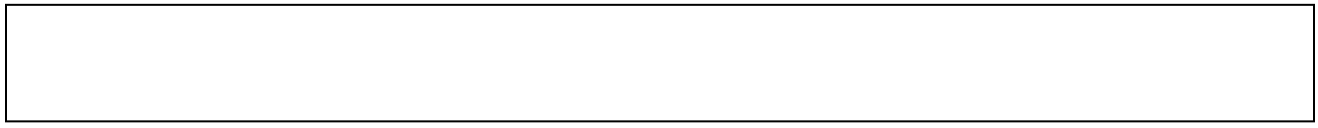
Appendices

Appendix A: Suggestions for Creating a Secure Computer-Based Field Testing Environment A-1

Appendix B: Pausing and Reactivating a Computer-Based Field Test in Nextera™ Test Delivery System A-2

Appendix C: Sign In/Sign Out .....



Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the online delivery of the 2023 Elementary-Level (Grade 5) and Intermediate-Level (Grade 8) Science Computer-Based 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 S-0.002 Tc 0.685 Tw 2..04 0 Td0[S)9 (taElia)-3.4 6(om-C)2.6 o(en)2.46.6 (era)620 Tc 0 Tw 8.196 01 T
actic 0 Tw 8.Td[T)2 (0.002 Tc 0.685 Tw 1.87 0 Td5(ev)-2 ()104.6 (at)- 863.n be ad(en)2.46

STEP ONE Check Your Computer-Based Field Testing Materials

To administer these field tests, you will need the materials listed m -8.1 (ec)-5.7 (k)]TJ0l Tc -0.014 Tw 3.36

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests and may not use any unauthorized notes, printed materials, tools, or personal electronic devices that might give them an unfair advantage on the tests. When students enter the testing room, proctors must ensure that students do

Temporary Absence from Testing Room

No student mu-672 686.7 o a

STEP TWO Plan Your Computer-Based Field Testing Schedule

- The computer-based field test must be administered **May 15–June 2, 2023**.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace. Students will need approximately 40 minutes to take the field test.
- **Read the** 2023 Elementary -Level and Intermediate -Level Science Teacher's Directions for Computer -Based Field Testing **in its entirety prior to administering the test.**
- Review Step Six, "Administer the 2023 Elementary-Level (Grade 5) and Intermediate-Level (Grade 8) Computer-Based Field Test," before administering the field test.
- Plan to have school technical support available during field testing, including contact information if staff is not available to be in the testing room.
- Avoid field testing just after students have had strenuous physical activity.

Field Test Format and Schedule

The 2023 Elementary-Level (Grade 5) and Intermediate-Level (Grade 8) Computer-Based Field Tests consist of multiple-choice questions and short constructed-response questions. The 2023 CBT Science Field Tests will also consist of the following new item types: multi-select questions (both Grades 5 and 8); drag and drop questions (both Grades 5 and 8); graphing (Grade 5 only); and grid questions that require students to click to make selections within a table (Grade 5 only). To preview this functionality, go to the Question Sampler (https://ny.nextera.questarai.com/tds/#practice). Students select answers and submit responses in the Nextera™ Test Delivery System.

Students who finish the field test before other students should check their work. When a student is ready, the field test 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 are permitted. Once all students complete and submit the field test, you may end the session.

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.”

Note: Text-to-Speech (TTS) requires an Internet connection. If the connection is disrupted, TTS will be unavailable until the Internet connection is restored, whereupon the student with the TTS accommodation will be able to select play and TTS will load again.

Use of Scribes

The use of scribes is an allowable accommodation for the 2023 Elementary-Level (Grade 5) and Intermediate-Level (Grade 8) Science Field Tests. More detailed information about the procedures to follow for the use of scribes may be found in the School Administrator’s Manual for Computer-Based Field Testing.

More Information on Testing Accommodations for Students with IEPs and 504 Plans

More detailed information on testing accommodations for students with disabilities can be found in the Office of Special Education's Testing Accommodations for Students with Disabilities Guidance Document (https://www.p12.nysed.gov/specialed/publications/test-accommodations-guide-february-2018.html).

Testing Accommodations for English Language Learners

Information on accommodations for English Language Learners (ELLs) can be found in the School Administrator’s Manual for Computer-Based Field Testing.

