

# New York State Testing Program



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 N SED (11/12/2024)





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## **E E t S B**


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

## **S t C**

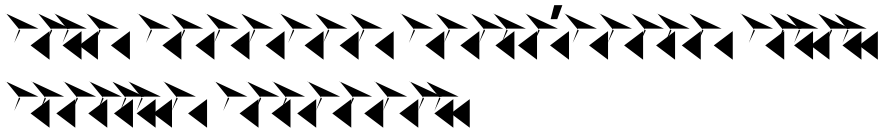
Do not permit students to obtain information from or give information to other students in any way during the field tests. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their field test. If necessary, move the students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

## **P**

Proctors must circulate periodically around the room during the administration of the field tests to ensure that students are working independently and recording their responses to field test questions in the proper manner and in the proper place. While circulating around the room, proctors should support students in the mechanics of taking the field tests and ensure a secure environment is maintained. Proctors should review the  with the student to ensure the student has answered all of the questions before the student selects . Proctors may not comment to the student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the field test, unless an emergency situation arises.

 The proctor need not be concerned if a student submits the field test without having first shown the Review screen to the proctor.





- n The computer-based field test must be administered  $1/1$  .
- n Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace. Students should be allowed approximately 40 minutes to take the field test.
- n **2024** , **7** -
- n Review Step Six, "Administer the 2024 Mathematics Computer-Based Field Test," before administering the field test.
- n Plan to have school technical support available during field testing, including contact information if staff is not available to be in the testing room.
- n Avoid field testing just after students have had strenuous physical activity.

**F T F S**

The 2024 Grades 7 and 8 Mathematics Computer-Based Field Tests will take approximately 40 minutes of testing time. The field tests each contain constructed-response questions. Preceding each constructed-response question is a statement that indicates the number of credits a correct response receives. For example, for a 2-credit constructed-response question it will state, "This question is worth 2 credits."



## T A S t I E P 504 P

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State tests. In administering the computer-based 2024 Grades 7 and 8 Mathematics Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual* (<https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).

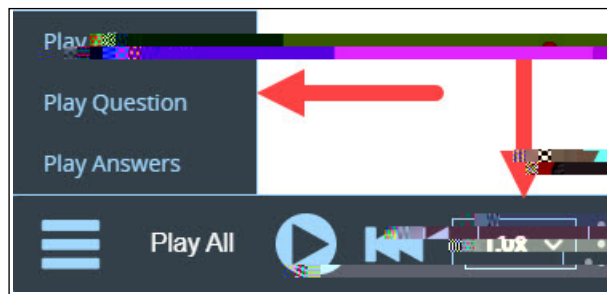
## T R

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

For the 2024 Grades 7 and 8 Mathematics Computer-Based Field Test, the Read Aloud (by human) accommodation is available for students. 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.

For the 2024 Grades 7 and 8 Mathematics Computer-Based Field Test, 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







## C - B - F - T - A

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

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

**Select Accommodations**

Student Name Reviewer AM  
Content Area Math

Online Testing Accommodations

Tap or click any option below to enable or disable it for this student.

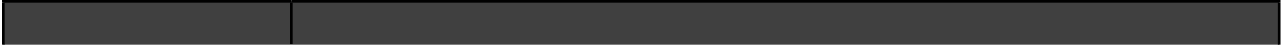
- Answer Masking Tool**  
This tool will allow students to click on the answer choices they want to focus on just the answers they want. Clicking on an answer choice reveals them to the students.
- Initial Page Zoom**  
This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.
- Text-to-Speech (online only)**  
The system will read the question and, for certain questions, the available answers using a device's speaker (headphones are recommended).
- Read Aloud (by human)**  
This indicates that the student will take the test online, but that all or part of the question will be read aloud by the teacher. This may not be used with any other accommodations or offline testing accommodations.

Save Cancel

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

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

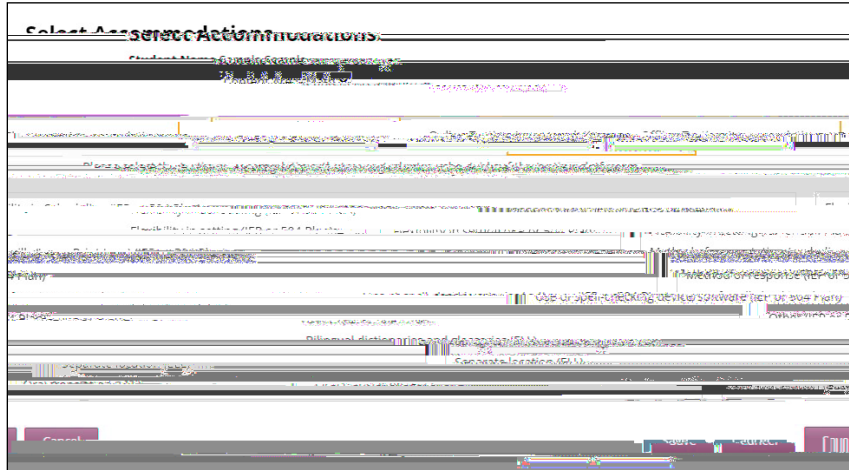




# O F T A

For those English Language Learners taking the English edition on the computer and making use of a

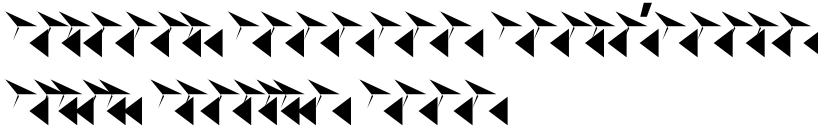
Please work with your School Test Coordinator to verify classroom accommodations are selected for the applicable students in Nextera™ Admin before field testing begins.




