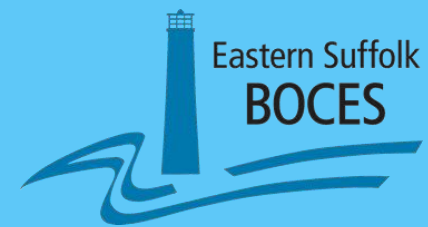


COMPUTER-BASED TESTING SUPPORT GRADES 3-8 ELA AND MATH

CBT_SUPPORT.NYSED.GOV

School Data Bank Services - Assessment Services



NEW UPDATES/ANNOUNCEMENTS 2022

Grades 3-8 ELA and Math Computer-Based Testing

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- 2022-23 Elementary- and Intermediate-level Testing Schedule
- New! Nextera Setup & Installation Guide, 2022-23 School Year
- Styluses Versus Digital Pens
- NWEA State Solutions
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Contacting Questar and NYSED during Operational CBT
See all 11 articles

Statewide CBT Simulations

- NEW! Videos & Presentations, 2022-23 NYSED Grades 3-8 ELA and Math Computer-Based Testing Simulation Training
- Statewide CBT Simulation Checklist
- Quick Reference Guide: Computer-Based Testing Simulation Guide, 2022-23
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- Video: Learn how to Download and Test the Questar Secure Browser
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Communications, 3-8 Computer-Based Testing

CBT RESOURCES

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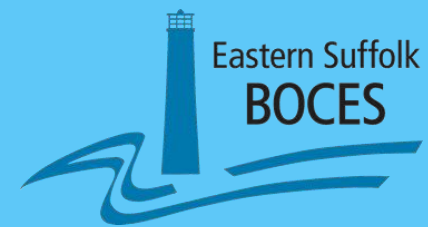
Frequently Asked Questions, 3-8 Computer-Based Testing

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- 2022–23 Elementary- and Intermediate-level Testing Schedule - [ALL](#)
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- NWEA State Solutions - [ALL](#)
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- Contacting Questar and NYSED during Operational CBT - [Admin & Test Admin](#)
- Alternate Language Accommodation for ELL for 3-8 ELA and Math- [ALL](#)
- CBT Field Testing Proctor Training - Spring 2022- [Teachers/Proctors](#)
- 2021-22 New York State Grades 3-8 ELA and Math CBT Proctor Training - [Teachers/Proctors](#)
- 2021-22 New York State Grades 3-8 ELA and Math CBT Winter Training- [ALL](#)
- Monthly Events Calendar for CBT 2022-23 School Year- [Admin & Test Admin](#)



STATEWIDE CBT SIMULATIONS

Grades 3-8 ELA and Math Computer-Based Testing

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- ★ Statewide CBT Simulation Checklist
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- NEW! Videos & Presentations: 2022-23 NYS Grades 3-8 ELA and Math CBT Simulation Training - [ALL](#)

Simulation CBT administration training videos

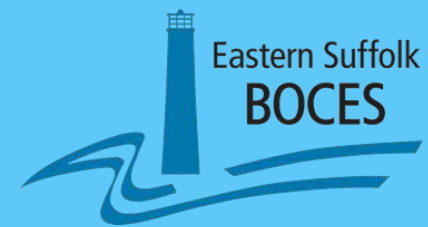
- I. General Information and Helpful Tips – 15 min - [ALL](#)
- II. Technical Information – 10 min- [Test Admin](#)
- III. Nextera Admin – 23 min- [Test Admin](#)
- IV. Test Delivery System – 15 min – [ALL](#)

- Statewide CBT Simulation Checklist - [Admin & Test Admin](#)

One-page simulation checklist with dates

- Quick Reference Guide: CBT Simulation Guide, 2022-23- [Admin & Test Admin](#)
- Preparation reference guide for Administrators, Technical Support - 21 Pages

- Preparation for the Simulation – Student Data - [Test Admin](#)
- Contact DWTSHELP@esboces.org for help



CBT VIDEO TUTORIALS/TRAININGS

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NEW UPDATES/ANNOUNCEMENTS 2022

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- StyleLess Versus Digital Plans
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Connecting Questar and NYSED during Operational CBT Read-At-Tabbles

