

New York State Testing Program

THE UNIVERSITY OF THE STATE OF NEW YORK
Regents of The University

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Introduction

The New York State Education Department (NYSED) has a partnership with NWEA for the development of the 2024 Grades 3–8 English Language Arts Field Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2024 Grades 4–8 English Language Arts Field Tests can be administered to groups or classes of students in a single class period. The field test does not have to be administered on the same day to every student in the field-tested grade. Schools can elect to administer the field test on as many days as they choose, within the field test window.

For Grades 4–8, each field test consists of a 2-credit constructed-response question and a 4-credit constructed-response question.

The 2-credit and 4-credit constructed response questions require students to type (rather than select) appropriate responses in the Nextera™ Test Delivery System.

By following the guidelines in this document, you help ensure that the field tests are valid, reliable, and equitable for all students. A series of instructions helps you follow the steps necessary for administering the computer-based field tests within the field test schedule.

IMPORTANT DATES

Computer-Based Field Testing Dates	May 20–June 7, 2024
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Teachers and administrators who engage in inappropriate conduct with respect to administering State assessments may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

All students are prohibited from bringing personal electronic devices, other than the device on which they are taking the field test, into a classroom or other location where a State field test

Do not permit students to obtain information from or give information to other students in any way

STEP TWO

Plan Your Computer-Based Field Testing Schedule

- n The computer-based field test must be administered **May 20–June 7, 2024**.
- 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 **Read the 2024 *Grades 4–8 English Language Arts Computer-Based Field Tests Teacher’s Directions* in its entirety prior to administering the test.**
- n Review Step Six, “Administer the 2024 Grades 4–8 English Language Arts Computer-Based Field Test,” before administering the field test.
- n Plan to have school technical support available during 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.

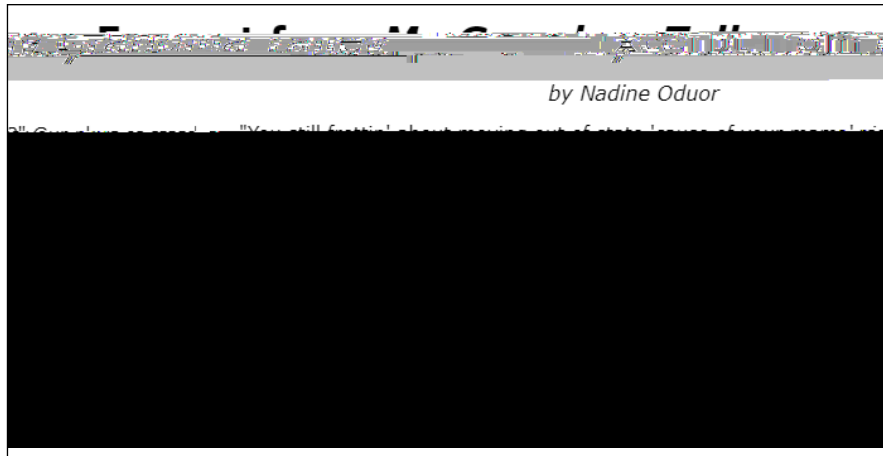
The 2024 Grades 4–8 English Language Arts Computer-Based Field Tests will take approximately 40 minutes of testing time. The field tests contain 2-credit and 4-credit constructed-response questions. Preceding each constructed-response question is a statement that indicates the number of credits a correct response receives. For example, for a 2-credit constructed-response question it will state, “This question is worth 2 credits.” While students are not scored on the field tests, this information is being provided in this year’s field tests to familiarize students prior to its inclusion on the 2025 Operational Tests.

Students will type and submit their answers in the Nextera™ Test Delivery System. The field tests can be administered to groups or classes of students in a single class period.

Students who finish the test before other students should check their work. When a student is ready, the field test responses must be submitted by the student in the Nextera™ Test Delivery System. After a student’s field test responses are submitted, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete and submit the field test, you may end the session.

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 2024 Grades 4–8 English Language Arts Computer-Based Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the [State Assessment Manual](https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals) (<https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).

Additionally, if a student wants to hear only a portion of the passage, question, or answer options, the student can place the cursor where they want the TTS to begin, right click, and select "Play From Here."



Speech-to-Text (STT): For the 2024 Grades 4–8 English Language Arts Field Tests, the speech-to-text (STT) accommodation is available for students taking ELA assessments only. This accommodation will transcribe a spoken response as an alternative to typing. The text can then be edited. This accommodation requires a microphone.

Note: Speech-to-Text (STT) and Text-to-Speech (TTS) require an Internet connection. If the Internet connection is lost, STT and TTS will be unavailable until the Internet connection is restored. Once restored, STT and TTS functionality will resume.

The use of scribes is an allowable accommodation for the 2024 Grades 4–8 English Language Arts Field Tests. More detailed information about the procedures to follow for the use of scribes may be found in the [State Assessment Manual](https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals) (<https://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).


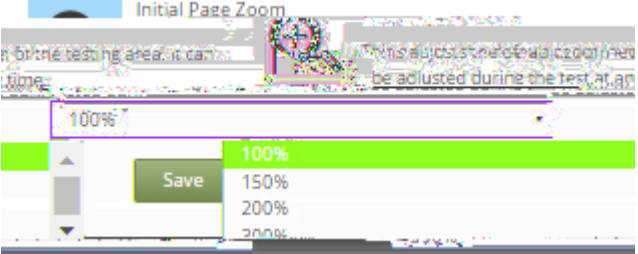
The Nextera™ Test Delivery System includes the following computer-based testing accommodations:


