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Introduction

E D ED) A I .
( ) 2022 G 3 8 E L A F .
ED
( ).

2022 G 3 8 E L A F
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STEP ONE Check Your Computer-Based Field Test Materials

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For the teacher

- *Teacher's Directions for Computer-Based Field Testing*
-

STEP TWO Plan Your Computer-Based Field Testing Schedule

- **May 16–June 3, 2022**.
- 40
- **Read the**

Read Aloud (by human): F 2022 G 3 8 E L A F , A ( ) . A ( ) , , IEP 504 .

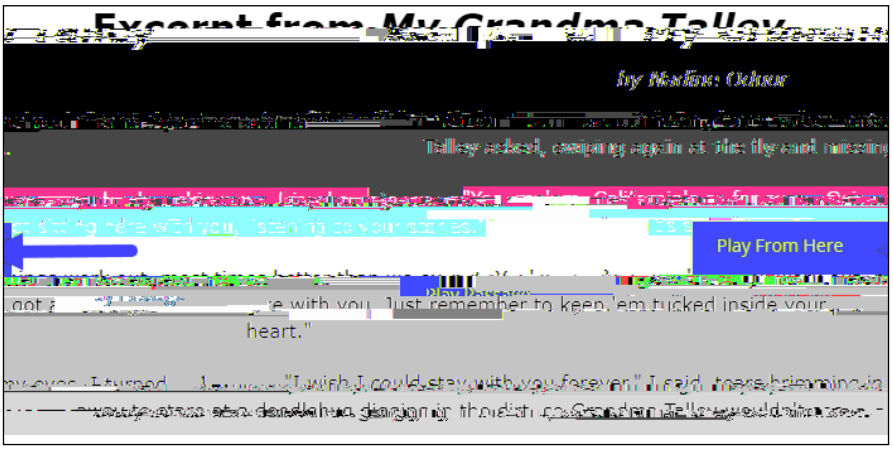
Text-to-Speech (TTS): F 2022 G 3 8 E L A F , - - ( ) . , , .

:

1. A
2.
3.
4.

: - - ( ) I . I ,
.

A , , , , F H .



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

M E ' *Testing Accommodations for Students with Disabilities Guidance Document* (:// . 12. . / / / - - - -2018.).

Testing Accommodations for English Language Learners

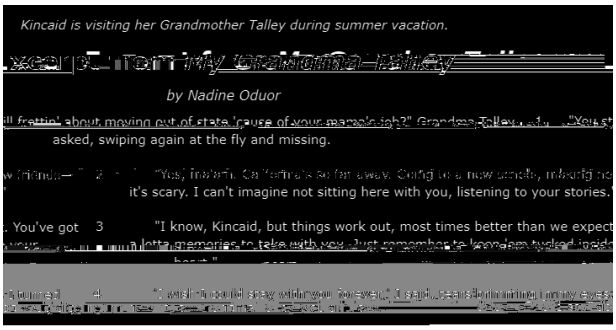
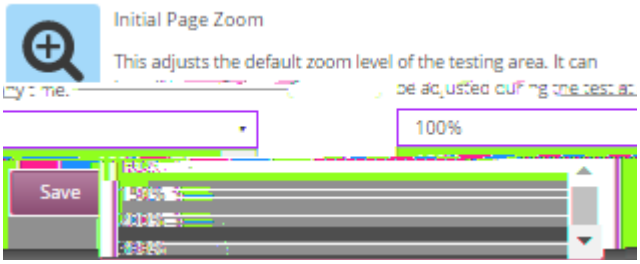
I E L L (ELL) ELL *School Administrator's Manual for Computer-Based Field Testing*.

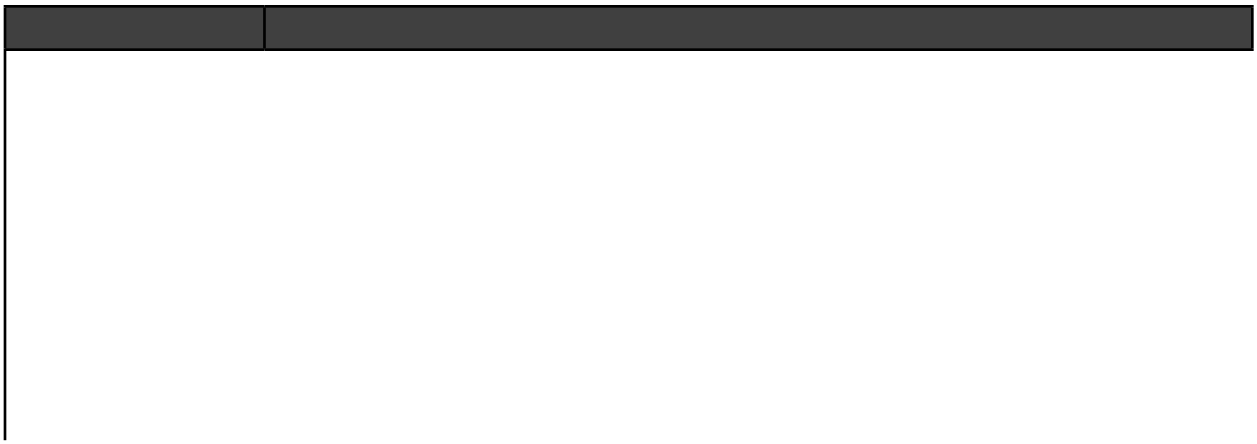
Computer-Based Field Testing Accommodations

D m m - mm :

- C
- I m
- - ( )
- B C
- A (m)