Computer-Based Field Testing Accommodations

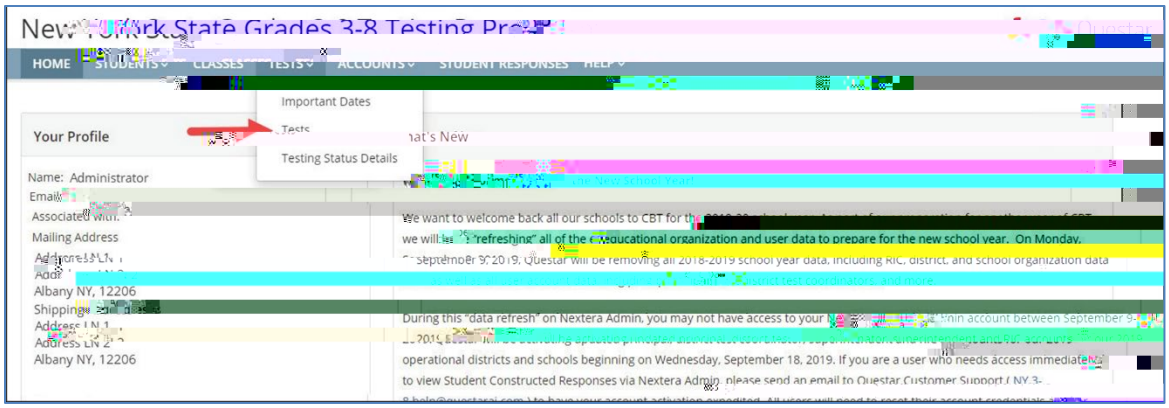
Classroom Accommodations

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 testing begins.

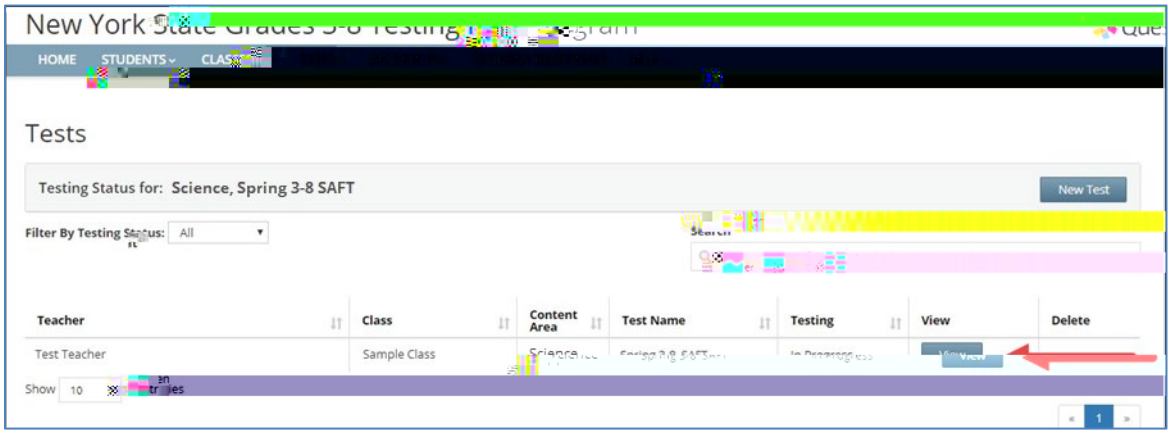
Please work with your School Test Coordinator to verify classroom accommodations are selected for the applicable students in Nextera™ Admin before field testing begins.