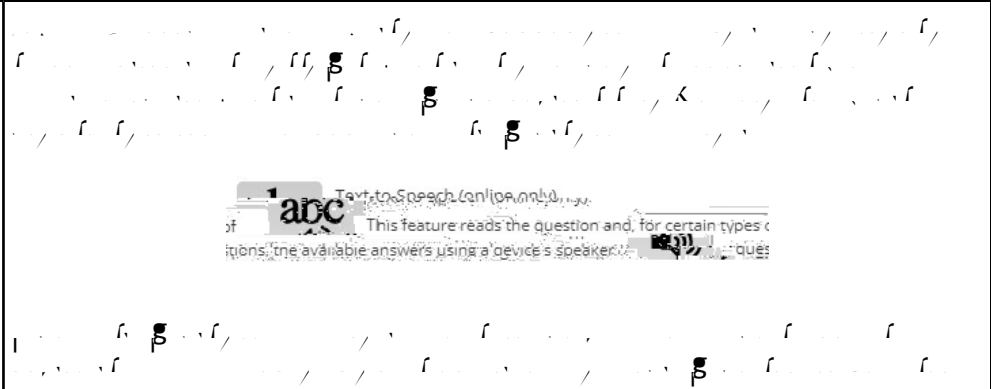

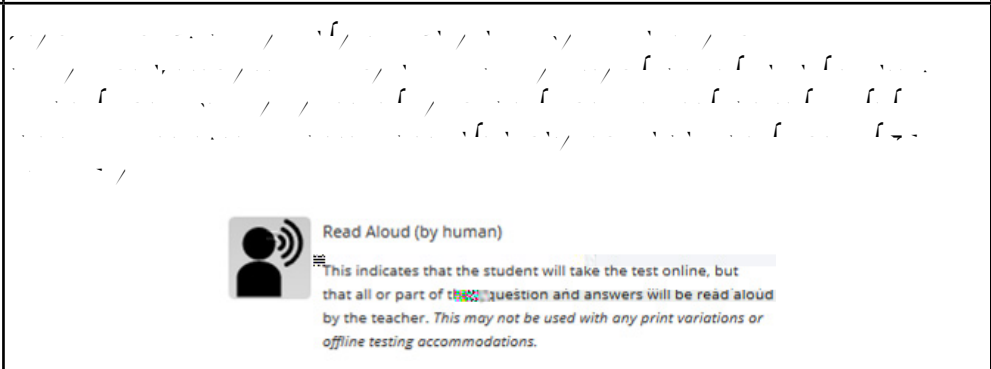

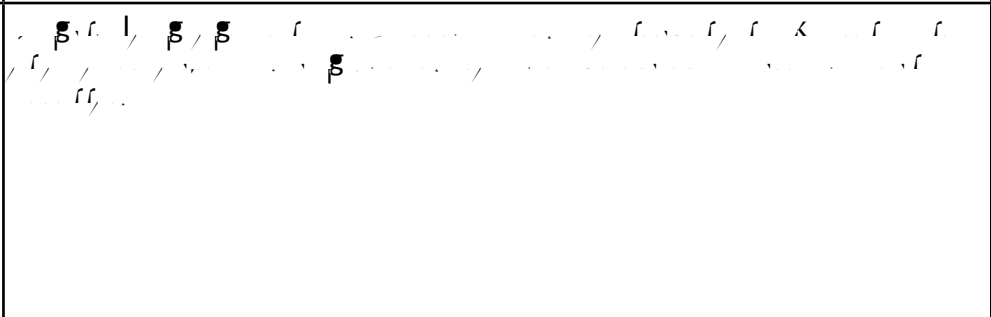
- n Answer Masking Tool
- n Initial Page Zoom
- n Text-to-Speech (TTS, online only)
- n Read Aloud (by human)
- n Speech-to-Text (STT, online and ELA only)



Use of any of these accommodations must be consistent with the student's IEP or 504 Plan. These options need to be identified and coded in the Nextera™ Administration System (Nextera™ Admin) prior to field 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 field testing begins.

<p>A</p> 	<p>D</p> <ul style="list-style-type: none"> • [Illegible text] • [Illegible text]
<p>Z</p>	<p>P</p> 

A	D
	 <p>Text to Speech (online only) This feature reads the question and, for certain types of questions, the available answers using a device's speaker.</p>
	 <p>Read Aloud (by human) This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. This may not be used with any print variations or offline testing accommodations.</p>
	

Accommodations provided to students outside of the Nextera™ Test Delivery System, such as flexibility in scheduling or flexibility in setting, must be consistent with the student’s IEP or 504 Plan. These options need to be identified and coded in Nextera™ Admin before field testing begins.

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

STEP THREE

Prepare Your Computer-Based Testing Room

- 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™ *Setting Up a Lab* 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 field 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 tests are being administered. For additional suggestions for arranging a secure testing environment for computer-based field testing, see **Appendix B**.
- 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 all charts and blank or completed graphic organizers and all board work pertinent to English Language Arts. 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.

STEP FOUR Prepare Your Students

- n Help students approach the field testing in a relaxed, positive way.
- n Be sure students understand the directions and have had the opportunity to practice using the Practice Tests, which can be accessed through the Questar Secure Browser or on the web-based [Question Sampler](https://ny.nextera.questarai.com/tds/#practice) (<https://ny.nextera.questarai.com/tds/#practice>).
- n Assist students with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any test questions.
- n Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Prior to the test window opening, all students taking the 2024 Grades 4–8 English Language Arts Field Test on the computer should have experienced taking practice tests in the Questar Secure Browser, or on the web-based [Question Sampler](https://ny.nextera.questarai.com/tds/#practice) (<https://ny.nextera.questarai.com/tds/#practice>), to familiarize themselves with testing in this format. It is recommended that schools participating in computer-based testing set up time in February and March to get students accustomed to taking the test on computer.

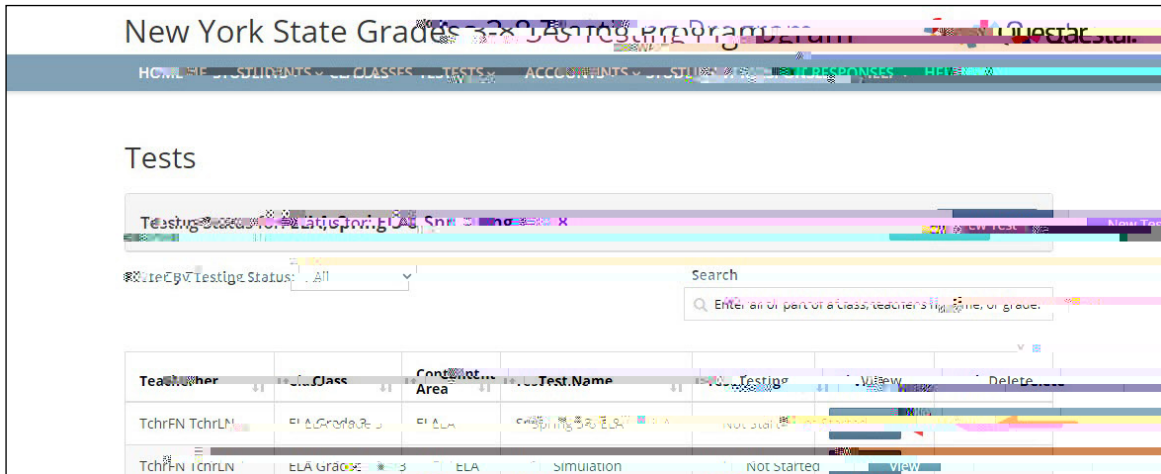
This field test must be administered under standard conditions. Follow the directions carefully. The same field test administration procedures must be used with all students so that valid conclusions can be drawn from the field test results.