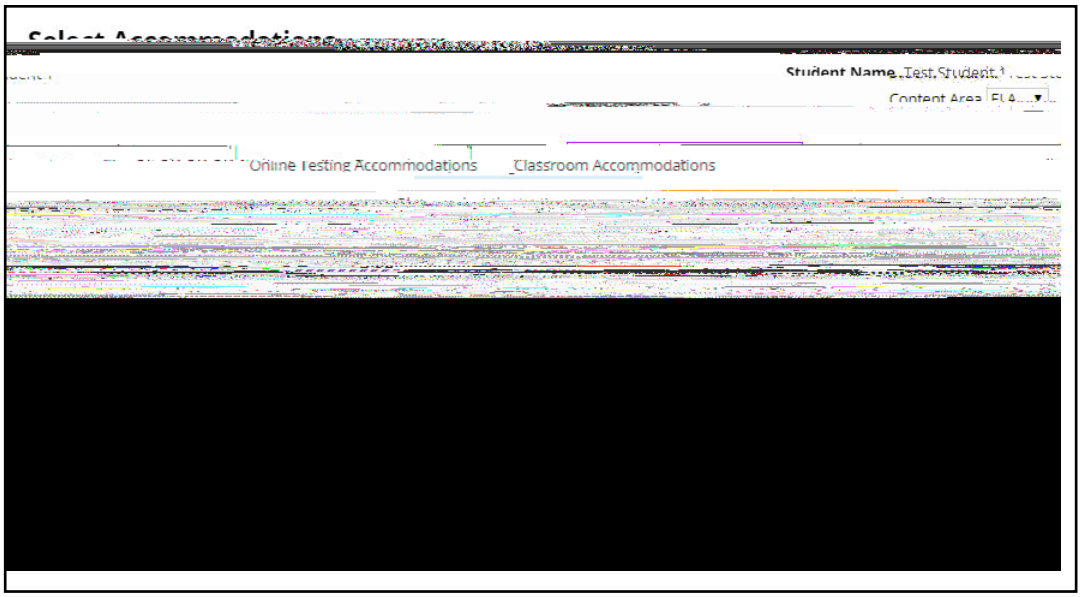
mm m ' IE 504 .
A m m() A m) .
C m - mm
A m .

Accommodation	Description
Reverse Contrast	
Initial Page Zoom	



Classroom Accommodations

A D , IEP 504 . A . C A .



General Features and Tools of the Nextera™ Test Delivery System

A D - . - , , , . , , - . **Appendix F: General Features and Tools of the Nextera™ Test Delivery System** - .

STEP THREE Prepare Your Computer-Based Field Testing Room

-
-
- E

Setup and Installation Guide

STEP FOUR Prepare Your Students

- H
- B
  B -
  (:// . . . /#). F
  Appendix A.
- A -

STEP FIVE Prepare Computer-Based Field Testing Materials

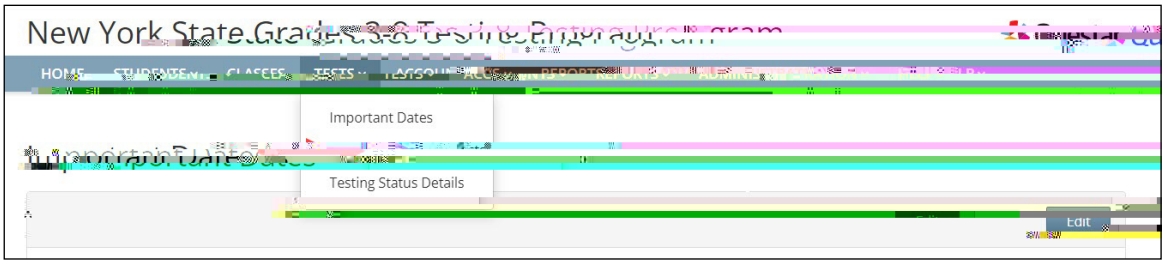
Scratch Paper

E L A F C -B (CB) . A . F G 3, 8 E L A F , , . I , . . .

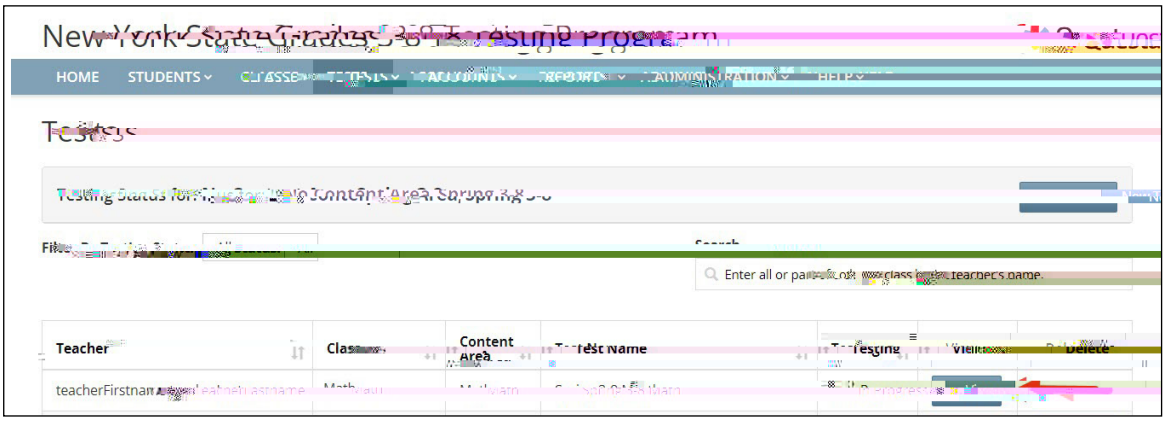
Student Login Tickets

, A C 1 1 1 . - - 1 A . F , . I , .

