New York State Testing Program

2025 Grades 6–8 English Language Arts Computer-Based Tests

Teacher's Directions
Spring 2025

Grades 6, 7, and 8

2025

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

LESTER W. YOUNG, JR., *Chancellor*, B.S., M.S., Ed.D.	Beechhurst
JUDITH CHIN, *Vice Chancellor*, B.S., M.S. in Ed.	Little Neck
ROGER TILLES, B.A., J.D.	Manhasset
CHRISTINE D. CEA, B.A., M.A., Ph.D.	Staten Island
WADE S. NORWOOD, B.A.	Rochester
JAMES E. COTTRELL, B.S., M.D.	New York
CATHERINE COLLINS, R.N., N.P., B.S., M.S. in Ed., Ed.D.	Buffalo
LUIS O. REYES, B.A., M.A., Ph.D.	New York
SUSAN W. MITTLER, B.S., M.S.	Ithaca
FRANCES G. WILLS, B.A., M.A., M.Ed., C.A.S., Ph.D.	Ossining
ARAMINA VEGA FERRER, B.A., M.S. in Ed., Ph.D.	Bronx
SHINO TANIKAWA, B.A., M.S.	Manhattan
ROGER P. CATANIA, B.A., M.A., M.S., C.A.S., Ph.D.	Saranac Lake
ADRIAN I. HALE, A.S., B.A.	Rochester
HASONI L. PRATTS, B.S., M.P.A.	Brooklyn
PATRICK A. MANNION, B.A., M.B.A.	Fayetteville
SEEMA RIVERA, B.A., M.S., Ph.D.	Slingerlands

Commissioner of Education and President of the University
Betty A. Rosa, B.A., M.S. in Ed., M.S. in Ed., M.Ed., Ed.D.

Senior Deputy Commissioner, Office of Education Policy
Jeffrey A. Matteson

Deputy Commissioner, P-12 Operational Support
Jason Harmon

Assistant Commissioner, Office of State Assessment
Zachary Warner

The State Education Department does not discriminate on the basis of race, creed, color, national origin, religion, age, sex, military, marital status, familial status, domestic violence victim status, carrier status, disability, genetic predisposition, sexual orientation, and criminal record in its recruitment, educational programs, services, and activities. NYSED has adopted a web accessibility policy, and publications designed for distribution can be made available in an accessible format upon request. Inquiries regarding this policy of nondiscrimination should be directed to the Office of Human Resources Management, Room 528 EB, Education Building, Albany, New York 12234.

Copyright © 2025 by the New York State Education Department. Permission is hereby granted for school administrators and educators to reproduce these materials, located online on the NYSED website (https://p12.nysed.gov), in the quantities necessary for their schools' use, but not for sale, provided copyright notices are retained as they appear in these publications.

Table of Contents

Introduction **1**

STEP ONE:
Check Your Computer-Based Testing Materials **2**
- For the Teacher 2
- For Each Student 2
- Security 2
- Unauthorized Materials 2
- Aid to Students 3
- Temporary Absence from Testing Room 3
- Emergency Evacuation of a School Building 3
- Student Cheating 4
- Illness 4
- Proctoring 4
- Misadministration 4

STEP TWO:
Plan Your Computer-Based Testing Schedule **5**
- Test Format and Schedule 5
- Testing Accommodations for Students with IEPs and 504 Plans 7
- Test Read 7
- Scoring Student Writing 8
- Use of Scribes 8
- More Information on Testing Accommodations for Students with IEPs and 504 Plans 8
- Testing Accommodations for English Language Learners 9
- Computer-Based Testing Accommodations 9
- Classroom Accommodations 12
- General Features and Tools of the Nextera™ Test Delivery System 12

STEP THREE:
Prepare Your Computer-Based Testing Room **13**

STEP FOUR:
Prepare Your Students **14**
- Practice Tests 14
- Use Standardized Testing Procedures 14

STEP FIVE:
Prepare Computer-Based Testing Materials **15**
- Scratch Paper 15
- Student Login Tickets 15
- Classroom Accommodations 18
- Session Access Code 19
- Proctor PIN 20

STEP SIX:
Administer the 2025 Grades 6–8 English Language Arts Computer-Based Test 21
Grades 6–8—Day 1, Session 1 21
Grades 6–8—Day 2, Session 2 29

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

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

Appendix C: Logging into Nextera™ Admin A-3

Appendix D: General Features and Tools of the Nextera™ Test Delivery System A-9

Appendix E: Troubleshooting A-14
Printing Student Login Tickets A-14
Issues During Testing A-15

It is important to read all of Steps One–Five and the pertinent grade-level information in Step Six prior to administering 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 photocopy the student login tickets, as the security of the test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.

Introduction

The New York State Education Department (NYSED) has a partnership with NWEA for the development of the 2025 Grades 3–8 English Language Arts 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 2025 Grades 6–8 English Language Arts Tests are administered in two sessions on two consecutive school days. Students are asked to demonstrate their knowledge and skills in the areas of reading and writing. Students will have as much time as they need each day to answer the questions in the test sessions within the confines of the regular school day.

For all three grades, the tests consist of multiple-choice questions, 2-credit constructed-response questions, and 4-credit constructed-response questions. Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses in the Nextera™ Test Delivery System. The 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 tests are valid, reliable, and equitable for all students. A series of instructions helps you follow the steps necessary for administering the computer-based tests within the test schedule.

IMPORTANT DATES

Computer-Based Testing Dates	April 7–May 16, 2025*
Computer-Based Testing Make-up Dates	Make-ups must be given within the testing window listed above.**

* Each district, charter, religious, or independent school will choose two consecutive school days for the primary test administration for each grade of the test within this testing window.

**Make-ups may begin on the school day immediately following the last day of the primary test administration. Schools should be prepared and are expected to administer make-ups until the end of the administration window, regardless of school or district plans for primary administration dates.

Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring 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.

STEP ONE Check Your Computer-Based Testing Materials

To administer these tests, you will need the materials listed below. If any materials are missing, notify your school principal.