STEP FIVE

Prepare Computer-Based Testing Materials

Schools that will be administering the English Language Arts 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 4–8 English Language Arts Field Tests, each student should be given one sheet of lined paper, such as loose leaf 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 computer should also be advised that any work done on this scratch paper will not be counted. The scratch paper distributed to students testing on computer must be collected at the end of the field test, whether used or unused, and securely destroyed.

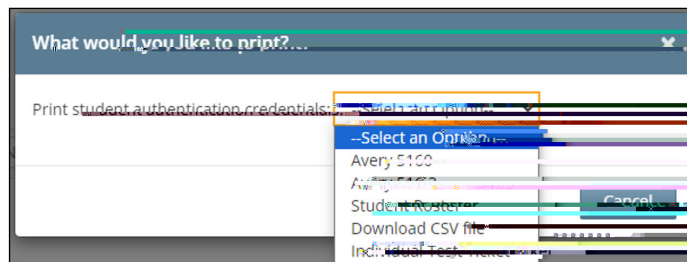
3. Select **View** for the applicable test.



4. Select **Login Tickets**.



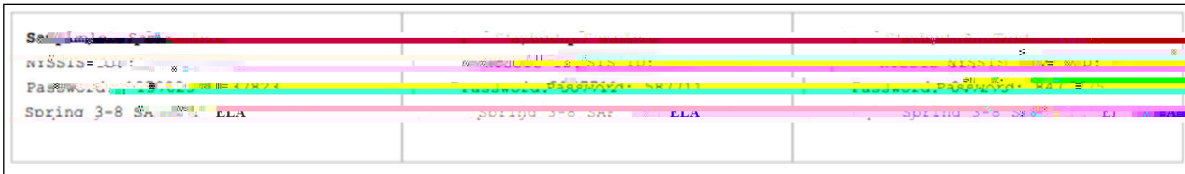
5. Choose the method in which you would like to print the ticket information: Avery labels 5160, Avery labels 5163, a student roster, a CSV file, or Individual Test Ticket from the drop-down.



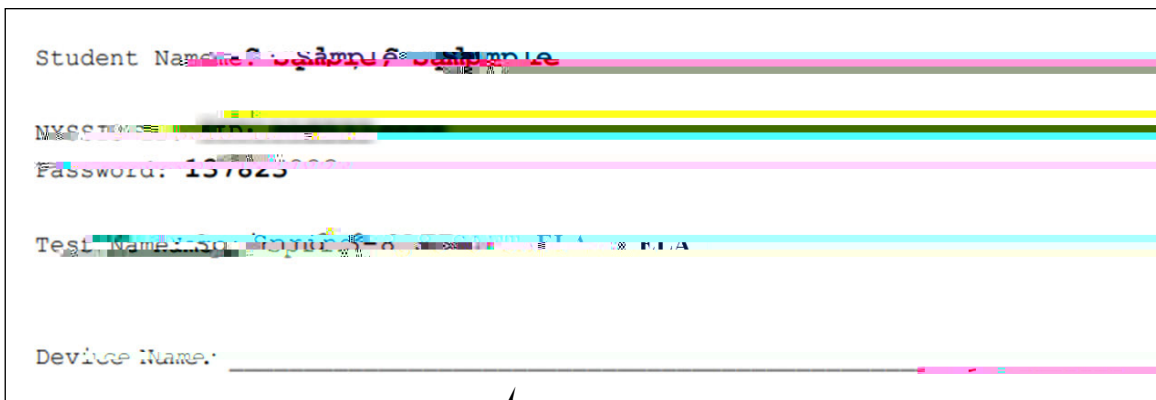
6. Select **OK**.



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



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.

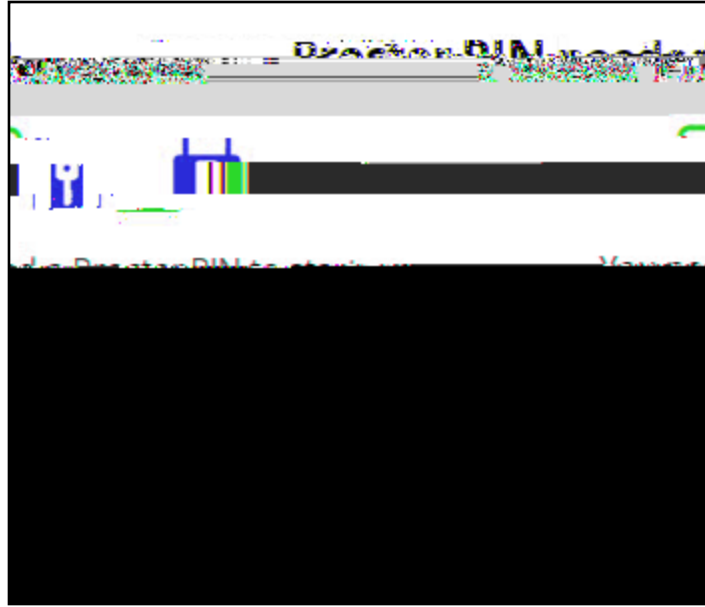


A a / a / / a / / / / / a a a . T / / / / a /
a a / a / 3 / b 7 / a / / a .

Student Name: _____
Username: _____
Password: _____
Test Name: _____
Accommodation: Answer Masking Tool
Accommodation: Text-to-Speech (Audio Only)
Accommodation: Initial Page Zoom
Device Name: _____

- n You will need to provide students with a Session Access Code in order for the students to access their field tests in the Nextera™ Test Delivery System. Instructions for providing the Session Access Code to students is included in **Step Six: Administer the 2024 Grades 4–8 English Language Arts Computer-Based Field Test** of this manual.
- n To determine the Session Access Code, complete the following steps:
 1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix D** for step-by-step instructions to sign in and sign out.
 2. Select **Tests** from the **Tests** tab. The Tests screen displays.