1. 1 A . F , **Appendix D** - - .
2. **Tests** **Tests** . .



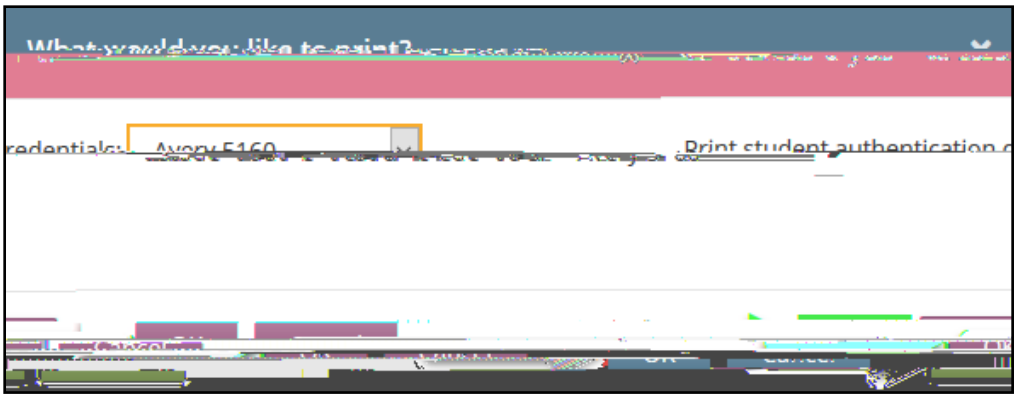
3. **View** .



4. **Login Tickets**.

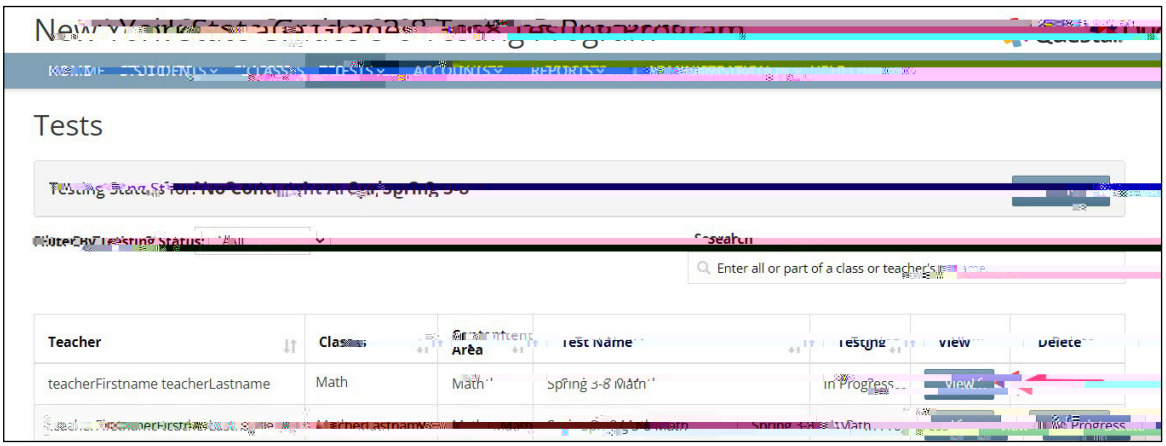
5. **applicable form**.

6. **OK**.

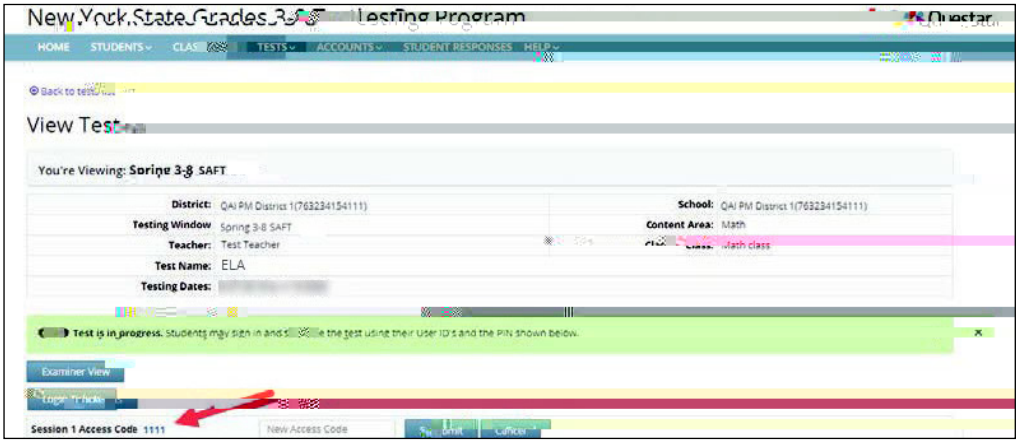


7. **Print function**

3. **View** .

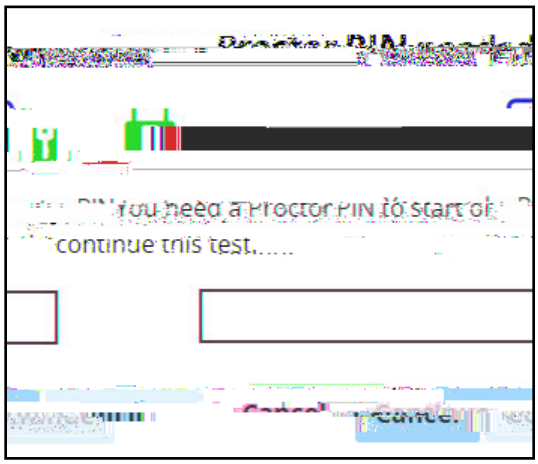


4. **Session Access Code**
.