STEP THREE Prepare Your Computer-Based Field Testing Room

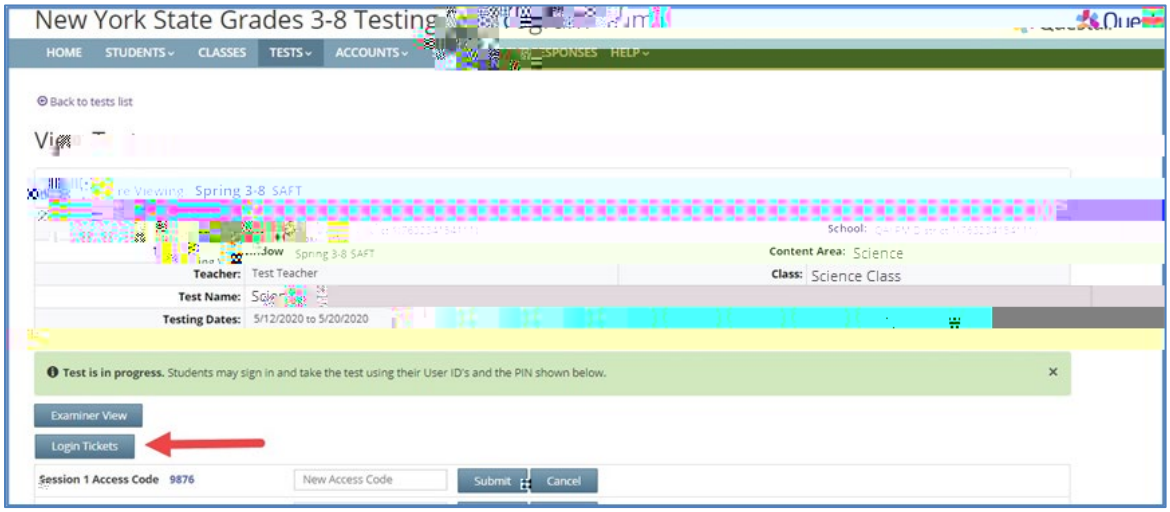
- Plan for the distribution and collection of materials.
- Provide a well-lit, well-ventilated, and quiet testing room.
- Each student will need their own device that has been configured for testing. Please work with your school administrator to verify the devices are ready for testing. The Nextera™ Setup and Installation Guide has detailed instructions for setting up devices for testing.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during 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 testing, see Appendix A.
- 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 test at a later time.
- Eliminate distractions such as bells or telephones.
- Completely cover—or remove from the walls—all charts, blank or completed graphic organizers, and all board work pertinent to science. This includes any such materials that pertain to the New York State computer-based testing system tools.
- Place a “Do Not Disturb” sign on the door of the testing room.
- Make sure students’ workspaces are cleared of all unauthorized materials.



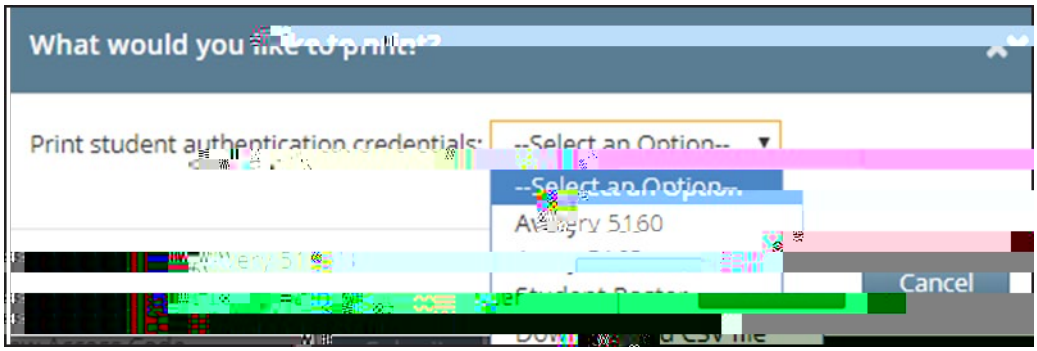
3. Select **View** for the applicable test.



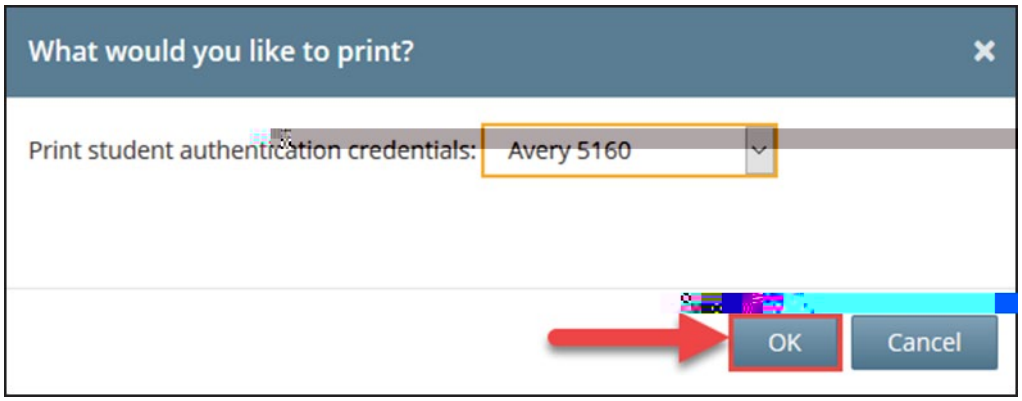
4. Select **Login Tickets.**



5. Select the **applicable form**.



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.