If a student pauses the field 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-19w0 gs264 j1Lu 88 u T

SAY You will be taking the 2024 Grade *[say appropriate grade]* English Language Arts Field Test.

You will read some passages and answer questions about what you have read. You must type your responses for the written-response questions in the online test.

SAY Look at the NYSSIS ID on your student login ticket. Type that NYSSIS ID in the field titled "NYSSIS ID."

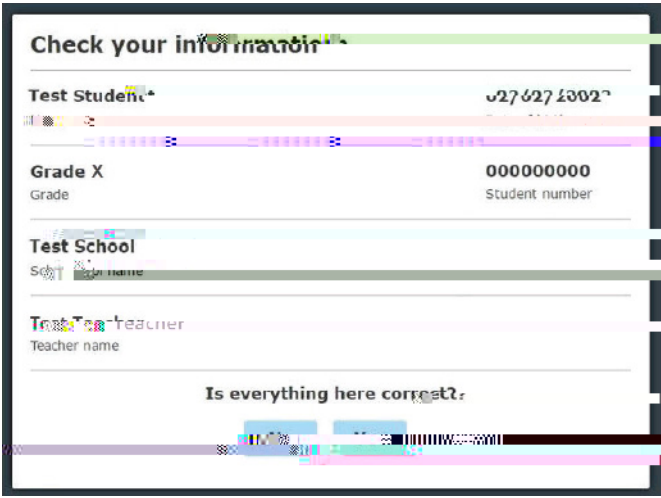
Now select the "Password" field. Type in your password. Your password is also on your student login ticket.

Does anyone have any questions or need help finding the information you need to enter?

Pa

SAY After you have entered your password, select "Sign In."

Sa



SAY Now you should see a screen with your name on it. If you do not see your own name, raise your hand. If your name is not spelled correctly, raise your hand.

Now look at the rest of the information on the screen. Make sure it is correct. Check your

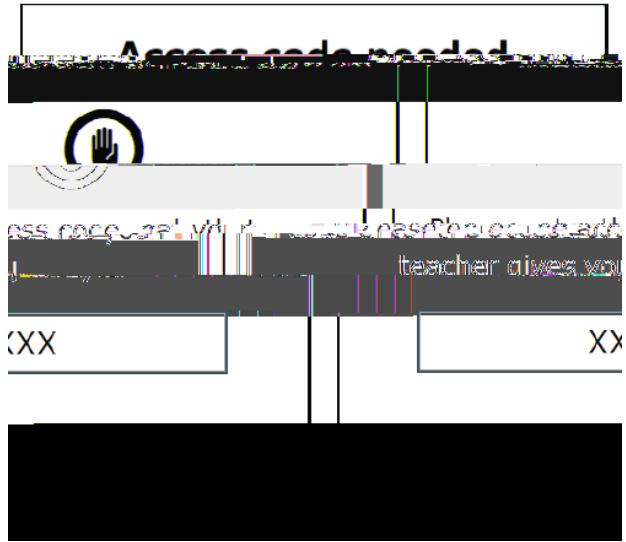
- z grade
- z school's name
- z teacher's name
- z date of birth

If any of the information is not correct, please raise your hand. You do not need to verify your NYSSIS ID.

l

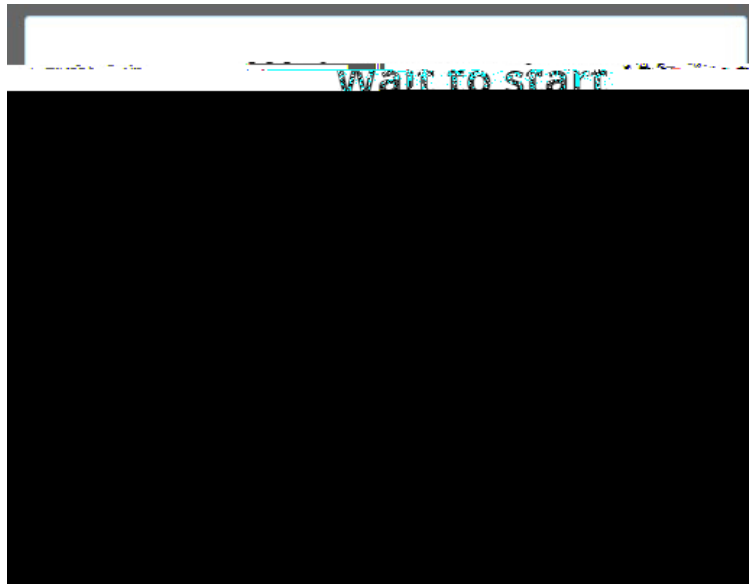
SAY Now select “End Directions.” You should now see a screen asking for the Session Access Code. I will provide you the Session Access Code in a moment.

Sa ▲ S ▲ A C a :



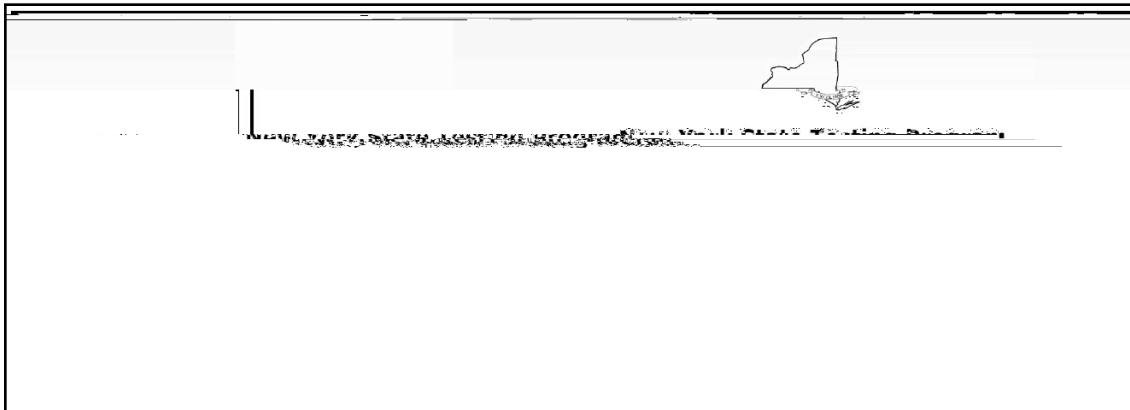
SAY Once you finish your test, you may check your work. To review your test before submitting it, select the “Review” button. It will help you to see if you have answered all the questions. You can go back to a question by clicking on the question number. Then select “Review” again to return to the Review screen. When you have reviewed your test and are ready to submit it, please raise your hand. Before you select the

Sa ▲ :



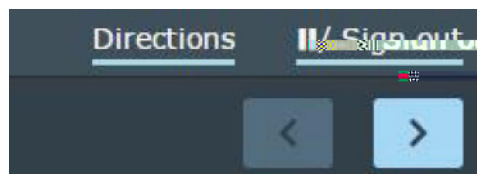
SAY Please select "Start test."

