

# **New York State Testing Program**

## **2022 Grades 6–8 English Language Arts Computer-Based Tests**

**Teacher's Directions  
March 29–April 5, 2022**

**Grades 6, 7, and 8**

**2022**







|                                                                                      |           |
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**STEP ONE**

# Check Your Computer-Based Testing Materials

To administer these tests, you will need the materials listed below. If any materials are missing, notify your school principal.

## For the teacher

- b· *Computer-Based Tests Teacher's Directions*
- b· Student login tickets (See page 15 for step-by-step instructions on how to print student login tickets.)
- b· "Do Not Disturb" sign (not provided)
- b· Device with Internet access to monitor testing
- b· Session Access Code (See page 17 for instructions on where to find the Session Access Code.)
- b· Proctor PIN (provided by School Test Coordinator)

## For each student

- b· Student testing device prepared according to the Nextera™ *Setup and Installation Guide*.
- b· One sheet of lined paper, such as loose leaf paper, to use as scratch 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.  
**Note:** Scratch paper is considered secure material and must be collected and securely destroyed after testing.
- b· No. 2 pencils (not provided)

## Security

The 2022 Grades 6–8 English Language Arts Computer-Based Tests include secure materials. School personnel responsible for testing must ensure a secure environment at all times. No section of the tests may be discussed with the students before, during, or after administration. You may, however, describe the format of the tests and the testing schedule to the students.

At no time may the contents of the test be reviewed, discussed, or shared through any electronic, printed, or any other means.

## Unauthorized Materials

Students should be under close supervision at all times during the administration of the tests and may not use any unauthorized notes, printed materials, tools, or personal electronic devices that might give them an unfair advantage on the tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed above.

**All students are prohibited from bringing personal electronic devices, other than the device on which they are taking the test, into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any**

\_\_\_\_\_

## 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 they do not go back to previously completed questions on the test. (See **Appendix C** for guidance on how to reactivate a paused test.)

## Proctoring

Proctors must circulate periodically around the room during the administration of the tests to ensure that students are working independently and recording their responses to test questions in the proper manner and in the proper place. While circulating around the room, proctors should support students in the mechanics of taking the tests and ensure a secure environment is maintained. Proctors should review the **Review screen**



**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 *2022 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 2022 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; Session 2 contains short-response questions and an extended-response question.

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 2022, 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. The short- and extended-response questions require students to type appropriate responses in the Nextera™ Test Delivery System.

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

### 2022 Grade 6 English Language Arts Computer-Based Test

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| Day 1, Session 1 | b Reading: 35 multiple-choice questions                                |
| Day 2, Session 2 | b Writing: 6 short-response questions and 1 extended-response question |

### 2022 Grade 7 English Language Arts Computer-Based Test

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| Day 1, Session 1 | b Reading: 35 multiple-choice questions                                |
| Day 2, Session 2 | b Writing: 7 short-response questions and 1 extended-response question |

### 2022 Grade 8 English Language Arts Computer-Based Test

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| Day 1, Session 1 | b Reading: 35 multiple-choice questions                                |
| Day 2, Session 2 | b Writing: 7 short-response questions and 1 extended-response question |

## Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs and 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 2022 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

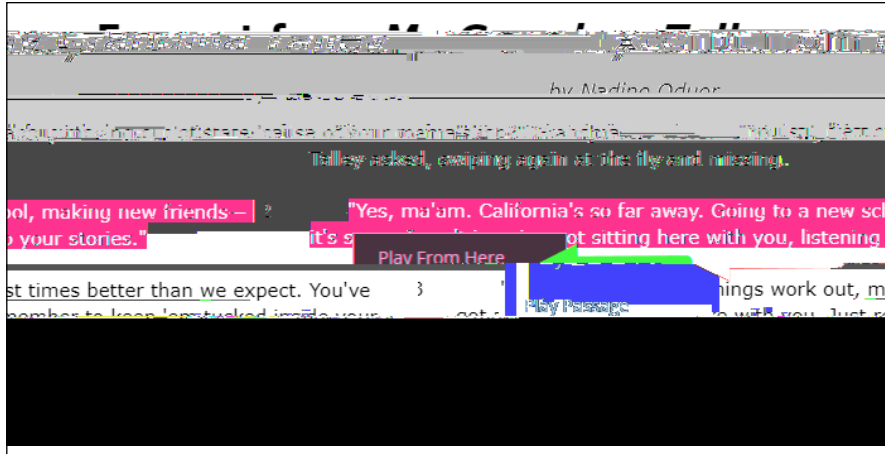
Both sessions of the test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found in the [Office of Special Education's \*Testing Accommodations for Students with Disabilities Guidance Document\*](http://www.p12.nysed.gov/specialed/publications/test-accommodations-guide-february-2018.html) (<http://www.p12.nysed.gov/specialed/publications/test-accommodations-guide-february-2018.html>). A human reader or the online text-to-speech accommodation may be used for these students testing on the computer.

**Read Aloud (by human):** For the 2022 Grades 3–8 English Language Arts Tests, the Read Aloud (by human) accommodation is available for students testing on computers. The Read Aloud (by human) accommodation indicates that all student directions, passages, questions, and multiple-choice answer choices will be read aloud by the teacher, except where otherwise indicated within the student's IEP or 504 Plan.

**Text-to-Speech (TTS):** For the 2022 Grades 3–8 English Language Arts Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions, passages, and questions. Students who have been identified as having the accommodation of TTS will see a toolbar when they have logged into the test. The following options are available to them:

1. Play All
2. Play Passage
3. Play Question
4. Play Answers
- 5.

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 2022 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 2022 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 *School Administrator's Manual*.