For the Teacher

- *Computer-Based Tests Teacher's Directions*
- Student login tickets (See page 15 for step-by-step instructions on how to print student login tickets.)
- "Do Not Disturb" sign (not provided)
- Device with Internet access to monitor testing
- Session Access Code (See page 18 for instructions on where to find the Session Access Code.)
- Proctor PIN (provided by school administrator)

For Each Student

- School-issued student testing device prepared according to the Nextera™ *Setup and Installation Guide*.
- One sheet of lined paper, such as loose leaf paper, to use as scratch paper. In addition, for all test sessions, the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the test session.

  Note: Scratch paper is considered secure material and must be collected and securely destroyed after testing.
- No. 2 pencils (not provided)

Security

The 2025 Grades 6–8 English Language Arts Computer-Based Tests include secure materials. School personnel responsible for testing must ensure a secure environment at all times. No section of the tests may be discussed with the students before, during, or after administration. You may, however, describe the format of the tests and the testing schedule to the students.

At no time may the contents of the test be reviewed, discussed, or shared through any electronic, printed, or any other means.

Unauthorized Materials

Students should be under close supervision at all times during the administration of the 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 not bring any unauthorized materials such as those listed above.

All students are prohibited from bringing personal electronic devices into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain

the right to collect and hold any electronic devices, other than the device on which students are taking the test, prior to the start of the test administration.

Any student observed with any prohibited device while taking a State test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the test. The incident must be reported promptly to the school principal. If the student had a prohibited device in their possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

The incident must be promptly reported by the principal, in writing, to the Office of State Assessment (OSA) by fax at 518-474-1989 or by email (emscassessinfo@nysed.gov), as is the case for all student-related testing irregularities, misadministrations, or other violations of State testing policy and procedures.

Note: Some students with disabilities may use certain recording/playback devices only if this accommodation is specifically required as a provision of the student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). In addition, a student may be allowed to retain an otherwise prohibited personal device in their possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without this documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such personal equipment while testing.

Aid to Students

Teachers may give students assistance only in the mechanics of taking the test, such as understanding access and navigation of the Nextera™ Test Delivery System, or that their responses must be entered into the Nextera™ Test Delivery System. No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment to a student about the correctness or sufficiency of the student's response while the test is in progress. In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment.

Temporary Absence from Testing Room

No student may be permitted to leave and then return to the testing room during the test session unless the student is accompanied by a proctor for the duration of their absence from the testing room. Information on "Pausing and Reactivating a Computer-Based Test in Nextera™ Test Delivery System," should it be necessary, can be found in **Appendix B** of these directions.

Emergency Evacuation of a School Building

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the test. Following the test, a written report of the circumstances should be sent by mail or fax to OSA. (See the section "Reporting Irregularities and/or Misadministrations" in the *School Administrator's Manual* [*https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals*).

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the tests. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their test. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' tests. At the conclusion of the test session, all suspected cheating must be reported to the principal.

Illness

If a student becomes ill during a session of the test, the student should be excused until the student is well enough to continue. When the student is well enough to complete the test (as long as the test administration window has not ended), the student may be given the remaining part of the test. Other unadministered sessions of the test should also be administered according to these directions as long as the test administration window has not ended. When a student is taking a partially completed session of the test, that student must be closely supervised so that they do not go back to previously completed questions on the test. (See **Appendix B** for guidance on how to reactivate a paused test.)

Proctoring

Proctors must circulate periodically around the room during the administration of the tests to ensure that students are working independently and recording their responses to test questions in the proper manner and in the proper place. While circulating around the room, proctors should support students in the mechanics of taking the tests and ensure a secure environment is maintained. 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.** Proctors may not comment to the student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the test, unless an emergency situation arises.

Note: The proctor need not be concerned if a student submits the test without having first shown the Review screen to the proctor.

Misadministration

Notify your principal immediately if any session of the test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized tools and engaging in other types of nonstandard test administration (for example, cheating). (See the section "Reporting Irregularities and/or Misadministrations" in the *School Administrator's Manual* [*https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals*]).

STEP TWO Plan Your Computer-Based Testing Schedule

- The test sessions must be administered in order, on consecutive days. See page 1 for testing and make-up dates.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- **Read the *2025 Grades 6–8 English Language Arts Computer-Based Tests Teacher's Directions* in its entirety prior to administering the test.**
- Plan to have school technical support available during testing, including contact information if staff is not available to be in the testing room.
- Avoid testing just after students have had strenuous physical activity.

Test Format and Schedule

The 2025 Grades 6–8 English Language Arts Computer-Based Tests each consist of two sessions: Session 1 and Session 2, administered on two consecutive school days. Both Session 1 and Session 2 contain multiple-choice and constructed-response questions.

In Spring 2012, in order to have the data obtained from field test questions better reflect students' level of understanding, New York State began embedding multiple-choice questions for field testing within the operational tests. For 2025, the embedded questions will occur in Session 1. This means that field test questions will be interspersed with operational test questions in this session. The field test questions will not count toward the student's final score, but will be used to collect valuable information on how well the questions perform and for possible inclusion on future operational tests. Students will not know whether a question is a field test question that does not count toward their score or an operational test question that does count toward their score.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students select their responses in the Nextera™ Test Delivery System. 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." The constructed-response questions require students to type appropriate responses in the Nextera™ Test Delivery System.

Students who finish the test before other students should check their work. When the student is ready, the test responses must be submitted by the student in the Nextera™ Test Delivery System. After a student's 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 test, you may end the session.

For the Spring 2025 tests, there are no time limits. On average, students in Grades 6–8 will likely need an estimated time of 80–90 minutes to complete Session 1 and 90–100 minutes to complete Session 2. Some students will take more or less time. Please plan accordingly to allow students to complete the test at their own pace. All students who are productively working should be allowed to complete the test within the confines of the regular school day regardless of the time approximations listed above. Students

should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them. These approximations are estimates that can be used for planning purposes only.

The following charts provide information about the format of the tests.

