**EASTERN SUFFOLK BOCES
REGIONAL INFORMATION CENTER**
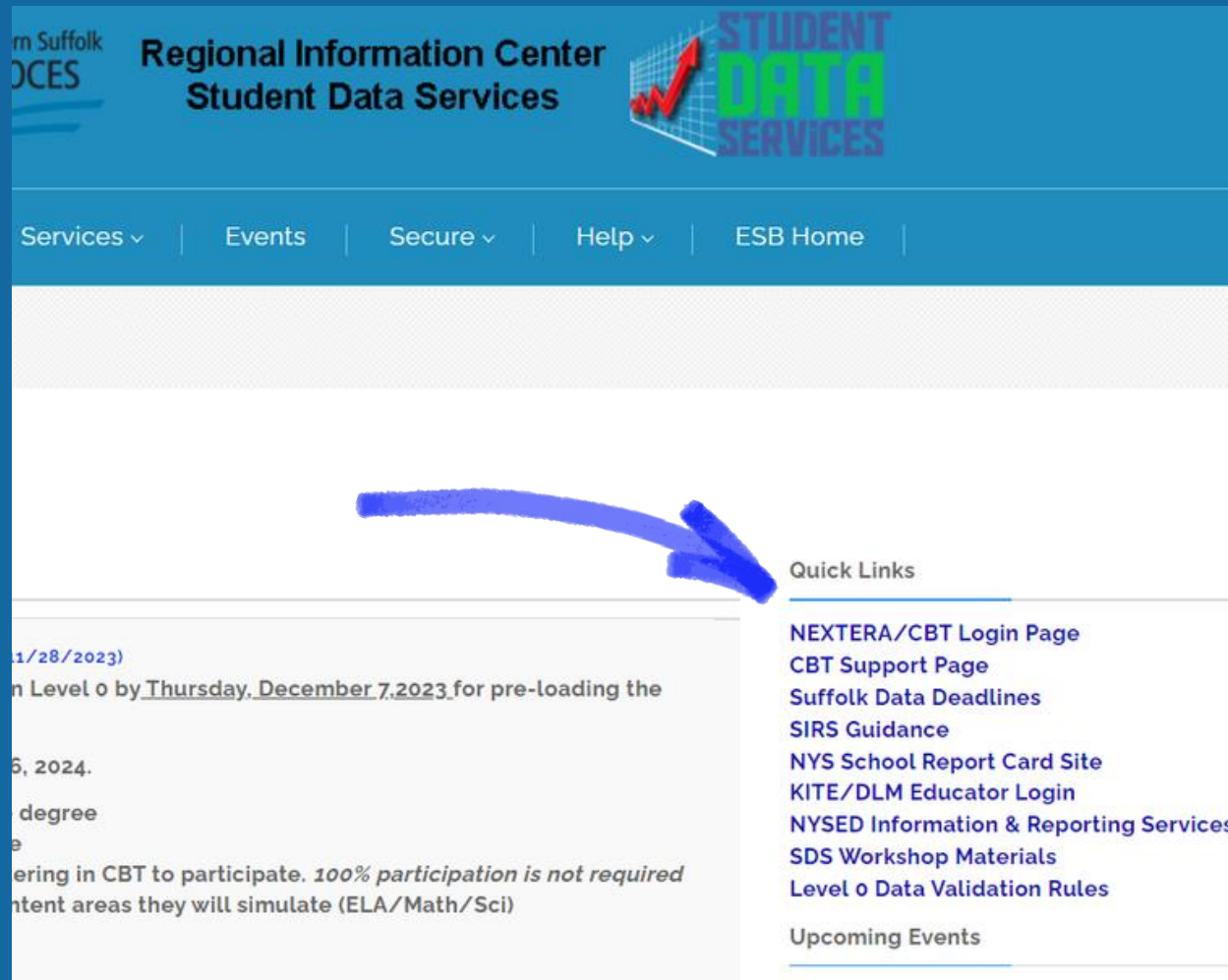
CBT WORKSHOP #2: STUDENT AND EXAM MANAGEMENTIN THE NEXTERA CONSOLE