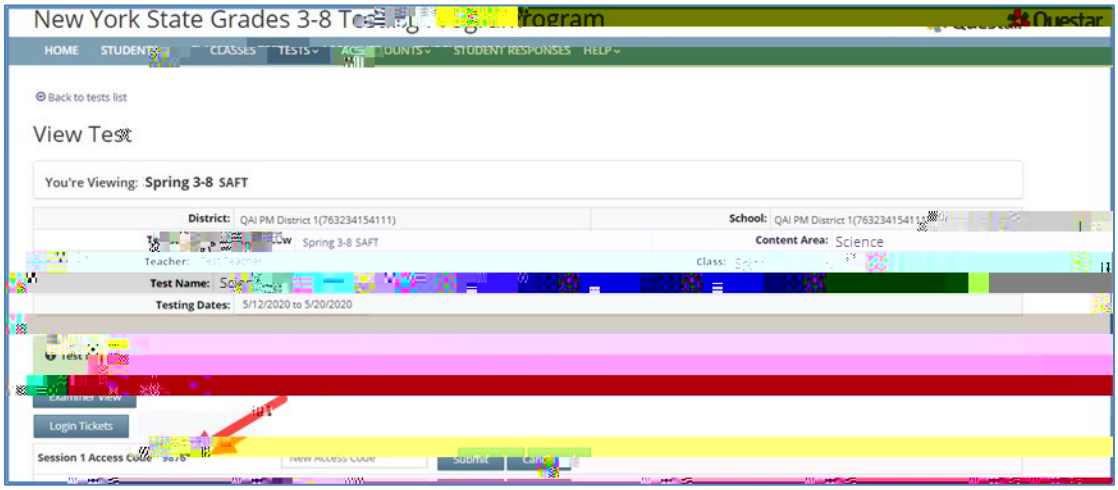
v All student login tickets or labels are secure testing materials and must also be stored in the safe or vault if they are printed prior to administration.

Session Access Code

- < R X ZQ LHOHG W R S U R Y L G H K V W X GHH V Q W&RQ $HF E Q VRW GHW Xdents 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 2023 Elementary-Level (Grade 5) and Intermediate-Level (Grade 8) Science Computer-Based Field Tests of this manual.
- To determine the Session Access Code, complete the following steps:

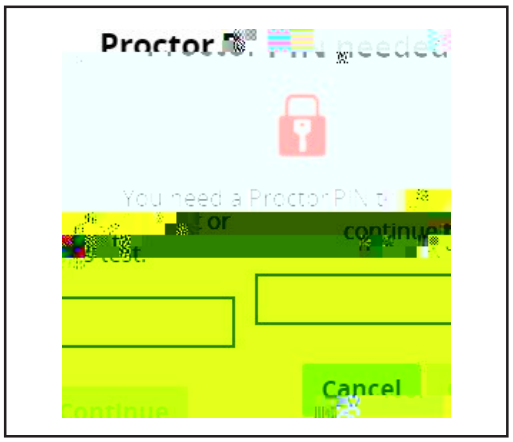
1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix C** for step-by-step instructions to sign in and sign out.
2. Select **Tests**. 72 (64.8 (est)-4.7 (s -8.8/TT3 12 (1-0.007 Tc 11.5785 0 0 11.04 d(by)Tj169.3217.8 (est)-4240

4. The **Session Access Code** is the access code that will be provided to the students during the administration of the field tests.



Proctor PIN

If a student pauses the 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 administering the field test. The Proctor PIN is secure.



Please Note: Being mindful of the health and safety protocols established at schools in response to COVID-19, for the 2023 Computer-Based Science Field Test 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.

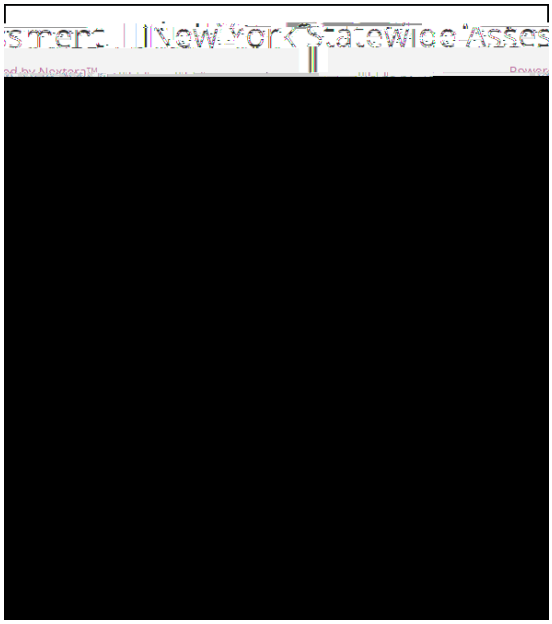
pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY **Today, you will be taking the 2023** (say either 2023 Elementary-Level or _____

Sample sign in page:



Please note: If a student clicks on the eye icon, the password will be visible. This will help students enter their password correctly.

