EASTERN SUFFOLK BOCES REGIONAL INFORMATION CENTER
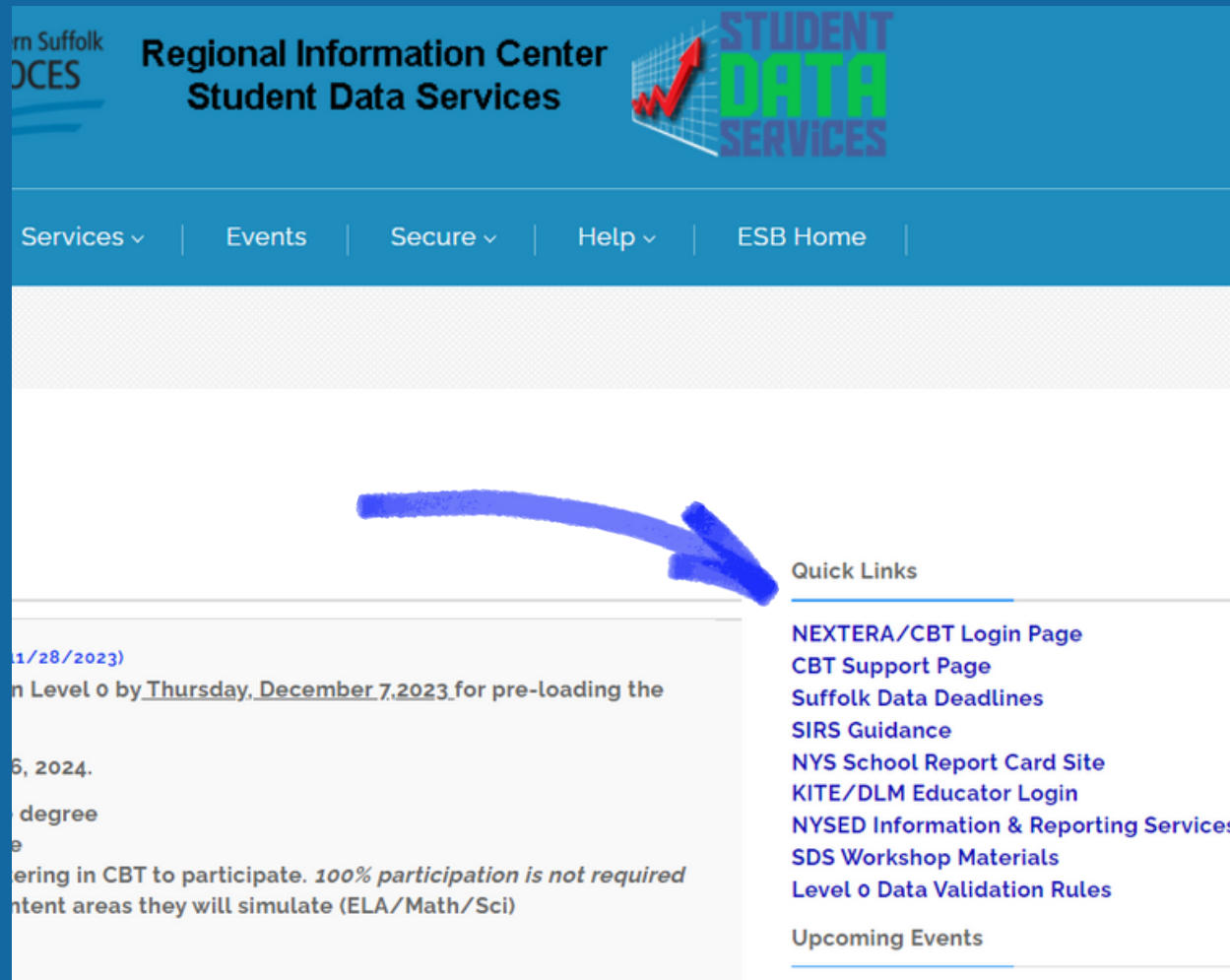
CBT WORKSHOP #3: OPERATIONAL EXAM MANAGEMENT