The next screen confirms you are taking the *[say appropriate grade]* English Language Arts Test Field Test today. If your screen does not say *[say appropriate grade]*, please raise your hand.



SAY Please find the right arrow in the top right corner and select it.

Sa ▲ :



SAY The possession or use of any communications device, other than the device on which you are taking the test, is strictly prohibited when taking this examination.

Are there any questions?

Pa



SAY Please find the right arrow in the top right corner and select it.

Pa

SAY Here are some ideas to help you do your best:

- z Read the whole passage before you answer the questions. Most questions will only make sense after you read the whole passage.
- z You might need to read the passage more than once to answer a question.
- z Read each question carefully. Take your time.
- z A question may include a quote from a passage. You might need to review both the quote and the whole passage to answer the question.

When you write your answers

- z make sure to answer the whole question;
- z use examples or details from the text;
- z write in complete sentences; and
- z use correct spelling, grammar, capitalization, and punctuation.

Are there any questions?

Pa



Appendices

SAY

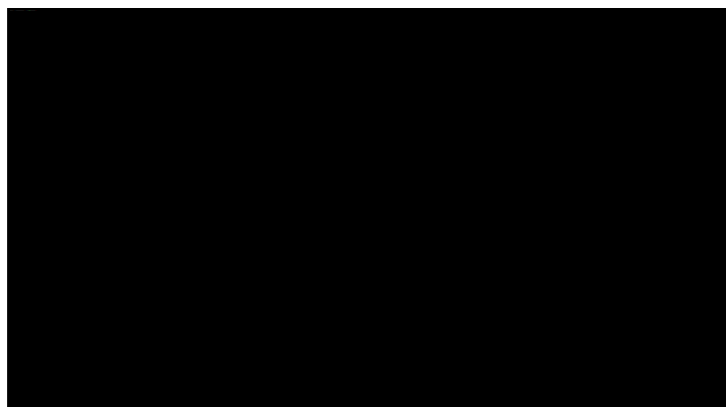
Appendix B: Suggestions for Creating a Secure

Appendix C: Pausing and Reactivating a Computer-Based Field Test in Nextera™ Test Delivery System

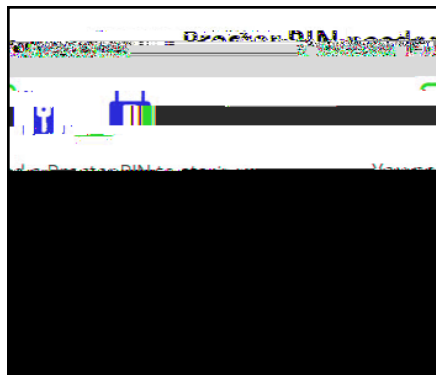
A student may pause a test by selecting **II/Sign Out** in the upper right corner of the student's screen in the Nextera™ Test Delivery System.



The student then selects **Pause test** to exit the field test and save current progress until the student can return to the test. If the student selects **Cancel**, the student will immediately return to the test without pausing the test.



Any test that is paused will require a **Proctor PIN** for the student(s) to log back into the test. Teachers will need to contact their school administrator to obtain the Proctor PIN prior to administering the test. The Proctor PIN is **secure**. The Proctor PIN will be the same for all teachers within a school, but each school will have a unique Proctor PIN.



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.

Appendix D: Logging into Nextera™ Admin

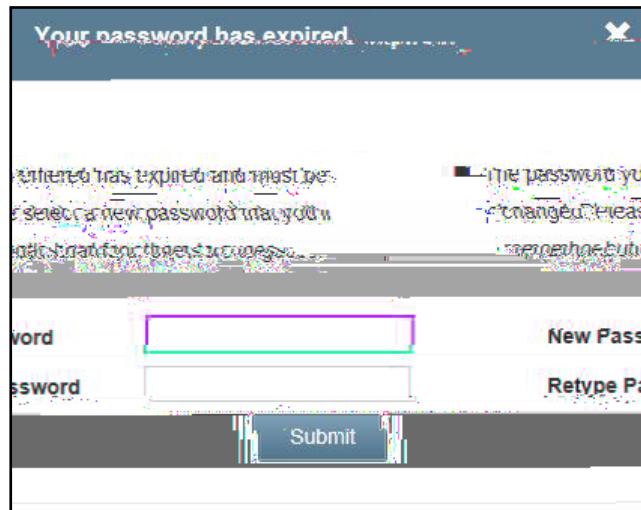
Overview

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

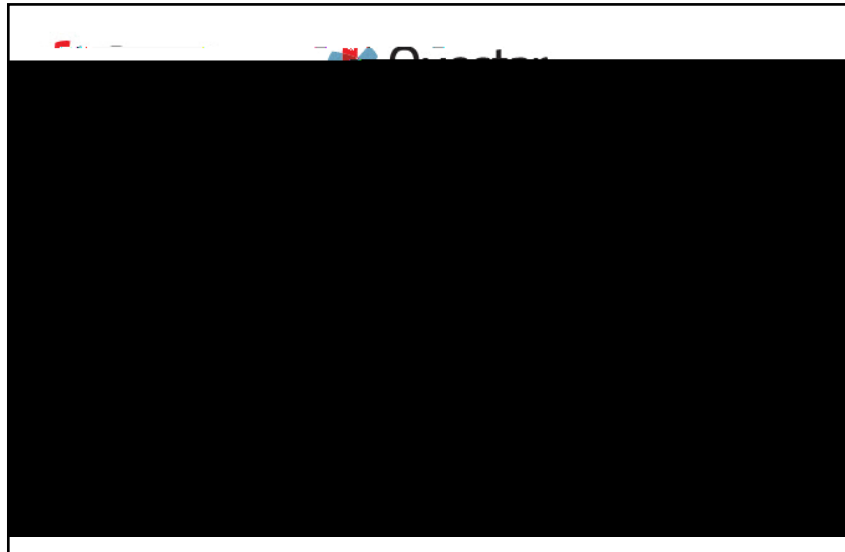
If you have been provided with Nextera™ login tickets, you can enter the following website address in your browser address bar to access [Nextera™ Admin](https://ny.nextera.questarai.com/Admin/) (https://ny.nextera.questarai.com/Admin/). If you have not been provided with login tickets to Nextera™ Admin,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

Accessing Nextera™ Admin

1. Enter your **User ID** and **Password**, then select **Sign In**. 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.
2. If you are signing in for the first time, you will be prompted to reset your password upon first login.
3. 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 **New Password** and **Retype Password** fields and select **Submit**.