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

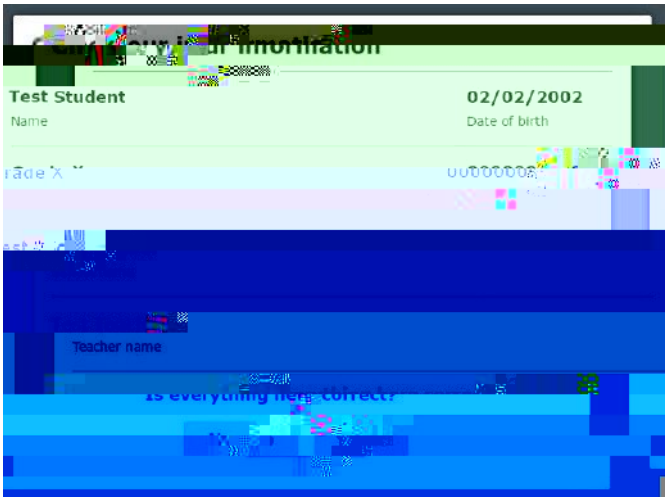
Now select the "Password" field. Type in your password. Your password is also on your student login ticket.

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

Pause for questions.

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

Sample verification page:



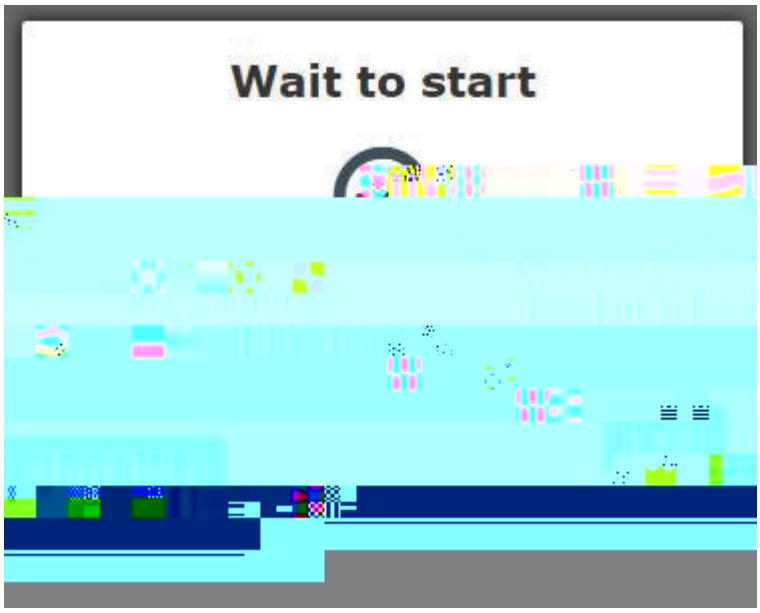
SAY **Now you should see a screen with your name on it. If you do not see your own name, raise your hand. If your name is not spelled correctly, raise your hand.**

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

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

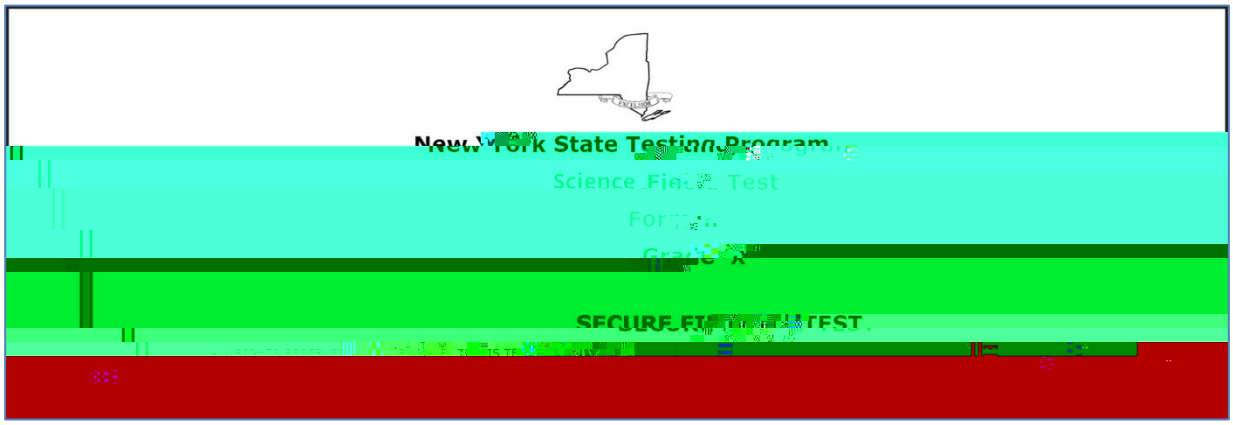
If any of the information is not correct, please raise your hand. You do not need to verify your NYSSIS ID.

