

EASTERN SUFFOLK BOCES
REGIONAL INFORMATION CENTER

CBT WORKSHOP #1: PREPARING FOR THE STATEWIDE SIMULATION

Presented by the Student Data Services
Department



COMPLETING THE CBT TECH READINESS REVIEW BEFORE DEC. 28TH

- Overview of how CBT sends and receives answer data
- Signing into the Nextera system
 - Accounts & Passwords
 - Using the 'Help' tab
 - What a basic district & building team looks like
 - Who should be assigned a role
 - Completing the Tech Readiness Review



MOVEMENT OF STUDENT RESPONSE DATA DURING COMPUTER BASED TESTING



Student Device

- Test data is transmitted every 5 min. to Questar
- If Connection is lost, data remains on the computer



Hard Drive

- Varies by device
- Stores data when connection is lost



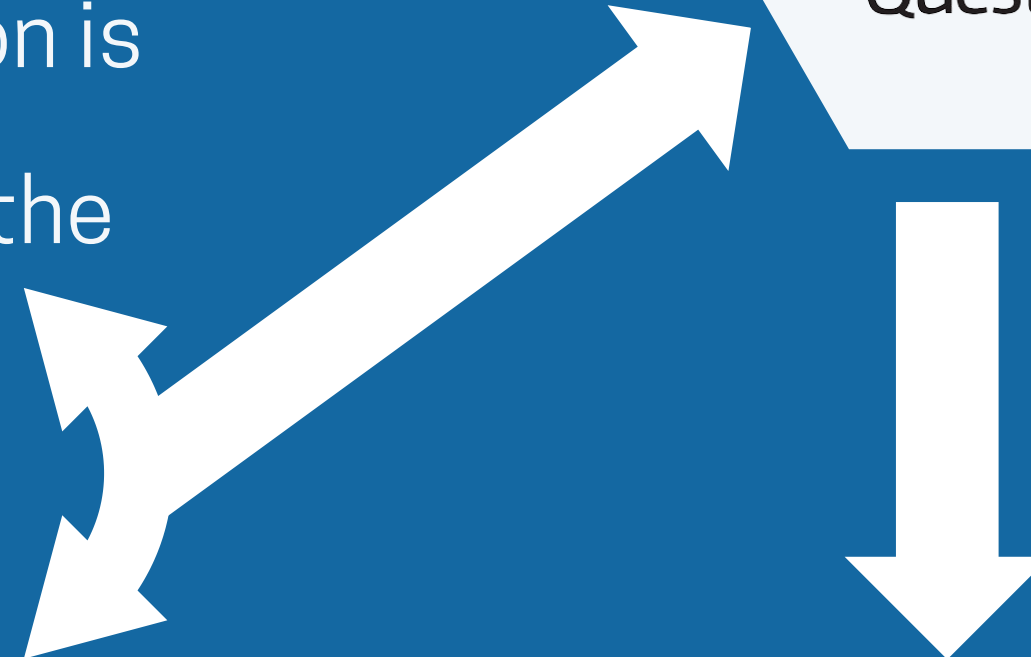
Questar

- Data that was successfully transmitted is processed
- Written (typed) responses are sent to your scoring vendor