2025 Grade 6 English Language Arts Computer-Based Test

Day 1, Session 1	■ Reading: 26 multiple-choice questions ■ Writing: 2 two-credit constructed-response questions
Day 2, Session 2	■ Reading: 7 multiple-choice questions ■ Writing: 3 two-credit constructed-response questions and 1 four-credit constructed-response question

2025 Grade 7 English Language Arts Computer-Based Test

Day 1, Session 1	■ Reading: 26 multiple-choice questions ■ Writing: 2 two-credit constructed-response questions
Day 2, Session 2	■ Reading: 14 multiple-choice questions ■ Writing: 3 two-credit constructed-response questions and 1 four-credit constructed-response question

2025 Grade 8 English Language Arts Computer-Based Test

Day 1, Session 1	■ Reading: 26 multiple-choice questions ■ Writing: 2 two-credit constructed-response questions
Day 2, Session 2	■ Reading: 14 multiple-choice questions ■ Writing: 3 two-credit constructed-response questions and 1 four-credit constructed-response question

Testing Accommodations for Students with IEPs and 504 Plans

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 2025 Grades 3–8 English Language Arts Computer-Based Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual* (https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals).

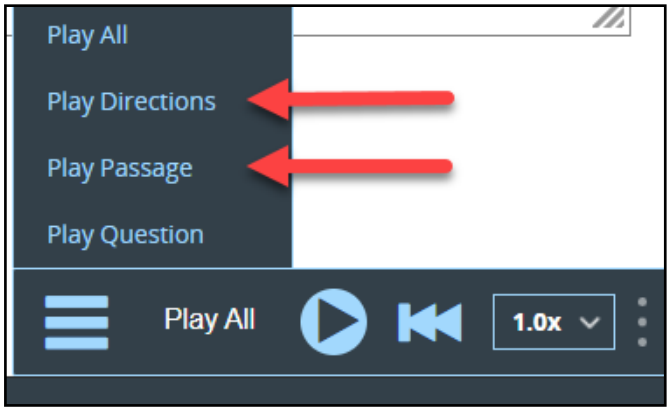
Test Read

Both sessions of the test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found in the Office of Special Education's *Testing Accommodations for Students with Disabilities Guidance Document* (https://www.nysed.gov/special-education/testing-accommodations-students-disabilities-policy-and-tools-guide). A human reader or the online text-to-speech accommodation may be used for these students testing on the computer.

Read Aloud (by human): For the 2025 Grades 3–8 English Language Arts Tests, the Read Aloud (by human) accommodation is available for students testing on computers. The Read Aloud (by human) accommodation indicates that all student directions, passages, questions, and multiple-choice answer choices will be read aloud by the teacher, except where otherwise indicated within the student's IEP or 504 Plan.

Text-to-Speech (TTS): For the 2025 Grades 3–8 English Language Arts Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions, passages, questions, and answer options. Students who have been identified as having the accommodation of TTS will see a toolbar when they have logged into the test. The following options are available to them:

1. Play All
2. Play Directions
3. Play Passage
4. Play Question
5. Speed Options



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 2025 Grades 3–8 English Language Arts 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.

Scoring Student Writing

Students may **not** have requirements for use of complete sentences—including correct spelling, grammar, capitalization, and punctuation—waived for **any** constructed-response question on the 2025 Grades 3–8 English Language Arts Tests.

Note: Use of a spell checking device is permissible for those students whose IEP or 504 Plan so specifies.

Use of Scribes

The use of scribes is an allowable accommodation for the 2025 Grades 3–8 English Language Arts Tests. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator's Manual* (*https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals*).*

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.nysed.gov/special-education/testing-accommodations-students-disabilities-policy-and-tools-guide).*

Testing Accommodations for English Language Learners

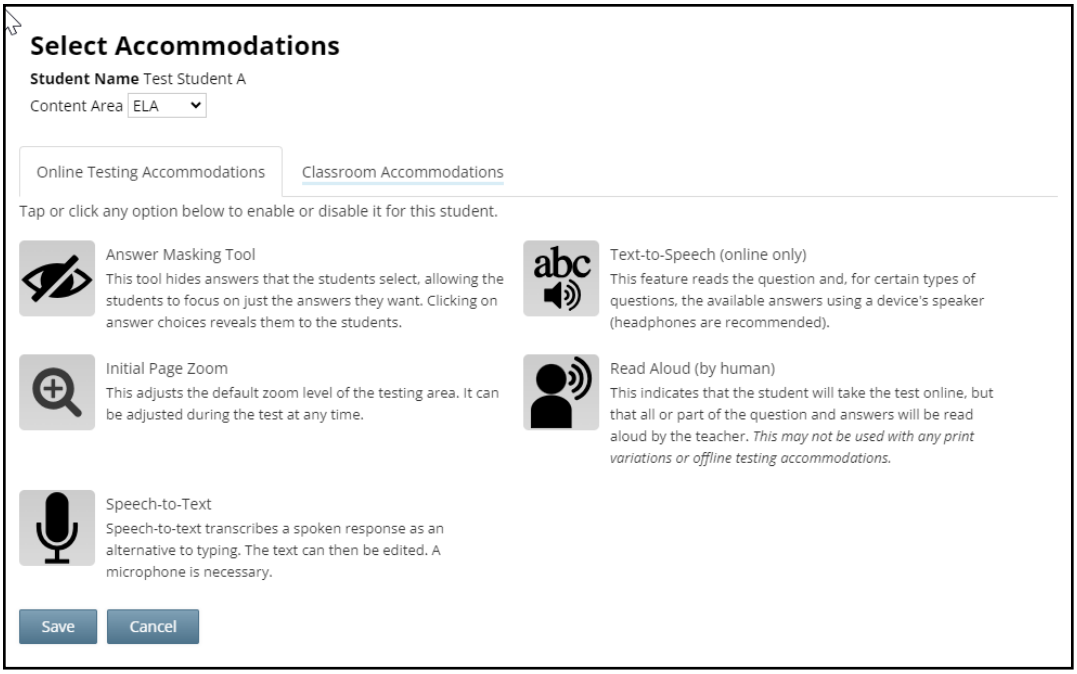
Information on accommodations for English Language Learners (ELLs) and former ELLs can be found in the *School Administrator's Manual (https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals).**

*Please note that students with accommodations who are taking the test on paper per an IEP or a 504 plan or English Language Learners who are testing on paper must take both sessions of the test on paper and should not switch between CBT and PBT format between sessions.

