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Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc.

STEP ONE

Check Your Computer-Based Testing Materials

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

Any student observed with any prohibited device while taking a State test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the test. The incident must be reported promptly to the school principal. If the student had a prohibited device in their possession during the test administration, the student•s test must be invalidated. No score may be calculated for that student.

The incident must be promptly reported by the principal, in writing, to the Office of State Assessment (OSA) by fax at 518-474-1989 or by e-mail (emscassessinfo@nysed.gov), as is the case for all student-related testing irregularities, misadministrations, or other violations of State testing policy and procedures.

Note: Some students with disabilities may use certain recording/playback devices only if this accommodation is specifically required as a provision of the student•s Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). In addition, a student may be allowed to retain an otherwise prohibited device in their possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without this documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

Aid to Students

Teachers may give students assistance only in the mechanics of taking the test, such as understanding access and navigation of the Nextera Test Delivery System, or that their responses must be entered into the Nextera Test Delivery System. No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment to a student about the correctness or sufficiency of the student•s response while the test is in progress. In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment.

Temporary Absence from Testing Room

No student may be permitted to leave and then return to the testing room during the test session unless the student is accompanied by a proctor for the duration of their absence from the testing room. Information on •Pausing and Reactivating a Computer-Based Test in Nextera Test Delivery System,Ž should it be necessary, can be found in Appendix C of these directions.

Emergency Evacuation of a School Building

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the test. Following the test, a written report of the circumstances should be sent by mail or

fax to OSA. (See the section •Reporting Irregularities and/or MisadministrationsŽ in the School Administrator•s Manual.)

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

For these tests, there are no time limits. On average, students in Grade 3 will likely need approximately 55…65 minutes to complete Session 1 and 60…70 minutes to complete Session 2. Students in Grade 4 will likely need approximately 65…75 minutes to complete each of the two test sessions. Students in Grade 5 will likely need approximately 80…90 minutes to complete Session 1 and 70…80 minutes to complete Session 2. Some students will take more or less time. Please plan accordingly to allow students to complete the test at their own pace. All students who are productively working should be allowed to complete the test, within the confines of the regular school day, regardless of the time approximations listed above. These approximations are estimates that can be used for planning purposes only.

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

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 on the Office of Special Education Department's website (http://www.p12.nysed.gov/specialed/publications/documents/changes-in-allowable-testing-accommodations-grade-3-8-ela.pdf). 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 Grades 3…8 Mathematics Tests, the Read Aloud (by human) accommodation is available for students testing on the computer. The Read Aloud (by human) accommodation indicates that all student directions, 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 Grades 3…8 Mathematics Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions 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 Question
3. Play Answers
4. Speed Option

Please note: For Grade 5 only, the TTS accommodation has an additional option. If a user clicks on the reference sheet icon on the tool bar, then the TTS option reference sheet will display. The TTS accommodation will read the reference sheet for the student if this option in the drop-down menu is chosen.

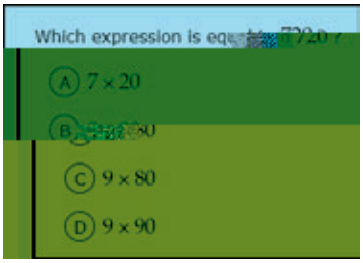
Computer-Based Testing Accommodations

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

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

Use of any of these accommodations must be consistent with the student•s IEP or 504 Plan or, with regard to Testing Language, a student•s status as a current or eligible former ELL. These options need to be identified and coded in the Nexterà Administration System (Nexterà Admin) prior to testing.

Please work with your School Test Coordinator to verify the computer-based testing accommodations are selected for the applicable students in NexteraAdmin before testing begins.

Accommodation	Description
Text-to-Speech (online only)	Text-to-Speech (online only) is an embedded accommodation that reads all student directions, passages, questions, and the answer choices for multiple-choice questions, through the device•s speaker. Because of this, headsets are recommended when using this accommodation. When using this accommodation, ensure the volume on the student•s device is on, unmuted, and adjusted prior to launching the secure browser.
Background Color	The Background Color option is an embedded accommodation that allows the color of the background to be changed.  The following color options are available: € Black-on-pink € Black-on-blue € Black-on-green € Black-on-yellow
Read Aloud (by human)	Read Aloud (by human) is a combination of an online- and human-deliv be ch(w)]TJ EMCof an online- and human-

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.

STEP THRE

Prepare Your Computer-Based Testing Room

Plan for the distribution and collection of materials.

Provide a well-lit, well-ventilated, and quiet testing room.

Each student will need their own device that has been configured for testing. Please work with your school administrator to verify the devices are ready for testing. The NextGen Setup and Installation Guide has detailed instructions for setting up devices for testing.

Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the tests are being administered. For additional suggestions for creating a secure testing environment for computer-based testing, see Appendix B.

A seating chart is recommended in the event that the Internet fails and a student needs to go back to a certain device to submit their test at a later time.

Completely cover„or remove from the walls„mathematics aids or charts and all board work pertaining to mathematics. This includes any such materials that pertain to the New York State computer-based testing system tools.

Place a •Do Not DisturbŽ sign on the door of the testing room.

STEP FOUR Prepare Your Students

Help students approach the testing in a relaxed, positive way.

Explain that the purpose of taking these tests is to find out which concepts have been mastered and which need further development.

Point out that some questions may be more difficult than others and that, for constructed-response questions, partial credit may be given. Encourage and motivate your students to put forth their best effort.

Be sure students understand the directions and have had the opportunity to practice using the Practice Tests, which can be accessed through Questar Secure Browser or on the web-based Question Sampler (https://ny.nextera.questarai.com/tds/#practice). For information on how to access the Practice Tests, please see Appendix A.

Assist students with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any test-0.0418 Tw

STEP FIVE

Prepare Computer-Based Testing Materials

Scratch Paper

Schools that will be administering the Mathematics 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 3…5 Mathematics Tests, each student should be given two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper). In addition, for all test sessions the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the test session. Students testing on computer should also be advised that any work done on this scratch paper will not be counted. The scratch paper distributed to students testing on computer must be collected at the end of the session, whether used or unused, and securely destroyed.

