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It is important to read all of Steps One…Five and the pertinent grade-level information in Step Six prior to administering the test.

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.

Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the Grades 3…8 Mathematics 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).

As in previous years, the Grades 6…8 Mathematics Tests are administered in two sessions. Students will have as much time as they need each day to answer the questions in the test sessions within the confines of the regular school day.

For all three grades, the tests consist of multiple-choice (1-point) and short- (2-point) and extended-response (3-point) questions.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses in the NexteraTest Delivery System. The short- and extended-response questions require students to type (rather than select) appropriate responses in the NexteraTest Delivery System.

By following the guidelines in this document, you help ensure that the tests are valid, reliable, and equitable for all students. A series of instructions helps you organize the materials and the testing schedule.

No one, under any circumstances, including the student, may alter the student's responses on the test once the student has handed in their test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State assessments may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

STEP ONE

Check Your Computer-Based Testing Materials

To administer these tests, you will need the materials listed below. If any materials are missing, notify your school principal.

For the teacher

Computer-Based Tests Teacher•s Directions

Student login tickets (See page 16 for step-by-step instructions on how to print student login tickets.)

•Do Not DisturbŽ sign (not provided)

Device with Internet access to monitor testing

Session Access Code (See page 18 for instructions on where to find the Session Access Code.)

Proctor PIN (provided by School Test Coordinator)

For each student

STEP TWO Plan Your Computer-Based Testing

The test sessions must be administered in order, on consecutive days.

Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.

Read the v202 Grades 6…8 Mathematics Computer-Based Tests Teacher•s Directions in its entirety prior to administering the test.

Review Step Six, •Administer the Test,Ž before administering each session of the test. Refer to the •Table of ContentsŽ to locate the appropriate test directions for your grade and test session.

Plan to have school technical support available during testing, including contact information if staff is not available to be in the testing room.

Avoid testing just after students have had strenuous physical activity.

Test Format

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

Grade 6 Mathematics Computer-Based Test

Day 1, Session 1	24 multiple-choice questions
Day 2, Session 2	7 multiple-choice questions, 7 short-response questions, and 1 extended-response question

Grade 7 Mathematics Computer-Based Test

Day 1, Session 1	26 multiple-choice questions
Day 2, Session 2	7 multiple-choice questions, 7 short-response questions, and 1 extended-response question

Grade 8 Mathematics Computer-Based Test

Day 1, Session 1	26 multiple-choice questions
Day 2, Session 2	7 multiple-choice questions, 7 short-response questions, and 1 extended-response question

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs and 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 Grades 3…8 Mathematics Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the School Administrator•s Manual

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 Grades 6…8, 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.

Grade 6

Students in Grade 6 are NOT permitted to use a calculator with Session 1. For Session 2, students should have exclusive use of a four-function calculator with a square root key or a scientific calculator. Graphing calculators are NOT permitted. The use of mathematics tables is permitted for Session 2 only if specified in a student's IEP or 504 Plan.

Grades 7…8

Students in Grades 7…8 should have exclusive use of a scientific calculator for both Session 1 and Session 2. Graphing calculators are NOT permitted. The use of mathematics tables is permitted for Session 1 and Session 2 only if specified in a student's IEP or 504 Plan.

When students enter the testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the tests.

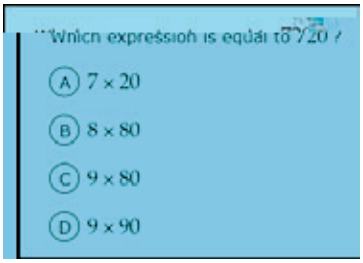
More Information on Testing Accommodations for Students with IEPs and 504 Plans

More detailed information on testing accommodations for students with disabilities can be found on the

Computer-Based Testing Accommodations

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

- Answer Masking Tool
- Reverse Contrast
- Initial Page Zoom
- Testing Language
- Text-to-Speech (onLbl <</MCg <</y)MC /Lbl <</MCID 12 >>BDe

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 devicee17.9 2angae7oek03vo
	

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 the 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 questions.

Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Practice Tests

Prior to the test window opening, all students taking the Grades 3…8 Mathematics Test on the computer should have experienced taking practice tests in the Questar Secure Browser or on the web-based Question Sampler (https://ny.nextera.questarai.com/tds/#practice) to familiarize themselves with testing in this format. It is recommended that schools participating in computer-based testing set up time in February and March to get students accustomed to taking the test on the computer. For information on how to access the Practice Tests, please see Appendix A.

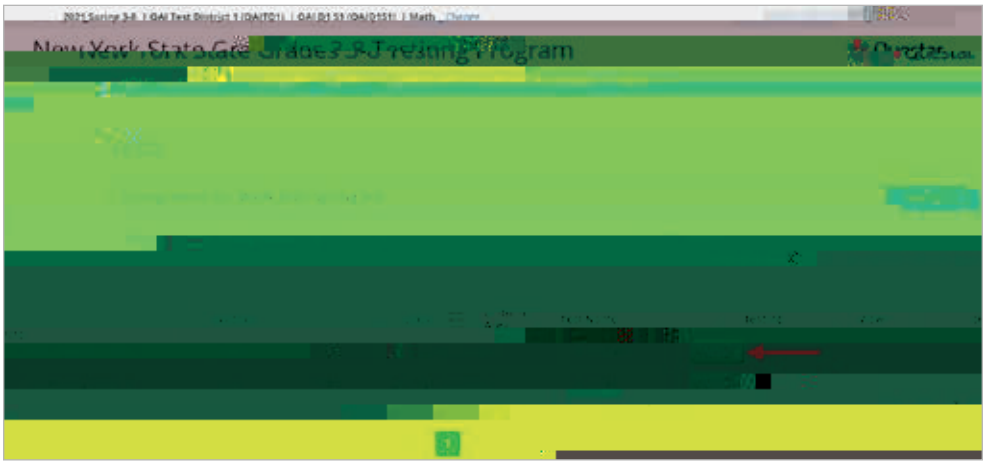
Use Standardized Testing Procedures

This test must be administered under standard conditions. Follow the directions carefully. The same test administration procedures must be used with all students so that valid conclusions can be drawn from the test results.

