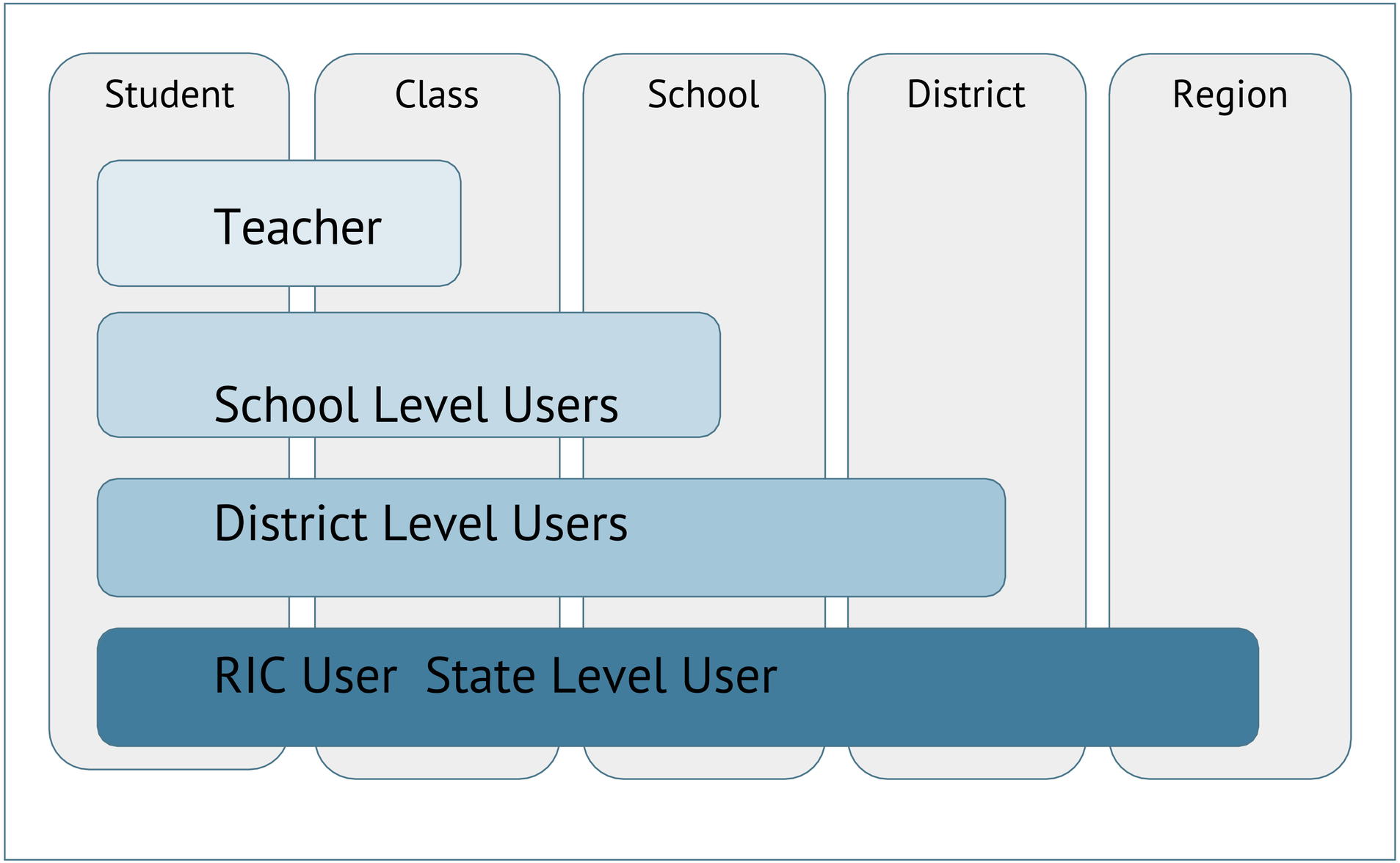
EASTERN SUFFOLK BOCES
REGIONAL INFORMATION CENTER

CBT WORKSHOP #3: OPERATIONAL EXAM MANAGEMENT

Presented by the Student Data Services Department

Nextera Admin User Roles

Nextera Admin User Roles



District Level Roles

District Level Users

- **District Test Coordinator (DTC)** – Main point of contact at the district for Questar and schools, ensures accuracy of all student data in system, manages district-level accounts and sets up primary school level users

- **Superintendent (SUP)** – Adviser to the DTC, ensures all student data is correct in system, visibility to own district and school level information

- **District Level User (DLU)** – Same permissions as DTC, assists in managing district-level users and students

- **District Information Technology Coordinator (DITC)** – Information technology point-of-contact for district, can download the secure browser, helps to troubleshoot, does not have access to students or classes

School Level Roles

School Level Users

- **Principal (PRN)** – Responsible for Technology Readiness, visibility to their own school, classes, and students, can create school level users
- **School Test Coordinator (STC)** – Handles test coordinator responsibilities at school level, manages users and students, schedules tests at school level
- **Building Level User (BLU)** – Same permissions as STC, assists in managing school-level users and students
- **School Information Technology Coordinator (SITC)** – Information technology point of contact for school, can download the secure browser, helps to troubleshoot, does not have access to students or classes

Teacher Role (Not Required)

Teacher

- Can access their class and student information in Nextera Admin
- Responsible for leading the test administration
- Distributes login tickets and reads the directions from the *Teacher's Directions*
- Has the Proctor PIN on-hand for students who may need to pause the test
- There is only one teacher per class
- This is for organizational purposes only

Adding Users to Nextera: Online Resources

- CBT Support Knowledgebase
- Adding New Users Video Tutorial
- Roles and Responsibilities Guide
- Adding Teachers PDF Guide

Nextera Students Tab

Students:

2024-25 Simulation | NY RIC Sandbox District (NYRICSB01) | Eastern Suffolk Sandbox School (ESSB01) | No Content Area Change

PETER DESJARDINS Sign Out

New York State Grades 3-8 Testing Program

Questar

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

TIP: Always check your school & content area as it will affect what students and classes you can view

Administration Quick Links

- CBT Support
- Question Sampler
- NYSED Office of State Assessment
- NYSED CBT Website
- Nextera Admin Roles & Responsibilities

DTC Important Information

- **PII Reminder:** When contacting CBT Support or NWEA Support , do not send any Personally Identifiable Information (PII) for a student via email which, when unencrypted, is not a secure method of transmittal. This is to ensure that student PII is not released to those not authorized to receive them in compliance with the Family Education Rights and Privacy Act (FERPA).

What's New

Welcome to the Nextera Administration System (Nextera Admin) for the ELA and Math and Elementary- level (Grade 5) and Intermediate-level (Grade 8) Science computer-based testing (C

Nextera Admin is NWEA's test administration system where schools can manage comp ing for their students. Based on user roles, schools can make sure students are loaded into the platform, edit an t testing accommodations, and print login tickets in Nextera Admin. As a Nextera user, you play an impo successful execution of testing activities.

