COMPUTER-BASED TESTING SUPPORT
GRADES 3-8 ELA AND MATH

CBT SUPPORT.NYSED.GOV

School Data Bank Services - Assessment Services
NEW UPDATES/ANNOUNCEMENTS 2022

➢ 2022–23 Elementary- and Intermediate-level Testing Schedule - ALL
➢ New! Nextera Setup & Installation Guide, 2022-23 School Year – Admin & Test Admin
➢ Styluses Versus Digital Pens - ALL
➢ NWEA State Solutions - ALL
➢ Sign Up for Email Alerting with Follow Feature for cbtsupport.nysed.gov - Admin & Test Admin
➢ Contacting Questar and NYSED during Operational CBT - Admin & Test Admin
➢ Alternate Language Accommodation for ELL for 3-8 ELA and Math - ALL
➢ CBT Field Testing Proctor Training - Spring 2022 - Teachers/Proctors
➢ 2021-22 New York State Grades 3-8 ELA and Math CBT Proctor Training - Teachers/Proctors
➢ 2021-22 New York State Grades 3-8 ELA and Math CBT Winter Training - ALL
➢ Monthly Events Calendar for CBT 2022-23 School Year - Admin & Test Admin
NEW! Videos & Presentations: 2022-23 NYS Grades 3-8 ELA and Math CBT Simulation Training - ALL
Simulation CBT administration training videos
I. General Information and Helpful Tips – 15 min - ALL
II. Technical Information – 10 min - Test Admin
III. Nextera Admin – 23 min - Test Admin
IV. Test Delivery System – 15 min – ALL

Statewide CBT Simulation Checklist - Admin & Test Admin
One-page simulation checklist with dates
Preparation reference guide for Administrators, Technical Support - 21 Pages
Preparation for the Simulation – Student Data - Test Admin
Contact DWTSHELP@esboces.org for help
CBT VIDEO TUTORIALS/TRAININGS

➢ Video: Learn how to Download and Test the Questar Secure Browser - Test Admin
➢ Video: Learn about Nextera Admin Features & Functionality - Test Admin
➢ Video: Learn how to add New Users in Nextera Admin - Test Admin
➢ Video: Learn how to edit and add Students in Nextera Admin - Test Admin
➢ Video: Learn how to edit and add Classes in Nextera Admin - Test Admin
➢ Video: Learn How to Use the CBT Equation Editor Drawing Tool - Teacher/Proctor
➢ Video: Learn how to use the Highlighter tool on an iPad - Teacher/Proctor
COMPUTER-BASED SCORING

- 2022 ScorePoint Manual - Admin & Scoring Entities
- 2021-22 New York State Grades 3-8 ELA and Math Computer-Based Testing ScorePoint Training - Admin & Scoring Entities
- Scoring Read Times - Admin & Scoring Entities
- Presentation: CBT Scoring on ScorePoint - Admin & Scoring Entities
Memo: Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2022 Administration of the NYS Grades 3-8 English Language Arts and Mathematics Tests and the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Tests-Admin & Test Admin

Memo, Spring 2021 Grades 3–8 English Language Arts and Mathematics Tests

Memo, Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2021 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and Information on Computer-Based Testing for Spring 2021

Memo, Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2020 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and Information on Computer-Based Testing and Field Testing for Spring 2020

Sign Up for New Content Alerting on CBT Support: "Follow" Feature
CBT RESOURCES

➢ Getting Started Tips: I am new to CBT, where do I begin? - Admin & Test Admin
➢ Nextera Admin Roles & Responsibilities - Admin & Test Admin
➢ What are the current versions of the Questar Secure Browsers on each allowable testing device for CBT? - Test Admin
➢ Questar Secure Browser Practice Test Logins - ALL
➢ How do we access Science practice tests in the Questar Secure Browser? - ALL
➢ Best Practices: Computer-Based Testing "Tech Tips" - Admin & Test Admin
➢ Documentation: Text-to-Speech (TTS) Quick Reference Guide - ALL
➢ Documentation: How to set student testing accommodations for CBT - ALL
➢ Documentation: How to Set Not Tested Codes - Test Admin
➢ Test Read Accommodations in Nextera Are Only Provided in English - Test Admin
➢ Text-to-Speech (TTS) Player Functionality - Teacher/Proctor
➢ Examiner View: Monitor Student Testing Progress - Teacher/Proctor
CBT RESOURCES - CONTINUED

➢ Documentation: Equation Editor Drawing Tool, Quick Reference Guide-
  Teacher/Proctor
➢ Documentation: Setting alternate language keyboards on iPad, Mac, and
  Windows student testing devices- ALL
➢ Proctor Tip: How to delete symbols in-a-row within the Equation Editor when
  testing on iPad- Teacher/Proctor
➢ Troubleshooting Tips for Printing Student Login Tickets- Test Admin
➢ Documentation: How to view and change session access codes- Test Admin
➢ Suggestions to create a secure Computer-Based Testing environment- ALL
➢ Definitions: Equation Editor Button Functions- Teacher/Proctor
➢ Best Practice: Staggering Student-Testing Start Times- ALL
➢ Documentation: How to Print Student Login Tickets- Test Admin
➢ Documentation: How to Update Teacher Accounts in Nextera Admin- Test
  Admin
➢ System Scan Tool from Questar- Test Admin
CBT QUICK LINKS