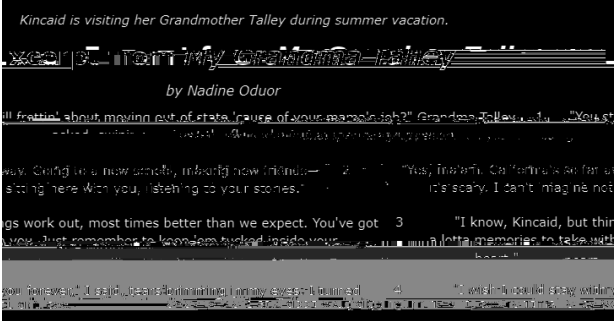


## More Information on Testing Accommodations for Students with IEPs and 504 Plans

More detailed information on testing accommodations for students with disabilities can be found in the Office of Special Education's *Testing Accommodations for Students with Disabilities Guidance Document* [DC TTTf\(6\) of a](#)

## Computer-Based Testing Accommodations

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

- b · Answer Masking Tool
- b · Reverse Contrast
- b ·

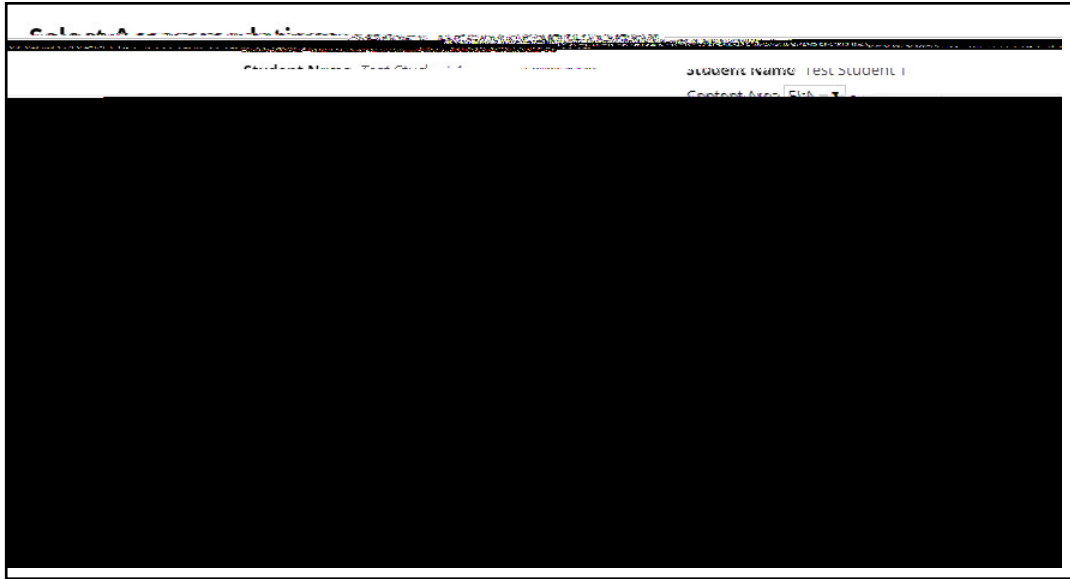
| Accommodation                                                                                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p data-bbox="199 243 435 275"><b>Answer Masking</b></p>         | <p data-bbox="488 243 1398 342">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 data-bbox="537 737 1398 877" style="list-style-type: none"> <li data-bbox="537 737 1398 804">• To reveal a response option, the student clicks on the <i>covered</i> <i>eye icon</i> next to that option.</li> <li data-bbox="537 814 1398 877">• To hide a response option, the student clicks on the <i>eye icon</i> next to that option.</li> </ul> |
| <p data-bbox="199 894 435 926"><b>Reverse Contrast</b></p>      | <p data-bbox="488 894 1398 993">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 data-bbox="199 1356 435 1388"><b>Initial Page Zoom</b></p>  | <p data-bbox="488 1356 1398 1455">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>                                                                                                                                                                                                                                   |



## 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.

Please work with your School Test Coordinator to verify classroom accommodations are selected for the applicable students in Nextera™ Admin before testing begins.



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

All students testing on computer have access to general tools and features that are available through the Nextera™ Test Delivery System. These can help to enhance their test-taking experience. Some features can help the student make adjustments to the test-taking environment, such as the zoom tool, which helps students to enlarge or minimize text. Other tools help to enhance their test-taking strategies, such as highlighters and answer eliminators. As with the paper-based tests, certain tools for students who are testing in Math are only available for specific grades and test sessions (e.g., calculators and protractors). Please refer to **Appendix F: General Features and Tools of the Nextera™ Test Delivery System** for additional information on the testing tools available to students for computer-based testing.



**STEP THREE**



**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



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.

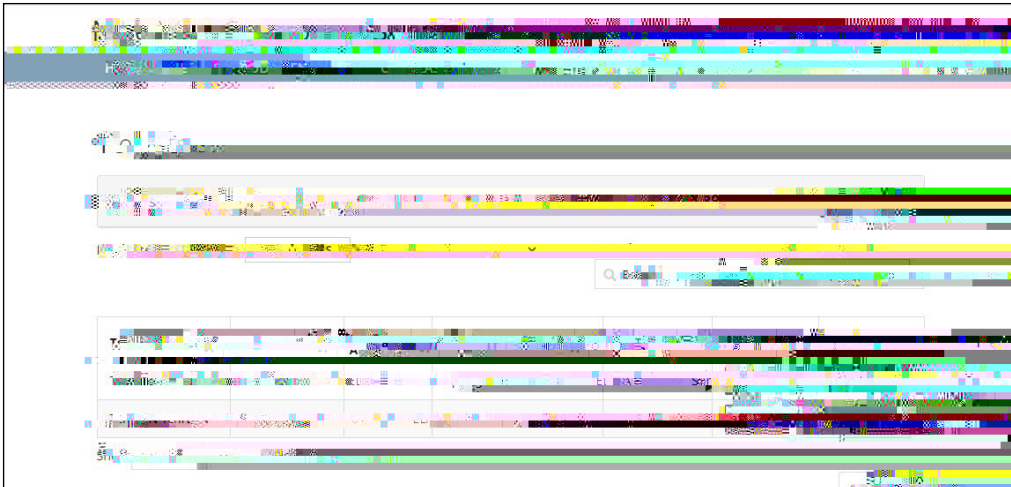
b. All student login tickets or labels are secure testing materials and must also be stored in the safe or vault if they are printed prior to administration.

| 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 |

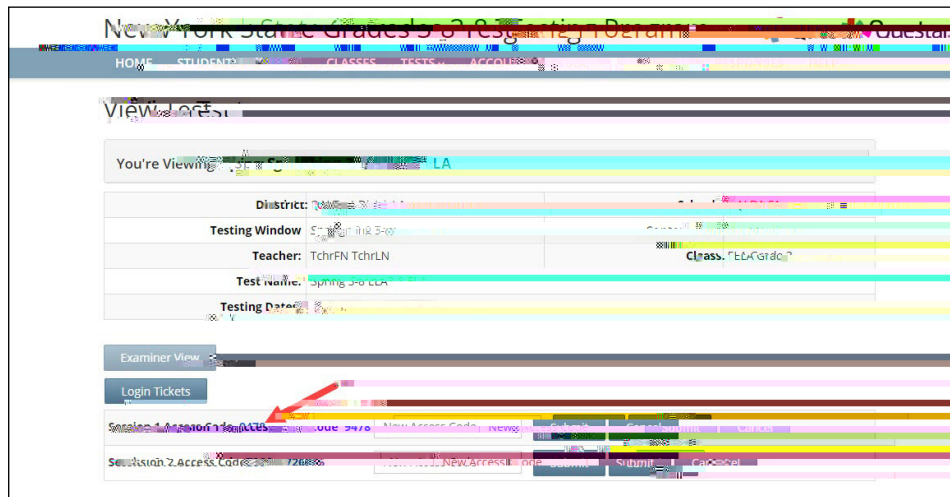
## Session Access Code

b.