## G F T N T D S

All students field testing on computer have access to general tools and features that are available through the Nextera™ Test Delivery System. These can help to enhance their test-taking experience. Some features can help the student make adjustments to the test-taking environment, such as the zoom tool, which helps students to enlarge or minimize text. Other tools help to enhance their test-taking strategies, such as highlighters and answer eliminators. As with the paper-based field tests, certain tools for students who are testing in Math are only available for specific grades and test sessions (e.g., calculators and protractors). Please refer to [Testing Tools and Accommodations](#) for additional information on the testing tools available to students for computer-based field testing.



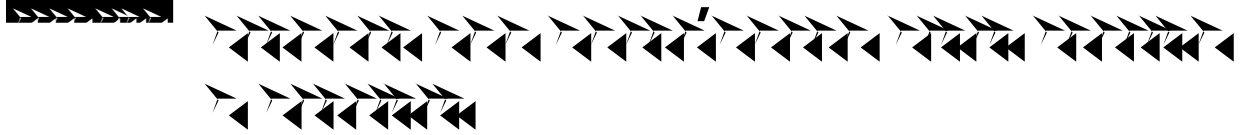


- n Plan for the distribution and collection of materials.
- n Provide a well-lit, well-ventilated, and quiet testing room.
- n Each student will need their own device that has been configured for testing. Please work with your school administrator to verify the devices are ready for testing. The Nextera™ *Setup and Installation Guide* has detailed instructions for setting up devices for testing.
- n Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the field tests are being administered. For additional suggestions for creating a secure testing environment for computer-based testing, see .
- n A seating chart is recommended in the event that the Internet fails and a student needs to go back to a certain device to submit their field test at a later time.
- n Eliminate distractions such as bells or telephones.
- n Completely cover or remove from the walls mathematics aids or charts and all board work pertaining to mathematics. This includes any such materials that pertain to the New York State computer-based testing system tools.
- n Place a “Do Not Disturb” sign on the door of the testing room.
- n Make sure students’ work spaces are cleared of all unauthorized materials.



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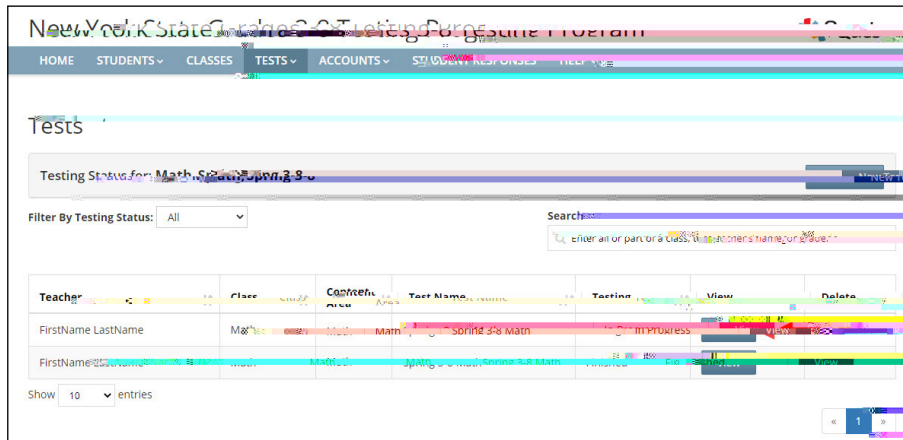


## S P

Schools that will be administering the Mathematics Computer-Based Field Tests should prepare to furnish scratch paper to their students for use when taking the tests. At the start of the field test the proctor should hand out scratch paper to each student testing on computer. For the Grades 7 and 8 Mathematics Field Tests, each student should be given two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper). In addition, the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the field test. Students testing on



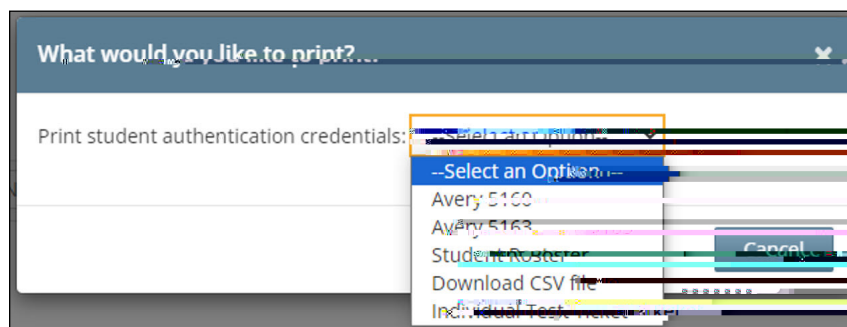
3. Select  for the applicable test.



