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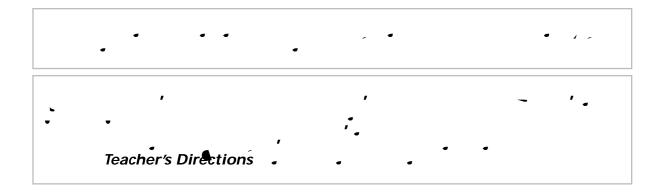
LESTER W. YOUNG, JR., C an e , B.S., M.S., Ed.D.	Beechhurst
JOSEPHINE VICTORIA FINN, V e C an e , B.A., J.D	Monticello
ROGER TILLES, B.A., J.D.	Manhasset
CHRISTINE D. CEA, B.A., M.A., Ph.D.	Staten Island
WADE S. NORWOOD, B.A.	Rochester
KATHLEEN M. CASHIN, B.S., M.S., Ed.D.	Brooklyn
JAMES E. COTTRELL, B.S., M.D.	New York
JUDITH CHIN, B.S., M.S. in Ed.	Little Neck
CATHERINE COLLINS, R.N., N.P., B.S., M.S. in Ed., Ed.D.	Buffalo
LUIS O. REYES, B.A., M.A., Ph.D.	New York
SUSAN W. MITTLER, B.S., M.S.	Ithaca
FRANCES G. WILLS, B.A., M.A., M.Ed., C.A.S., Ph.D.	Ossining
ARAMINA VEGA FERRER, B.A., M.S. in Ed., Ph.D.	Bronx
SHINO TANIKAWA, B.A., M.S.	Manhattan
ROGER P. CATANIA, B.A., M.A., M.S., C.A.S., Ph.D.	Saranac Lake
ADRIAN I. HALE, A.S., B.A.	Rochester

Commissioner of Education and President of the UniversityBetty A. Rosa, B.A., M.S. ETTYSETTYS. ETTYSETTYSETTYS

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Introduction

The New York State Education Department (NYSED) has a partnership with NWEA for the development of the 2024 Grades 3–8 English Language Arts Field Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2024 Grades 3–8 English Language Arts Field Tests can be administered to groups or classes of students in a single class period. The field test does not have to be administered on the same day to every student in the field-tested grade. Schools can elect to administer the field test on as many days as they choose, within the field test window.

For all grades, the tests consist of multiple-choice (1-credit), and a 2-credit constructed-response questions. Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses in the Nextera[™] Test Delivery System. The 2-credit constructed-response questions require students to type (rather than select) appropriate responses in the Nextera[™] Test Delivery System.

By following the guidelines in this document, you help ensure that the field tests are valid, reliable, and equitable for all students. A series of instructions helps you follow the steps necessary for administering the computer-based field tests within the field test schedule.

IMPORTANT DATES

Computer-Based Field Testing Dates	May 20-June 7, 2024
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STEP ONE

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the field tests. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their field test. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately

Plan Your Computer-Based Field Testing Schedule

ⁿ The computer-based field test must be administered **May 20–June 7, 2024**.

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Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State tests. In administering the 2024 Grades 3–8 English Language Arts Computer-Based Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the <u>Sc | Ad | i | i | Ma | val | (https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals).</u>

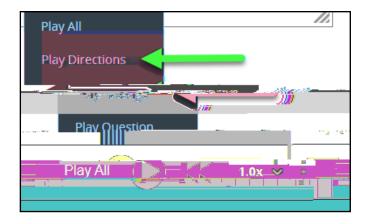
Test Read

The field test may be read to students whose IEPs or 504 Plans include this accommodation.

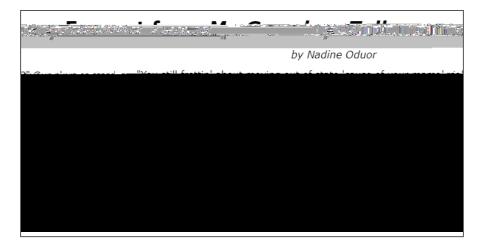
Read Aloud (by human): For the 2024 Grades 3–8 English Language Arts Field Tests, the Read Aloud (by human) accommodation is available for students field testing on computers. The Read Aloud (by human) accommodation indicates that all student directions, passages, questions, and multiple-choice answer choices will be read aloud by the teacher, except where otherwise indicated within the student's IEP or 504 Plan.