Student Login Tickets

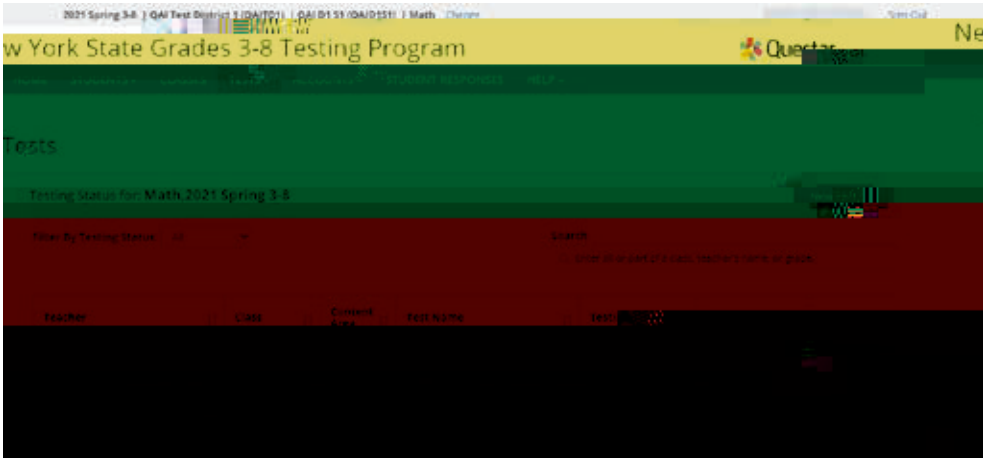
Teachers will need student login tickets for each student to sign in with, a Session Access Code for each test session, and a Proctor PIN for students who may pause the test. The information that follows provides step-by-step instructions on how to retrieve this information from Nextera Admin.

For each student in your class, verify that you have the correct student login tickets. If you are printing the login tickets for your class, follow the steps below.

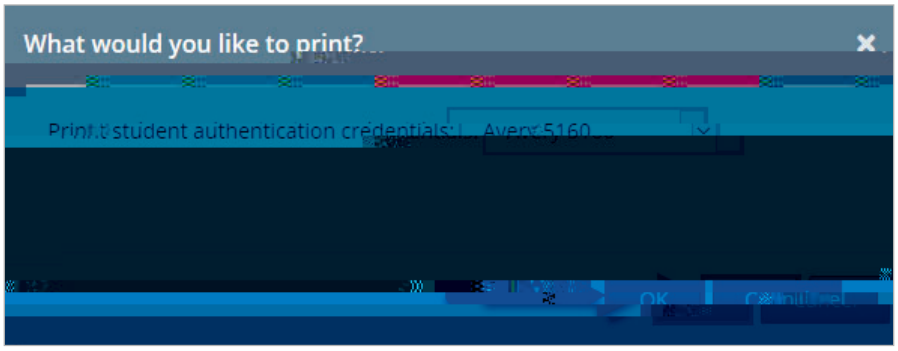
To print the student login tickets, complete the following steps:

1. Sign in to Nextera Admin. For further details on the login process, refer to Appendix D for step-by-step instructions to sign in and sign out.
2. SelectTests from the Tests tab. The Tests page displays.0 7 88.9999 373.25 Tm (im1 Tf nstructf3)urect tab

3. SelectView for the applicable test.



6. SelectOK.



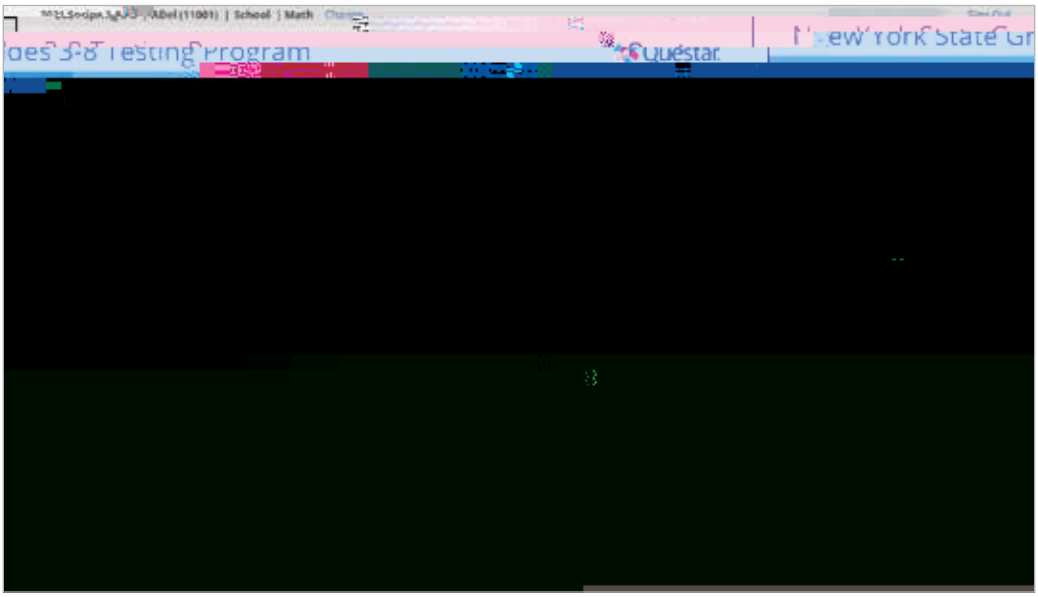
7. The student login tickets will display. Use the Print function to print the student login tickets. Each label includes a student•s name, NYSSIS ID, password, and test name.

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.

Session Access Code

3. SelectView for the applicable test.

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



Proctor PIN

If a student pauses the test during administration, a Proctor PIN will be required to allow the student to re-enter the test session. The Proctor PIN will be provided by your school administrator. The Proctor PIN is secure.Please Note: Being mindful of the health and safety protocols established at schools in response

STEP SIX

Administer the v202 Grade 3 Mathematics 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.