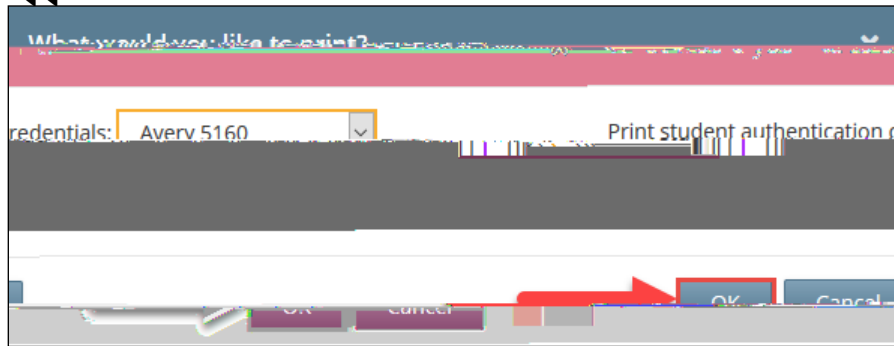
4. Select 



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



6. Select



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


Sample, Sample	Student, Sample	Student, Sample
NYSSIS ID:	NYSSIS ID:	NYSSIS ID:
Password:	Password:	Password:
Test Name:	Test Name:	Test Name:

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



Student Name:	Sample, Sample
NYSSIS ID:	
Password:	123456
Test Name:	
Device Name:	

*An example of an individual student login ticket without accommodations. The student's login information*




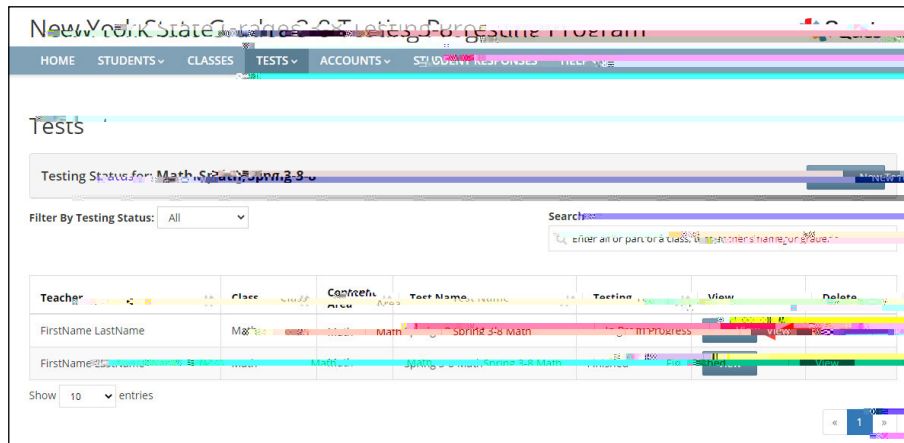
 Specifics regarding accommodations will not appear on individual student login tickets. For example: if the student has initial zoom selected as an accommodation in Nextera™, the login ticket will




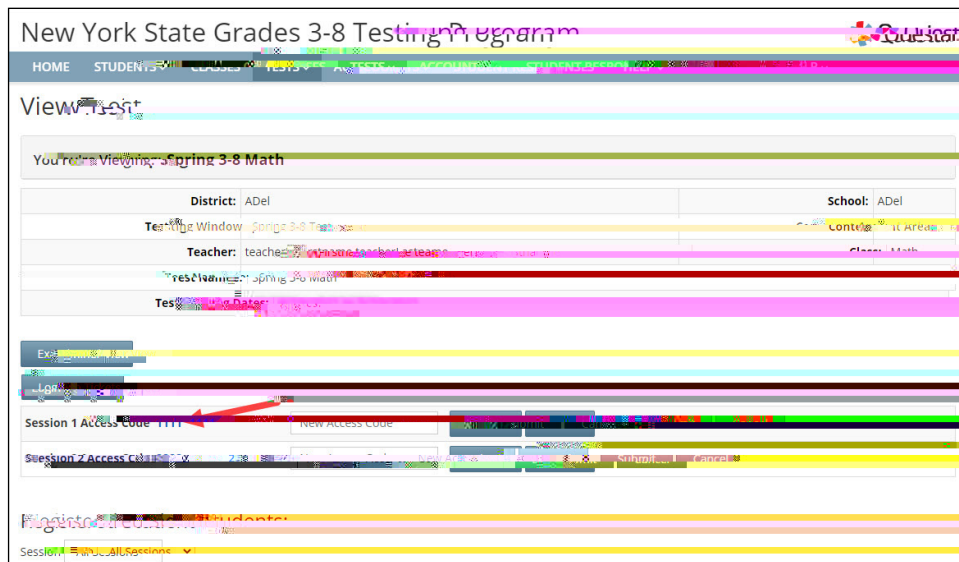
2. Select  from the  tab. The Tests screen displays.