Presented by the Student Data Services Department

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
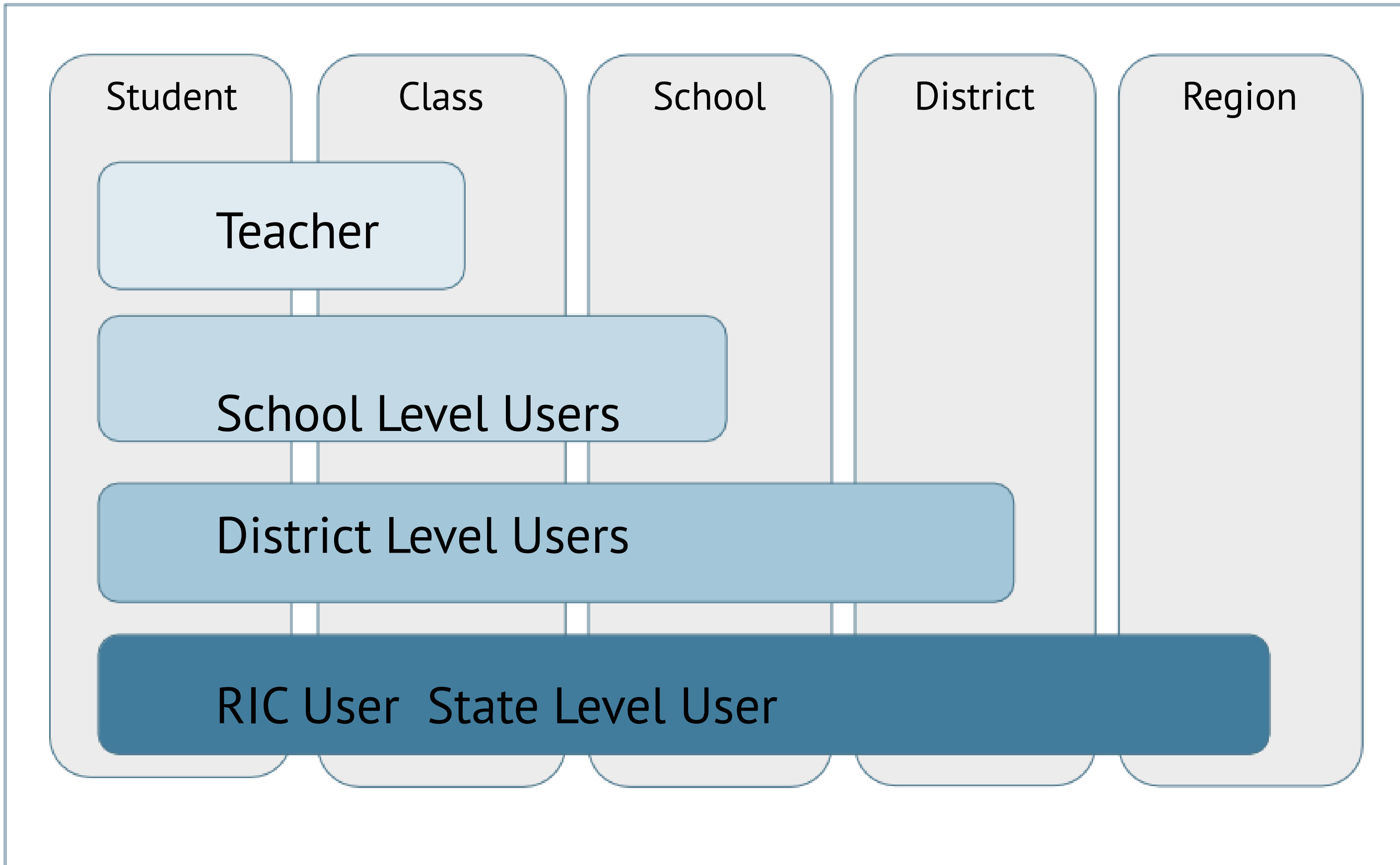
Accessing the Nextera System