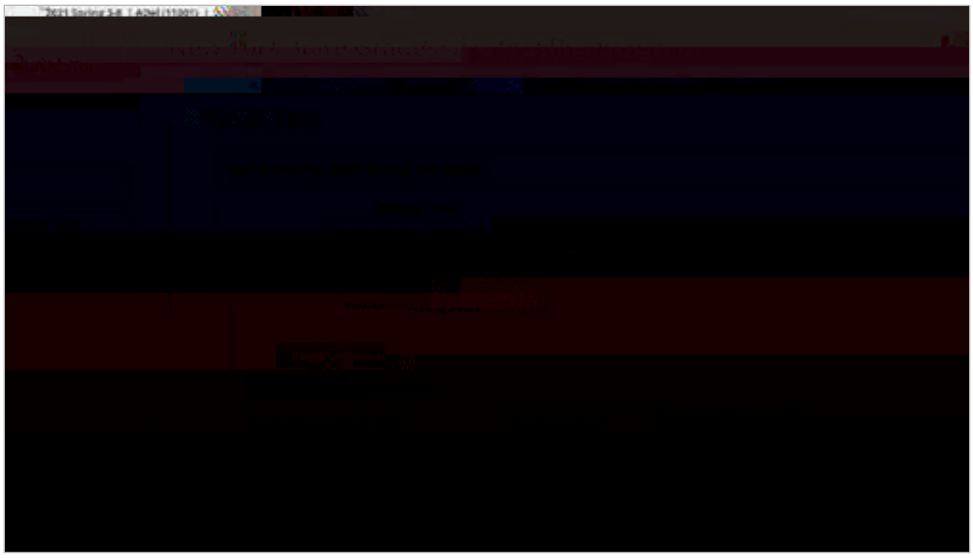
STEP FIVE

Prepare Computer-Based Testing

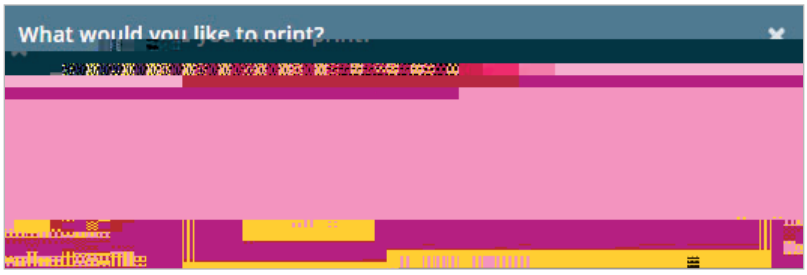
3. SelectView for the applicable test.



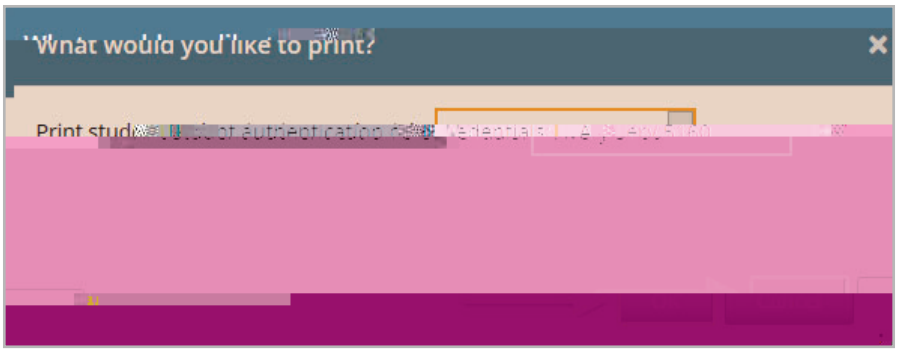
4. SelectLogin Tickets.



5. Select theapplicable form.

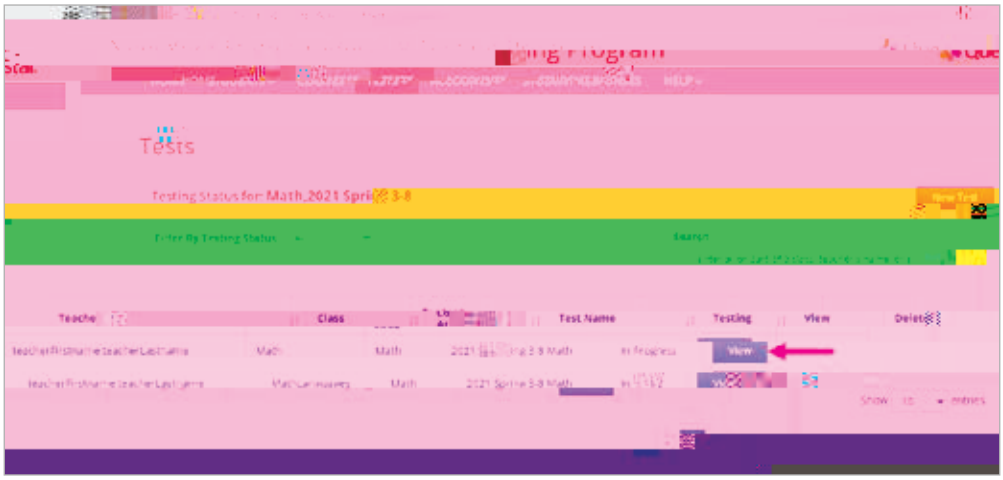


6. SelectOK.

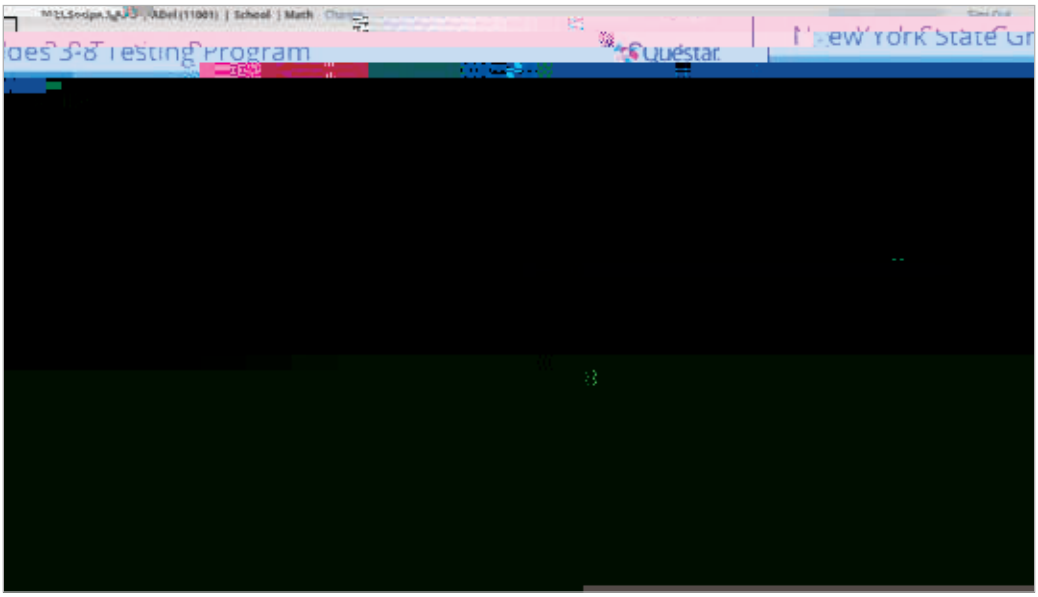


7. The student login tickets will display. Use the Print function to print the student login tickets.

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 to COVID-19, for the spring 2021 administration, schools have the option of having students enter the Proctor PIN themselves. If a school chooses this option, the Proctor PIN should be reset after each test session.