Text-to-Speech (TTS): For the 2024 Grades 3–8 English Language Arts Field Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions, passages, and questions. Students who have been identified as having the accommodation of TTS will see a toolbar when they have logged into the test. The following options are available to them:

- 1. Play All
- 2. Play Directions
- 3. Play Passage
- 4. Play Question
- 5. Speed Options



Additionally, if a student wants to hear only a portion of the passage, question, or answer options, the student can place the cursor where they want the TTS to begin, right click, and select "Play From Here."



Computer-Based Field Testing Accommodations

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

- Answer Masking Tool
- n Initial Page Zoom
- n Text-to-Speech (TTS, online only)
- n Read Aloud (by human)
- Speech-to-Text (STT, online and ELA only)



Use of any of these accommodations must be consistent with the student's IEP or 504 Plan. These options need to be identified and coded in the Nextera[™] Administration System (Nextera[™] Admin) prior to field testing.

Please work with your School Test Coordinator to verify the computer-based testing accommodations are selected for the applicable students in Nextera[™] Admin before field testing begins.

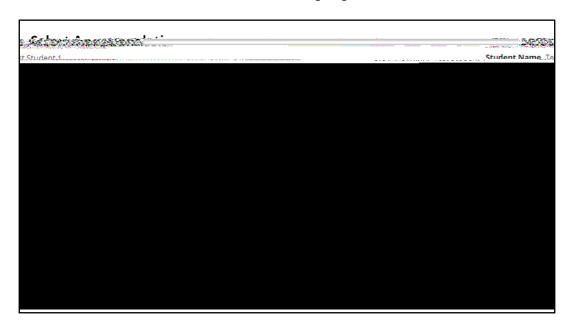
Accommodation	Description			
Answer Masking	Answer Masking is an embedded accommodation that allows for the responses to be shaded so the responses do not distract the focus of the student from the question.			
	To reveal a response option, the student clicks on the crossed out eye icon next to that option.			
	 To hide a response option, the student clicks on the eye icon next to that option. 			
Initial Page Zoom	Initial Page Zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Options available are 100%, 150%, 200%, and 300%. Initial Page Zoom Initial Page Zoom Be adjusted during the less at an initial page Zoom Save 150% 200%			

Accommodation	Description
Text-to-Speech	

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 field testing begins.

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



General Features and Tools of the Nextera™ Test Delivery System

All students field testing on computer have access to general tools and features that are ava 64 very erh(ess he) TEMC /P As

2024 Grades 3–8 English Language Arts Computer-Based Field Tests Teacher's Directions

STEP FIVE Prepare Computer-Based Testing Materials

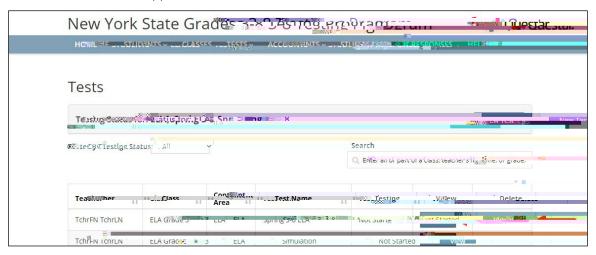
Scratch Paper

Schools that will be administering the English Language Arts Computer-Based Field Tests should prepare to furnish scratch paper to their students for use when taking the tests. At the start of the field test the proctor should hand out scratch paper to each student testing on computer. For the Grades 3–8 English Language Arts Field Tests, each student should be given one sheet of lined paper, such as loose leaf paper. In addition, the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the field test. 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 field test, 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

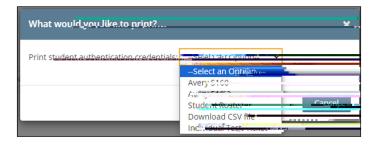
3. Select **View** for the applicable test.