Proctor PIN

I , , - . . . **Please note:** B C ID-19, 2022 , . I , .



STEP SIX Administer the 2022 Grades 3–8 English Language Arts Computer-Based Field Test

Please read these directions carefully before administering the field tests. When you administer the field tests, the directions you are to read aloud are preceded by **SAY**. *Read all directions to the students at a moderate, steady pace. The italicized instructions to teachers should* ***not*** *be read aloud.*

Before you begin the field tests, make sure you have the student login tickets for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN.

At the beginning of the field 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 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. Is there anyone who needs to give me any of these items now?

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

Repeat list of devices. Pick up devices from students and return them after testing.

SAY **Today, you will be taking the 2022 Grade [***say appropriate grade***] English Language Arts Field Test.**

You will read some passages and answer questions about what you have read. You must type your answers in the online test.

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.

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?

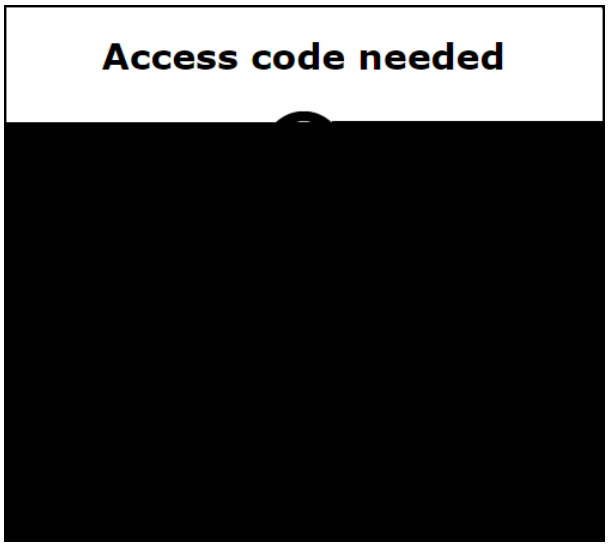
Pause for questions.

SAY

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 has ended. The student should begin testing and the

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 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,you the ease raise you o0re you select the**

Sample screen:

SAY **Please select “Start test.”**

The next screen confirms you are taking the [

Students should remain quietly at their workstations after they have submitted the field test. Students who finish the field test before other students should check their work before submitting it. Proctors should review the ***Review screen*** *with the student to ensure the student has answered all of the questions before the student selects* ***Submit test****. Once the student checks their work, or chooses not to, field test materials may be collected by the proctor. The proctor may collect the student login tickets and scratch paper once a student submits the field test.*

After a student's field 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 field test, you may end the session.

If the field test is administered in a large-group setting, school administrators may prefer to allow students to submit their field 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 field test.

Ensure all students return the scratch paper and student login tickets to you. These materials are considered secure materials and need to be destroyed. Follow security procedures established by your principal or school administrator for returning secure field test materials.

Appendices

Appendix A: New York State Practice Tests

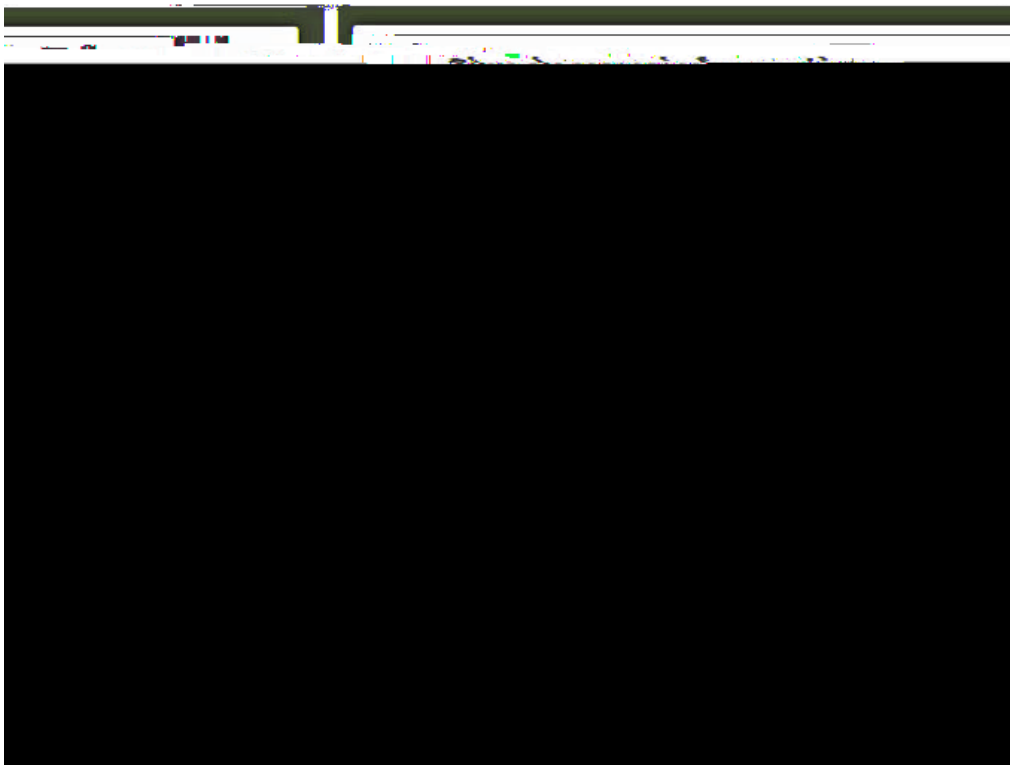
. B , 2022 G 3 8 E L A C -B F D .