Presented by the Student Data Services Department

Accessing the Nextera System

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

- 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?
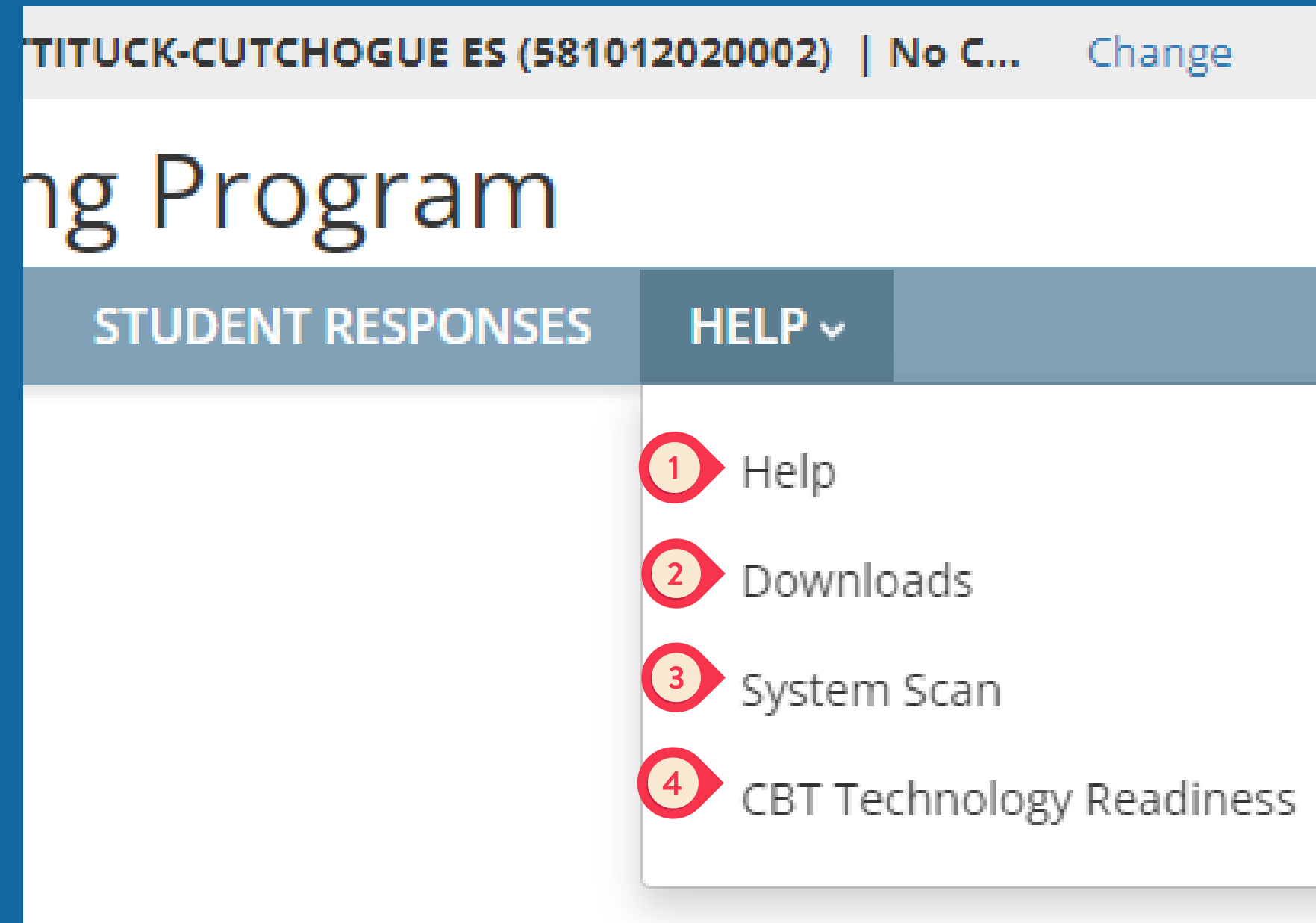   - Account questions can be sent to cbtsupport@nysed.gov
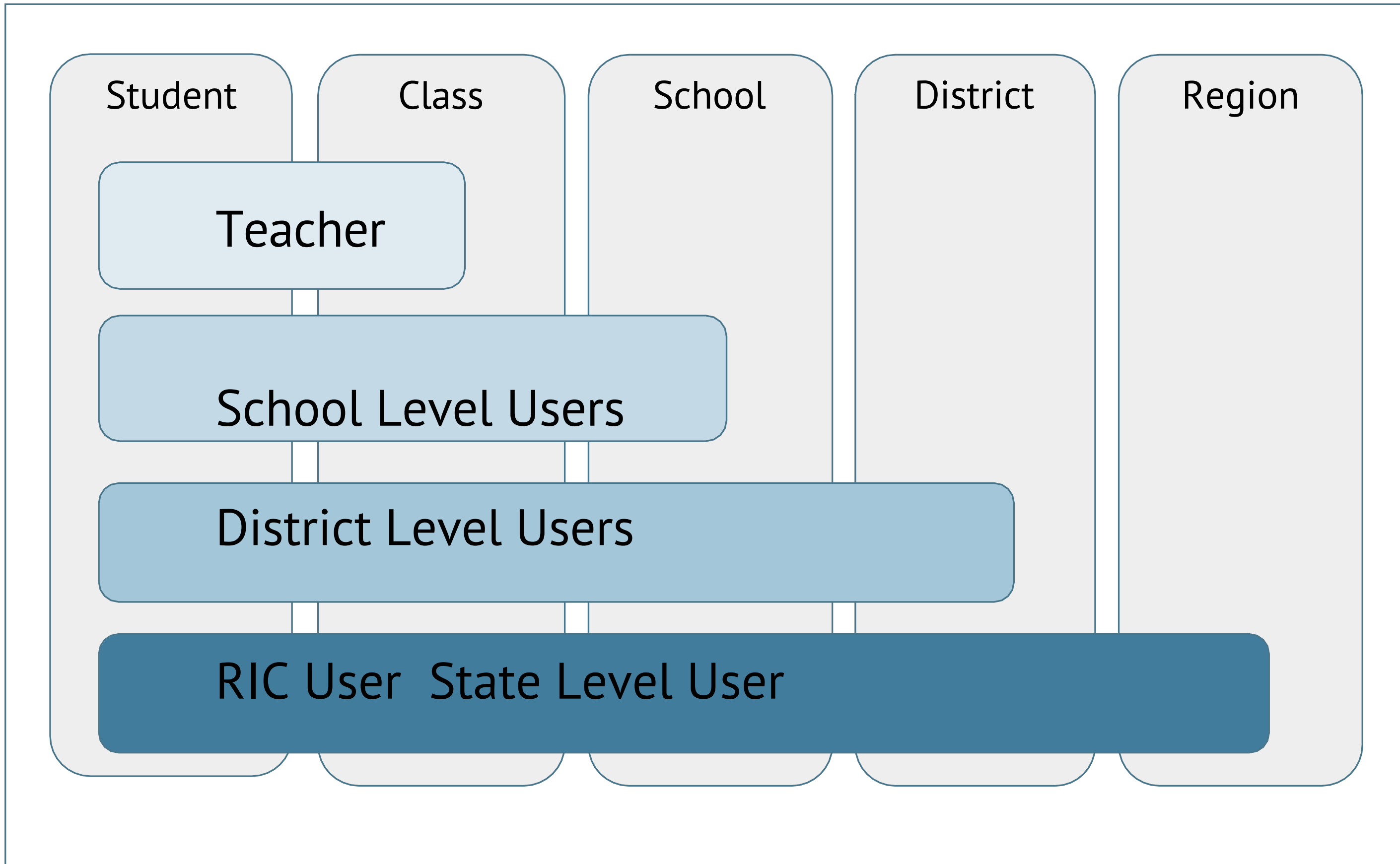
Accessing the Nextera System

