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THE UNIVERSITY OF THE STATE OF NEW YORK
Regents of The University

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STEP SIX:

Administer the 2023 Grades 3–5 English Language Arts

Computer-Based Test 19

3.5 1, 2 19

3.5 2, 3 27

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Appendix D: Roles, Responsibilities, and Permissions in Nextera™ Administration System for Computer-Based Testing

Introduction



IMPORTANT DATES

Computer-Based Testing Dates	April 19–26, 2023*
Computer-Based Testing Make-up Dates	April 24–28, 2023**



STEP ONE

Check Your Computer-Based Testing Materials

For the teacher

b. *Computer-Based Tests Teacher's Directions*

b. 15

administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices, other than the device on which students are taking the test, prior to the start of the test administration.

A _____

(A) 518-474-1989 _____ A

Student Cheating

STEP TWO

Plan Your Computer-Based Testing Schedule

b: 1.

b: 2.

b: Read the 2023 3, 5 E A C -B.
D in its entirety prior to administering the test.

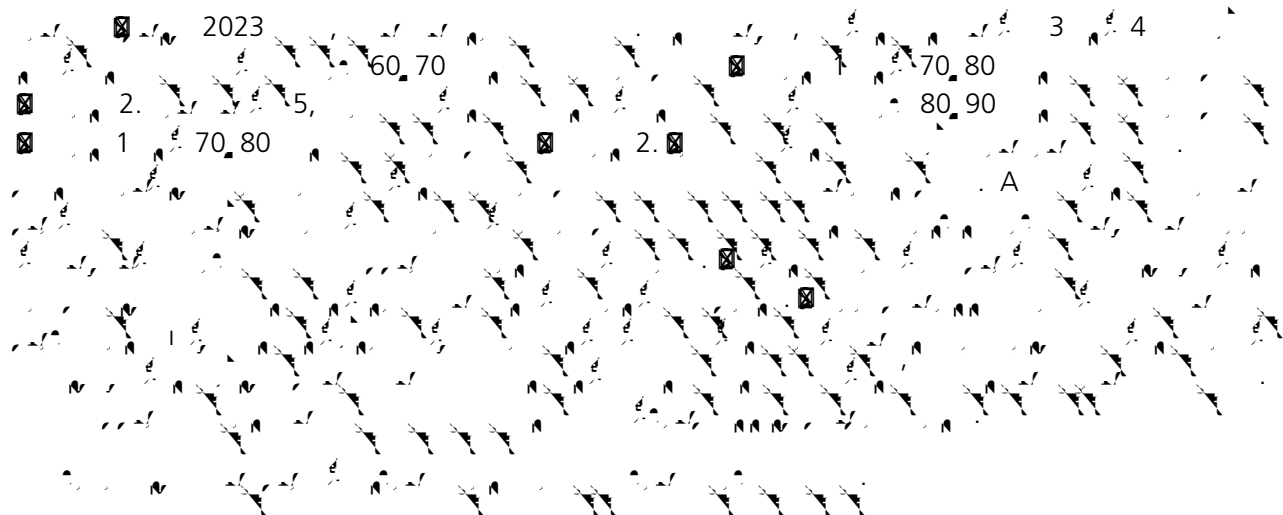
b: A I

Test Format and Schedule

2023 3, 5 A B 1

2, 2 - 1

2012, 2023 1.



2023 Grade 3 English Language Arts Computer-Based Test

Day 1, Session 1	<ul style="list-style-type: none"> b Reading: 23 multiple-choice questions b Writing: 2 two-credit constructed-response questions
Day 2, Session 2	<ul style="list-style-type: none"> b Reading: 6 multiple-choice questions b Writing: 3 two-credit constructed-response questions

2023 Grade 4 English Language Arts Computer-Based Test

Day 1, Session 1	<ul style="list-style-type: none"> b Reading: 23 multiple-choice questions b Writing: 2 two-credit constructed-response questions
Day 2, Session 2	<ul style="list-style-type: none"> b Reading: 6 multiple-choice questions b Writing: 3 two-credit constructed-response questions and 1 four-credit constructed-response question

2023 Grade 5 English Language Arts Computer-Based Test

Day 1, Session 1	<ul style="list-style-type: none"> b Reading: 26 multiple-choice questions b Writing: 2 two-credit constructed-response questions
Day 2, Session 2	<ul style="list-style-type: none"> b Reading: 7 multiple-choice questions b Writing: 3 two-credit constructed-response questions and 1 four-credit constructed-response question

Testing Accommodations for Students with IEPs and 504 Plans

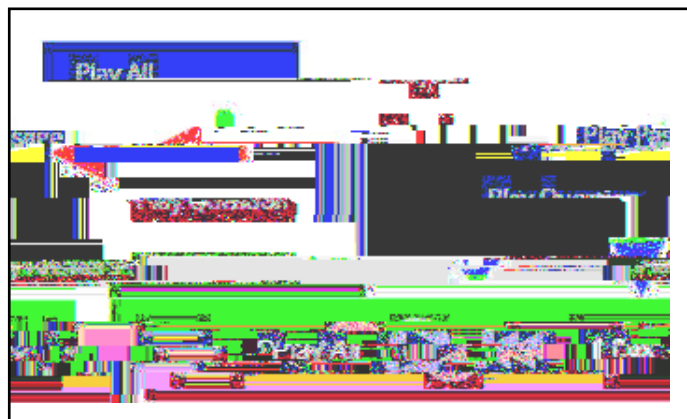
() 504 A (504)
A B 2023 3.8
School Administrator's Manual.