Computer-Based Testing Accommodations

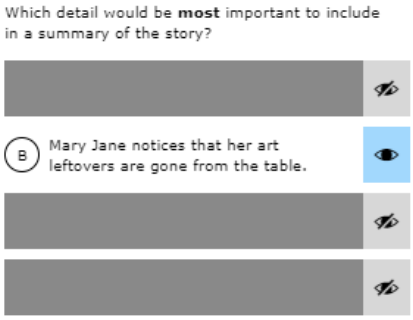
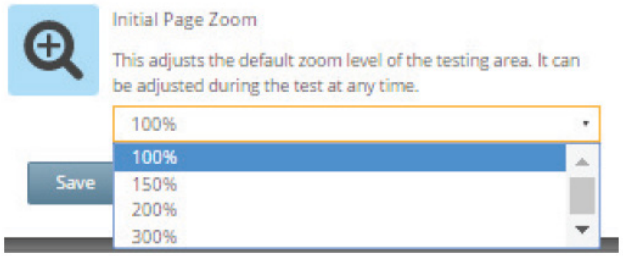
The Nextera™ Test Delivery System includes the following Computer-Based Testing (CBT) accommodations:

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



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 testing.

Please work with your school administrator to verify the computer-based testing accommodations are selected for the applicable students in Nextera™ Admin before testing begins.

Accommodation	Description
Answer Masking	Answer Masking is an embedded accommodation that allows for the responses to be shaded so the responses do not distract the focus of the student from the question.  • To reveal a response option, the student clicks on the *crossed out eye icon* next to that option. • To hide a response option, the student clicks on the *eye icon* next to that option.
Initial Page Zoom	Initial Page Zoom is an embedded accommodation that enlarges the text and images on the screen so the student can view or read the text more easily. Options available are 100%, 150%, 200%, and 300%. 

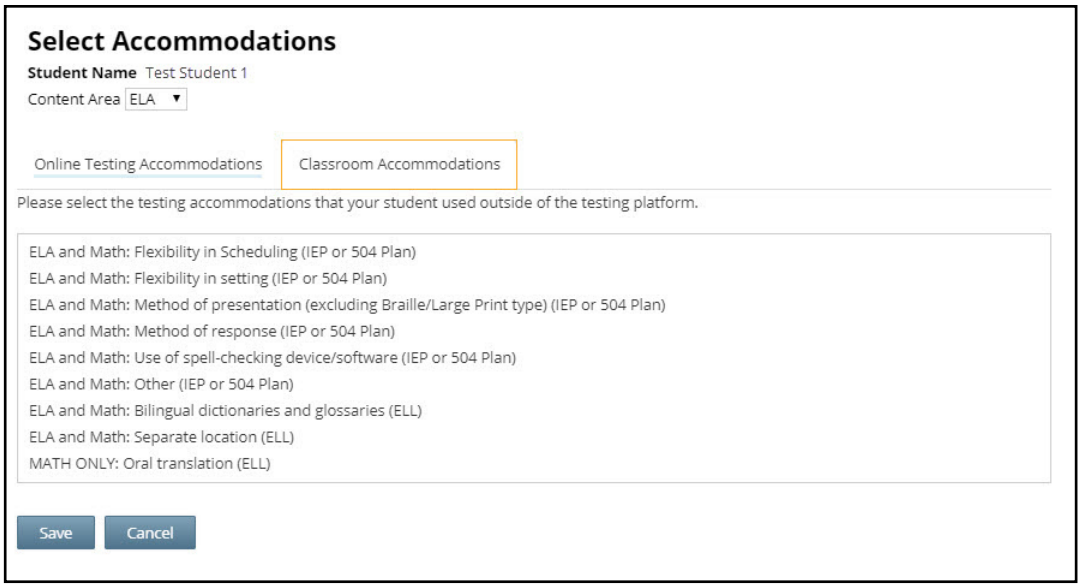
Accommodation	Description
Text-to-Speech (online only)	Text-to-Speech (online only) is an embedded accommodation that reads all student directions, passages, questions, and the answer choices for multiple-choice questions through the device's speaker. Because of this, headsets are recommended when using this accommodation. 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). When using this accommodation, ensure the volume on the student's device is on, unmuted, and adjusted prior to launching the secure browser.
Read Aloud (by human)	Read Aloud (by human) is a combination of an online- and human-delivered accommodation. A human reads the test, in its entirety, to the student from a paper test, and the student enters the responses on the computer, except where otherwise indicated within the student's IEP or 504 Plan. 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.*
Speech-to-Text (STT)	(English Language Arts only) Speech-to-text transcribes a spoken response as an alternative to typing. The text can then be edited. A microphone is necessary.

Please refer to Appendix T: Nextera™ Test Delivery System Computer-Based Testing Accommodations of the *School Administrator's Manual* (https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals) for additional information on the accommodations described above.

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 administrator to verify classroom accommodations are selected for the applicable students in Nextera™ Admin before testing begins.



General Features and Tools of the Nextera™ Test Delivery System

All students testing on computer have access to general tools and features that are available through the Nextera™ Test Delivery System. These can help to enhance their test-taking experience. Some features can help the student make adjustments to the test-taking environment, such as the zoom tool, which helps students to enlarge or minimize text. Other tools help to enhance their test-taking strategies, such as highlighters and answer eliminators. Please refer to **Appendix E: General Features and Tools of the Nextera™ Test Delivery System** for additional information on the testing tools available to students for computer-based testing.