4. Select Login Tickets.



5. Choose the method in which you would like to print the ticket information: Avery labels 5160, Avery labels 5163, a student roster, a CSV file, or Individual Test Ticket from the drop-down.



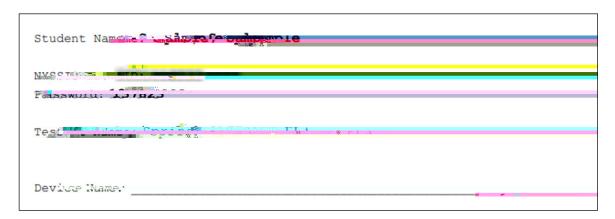
6. Select **OK**.



7. The student login tickets will display. Use the **Print function** to print the student login tickets. Each label includes a student's name, NYSSIS ID, password, and test name. **Note:** These steps need to be repeated for each class on the *Te* page.

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Spring 3-8 Sa LLA	porting 3-8 SAF % ELA	. Spring 3=0 Ss (B) = Li MI=4

8. If you selected Individual Test Ticket from the drop-down, the system will generate a PDF file containing login information for one student per page from the selected class. It will include the student's name (first, middle, and last name), student NYSSIS ID, password, and test name. The individual student login tickets will also indicate accommodation(s) assigned to the student for the selected content area, as well as a space to write the device name the student will be using for testing.



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Students Name - Students Treat

Passworus

Test *** Name - Students Asswer Masking Total

Accommodation: Answer Masking Total

Accommodation: Tuextito-speech (on turns on ty)

Accommodation: Initial Page Zoom*

Device Name:
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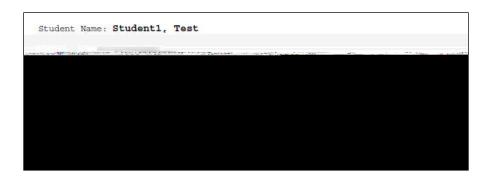
Note: Specifics regarding accommodations will not appear on individual student login tickets. For example: if the student has initial zoom selected as an accommodation in Nextera™, the login ticket will state "initial zoom" but will not provide information on the zoom level that was selected.

n All student login tickets or labels are secure testing materials and must also be stored securely if they are printed prior to administration.

Classroom Accommodations

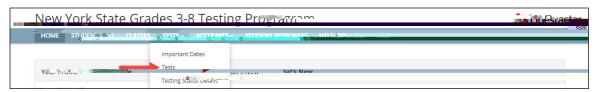
Classroom Accommodations will appear as a code on each student's individual login ticket. Please refer to the table below for each code and their respective classroom accommodation.

Classroom Accommodation Name	Code
Flexibility in Scheduling (IEP or 504 Plan)	004
Flexibility in Setting (IEP or 504 Plan)	025
Method of Presentation (excluding Braille/Large Print) (IEP or 504 Plan)	3
Method of Response (IEP or 504 Plan)	4
Use of Spell-Checking Device/Software (IEP or 504 Plan)	6
Other (IEP or 504 Plan)	5
Bilingual Dictionaries and Glossaries (ELL)	11
Separate Location (ELL)	10

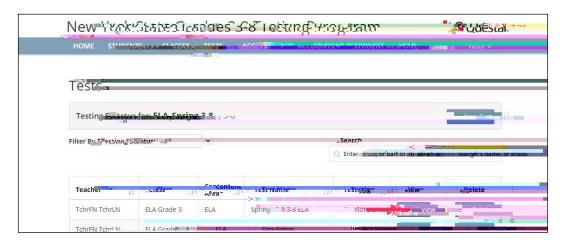


Session Access Code

- n You will need to provide students with a Session Access Code in order for the students to access their field tests in the Nextera[™] Test Delivery System. Instructions for providing the Session Access Code to students is included in **Step Six: Administer the 2024 Grades 3–8 English Language Arts Computer-Based Field Test** of this manual.
- n To determine the Session Access Code, 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. Select **Tests** from the **Tests** tab. The Tests screen displays.