Test Read

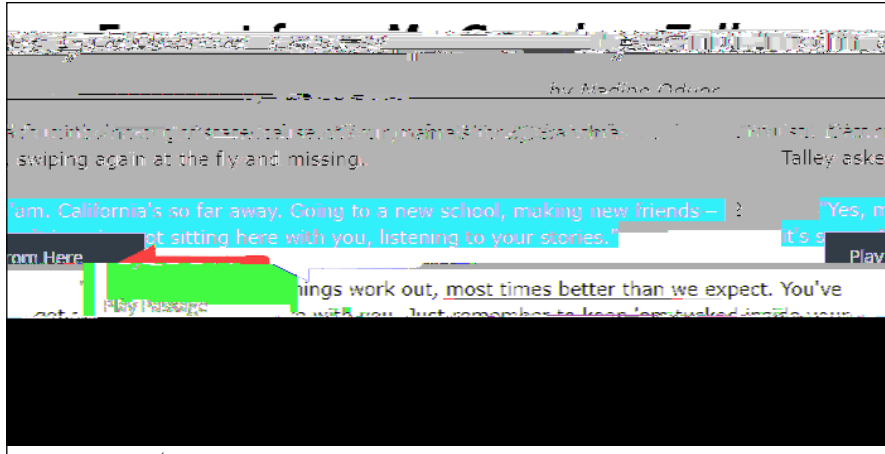
B 504
Testing Accommodations for Students with Disabilities Guidance Document (// 12. /
-2018.). A

Read Aloud (by human): 2023 3.8 A A ()
504

Text-to-Speech (TTS): 2023 3.8 A ()
1. A
2.
3.
4. A
5.



A



Note:

Scoring Student Writing

not any 2023 3.8

A

Note:

Use of Scribes

2023 3.8 A


School Administrator's Manual.




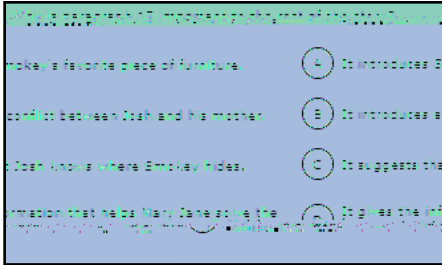

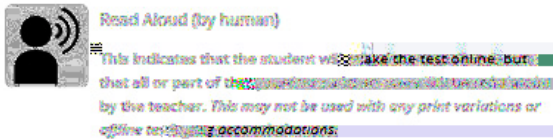
More Information on Testing Accommodations for Students with IEPs and 504 Plans

Testing Accommodations for Students with Disabilities Guidance Document (2012).

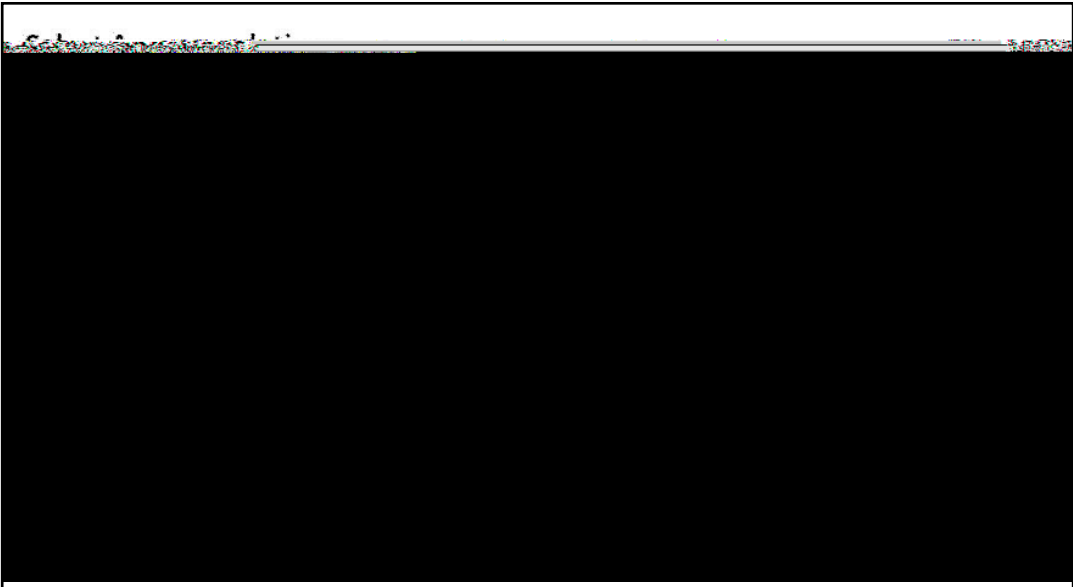
Testing Accommodations for English Language Learners

School Administrator's Manual.

A	D
<p data-bbox="181 235 472 283">A</p> 	<p data-bbox="472 235 1427 346">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.</p> <ul data-bbox="527 735 1396 766" style="list-style-type: none"> • To reveal a response option, the student clicks on the <i>crossed out</i>

<p>A t</p> <p>(t t -)</p> 	<p>D r t</p> <p>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.</p>  <p>When using this accommodation, ensure the volume on the student's device is on, unmuted, and adjusted prior to launching the secure browser.</p>
<p>B r C r</p> 	<p>The Background Color option is an embedded accommodation that allows the color of the background to be changed.</p>  <p>The following color options are available:</p> <ul style="list-style-type: none"> • Black-on-pink • Black-on-blue • Black-on-green • Black-on-yellow
<p>A</p> <p>()</p> 	<p>Read Aloud (by human) is a combination of an online- and human-delivered accommodation. A human reads the test, in its entirety, to the student from a paper test, and the student enters the responses on the computer, except where otherwise indicated within the student's IEP or 504 Plan.</p> 

Classroom Accommodations



General Features and Tools of the Nextera™ Test Delivery System



STEP THREE Prepare Your Computer-Based Testing Room

b

STEP FOUR Prepare Your Students

b

b

b

b B

$\frac{1}{2} \times \frac{3}{4} = \frac{3}{8}$ (// / / #)

b A

b

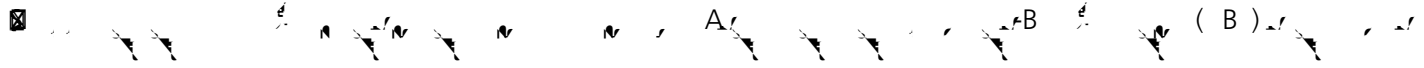
Practice Tests

$\frac{1}{2} \times \frac{3}{4} = \frac{3}{8}$ (// / / #)

STEP FIVE

Prepare Computer-Based Testing Materials

Scratch Paper



3. View

The screenshot shows the 'New York State Grades 3-8 Testing Program' interface. Under the 'Tests' section, there is a table with the following columns: Teacher, Class, Content Area, Test Name, Status, and View. The table contains one row of data:

Teacher	Class	Content Area	Test Name	Status	View
TchrFN TchrLN	ELA Grade 3	ELA	Simulation	not started	View

4. Login Tickets.

The screenshot shows the 'View Tests' page for 'Spring_3-8_FLA'. It displays the following details:

- District: QAL Test District
- Testing Window: Spring 3-8 Tests
- Teacher: TchrFN TchrLN
- Test Name: Spring 3-8 FLA
- Testing Dates: 03/20/2023 - 03/20/2023
- Class: ELA Grade 3

Below the details, there are buttons for 'Exam View', 'Print', and 'Download PDF File'. A 'Session 1 Access Code' field is also visible.

