, select the “Review” button. It will help you to see if you have answered all the questions. You can go back to a question by clicking on the question number. Then select “Review” again to return to the Review screen. When you have reviewed your test and are ready to submit it, please raise your hand. Before you select the “Submit” button, I will check the Review screen with you to confirm that you have answered all of the test questions.

After we have checked the Review screen together and you are ready to submit your test, select “Submit test.” A message asking “Are you sure that you want to submit your test?” will appear. If you are ready, then select “Submit test.”

Are there any questions before we begin?

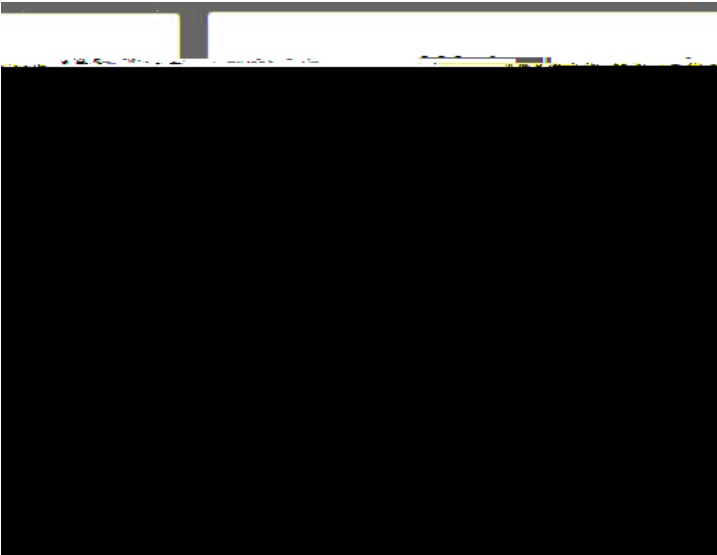
*Answer any questions the students may have.*

**SAY** Enter the session access code: *[say the Session Access Code]* and then select “Continue.”

You should now see a screen that says “Wait to start.” Are there any questions before we continue?

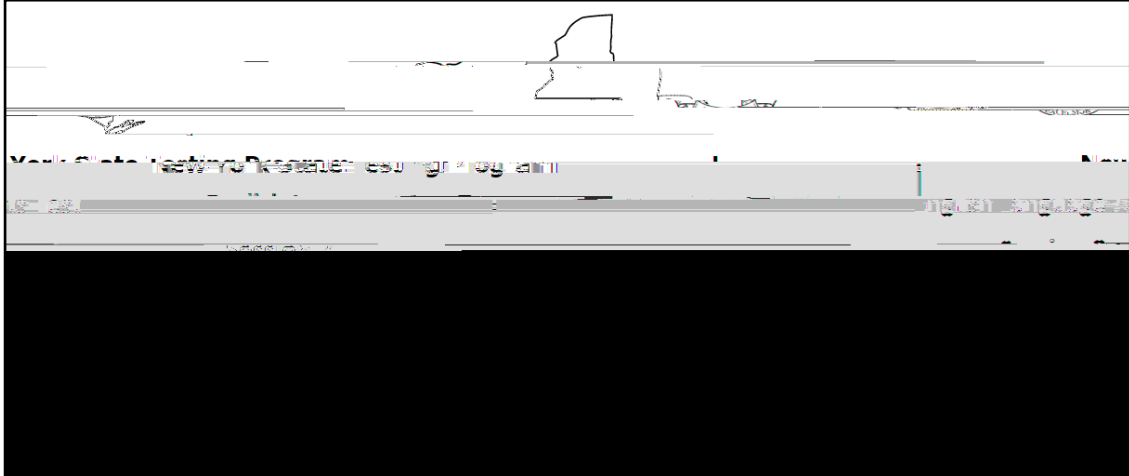
*Pause for questions.*

*Sample screen:*



**SAY** Please select “Start test.”

The next screen confirms you are taking the *[say appropriate grade]* English Language Arts Test Session 2 today. If your screen does not say *[say appropriate grade]*, please raise your hand.