Statewide CBT Simulations

- MBET Videos & Presentations: 2022-23 NYSED Grades 3-8 ELA and Math Computer-Based Testing Simulation Training
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- Presentation: CBT Scoring on ScorePoint

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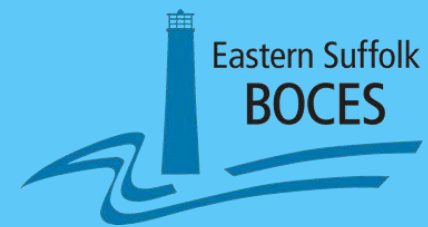
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- Video: Learn how to Download and Test the Questar Secure Browser- [Test Admin](#)
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- Video: Learn how to edit and add Classes in Nextera Admin- [Test Admin](#)
- Video: Learn How to Use the CBT Equation Editor Drawing Tool- [Teacher/Proctor](#)
- Video: Learn how to use the Highlighter tool on an iPad- [Teacher/Proctor](#)



COMPUTER-BASED SCORING

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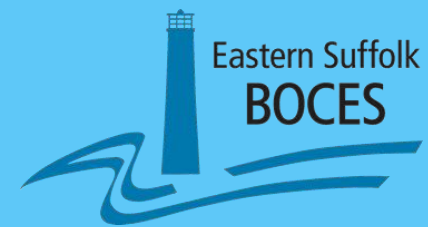
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- 2022 ScorePoint Manual- [Admin & Scoring Entities](#)
- 2021-22 New York State Grades 3-8 ELA and Math Computer-Based Testing ScorePoint Training- [Admin & Scoring Entities](#)
- Scoring Read Times- [Admin & Scoring Entities](#)
- Presentation: CBT Scoring on ScorePoint- [Admin & Scoring Entities](#)



COMMUNICATIONS, 3-8 COMPUTER-BASED TESTING ADMIN & TEST ADMIN

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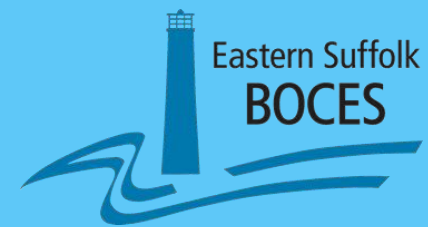
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Communications, 3-8 Computer-Based Testing

- Memo: Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2022 Administration of the NYS Grades 3-8 English Language Arts and Mathematics Tests and the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science [Tests-Admin & Test Admin](#)
- Memo, Spring 2021 Grades 3–8 English Language Arts and Mathematics Tests
- Memo, Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2021 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and Information on Computer-Based Testing for Spring 2021
- Memo, Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2020 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and Information on Computer-Based Testing and Field Testing for Spring 2020
- Sign Up for New Content Alerting on CBT Support: "Follow" Feature



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- Best Practices: Computer-Based Testing "Tech Tips"- [Admin & Test Admin](#)
- Documentation:Text-to-Speech (TTS) Quick Reference Guide - [ALL](#)
- Documentation: How to set student testing accommodations for CBT- [ALL](#)
- Documentation: How to Set Not Tested Codes- [Test Admin](#)
- Test Read Accommodations in Nextera Are Only Provided in English- [Test Admin](#)
- Text-to-Speech (TTS) Player Functionality- [Teacher/Proctor](#)
- Examiner View: Monitor Student Testing Progress- [Teacher/Proctor](#)

CBT RESOURCES - CONTINUED

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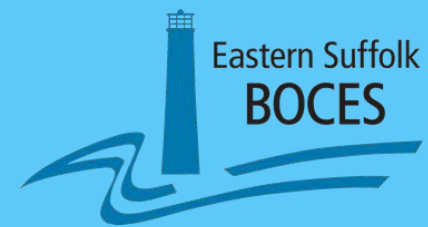
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- Documentation: Equation Editor Drawing Tool, Quick Reference Guide- [Teacher/Proctor](#)
- Documentation: Setting alternate language keyboards on iPad, Mac, and Windows student testing devices- [ALL](#)
- Proctor Tip: How to delete symbols in-a-row within the Equation Editor when testing on iPad- [Teacher/Proctor](#)
- Troubleshooting Tips for Printing Student Login Tickets- [Test Admin](#)
- Documentation: How to view and change session access codes- [Test Admin](#)
- Suggestions to create a secure Computer-Based Testing environment- [ALL](#)
- Definitions: Equation Editor Button Functions- [Teacher/Proctor](#)
- Best Practice: Staggering Student-Testing Start Times- [ALL](#)
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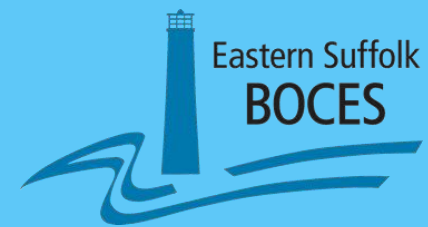
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3-8 COMPUTER-BASED TESTING