Grade 3„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
-

You must select your answers in the online test. You will have as much time as you need today to answer the questions.

You may use the ruler provided in the online test to help you solve some of the questions on the test.

Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.

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

Provide students with their secure student login tickets.

SAY On your computer screen, locate the pinwheel or the icon titled •Questar Secure Browser.Ž

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

Once the program has opened, you will see the •Sign inŽ page.

SAY Look at the NYSSIS ID on your student login ticket. Type that NYSSIS ID in the field titled •NYSSIS ID.Ž

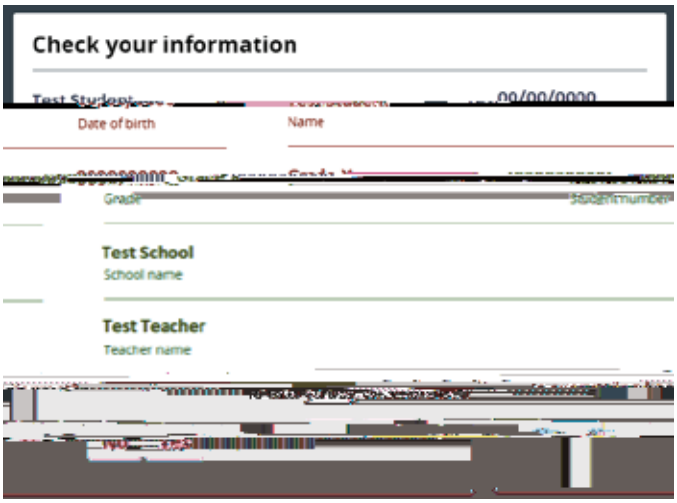
Now select the •PasswordŽ field. Type in your password. Your password is also on your student login ticket.

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.Ž

Sample verification page:



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.

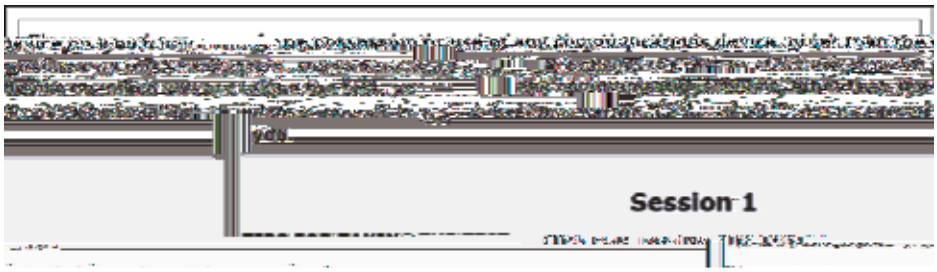
If the date of birth or teacher•s name is incorrect, or the student•s name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

Sample Session Access Code page:

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 Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before making your choice.
- You have been provided with a ruler as part of the online testing tools to use during the test. Use the ruler whenever you think it will help you to answer the question.

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.

Grade 3„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
- 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 Today, you will be taking the Grade 3 Mathematics Test, Session 2.

For the multiple-choice questions, you must select your answers in the online test. For the constructed-response questions, you must type your answers in the online test. You will have as much time as you need today to answer the questions.

You may use the ruler provided in the online test to help you solve some of the questions on the test.

Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.

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

Provide students with their secure student login tickets.

SAY On your computer screen, locate the pinwheel or the icon titled •Questar Secure Browser.Ž

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

Once the program has opened, you will see the •Sign inŽ page.

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

Please raise your hand if you do not see the •Sign inŽ 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.Ž

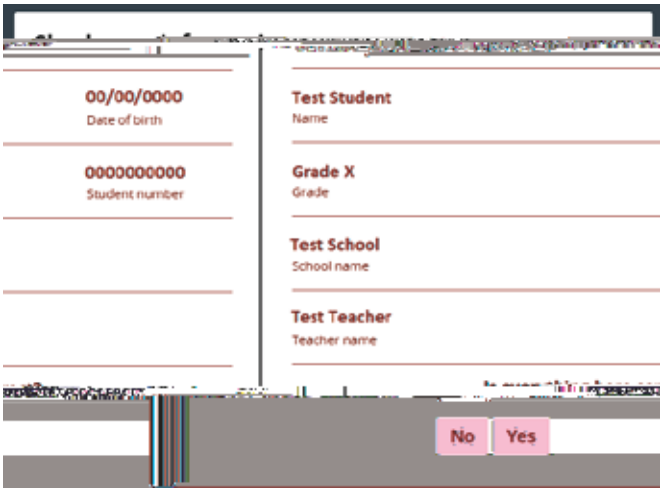
Now select the •PasswordŽ field. Type in your password. Your password is also on your student login ticket.

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.Ž

Sample verification page:



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 •NoŽ 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 Nexterà 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 •YesŽ at the bottom of the screen.

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

Sample Test Page:

SAY Now we are going to begin the test. Select •Start testŽ next to Grade 3 Math 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 thx to exit the directions.

Sample directions page:

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

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 •ReviewŽ 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 •ReviewŽ 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 •SubmitŽ 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.Ž A message asking •Are you sure that you want to submit your test?Ž will appear. If you are ready, then select •Submit test.Ž

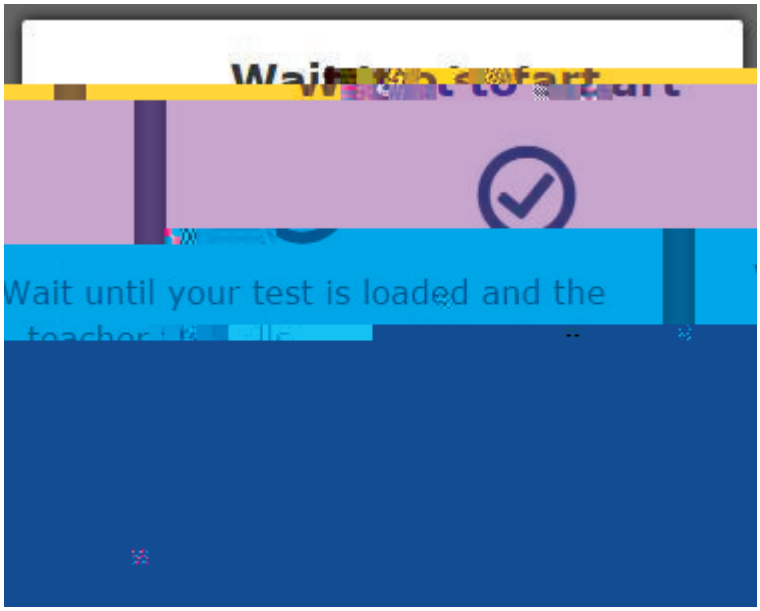
Does anyone have questions before we begin?