**SAY** The possession or use of any communications device, other than the device on which you are taking the test, is strictly prohibited when taking this examination. If you have or use any communications device, other than the device on which you are taking the test, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

Are there any questions?

*Pause for questions.*



**SAY** Please find the right arrow in the top right corner and select it.

*Pause to allow students to go to the next screen.*

**SAY** Here are some suggestions to help you do your best:

- z Be sure to read all the directions carefully.
- z Most questions will make sense only when you read the whole passage. You may need to read the passage more than once to answer a question.
- z When a question includes a quotation from a passage, you may need to review both the quotation and the whole passage in order to answer the question correctly.
- z Read each question carefully and think about the answer before making your choice or writing your response.
- z In writing your responses, be sure to
  - clearly organize your writing;

- completely answer the questions being asked;
  - support your responses with examples or details from the text; and
  - write in complete sentences using correct spelling, grammar, capitalization, and punctuation.
- z For the last question in this test session, you may plan your writing on the scratch paper provided, but do NOT write your final answer on the scratch paper. Writing on scratch paper will NOT count toward your final score. Type your final answer in the box provided online below the question.

**SAY** Are there any questions?

*Pause for questions. When you are confident that all students understand the Tips for Taking the Test,*

**SAY** Before each question you will see how many credits the question is worth. For example, "This question is worth 2 credits."

**Are there any questions?**

*Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,*

**SAY** You must work independently, and you may not speak with each other while the test is being administered.

**Now, select the right arrow in the top right corner and begin your test.**

*Students should remain quietly at their workstations after they have submitted the test. Students who finish the test before other students should check their work before submitting it. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. The proctor may collect the student login tickets and scratch paper once a student submits the test.*

*After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.*

*Given that the Spring 2023 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be*

# Appendices





# Appendix A: Suggestions for Creating a Secure Computer-Based Testing Environment

The following seating arrangements are suggestions for creating a secure test environment for students who are taking the computer-based tests.

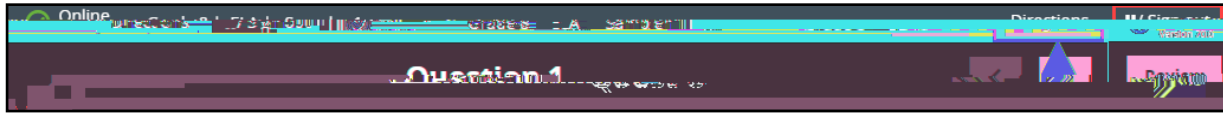
- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely spaced rows or in every other row.

The following physical and visual barriers between testing devices can also be used as security measures for computer-based testing.

- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible only to someone sitting in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

# Appendix B: Pausing and Reactivating a Computer-Based Test in Nextera™ Test Delivery System

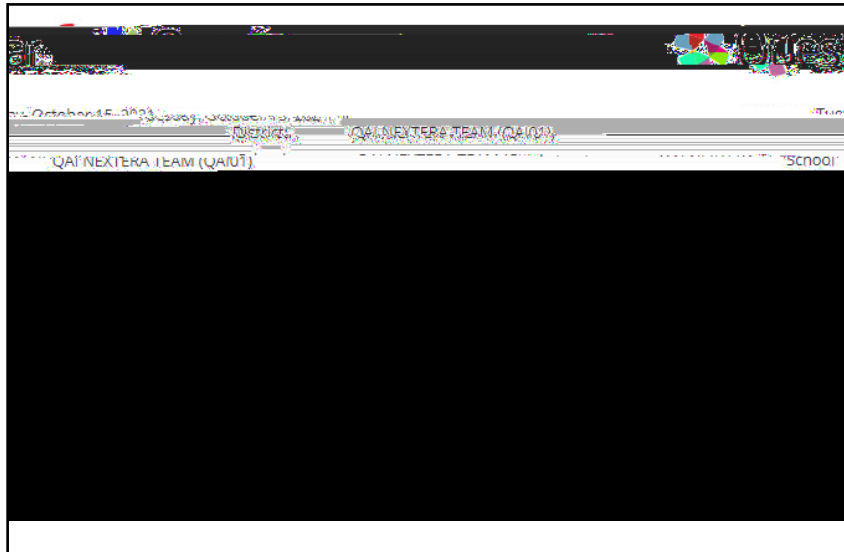
A student may pause a test by selecting **II/Sign Out** in the upper right corner of the student's screen in the Nextera™ Test Delivery System.