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

TITUCK-CUTCHOGUE ES (581012020002) | No C...   Change

ng Program

STUDENT RESPONSES   **HELP** ⌄

1. Help
2. Downloads
3. System Scan
4. CBT Technology Readiness

Nextera Admin User Roles

Nextera Admin User Roles

Student | Class | School | District | Region

Teacher

School Level Users

District Level Users

RIC User State Level User

Teacher Role (Not Required)

Teacher

- Can access their class and student information in Nextera Admin
- Responsible for leading the test administration
- Distributes login tickets and reads the directions from the *Teacher's Directions*
- Has the Proctor PIN on-hand for students who may need to pause the test
- There is only one teacher per class
- This is for organizational purposes only

Creating a Class in the Nextera System

Classes

- **Class names must be unique to a school in Nextera Admin**
- **Consider classes for student testing accommodations, such as "TTS Class," or for grouping students who are not taking the computer-based tests, such as "Taking Regents"**
- **Grouping students by classes allows students in that class to have the same test session access code**

To create a new class:
1.Choose a Teacher
2.Create a Class Name
3.Move students into the class
4.Click Save

Edit Class Details

You're Editing: **ELA Class 1** in **QAI Training Elementary School (012345)**

Search by Class

[▼]

Teacher

[Teacher1, Teacher1 ▼]

Class

[ELA Class 1]

Classroom Proctor Present?