Grades 3-8 ELA and Math Computer-Based Testing

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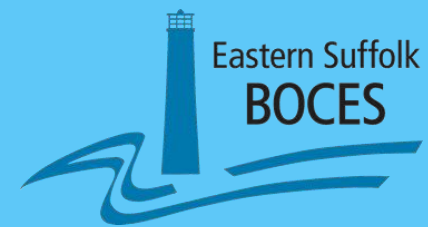
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- Are student login tickets the same for operational CBT Sessions 1 and 2?- [ALL](#)
- Touchscreen Computers with Flip Screens Are Not Supported by Questar in Tablet Mode- [ALL](#)
- What can students bring from home for use when taking the computer-based tests (CBT)?- [ALL](#)
- How can I test my school's internet network for supporting the operational CBT administration?- [Admin & Test Admin](#)



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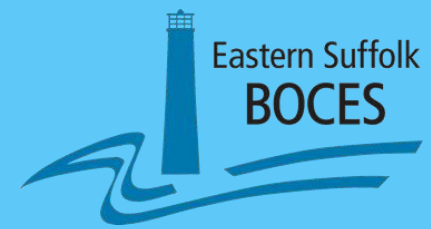
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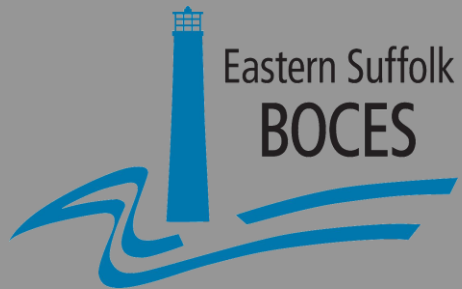
ADDITIONAL RESOURCES

School Data Bank Services – Assessment Services Webpage

Link to: <https://www.esboces.org/assessment-services>

NYSED CBT Question Sampler

Link to: <https://ny.nextera.questarai.com/tds/#practice>



CBT SIMULATION 2023

General Information and Helpful Tips

Student Data Services

CBT SIMULATION DATES

Tuesday, January 17th through Friday, January 27th

In order to administer operational tests with CBT in spring 2023, schools are required to participate in at least one day of the Simulation.

- Schools can choose which day(s) they want to participate.
- Schools can choose the content area(s) and grade level(s) that will participate in the simulations from the content area(s) and grade level(s) they requested for operational CBT.

WHY IS THE SIMULATION IMPORTANT?

- Low stakes
- Dry run
- No scoring
- Test your network
- Ensure your testing devices are up to date (operating systems, secure browser)
- Practice CBT administration; including setting accommodations and printing login tickets

A pink wavy banner with a dark blue outline, containing the text "Keep it simple!".

Keep it simple!

CBT SYSTEMS OVERVIEW

➤ Question Sampler

- Web-based application students and teachers use to become familiar with the test format, question types, application tools, and accommodations available for operational CBT
- Offers practice with previously released state questions

➤ Nextera® Test Delivery System

- Secure browser
- Downloaded to students' devices
- Student access and complete tests
- Offers practice with previously released state questions



Used for Simulation

➤ Nextera® Administration (Nextera Admin)

- Online Test Administration System
- Multi-tiered, role-based system
- Manage students and student-test taking



Used for Simulation


➤ ScorePoint

- Centrally-hosted software application to score constructed-response items entered by students during operational computer-based testing

SIMULATION QRG AND CHECKLIST

Simulation Quick Reference Guide (QRG)

- Located on CBT support in the Statewide CBT Simulations section and on Nextera Admin under the Help tab
- Step-by-Step instructions for preparing and administering the simulation
- Update the Secure Browser to the latest version prior to the Simulation

 **New York State Education Department**
Ensuring a bright future for every child

Statewide Computer-Based Testing (CBT) Simulation

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

The following checklist is for your use and will help you to prepare staff and students in your school to participate in New York State's CBT Simulation. You may retain this checklist for your use.