5. applicable form.

The screenshot shows a form titled 'What would you like to print?'. It contains a dropdown menu with the text '--Select an Option--'. Below the dropdown, the text 'Avery 5163' is visible, along with a 'Student Roster' button and a 'Download PDF file' button.

6. OK.



7. Print function

b. A

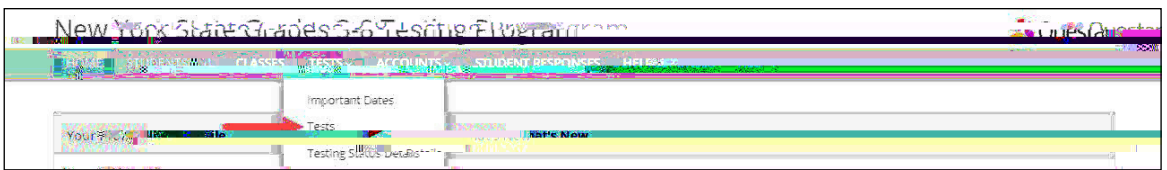
Last, First NYSSIS ID: 9921010301 Password: 422348 Spring 3-5 ELA Grade X	Last, First NYSSIS ID: 9921010302 Password: 556413 Spring 3-5 ELA Grade X	Last, First NYSSIS ID: 9921010303 Password: 299555 Spring 3-5 ELA Grade X
--	--	--

Session Access Code

b. A
 Step Six: Administer the 2023 Grades 3-5 English Language Arts Computer-Based Test

b. A
 1. A Appendix C

2. Tests Tests



STEP SIX

SAY You will be taking the 2023 Grade 3-5 English Language Arts Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.

Today, 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 also type your responses for the written-response questions in the online test. You will have as much time as you need today to answer the questions.

Distribute one clean page of lined scratch paper to each student.

SAY You may use this scratch paper to take notes as you take 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.”

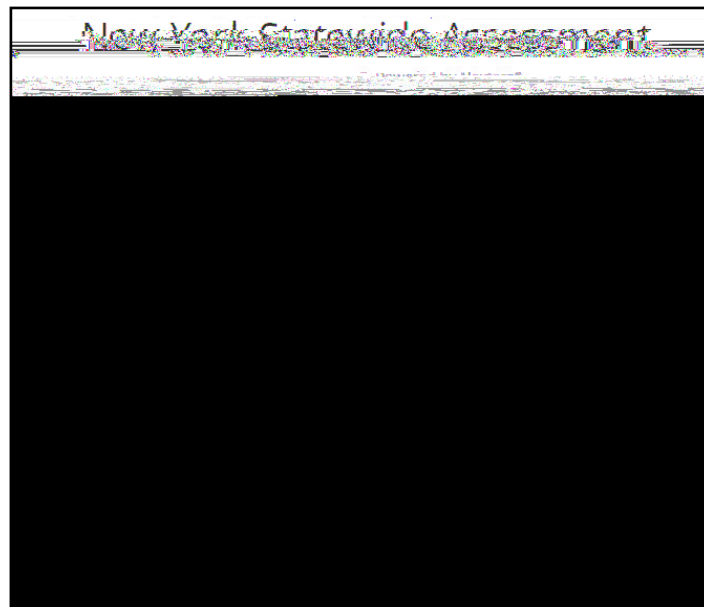
Double-click this icon and the online test will launch.

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.”

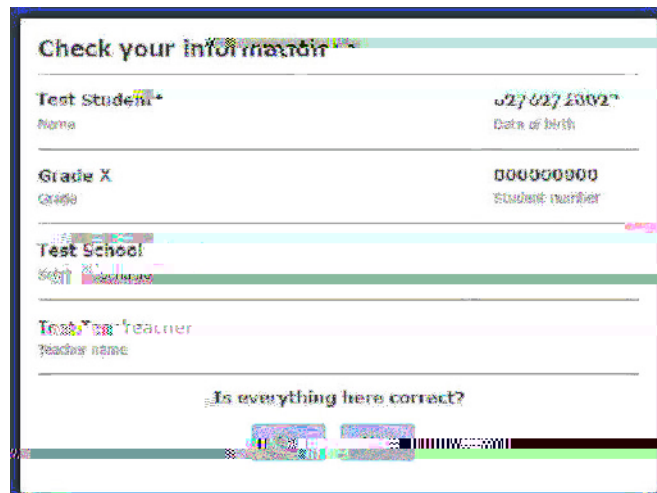
Now select the “Password” field. Type in your password. Your password is also on your student login ticket.

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:



The screenshot shows a verification page with the following fields and values:

Field	Value
Test Student Name	027 027 2002
Date of birth	
Grade	X
Student number	00000000
Test School	
Teacher name	

Below the fields, there is a question: "Is everything here correct?"

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

- z grade
- z school's name
- z teacher's name
- z 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.