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

**STEP SIX**

# Administer the 2022 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:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras, other photographic equipment, and personal scanning devices
- Wearable devices/smart wearables, including smart watches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as earbuds, and
- 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 2022 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.



**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><br>Name         | 27627 1302<br>Date of birth |
| <b>Grade X</b><br>Grade             | 00000000<br>Student number  |
| <b>Test School</b><br>School        |                             |
| <b>Test Teacher</b><br>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

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

If any of the information is not correct, please raise your hand. You do not need to verify your NYSSIS ID.

*If the student information is incorrect, check to be sure the student has the correct login ticket.*

*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.*

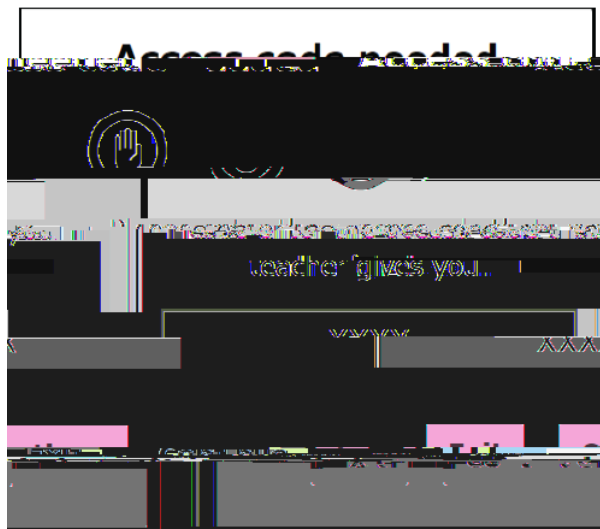
**SAY** If all of the information is correct, select “YES” at the bottom of the screen.

**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** 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.”

Does anyone have questions before we begin?

*Answer any questions the students may have.*

**SAY**

Sample screen:



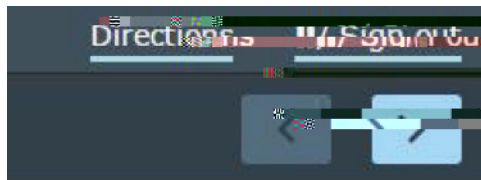
**SAY** Please select "Start test."

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.

Does anyone have 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:

- Be sure to read all the directions carefully.
- Most questions will make sense only when you read the whole passage. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned

**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 2022 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.*

*If the test is administered in a large-group setting, school administrators may prefer to allow students to submit their tests as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.*

*Ensure all students return the scratch paper and student login tickets to you. These materials are*

## 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:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras, other photographic equipment, and personal scanning devices

*Provide students with their secure student login tickets*

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

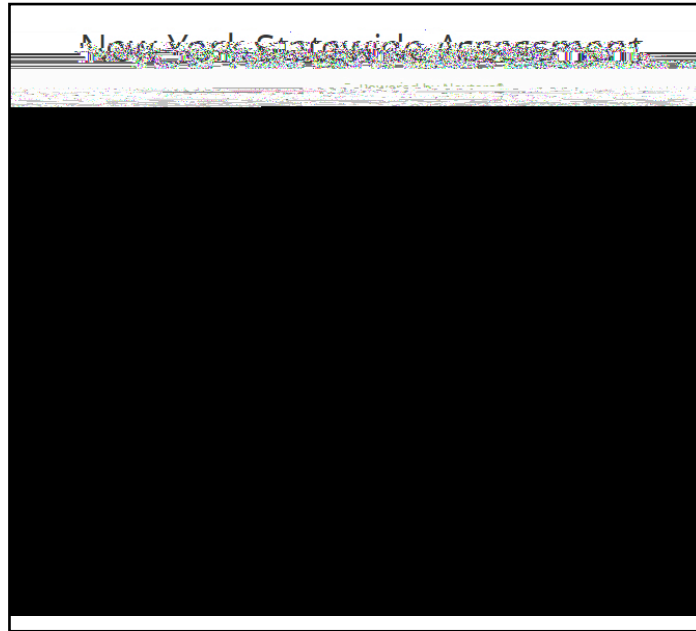
Double-click this icon and the online test will launch.

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**

**Test Student**  
Name: [redacted] Date of birth: 0276271002

**Grade X**  
Grade: [redacted] Student number: 00000000

**Test School**  
School name: [redacted]

**Test Teacher**  
Teacher name: [redacted]

Is everything here correct?

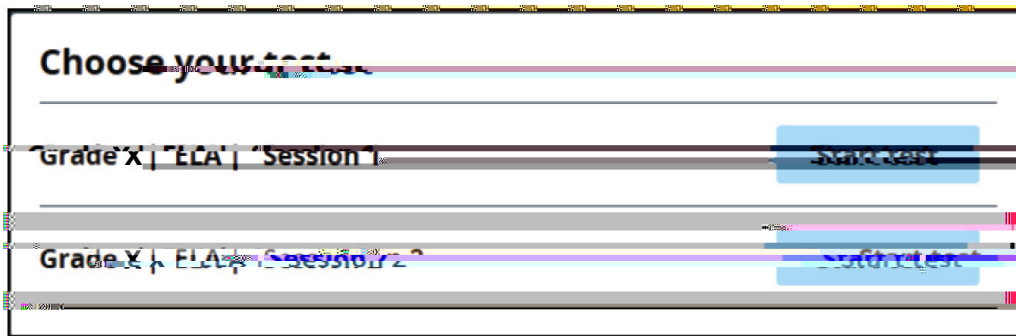
[Barcode]

**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

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

Sample Test Page:



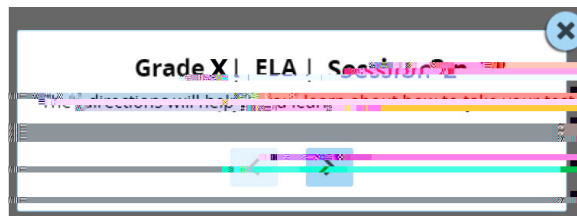
**SAY** Now we are going to begin the test. Select “Start Test” next to ELA Session 2.