STEP THREE Prepare Your Computer-Based 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 school-issued 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 Creating a Secure Computer-Based Testing Environment**, 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 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.
- Place a "Do Not Disturb" sign on the door of the testing room.
- Make sure students' work spaces are cleared of all unauthorized materials.

STEP FOUR Prepare Your Students

- Help students approach the testing in a relaxed, positive way.
- Explain that the purpose of taking these tests is to find out which concepts have been mastered and which need further development.
- Point out that some questions may be more difficult than others and that, for constructed-response questions, partial credit may be given. Encourage and motivate your students to put forth their best effort.
- 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).
- 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.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Practice Tests

Prior to the test window opening, all students taking the 2025 Grades 3–8 English Language Arts 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), 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.

Use Standardized Testing Procedures

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

STEP FIVE Prepare Computer-Based Testing Materials

Scratch Paper

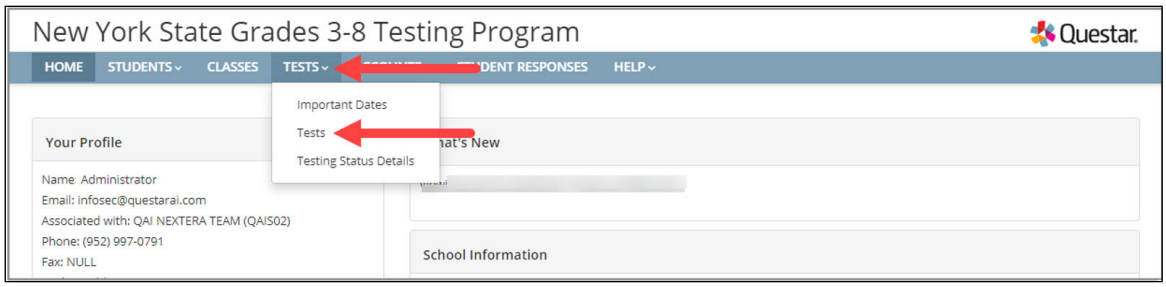
Schools that will be administering the CBT English Language Arts Tests should prepare to furnish scratch paper to their students for use when taking the tests. At the start of each test session the proctor should hand out scratch paper to each student testing on computer. For the Grades 6–8 English Language Arts Tests, each student should be given one sheet of lined paper, such as loose leaf paper. In addition, for all test sessions the proctor should have a further supply of scratch paper on hand to provide to students who request additional sheets during the test session. 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 session, whether used or unused, and securely destroyed.

Student Login Tickets

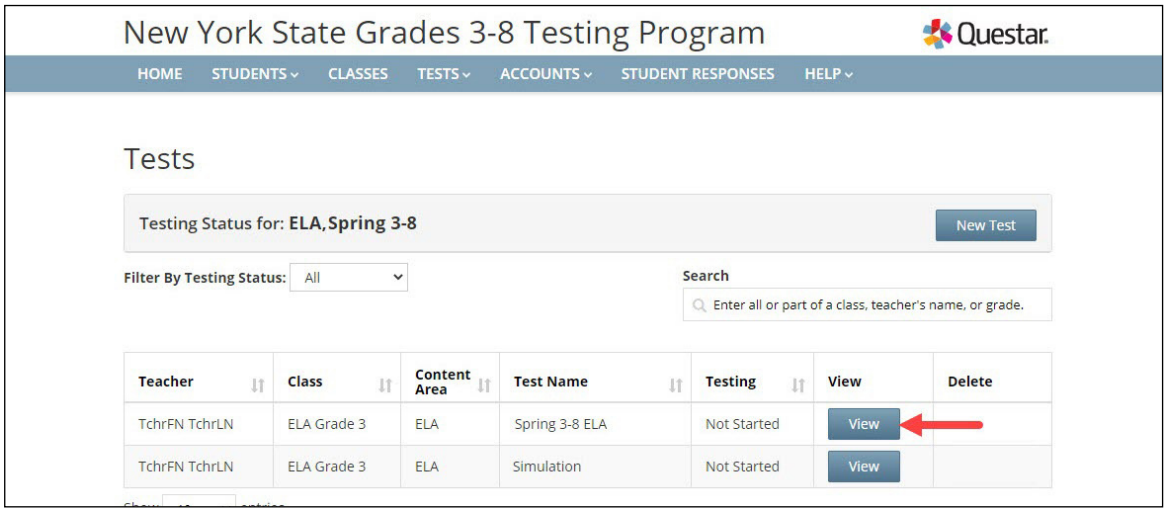
Teachers will need student login tickets for each student to sign in with, a Session Access Code for each test session, and a Proctor PIN for students who may need to pause the test. The information that follows provides step-by-step instructions on how to retrieve this information from Nextera™ Admin.

For each student in your class, verify that you have the correct student login tickets. If you are printing the login tickets for your class, follow the steps below.

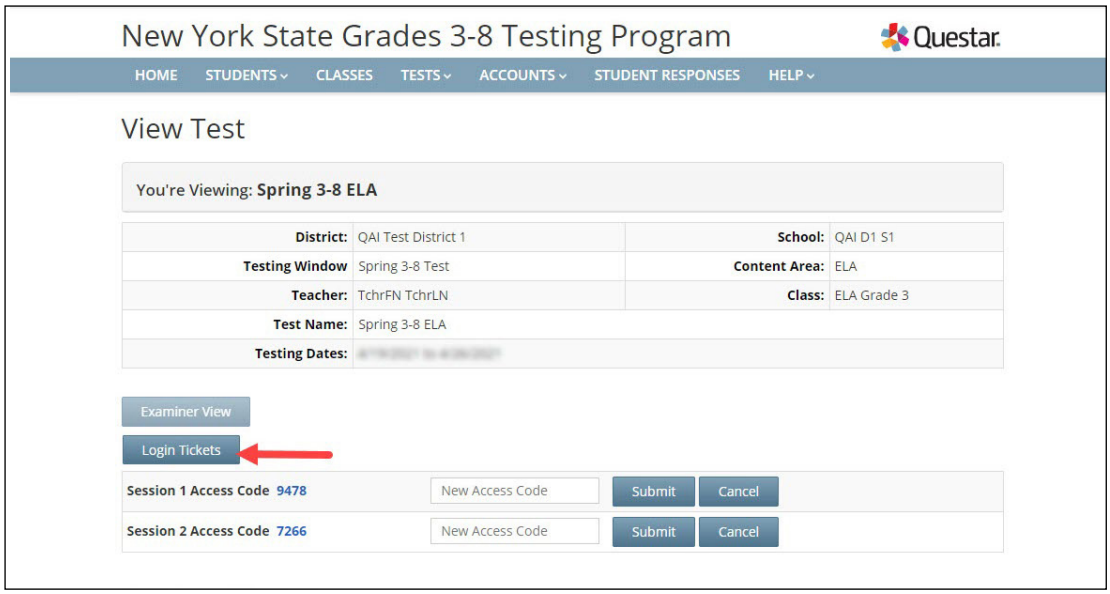
1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix C** for step-by-step instructions to sign in and sign out.
2. Select **Tests** from the **Tests** tab. The Tests page displays.