Sample screen:



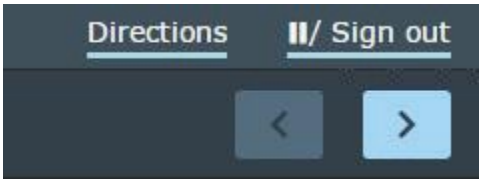
SAY Please select "Start test."

The next screen confirms you are taking the 2023 (say either 2023 Grade 5 or Grade 8) **Science Field Test today. If your screen does not say 2023** (say either 2023 Grade 5 or Grade 8) **Science Field Test please raise your hand.**



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

Sample screen:



Students should remain quietly at their workstations after they have submitted the field test. Students who finish the field test before other students should check their work before submitting it. Proctors should review the Review screen with the student to ensure the student has answered all of the questions before the student selects Submit test . Once the student checks their work, or chooses not to, field test materials may be collected by the proctor. The proctor may collect the student login tickets and scratch paper once a student submits the field test.

After a student's field test materials are collected, 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 the field test, you may end the session.

If the field test is administered in a large-group setting, school administrators may prefer to allow students to submit their field tests as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the field test.

Ensure all students return the scratch paper and student login tickets to you. These materials are considered secure materials and need to be destroyed. Follow security procedures established by your principal or school administrator for returning secure field test materials.

Appendices

Appendix A: Suggestions for Creating a Secure Computer-Based Field Testing Environment

Appendix B: 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**

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. For each instance in which a student pauses a test, the proctor is responsible for entering the Proctor PIN to reactivate 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.

Appendix C: Sign In/Sign Out

Overview

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

Sign In

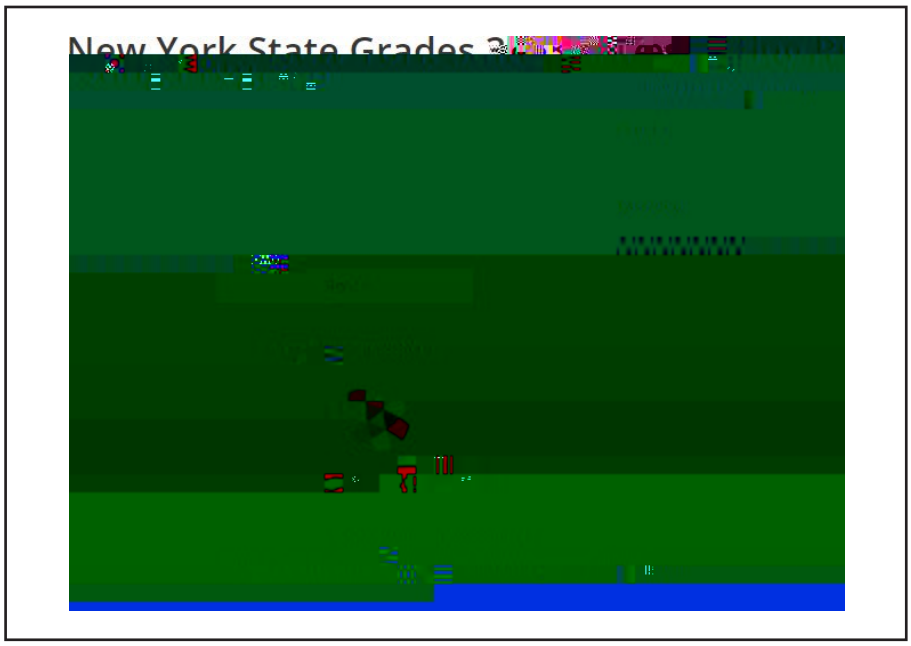
adderess niog bhrwise es227 .4 bar27 (og (t)-6.6 oe)10.5 aecesn
rtext erast7 36 aer(i)2.6 tog/t-2 /(t)-0.6 noepredd it login 10.6 (t)-6.6 (i)2.6 ocat t
2.6 (oa(l)2.6 (It)-6.7 na)10.6 ftog(r)-5.9 a(t)-6.6 (i)2.6 (onCl)2.6 enatog (t)-6.6 esctiat7 36 dr

Forgot Your Password?