- Testing Accommodations for Students with Disabilities Manual - ALL
- CBT Technology Readiness, Quick Reference Guide - Test Admin
- 2022 Teacher's Directions for Computer-Based Testing (CBT) - Teacher/Proctor
- 2022 School Administrator's Manual (SAM) - Admin & Test Admin
- Nextera Admin - Admin & Test Admin
- New York Question Sampler - ALL
FREQUENTLY ASKED QUESTIONS
3-8 COMPUTER-BASED TESTING

➢ How do I update the District Test Coordinator in Nextera Admin? - Admin & Test Admin
➢ What student testing devices are allowed for the CBT 2022-23 test administrations? - Admin & Test Admin
➢ How do I move a student from one class to another class within my school? - Admin & Test Admin
➢ How can parents view their student's Constructed Responses (CRs) for CBT? - Admin & Test Admin
➢ How do I contact my Regional Information Center (RIC) or Big 5 District Testing Department? - Admin & Test Admin
➢ How can students play specific words or sections of a passage or question with Text-to-Speech? - Teacher/Proctor
➢ Are student login tickets the same for operational CBT Sessions 1 and 2? - ALL
➢ Touchscreen Computers with Flip Screens Are Not Supported by Questar in Tablet Mode - ALL
➢ What can students bring from home for use when taking the computer-based tests (CBT)? - ALL
➢ How can I test my school's internet network for supporting the operational CBT administration? - Admin & Test Admin
SCOREPOINT: FREQUENTLY ASKED QUESTIONS

➢ What is the Lead Scoring Entity for CBT Scoring? - Admin & Test Admin

➢ Can paper-based testing (PBT) scoring and computer-based testing (CBT) scoring be held in the same room? Admin & Test Admin

➢ Is any student personally identifiable information (PII) visible to scorers? Admin & Test Admin

➢ Can my scoring location have more than one Scoring Director? Admin & Test Admin

➢ What do scorers see when scoring student responses for CBT Math? Admin & Test Admin

➢ How do we install ScorePoint for computer-based scoring? Admin & Test Admin
ADDITIONAL RESOURCES

School Data Bank Services – Assessment Services Webpage
Link to: https://www.esboces.org/assessment-services

NYSED CBT Question Sampler
Link to: https://ny.nextera.questarai.com/tds/#practice
Tuesday, January 17th through Friday, January 27th

In order to administer operational tests with CBT in spring 2023, schools are required to participate in at least one day of the Simulation.

- Schools can choose which day(s) they want to participate.
- Schools can choose the content area(s) and grade level(s) that will participate in the simulations from the content area(s) and grade level(s) they requested for operational CBT.
WHY IS THE SIMULATION IMPORTANT?

- Low stakes
- Dry run
- No scoring
- Test your network
- Ensure your testing devices are up to date (operating systems, secure browser)

Practice CBT administration; including setting accommodations and printing login tickets

Keep it simple!
CBT SYSTEMS OVERVIEW

- **Question Sampler**
  - Web-based application students and teachers use to become familiar with the test format, question types, application tools, and accommodations available for operational CBT
  - Offers practice with previously released state questions

- **Nextera® Test Delivery System**
  - Secure browser
  - Downloaded to students’ devices
  - Student access and complete tests
  - Offers practice with previously released state questions

- **Nextera® Administration (Nextera Admin)**
  - Online Test Administration System
  - Multi-tiered, role-based system
  - Manage students and student-test taking

- **ScorePoint**
  - Centrally-hosted software application to score constructed-response items entered by students during operational computer-based testing

*Used for Simulation*
Simulation Quick Reference Guide (QRG)

- Located on CBT support in the Statewide CBT Simulations section and on Nextera Admin under the Help tab
- Step-by-Step instructions for preparing and administering the simulation
- Update the Secure Browser to the latest version prior to the Simulation

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Statewide Computer-Based Testing (CBT) Simulation

This statewide CBT Simulation provides the opportunity for an organized simulation within other schools throughout the state participating in 2023-24 operational CBT. The CBT Simulation offers the opportunity to school staff to evaluate the readiness of their school’s internal systems, teachers, and school testing procedures for CBT. Student scores will be available for the CBT Simulation and will allow the Teacher Access Coordinator to access the Simulation for the student’s testing device.

The following checklist is for your use and will help you prepare staff and students on your site as you participate in this simulation.

Pick a Day(s) within the Simulation Period
- Schedule your school’s participation from the grade levels and content areas requested for the simulation.
- Choose a Saturday, January 21 – Friday, January 27, 2023.
- Please consider other demands for network connection during these times.

Plan within Your School
- Confirm that the available date and time are for your school.
- Ensure that the grade level(s) and content area(s) are selected for operational CBT.
- Confirm that you have a secure testing environment.
- Confirm that the testing exam(s) for simulation.
- Consider providing a secure environment for your students.