STEP SIX

Administer the v202 Grade 6 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 6„Day 1, Session 1

Before you begin the tests, make sure you have the student login tickets for each student, a printed mathematics reference sheet for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN. The mathematics reference sheet is also available in the NextGen Test Delivery System.

Students in Grade 6 are not permitted the use of a calculator or mathematics tables for Session 1.

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
-

SAY You will be taking the Grade 6 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 questions 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."

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

Once the program has opened, you will see the "Sign in" page.

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

Please raise your hand if you do not see the "Sign in" 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."

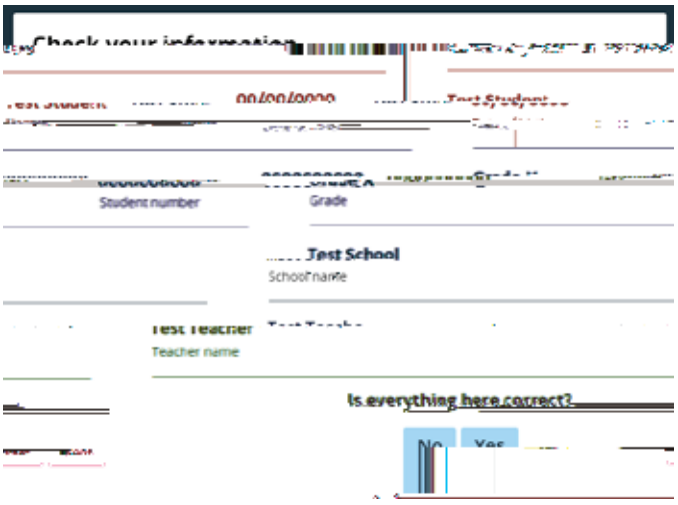
Now select the "Password" field. Type in your password. Your password is also on your student login ticket.

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."

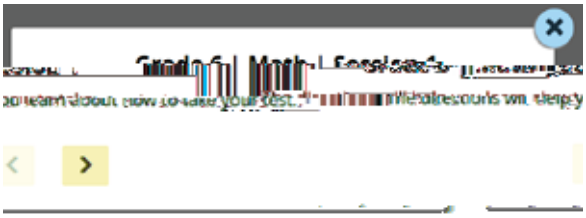
Sample verification page:



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 the X 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." 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:

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

Does anyone have questions before we begin?

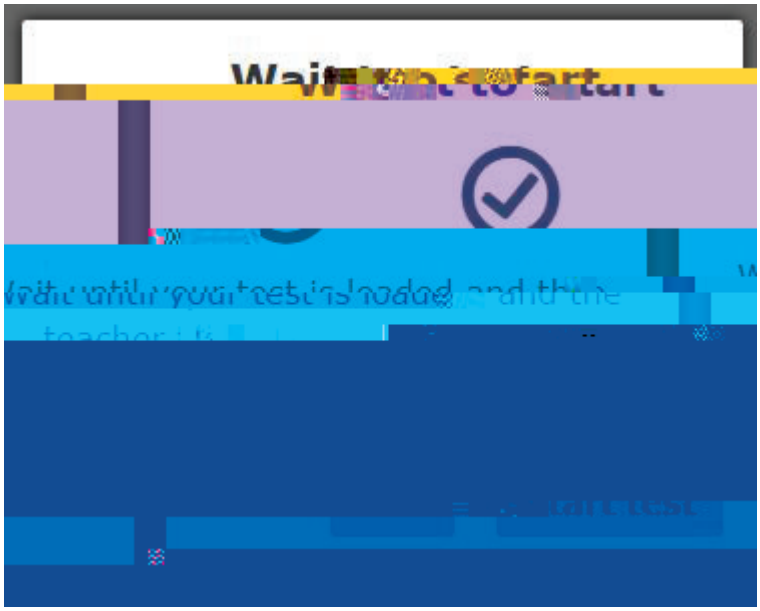
Answer any questions the students may have.

SAY Enter the Session Access Code: [say the Session Access Code] and then select “Continue.”

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

Pause for questions.

Sample screen:



SAY Please select “Start test.”

The next screen confirms you are taking the Grade 6 Mathematics Test Session 1 today. If your screen does not say Grade 6, 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.
- You have been provided with online mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they 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, 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-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

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."

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

Once the program has opened, you will see the "Sign in" page.

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

Please raise your hand if you do not see the "Sign in" page.

Sample sign in page:

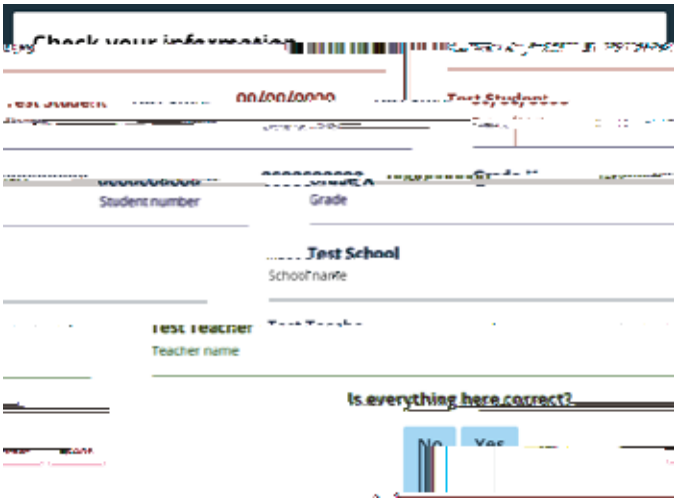
Please note: If a student clicks on the eye icon, the password will be visible. This will help students enter

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."

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.

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 "Review" 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 "Review" 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 "Submit" 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." A message asking "Are you sure that you want to submit your test?" will appear. If you are ready, then select "Submit test."