You should now see the first page of the directions that will help you learn about how to take your test. Take a few minutes to review the directions and read about the tools you can use.

*Make sure all students are on the correct screen. A pop-up window displays and details the test name and test session. Directions are customized for students receiving computer-based testing accommodations.*

*Students select the right facing arrow to read through the directions, or select the X to exit the directions.*

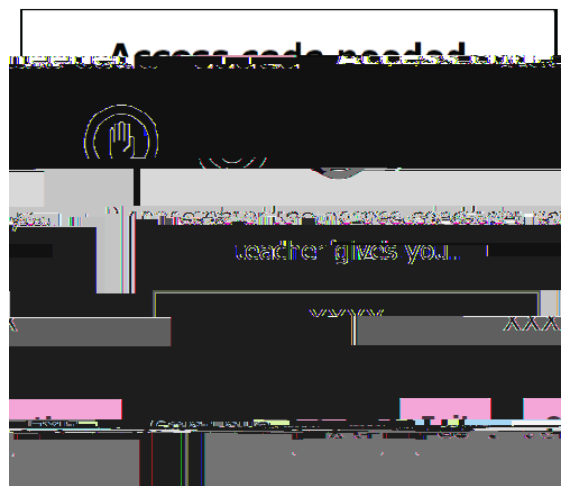
Sample directions page:



*Pause for two minutes to allow the students to click through the directions.*

**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** 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 of 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.”

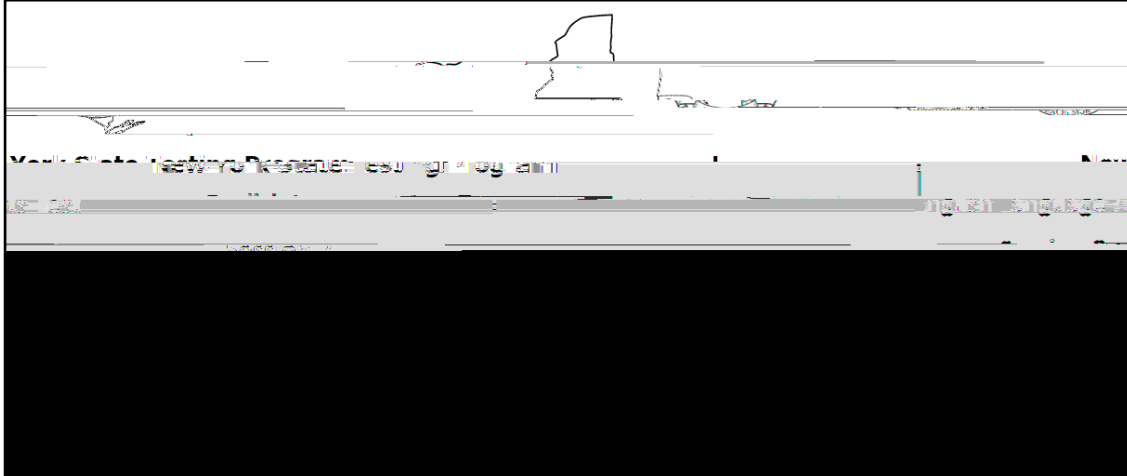
Does anyone have questions before we begin?

*Answer any questions the students may have.*

**SAY** Enter the session access code: [

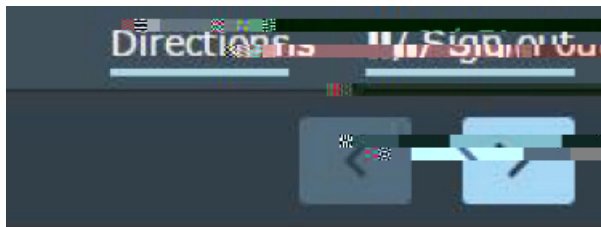
**SAY** Please select “Start test.”

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

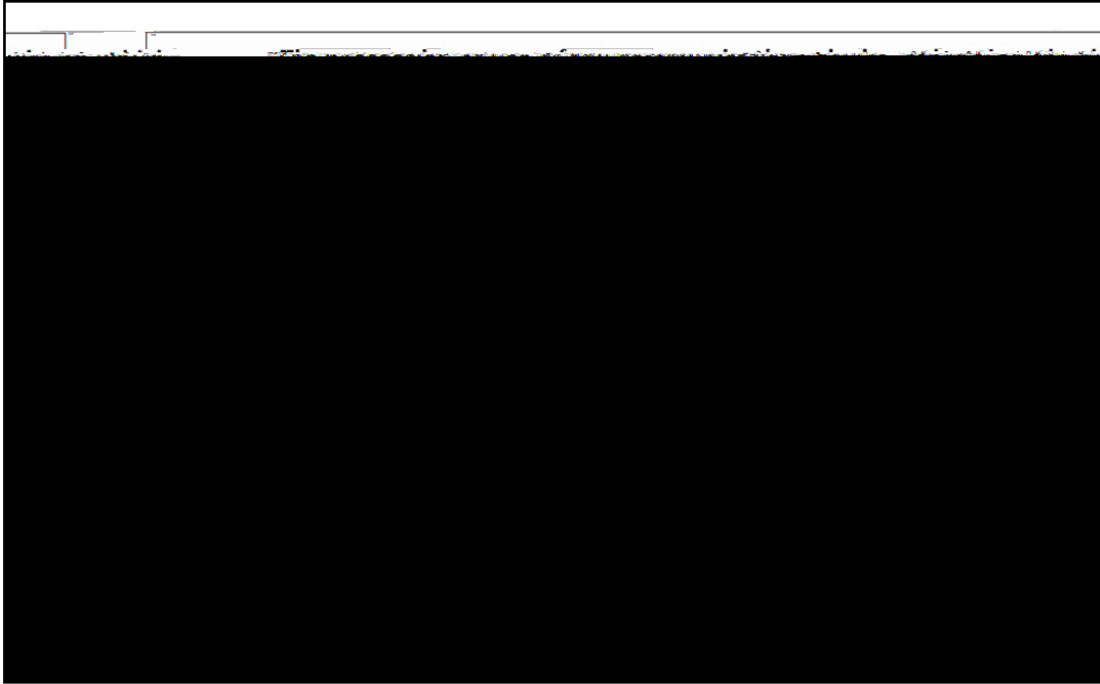
*Sample screen:*



**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.

Does anyone have 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:

- Be sure to read all the directions carefully.
- Most questions will make sense only when you \_\_\_\_\_

\_\_\_\_\_

**SAY** Does anyone have any questions?

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

**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 2022 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.*

*If the test is administered in a large-group setting, school administrators may prefer to allow students to submit their tests as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.*

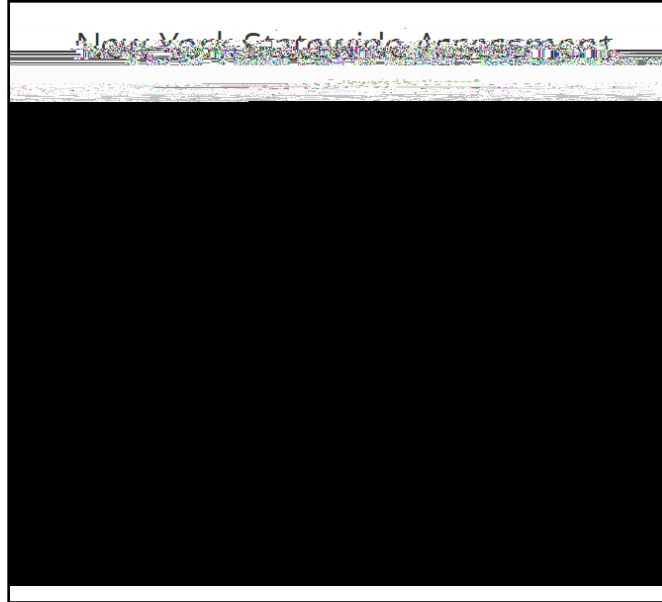
*Ensure all students return the scratch paper and student login tickets to you. These materials are considered secure materials and need to be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials*











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

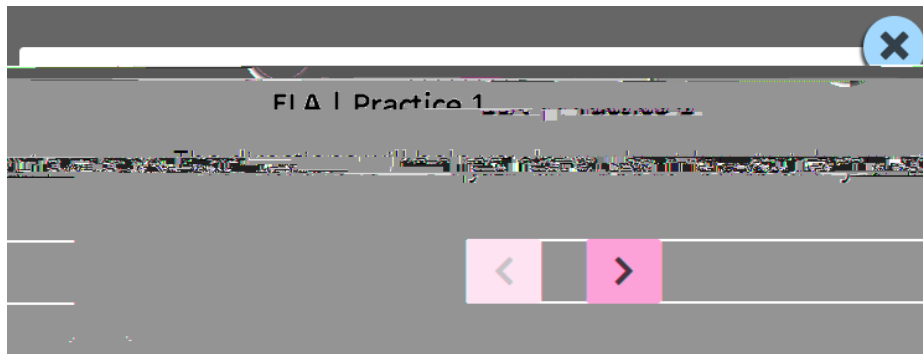
A screenshot of a web form titled "Check your information..". The form contains several input fields: "Test Student Name" with a date "02/02/2022" next to it, "Grade" with a dropdown menu showing "6", and "School name". Below these is a "Test Teacher" section with a "Teacher name" field. At the bottom, there is a question "Is everything here correct?" with two buttons: "No" and "Yes".

Students will see the Check your information screen. This is generic information for the practice forms. The students select **Yes**.

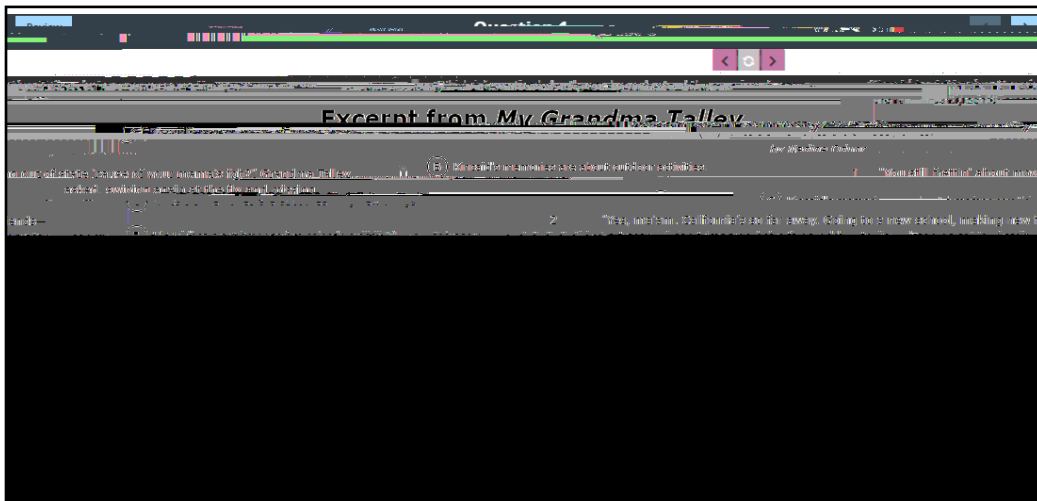
The next screen is where the students will choose which practice test session they will take. The student will select **Start test** next to the desired form.



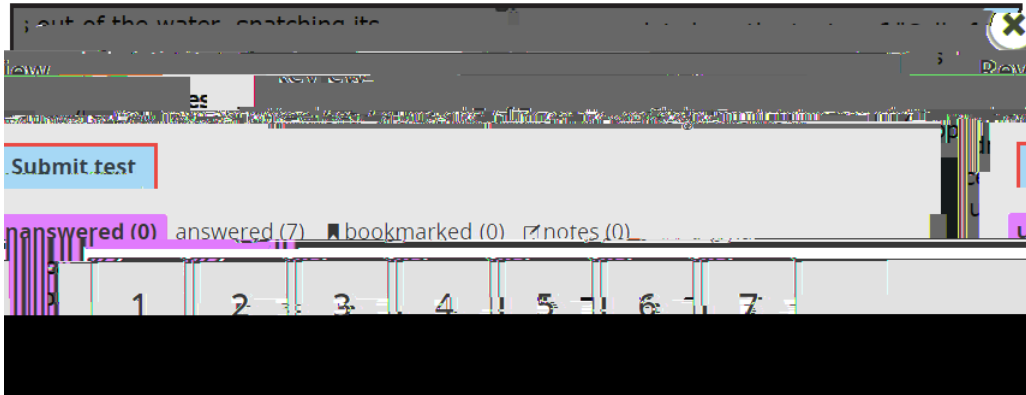
The system will walk students through a short tutorial on the tools and features of the Nextera™ Test Delivery System before they begin the Practice Test. Students use the right-facing arrow to navigate through the directions.