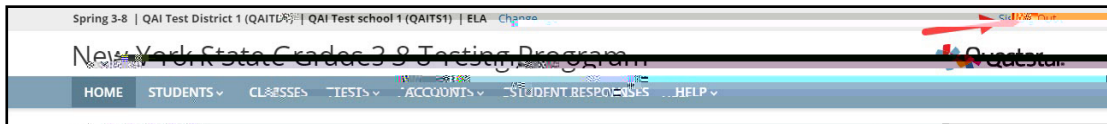


4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **check box** for “I’ve read this page” and select **I Agree**.

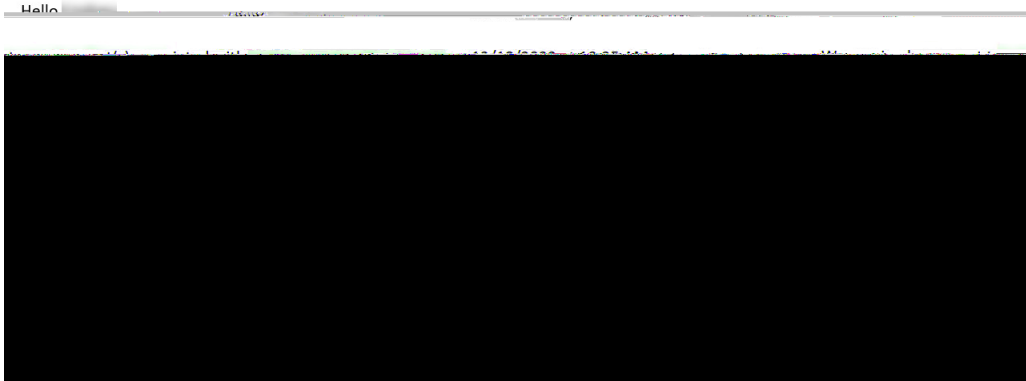


Sign Out

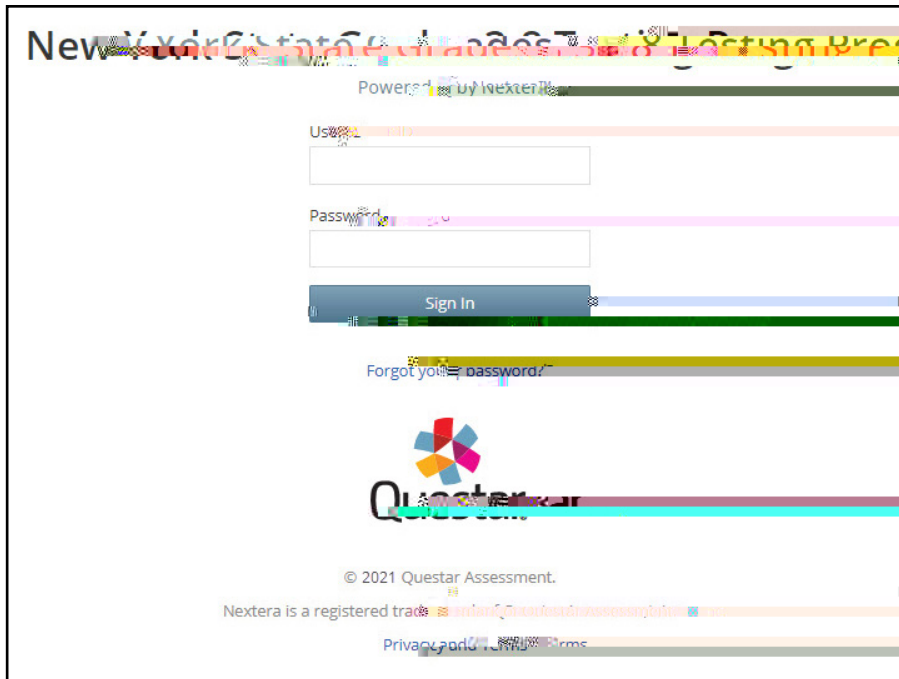
To **Sign Out** of Nextera™ Admin, select **Sign Out** from the upper right corner of the screen. You will be logged out of Nextera™ Admin immediately.



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

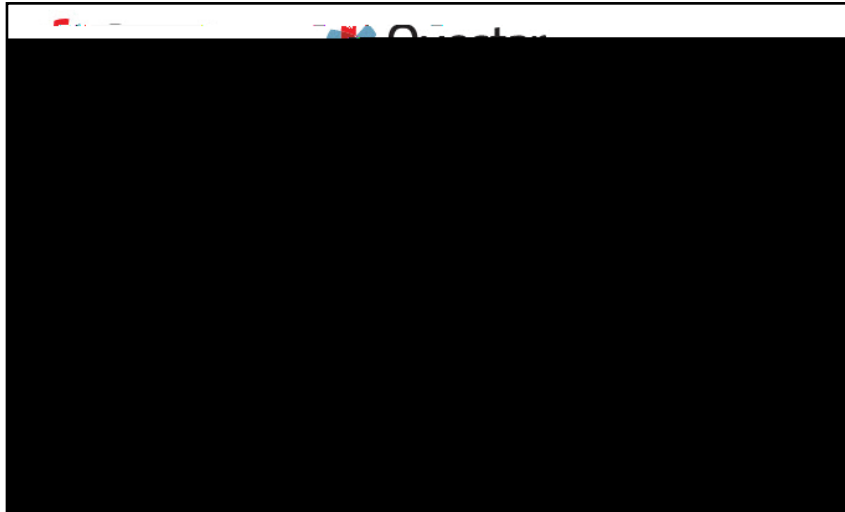


- n Enter your **User ID** and single-use **Password** and select **Sign In**.