THE NEXTERA HELP TAB

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

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

g Program

STUDENT RESPONSES   HELP ⌄

1 Help

2 Downloads

3 System Scan

4 CBT Technology Readiness

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

Typical Testing Team

- **District Test Coordinator - District Admin who can oversee the team**
  - **Grants access to District Level Users and IT Staff**
  - **Coordinates with Special Ed & ENL departments for test accommodations and Alt. Language exams**
- **District IT Coordinator - Has access to all network locations**
  - **IT Staff will need to ensure that the secure browser is on student machines**
- **District _and/or_ Building Level User(s) (in addition to the Principal) - Staff member(s) who:**
  - **Have access to IEP/504 accommodations**
  - **Mark students absent or refused**
  - **Unlock student accounts**
  - **Print Log In Tickets**
  - **Distribute the Access Code to Proctors**
- **Proctors - Oversee the students on test day**
  - **Assigned by the building principal**

School Level Roles

School Level Users

- **Principal (PRN)** – Responsible for Technology Readiness, visibility to their own school, classes, and students, can create school level users

- **School Test Coordinator (STC)** – Handles test coordinator responsibilities at school level, manages users and students, schedules tests at school level

- **Building Level User (BLU)** – Same permissions as STC, assists in managing school-level users and students

- **School Information Technology Coordinator (SITC)** – Information technology point of contact for school, can download the secure browser, helps to troubleshoot, does not have access to students or classes

District Level Roles

District Level Users

- **District Test Coordinator (DTC)** – Main point of contact at the district for Questar and schools, ensures accuracy of all student data in system, manages district-level accounts and sets up primary school level users

- **Superintendent (SUP)** – Adviser to the DTC, ensures all student data is correct in system, visibility to own district and school level information

- **District Level User (DLU)** – Same permissions as DTC, assists in managing district-level users and students

- **District Information Technology Coordinator (DITC)** – Information technology point-of-contact for district, can download the secure browser, helps to troubleshoot, does not have access to students or classes

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 ⑦

QAI Training Test District (012345)

Testing school

QAI Training Elementary School (012345)

Testing class

ELA Class 1

Accessibility and Accommodation Options

- Answer Masking Tool — OFF
- Text-to-Speech (online only) — OFF
- Reverse Contrast — OFF
- Background Color — OFF
- Initial Page Zoom — OFF
- Classroom Accommodations — 0 Selected

Save   Cancel

To edit a student record, click on "View"

Students:Online Testing Accommodations

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

Select Accommodations

Student Name /Student T est

Content Area ELA ▾

| Online Testing Accommodations | Classroom Accommodations |

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

Answer Masking Tool
This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.

Text-to-Speech (online only)
This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).

Reverse Contrast
When this setting is turned on, all text is white on black background. *It can't be used with Background Color.*

Background Color
This se... hanges the color of the background and text ba... e selection made. *It can't be used with Reverse*

Initial Page Zoom
This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.

Save   Cancel

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

Students: Classroom

Individual Classroom Accommodations are provided by the school during testing. These accommodations must be set in Admin prior to testing.

Select Accommodations

Student Name Student Name

Content Area ELA ▼

Online Testing Accommodations   Classroom Accommodations

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

ELA and Math: Flexibility in Scheduling (IEP or 504 Plan)
ELA and Math: Flexibility in setting (IEP or 504 Plan)
ELA and Math: Method of presentation (excluding Braille/Large Print type) (IEP or 504 Plan)
ELA and Math: Method of response (IEP or 504 Plan)
ELA and Math: Use of spell-checking device/software (IEP or 504 Plan)
ELA and Math: Other (IEP or 504 Plan)
ELA and Math: Bilingual dictionaries and glossaries (ELL)
ELA and Math: Separate location (ELL)
MATH ONLY: 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

« 1 »

Save

The Nextera Test Tab

Tests

The Tests Tab is where you will find Important Dates, track student progress, print student login tickets, and find Session Access Codes.