3. Select  for the applicable test.

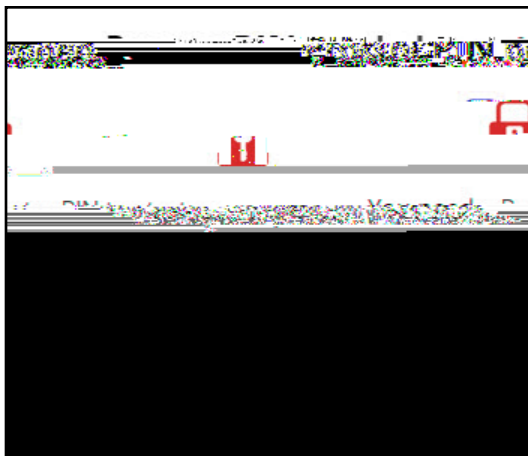


4. The  is the access code that will be provided to the students during the administration of the field tests.




## P PIN

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



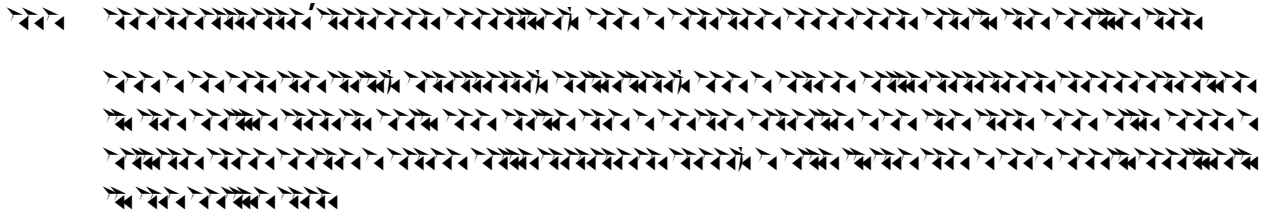
Being mindful of the health and safety protocols established at schools in response to COVID-19, for the Spring 2024 administration, schools have the option of having students enter the Proctor PIN themselves. If a school chooses this option, the Proctor PIN should be reset after each test session.

## M T

- n For computer-based field testing, rulers and protractors are available to students in the Nextera™ Test Delivery System.
- n All students can use a mathematics reference sheet during the field test. The mathematics reference sheet includes the necessary formulas and reference information students need to assist them in answering certain mathematics questions. The mathematics reference sheet is available in the Nextera™ Test Delivery System. Your school has also been provided with printed copies of the mathematics reference sheet, which should be distributed to each student prior to the field test.
- n For students in Grades 7 and 8, a scientific calculator will be available in the Nextera™ Test Delivery System during the field test. If requested by the student, a hand-held scientific calculator may be provided to a student for the field test.
- n Graphing calculators are  allowed.



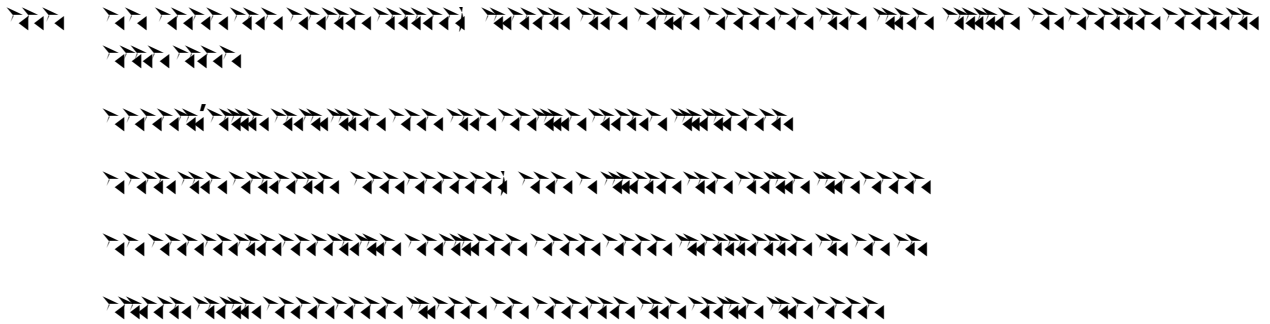




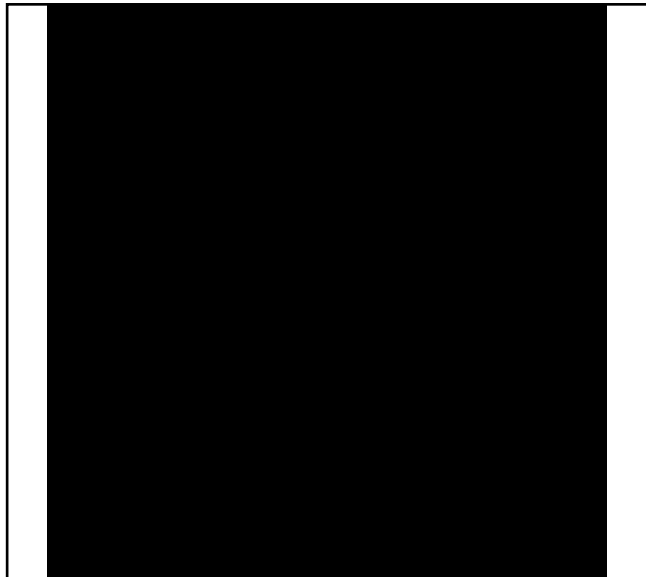
Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.