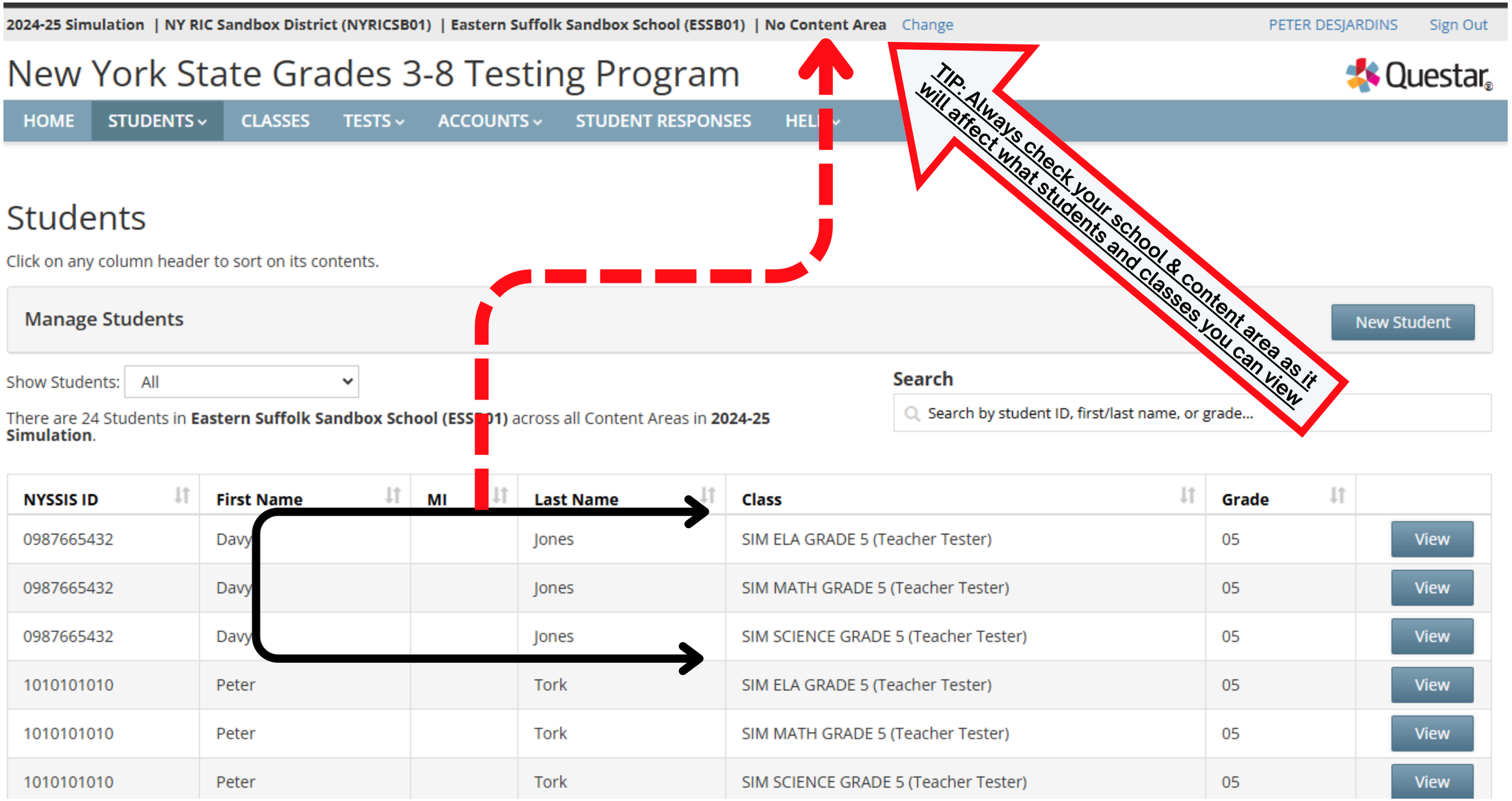
Verify Technology Readiness – Complete Technology Readiness Checklist

In order to participate in operational Computer-Based Testing (CBT) for any of the Grades 3-8 English Language Arts (ELA), Mathematics, Grades 5 and 8 Science Tests, the school administrator must verify CBT Technology Readiness of their school. **Verification is required for all schools for the 2024-2025 school year. Please complete your 2024-2025 Technology Readiness by Friday, December 27, 2024.**

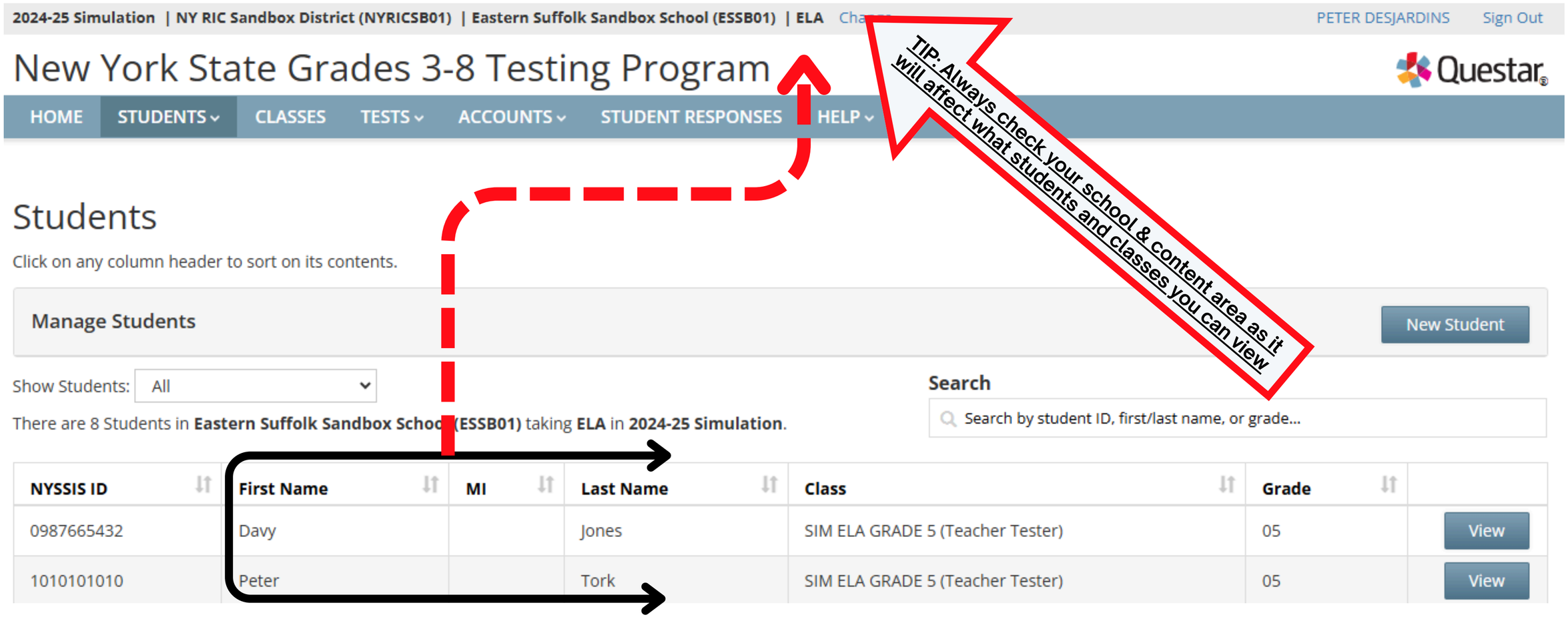
The CBT Technology Readiness Checklist is located under the Help tab and must be verified every year by an administrator of any school participating in operational CBT to help the school prepare for a successful CBT administration.

It is the responsibility of the principal to ensure that the Technology Readiness Checklist is completed for their school each school year they are administering any operational tests by CBT. Completing the checklist helps ensure schools are properly prepared to administer the operational tests by CBT in the spring and helps identify any concerns that should be addressed before then.

Students


2024-25 Simulation | NY RIC Sandbox District (NYRICSB01) | Eastern Suffolk Sandbox School (ESSB01) | No Content Area Change
PETER DESJARDINS
Sign Out
New York State Grades 3-8 Testing Program
Questar
HOME
STUDENTS
CLASSES
TESTS
ACCOUNTS
STUDENT RESPONSES
HELP
TIP: Always check your school & content area as it will affect what students and classes you can view
Students
Click on any column header to sort on its contents.
Manage Students
New Student
Show Students: All
Search
Search by student ID, first/last name, or grade...
There are 24 Students in Eastern Suffolk Sandbox School (ESSB01) across all Content Areas in 2024-25 Simulation.
NYSSIS ID
First Name
MI
Last Name
Class
Grade
0987665432 Davy Jones SIM ELA GRADE 5 (Teacher Tester) 05 View
0987665432 Davy Jones SIM MATH GRADE 5 (Teacher Tester) 05 View
0987665432 Davy Jones SIM SCIENCE GRADE 5 (Teacher Tester) 05 View
1010101010 Peter Tork SIM ELA GRADE 5 (Teacher Tester) 05 View
1010101010 Peter Tork SIM MATH GRADE 5 (Teacher Tester) 05 View
1010101010 Peter Tork SIM SCIENCE GRADE 5 (Teacher Tester) 05 View