Practice Test Sign In

D **Help** **HELP** A (A). . A ,

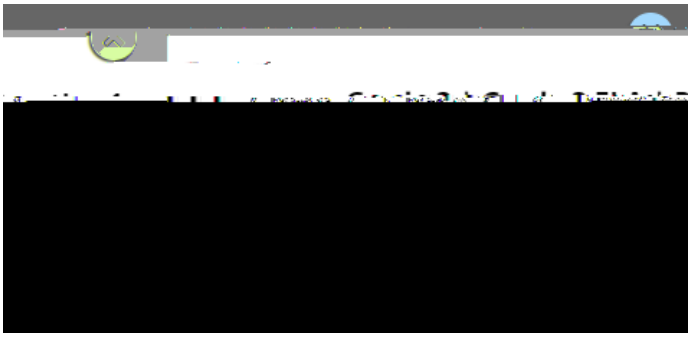
C . .

Yes.

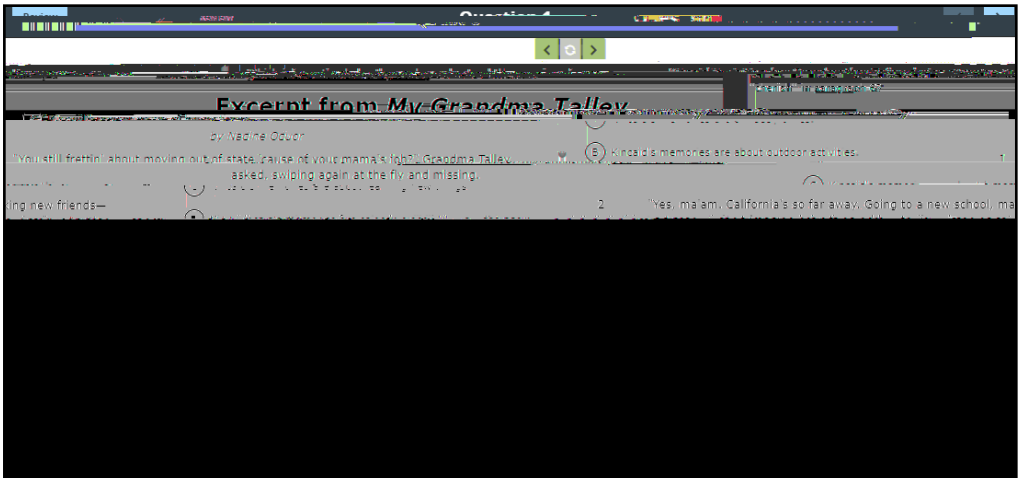


Start test .

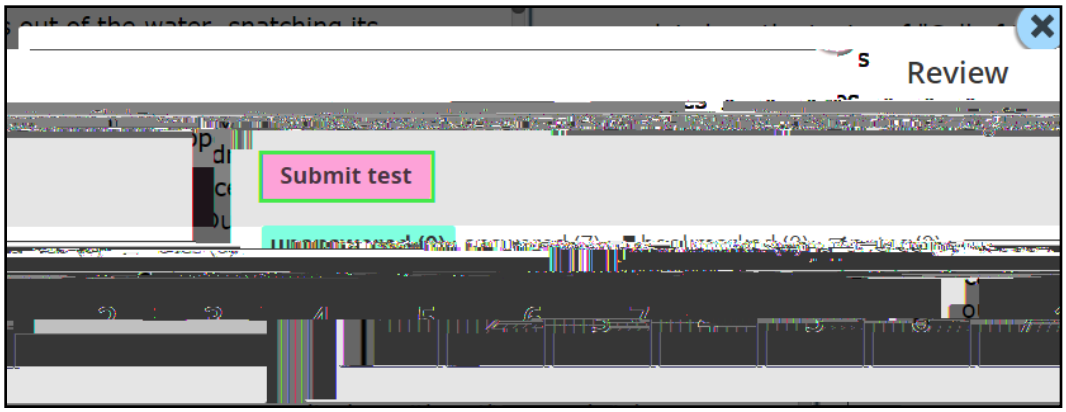
D - .



, Practice Test . A ,
Review.

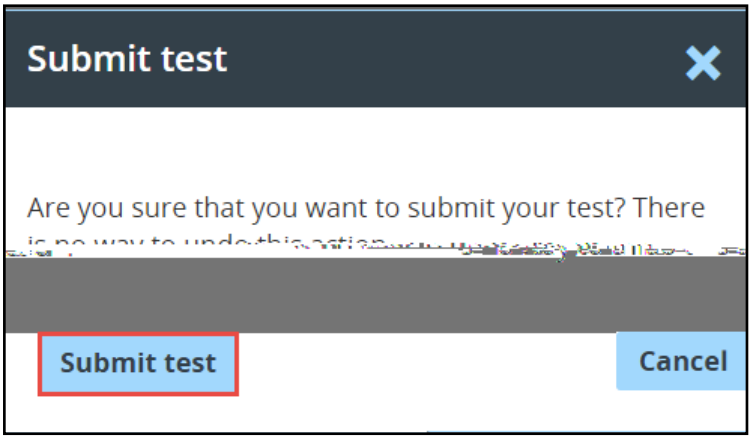


. , **Submit test**.