3. Select **View** for the applicable test.

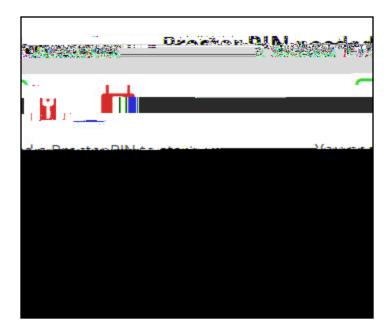


4. The **Session Access Code** is the access code that will be provided to the students during the administration of the field tests.



Proctor PIN

If a student pauses the field test during administration, a Proctor PIN will be required to allow the student to re-enter the field test. The Proctor PIN will be provided by your school administrator before the field test is administered. The Proctor PIN is secure.



STEP SIX

Administer the 2024 Grades 3–8 English Language Arts Computer-Based Field Test

Plae readit edire i care ull be read i iteri te jeldtet. We u ad i iterite jeld tet, te dire i u are read al ud are receded be SAY. Read all dire i te tude te a a derate, te ad ace. Te a alicize di truti te te ace re uld not be read al ud.

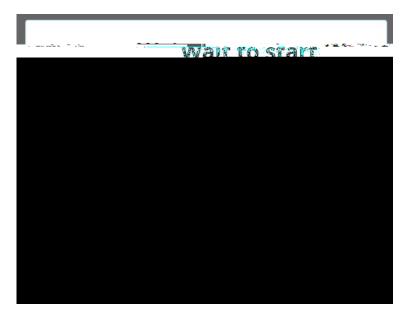
Be re u be i te jeldtet, a ure u a te tude te i ticte reac tude te, crat c a er reac tude te es a cer uld not be reac tude te, crat c a er reac tude te es a cer uld reac tude te es all te ad i itrati, rer utreadite ell i tale et all tude te a i stale te all tude te a i stale te all tude te a i stale te all

SAY You will be taking the 2024 Grade [say appropriate grade] English Language Arts Field Test.

You will read some passages and answer questions about what you have read. You must select your answers for the multiple-choice questions in the online test. You must

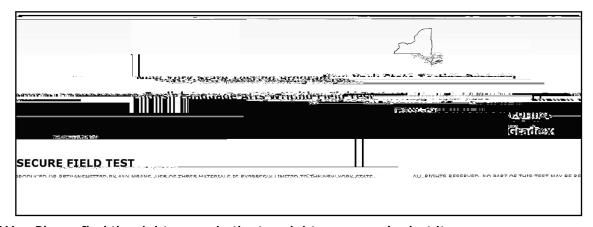
SAY

Sa l cree :



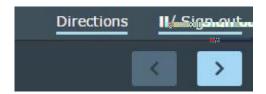
SAY Please select "Start test."

The next screen confirms you are taking the [say appropriate grade] English Language Arts Test Field Test today. If your screen does not say [say appropriate grade], please raise your hand.



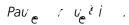
SAY Please find the right arrow in the top right corner and select it.

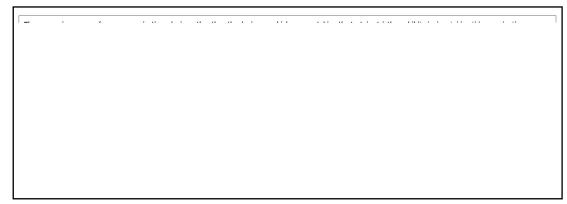
Sa | c/ee :



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.

Are there any questions?





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

SAY Here are some ideas to help you do your best:

- Read the whole passage before you answer the questions. Most questions will only make sense after you read the whole passage.
- You might need to read the passage more than once to answer a question.
- Read each question carefully. Take your time.
- A question may include a quote from a passage. You might need to review both the quote and the whole passage to answer the question.