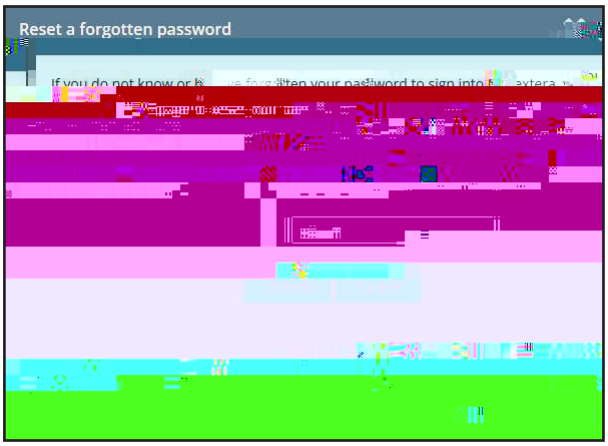
Upon initial login, you will be required to change your password. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

If you have forgotten your password:

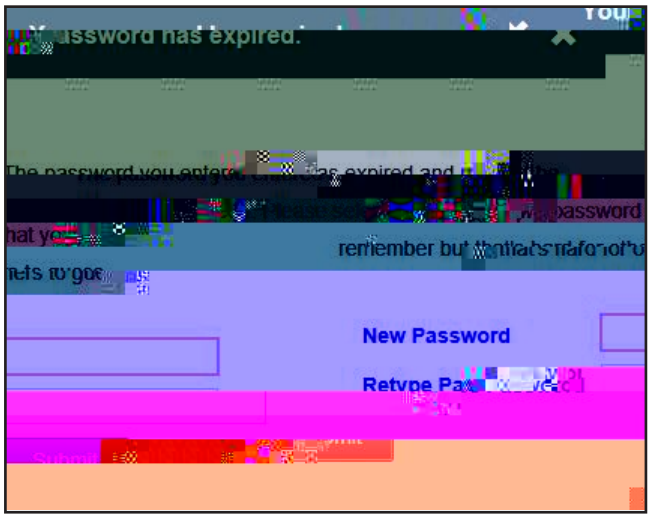
- Select **Forgot your password?**



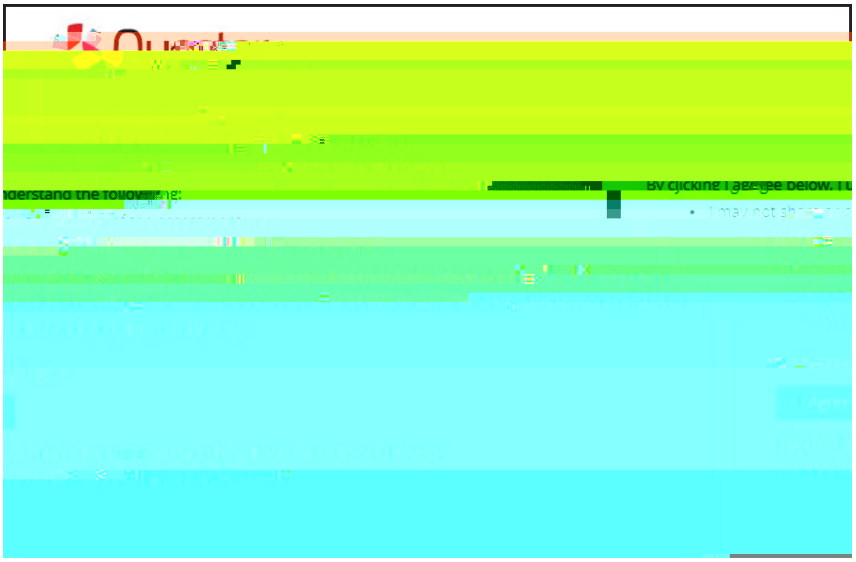
- (Q W\HRUXHUP DDLG G UDHQVG V Submit. W



v < R X ZULHOFOH LPYHHV DD J H\ RWXSUDW V ZKRDUG[S L U7HKGVW H S DVR X RVZR F U H D W H
your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.