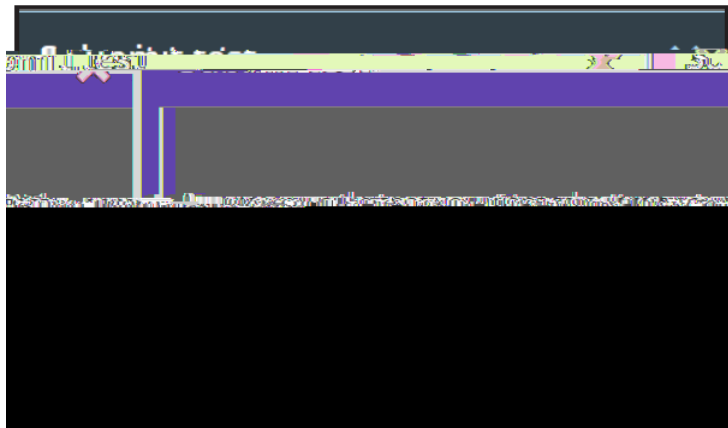
Once the directions close, the Practice Test appears. After the student responds to each question, direct the student to select **Review**.



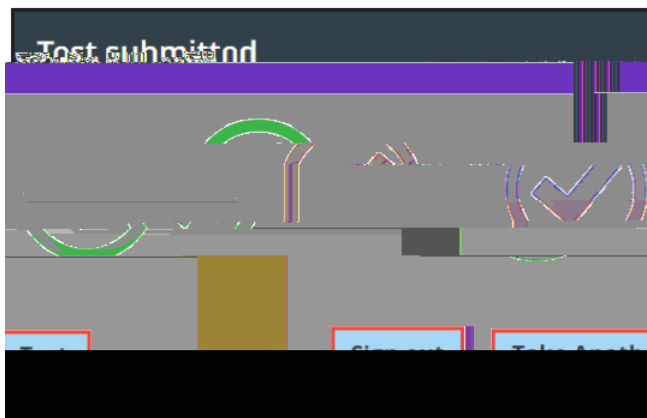
The Review screen appears. Once students confirm they have responded to all questions, direct them to select **Submit test**.



A confirmation message appears. Direct students to select **Submit test**. The **Cancel** button returns the student to the ongoing test rather than submitting the test.



Another confirmation message appears. Direct students to select **Sign out** or **Take Another Test**.





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

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

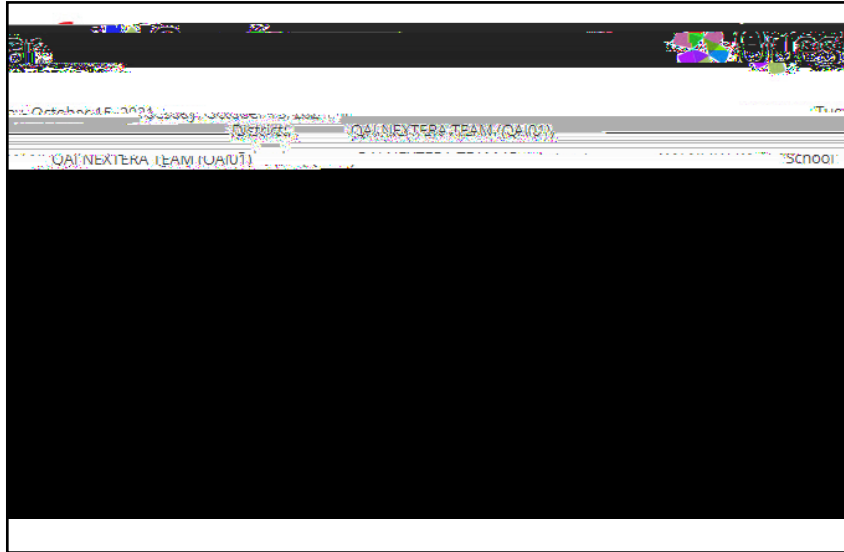
A student may pause a test by selecting **II/Sign Out**

—



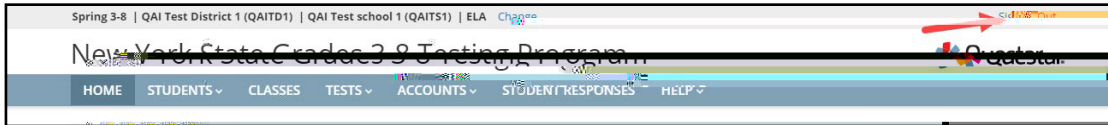


4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **check box** for “I’ve read this page” and select **I Agree**.



## 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 password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

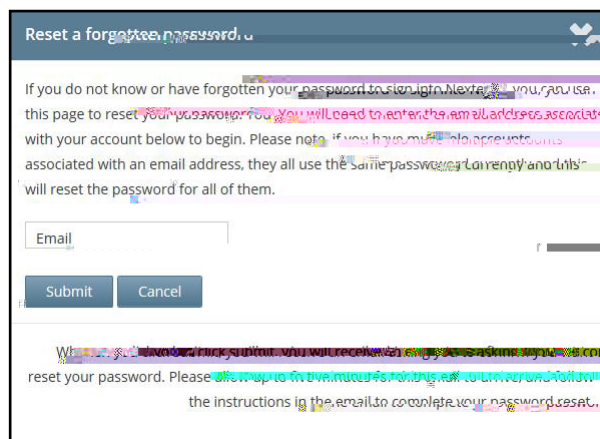
If you have forgotten your password:

- b. Select **Forgot your password?**



The screenshot shows the Nextera login interface. At the top, it says "New York State... Testing Program" and "Powered by Nextera". Below this are two input fields: "Username" and "Password". A "Sign In" button is positioned below the password field. The link "Forgot your password?" is highlighted with a blue box. Below the link is the Questar logo and the copyright notice "© 2021 Questar Assessment." and "Nextera is a registered trademark of Questar Assessment." A "Privacy policy" link is also visible at the bottom.