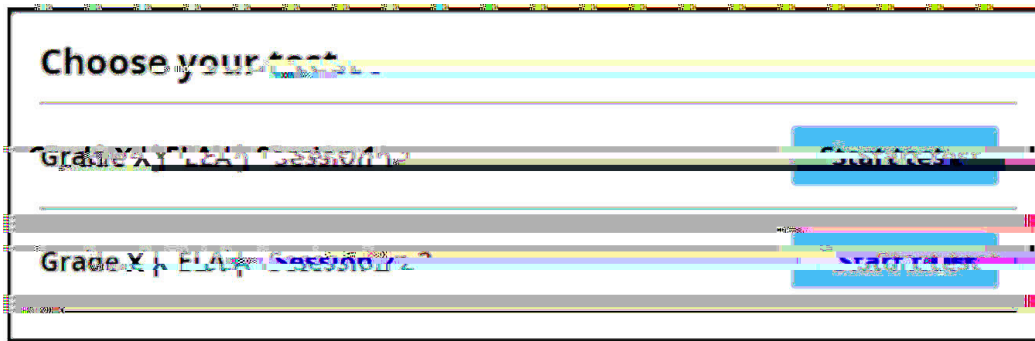
If the date of birth or teacher's name is incorrect, or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the login process. The student should click "No" and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to Nextera™ 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:



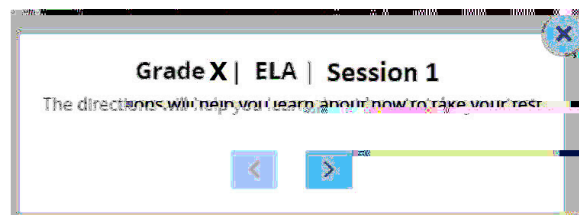
SAY Now we are going to begin the test. Select "Start test" next to ELA Session 1.

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 the X to exit the directions.

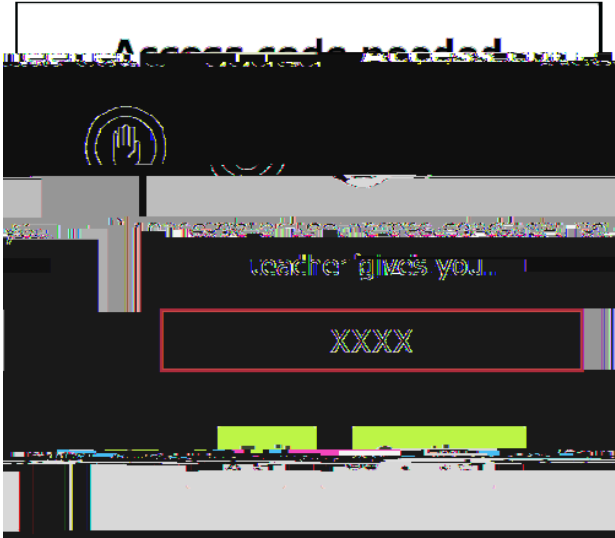
Sample directions page:



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.

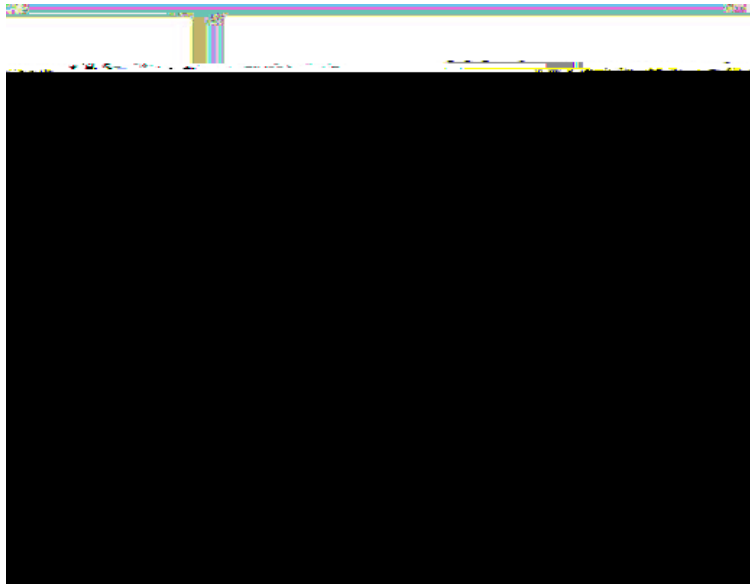
Sample Session Access Code page:



SAY Once you finish your test, you may 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 \AA Lang (en-US)BDC E

Sample screen:



SAY Please select "Start test."

The next screen confirms you are taking the English Language Arts Test Session 1 today. If your screen does not say , please raise your hand.

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.

Are there any questions?

Pause for questions.



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

Pause to allow students to go to the next screen.

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

- z Be sure to read all the directions carefully.
- z Most questions will make sense only when you read the whole passage. You may need to read the passage more than once to answer a question.
- z When a question includes a quotation from a passage, you may need to review both the quotation and the whole passage in order to answer the question correctly.
- z Read each question carefully and think about the answer before making your choice or writing your response.
- z In writing your responses, be sure to
 - clearly organize your writing;
 - completely answer the questions being asked;

- support your responses with examples or details from the text; and
- write in complete sentences using correct spelling, grammar, capitalization, and punctuation.

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

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

Are there any questions?

Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,

SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, select the right arrow in the top right corner and begin your test.

Students should remain quietly at their workstations after they have submitted the test. Students who finish the test before other students should check their work before submitting it. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. The proctor may collect the student login tickets and scratch paper once a student submits the test.

After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2023 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. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the dual students tostREFFOp r\$tu

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.

Sample verification page:

The screenshot shows a verification page titled "Check your information". It contains the following fields:

- Test Student:** Name: 0270272302, Date of birth: 00000000
- Grade X:** Grade: 00000000, Student number: 00000000
- Test School:** School name
- Teacher:** Teacher name

At the bottom of the form, it asks: "Is everything here correct?"

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

- z grade
- z school's name
- z teacher's name
- z 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.

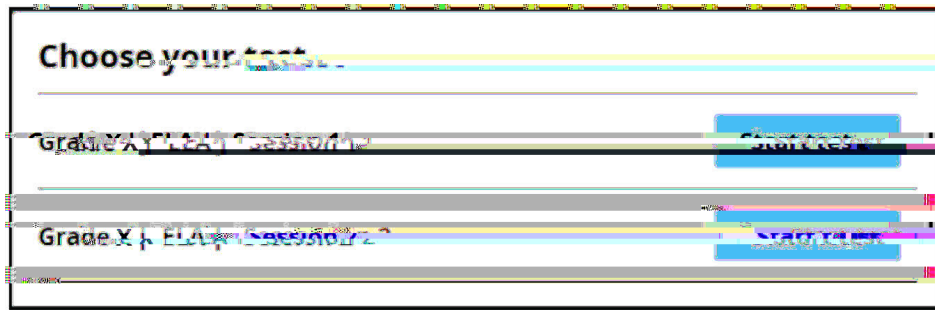
If the date of birth or teacher's name is incorrect or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the login process. The student should click "No" and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to Nextera™ 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 ELA 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 the X to exit the directions.