Does anyone have questions before we begin?

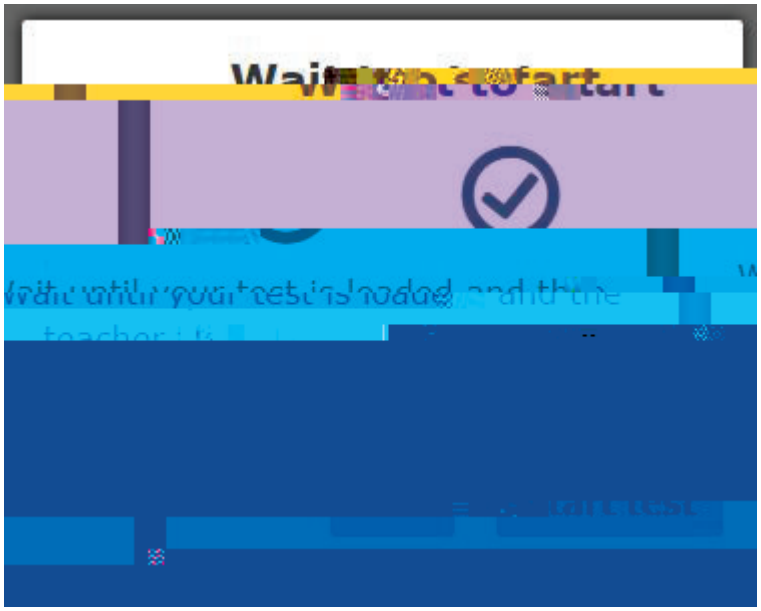
Answer any questions the students may have.

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

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

Pause for questions.

Sample screen:

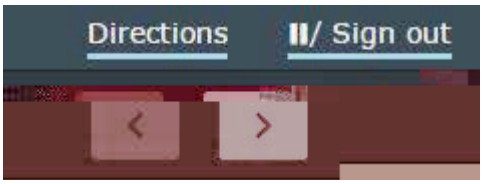


SAY Please select “Start test.”

The next screen confirms you are taking the Grade 6 Mathematics Test Session 2 today. If your screen does not say Grade 6, 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.
-

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-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.

STEP SIX

Administer the v202 Grade 7 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 7„Day 1, Session 1

Before you begin the tests, make sure you have the student login tickets, a printed mathematics reference sheet for each student, a hand-held scientific calculator for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN. The mathematics reference sheet is also available in the Nexterà Test Delivery System.

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.

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."

Now select the "Password" 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."

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.

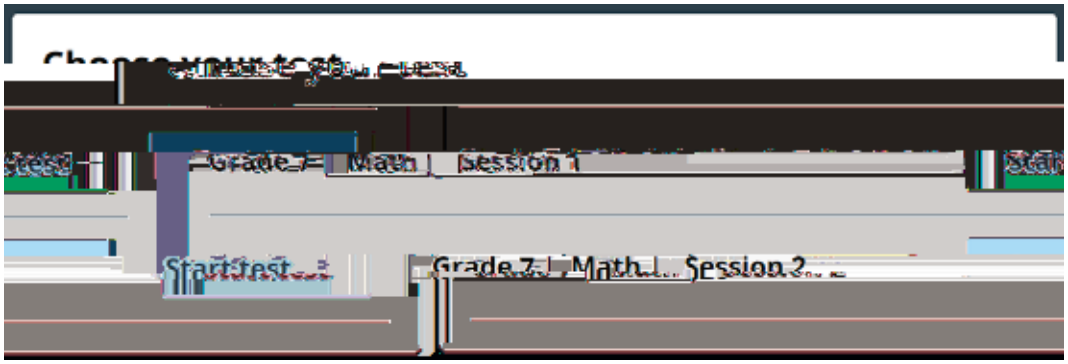
If the date of birth or teacher•s name is incorrect or the student•s name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

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 "YES" at the bottom of the screen.

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

Sample Test Page:



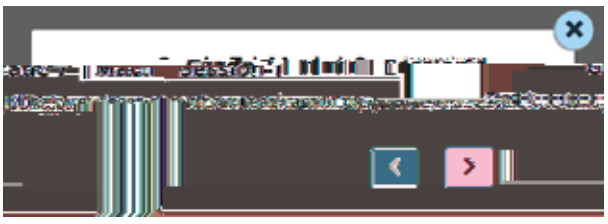
SAY Now we are going to begin the test. Select "Start test" next to Grade 7 Math Session 1.

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.” 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:

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

Does anyone have questions before we begin?

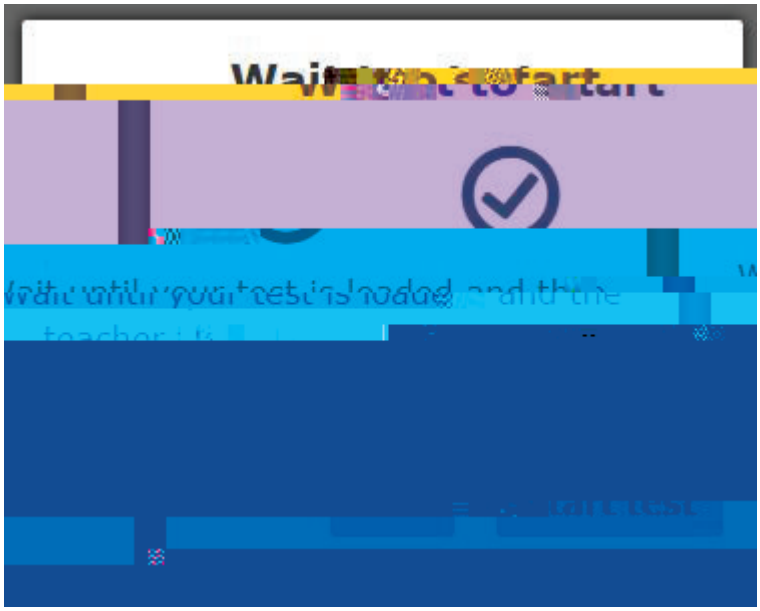
Answer any questions the students may have.

SAY Enter the Session Access Code: [say the Session Access Code] and then select “Continue.”

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

Pause for questions.

Sample screen:

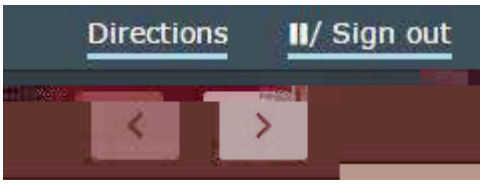


SAY Please select “Start test.”