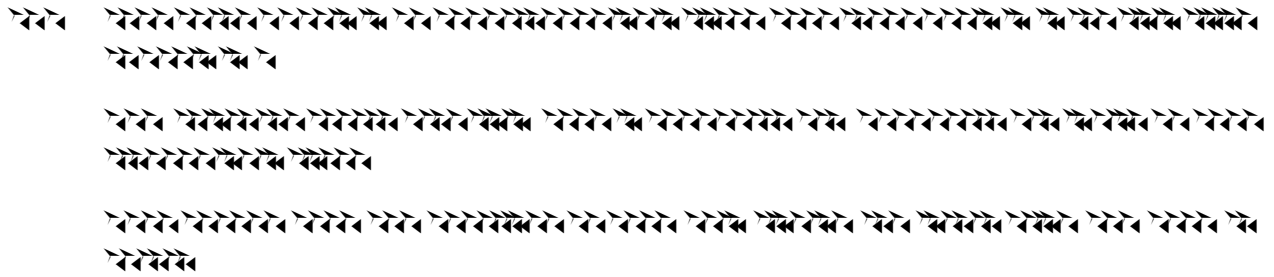
Provide students with their secure student login tickets.



Sample sign in page:



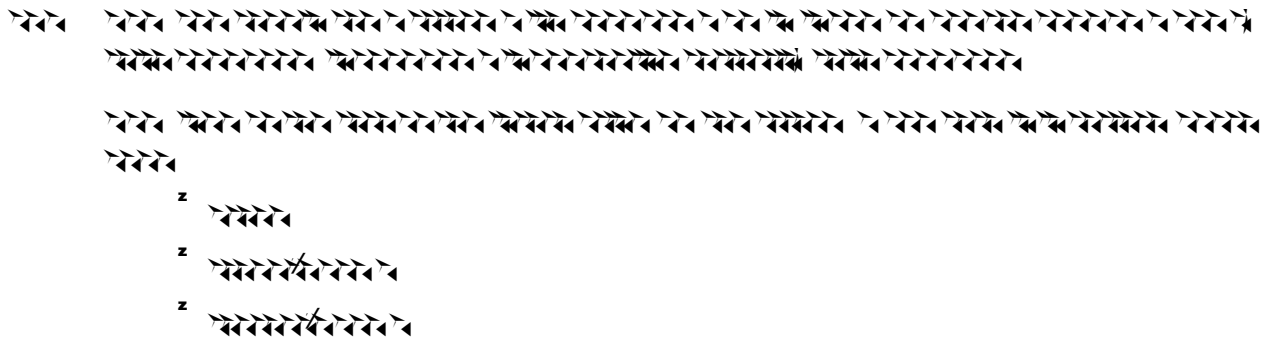
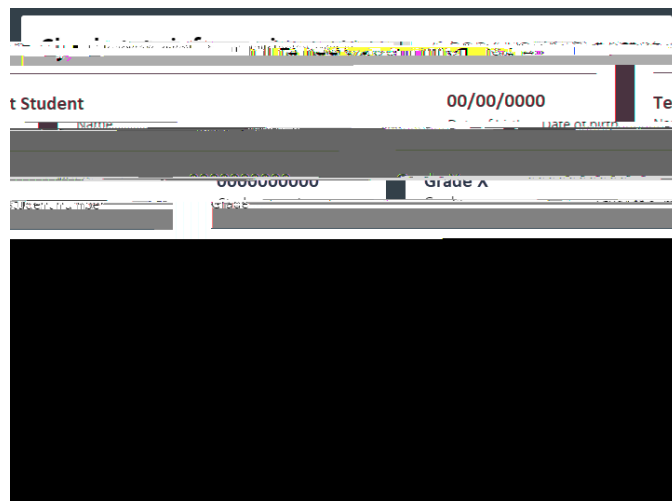
Please note: If a student clicks on the eye icon, the password will be visible. This will help students enter their password correctly.