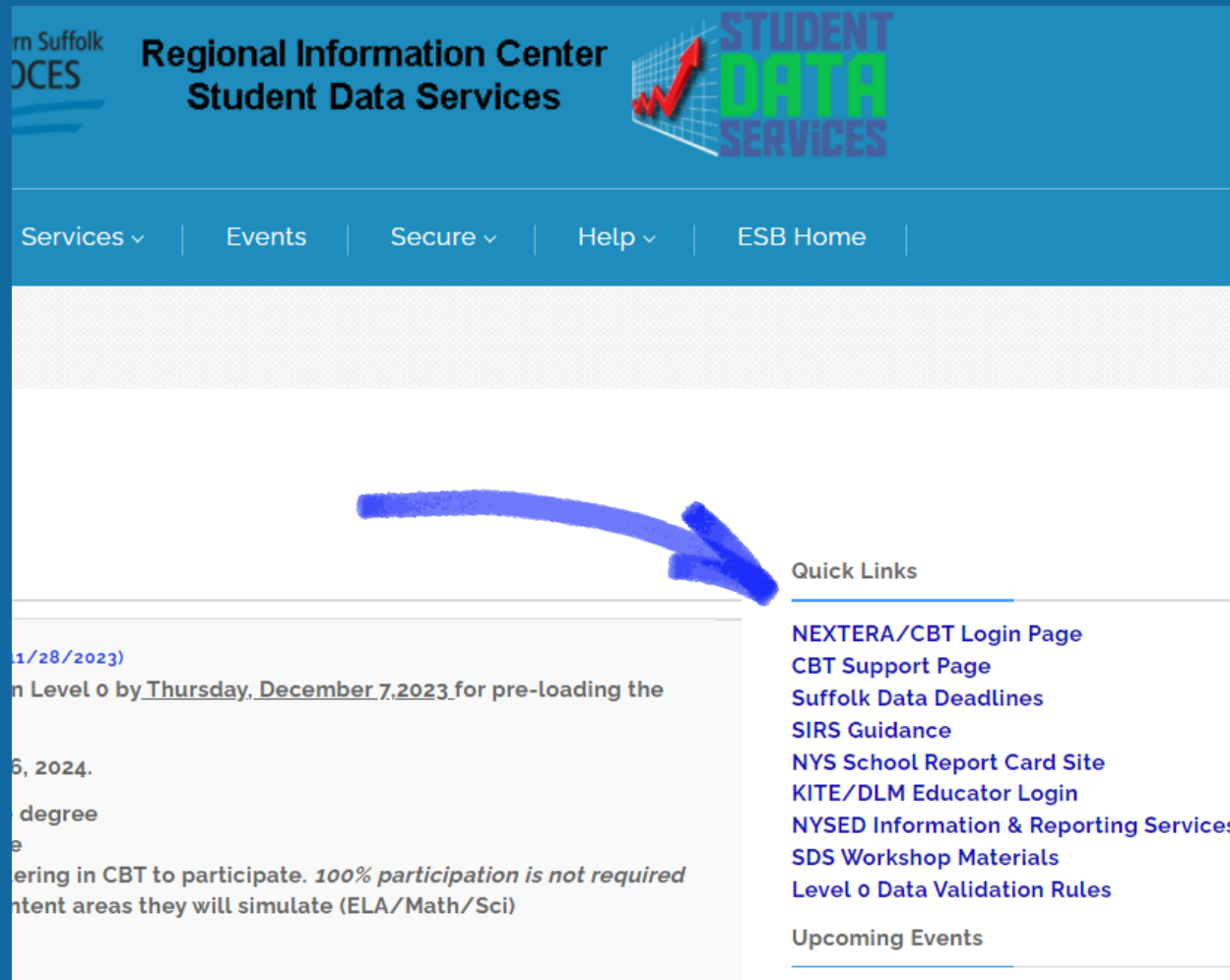
Data Warehouse

- MC & Written response data combined
- Issues with student data are fixed before the final deadline



Accessing the Nextera System

SIGNING IN TO THE NEXTERA SYSTEM




- DataCentral Quick Links- www.datacentral.esboces.org
 - [NYSED CBT Support Site](#)
 - This site has everything and a search feature.
 - [Nextera Login Page](#)
 - Access to the console and testing system
 - Supts & Principals have default accounts
 - Use the '[Forgot password](#)' feature on the Nextera homepage
 - The site will send a direct reset email
 - Email Reset did not work?
 - Account questions can be sent to cbtsupport@nysed.gov

New York State Grades 3-8 Testing Program
Powered by Nextera®

User ID

Password

[Forgot your password?](#)