When you write your answers

- make sure to answer the whole question;
- •

SAY Before each written-response question you will see the sentence, "This question is worth 2 credits."

Are there any questions?

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.

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Appendices

Appendix A: Administer the 2024 Grades 3–8 English Language Arts Paper Accommodated Field Test

- SAY You cannot have any personal communications device, including a cell phone, with you during this field test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:
 - n Cell phones
 - n iPods and MP3 players
 - n 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
 - n 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. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the field test begins.

SAY Today, you will be taking the 2024 Grade [a a / /ide rade] English Language Arts Multiple-Choice and 2-credit Written-Response (Combined) Field Test. You will read the passages carefully and answer questions about what you have read. You must write your answers directly in your field test booklet.

SAY You may use only a No. 2 pencil. You may not use a pen.

Are there any questions?

SAY This is your field test booklet. Do not open your field test booklet until I tell you to do so.

Look at the cover of your field test booklet. Make sure it says "2024 English Language Arts Multiple-Choice and 2-credit Written-Response (Combined) Field Test" and "Grade [a a a e g a e]." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

SAY 80q0.044lys may us10.5 see Tipt b 10.Takiookr first and last name on the

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

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

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

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

A student may pause a test by selecting **II/Sign Out** in the upper right corner of the student's screen in the Nextera[™] Test Delivery System.

4.

Forgot Your Password?

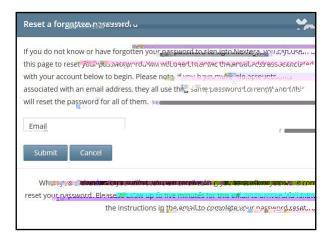
Upon initial login, you will be required to change your password. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

If you have forgotten your password:

n Select Forgot your password?



n Enter your email address and select **Submit**.



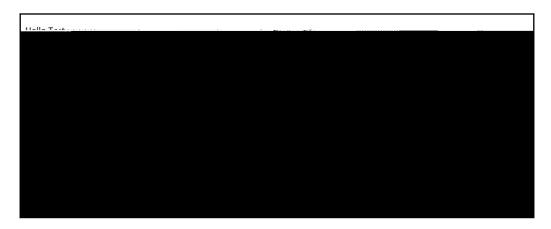
n You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



n After selecting **Yes** you will be brought to this website:



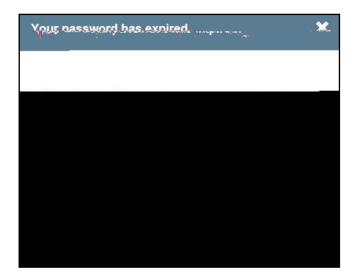
You will receive another email that provides you with a single-use Password. Select the Go to this Internet Site link.



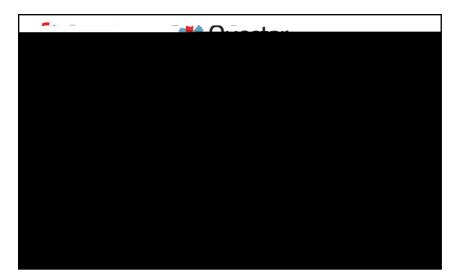
n Enter your **User ID** and single-use **Password** and select **Sign In**.



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 page" and select **I Agree**.



Appendix E: General Features and Tools of the Nextera[™] Test Delivery System

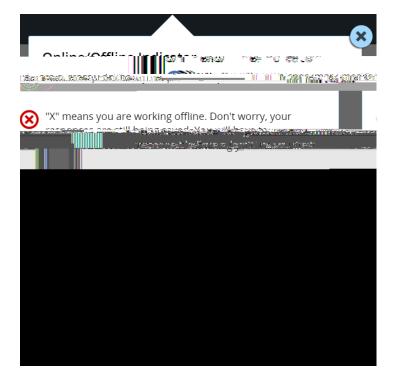
All students testing on computer have access to general features and tools that are available through the Nextera[™] Test Delivery system. The following information provides an overview of the CBT tools and features available to students testing on computer. Students should have had opportunities prior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