◉ No   ○ Yes

Proctor Name

[None]

Students removed from class

☐	Last Name	First Name	NYSSIS ID

Students in class

☐	Last Name	First Name	NYSSIS ID
☐	LName2	FName2	000000000
☐	LName3	FName3	000000000
☐	Smith	Helene	111122225

[Save]

Questar™
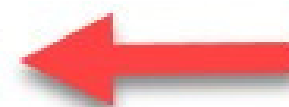
Adding Accommodations for IEP/ELL Students

Current Accommodation Guide - FAQ

Students

Students

Click on any column header to sort on its contents.

Manage Students		New Student

Show Students: [All ▾]

There are 64 Students in **QAI CS Training 1 (QAICS1)** across all Content Areas

Search

🔍 Search by student ID, first/last name, or grade…

NYSSIS ID ↓↑	First Name ↓↑	MI ↓↑	Last Name ↓↑	Class ↓↑	Grade ↓↑	
9999991001	Brendan		Merritt	ELA Mckinney 04 (Aliza Mckinney)	04	View
9999991001	Brendan		Merritt	Math Mckinney 04 (Aliza Mckinney)	04	View

Edit Student Record

You're Editing: **Michael Spencer**

District of record	QAI Training Test District (012345) ▾	School of record	QAI Training Elementary School (012345) ▾

Demographic Information:

NYSSIS ID	9876544444		Grade	Grade 5 ▾
First Name	Michael	MI	Last Name	Spencer
Date of Birth	06/01/2010		Gender	Male ▾

Student Local ID   000005000

ELA   [Modify]

Testing district ⓘ
[QAI Training Test District (012345) ▾]

Accessibility and Accommodation Options

🚫 Answer Masking Tool OFF   abc🔊 Text-to-Speech (online only) OFF   a Reverse Contrast OFF

Testing school
[QAI Training Elementary School (012345) ▾]

🖼 Background Color OFF   🔍 Initial Page Zoom OFF   Classroom Accommodations 0 Selected

Testing class
[ELA Class 1 ▾]

[Save] [Cancel]

To edit a student record, click on "View"

Students: Online Testing

Online Testing Accommodations are provided within the test. These accommodations must be set in Admin prior to testing.

To add an accommodation, click the appropriate icon and then click Save

Students: New Offline Testing Accommodation for ELL Students

- For Math and Science only
- Sets the CBT exam administered to match the paper exam

Students: Classroom Accommodations

Classroom Accommodations are provided by the school

Select Accommodations

Student Name Fiona Shrek

Content Area [Math ⌄]
- ELA
- Math
- Science

Online Testing ~~dations~~ | Offline Testing Accommodations | Classroom Accommodations

Please select the testing accommodations that your student used outside of the testing platform.

Flexibility in Scheduling (IEP or 504 Plan)

Flexibility in setting (IEP or 504 Plan)

Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)

Method of response (IEP or 504 Plan)

Use of spell-checking device/software (IEP or 504 Plan)

Other (IEP or 504 Plan)

Bilingual dictionaries and glossaries (ELL)

Separate location (ELL)

Oral translation (ELL)

Save   Cancel

Students: Multi-Student Edit

Multi-Student Edit Feature
This feature allows you to add accommodations to a group of students at the same time.
Note: Multi-Student Edit will overwrite any previously assigned accommodations for the students being edited. It is recommended to begin with the Multi-Student Edit, then make necessary individual changes to assign accommodations for individual students.

New York State Gra

| HOME | STUDENTS ⌄ | CLASSES |

Students

Multi-Student Edit

Your Pr
Email: hgniadek@   i.com

Multi-Student Edit

Current content area: **No Content Area**

Search
Enter any part of a student's ID, last name, or grade to begin.