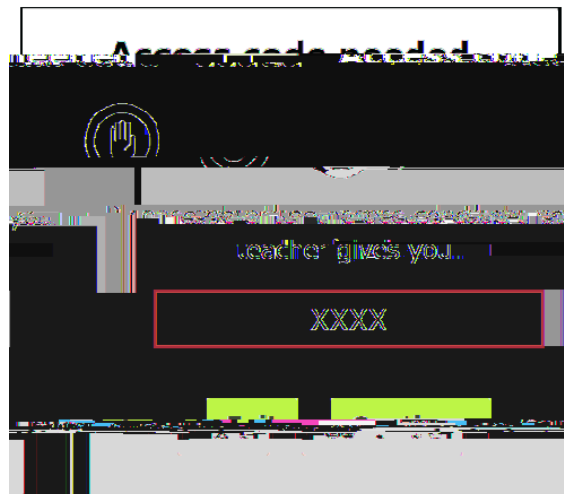
Sample directions page:



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

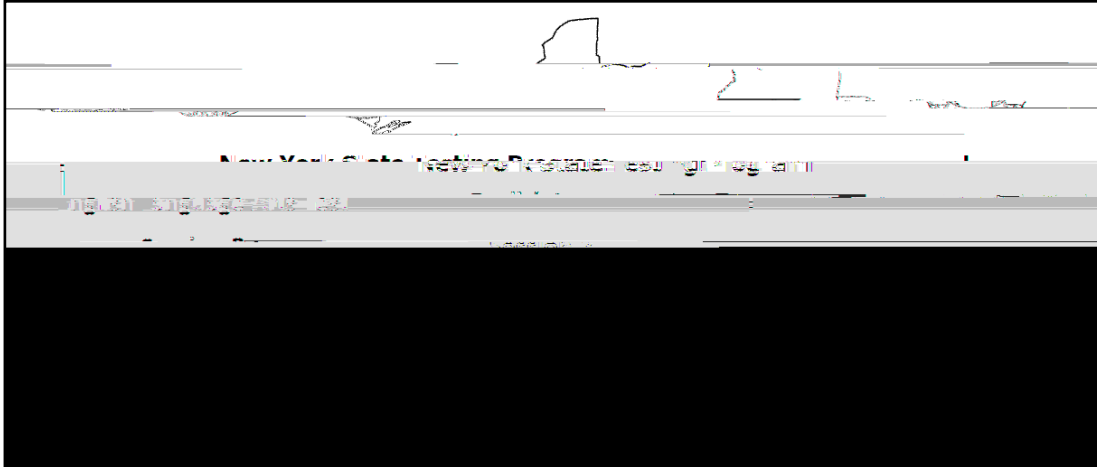
SAY Now select “End Directions.” You should now see a screen asking for the Session Access Code. I will provide you the Session Access Code in a moment.

Sample Session Access Code page:



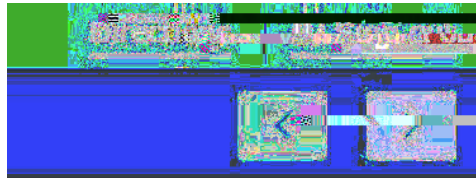
SAY Please select "Start test."

The next screen confirms you are taking the English Language Arts Test Session 2 today. If your screen does not say, please raise your hand.



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

Sample screen:



- support your responses with examples or details from the text; and
- write in complete sentences using correct spelling, grammar, capitalization, and punctuation.

4 5 For the last question in this test session, you may plan your writing on the scratch paper provided, but do NOT write your final answer on the scratch paper provided. Your final answer will be written on the test paper provided. (1 will write count (en-

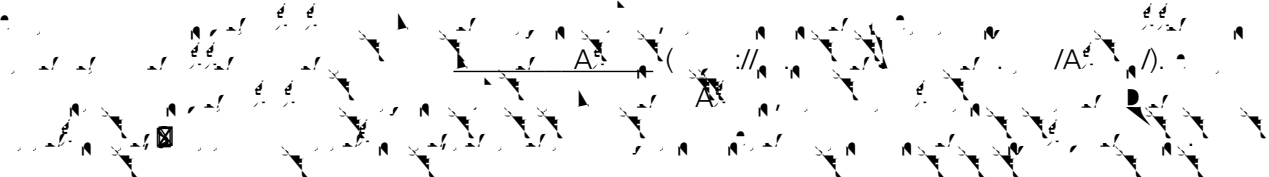
Appendices

Appendix C: Logging into Nextera™ Admin

Overview

A.1. (A.2.)

Sign In



- A.3. A.4.
 - 1. User ID Password, Sign In. A-5.
 - 2.
 - 3.
- New Password Retype Password
- Submit.



4.

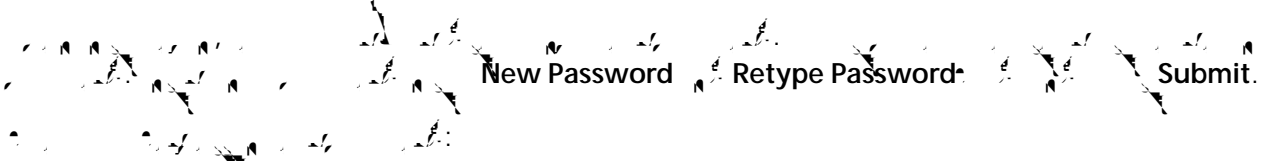


I Agree.

check box

TTC

Forgot Your Password?



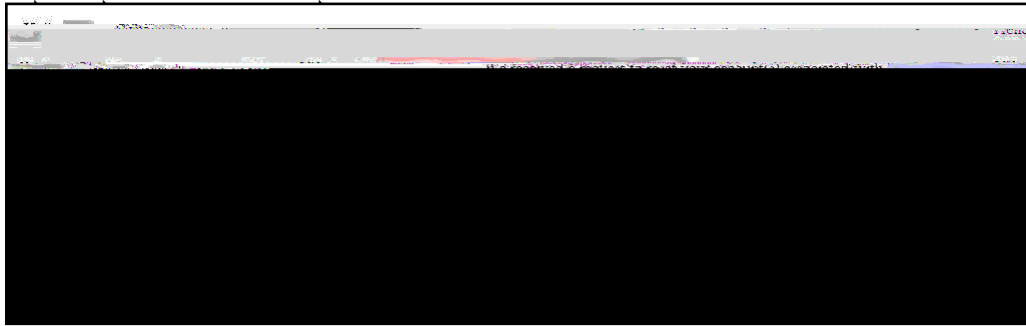
b1 Forgot your password?