Students


2024-25 Simulation | NY RIC Sandbox District (NYRICSB01) | Eastern Suffolk Sandbox School (ESSB01) | ELA
PETER DESJARDINS
Sign Out
New York State Grades 3-8 Testing Program
Questar
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STUDENTS
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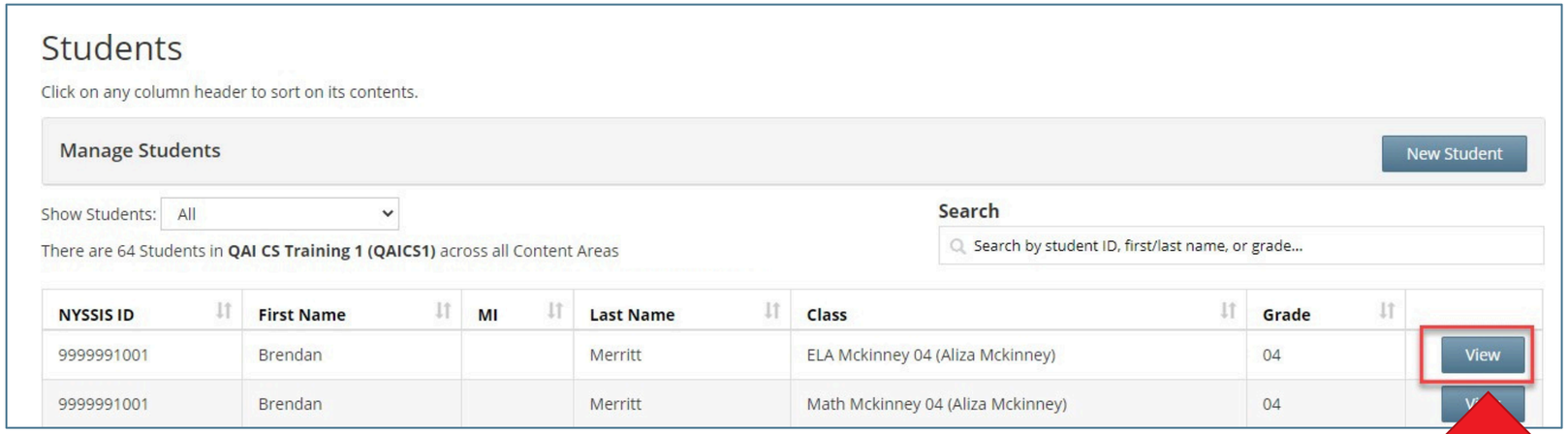
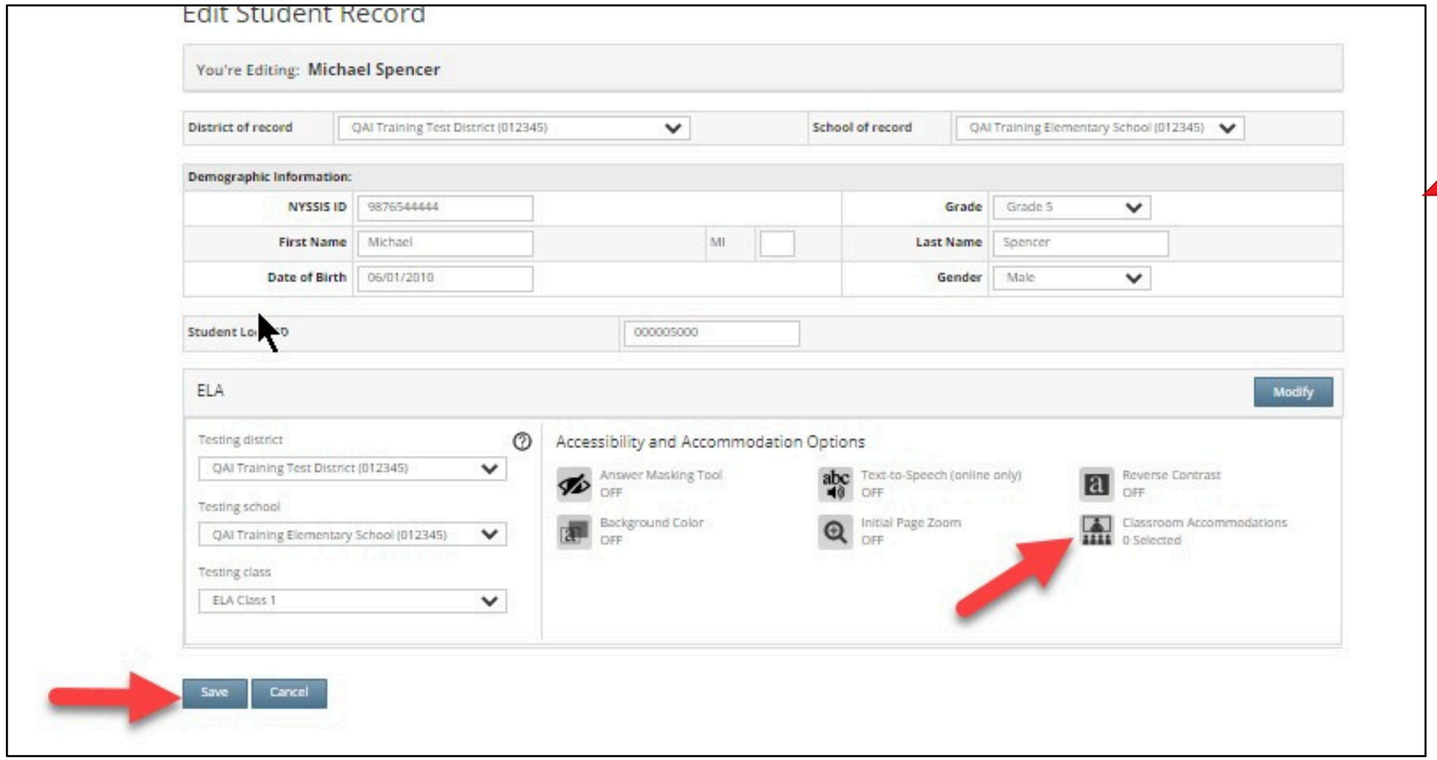
TIP: Always check your school & content area as it will affect what students and classes you can view
Students
Click on any column header to sort on its contents.
Manage Students
New Student
Show Students: All
Search
Search by student ID, first/last name, or grade...
There are 8 Students in Eastern Suffolk Sandbox School (ESSB01) taking ELA in 2024-25 Simulation.
NYSSIS ID
First Name
MI
Last Name
Class
Grade
0987665432
Davy
Jones
SIM ELA GRADE 5 (Teacher Tester)
05
View
1010101010
Peter
Tork
SIM ELA GRADE 5 (Teacher Tester)
05
View

Students





To edit a student record, click on "View"