The next screen confirms you are taking the Grade 7 Mathematics Test Session 1 today. If your screen does not say Grade 7, 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.

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."

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

Once the program has opened, you will see the "Sign in" page.

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

Please raise your hand if you do not see the "Sign in" 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."

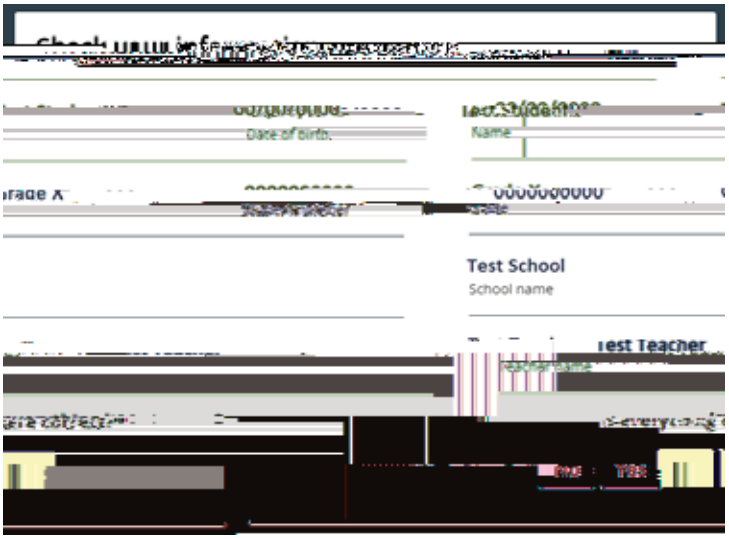
Now select the "Password" field. Type in your password. Your password is also on your student login ticket.

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.”

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

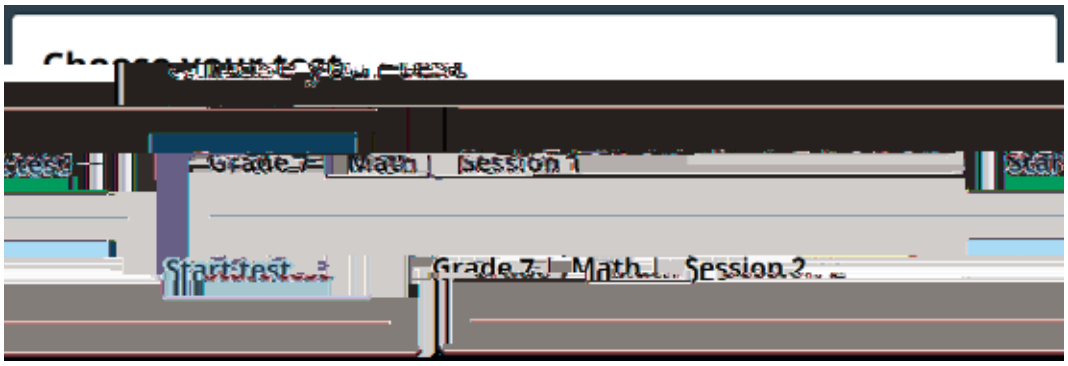
If any of the information is not correct, please raise your hand. You do not need to verify your NYSSIS ID.

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 "YES" at the bottom of the screen.

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

Sample Test Page:



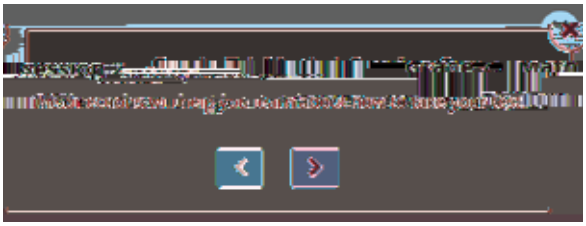
SAY Now we are going to begin the test. Select "Start test" next to Grade 7 Math Session 2.

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 this 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." 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:

SAY Once you finish your test, you should check your work. To review your test before submitting it, select the "Review" 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 "Review" 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 "Submit" button, I will check the Review screen with you to confirm that you have answered all of the test questions.

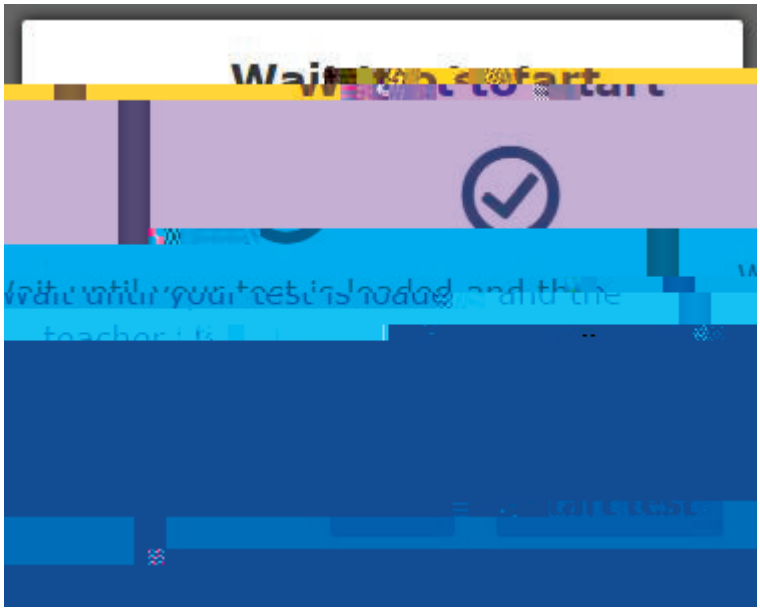
After we have checked the Review screen together and you are ready to submit your test, select "Submit test." A message asking "Are you sure that you want to submit your test?" will appear. If you are ready, then select "Submit test."

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."

Sample screen:

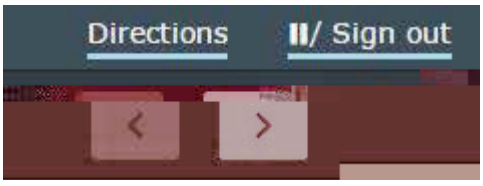


SAY Please select “Start test.”

The next screen confirms you are taking the Grade 7 Mathematics Test Session 2 today. If your screen does not say Grade 7, 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, a protractor, and a calculator) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet 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, 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-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.

STEP SIX

Administer the v202 Grade 8 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 8 Day 1, Session 1

Before you begin the tests, make sure you have the student login tickets for each student, a printed mathematics reference sheet for each student, a hand-held scientific calculator for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN. The mathematics reference sheet is also available in the Nextera Test Delivery System.