A . D **Submit test.** **Cancel**

.



A . D **Sign out** **Take Another Test**.

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

Appendix C: Pausing and Reactivating a

Appendix D: Sign In/Sign Out

Overview

A A ( ).

Sign In

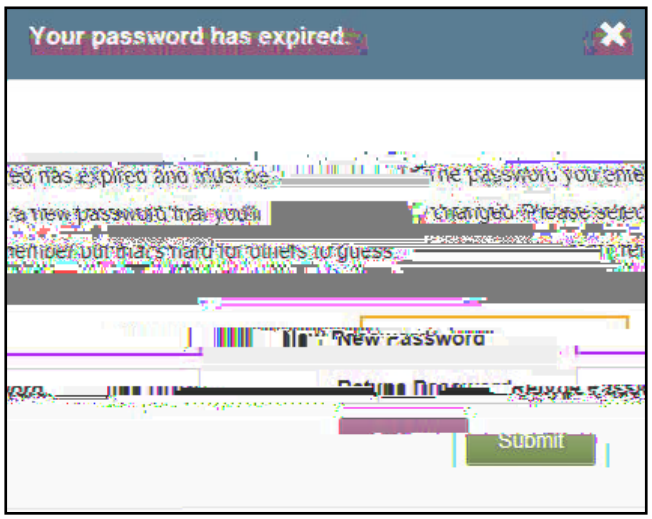
I , A (:// . . /A /). I A , D C , C , I C .

A A

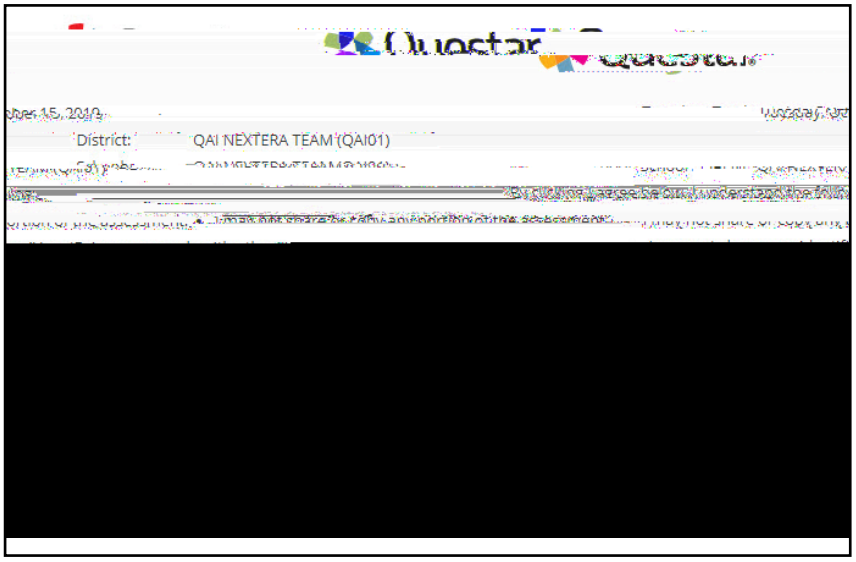
1. E **User ID** **Password**, **Sign In**. I , A-9.

2. I , .

3. . E **New Password** **Retype Password** **Submit**.

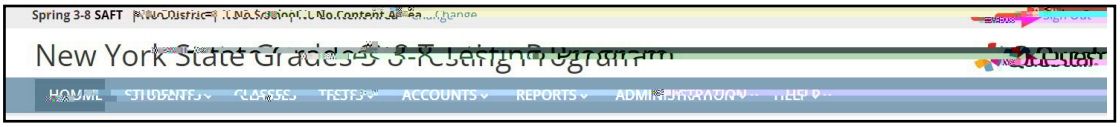


4. F , C m m . A m , **check box** I' **I Agree**.



Sign Out

Sign Out A m , **Sign Out** m .
A m mm .



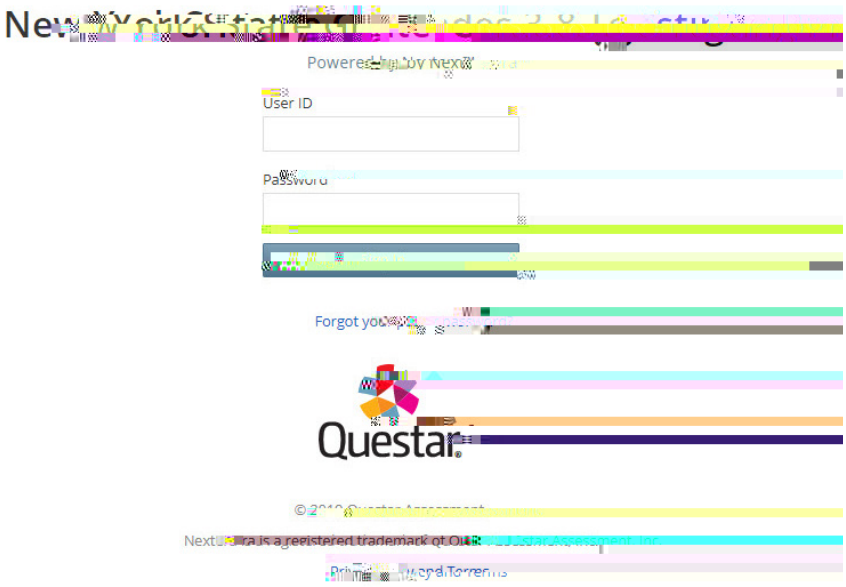
Forgot Your Password?