Answer Masking Tool OFF

Text-to-Speech (online only) OFF

Reverse Contrast ON

Background Color OFF

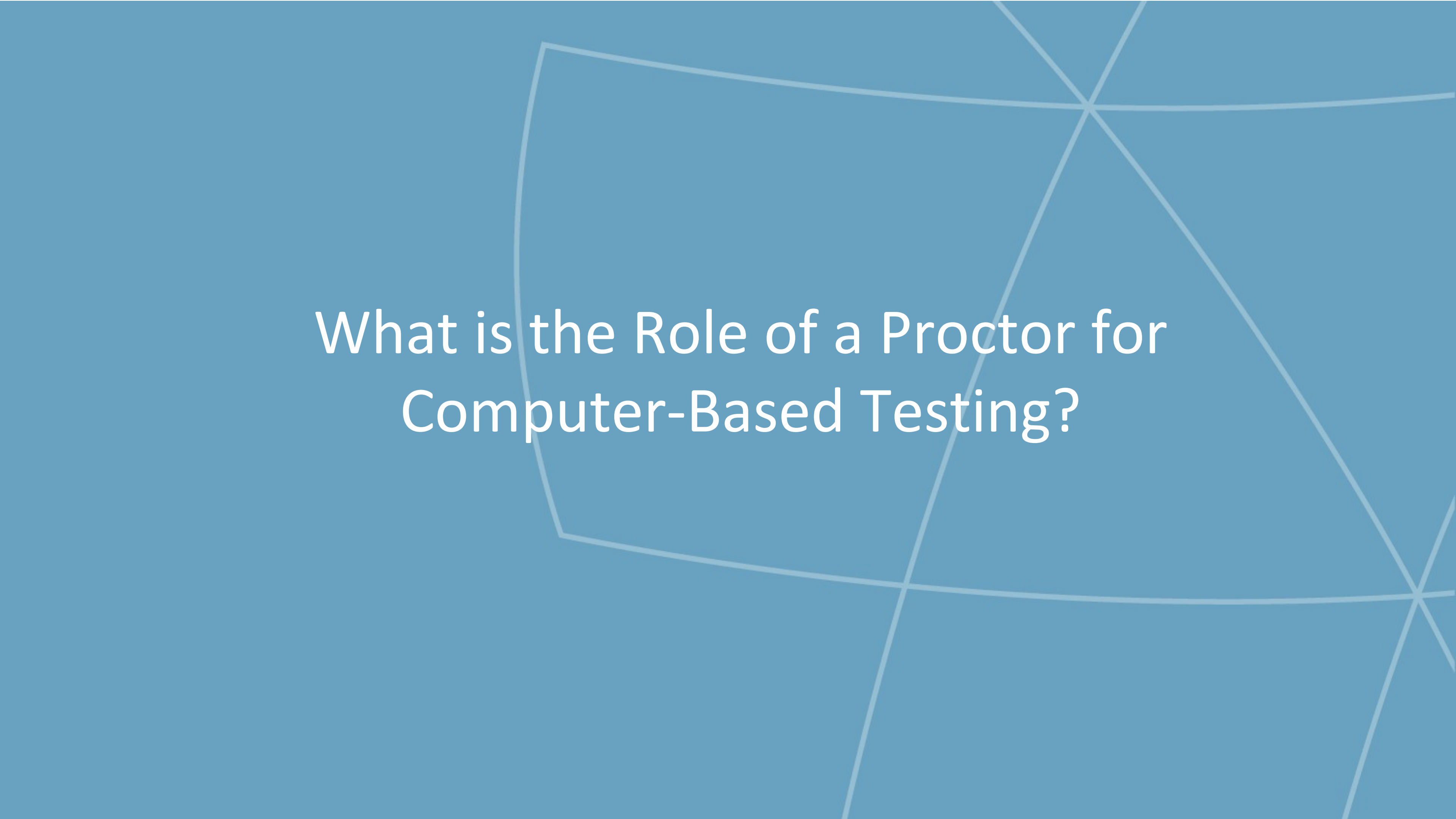Initial Page Zoom OFF

Read Aloud (by human) OFF

Classroom Accommodations OFF

	NYSSIS ID	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
☑	1234567895	Sample 1		Test	ELA	07	a
☐	1234567895	Sample 2		Test	Math	07	
☑	0123456789	Sample 3		Test	ELA	07	a
☐	0123456789	Sample 4		Test	Math	07	
☐	0000000123	Sample 5		Test	ELA	07	⊕

showing 1 to 5 of 5 students

Save

« 1 »

What is the Role of a Proctor for Computer-Based Testing?

What is the Role of a Proctor for CBT?