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
-

SAY You will be taking the Grade 8 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, calculator, 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."

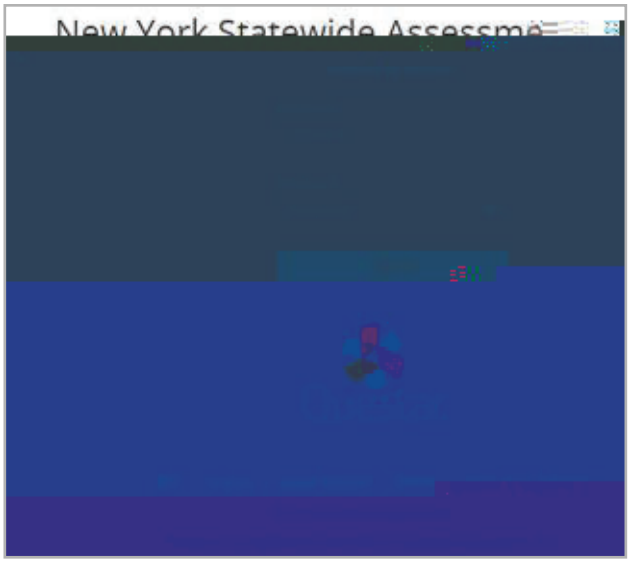
Double-click this icon and the online test will launch.

Once the program has opened, you will see the "Sign in" page.

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

Please raise your hand if you do not see the "Sign in" 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."

Now select the "Password" 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."

Sample verification page:

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 “YES” at the bottom of the screen.

SAY Now select “End Directions.” 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:

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

Does anyone have questions before we begin?

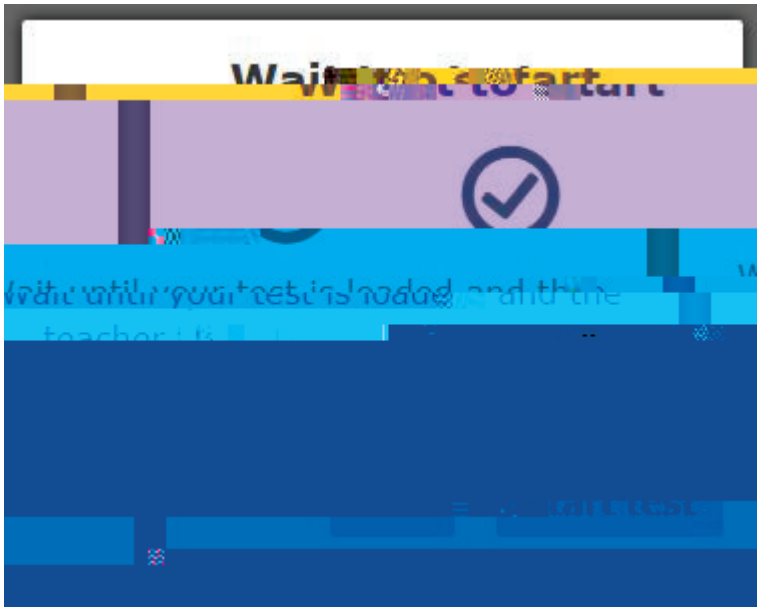
Answer any questions the students may have.

SAY Enter the Session Access Code: [say the Session Access Code] and then select “Continue.”

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

Pause for questions.

Sample screen:

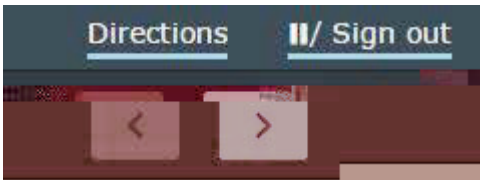


SAY Please select “Start test.”

The next screen confirms you are taking the Grade 8 Mathematics Test Session 1 today. If your screen does not say Grade 8, 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.

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."

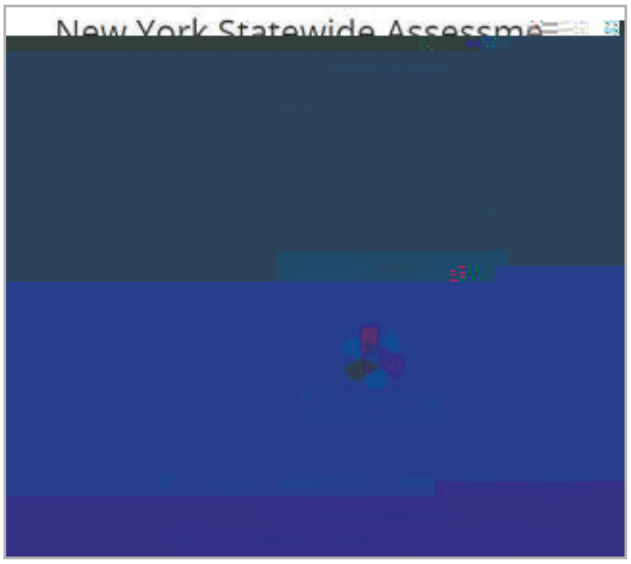
Double-click this icon and the online test will launch.

Once the program has opened, you will see the "Sign in" page.

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

Please raise your hand if you do not see the "Sign in" 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."

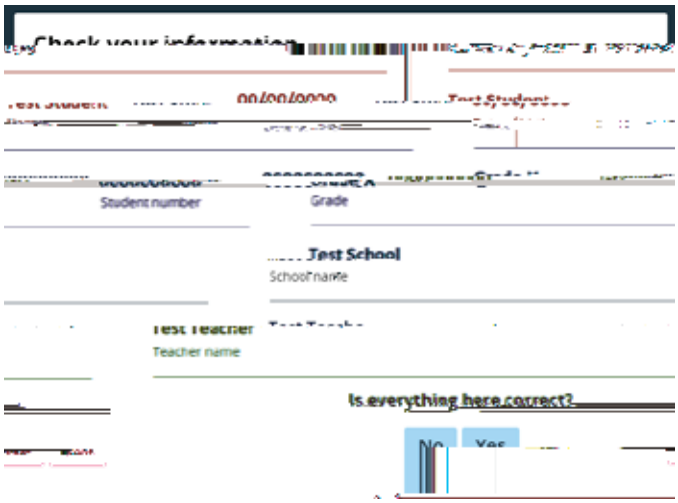
Now select the "Password" field. Type in your password. Your password is also on your student login ticket.

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.”

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 Nexterä 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.