*Pause for questions.*



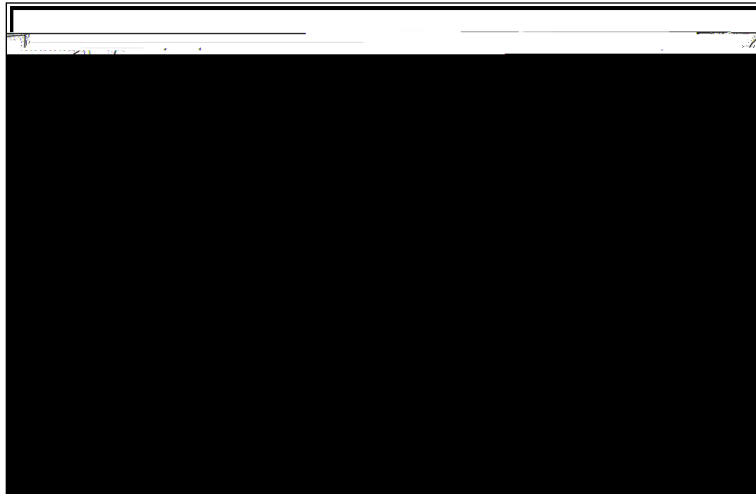
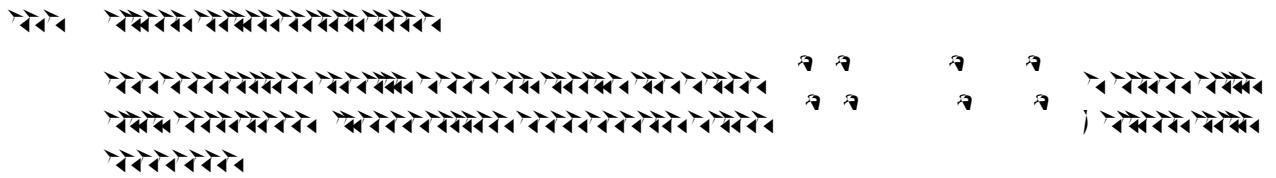
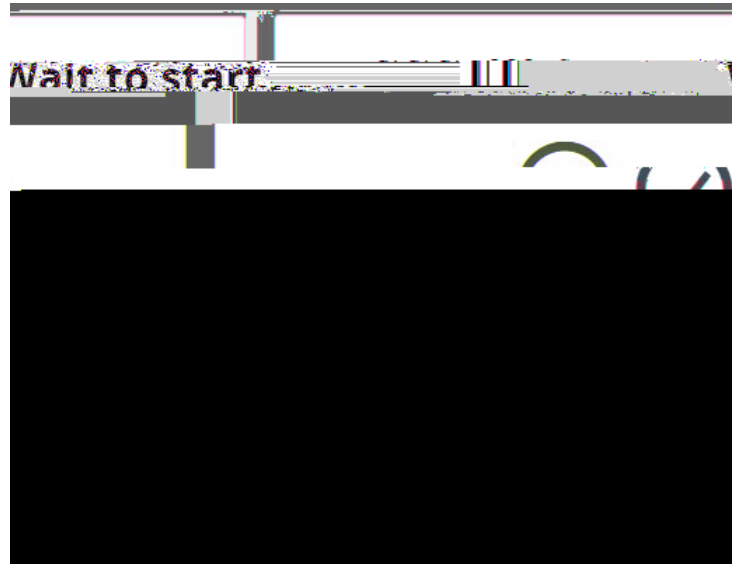
*Sample verification page:*



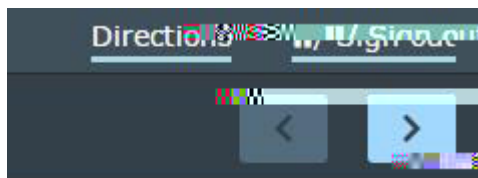




Sample screen:



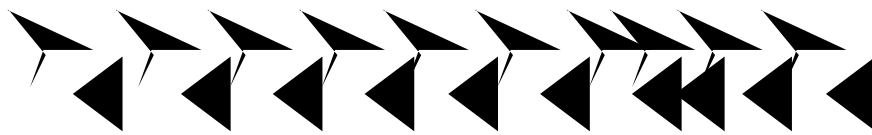
Sample screen:





*If the field 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.*



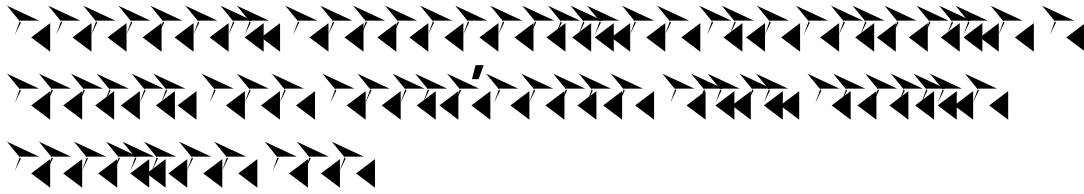






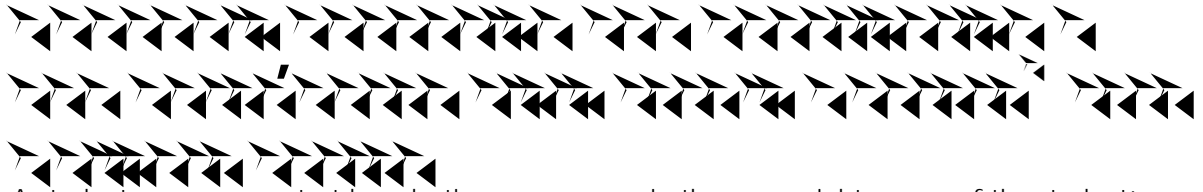





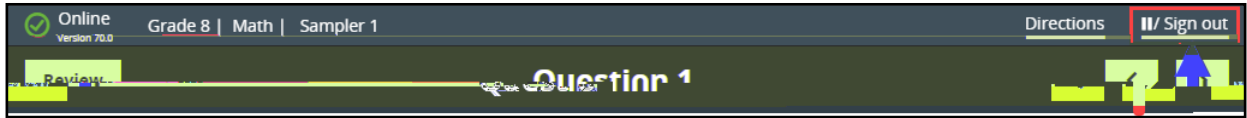


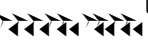
The following seating arrangements are suggestions for creating a secure test environment for students who are taking the computer-based field tests.

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



A student may pause a test by selecting  in the upper right corner of the student's screen in the Nextera™ Test Delivery System.



The student then selects  to exit the test session and save current prr








This section will guide you through the login process in the Nextera™ Administration System (Nextera™ Admin).