1	Pick a Day(s) within the Simulation Period Schedule your school's participation from the grade level(s) and content area(s) requested for operational CBT. <input type="checkbox"/> Tuesday, January 17 – Friday, January 27, 2023 Please consider other demands for network connection during these times.
2	Plan within Your School <input type="checkbox"/> Confirm staff availability and plan for proctoring <input type="checkbox"/> Choose from the grade level(s) and content area(s) requested for operational CBT <input type="checkbox"/> Inform staff of the chosen day, grade level(s) and content area(s) for the simulation <input type="checkbox"/> Secure the testing room space(s) <input type="checkbox"/> Consider establishing a central command center for support
3	Review Simulation Software and Hardware <input type="checkbox"/> Confirm you have the latest version of the Questar Secure Browser installed on student testing devices <input type="checkbox"/> Verify that all background processes and other settings are disabled as described in the Setup & Installation Guide <input type="checkbox"/> Review network availability and/or WiFi setup within the school <input type="checkbox"/> Locate additional power cords and strips to have on hand
4	Set Accommodations and Print Login Tickets <input type="checkbox"/> Set student accommodations in Nextera Admin via the Students Tab <input type="checkbox"/> Print student login tickets from Nextera Admin via the Tests Tab <input type="checkbox"/> All student login tickets are secure testing materials and must also be securely stored prior to your selected Simulation date
5	Prepare Proctors <input type="checkbox"/> Distribute student login tickets to proctors <input type="checkbox"/> Distribute the Session Access Code to proctors <input type="checkbox"/> Distribute the Proctor PIN to proctors <input type="checkbox"/> Confirm proctors know how to launch the Questar Secure Browser <input type="checkbox"/> Provide information about the Nextera Test Delivery System, available in the CBT Teacher's Directions
6	Start the CBT Simulation <input type="checkbox"/> Hand out student login tickets <input type="checkbox"/> Have students launch the Questar Secure Browser and log in <input type="checkbox"/> Assist students with navigating through the online test directions <input type="checkbox"/> Students type in the Session Access Code <input type="checkbox"/> Students start the test <input type="checkbox"/> Students finish the test, click "Review," and then "Submit" the test <input type="checkbox"/> Proctors provide the Proctor PIN to students who need to pause during the Simulation

STEP 1-PICK A DAY

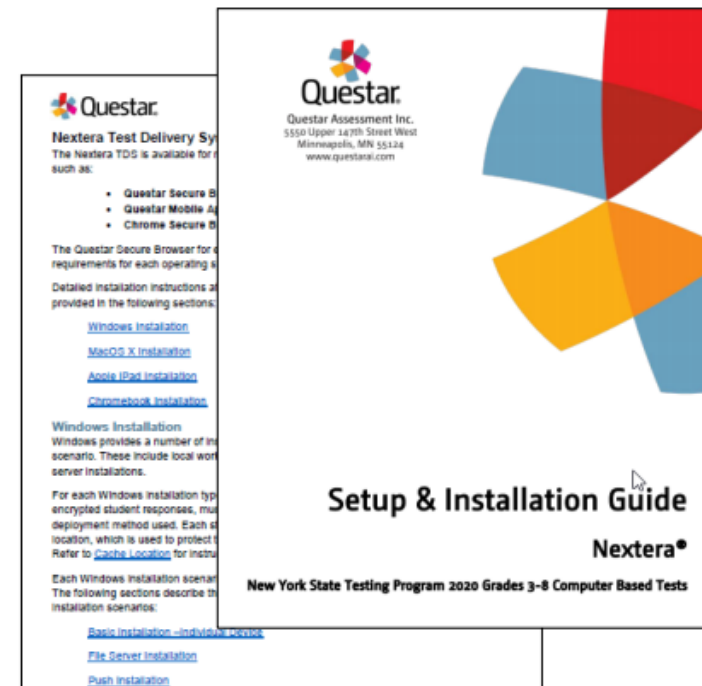
- Participation in at least one day of the Statewide CBT Simulation Period is required.
 - January 17 -27, 2023
- We recommend that schools begin the Simulation between 8:30-9:30 a.m. or during the first session of the day. However, it is a local decision for when a school would like to start their simulation.
- The goal is to mimic an actual day of operational CBT where schools within your district and throughout the state are testing first thing in the morning.