General Features of the Nextera[™] Test Delivery System

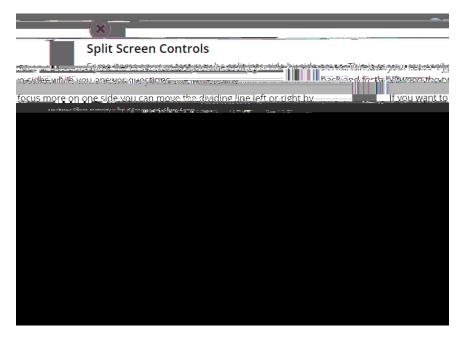
All students testing on computer have access to the general features provided through the Nextera $^{\text{T}}$ Test Delivery System. The following is a list of the general features available to all students taking the Grades 3–8 ELA tests on computer.

Online/Offline Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions
Split Screen Controls

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



Split Screen Controls



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

General Tools

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

Zoom
Bookmark
Note (Notepad)
Highlighter
Answer Eliminator
Line Reader
Color Choices

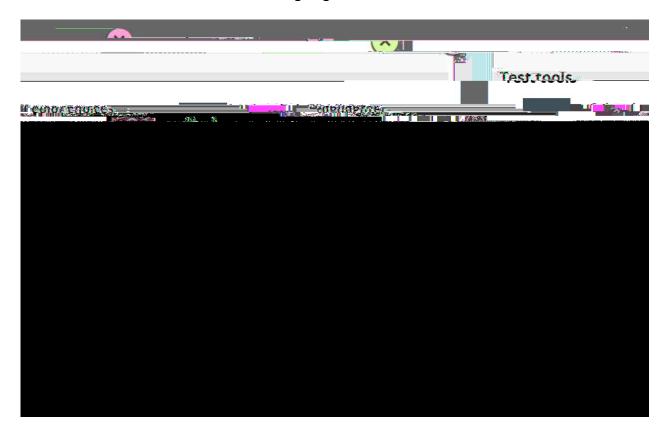
Zoom, Bookmark, and Note (Notepad)



These general computer-based testing tools can be used any time during the test.

- Note: 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.
- n Bookmark—Students can press the bookmark in the tool tray to flag questions they want to return to at a later time. Bookmarked questions appear on the Review screen with a flag on them.
- Note (Notepad)—Students can use the Notepad to plan their responses. Please ensure that your students understand that text they type in the notepad tool will not be scored. Once the test is submitted, notepad text is not saved.

Color choices, Answer eliminator, Highlighter, and Line-reader

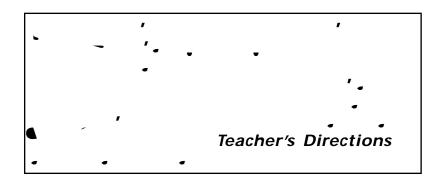


The following tools can help students to highlight or focus on certain text or eliminate multiple-choice answers. When using any of the following tools, a student must deactivate the currently active tool before using another.

- 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.
- Students can eliminate multiple-choice answers they think are incorrect by clicking the answer eliminator in 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.
- 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.
- Color Choices—Students can use the Color Choices tool to choose among various background colors and text options: blue, green, pink, or yellow background with black text, or reverse contrast with white text and a black background. Please note that some images may be best viewed in black text. When using reverse contrast, students have the opportunity to switch the modal from reverse contrast to black text with a white background if the student needs confirmation or clarification of the details of an image.

Issues During Testing

- n A concurrent login occurs when a student attempts to log in with credentials that are already in use. Potential causes of a concurrent login are:
 - A student who was actively testing on a device that malfunctioned or lost power before they were able to log out and then attempts to log in on a new device with their same credentials to continue testing.
 - A mistake is made when distributing the printed login tickets and two or more students are





2024 Grades 3–8
English Language Arts
Computer-Based Field Tests
Teacher's Directions
May 20–June 7, 2024