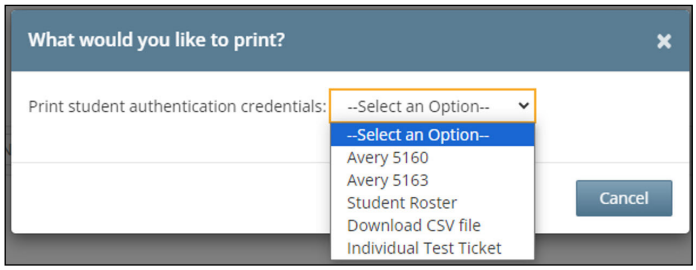
3. Select **View** for the applicable test.



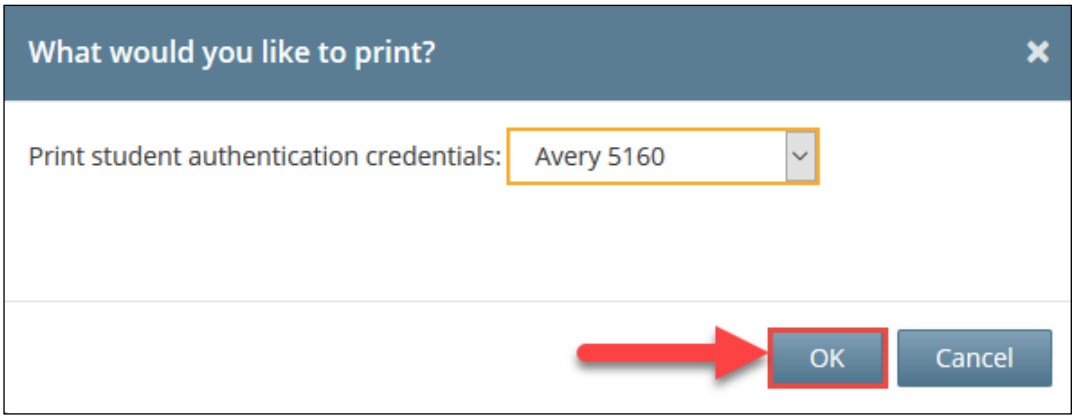
4. Select **Login Tickets**.



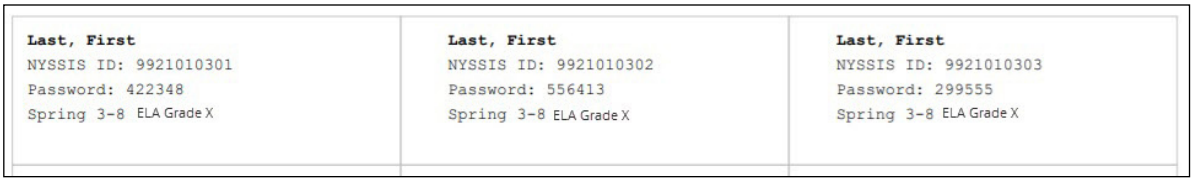
5. Choose the method in which you would like to print the ticket information: Avery labels 5160, Avery labels 5163, a student roster, a CSV file, or Individual Test Ticket from the drop-down menu.



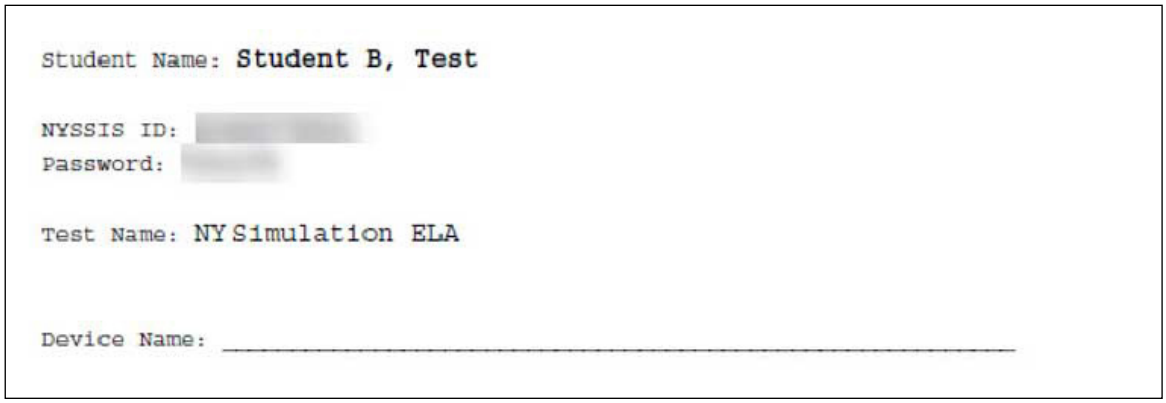
6. Select **OK**.