Adding Accommodations for IEP/ELL Students

Current Accommodation Guide - FAQ

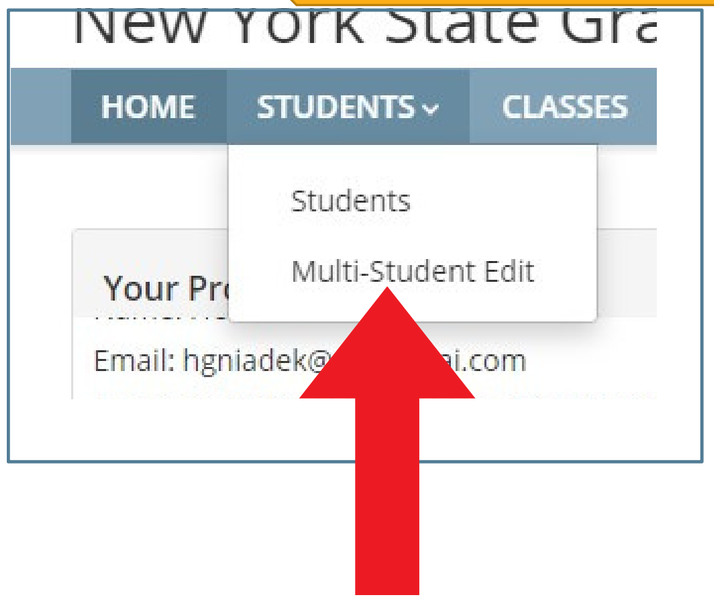
Accommodations Available in Nextera

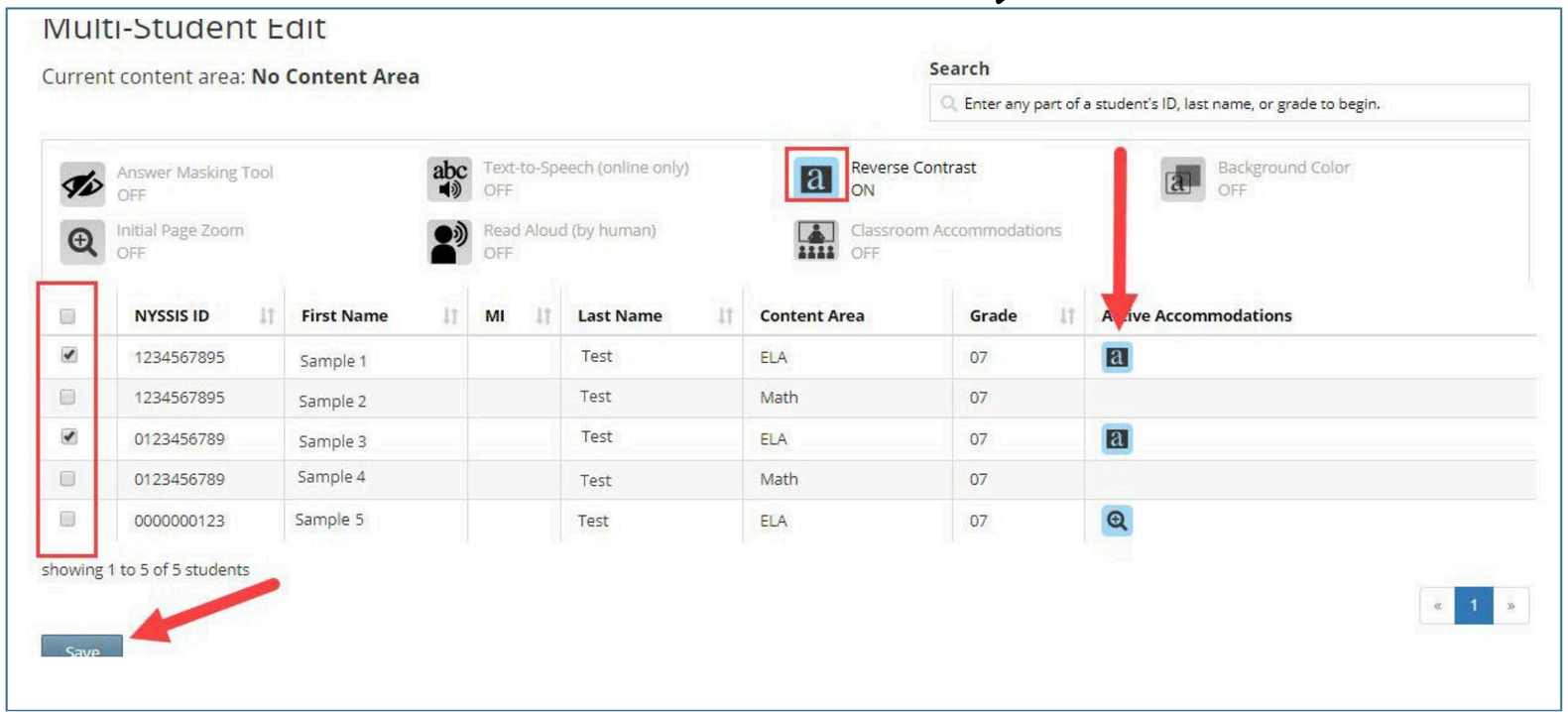
- <u>Online Testing Accommodations</u>
  - Text-to-Speech (online only)
    - Text-to-Speech (online only): This accommodation entails the test being delivered online, with all or part of the test being read aloud by the computer
  - Read Aloud (by human)
    - Read Aloud (by human): This accommodation involves the test being administered online, with all or part of the test read aloud by a human reader
  - Answer Masking Tool
    - Initially covers MC answers
  - Initial Page Zoom
    - Magnifies view to begin the exam
  - Speech-to-Text (ELA only)
    - Allows student to use a microphone to respond to the written portion of the ELA exam

- <u>Offline Testing Accommodations</u>
  - Print Variations
    - Testing Language available for Math & Science only
- <u>Classroom Accommodations</u>
  - Flexibility in scheduling
  - Flexibility in setting
  - Method of presentation
  - Method of response
  - Other
  - Use of spell-check-grammar-check
  - Bilingual dictionaries and glossaries
  - Separate location
  - Oral Translation (Math & Science only)

Students: Multi-Student Edit

Multi-Student Edit Feature
This feature allows you to add accommodations to a group of students at the same time.
Note: Multi-Student Edit will overwrite any previously assigned accommodations for the students being edited. It is recommended to begin with the Multi-Student Edit, then make necessary individual changes to assign accommodations for individual students.





Adding Online Testing Accommodations: Single Student

View Student

You're Viewing: **Davy Jones** for 2024-25 Simulation

Edit

District of record	NY RIC Sandbox District (NYRICSB01)	**School of record**	Eastern Suffolk Sandbox School (ESSB01)

Demographic Information:

NYSSIS ID	0987665432			**Grade**	Grade 5
First Name	Davy	MI		**Last Name**	Jones
Date of Birth	10/7/2009			**Gender**	Male

Student Local ID	111111111

ELA

Testing district

NY RIC Sandbox District (NYRICSB01)

Testing school

Eastern Suffolk Sandbox School (ESSB01)

Testing class

SIM ELA GRADE 5

Accessibility and Accommodation Options

- Answer Masking Tool — OFF
- Text-to-Speech (online only) — OFF
- Initial Page Zoom — OFF
- Classroom Accommodations — 0 Selected
- Read Aloud (by human) — OFF
- Speech-to-Text — OFF

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Not Started	N/A		

Adding Online Testing Accommodations: Single Student

View Student

You're Viewing: **Davy Jones** for 2024-25 Simulation

Edit

District of record	NY RIC Sandbox District (NYRICSB01)	**School of record**	Eastern Suffolk Sandbox School (ESSB01)

Demographic Information:

NYSSIS ID	0987665432	**Grade**	Grade 5
First Name	Davy	**Last Name**	Jones
Date of Birth	10/7/2009	**Gender**	Male

Student Local ID: 111111111

ELA

Testing district
NY RIC Sandbox District (NYRICSB01)

Testing school
Eastern Suffolk Sandbox School (ESSB01)

Testing class
SIM ELA GRADE 5

Accessibility and Accommodation Options

- Answer Masking Tool — OFF
- Text-to-Speech (online only) — OFF
- Initial Page Zoom — OFF
- Classroom Accommodations — 0 Selected
- Read Aloud (by human) — OFF
- Speech-to-Text — OFF

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed
Session 1	Not Started	N/A		

Accommodations must be entered for each Exam

3 Testing Program

Questar

ACCOUNTS | STUDENT RESPONSES | HELP

333333333

Modify

Accessibility and Accommodation Options

- Answer Masking Tool — OFF
- Text-to-Speech (online only) — OFF
- Initial Page Zoom — OFF
- Classroom Accommodations — 0 Selected
- Read Aloud (by human) — OFF
- Speech-to-Text — OFF

Completed	Date/Time Started	Date/Time Completed

Math

Modify

Testing district
NY RIC Sandbox District (NYRICSB01)

Testing school
Eastern Suffolk Sandbox School (ESSB01)

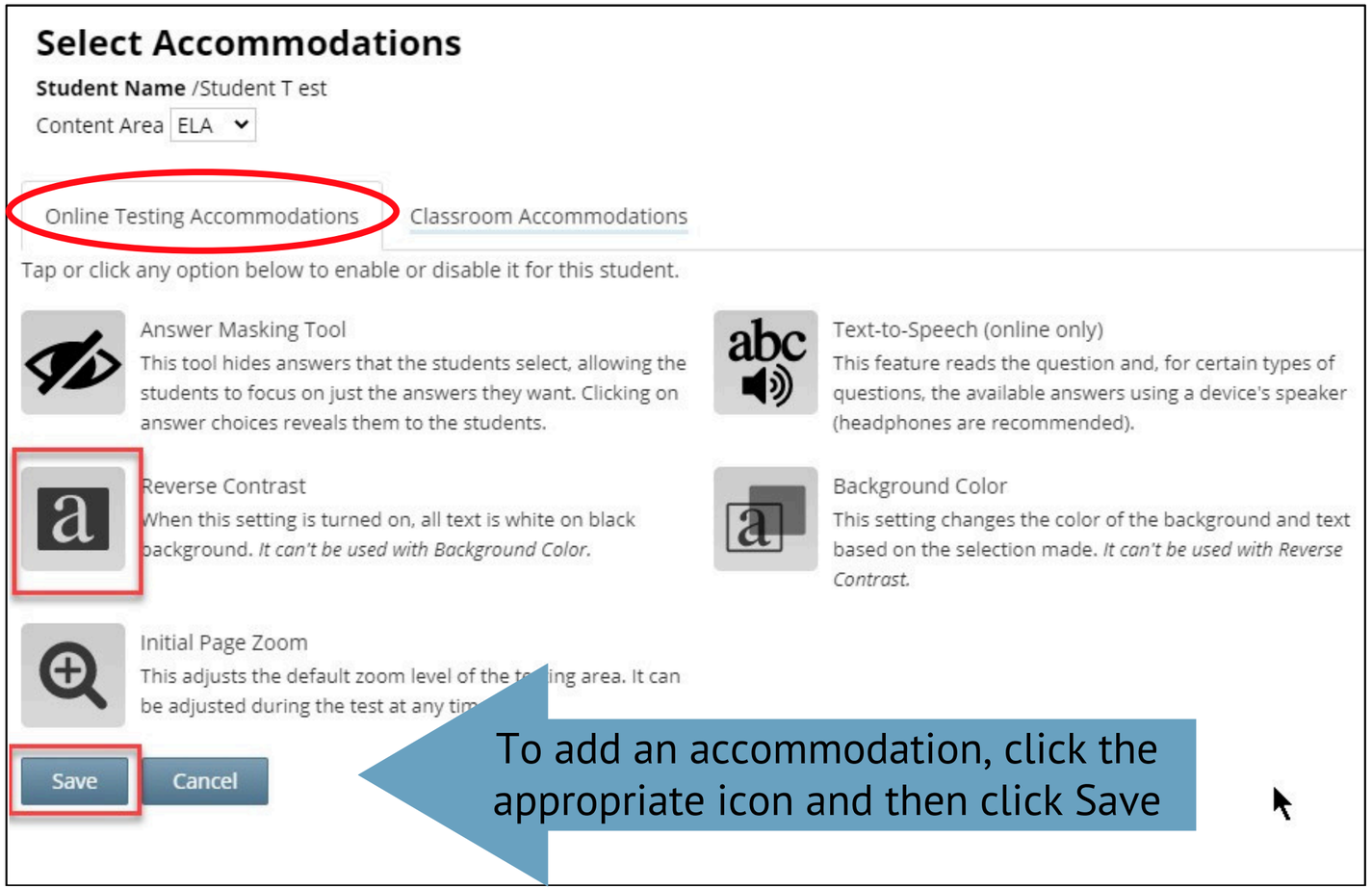
Testing class
SIM MATH GRADE 5

Accessibility and Accommodation Options

- Answer Masking Tool — OFF
- Text-to-Speech (online only) — OFF
- Initial Page Zoom — OFF
- Classroom Accommodations — 0 Selected
- Read Aloud (by human) — OFF
- Print Variations — OFF