Review Simulation Software and Hardware
- Confirm that the latest version of the Secure Browser is installed on the testing environment.
- Verify that all login sessions and other settings are installed as described.
- Make sure that the software is installed on the network.
- Ensure that the software is installed on the network.
- Locate the specified power levels and stop by hands on.

Set Accommodations and Print Login Tickets
- Set up accommodations in Nextera Admin via the Student Tab.
- Print student login tickets from Nextera Admin via the Student Tab.
- All student login tickets are encoded with testing materials and must also be securely stored prior to the assigned simulation.

Prepare Proctors
- Distribute teacher login tickets to proctors.
- Establish the Teacher Access Coordinator to proctor.
- Establish the Proctor PIN for security.
- Confirm that proctors know how to simulate the Secure Browser.
- Provide instruction about the Nextera Test Delivery System available in the CBT Teacher’s Access.

Start the CBT Simulation
- Hand out student login tickets.
- Have students log in to the Secure Browser and log in to the proctor.
- Assign students with login tickets to the online test directions.
- Provide instructions about the Nextera Test Delivery System.
- Student test the system.
- Students test the system.
- Proctors test the system.
- Proctors test the system.
- Proctors provide the Proctor PIN to students who need to pause during the simulation.
 Participation in at least one day of the Statewide CBT Simulation Period is required.
   January 17 -27, 2023

We recommend that schools begin the Simulation between 8:30-9:30 a.m. or during the first session of the day. However, it is a local decision for when a school would like to start their simulation.

The goal is to mimic an actual day of operational CBT where schools within your district and throughout the state are testing first thing in the morning.
STEP 2 - PLAN WITHIN YOUR SCHOOL

- Confirm staff availability
- Plan for proctoring the Simulation
  - Have proctors practice the steps for preparing and starting the tests.
- Secure testing space (computer labs; computer carts)
- Establish support plan for the Simulation
- Manage classes and set accommodations
- Print student login tickets and store in a secure location.
- Provide student login tickets, proctor PINs, and access codes to proctors on the day of the Simulation
Use the Nextera Setup & Installation Guide (SIG) to confirm student devices are supported.

Use the SIG to assist with steps for installing and testing the Questar Secure Browser on your student testing devices.

Be sure to disable any applications running in the background. Reference SIG for a list of applications to disable.

Share with proctors and support staff the list of potential errors and solutions found in the SIG.

Check WiFi, WiFi batteries, find additional power cords, mice, etc.
STEP 4 - SET ACCOMMODATIONS AND PRINT LOGIN TICKETS

- Your school’s actual student data will be used for the CBT Simulations. The student data was pulled on 12/9/22. If you do not see a student, they will need to be added manually. Please reach out to your RIC/district contact for assistance.

- Simulation student data will be available in Nextera Admin starting 12/21/22

- Manage Simulation classes and set accommodations in Nextera Admin

- Simulation login tickets are student, grade, and content area specific and can only be used during the simulation.
Proctors must follow all security protocols when supervising the simulation:

- Circulate periodically around the room during the simulation to ensure that students are not having difficulty navigating within the online test form
- Make sure that students are recording their multiple-choice and constructed-response answers in the Nextera® Test Delivery System
- Before a student submits the test, point out to students if they have left one or more answers blank (Review & Submit screen)
- Do **Not** comment to the student on the correctness or sufficiency of any answer
Teachers and/or Proctors will need the proper tools for a successful administration on computers:

- Student login tickets (credentials)
- Access code
- Proctor PIN
- Scratch paper
- Calculators and math reference sheets will be available to students through the Nextera Test Delivery System.*

*Hand-held Calculator may be provided (for the operational tests, calculators are only provided to students for Grades 6—Session 2 only and Grades 7 and 8—Session 1 and 2).

- Disable Screen Savers
- Disable Notifications
- Disable apps running in the background
- Double-Check Wireless Connections
- Limit Network Activity Like Streaming Videos
- Charge Testing Devices
- Have Extra Cords and Power Strips On-Hand
- Have Extra Testing Devices On-Hand
- Try to Reboot All Devices Before Operational CBT
- **How long will the simulation take?** The simulation tests have between 10-11 previously released state test questions. The simulation should not take longer than one class period or 40 minutes.

- **Where do we get login tickets?** You will print them in Nextera Admin from the Tests Tab as you would do for the operational administration.

- **Will the students' responses be scored and/or shared with teachers?** No.
  - Student responses will NOT be stored or scored as part of the simulation. The goal of the simulation is to provide schools with CBT administration experience and to provide students with an opportunity to practice with the online tools and navigation within the Nextera Secure Browser.

- **Can my students pause the test?** Yes.

- **How do my students access and resume testing after they have paused the test?** A Proctor PIN is required to resume testing.

- **Where do I find the Proctor PIN?** Bottom-left of the Nextera Admin homepage
QUESTIONS

CBT Setup & Administration: DWTShelp@esboces.org

CBT Scoring Registration Website: scoring.esboces.org