Tests

View Test Details from the Tests>Tests tab

New York State Grades 3-8 Testing Program

| HOME | STUDEN | CLASSES | TESTS ˅ | ACCOUNTS ˅ | STUDENT RESPONSES |

Important Dates

Tests

Testing Status Details

hat's New

Tests

Testing Status for: **Math**,

New Test

Filter By Testing Status: All

Search

Enter all or part of a class or teacher's name.

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Stephanie Pfahlert	Math Class A	Math	Math	Not Started	View	Delete

Show 10 entries

Tests

View Test

You're Viewing: **2021 Spring 3-8 Math**

District:	QAI District 8	**School:**	QAI School 1
Testing Window	2021 Spring 3-8 Test	**Content Area:**	Math
Teacher:	TeacherFirst TeacherLast	**Class:**	Math 3
Test Name:	2021 Spring 3-8 Math		
Testing Dates:	12/11/2020 to 6/14/2021		

ⓘ **Test is in progress.** Students may sign in and take the test using their User ID's and the PIN shown below.

Examiner View

Login Tickets

Session Access Codes

Session 1 Access Code 1111 New Access Code **Submit** **Cancel**

Session 2 Access Code 2222 New Access Code **Submit** **Cancel**

Registered Students:

Session All Sessions ▾

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
AM			8	03	MA2103100A	Session 1: Not Started	0			Set
						Session 2: Not Started	0			Set

Student

Students need the Session Access Code every time they log into a test.

Tests:Login Tickets

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>

➢ 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?

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

➢ 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?

The proctor should be familiar with the Review & Submit screen in the Nextera Test Delivery System to assist students with identifying unanswered test questions.
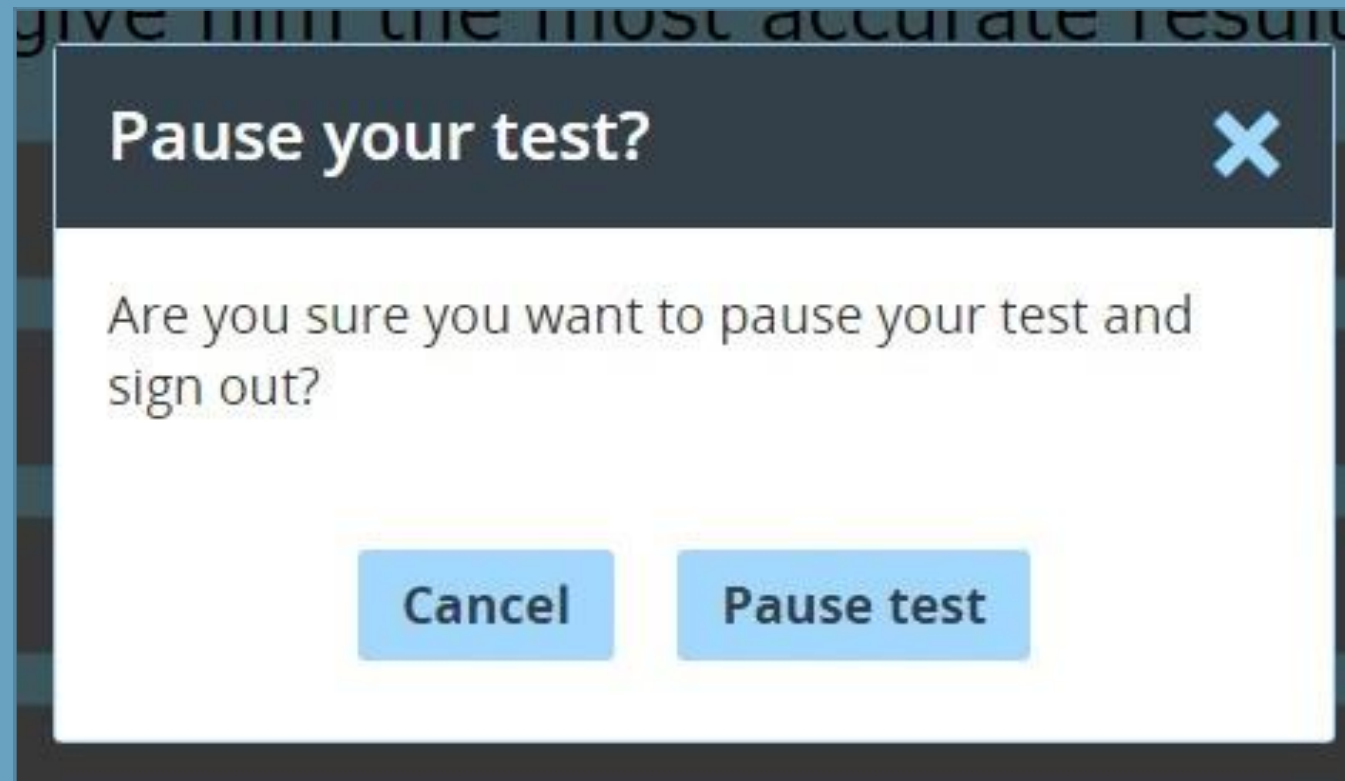
Preparing Your Exam Room