Adding Online Testing Accommodations: Single Student

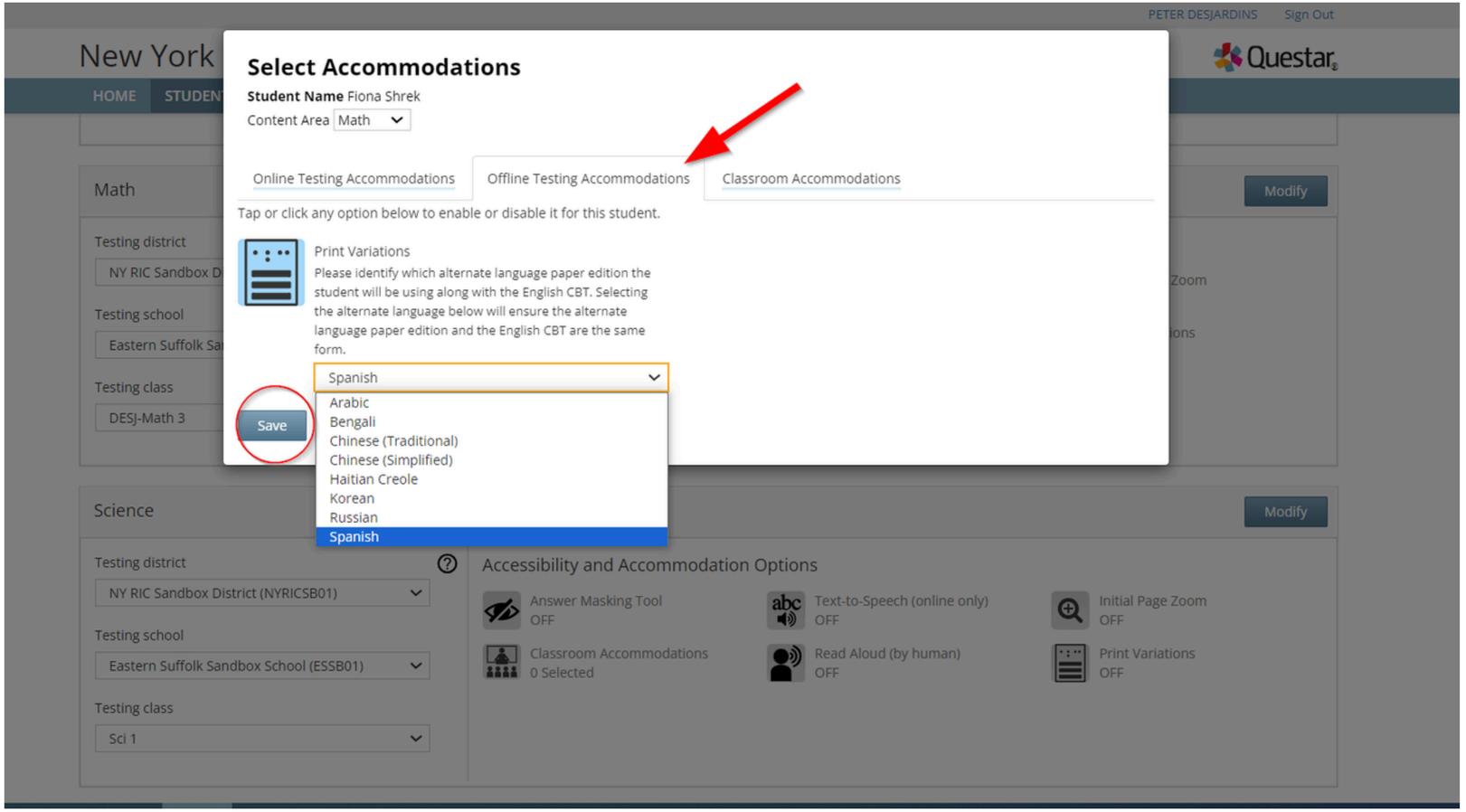
Online Testing Accommodations are provided within the Nextera platform
These accommodations must be set in Admin prior to testing



To add an accommodation, click the appropriate icon and then click Save

Students: Offline Testing Accommodation for ELL Students

- For Math and Science only
- Sets the CBT exam administered to match the paper exam



Students: Classroom Accommodations

Adding Online Testing Accommodations: Single Student

Individual Classroom Accommodations are provided by the school during testing. These accommodations must be set in Admin prior to testing.

Select Accommodations

Student Name

Content Area ELA

Online Testing Accommodations | Classroom Accommodations

Please select the testing accommodations that your student used outside of the testing platform.

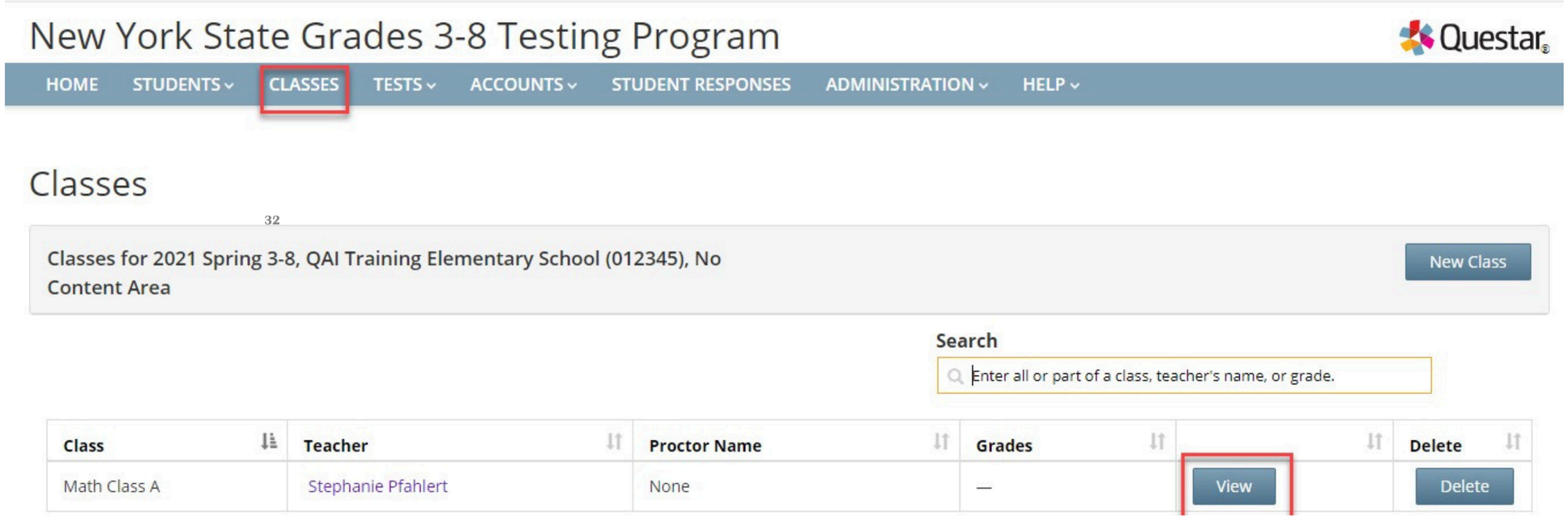
- Flexibility in Scheduling (IEP or 504 Plan)
- Flexibility in setting (IEP or 504 Plan)
- Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)
- Method of response (IEP or 504 Plan)
- Use of spell-checking device/software (IEP or 504 Plan)
- Other (IEP or 504 Plan)
- Bilingual dictionaries and glossaries (ELL)
- Separate location (ELL)