STEP 2-PLAN WITHIN YOUR SCHOOL

- Confirm staff availability
- Plan for proctoring the Simulation
 - Have proctors practice the steps for preparing and starting the tests.
- Secure testing space (computer labs; computer carts)
- Establish support plan for the Simulation
- Manage classes and set accommodations
- Print student login tickets and store in a secure location.
- Provide student login tickets, proctor PINs, and access codes to proctors on the day of the Simulation

STEP 3-REVIEW SIMULATION SOFTWARE AND HARDWARE

- Use the Nextera Setup & Installation Guide (SIG) to confirm student devices are supported.
- Use the SIG to assist with steps for installing and testing the Questar Secure Browser on your student testing devices.
- Be sure to disable any applications running in the background. Reference SIG for a list applications to disable.
- Share with proctors and support staff the list of potential errors and solutions found in the SIG.
- Check WiFi, WiFi batteries, find additional power cords, mice, etc.



STEP 4-SET ACCOMMODATIONS AND PRINT LOGIN TICKETS

- Your school's actual student data will be used for the CBT Simulations. The student data was pulled on 12/9/22. If you do not see a student, they will need to be added manually. Please reach out to your RIC/district contact for assistance.
- Simulation student data will be available in Nextera Admin starting 12/21/22
- Manage Simulation classes and set accommodations in Nextera Admin
- Simulation login tickets are student, grade, and content area specific and can only be used during the simulation.

STEP 5- PREPARE PROCTORS

Proctors must follow all security protocols when supervising the simulation:

- Circulate periodically around the room during the simulation to ensure that students are not having difficulty navigating within the online test form
- Make sure that students are recording their multiple-choice and constructed-response answers in the Nextera® Test Delivery System
- Before a student submits the test, point out to students if they have left one or more answers blank (Review & Submit screen)
- Do **Not** comment to the student on the correctness or sufficiency of any answer

STEP 6: START THE CBT SIMULATION

Teachers and/or Proctors will need the proper tools for a successful administration on computers:

- ✓ Student login tickets (credentials)
- ✓ Access code
- ✓ Proctor PIN
- ✓ Scratch paper
- ✓ Calculators and math reference sheets will be available to students through the Nextera Test Delivery System.*

*Hand-held Calculator may be provided (for the operational tests, calculators are only provided to students for Grades 6–Session 2 only and Grades 7 and 8–Session 1 and 2).

- Disable Screen Savers
- Disable Notifications
- Disable apps running in the background
- Double-Check Wireless Connections
- Limit Network Activity Like Streaming Videos
- Charge Testing Devices
- Have Extra Cords and Power Strips On-Hand
- Have Extra Testing Devices On-Hand
- Try to Reboot All Devices Before Operational CBT

QUICK FACTS

- **How long will the simulation take?** The simulation tests have between 10-11 previously released state test questions. The simulation should not take longer than one class period or 40 minutes.
- **Where do we get login tickets?** You will print them in Nextera Admin from the Tests Tab as you would do for the operational administration.
- **Will the students' responses be scored and/or shared with teachers?** No.
 - Student responses will NOT be stored or scored as part of the simulation. The goal of the simulation is to provide schools with CBT administration experience and to provide students with an opportunity to practice with the online tools and navigation within the Nextera Secure Browser.
- **Can my students pause the test?** Yes.
- **How do my students access and resume testing after they have paused the test?** A Proctor PIN is required to resume testing.
- **Where do I find the Proctor PIN?** Bottom-left of the Nextera Admin homepage

QUESTIONS

CBT Setup & Administration: DWTShelp@esboces.org

CBT Scoring Registration Website: scoring.esboces.org