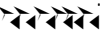
If you have been provided with Nextera™ login tickets, you can enter the following website address in your browser address bar to access Nextera™ Admin (<https://ny.nextera.questarai.com/Admin/>). If you have not been provided with login tickets to Nextera™ Admin, you should contact your District Test Coordinator, School Test Coordinator, or your local Regional Information Center testing department.

#### Accessing Nextera™ Admin



1. Enter your  and , then select . If you need to reset your password, please find password reset instructions on page A-8. You can also contact your testing coordinator to have login tickets resent to you.

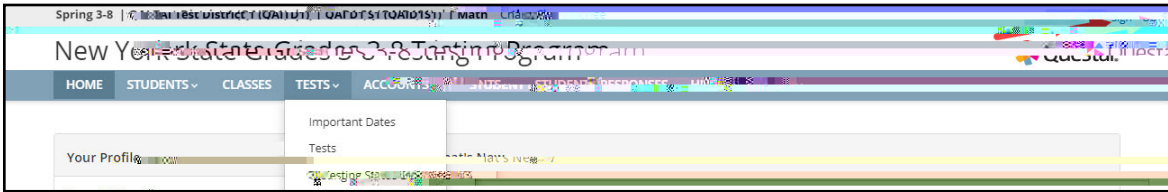





4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the  for “I’ve read this page” and select .




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








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






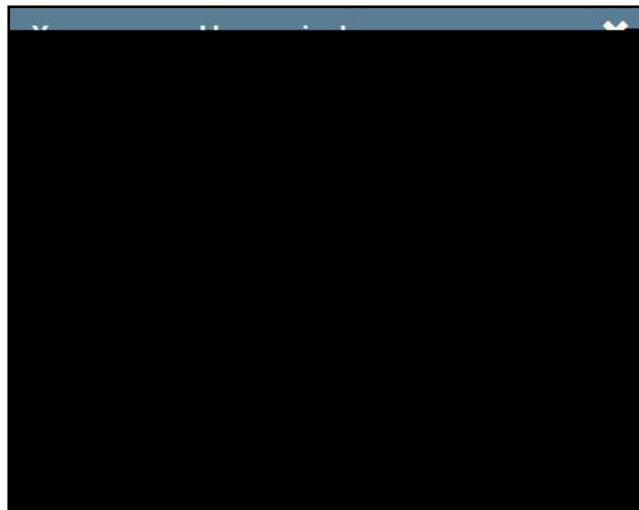
- n After selecting  you will be brought to this website:



n Enter your  and single-use  and select .

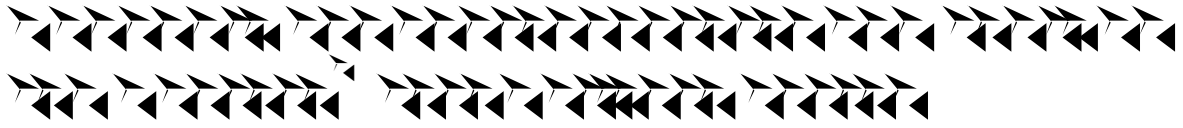


n You will receive a message that your password has expired. This step allows you to create your own password. Enter a new password in the  and  fields and select .



For initial logins and for all password changes, you will be asked to acknowledge and agree to the








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.

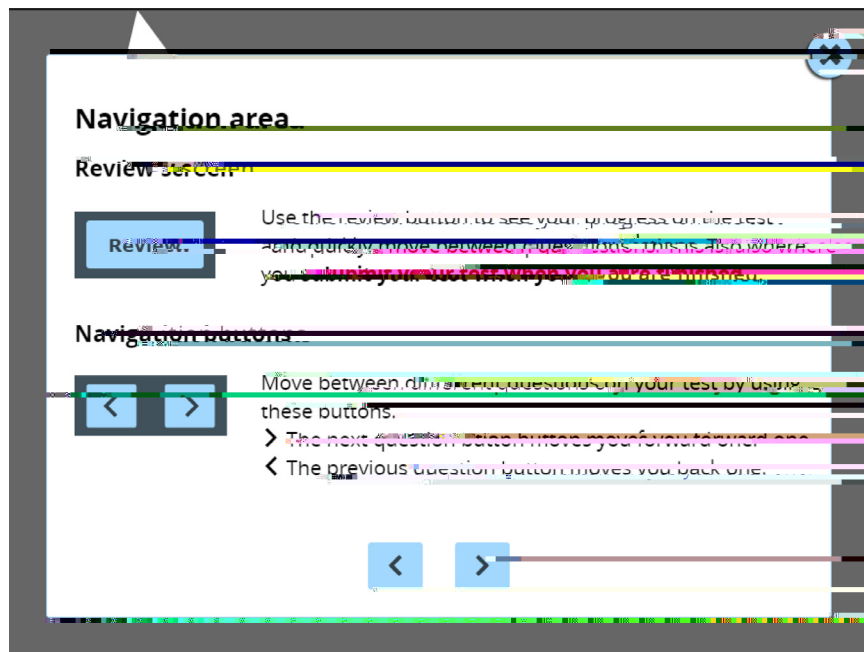



All students field testing on computer have access to the general features provided through the Nextera™ Test Delivery System. The following is a list of the general features available to all students taking the Grades 3–8 Mathematics field tests on computer.

