2025 NYS Gr. 3-8 ELA, Math, and Gr. ⅝ Science
Closing out individual exams and finalizing data

Attn: DDCs, Test Coordinators, Principals & District Admins

Due Date: May 30, 2025

ESB Helpdesk: DWTShelp@esboces.org
CBT Support: CBTsupport@NYSED.gov
Nextera Helpdesk: NYTesting@nwea.org

Students in New York State are required to take a grade appropriate NYS ELA, Math & Science exam annually. This is a reminder that <u>every exam needs to be completed</u>, either by the student finishing/submitting the exam or by a system administrator entering an appropriate not tested code.

All exams must be correctly submitted for NYS Accountability credit

- **For Students testing via Computer Based Testing (CBT)**
  - Option 1: The student submits their exam data in the Nextera Browser
  - Option 2: The student <u>does not complete</u> the exam for any reason
    - A system administrator must manually mark the student as *"Not Testing"* **and** select a reason code for each exam session (EX: Refused, Absent, Taking on Paper) ([Quick Reference Guide](#))
- **For Students with a paper testing accommodation**
  - If the student completed **ANY** responses on their paper scan sheet
    - The scan sheet should be returned to ESB with all [appropriate accommodations](#) and/or session codes bubbled in by the test administrator
      - The administrator **– MUST–** mark the student as **"Not Testing"** <u>AND</u> select the **"Taking on Paper"** reason code for **both** exam sessions in the [Nextera Admin Console](#)
- **Students taking a Regents in Lieu of a NYS 3-8 Math or Science exam**
  - The administrator **– MUST–** mark the student as **"Not Testing"** <u>AND</u> select the **"Taking Regents"** reason code for **both** exam sessions in the [Nextera Admin Console](#)
- For **ANY** Student who received a paper scan sheet **and REFUSED the exam**
  - The administrator **– MUST–** mark the student as **"Not Testing"** <u>AND</u> select "**Refused Session**" for **both** exam sessions in the [Nextera Admin Console](#)
    - After finalizing session codes in the Nextera system **SHRED** the student's blank answer sheet

To Do

- [ ] Navigate to the Nextera Admin Console
  - [ ] Access your Tests Tab **(1)**
    - [ ] Select Tests **(2)**
      - [ ] View each class **(3)**
  - [ ] Locate Students without a **(4)** Completed Date or Status
    - [ ] Click the 'Set' button **(5)**
- [ ] Select 'Not Testing' **(6)** and the appropriate reason code **(7)**

2025 Spring 3-8 | NY RIC Sandbox District (NYRICSB01) | Eastern Suffolk Sandbox School (ESSB01) | ELA   Change   PETER

New York State Grades 3-8 Testing Program

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

Important Dates
Tests **2**
Testing Status Details

Tests

Testing Status for: ELA, 2025 Spring 3-8

Filter By Testing Status: All

Search

Enter all or part of a class or teacher's name.

Teacher	Class	Content Area	Test Name	Testing	View
Harry Eienstiein	Pre ID Grade 5 ELA	ELA	2025 Spring 3-8 ELA	In Progress	View **3**
Harry Eienstiein	TTS Gade 5	ELA	2025 Spring 3-8 ELA	In Progress	View

Registered Students:

Session All Sessions

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Des	Pete	2020202025 manage	313765	05	NY2501_EN_05_1_EN_0U	Session 1: Not Started	0			Medically exc...
						Session 2: Not Started	0			Medically exc...
Fine	Larry	2025202501 manage	755148	05	NY2501_EN_05_1_EN_0A	Session 1: Not Started	0			Refused sessi...
						Session 2: Not Started	0			Refused sessi...
Ghoulia	Julia	9999999924 manage	653678	05	NY2501_EN_05_1_EN_0O	Session 1: Not Started	0			Set
						Session 2: Not Started	0			Set
Howard	Moe	2025202502 manage	817923	05	NY2501_EN_05_1_EN_0A	Session 1: Not Started	0	4/29/2025, 7:55:41 AM EDT	4/29/2025, 9:16:45 AM EDT	Set
						Session 2: Not Started	0	4/29/2025, 7:55:41 AM EDT	4/29/2025, 9:16:45 AM EDT	Set
Howard	Shemp	2025202503 manage	648651	05	NY2501_EN_05_1_EN_0A	Session 1: Not Started	0			Set
						Session 2: Not Started	0			Administrativ...

Set Status Codes   ✕

Student Name	Ghoulia, Julia
Session Name	Session 1
Content Area	ELA
Scoring Option	⦿ Not Testing **6** ◯ None
Reason	--make a selection-- ⌄ **7**

--make a selection--
Absent for session
Administrative error, no score
First-year ELL student (ELA only)
Medically excused
Not enrolled at time of test
Refused session
Taking NYSAA
Taking Regents (Math and Science only)

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