<u>Proctors must follow all security protocols when supervising the test administration:</u>

➢ Do not comment to the student on the correctness or sufficiency of any answer

➢ Proctors may give students assistance only in the mechanics of taking the tests, such as understanding the navigation of the Nextera Test Delivery System

➢ Have access to the 4 digit Access Code and the Proctor Pin

➢ Never take photos of the operational test, even if there is an issue that you need to report to NYSED and Questar

➢ Do not use cell phones or other photographic devices to duplicate test materials

What is the Role of a Proctor for CBT?

Proctors must follow all security protocols when supervising the test administration:

➢ Circulate periodically around the room during the administration of each session of the test 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

➢ Keep all student testing devices fully charged prior to testing. Have power cords available for devices that need to be charged.

➢ Actively proctor students as they are testing to ensure that devices are working and that students do not hit the power button to turn devices off while testing.

➢ Before a student submits the test, proctors should review the Review screen with the student to ensure the student has answered all of the questions *and should point out to the student if they have left one or more answers completely blank.*

What is the Role of a Proctor for CBT?

The proctor should be familiar with the Review & Submit screen in the Nextera Test Delivery System to assist students with identifying unanswered test questions.
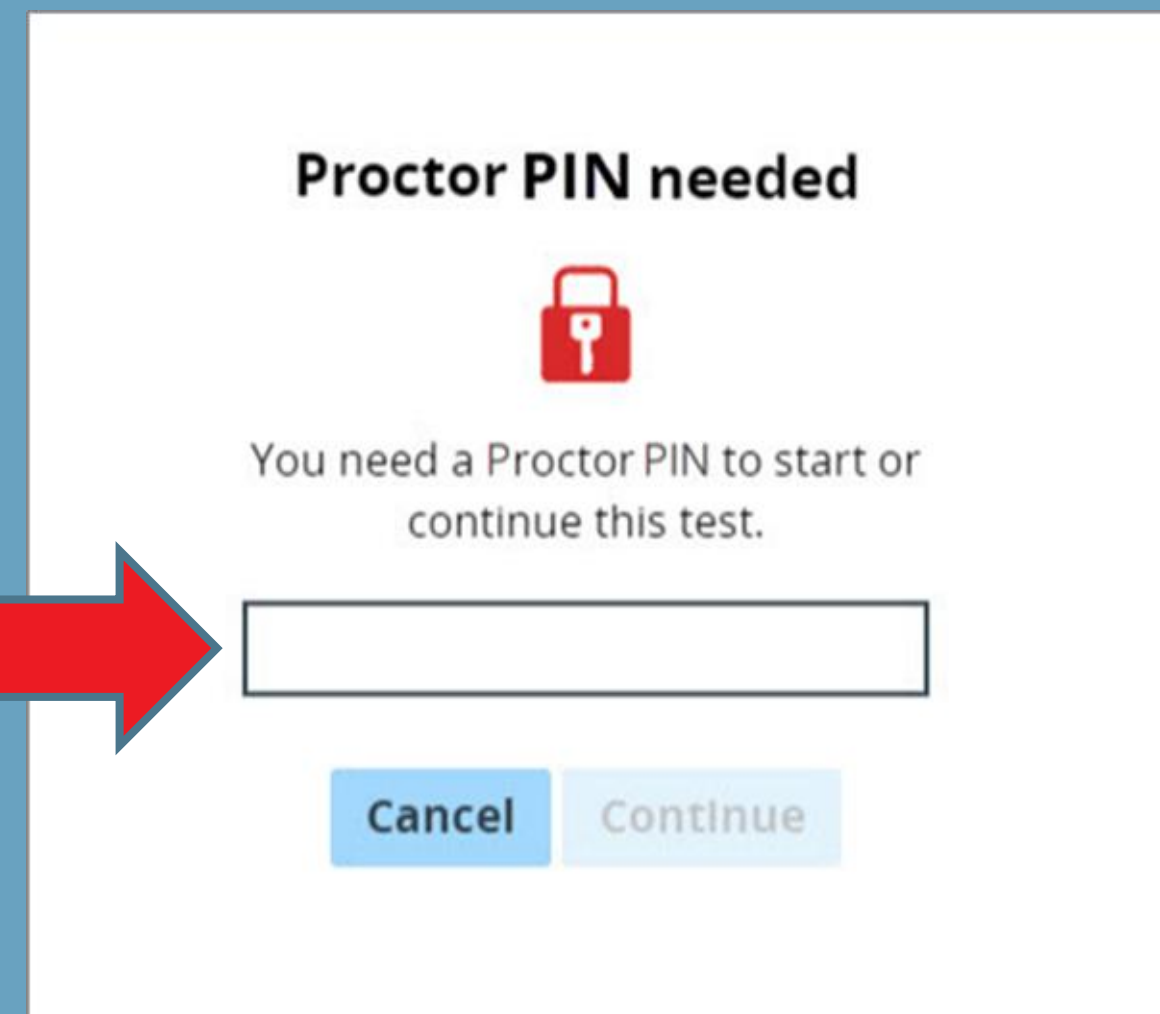
Required Materials for Proctors on Test Day