The student then selects **Pause test**

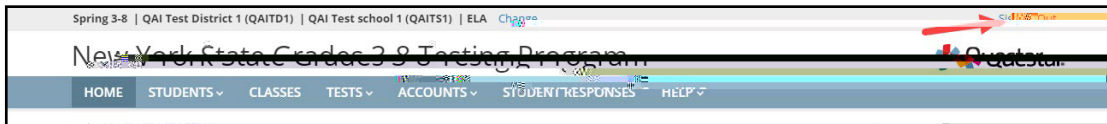


4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **check box** for “I’ve read this page” and select **I Agree**.



## Sign Out

To **Sign Out** of Nextera™ Admin, select **Sign Out** from the upper right corner of the screen. You will be logged out of Nextera™ Admin immediately.



## Forgot Your Password?

Upon initial login, you will be required to change your password. This step allows you to create your own

- b. You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



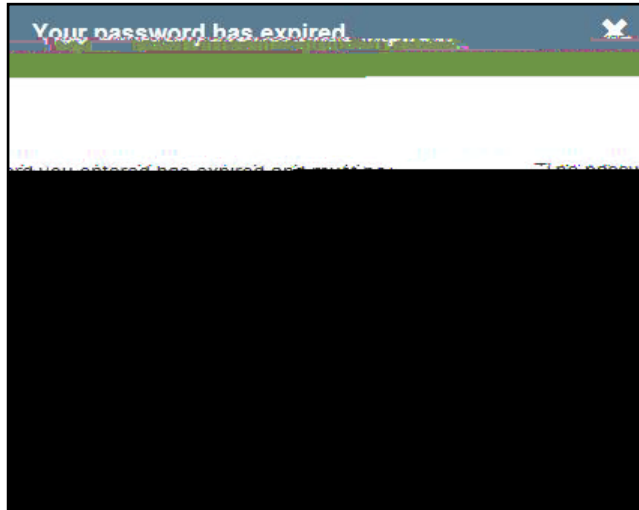
- b. You will receive another email that provides you with a single-use **Password**. Select the **Go to this Internet Site** link.



- b. Enter your **User ID** and single-use **Password** and select **Sign In**.



- b. You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



For initial logins and for all password changes, you will be asked to create your





b: **Principal (PRN)**

- b: Has access to their own school-level information
- b: Can verify CBT Technology Readiness in Nextera™ Admin

b: **School Test Coordinator (STC)**

- b: Handles test coordinator responsibilities at the school level
- b: Responsible for managing users and students, and schedules tests at the school level
- b: There is only one School Test Coordinator per school
- b: Can verify CBT Technology Readiness in Nextera™ Admin

b: **Building Level User (BLU)**

- b: Receives the same permissions in the system as the School Test Coordinator
- b: Can assist in managing school-level users and students, and in scheduling tests
- b: Can create users with SITC role and Teacher
- b: Can verify CBT Technology Readiness in Nextera™ Admin

b: **School Information Technology Coordinator (SITC)**

- b: Information technology point of contact for the school
- b: Can download the secure test browser on all devices used for testing
- b: May help district and school staff troubleshoot technology issues
- b: Cannot create users
- b: Can verify CBT Technology Readiness in Nextera™ Admin

b: **Teacher (TA)**

- b: Responsible for leading test administration
- b: There is only one teacher per class
- b: Visibility to their class-level information
- b: Cannot create users
- b: Confirms the students are present
- b: Reads the directions from the *Teacher's Directions* and leads students