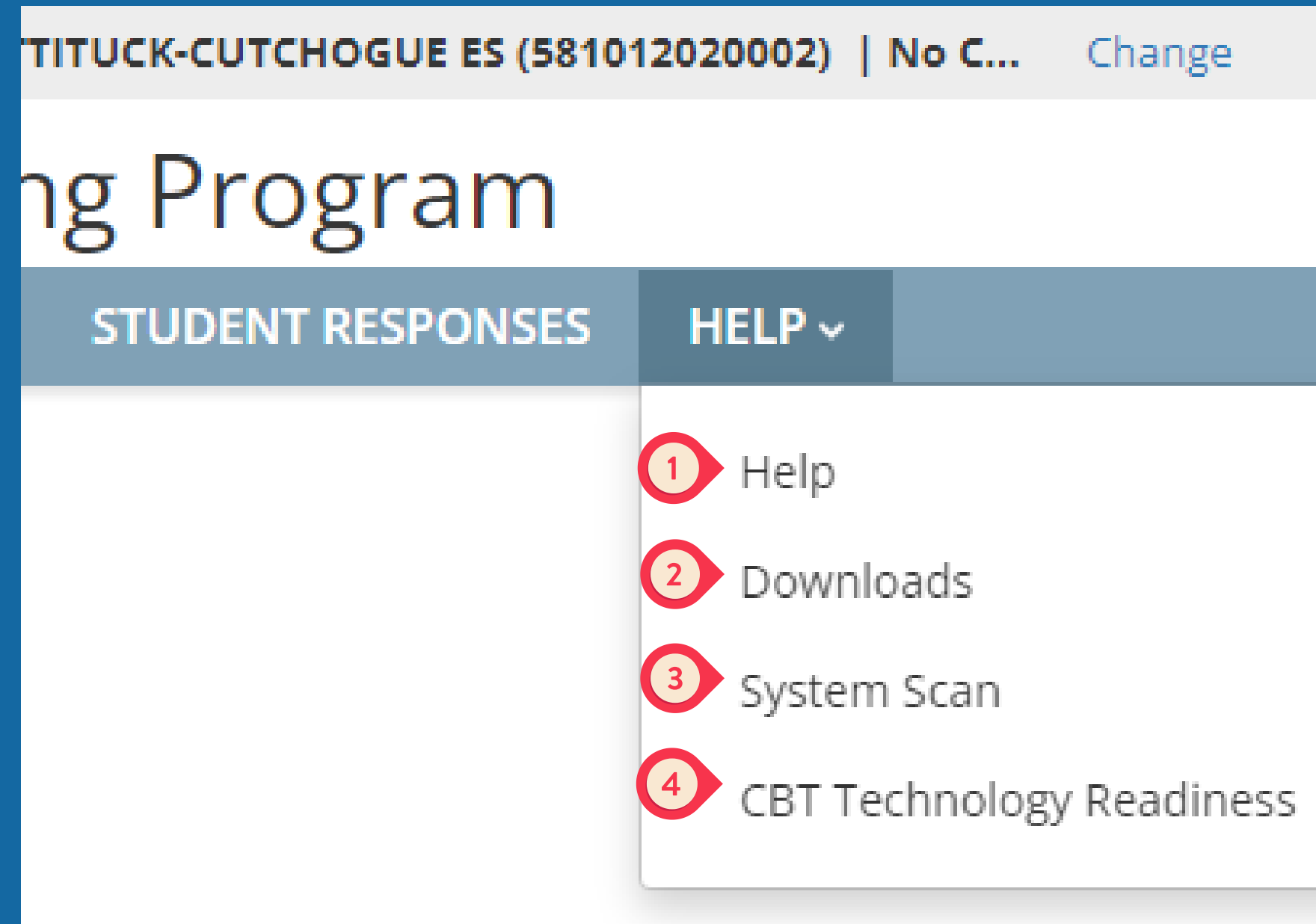




Accessing the Nextera System

THE NEXTERA HELP TAB

1. Help - Contact information, Support Documentation, and live chat help feature
2. Downloads - Access the Secure Browser file for installation on your machines
3. System Scan - Checks that hardware is acceptable
4. CBT Technology Readiness - Brings you to the questionnaire