1. The Proctor Pin for the building
   a. Located at the bottom of the Home Screen
   b. Can be customized by the Principal or DTC
2. The Session Access Code
   a. Located with the class info in the tests tab
   b. Can be customized by the Principal or DTC
3. Log In Ticket for each student
4. Roster of students
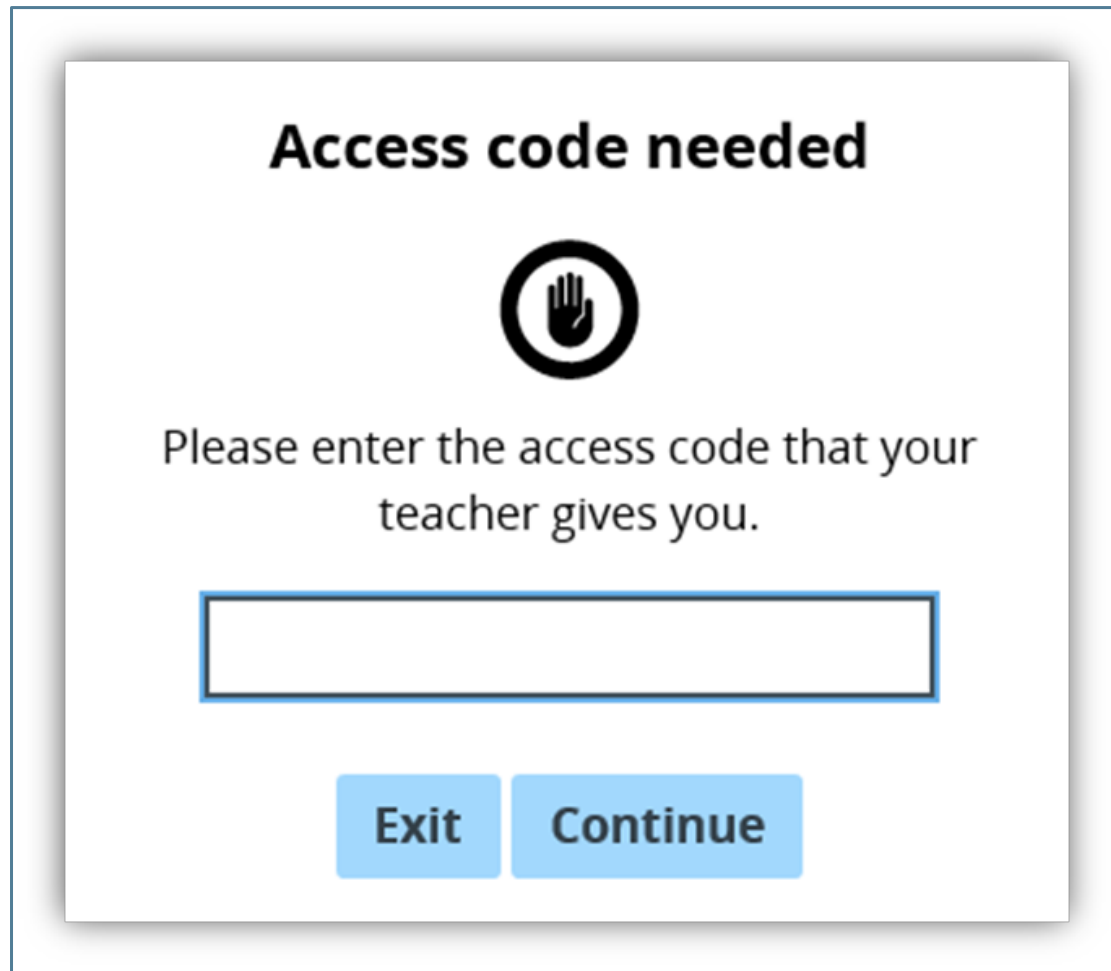5. Instructions for special accommodations

Proctor PIN

Pause your test?   ✕

Are you sure you want to pause your test and
sign out?