Answer any questions the students may have.

SAY Enter the Session Access Code: [say the Session Access Code] and then select •Continue.Ž

You should now see a screen that says •Wait to start.Ž Are there any questions before

Sample screen:



SAY Please select •Start test.Ž

The next screen confirms you are taking the Grade 3 Mathematics Test Session 2 today. If your screen does not say Grade 3, 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 Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before making your choice or writing your response.
- You have been provided with a ruler as part of the online testing tools to use during the test. Use the ruler whenever you think it will help you to answer the question.
- Be sure to show your work when asked.

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 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 must be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.

STEP SIX

Administer the v202 Grade 4 Mathematics 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

SAY Look at the NYSSIS ID on your student login ticket. Type that NYSSIS ID in the field titled •NYSSIS ID.Ž

If the grade is incorrect, the student should not continue the login process. The student should click •NoŽ 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

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 •ReviewŽ 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 •ReviewŽ 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 •SubmitŽ 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.Ž A message asking •Are you sure that you want to submit your test?Ž will appear. If you are ready, then select •Submit test.Ž

Does anyone have questions before we begin?

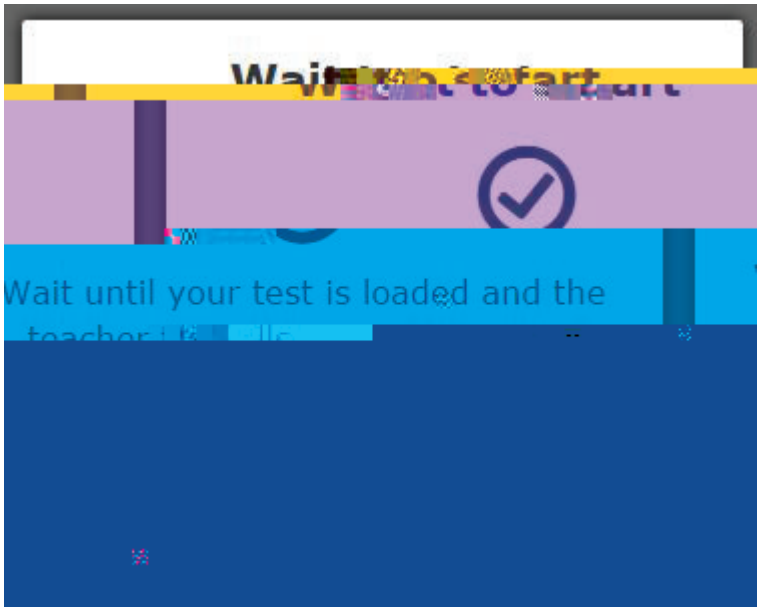
Answer any questions the students may have.

SAY Enter the Session Access Code: [say the Session Access Code] and then select •Continue.Ž

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

Pause for questions.

Sample screen:



SAY Please select •Start test.Ž

The next screen confirms you are taking the Grade 4 Mathematics Test Session 1 today. If your screen does not say Grade 4, please raise your hand.

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

Sample screen:

Grade 4„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
- 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 kest splay I g too[(capabT or sarbudow. You61ay not keybT ond health nitor, ovho

Sample Test Page:

SAY Now we are going to begin the test. Select •Start testŽ next to Grade 4 Math Session 2. You should now see the first page of the directions that will help you learn about how

Sample Session Access Code page:

SAY Once you finish your test, you should check your work. To review your test before submitting it, select the •ReviewŽ 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 •ReviewŽ 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 •SubmitŽ 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.Ž A message asking •Are you sure that you want to submit your test?Ž will appear. If you are ready, then select •Submit test.Ž

Does anyone have questions before we begin?

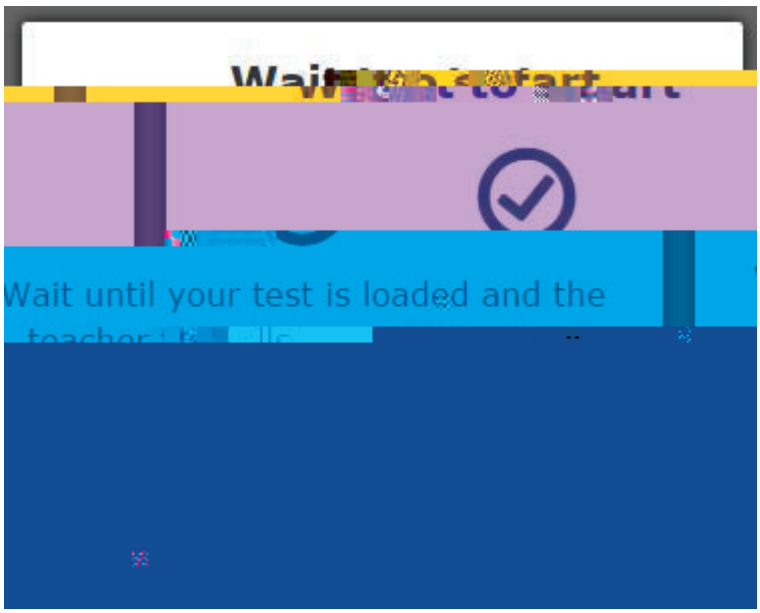
Answer any questions the students may have.