Basic CBT Team Setup

1. A District Level User who can assign roles, reset passwords, and transfer students within the district, and assist with accommodations and refusals
2. District IT Coordinator who is responsible for district technology, and the installation of the secure browser on all student devices
3. A Building Level User who can assign roles, reset passwords, and transfer students within their assigned building, and assist with accommodations and refusals
4. School IT Coordinator who is responsible for building technology maintenance, assisting proctors, and monitoring real time tech problems

- District Level user can see all school buildings
- School Level can only see their assigned school

Nextera Roles and Responsibilities

[Video Tutorial](#)



COMPLETING THE BUILDING TECH READINESS ASSURANCE


STEP 1: GATHER YOUR INFORMATION

1. **How many students are taking a CBT exam**
 - Use your SMS for a current count
2. **How many hours per day are you assuming students will use**
 - These are untimed exams, this data point is only used to estimate bandwidth usage
3. **How many total days are you allotting for testing**
4. **How many devices will be in use at any given time during testing**
 - Use your best estimate if you are not sure of the exact count
5. **What are the internet speeds in the building**
 - Use <https://www.speedtest.net/> - Click 'GO' and wait 30 seconds for it to finish
6. **Who else besides the principal or DTC should receive communications from Questar**
 - No more than two additional contacts can be added