# Appendix E: General Features and Tools of the Nextera™ Test Delivery System

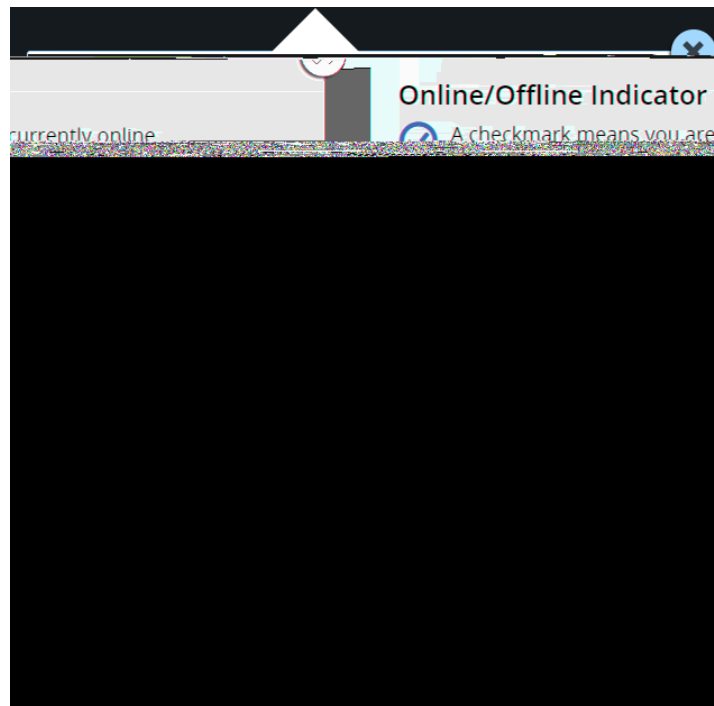
All students testing on computer have access to general features and tools that are available through the Nextera™ Test Delivery system. The following information provides an overview of the CBT tools and features available to students testing on computer. Students should have had opportunities prior to testing to practice using these features and tools.

## General Features of the Nextera™ Test Delivery System

All students testing on computer have access to the general features provided through the Nextera™ Test Delivery System. The following is a list of the general features available to all students taking the Grades 3–8 ELA tests on computer.

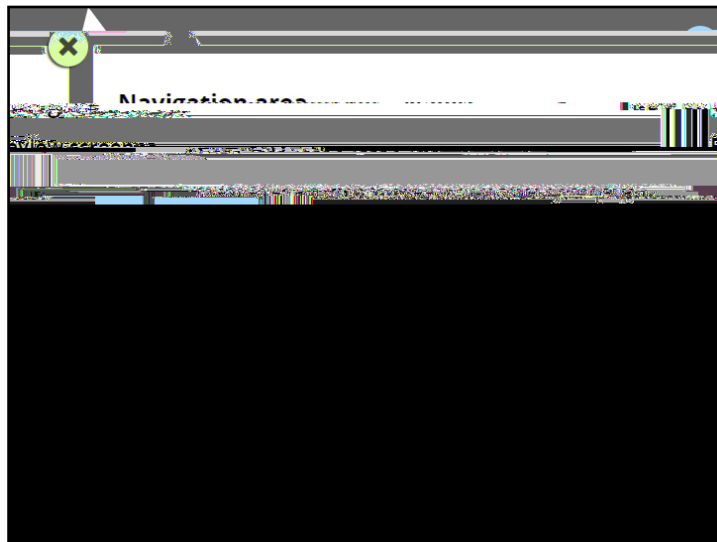
Online/Offline Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions
Split Screen Controls

### Online/Offline Indicator, Directions, and Pause/Sign Out



- b. The Online/Offline Indicator in the upper left corner of the screen indicates whether a student's device has or has not lost Internet connectivity. Students should be informed to continue testing even if they lose Internet connectivity as their responses will be saved to their local device. In an event where Internet connectivity is not restored, please contact Questar Customer Support for assistance at 866-997-0695.
- b. The student can click on the **Directions** link in the upper right of the screen to see the directions again at any point during the test.
- b. The student can click on the **Pause/Sign Out** button in the upper right to pause and sign out of the test without submitting their answers. For additional information on pausing and reactivating a test, see **Appendix B**.