➢ **Provide a well-lit, well-ventilated, and quiet classroom Completely cover or**
➢ **remove from walls any aids, charts, testing posters (Equation Editor Tools, tips on using Drawing tool, etc.)**

➢ **Plan seating arrangements. Allow enough space between students to prevent sharing of answers**

➢ **A seating chart or other record of student device assignment is recommended in the event a situation requires a student to leave and return to a device.**

➢ **Have a plan for students' personal devices during testing**

Required Materials for Proctors

- NYS 3-8 Proctor Training Guides
  - Part 1
  - Part 2
- The Session Access Code
- The Proctor Pin for the building
  - Can be customized by the Principal or DTC
- Roster of students
- Instructions for special accommodations
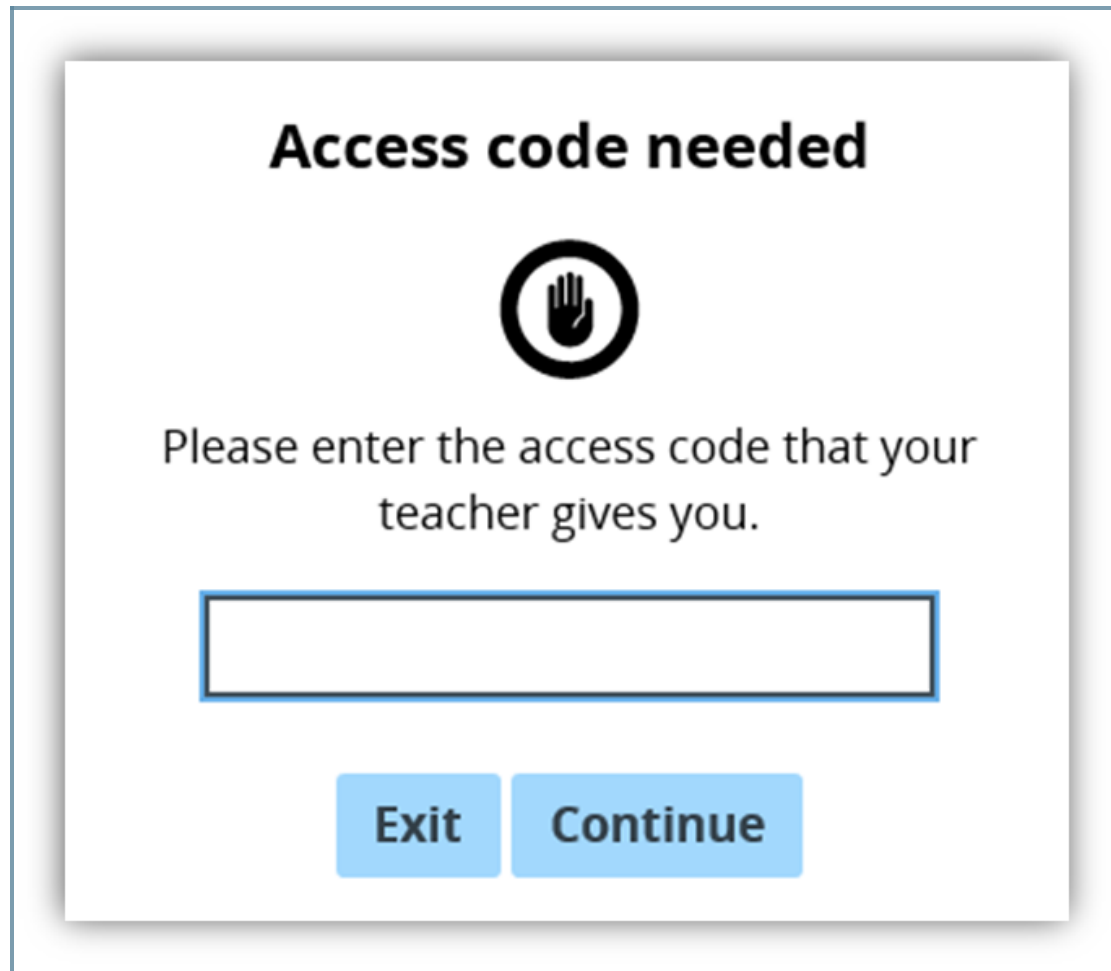- Log In Ticket for each student