SAY Enter the Session Access Code: [say the Session Access Code] and then select •Continue.Ž

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

Pause for questions.

Sample screen:



SAY Please select •Start test.Ž

The next screen confirms you are taking the Grade 4 Mathematics Test Session 2 today. If your screen does not say Grade 4, 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 Here are some suggestions to help you do your best:

- Read each question carefully and think about the answer before making your choice or writing your response.
- You have been provided with online mathematics tools (a ruler and a protractor) to use during the test. It is up to you to decide when each tool will be helpful. You should use mathematics tools whenever you think they will help you to answer the question.
- Be sure to show your work when asked.

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.

STEP SIX

Administer the v202 Grade 5 Mathematics 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.

SAY You will be taking the Grade 5 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1.

You must select your answers in the online test. You will have as much time as you need today to answer the questions.

You may use the ruler, protractor, and mathematics reference sheet provided in the online test to help you solve some of the problems on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.

Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.

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

Provide students with their secure student login tickets.

SAY On your computer screen, locate the pinwheel or the icon titled •Questar Secure Browser.Ž

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

Once the program has opened, you will see the •Sign inŽ page.

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

Please raise your hand if you do not see the •Sign inŽ 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.Ž

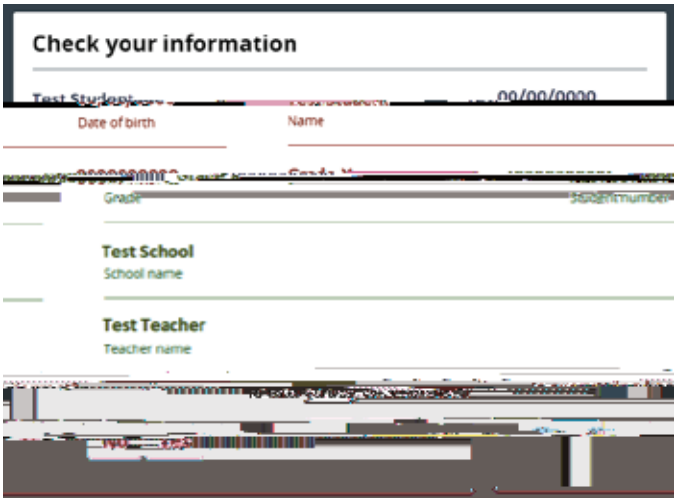
Now select the •PasswordŽ field. Type in your password. Your password is also on your student login ticket.

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.Ž

Sample verification page:



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 •NoŽ 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 Nexterá 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 •YesŽ at the bottom of the screen.

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

Sample Test Page:

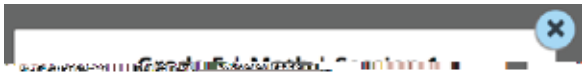
SAY Now we are going to begin the test. Select •Start testŽ next to Grade 5 Math Session 1.

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 thX to exit the directions.

Sample directions page:

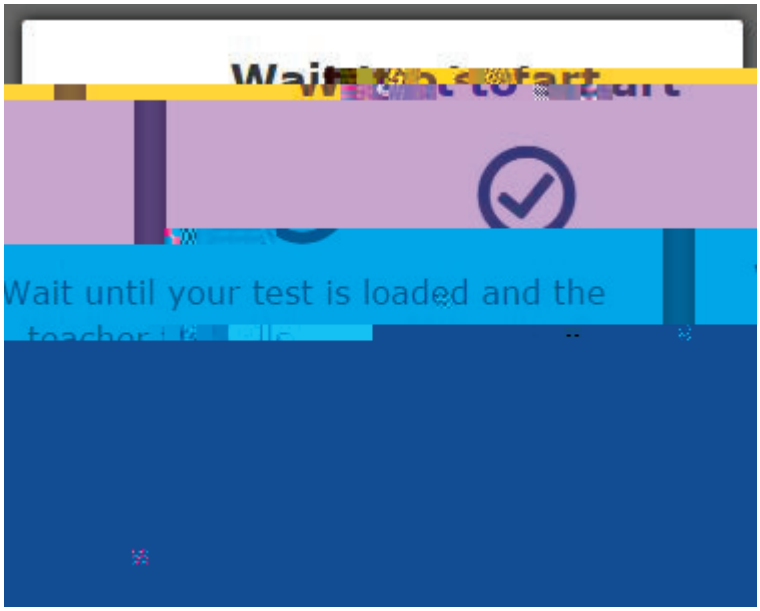


Pause for two minutes to allow the students to click through the directions.

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

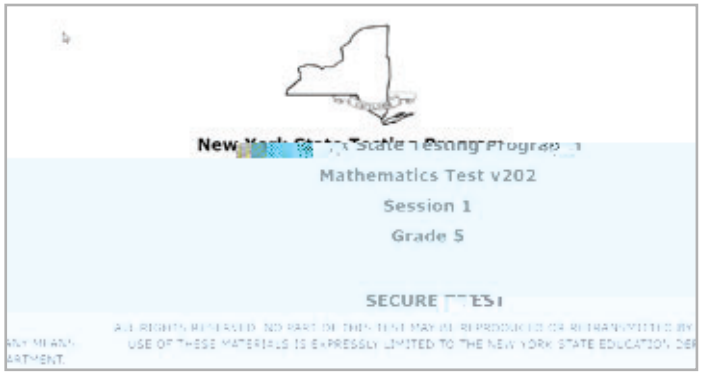
Sample Session Access Code page:

Sample screen:



SAY Please select •Start test.Ž

The next screen confirms you are taking the Grade 5 Mathematics Test Session 1 today. If your screen does not say Grade 5, please raise your hand.



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

Sample screen:

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 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, student login tickets, and reference sheets to you. These materials are considered secure materials and must be destroyed. Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 5„Day 2, Session 2

Before you begin the tests, make sure you have the student login tickets for each student, a mathematics reference sheet 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 Today, you will be taking the Grade 5 Mathematics Test, Session 2.

For the multiple-choice questions, you must select your answers in the online test. For the constructed-response questions, you must type your answers in the online test. You will have as much time as you need today to answer the questions.