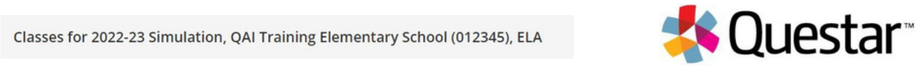
Save | Cancel

Creating a Class in the Nextera System

Classes

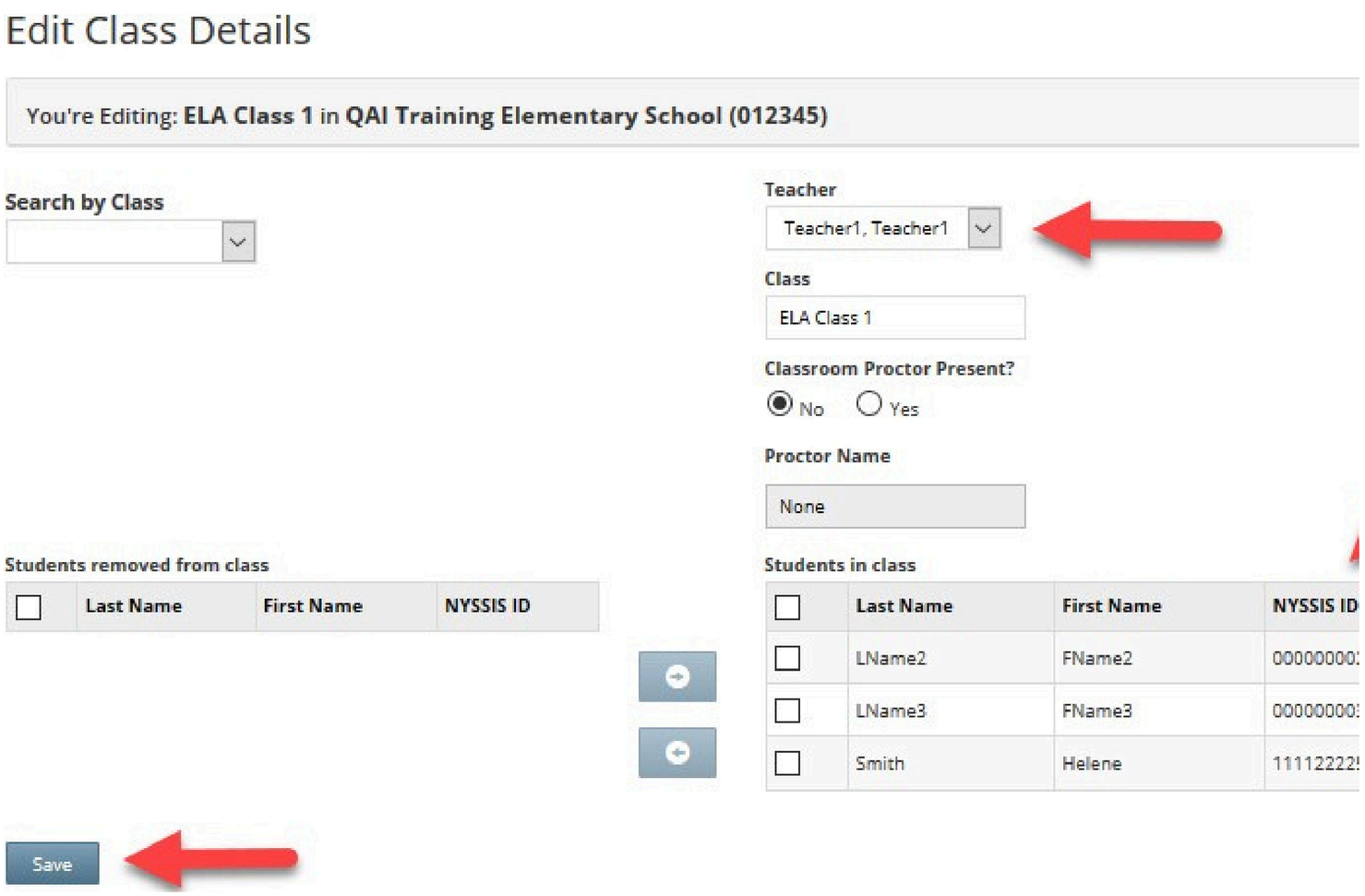
- Creating Classes offers the ability to assign Students to a Teacher
  - Teachers have the ability to see what questions a student has answered
- For Districts that will print their own Log In Tickets, Classes allow for easier distribution





To create a new class:

1. Choose a Teacher
2. Create a Class Name
3. Move students into the class
4. Click Save



What is the Role of a Proctor for Computer-Based Testing?

What is the Role of a Proctor for CBT?

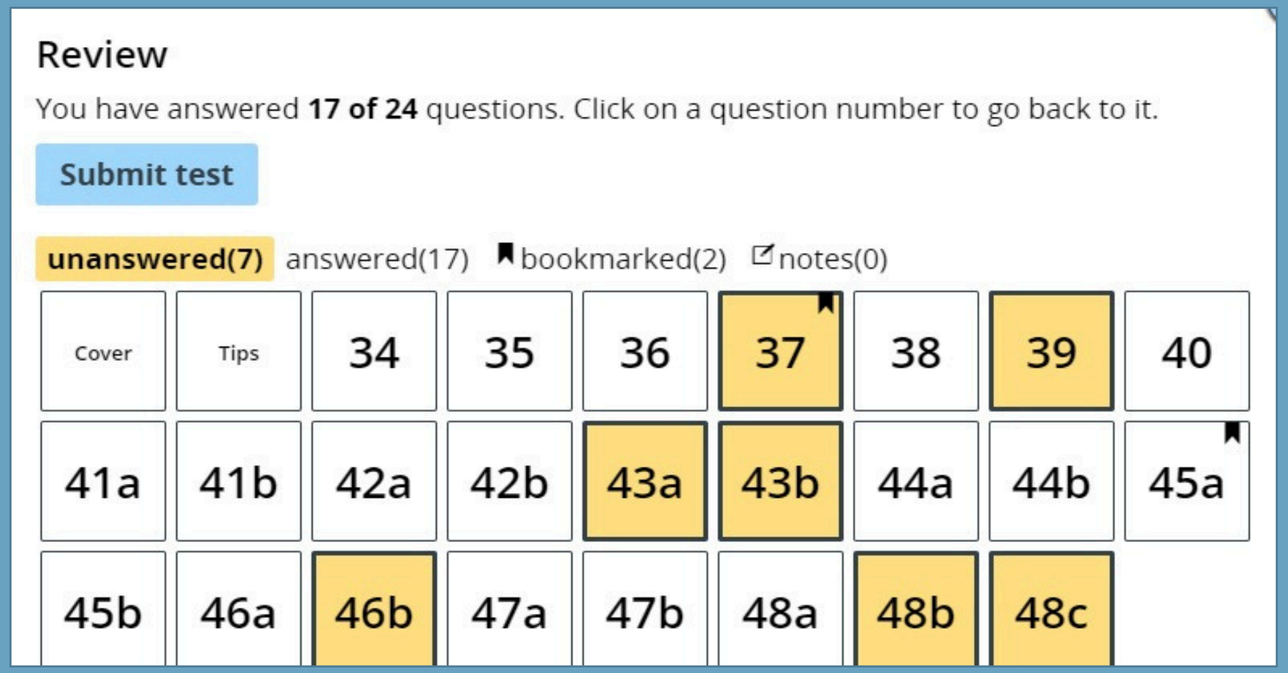
Proctors must follow all security protocols when supervising the test administration:

- Do not comment to the student on the correctness or sufficiency of any answer
- Proctors may give students assistance only in the mechanics of taking the tests, such as understanding the navigation of the Nextera Test Delivery System
- Have access to the 4 digit Access Code and the Proctor Pin
- Never take photos of the operational test, even if there is an issue that you need to report to NYSED and Questar
- Do not use cell phones or other photographic devices to duplicate test materials
- **Proctors should point out to the student if they have left one or more answers completely blank**

What is the Role of a Proctor for CBT?

- **Circulate periodically around the room during the administration of each session of the test 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**
- **Check that student testing devices for a full charge prior to testing**
- **Have power cords available for devices that need to be charged**
- **Actively proctor students as they are testing to ensure that devices are working and that students do not hit the power button to turn devices off while testing**
- **Before a student submits the test, proctors should observe the Review screen with the student to ensure the all of the questions have been completed**
    - ***Proctors should point out to the student if they have left one or more answers completely blank.***

What is the Role of a Proctor for CBT?



The proctor should be familiar with the Review & Submit screen in the Nextera Test Delivery System to assist students with identifying unanswered test questions.