Proctor PIN

Pause your test?   ✕

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

Cancel   **Pause test**

Proctor PIN needed

🔒

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

Cancel   Continue

Once a test is Paused, the Proctor PIN is required to log back into the test.
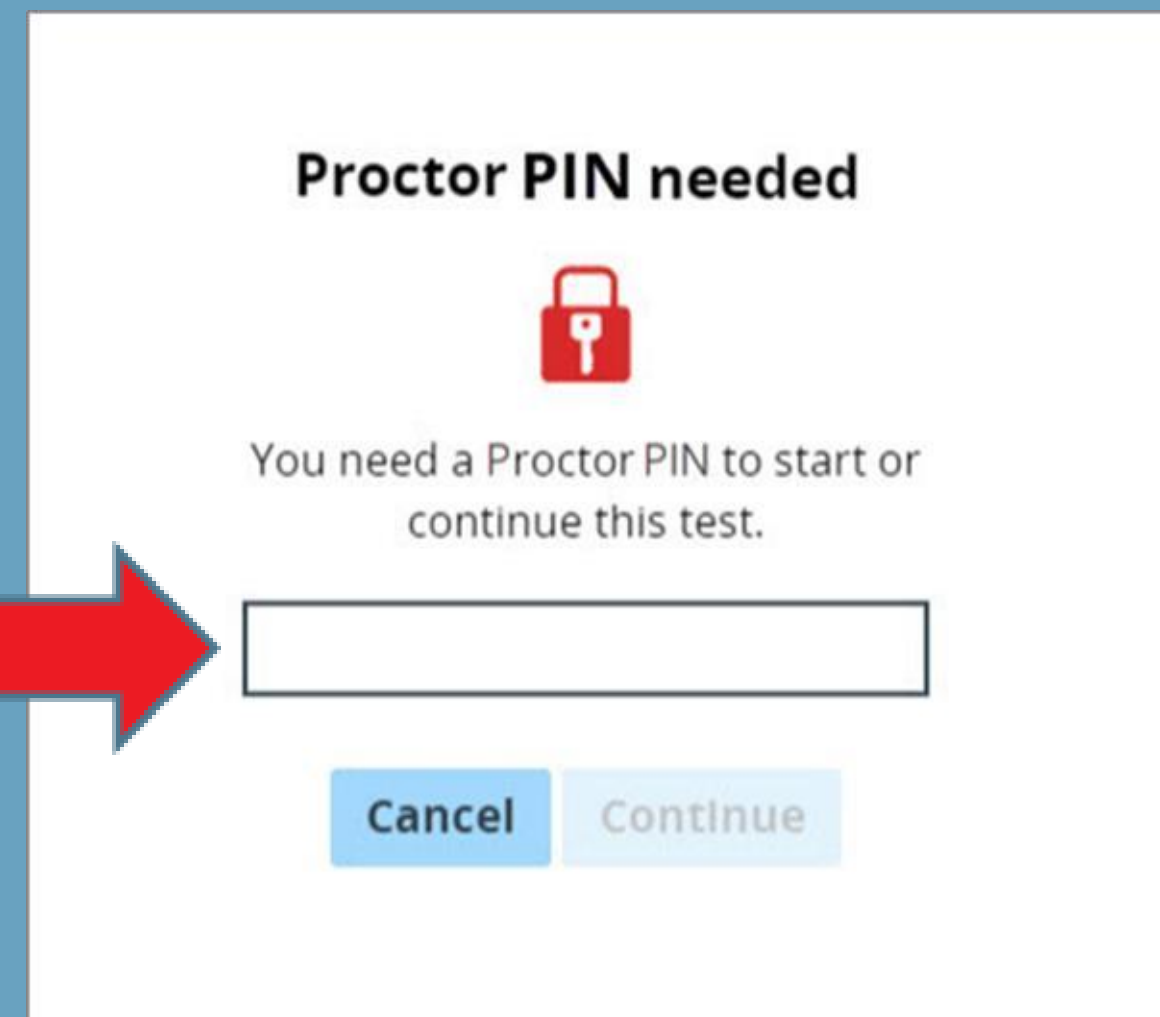
Access Code vs. Proctor PIN