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 "Review" 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 "Review" 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 "Submit" 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." A message asking "Are you sure that you want to submit your test?" will appear. If you are ready, then select "Submit test."

Does anyone have questions before we begin?

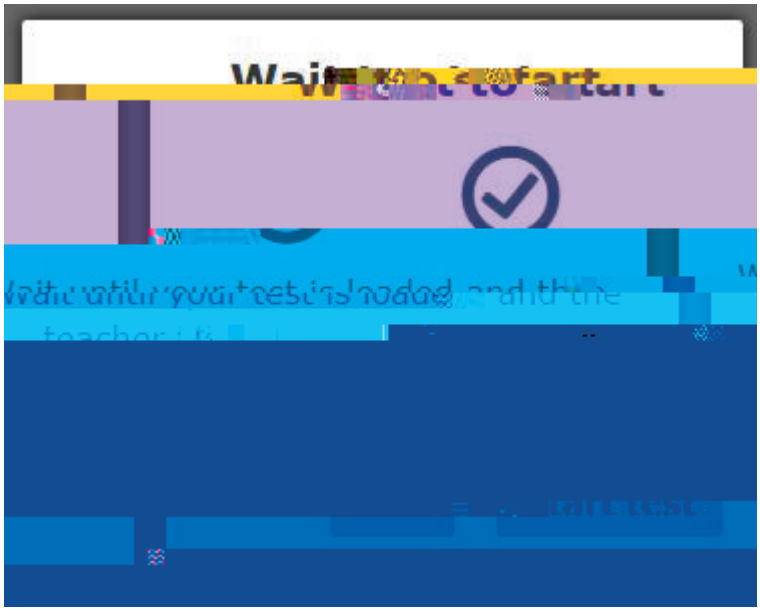
Answer any questions the students may have.

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

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

Pause for questions.

Sample screen:

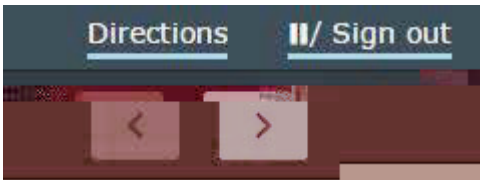


SAY Please select “Start test.”

The next screen confirms you are taking the Grade 8 Mathematics Test Session 2 today. If your screen does not say Grade 8, please raise your hand.

SAY Please find the right arrow in the 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-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.

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 Nextera 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 Nextera 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.

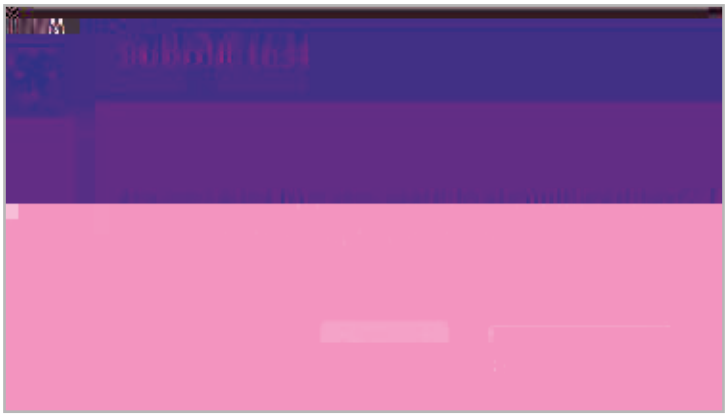
Please note: If a student clicks on the eye icon, the password will be visible. This will help students enter their password correctly.]0 0 10.5 7SCN 1 w 4 M 0 j 0 J [k15.784 182 Tm [(Pr Ne7e s)73.4ickets atics C6mputer-Bas

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

The next screen is where the students will choose what practice test session they will take. The student will select Start test

Once the directions close, the Practice Test appears. After the student responds to each question, direct the student to select Review. 5 2s

A confirmation message appears. Direct students to select Submit test. The Cancel button returns the student to the ongoing test rather than submitting the test.



Another confirmation message appears. Direct students to select Sign out or Take Another Test.

Secure Browser Practice Test Logins

Below are the logins for the practice tests in the secure browser. These logins, along with the logins for the accommodated practice test forms, can also be found in the Support Documentation section under Help in the HELP tab.

Math Secure Browser Practice Test Logins		

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.

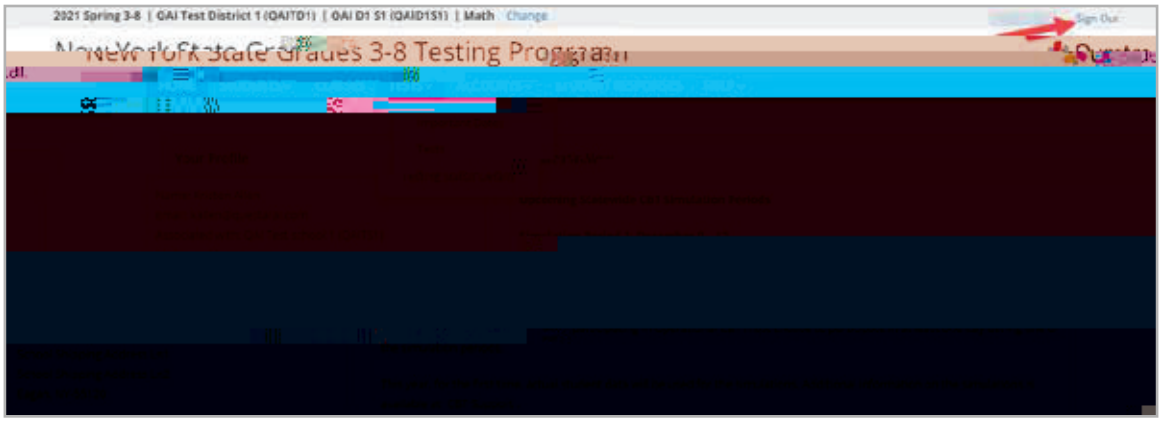
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible 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.

Appendix C: Pausing and Reactivating a

4. 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.

Sign Out

To Sign Out of Nextera Admin, select Sign Out from the upper right corner of the screen. You will be logged out of Nextera Admin immediately.