Required Materials for Proctors on Test Day

1. The Proctor Pin for the building
    a. Located at the bottom of the Home Screen
        i. Can be customized by the Principal or DTC
2. The Session Access Code
    a. Located with the class info in the tests tab
        i. Can be customized by the Principal or DTC
3. Log In Ticket for each student
4. Roster of students
5. Instructions for special accommodations

MOVEMENT OF STUDENT RESPONSES DURING COMPUTER BASED TESTING

Student Device

- Test data is transmitted every 5 min. to Questar
- If Connection is lost, data remains on the computer

Questar

- Data that was successfully transmitted is processed
- Written (typed) responses are sent to your scoring vendor

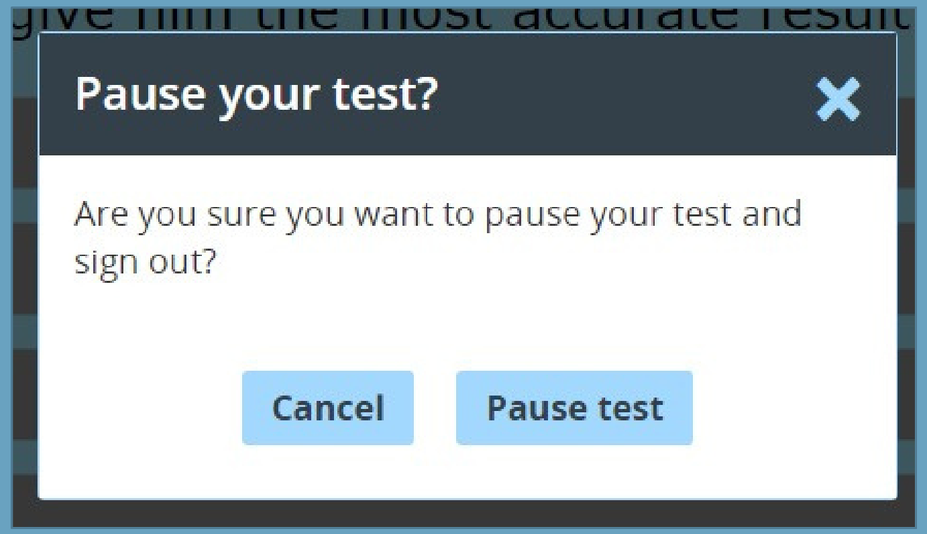
Hard Drive

- This varies by device
- If the internet connection is broken, all test data is stored locally

Data Warehouse

- MC & Written response data combined
- Issues with student data are fixed before the final deadline

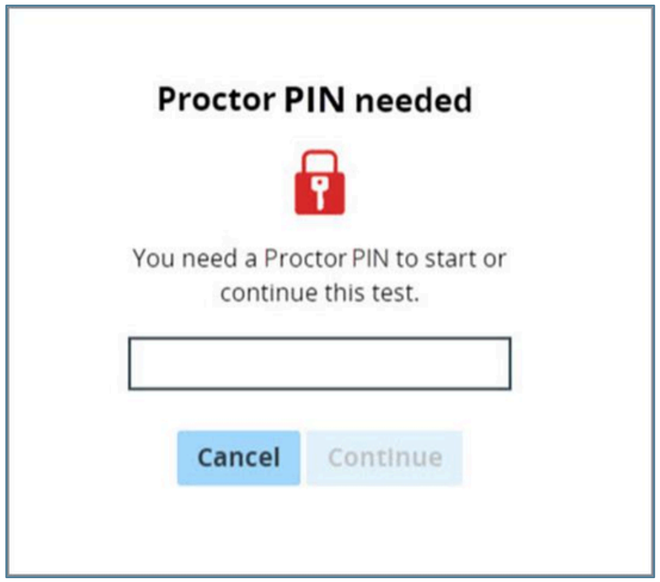
Proctor PIN



Once a test is Paused, the Proctor PIN is required to log back into the test.

Access Code vs. Proctor PIN

The Access Code and Proctor PIN pop-up boxes look similar in the Nextera Test Delivery System but require different codes.



The Access Code is required every time a student logs into the test.

The Proctor PIN is required when a student logs back into a previously started test the was paused.

Questar™

Login Ticket Printing

Classes or no classes that is the Question

Sorting the Data

- A Login Ticket is needed by each student to login into the Nextera testing system
- A Login Ticket and the Access code will be needed for each testing session
- A Login Ticket consists of the student's NYSSIS ID and a password
- A Login Tickets and Access Codes can be found in Nextera Admin under the Test tab
- Login Tickets can be printed on labels or plain paper

All accommodations must be set before printing

View Test

You're Viewing: **Spring 3-8 Math**

District:	Sample District	**School:**	Sample
Testing Window	Spring 3-8 Test	**Content Area:**	Math
Teacher:	Sample Teacher1	**Class:**	Math
Test Name:	Spring 3-8 Math		
Testing Dates:	[illegible]		

Test is in progress. Students may sign in and take the test using their User ID's and the PIN shown below.

Examiner View

Login Tickets

Session 1 Access Code 1111	New Access Code	Submit	Cancel
Session 2 Access Code 2222	New Access Code	Submit	Cancel

Sorting the Data

- The data is loaded into Nextera by SED
- In Nextera, all students will be grouped by building, by subject and grade when Nextera Admin opens
- The students can be left in the one grouping or classes can be created
    - For classes to be created, Teacher accounts must be created first

All accommodations must be set before printing

Printing Options

- **If the students are all left in the Grade Level preliminary classes, the Login Tickets can be printed and manually sorted (this option is best in a small district)**
- **If classes are created, the Login Tickets must be printed by each class**
- **If a new student is entered or an accommodation is changed, individual tickets can be printed**
- **Printing Login Tickets Guide**

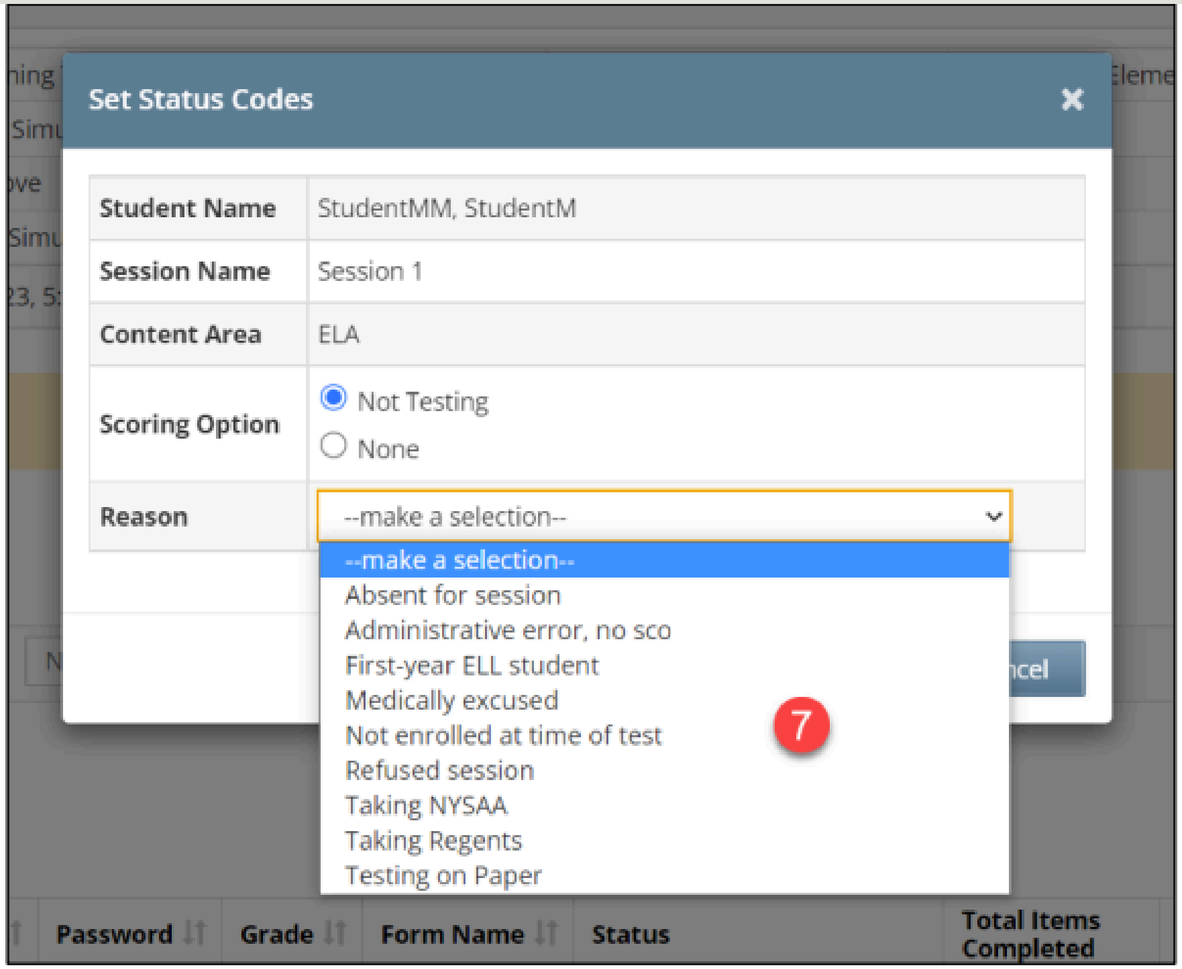
New Option

- ***Student Data Services is offering to print your Login Tickets by school, homeroom or test room just as sheets and labels were printed for PBT***