You may use the ruler, protractor, and mathematics reference sheet provided in the online test to help you solve some of the problems on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.

Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.

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

Provide students with their secure student login tickets.

SAY On your computer screen, locate the pinwheel or the icon titled •Questar Secure Browser.Ž

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

Once the program has opened, you will see the •Sign inŽ page.

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

Please raise your hand if you do not see the •Sign inŽ 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.Ž

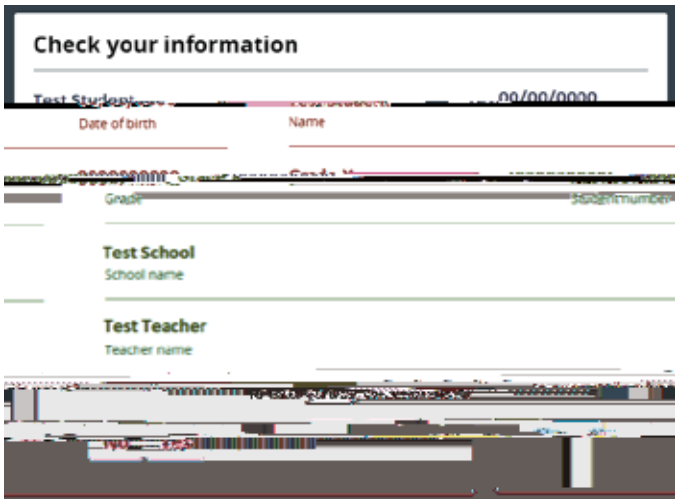
Now select the •PasswordŽ field. Type in your password. Your password is also on your student login ticket.

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.Ž

Sample verification page:



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.

SAY If all of the information is correct, select •YesŽ at the bottom of the screen.

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

Sample Test Page:

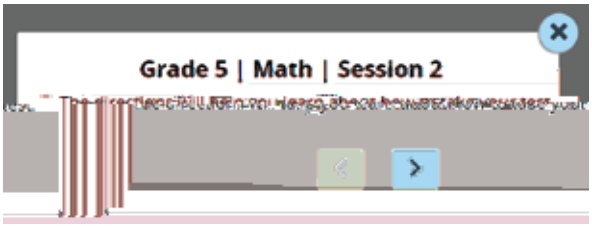
SAY Now we are going to begin the test. Select •Start testŽ next to Grade 5 Math Session 2.

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 thx to exit the directions.

Sample directions page:



Pause0 -2.1 jsYP <</MCID 8 1eothe diudents reD 8clickhrough the directions.

naY

Sample Session Access Code page:

SAY Once you finish your test, you should check your work. To review your test before submitting it, select the •ReviewŽ 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 •ReviewŽ 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 •SubmitŽ 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.Ž A message asking •Are you sure that you want to submit your test?Ž will appear. If you are ready, then select •Submit test.Ž

Does anyone have questions before we begin?

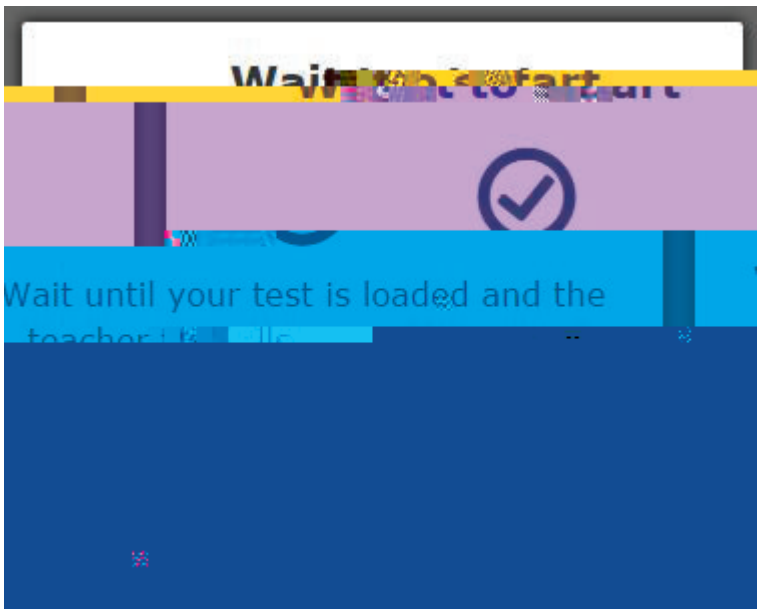
Answer any questions the students may have.

SAY Enter the Session Access Code: [say the Session Access Code] and then select •Continue.Ž

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

Pause for questions.

Sample screen:



SAY Please select •Start test.Ž

The next screen confirms you are taDoslx7D1]iieae 5 Ma7D1matics Test Session 2 today. If your screen does not say]iieae 5, please raise your hand.

SAY Please findx7D1]right arrow inx7D1]top]right corner and select it.

Sample screen:

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, scratch paper, and reference sheet 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 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-grouk school cit. Osobhool 8(f)018 Tw 0efdprefer 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, student login tickets, and reference sheets to you. These materials are considered secure materials and must be destroyed. Follow security procedures established by your principal or t. Osobhool 8(f)0or for returning secure test materials.

Appendices

Appendix A: New York State Practice Tests

Some students will have some experience in taking this type of online assessment, but there may be students who are not accustomed to them. Before the day of the test, students should be given the opportunity to try the Practice Tests, which will allow them to become familiar with using the tools and responding to the types of questions they will see on the Grades 3…8 Mathematics Computer-Based Tests using the Nexterà Test Delivery System. It is recommended that students have the opportunity to take practice tests in the Questar Secure Browser 3…6 weeks prior to the test window. Below is a sample schedule of when practice tests could be administered.