, .

. E **New Password** **Retype Password** **Submit**.

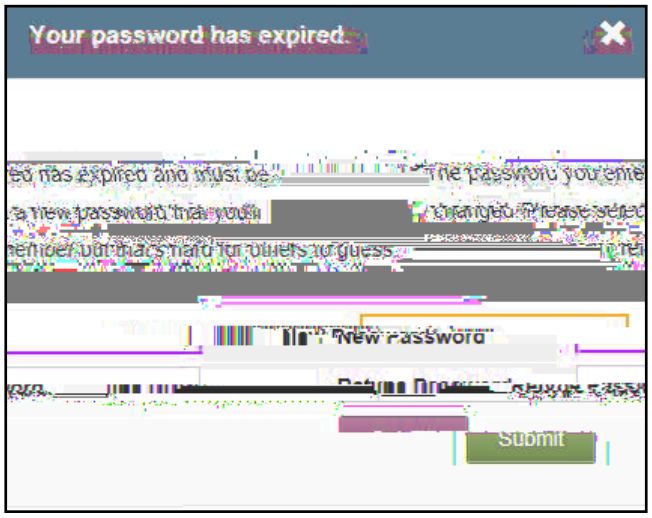
I :

- **Forgot your password?**

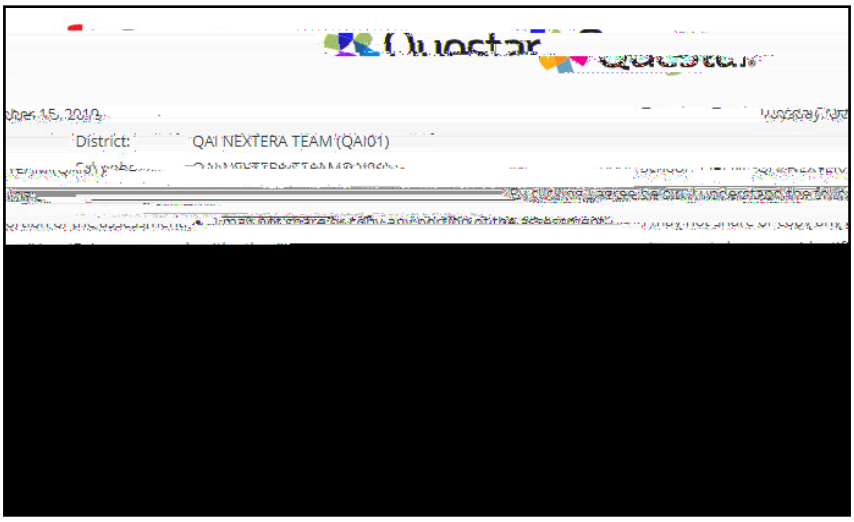


▪ **Yes**

. E **New Password** **Retype Password** **Submit**.



F ,
C . A , **check box** I' **I Agree**.



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

A (CB).

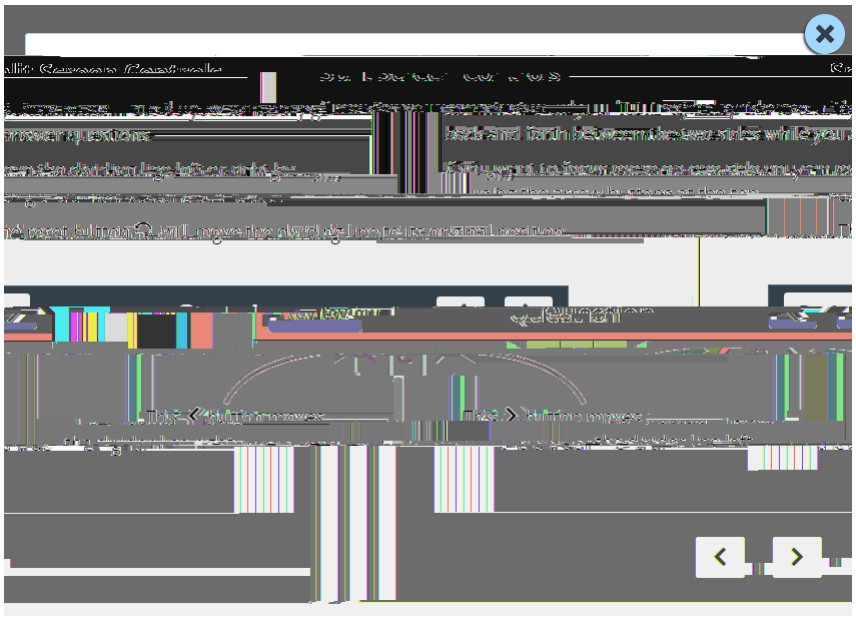
- **Regional Information Coordinator (RIC)**
  - D C
  - C - -
  - H - -
- **District Test Coordinator (DTC)**
  - M
  - E
  - M - - , .25

- **Principal (PRN)**
  - H -
  - C CB A
- **School Test Coordinator (STC)**
  - H
  - ,
  - C
  - C CB A
- **Building Level User (BLU)**
  - C
  - C -
  - C I C
  - C CB A
- **School Information Technology Coordinator (SITC)**
  - I
  - C
  - M
  - C
  - C CB A
- **Teacher (TA)**
  -
  -
  - -
  - C
  - C
  - *Teacher's Directions for Computer-Based Field Testing*

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

General Features of the Nextera™ Test Delivery System

Split Screen Controls



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  . I ,
  .

General Tools

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D m.
G 3 8 E L A F m .