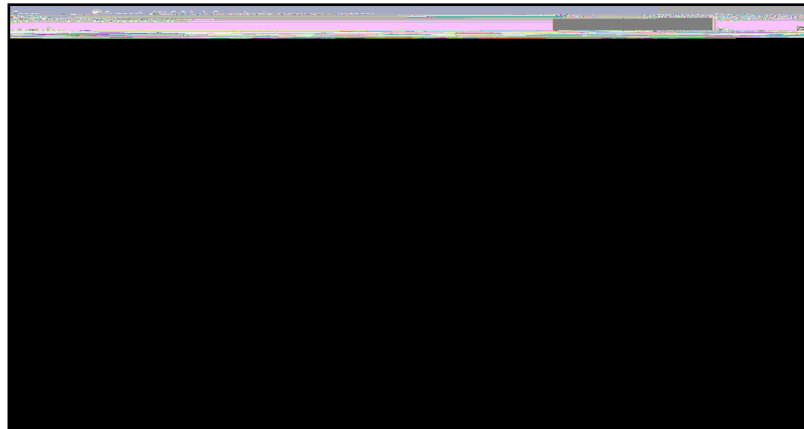
b1 Submit.



b: [redacted] Yes



b: Internet Site - Password. [redacted] Go to this



b: User ID - Password Sign In.



b7

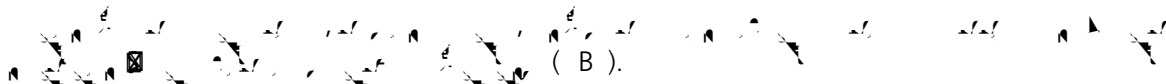
Submit.

New Password

Retype Password



Appendix D: Roles, Responsibilities, and Permissions in Nextera™ Administration System for Computer-Based Testing

A.  (B).

b. Regional Information Coordinator (RIC)

b.

b¹ ■
b¹ ■
b¹ ■
b¹ ■

b¹ Principal (PRN)

b¹ ■
b¹ ■ B ■ A¹

b¹ School Test Coordinator (STC)

b¹ ■
b¹ ■
b¹ ■
b¹ ■ B ■ A¹

b¹ Building Level User (BLU)

b¹ ■
b¹ ■
b¹ ■
b¹ ■ B ■ A¹

b¹ School Information Technology Coordinator (SITC)

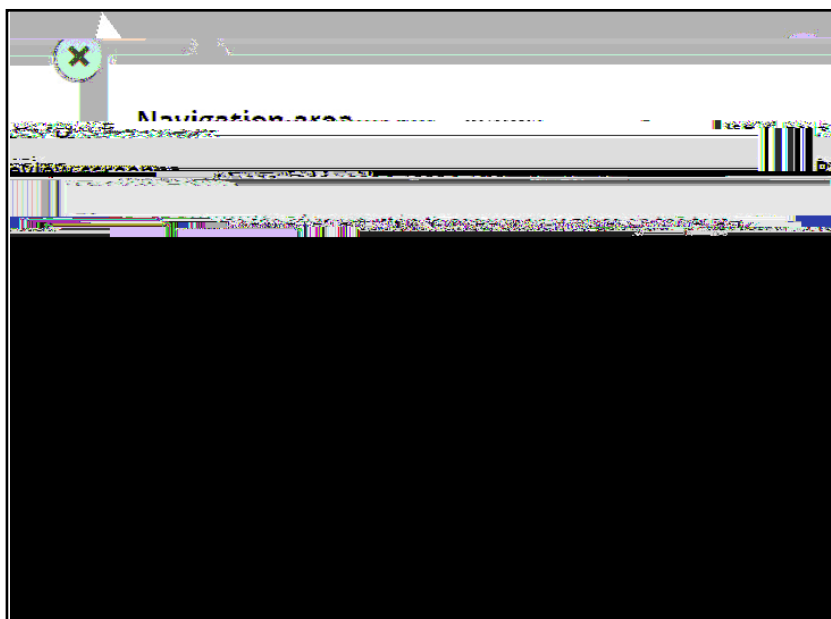
b¹ ■
b¹ ■
b¹ ■
b¹ ■
b¹ ■ B ■ A¹

b¹ Teacher (TA)

b¹ ■
b¹ ■

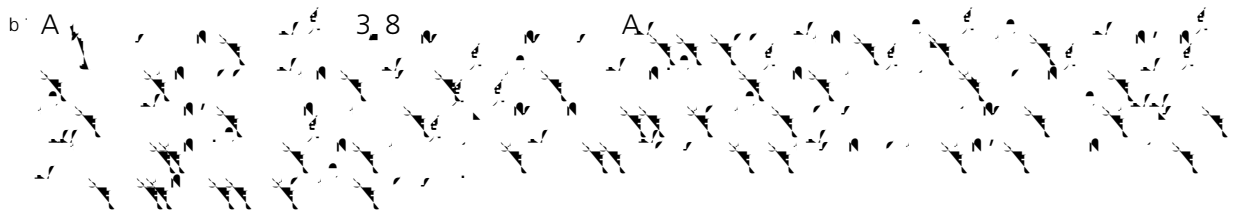
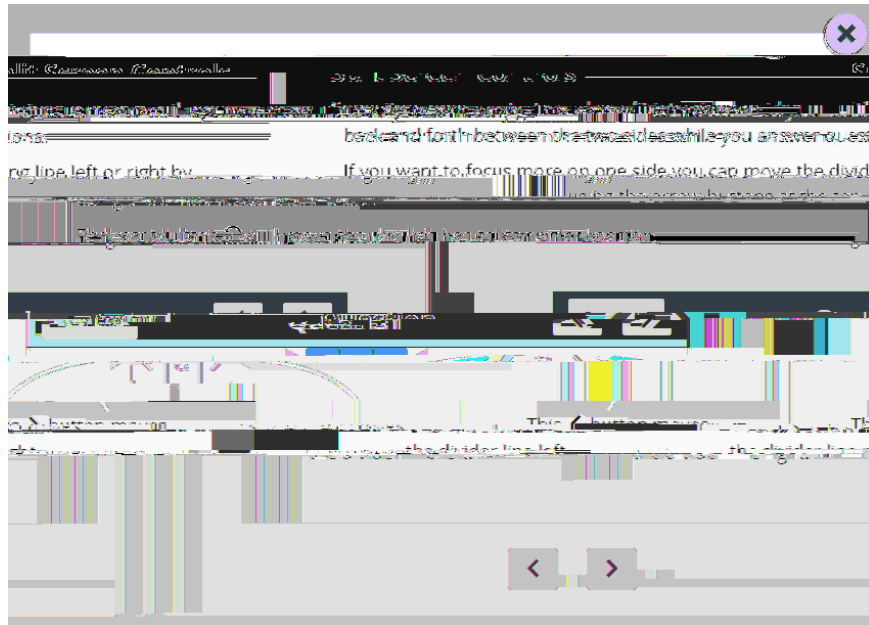
b: / 866-997-0695. Directions Pause/Sign Out Appendix B.