Practice Test	March 22…26
Practice Test	April 12…16

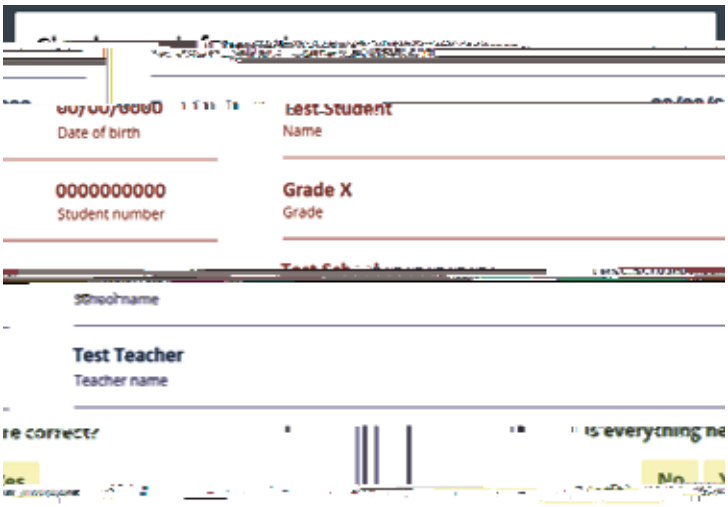
This is only a suggested schedule; schools may choose to hold more or fewer practice sessions.

Practice Test Sign In

Student login tickets for the Practice Tests are located on the Help tab in the Nexterà Administration System. There are three Practice Tests available for each grade. Additionally, there are accommodated practice test forms for each grade.

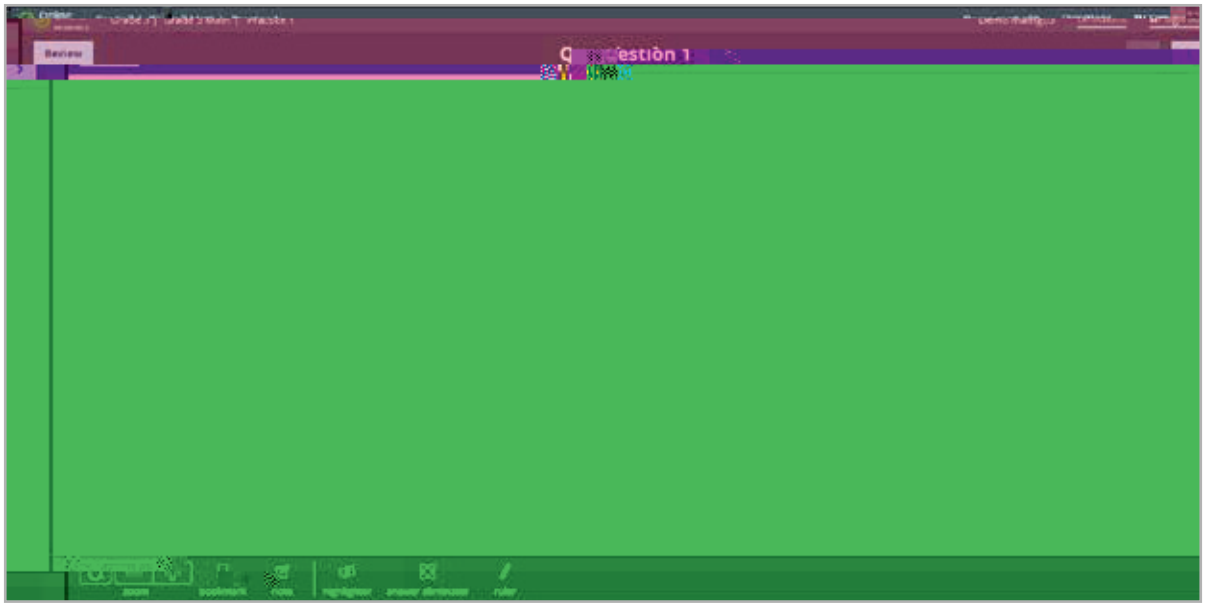
Students will use the Questar Secure Browser to access the practice tests. Students double click on the Questar Secure Browser icon on their desktop. Once the secure browser opens, students type in the NYSSIS ID and password and select Sign in.

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

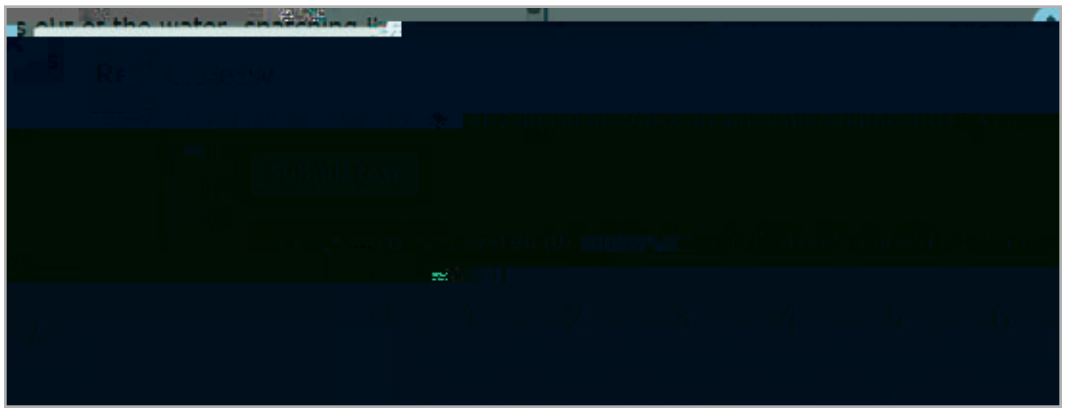


Students will see the Check your information screen. This is generic information for the practice forms. The students select Yes

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.



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

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

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

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

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

Forgot Your Password?

You will receive an e-mail asking you to confirm you want to reset your password. Select Yes to continue the password reset process.

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

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

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 pageŽ 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 Nėxtera Administration System for computer-based testing (CBT).