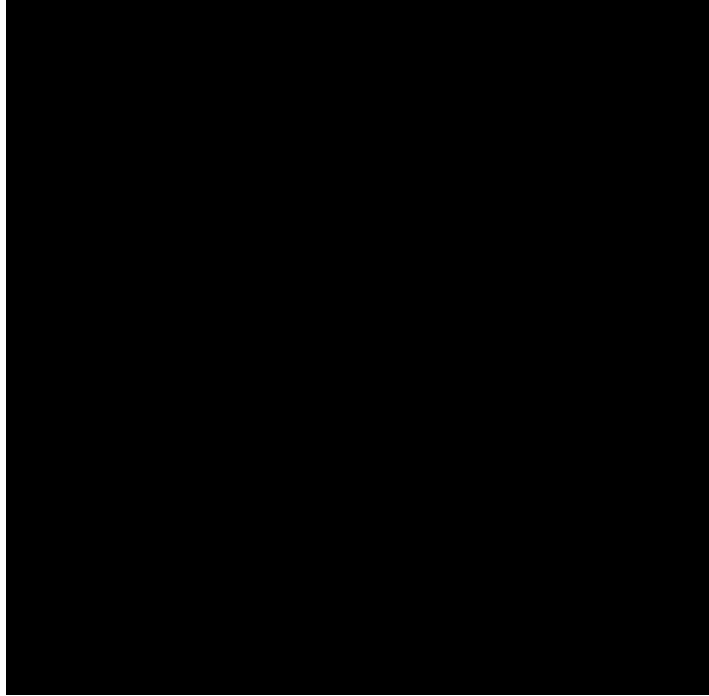
## Review Screen and Navigation Between Questions



- b. Students can use the **Review** button on the upper left of the screen to review their progress and quickly move among questions. The Review screen also provides the student with the ability to submit their responses when they have completed their test.
- b. The right and left arrows on the upper right of the screen are used to move between different questions on the test. The right facing arrow advances the student forward. The left facing arrow takes the student to the previous question.

## Split Screen Controls

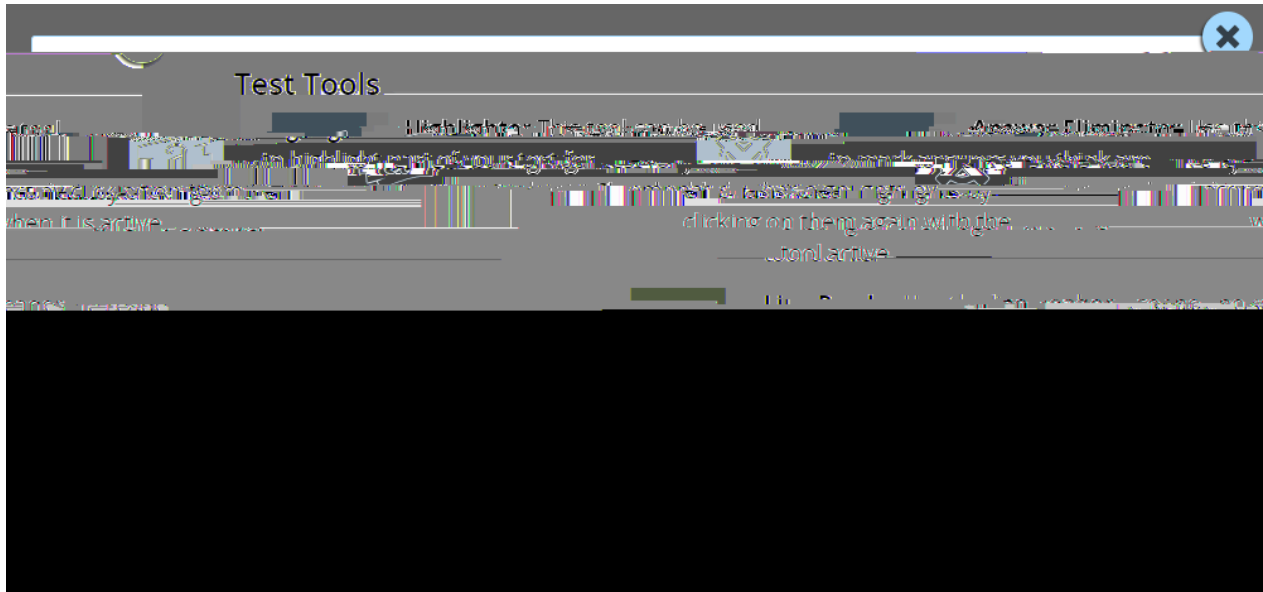
## Zoom, Bookmark, and Note (Notepad)