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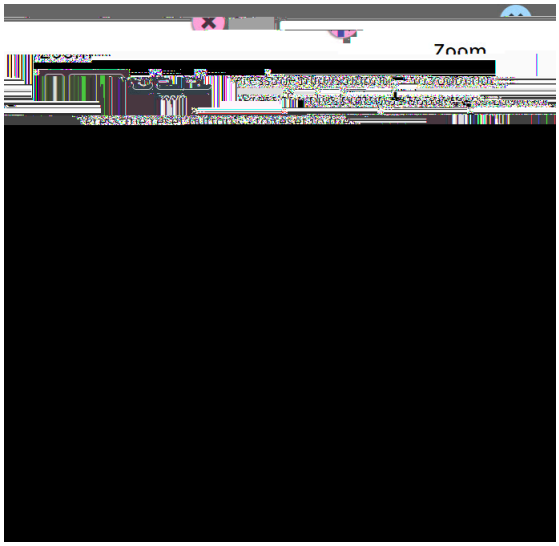
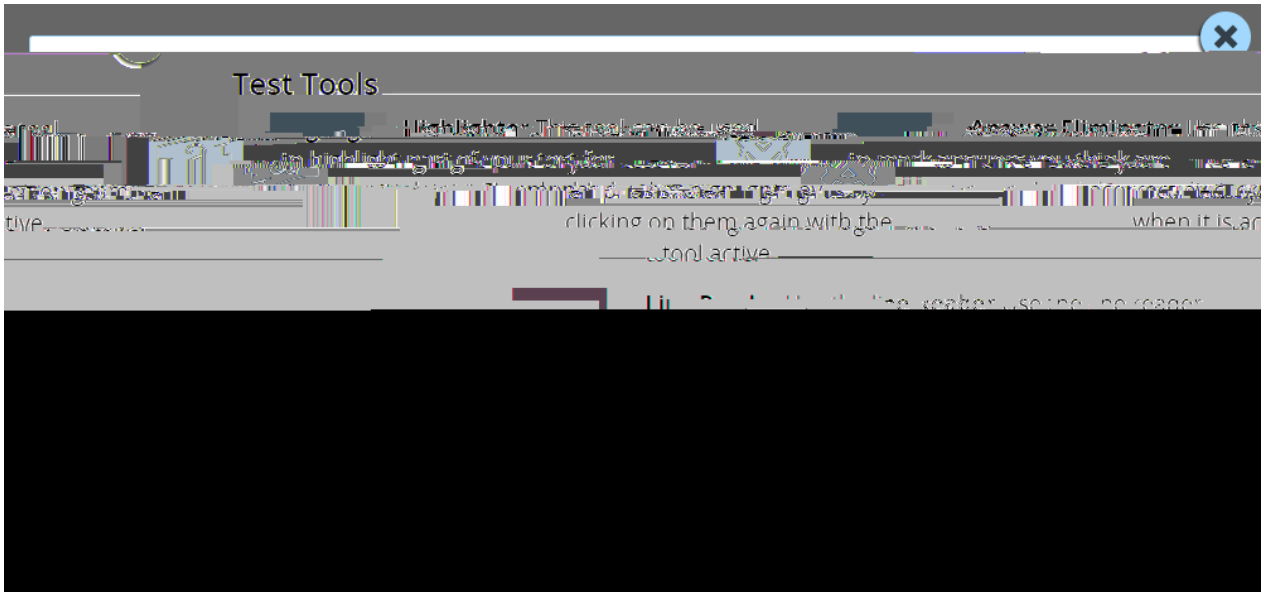
B m
1 ( ) 1)
H
A E m
L

Zoom, Bookmark, and Note (Notepad)



- [illegible]
- [illegible]
- [illegible]
- [illegible]

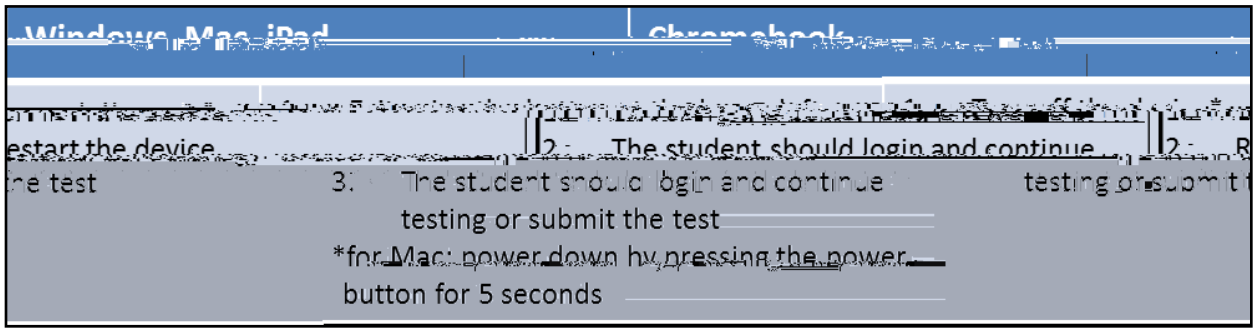
Highlighter, Answer Eliminator, and Line Reader



Issues During Field Testing

- I , , . A .
- I , , C . C C , .
- C – I E , .
- L I – I , . D .

  Note: - - ( ) I . I I , I , , .
- I I , :



Field test content, student login tickets, Session Access Codes, and Proctor PINs must be kept secure. You are not to discuss the field test or photocopy the student login tickets, as the security of the field test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.

2022 Grades 3–8 English Language Arts Field Tests Teacher's Directions for Computer-Based Field Testing May 16–June 3, 2022