- Regional Information Coordinator (RIC)
  - Point of contact for all District Test Coordinators in region
  - Can create district- and school-level users in their region
  - Has access to all district- and school-level information in their region
- District Test Coordinator (DTC)
  - Main point of contact at the district for Questar
  - Ensures accuracy of all student data in the system
  - Manages district-level accounts and sets up primary school-level users, including the School Test Coordinator and School Information Technology Coordinator
  - There is only one District Test Coordinator per district
  - Can verify CBT Technology Readiness in Nextera Admin
- District Information Technology Coordinator (DITC)
  - Information technology point of contact for all schools in the district
  - May help district and school staff troubleshoot technology issues
  - Cannot create new users
  - Can verify CBT Technology Readiness in Nextera Admin
- District Level User (DLU)
  - Receives the same permissions in the system as the District Test Coordinator
  - Has access to all district schools, users, and students
  - Can assist in managing district-level users and students, and in scheduling tests
  - Can create users with DITC role and school-level users
- Superintendent (SUP)
  - Provides guidance to the District Test Coordinator
  - Ensures all student data is correct and in the system
  - Has access to their own district- and school-level information
  - Can assist in managing district-level users and students, and in scheduling tests

Principal (PRN)

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

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 computer-based testing features and tools 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 Mathematics tests on computer.

Online/Of”ine Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions

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

The Online/Offline Indicator in the upper left of the screen indicates whether a student•s device has or has not lost Internet connectivity. Students should be informed to continue testing even if they lose Internet connectivity as their responses will be saved to their local device. In an event where Internet connectivity is not restored, please contact Questar Customer Support for assistance at 866-997-0695.

The student can click on the Directions link in the upper right of the screen to see the directions again at any point during the test.

The student can click on the Pause/Sign Out button in the upper right to pause and sign out of the test without submitting their answers. For additional information on pausing and reactivating a test, see Appendix C.

Students can use the Review button on the upper left of the screen to review their progress and quickly move among questions. The Review screen also provides the student with the ability to submit their responses when they have completed their test.

The right and left arrows on the upper right of the screen are used to move between different questions on the test. The right facing arrow advances the student forward. The left facing arrow takes the student to the previous question.

General Tools

All students testing on computer have access to general tools provided through the NextGen Test Delivery System. Please refer to the following list regarding which tools are available by grade level.

General Tools	Grades
Zoom	3…8
Bookmark	3…8
Note (Notepad)	3…8
Highlighter	3…8
Answer Eliminator	3…8
Line Reader	3…8
Drawing Tool	3…8…Session 2 only
Ruler	3…8
Equation Editor	3…8…Session 2 only
Protractor	4, 5, 6, 7, and 8
Mathematics Reference Sheet	5, 6, 7, and 8
Calculator	6…Session 2 only 7 and 8…Sessions 1 and 2

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.

Highlighter„Students can use the highlighter tool to identify part of the test for emphasis. To clear highlighted text, click on the highlighted text a second time while the tool is active.

Answer Eliminator„Students can eliminate multiple-choice answers they think are incorrect by clicking the answer eliminator on the tool tray. When this tool is on, a student can click on the answers they want to be crossed out. Note that the answer eliminator is only available for multiple-choice questions.

Calculator„Students can use either the hand-held calculator provided by the school or the calculator available within the Nextera Test Delivery System to help students solve math problems on the test. For students in Grade 6, a four-function calculator is available in the Nextera Test Delivery System for Session 2 only. For students in Grades 7…8, a scientific calculator is available in the Nextera Test Delivery System for both Sessions 1 and 2. Students can access the calculator by clicking on the calculator button on the tool tray. Note that graphing calculators are NOT permitted.

Ruler and Protractor„Students can use the ruler and protractor available within the Nextera Test Delivery System to help them solve math problems on the test. Rulers are available within the Nextera Test Delivery System for Grades 3…8. Protractors are available within the Nextera Test Delivery System for Grades 4…8. Students can access both the ruler and protractor by clicking on the ruler or protractor button on the tool tray.

Line Reader„Students can use the line reader to block certain parts of the text so a student can focus on one portion at a time by clicking on the line reader tool in the tool tray. Students can use the window to focus on the text they want to see and the opaque portion around the window to block out what they don•t want to see. Both the window and opaque portions can be resized.

Appendix G: Troubleshooting

Issues During Testing

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.

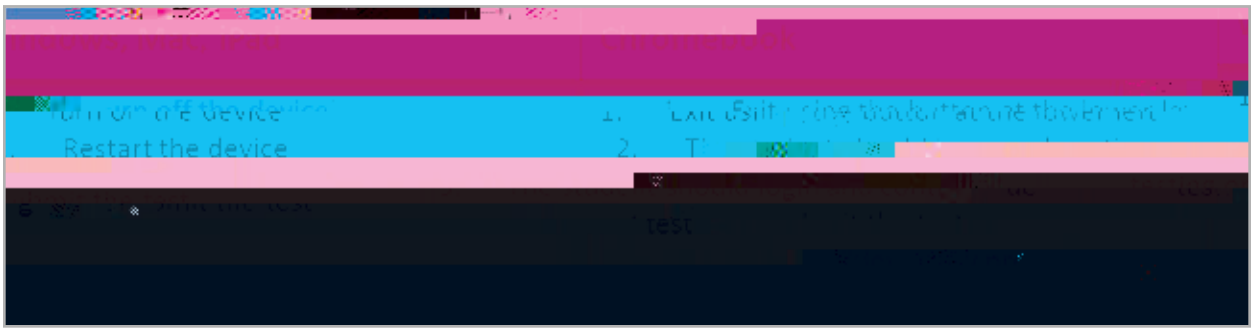
If the device is permanently incapacitated, or if network connectivity is lost for an extended period of time, please contact the School Test Coordinator. The School Test Coordinator can contact Questar Customer Support, if needed.

Chromebooks„If a student clicks on the Exit button at the lower left portion of the screen, they will exit the test and the secure browser. The student will need to sign in again and continue testing.

Lost Internet connectivity„If network connectivity is lost during the test, the student should continue to test and submit the test. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses.

Note: If Internet connectivity is lost while students are using the Text-to-Speech computer-based testing accommodation, the computer generated voice will continue to play.

If attempts to reestablish Internet connectivity are unsuccessful, follow the applicable steps from the table below:



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.