Review Screen and Navigation Between Questions



b: Review

Split Screen Controls

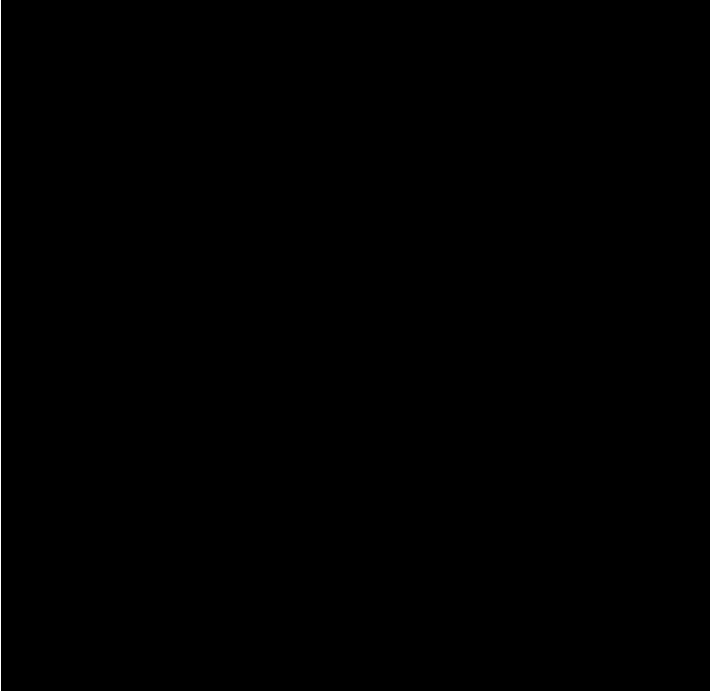


General Tools

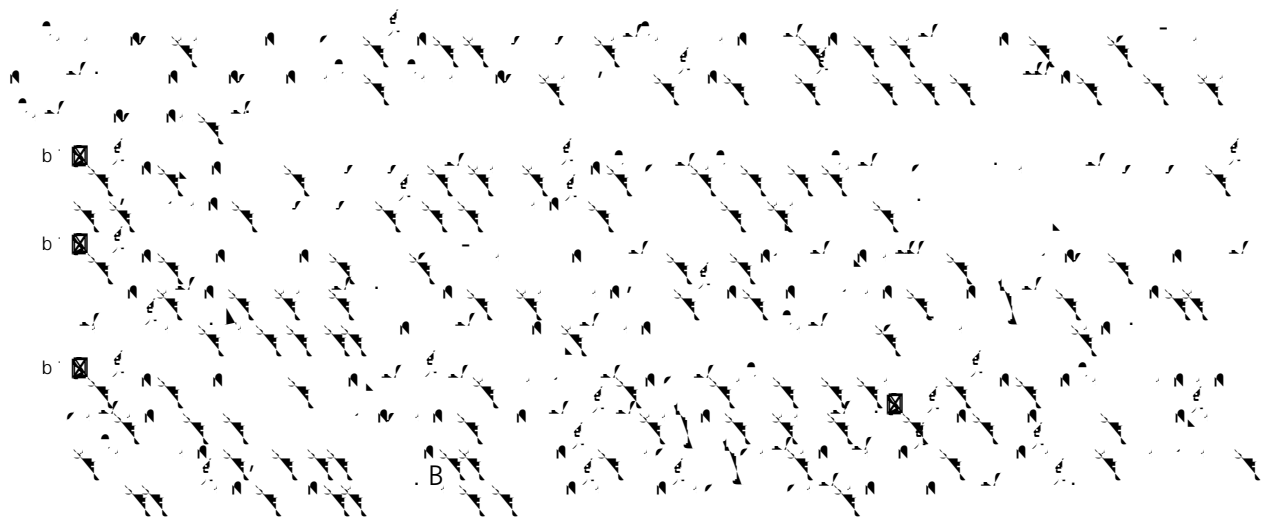
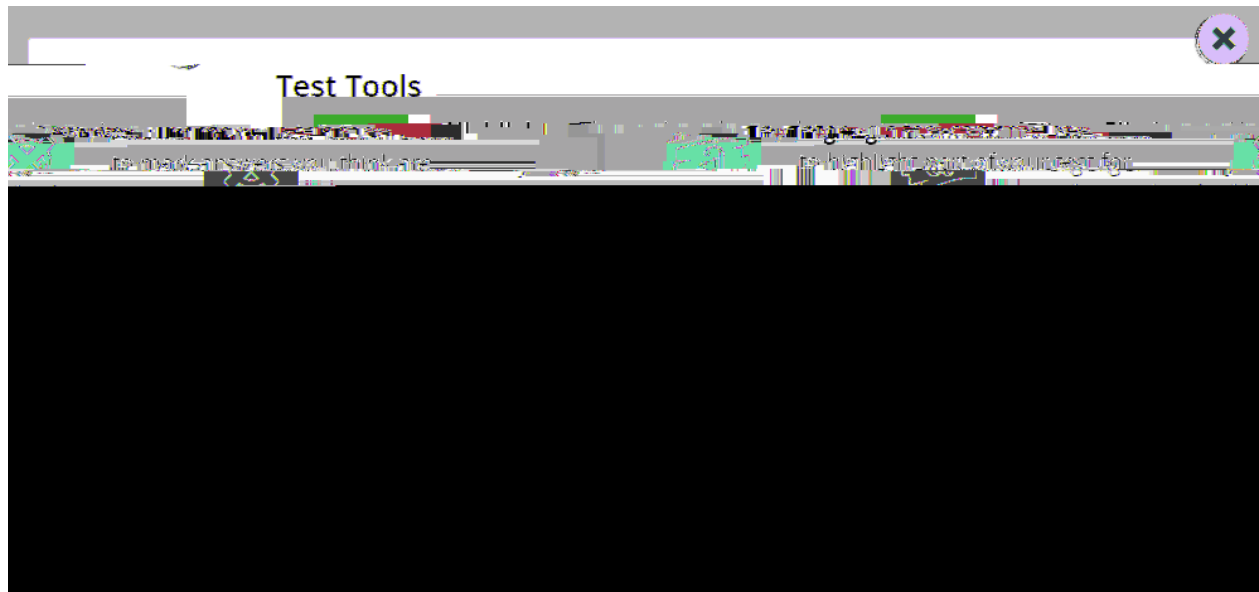