Online/Offline Indicator
Directions

- n 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 NWEA Customer Support for assistance at 866-997-0695.
- n The student can click on the  link in the upper right of the screen to see the directions again at any point during the test.
- n The student can click on the  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 .

**R S N B Q**



- n Students can use the  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.
- n 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.

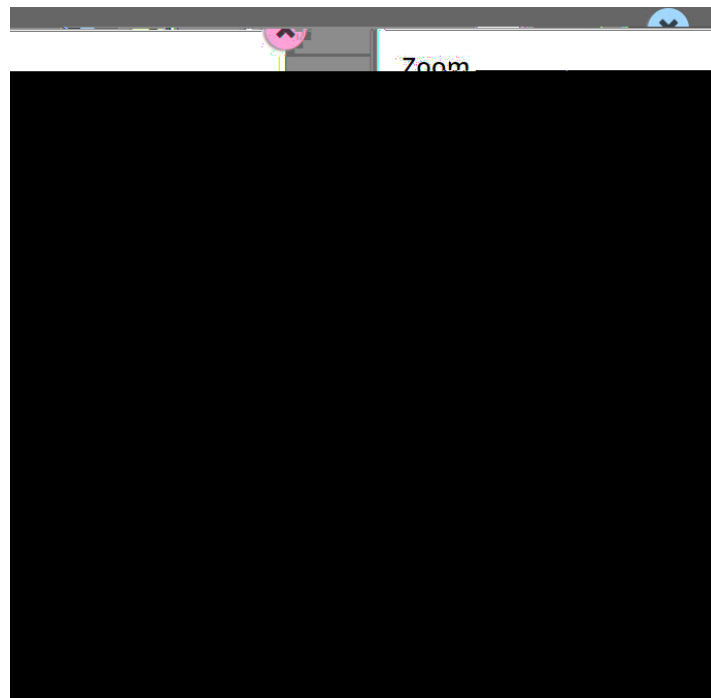




All students testing on computers have access to general tools provided through the Nextera™ Test Delivery System. Please refer to the following list regarding which tools are available by grade level.

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
Ruler	3–8
Equation Editor	3–8
Protractor	4, 5, 6, 7, and 8
Mathematics Reference Sheet	5, 6, 7, and 8
Mathematics Calculator	6, 7, and 8
Color Choices	3–8

, B , N (N )






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

- n Zoom—Students can increase and decrease font size. Clicking on the minus button makes the text on the screen smaller. Clicking the plus button makes it larger. Note that if students click the reset button within the zoom tool, the text will return to the original setting.
- n Bookmark—Students can press the bookmark in the tool tray to flag questions they want to return to at a later time. Bookmarked questions appear on the Review screen with a flag on them.
- n Note (Notepad)—Students can use the Notepad to plan their responses. Please ensure that your



- n 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.
- n Mathematics 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 students in Grades 7–8, a scientific calculator is available in the Nextera™ Test Delivery System. Students can access the calculator by clicking on the calculator button on the tool tray. Note that graphing calculators are  permitted.
- n Ruler and Protractor—Students can use the ruler and protractor available within the Nextera™ Test Delivery System to help them solve problems on the test. Rulers and protractors are available within the Nextera™ Test Delivery System. Students can access both the ruler and protractor by clicking on the ruler or protractor button on the tool tray.
- n 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.
- n Color Choices—Students can use the Color Choices tool to choose among various background colors and text options: blue, green, pink, or yellow background with black text, or reverse contrast with white text and a black background. Please note that some images may be best viewed in black text. When using reverse contrast, students have the opportunity to switch the modal from reverse contrast to black text with a white background if the student needs confirmation or clarification of the details of an image.





## **P            S t            L            T**

If you selected Avery5160 or Avery5163 from the dropdown and are attempting to print student login tickets on label stock, try the following steps if the student login tickets are not aligning properly with the labels:

1. Save the .pdf file
- 2.



## **I** **D** **T**

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

The student will receive a warning message stating, "This account has been signed in on

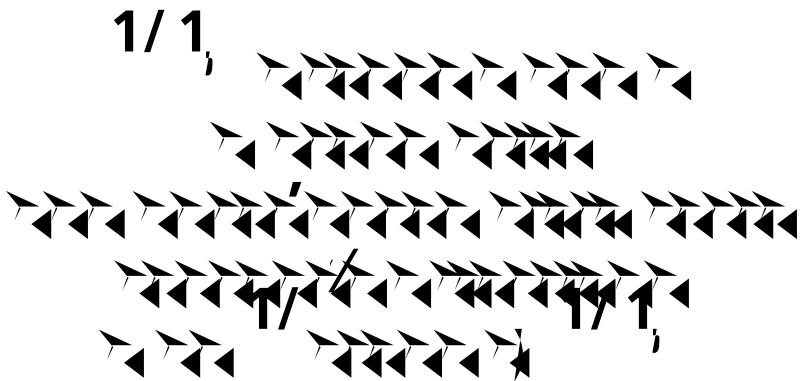








Test content, student login tickets, Session Access Codes, and Proctor PINs must be kept secure. You are not to discuss the test or photocopy the student login tickets, as the security of the test could be breached. However, school personnel may make photocopies of this *Tac* *D* *c* if additional copies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



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