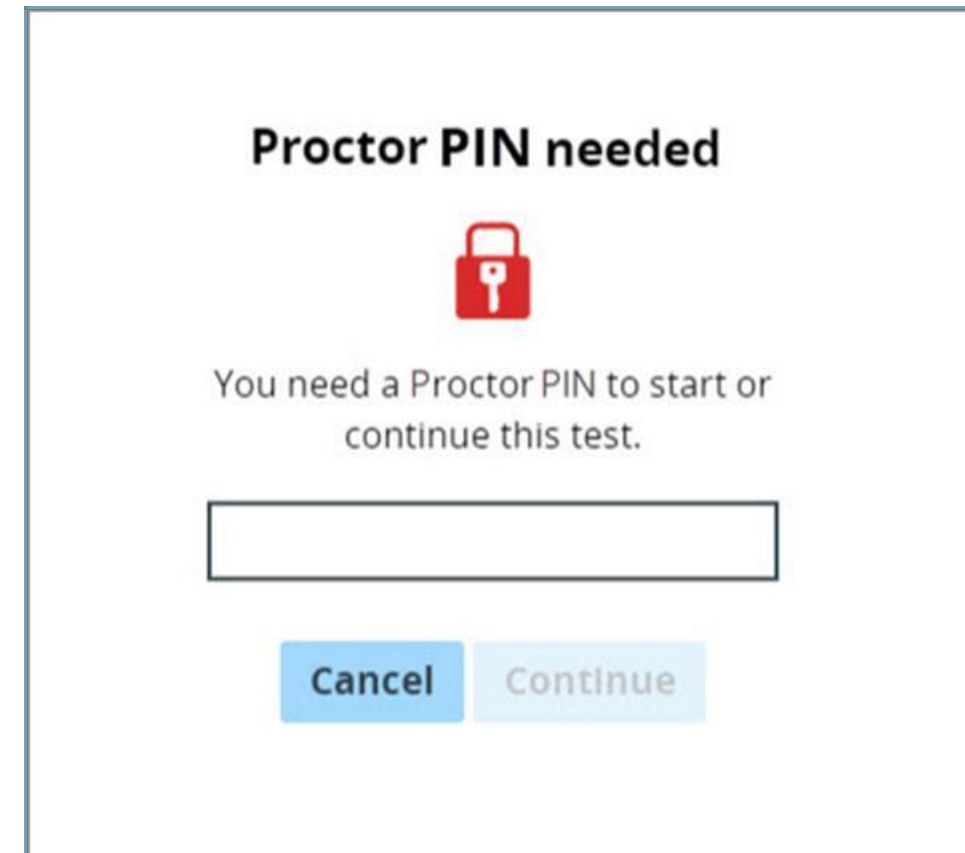The Access Code and Proctor PIN pop-up boxes look similar in the Nextera Test Delivery System but require different codes.

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™