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**.



v 7 K H **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 I

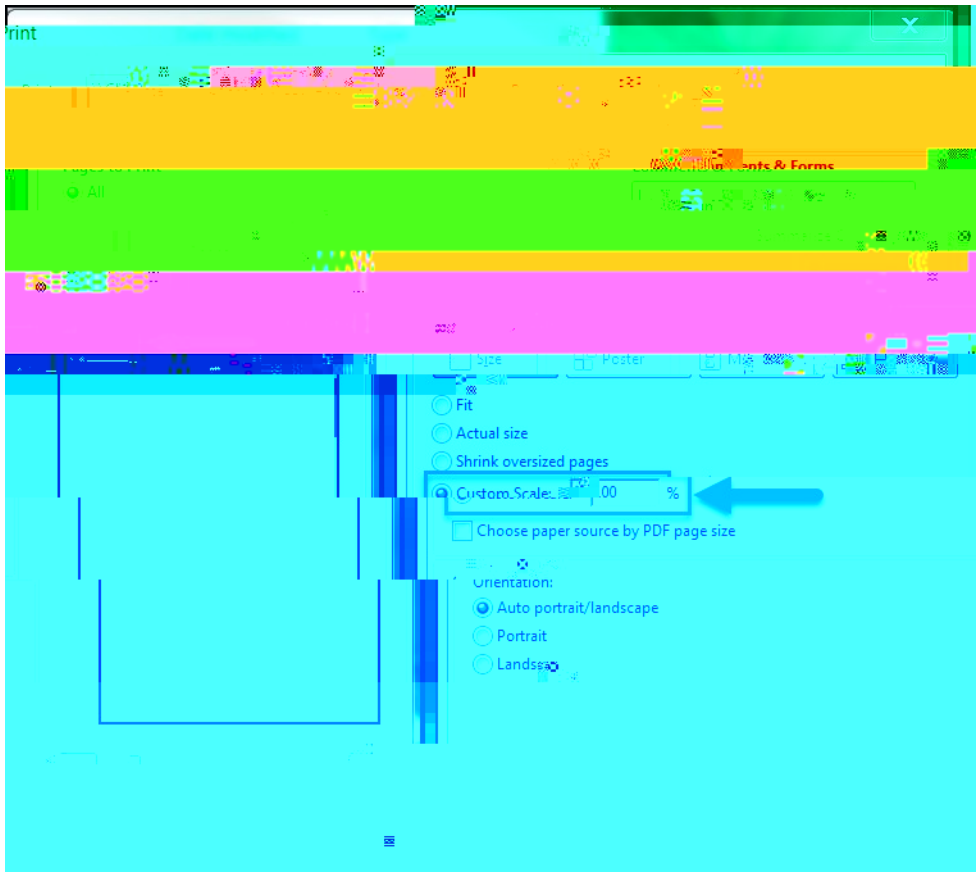
- Line Reader—Students can use the line reader to block certain parts of the text so a student can focus on one portion at a time by clicking on the line reader tool in the tool tray. Students can use the window to focus on the text they want to see and the opaque portion around the window to block out what they don't want to see. Both the window and opaque portions can be resized.

Appendix E: Troubleshooting

Printing Student Login Tickets

If you are attempting to print student login tickets on label stock and the student login tickets are not aligning properly with the labels, try the following steps:

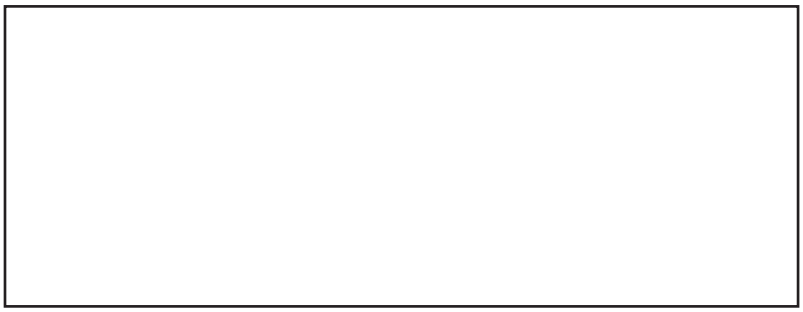
1. Save the .pdf file
2. Find the .pdf on your local drive and open it
3. File > print
4. Click “Custom Scale: 100%”
5. Be sure paper size says 8.5 x 11
6. Click Print



Issues During Field Testing

- 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:
  - 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.
  - 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 or DTC for further guidance.
- 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.
- 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 Questar Customer Support, if needed.
- 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.
- Lost Internet connectivity—If network connectivity is lost during the test, the student should continue to test. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses.

  Note: Text-to-Speech (TTS) requires an Internet connection. TTS will be unavailable until the Internet connection is restored, after which the student with the TTS accommodation will be able to select play and TTS will load again.
- If attempts to reestablish Internet connectivity are unsuccessful, follow the applicable steps from the table below:

- Please note that the student must return to the same device that they began testing on. These steps may reset the Internet connection or would allow for an administrator to manually repair an Internet connection.