B	
	(A, B)
A	

Zoom, Bookmark, and Note (Notepad)

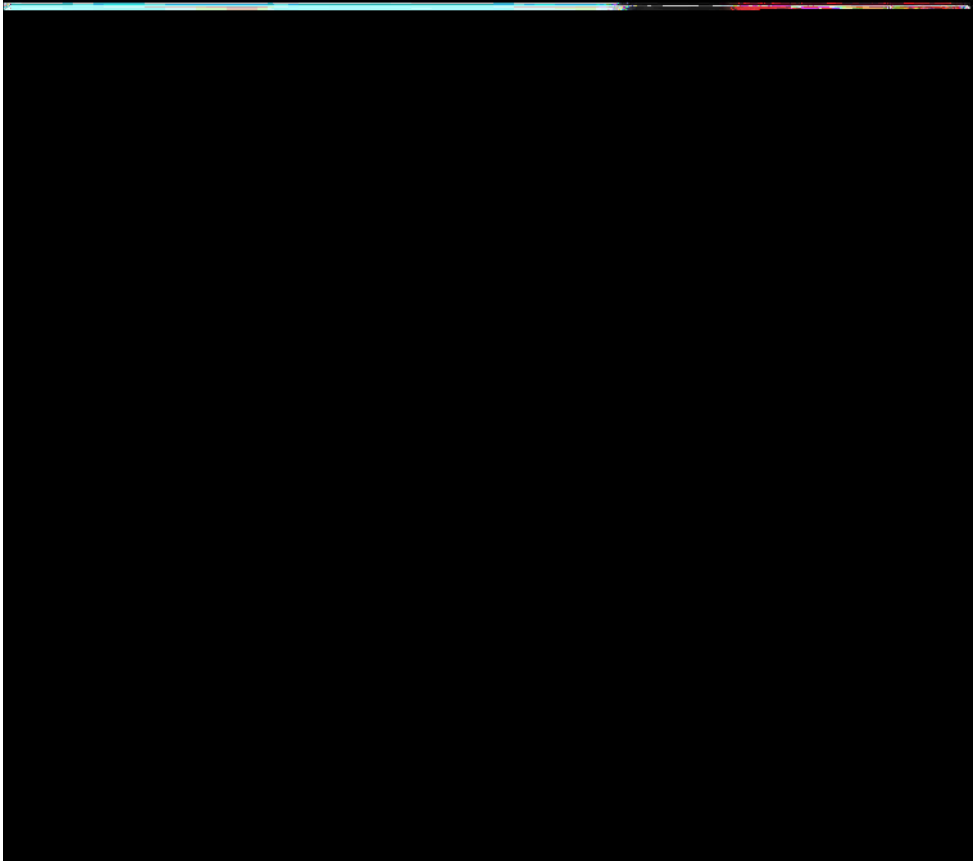
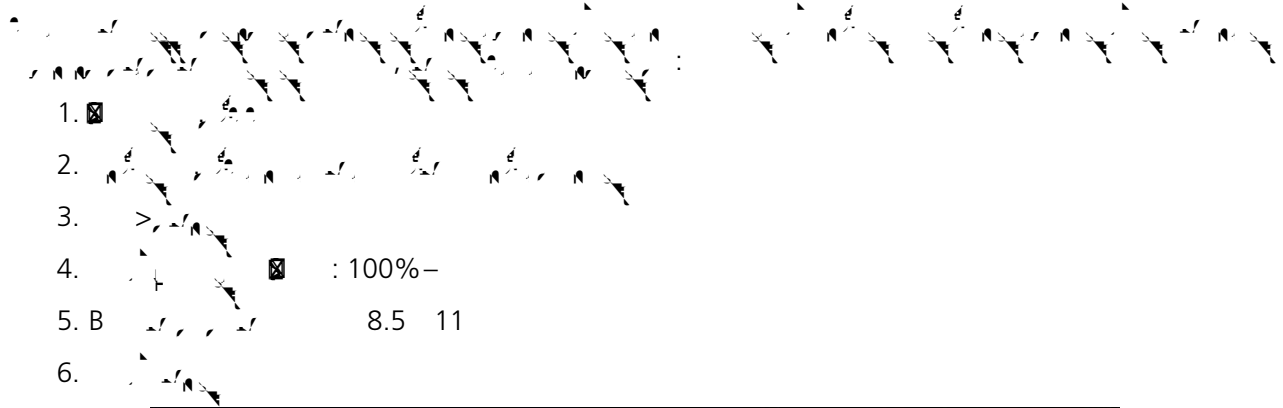


Highlighter, Answer Eliminator, and Line Reader



Appendix F: Troubleshooting

Printing Student Login Tickets



Issues During Testing