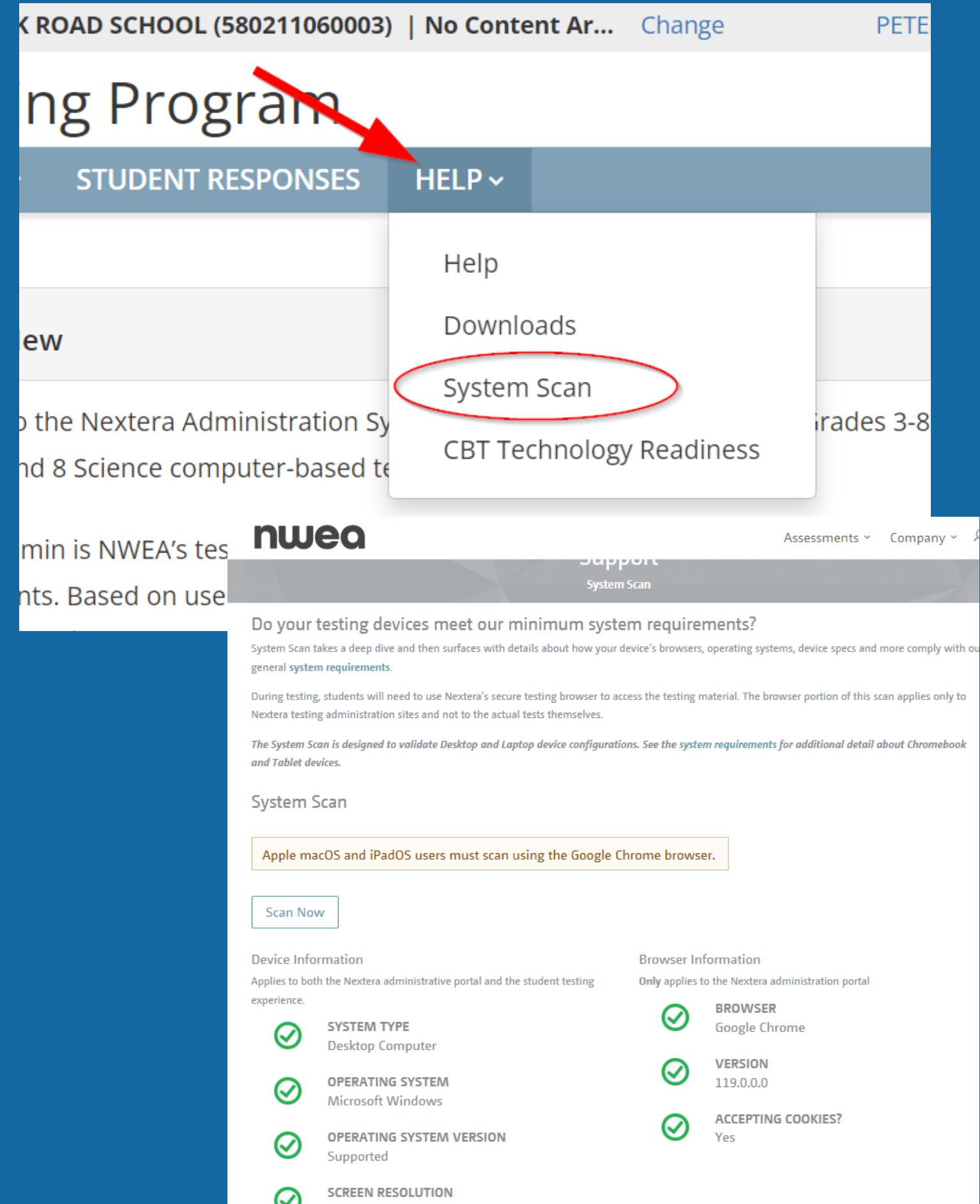


COMPLETING THE BUILDING TECH READINESS ASSURANCE

Step 2: System Scan

- From the help tab, access the System Scan link
 - If the page looks like this  you are ready to move to the next step
 - If your system scan shows Red **X**s please contact Questar Support for assistance

NYTesting@nwea.org



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ing Program

STUDENT RESPONSES HELP ▾

Help

Downloads

System Scan

CBT Technology Readiness

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grades 3-8

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Support

System Scan

Do your testing devices meet our minimum system requirements?

System Scan takes a deep dive and then surfaces with details about how your device's browsers, operating systems, device specs and more comply with our general system requirements.

During testing, students will need to use Nextera's secure testing browser to access the testing material. The browser portion of this scan applies only to Nextera testing administration sites and not to the actual tests themselves.

The System Scan is designed to validate Desktop and Laptop device configurations. See the system requirements for additional detail about Chromebook and Tablet devices.

System Scan

Apple macOS and iPadOS users must scan using the Google Chrome browser.

Scan Now

Device Information
Applies to both the Nextera administrative portal and the student testing experience.