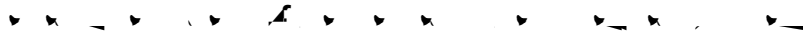
- n You will receive a message that your password has expired. This step allows you to create your single-use

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 **check box** for “I’ve read this page” and select **I Agree**.



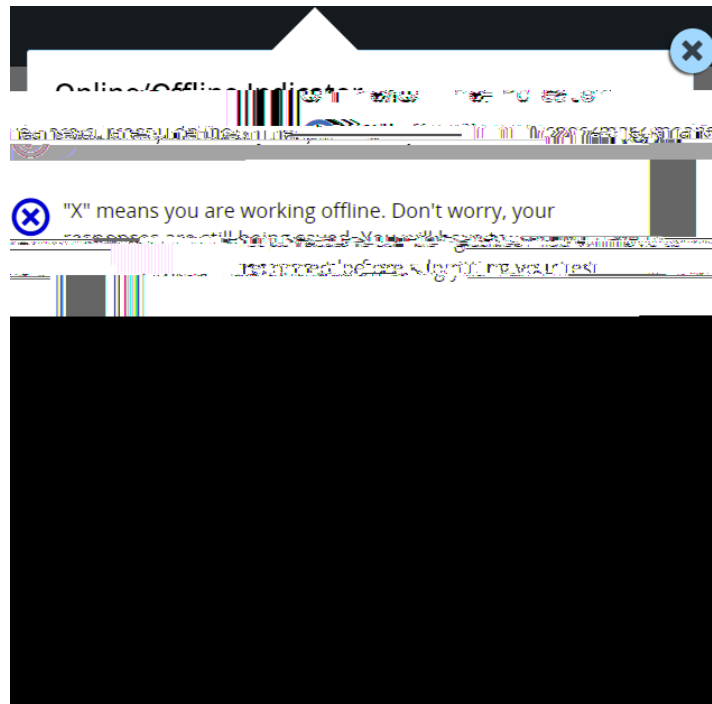
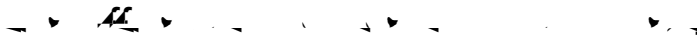
Appendix E: General Features and Tools of the Nextera™ Test Delivery System

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 CBT tools and features available to students testing on computer. Students should have had opportunities prior to testing to practice using these features and tools.

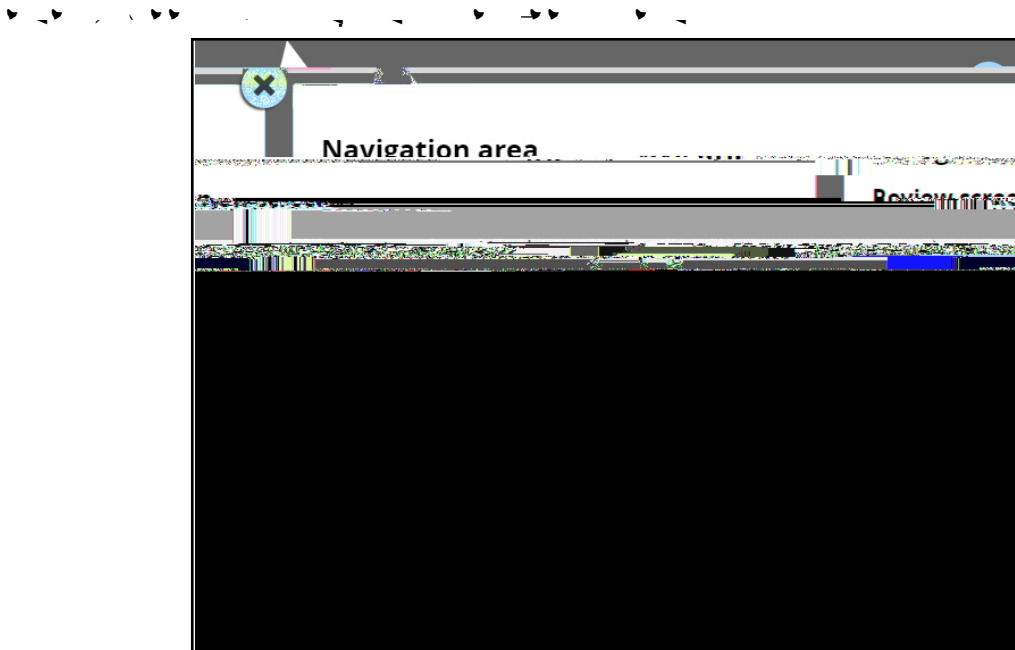


All students testing on computer have access to the general features provided through the Nextera™ Test Delivery System. The following is a list of the general features available to all students taking the Grades 3–8 ELA tests on computer.

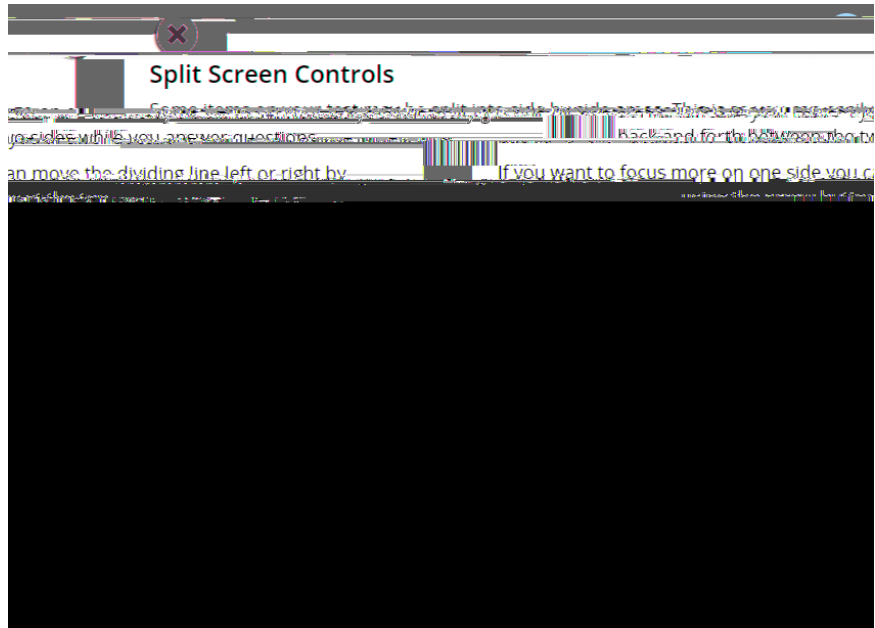
Online/Offline Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions
Split Screen Controls



- n The Online/Offline Indicator in the upper left corner 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 **Directions** 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 **Pause/Sign Out** 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 **Appendix C**.