Cancel   Pause test
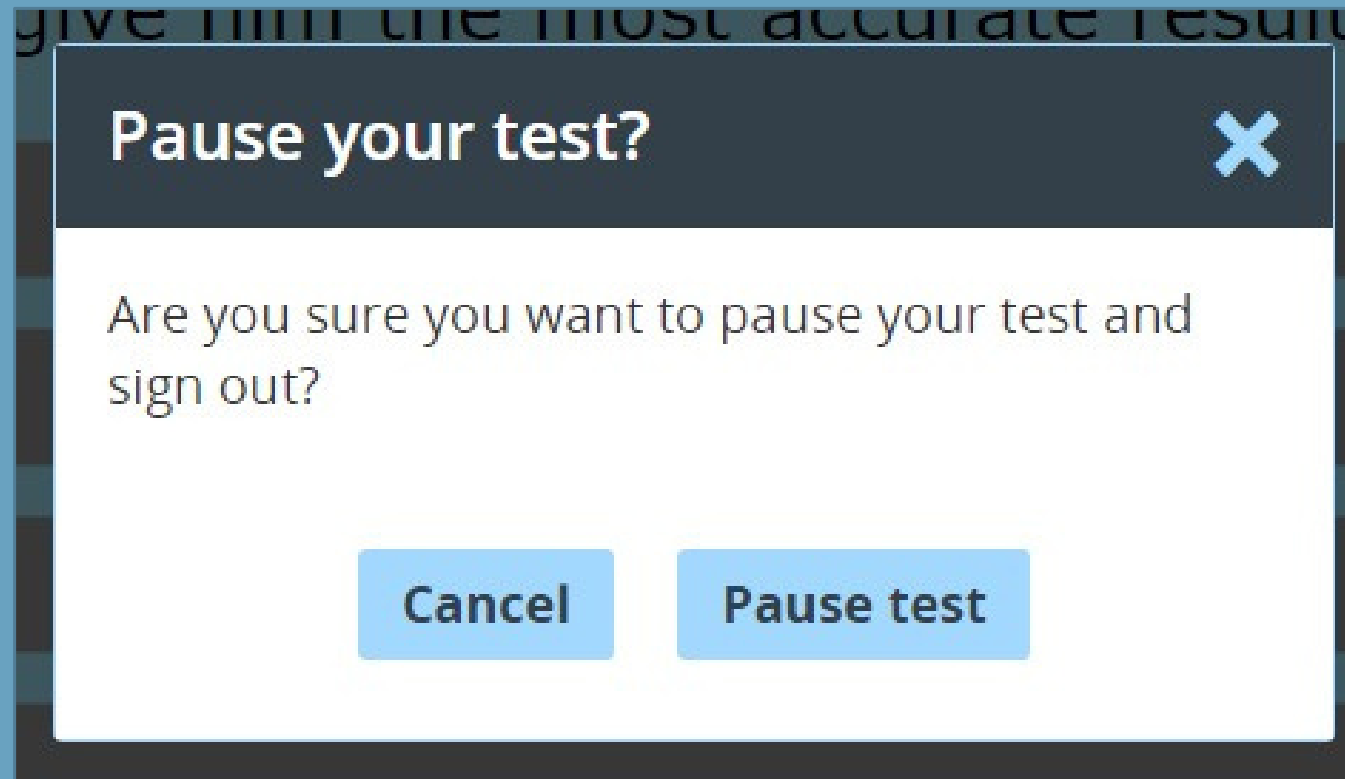
**Once a test is Paused, the
Proctor PIN is required to
log back into the test.**

Proctor PIN needed

You need a Proctor PIN to start or
continue this test.

Cancel   Continue

Access Code vs. Proctor PIN

The Access Code and Proctor PIN pop-up boxes look similar in the Nextera Test Delivery System but require different codes.

Access code needed

Please enter the access code that your teacher gives you.

Exit   Continue

Proctor PIN needed

You need a Proctor PIN to start or continue this test.

Cancel   Continue

The Access Code is required every time a student logs into the test.

The Proctor PIN is required when a student logs back into a previously started test the was paused.

Questar™