These general computer-based testing tools can be used any time during the test.

- Zoom—Students can increase and decrease font size. Clicking on the minus button makes the screen smaller. Clicking the plus button makes it larger. Note that if students click the reset button within the zoom tool, the text will return to the original setting.
- Bookmark—Students can press the bookmark in the tool tray to flag questions they want to return to at a later time. Bookmarked questions appear on the Review screen with a flag on them.
- Note (Notepad)—Students can use the Notepad to plan their responses. Please ensure that your students understand that text they type in the notepad tool will not be scored. Once the test is submitted, notepad text is not saved.

## Highlighter, Answer Eliminator, and Line Reader



The following tools can help students to highlight or focus on certain text or eliminate multiple-choice answers. When using any of the following tools, a student must deactivate the currently active tool before using another.

- Students can use the highlighter tool to identify part of the test for emphasis. To clear highlighted

# Appendix F: Troubleshooting

## Printing Student Login Tickets

If you are attempting to print student login tickets on label stock and the student login tickets are not aligning properly with the labels, try the following steps:

1. Save the .pdf file
2. Find the .pdf on your local drive and open it
3. File > print
4. Click " Custom Scale: 100% "
5. Be sure paper size says 8.5 x 11
- 6.

## Issues During Testing

- A concurrent login occurs when a student attempts to log in with credentials that are already in use. Potential causes of a concurrent login are:
  - A student who was actively testing on a device that malfunctioned or lost power before they were able to log out and then attempts to log in on a new device with their same credentials to continue testing.
  - A mistake is made when distributing the printed login tickets and two or more students are given the same login credentials.
- The student will receive a warning message stating, “This account has been signed in on another device, and only one sign in can be active at a time.” Contact your Principal, DTC, or RIC for further guidance.
- If the screen freezes, sign in takes longer than one minute, or test load takes longer than one minute, try exiting the test and signing back in. A reboot may be necessary.
- If the device is permanently incapacitated, or if network connectivity is lost for an extended period of time, please contact the School Test Coordinator. The School Test Coordinator can contact Questar Customer Support, if needed.
- Chromebooks—If a student clicks on the Exit button at the lower left portion of the screen, they will exit the test and the secure browser. The student will need to sign in again and continue testing.
- Lost Internet connectivity—If network connectivity is lost during the test, the student should continue to test and submit the test. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses. Please note that the student must return to the same device that they began testing on. These steps may reset the Internet connection or would allow for an administrator to manually repair an Internet connection.
- **Note:** Text-to-Speech (TTS) requires an Internet connection. If the Internet connection is lost, TTS will be unavailable until the Internet connection is restored. Once restored, TTS functionality will resume.
- If attempts to reestablish Internet connectivity are unsuccessful, follow the applicable steps from the table below:

Windows, Mac, iPad	Chromebook
1. Restart the device	2. The student should login and continue testing or submit the test
3. If the device powers down by processing the power button for 30 seconds	









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*Teacher's Directions*