✓ SYSTEM TYPE
Desktop Computer

✓ OPERATING SYSTEM
Microsoft Windows

✓ OPERATING SYSTEM VERSION
Supported

✓ SCREEN RESOLUTION
1920 x 1080 pixels

Browser Information
Only applies to the Nextera administration portal

✓ BROWSER
Google Chrome

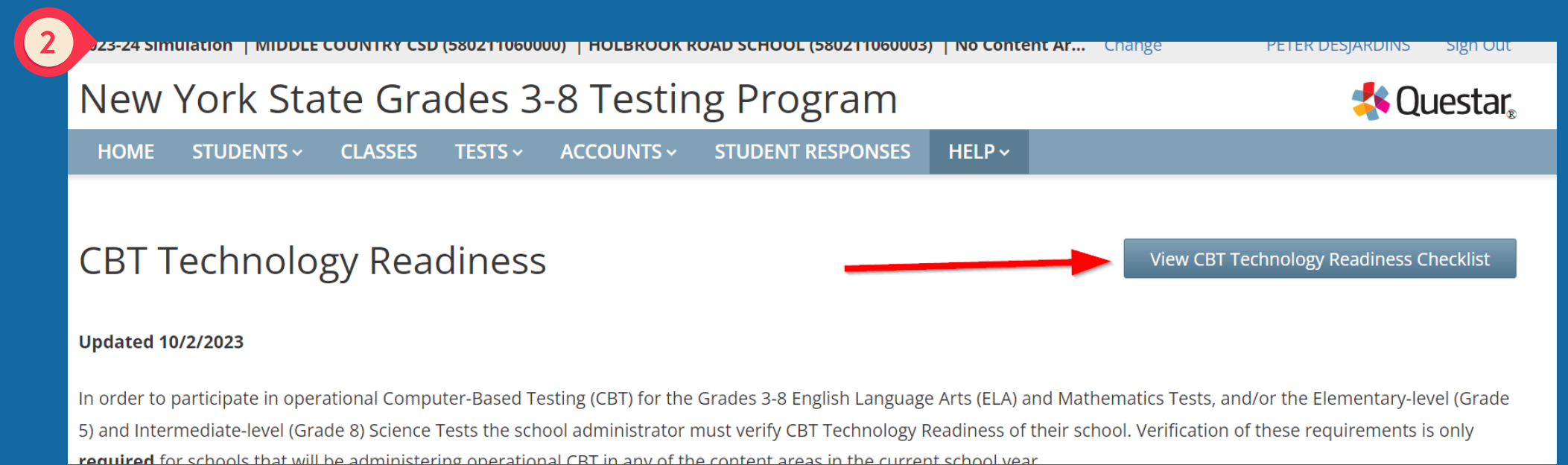
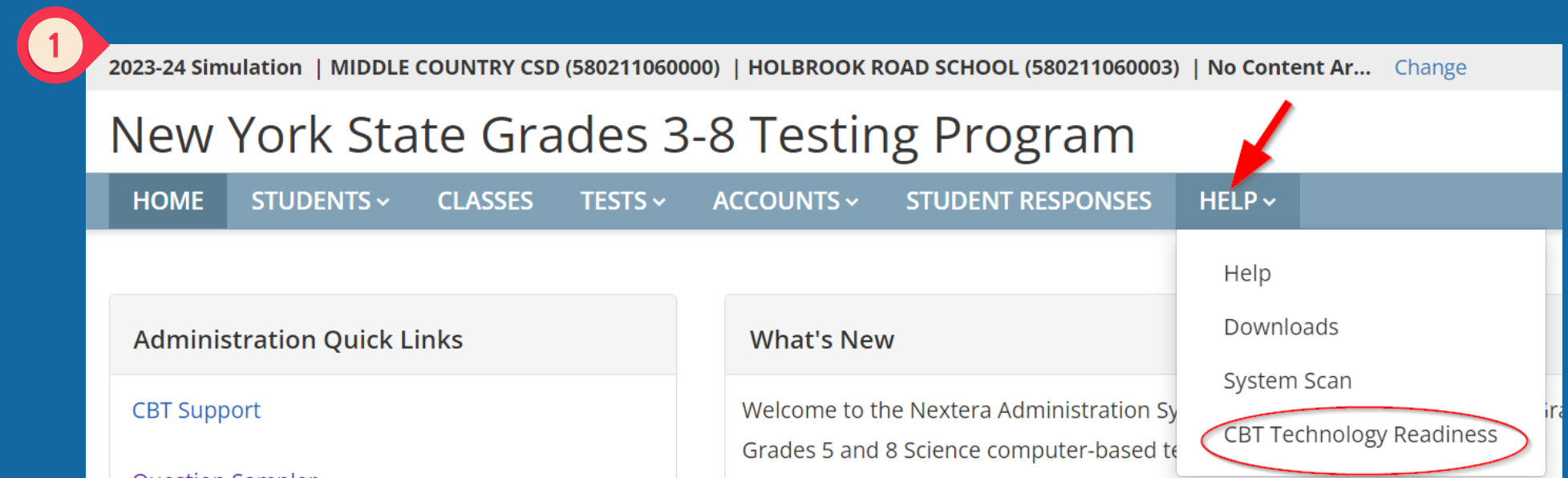
✓ VERSION
119.0.0.0