- b. Enter your email address and select **Submit**.



The screenshot shows a dialog box titled "Reset a forgotten password". The text inside reads: "If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need to enter the email address associated with your account below to begin. Please note: if you have multiple accounts associated with an email address, they all use the same password and this will reset the password for all of them." Below the text is an "Email" input field. At the bottom of the dialog are "Submit" and "Cancel" buttons. Below the dialog, there is a note: "When you click on the link you will receive an email from us with instructions on how to reset your password. Please follow the instructions in the email to complete your password reset."

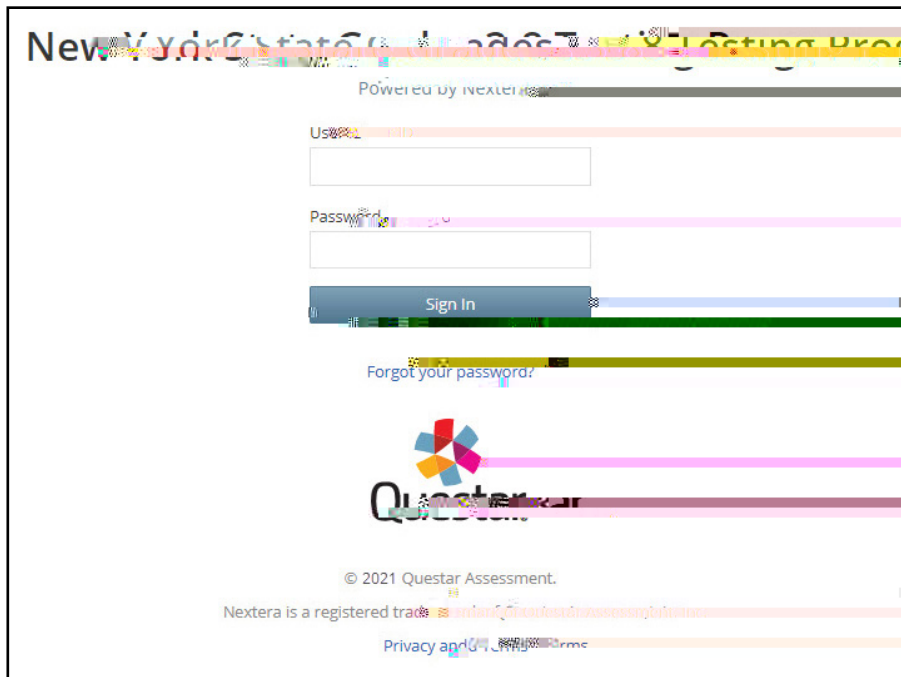
- b. You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



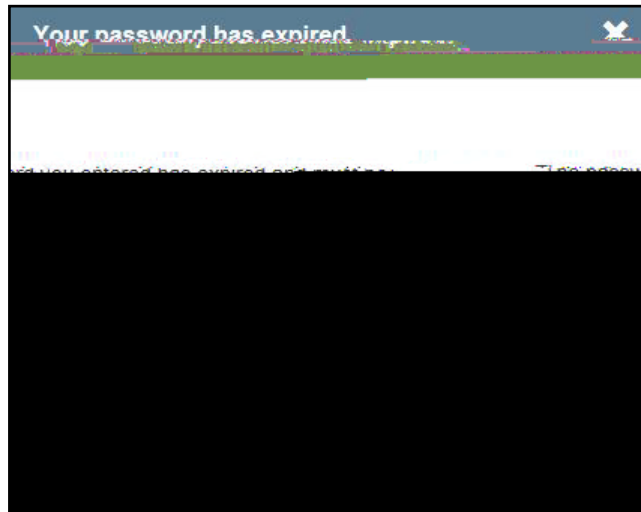
- b. You will receive another email that provides you with a single-use **Password**. Select the **Go to this Internet Site** link.



- 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 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**.



# Appendix E: Roles, Responsibilities, and Permissions in Nextera™ Administration System for Computer-Based Testing

This section describes the roles, responsibilities, and permissions of the various user roles in Nextera™ Administration System for computer-based testing (CBT).

**b: Regional Information Coordinator (RIC)**

- b: Point of contact for all District Test Coordinators in region
- b: Can create district- and school-level users in their region
- b: Has access to all district- and school-level information in their region

**b: District Test Coordinator (DTC)**

- b: Main point of contact at the district for Questar
- b: Ensures accuracy of all student data in the system
- b: Manages district-level accounts and sets up primary school-level users, including the School Test Coordinator and School Information Technology Coordinator
- b: There is only one District Test Coordinator per district
- b: Can verify CBT Technology Readiness in Nextera™ Admin

**b: District Information Technology Coordinator (DITC)**

- b: Information technology point of contact for all schools in the district
- b: May help district and school staff troubleshoot technology issues
- b: Cannot create new users
- b: Can verify CBT Technology Readiness in Nextera™ Admin

**b: District Level User (DLU)**

- b: Receives the same permissions in the system as the District Test Coordinator
- b: Has access to all district schools, users, and students
- b: Can assist in managing district-level users and students, and in scheduling tests
- b: Can create users with DITC role and school-level users

**b: Superintendent (SUP)**

- b: Provides guidance to the District Test Coordinator
- b: Ensures all student data is correct and in the system
- b: Has access to their own district- and school-level information
- b: Can assist in managing district-level users and students, and in scheduling tests
- b: Can view student constructed responses for their schools
- b: There is only one SUP per district

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 ·

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

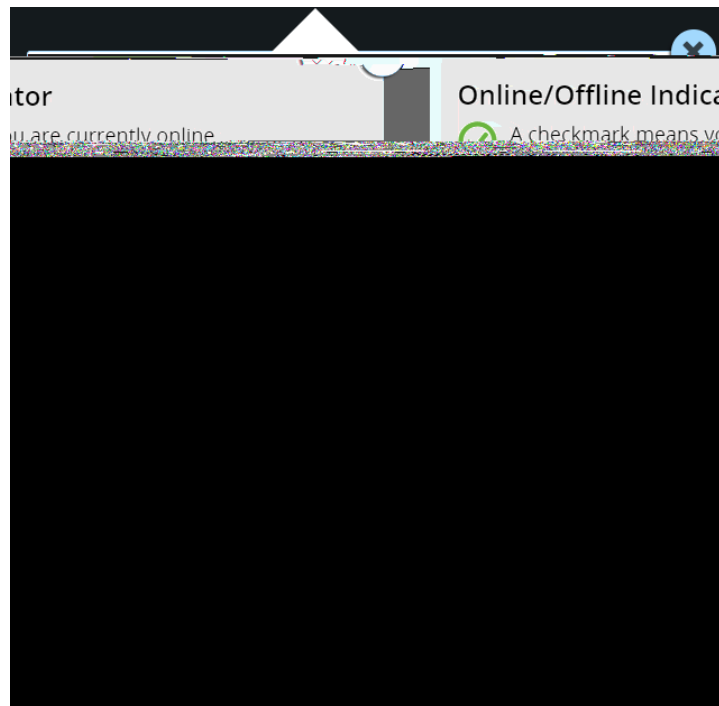
All students testing on computer have access to general features and tools that are available through the Nextera™ Test Delivery system. The following information provides an overview of the CBT tools and features available to students testing on computer. Students should have had opportunities prior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