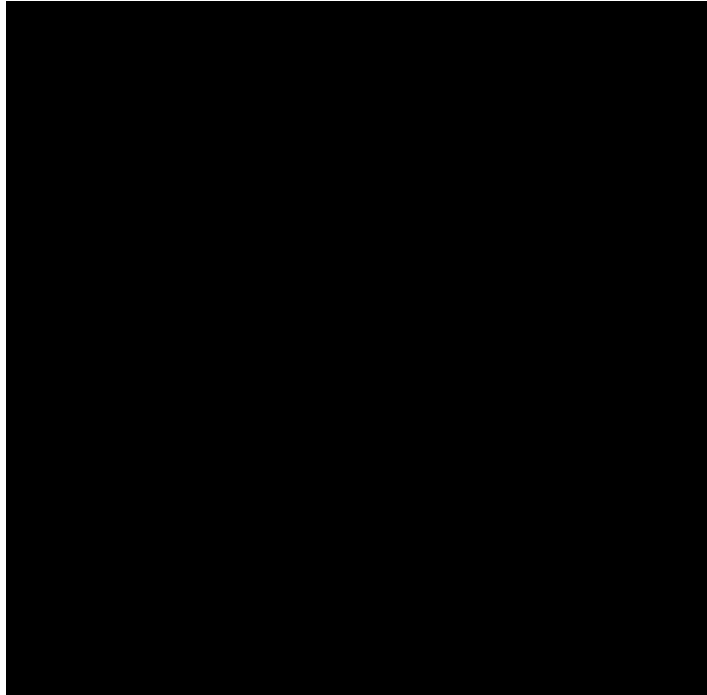


- n Students can use the **Review** button on the upper left of the screen to review their progress and quickly move among questions. The Review screen also provides the student with the ability to submit their responses when they have completed their test.
- n The right and left arrows on the upper 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.



n

Z

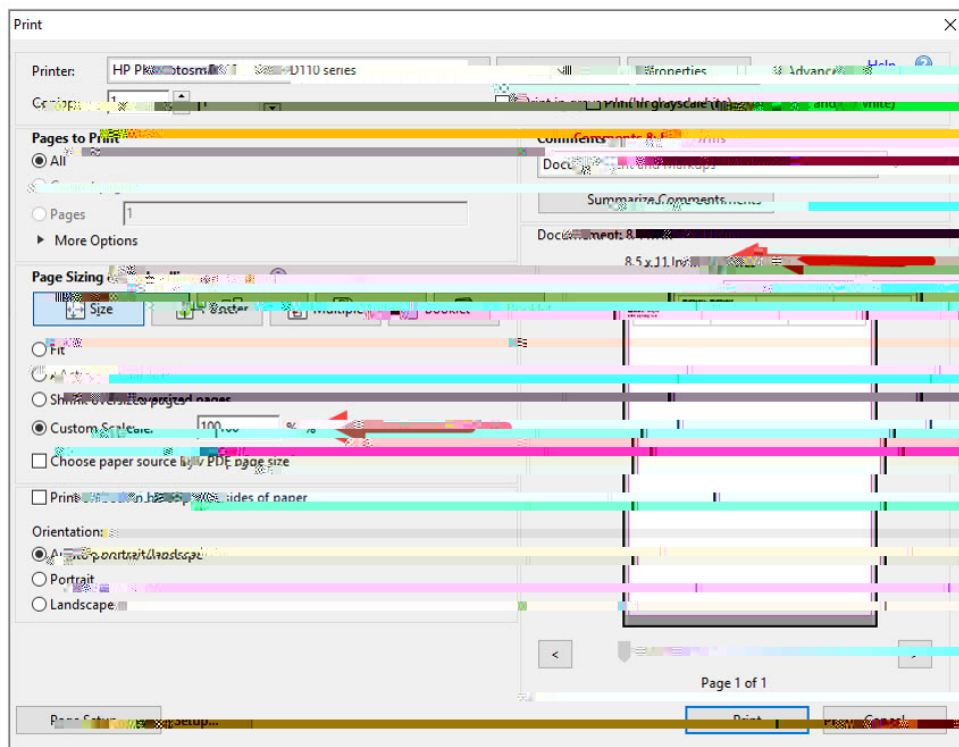


These general computer-based testing tools can be used any time during the test.

Appendix F: Troubleshooting

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. Find the .pdf on your local drive and open it
3. Select **File**, then select **Print**
4. Select “**Custom Scale: 100%**”
5. Verify paper size is 8.5 x 11 Inches
6. Select **Print**



- 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 another device, and only one sign in can be active at a time.” Contact your Principal, DTC, or RIC for further guidance.

- n If the screen freezes, sign in takes longer than one minute, or test load takes longer than one minute, try exiting the test and signing back in. A reboot may be necessary.
- n If the device is permanently incapacitated, or if network connectivity is lost for an extended period of time, please contact the School Test Coordinator. The School Test Coordinator can contact NWEA Customer Support, if needed.
- n Chromebooks—If a student clicks on the Exit button at the lower left portion of the screen, they will exit the test and the secure browser. The student will need to sign in again and continue testing.
- n Lost Internet connectivity—If network connectivity is lost during the test, the student should continue to test and submit the test. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses. Please note that the student must return to the same device on which they began testing. These steps may reset the Internet connection or would allow for an administrator to manually repair an Internet connection.

Note: Speech-to-Text (STT) and Text-to-Speech (TTS) require an Internet connection. If the Internet connection is lost, STT and TTS will be unavailable until the Internet connection is restored. Once restored, STT and TTS functionality will resume.

- n If attempts to reestablish Internet connectivity are unsuccessful, follow the applicable steps from the table below:

	Windows, Mac, iPad	Chromebook
Continue	2. Restart the device 3. The student should login and continue testing or submit the test *for Mac: power down by pressing the power button for 5 seconds	2. The student should login and continue testing or submit the test

Test content, student login tickets, Session Access Codes, and Proctor PINs must be kept secure. You are not to discuss the test or