✓ ACCEPTING COOKIES?
Yes

COMPLETING THE BUILDING TECH READINESS ASSURANCE

Step 3: Start the Tech Readiness Assurance

1. Access the Tech Readiness Page
2. Access the CBT Readiness Checklist for reference

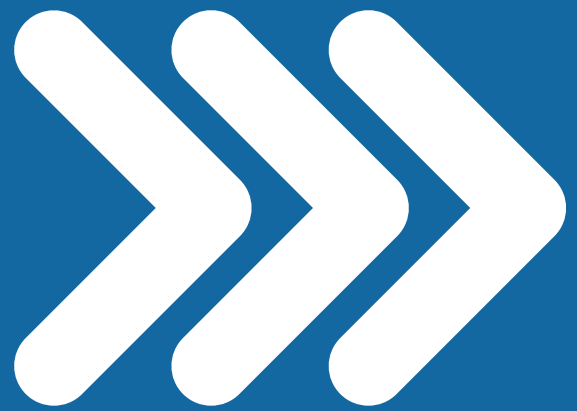


COMPLETING THE BUILDING TECH READINESS ASSURANCE

Step 3: Start the Tech Readiness Assurance (Cont.).

3. Referring to your gathered information, complete the questionnaire

4. Enter the approximate number of devices expected



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CBT Scheduling

Schools must schedule computer-based testing within the CBT test administration window.

> Additional Guidance & Resources

My school will meet this requirement: ☒

Bandwidth and Access

Schools must have adequate bandwidth, including considerations for any wireless connections, to support CBT on the days scheduled for test administration.

> Additional Guidance & Resources

My school will meet this requirement: ☒

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CBT Student Testing Devices

Please indicate below the type and number of student testing devices you anticipate your school will use for CBT. You must provide an anticipated number for at least more than one type of device that will be used in your school for CBT. This is for customer support purposes as well as to verify that your school will be administering supported by the Questar Secure Browser.

Please note: Versions below are subject to change. For updates to NWEA's operating system support, please reference Nextera Admin under the Help downloads tab

Windows desktops/laptops OS 10 and 11 (Home, Education, Pro, Pro Education, Enterprise) Note: Windows 10S, 11S, and 11SE are not supported.	<input type="text" value="0"/>	Chromebooks OS 109+ Note: Chromebooks must be supported by Google Auto-Updates. Dual-mode Chromebooks with laptop/tablet modes must be run in laptop mode (tablet mode is not supported).	<input type="text" value="0"/>
Apple desktops/laptops Mac OS 13.x, 12.x	<input type="text" value="0"/>	iPads (9.7"+ screen)	<input type="text" value="0"/>

COMPLETING THE BUILDING TECH READINESS ASSURANCE

Step 3: Start the Tech Readiness Assurance (Cont.)

1.
2.
3.
4.
5.
6.

5. Add additional email contacts to receive updates from Questar

6. Submit the checklist



Operational CBT Contacts and Listservs

Regional Information Centers (RICs) and large-city testing personnel are important sources of information and will serve as primary support for schools and districts participating in CBT. All CBT schools should be in regular communication with their RICs or large-city centers for questions concerning computer-based testing.

The Office of State Assessment will continue to use operational CBT listservs for ELA, math, and science so that we can better inform your school during operational CBT of any matters impacting testing policy and/or procedures. Contact information for schools is collected in SEDREF. In order to be included in the operational listserv, Principals and District Test Coordinators for public schools and School Test Coordinators for religious, independent, and charter schools, should confirm their contact information in SEDREF.

If your school has staff in addition to the Principal and District Test Coordinator (or for religious, independent, and charter schools, the school test coordinator), who need to be included in the operational listserv, please use the form below to list their name(s) and email address(es) for the content area in which your school is administering operational CBT. You may add contact information for up to two colleagues within your school. Please only use school organization email addresses.

School Contact First Name	School Contact Last Name	School Contact Email Address	School Contact Position Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Submit