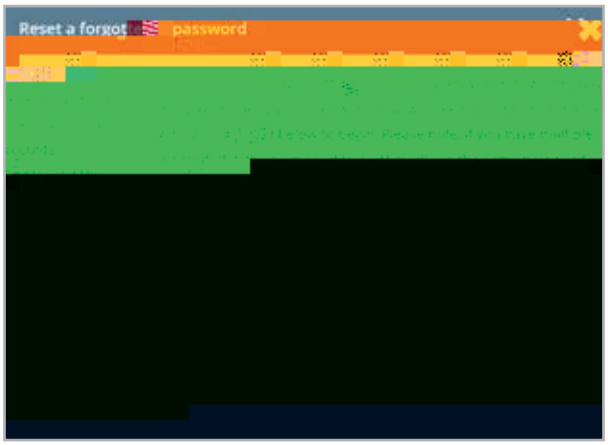
Forgot Your Password?

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:

Select Forgot your password?

Enter your e-mail address and select Submit.

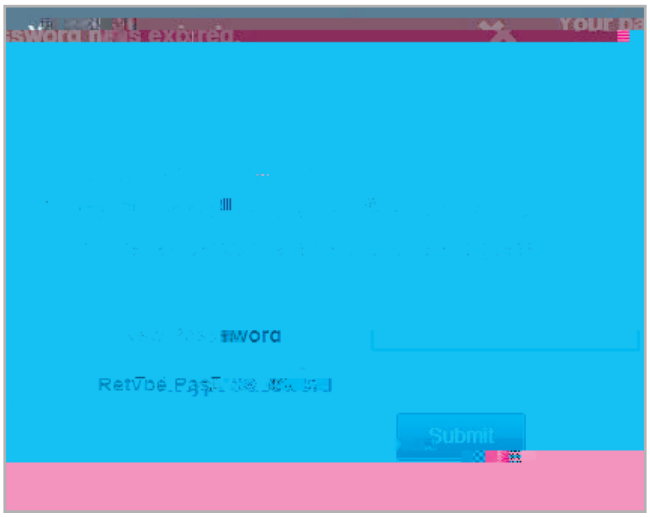


You will receive an e-mail asking you to confirm you want to reset your password. Select Yes to continue the password reset process.

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 the

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.

Principal (PRN)

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

School Test Coordinator (STC)

- Handles test coordinator responsibilities at the school level
- Responsible for managing users and students, and schedules tests at the school level
- There is only one School Test Coordinator per school
- Can verify CBT Technology Readiness in NexteraAdmin

Building Level User (BLU)

- Receives the same permissions in the system as the School Test Coordinator
- Can assist in managing school-level users and students, and in scheduling tests
- Can create users with SITC role and Teacher
- Can verify CBT Technology Readiness in NexteraAdmin

School Information Technology Coordinator (SITC)

- Information technology point of contact for the school
- Can download the secure test browser on all devices used for testing
- May help district and school staff troubleshoot technology issues
- Cannot create users
- Can verify CBT Technology Readiness in NexteraAdmin

Teacher (TA)

- Responsible for leading test administration
- There is only one teacher per class
- Visibility to their class-level information
- Cannot create users
- Confirms the students are present
- Reads the directions from the Teacher•s Directions and leads students

Appendix F: General Features and Tools of the Nextera™ Test Delivery System

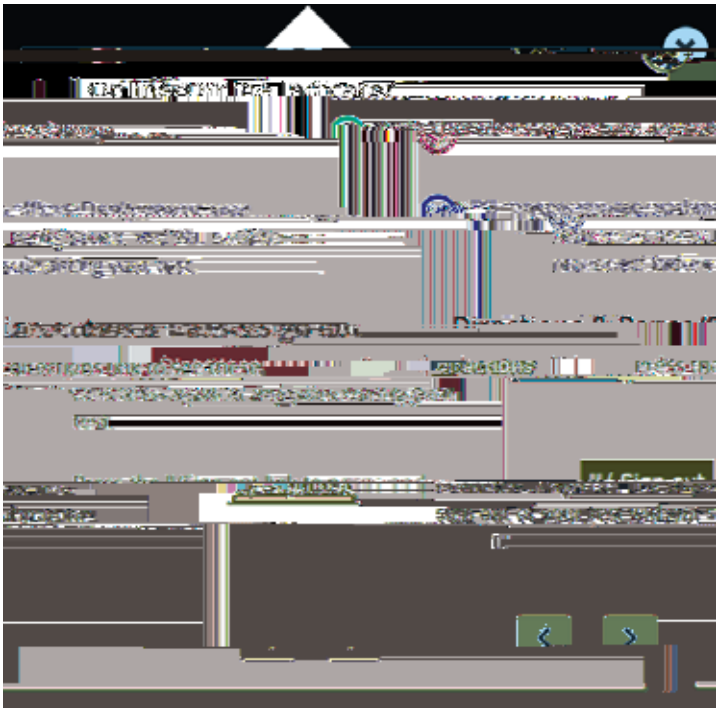
All students testing on computer have access to general features and tools that are available through the Nextera Test Delivery system. The following information provides an overview of the computer-based testing features and tools available to students testing on computer. Students should have had opportunities 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/Offline 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.

Review Screen and Navigation Between Questions

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

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

Printing Student Login Tickets

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.

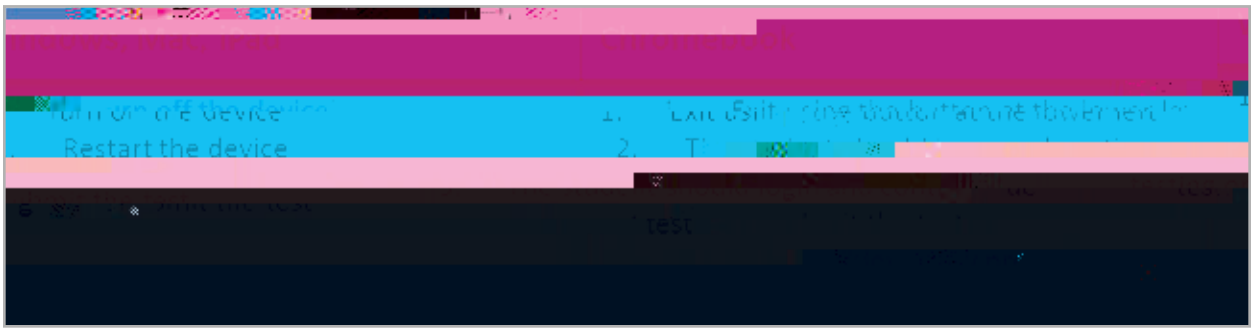
If the device is permanently incapacitated, or if network connectivity is lost for an extended period of time, please contact the School Test Coordinator. The School Test Coordinator can contact Questar Customer Support, if needed.

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.

Grades 6–8
Mathematics Computer-Based Tests
Teacher's Directions
v202