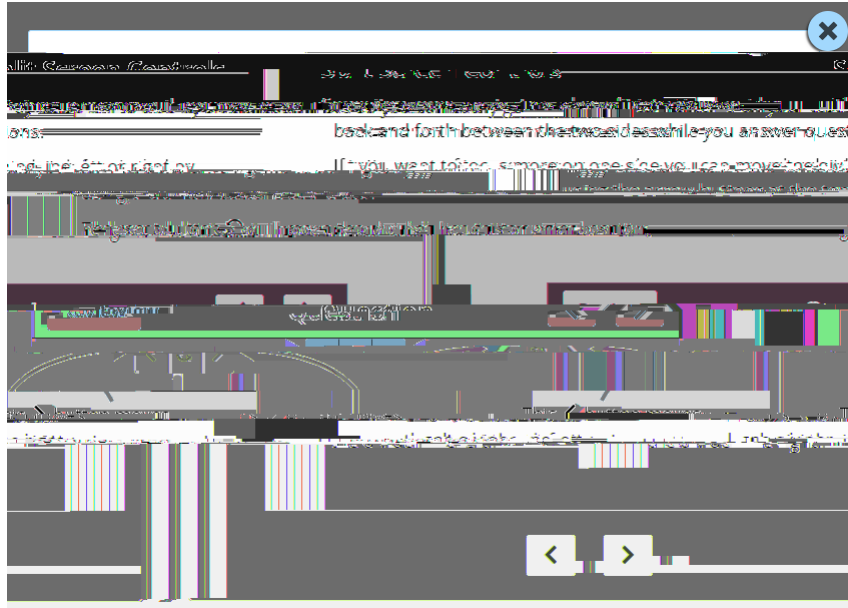
### Online/Offline Indicator, Directions, and Pause/Sign Out







## Split Screen Controls



- b. All passages in the Grades 3–8 English Language Arts test appear on the left side of the screen, and the questions appear on the right side of the screen. If a student would like to expand either side of the screen, they can move the dividing line at the top of the page by clicking the left or right arrow buttons. If a student would like to reset their page to its original position, they can click the reset button at the top of the page.

## General Tools

All students testing on computer have access to the general tools provided through the Nextera™ Test Delivery System. The following is a list of the general tools available to all students taking the Grades 3–8 English Language Arts test on computer.

|                   |
|-------------------|
| Zoom              |
| Bookmark          |
| Note (Notepad)    |
| Highlighter       |
| Answer Eliminator |
| Line Reader       |

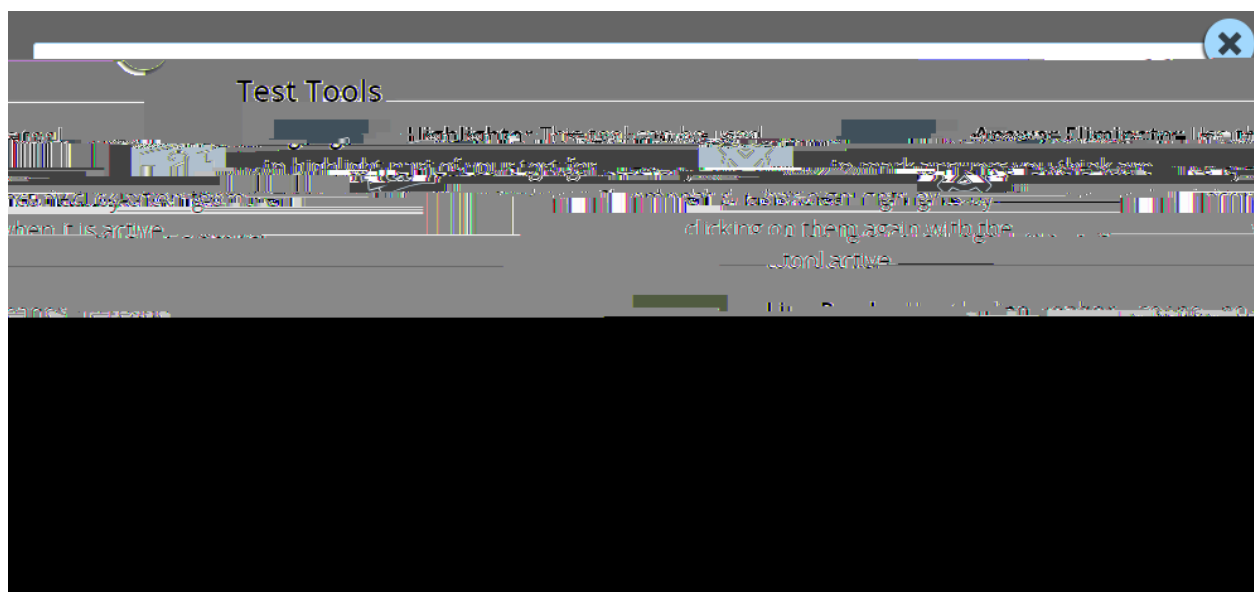
## Zoom, Bookmark, and Note (Notepad)



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 it.
- 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.

b

# Appendix G: Troubleshooting

## Issues During Testing

- b· 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.
- b· 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.
- b· 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.
- b· Lost Internet connectivity—If network connectivity is lost during the test, the student should continue to 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.





**Test content, student login tickets, Session Access Codes, and Proctor PINs must be kept secure. You are not to discuss the test or photocopy the student login tickets, as the security of the test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.**



**2022 Grades 6–8  
English Language Arts  
Computer-Based Tests  
Teacher's Directions  
March 29–April 5, 2022**



QAI26606