Introduction to Not Tested Codes

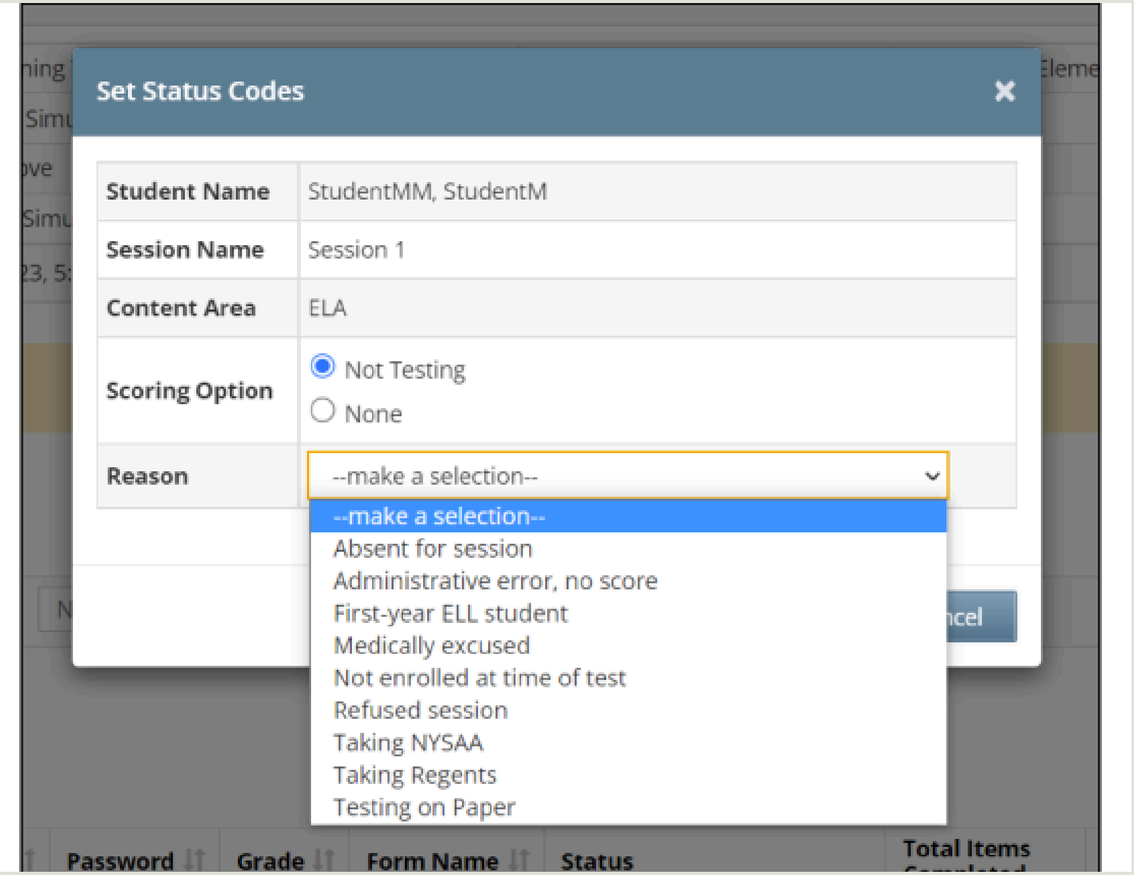
AKA Testing Status Codes

- Required for **EVERY** student who does not begin a test
- Required for anyone who misses at least 1 session of ELA or Math
- Must be set for Session 1 **and** 2 for ELA and Math
- Must be set for the 1st session of Science
- Can be set by a SUP, DTC,DLU,PRN, STC and BLU
- In some cases, students will be counted as “Not Tested” for accountability calculations



How to Set Not Tested Codes In Nextera

- Set Nextera to **District and School**
- Go to the **Test** tab
- Select the **Class** and click **View**
- Select the appropriate student and click **Set**
- Click **Not Testing**
- Pick the reason from the drop down



[Setting Not Tested Codes Quick Reference Guide]

Reason Not Tested Descriptions

- **Absent**-*The student was Absent for one or both sessions.*
  - *Absent will override any answers and the student will not receive a score.*

- **Refused**-*The student Refused one or both sessions.*
  - *Refused will override any answers and the student will not receive a score.*

- **Administrative Error**- *Use for students for whom errors were made in the administration of the test.*

- **Medically Excused**-*The student was incapacitated by illness or injury during the test administration and make-up periods and have, on file, documentation from a medical practitioner regarding the illness or injury.*

- **Not Enrolled**-*The student left the district prior to the test administration.*

- **First Year ELL**-*Exemption from ELA only.*

- **Taking NYSAA**-*Student has an IEP that says they must take the alternate assessment.*

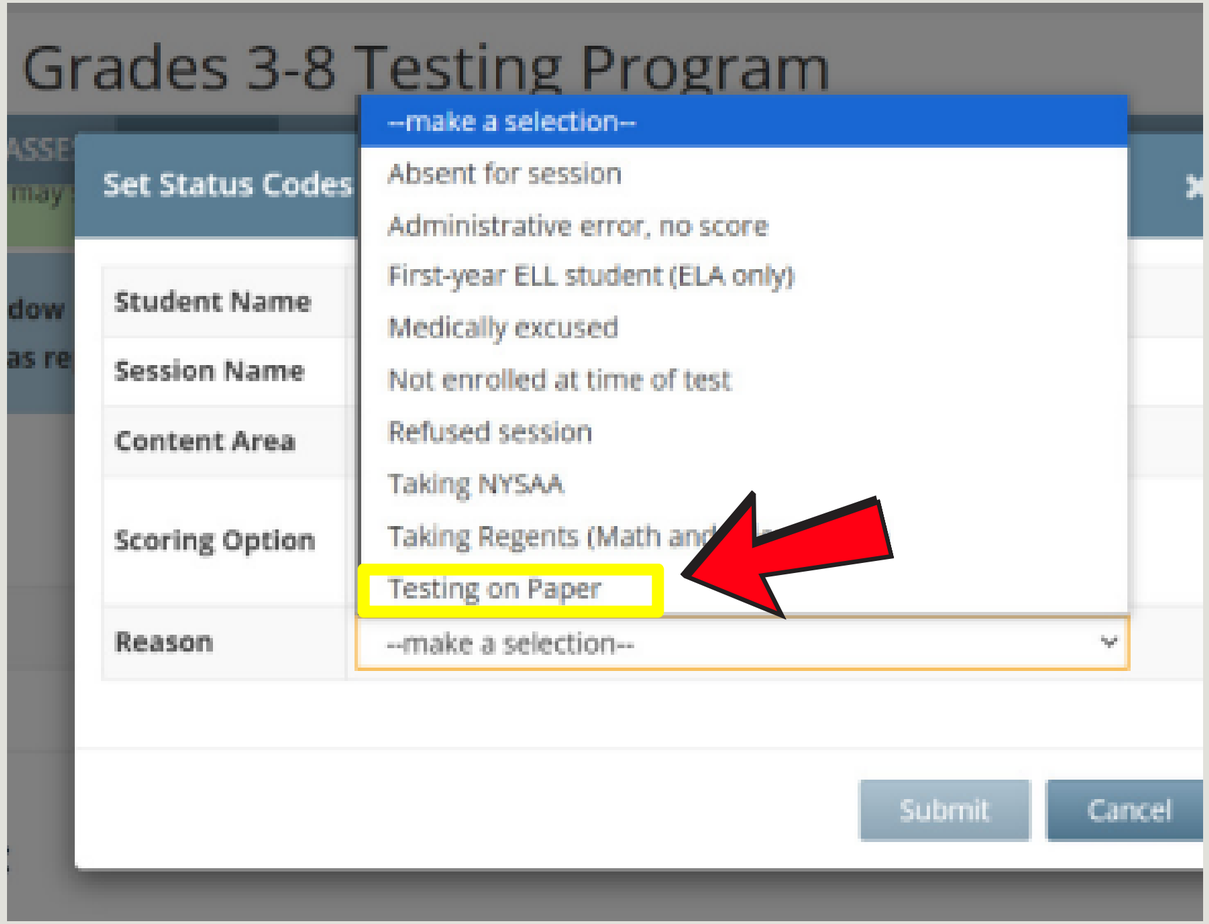
- **Taking Regents**-*Can be used for Math 6-8 and Science 8.*

Reason Not Tested

Students Taking PBT in a CBT World

Code 08: Testing on Paper

Remember: ***Those taking a test via PBT must have the "Testing on Paper" code in Nextera. Students must take the <u>entire test</u> on <u>EITHER</u> paper <u>OR</u> computer, and cannot switch between the two.***



Deadline to Set Test Status Codes

May 23, 2025

Final-No extensions will be given!!

Questions and Resources

CBT Support Website

Student Data Services

dwtshelp@esboces.org

631-218-4195

Call or Email us with your questions.

Don't waste time on hold with NWEA first, you will just be told to contact us.