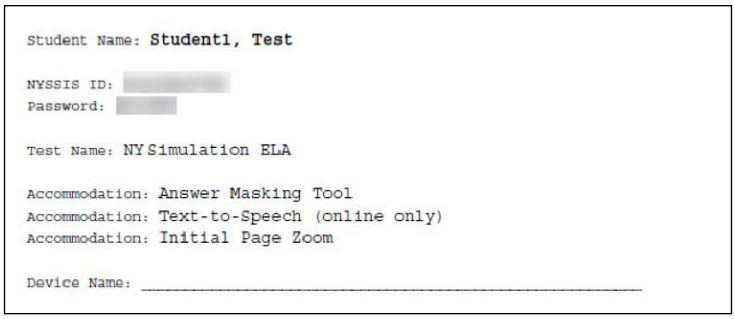
7. The student login tickets will display. Use the **Print function** to print the student login tickets. Each label includes a student's name, NYSSIS ID, password, and test name. **Note:** These steps need to be repeated for each class on the *Tests* page.



8. If you chose to select Individual Test Ticket from the drop-down menu, 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.



An example of an individual student login ticket without accommodations. The student's login information measures approximately 3 inches by 7 inches and is printed one per page.



An example of an individual student login ticket with accommodations. The size of the student's login ticket will vary dependent on the accommodations selected for that student and is printed one per page.

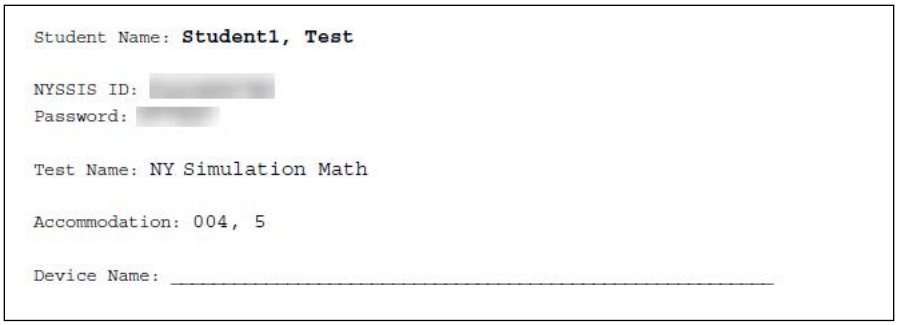
Note: Specifics regarding accommodations will not appear on individual student login tickets. For example: if the student has initial zoom selected as an accommodation in Nextera, the login ticket will state "initial zoom" but will not provide information on the zoom level that was selected.

- All student login tickets or labels are secure testing materials and must also be stored securely if they are printed prior to administration.

Classroom Accommodations

Classroom Accommodations will appear as a code on each student's individual login ticket. Please refer to the table below for each code and their respective classroom accommodation.

Classroom Accommodation Name	Code
Flexibility in Scheduling (IEP or 504 Plan)	004
Flexibility in Setting (IEP or 504 Plan)	025
Method of Presentation (excluding Braille/Large Print) (IEP or 504 Plan)	3
Method of Response (IEP or 504 Plan)	4
Use of Spell-Checking Device/Software (IEP or 504 Plan)	6
Other (IEP or 504 Plan)	5
Bilingual Dictionaries and Glossaries (ELL)	11
Separate Location (ELL)	10

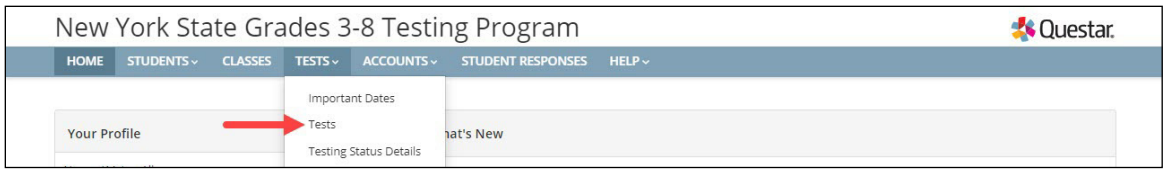


An example of an individual student login ticket with accommodations 004 and 5 assigned.

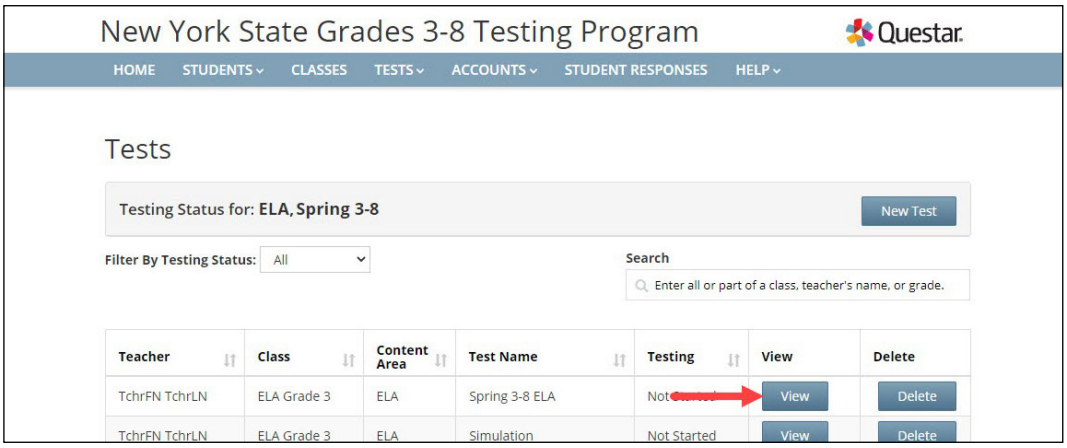
Session Access Code

- You will need to provide students with a Session Access Code in order for the students to access their tests in the Nextera™ Test Delivery System. Instructions for providing the Session Access Code to students is included in **Step Six: Administer the 2025 Grades 6–8 English Language Arts Computer-Based Test** of this manual.
- To determine the Session Access Code, complete the following steps:

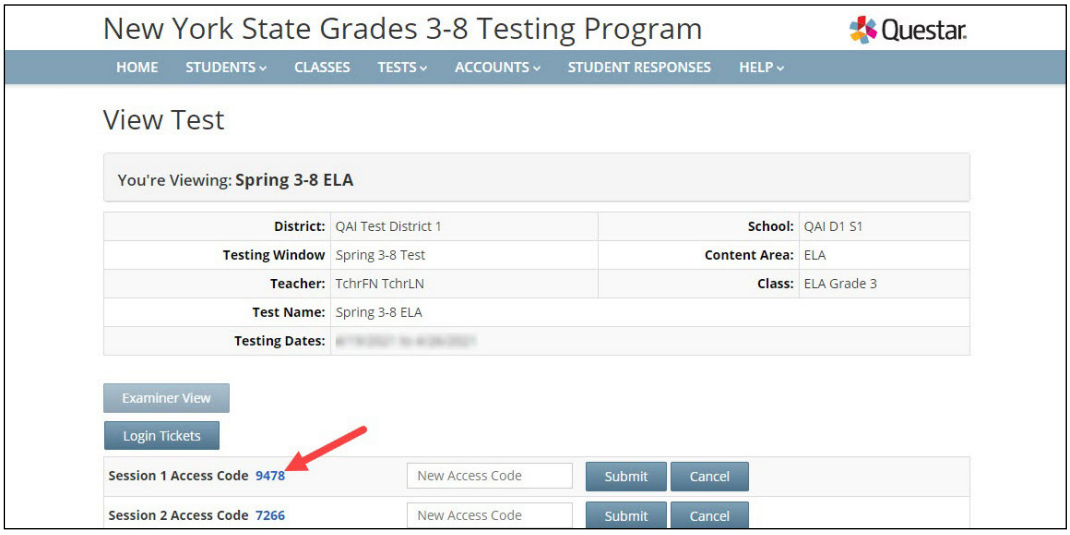
1. Sign in to Nextera™ Admin. For further details on the login process, refer to **Appendix C** for step-by-step instructions to sign in and sign out.
2. Select **Tests** from the **Tests** tab. The Tests screen displays.



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

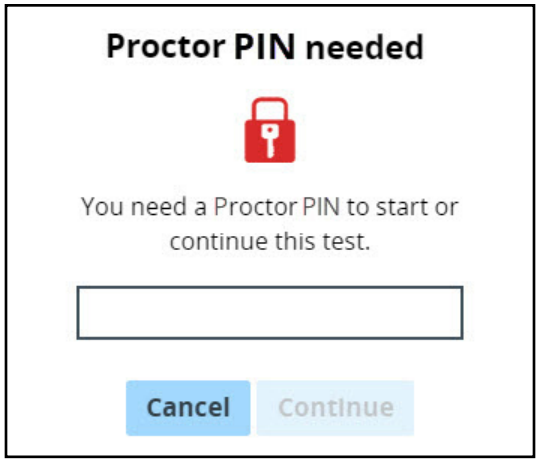


4. The **Session Access Code** is the access code that will be provided to the students during the administration of the tests. Each session of the test will require a different Session Access Code.



Proctor PIN

If a student pauses the test during administration, a Proctor PIN will be required to allow the student to re-enter the test session. The Proctor PIN will be provided by your school administrator before the test is administered. The Proctor PIN is secure.



Being mindful of the health and safety protocols established at schools in response to COVID-19, for the Spring 2025 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.

STEP SIX Administer the 2025 Grades 6–8 English Language Arts Computer-Based Test

Please read these directions carefully before administering the tests. When you administer the tests, the directions you are to read aloud are preceded by **SAY**. *Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should* ***not*** *be read aloud.*

Grades 6–8—Day 1, Session 1

Before you begin the tests, make sure you have the student login tickets for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY **You cannot have any communications device, other than the device on which you are taking the test, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. 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 **You will be taking the 2025** [*say appropriate grade*] **English Language Arts Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.**

This test gives you a chance to show your teachers what you have learned in ELA this year. The test will not affect your classroom grade. Your school uses the results of the test to make sure you have the support you need to succeed. Please try your best.

Today, you will read some passages and answer questions about what you have read. You must select your answers for the multiple-choice questions in the online test. You must also type your responses for the written-response questions in the online test. You will have as much time as you need today to answer the questions.

Distribute one clean page of lined scratch paper to each student.

SAY **You may use this scratch paper to take notes as you take the test or to plan your written responses. You must record your final answer for each test question in the online test. Anything that you write on the scratch paper will not count toward your final score. This scratch paper must be returned to me after you complete your test. If you need additional scratch paper while you are taking the test, please raise your hand.**

Provide students with their secure student login tickets.

SAY **On your computer screen, locate the pinwheel or the icon titled "Questar Secure Browser."**

Double-click this icon and the online test will launch.

Once the program has opened, you will see the "Sign In" page.

Do not enter anything until you have been instructed to do so.

Please raise your hand if you do not see the "Sign In" page.

Sample sign in page:

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

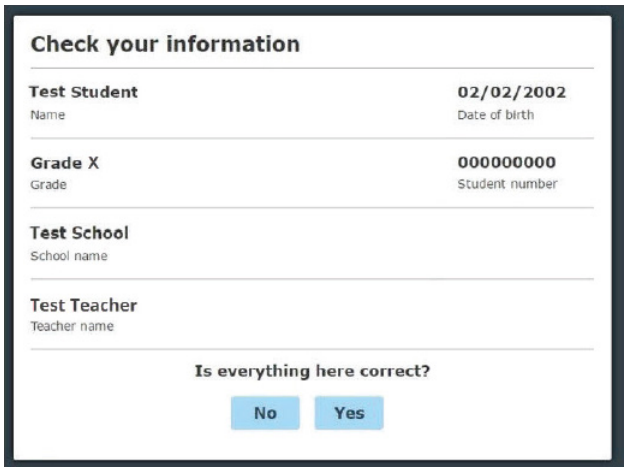
Now select the "Password" field. Type in your password from your login ticket. When you type in your password, if you click on the eye icon, the numbers will show and may help make it easier to type it in.

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.

If the student information is incorrect, check to be sure the student has the correct login ticket.

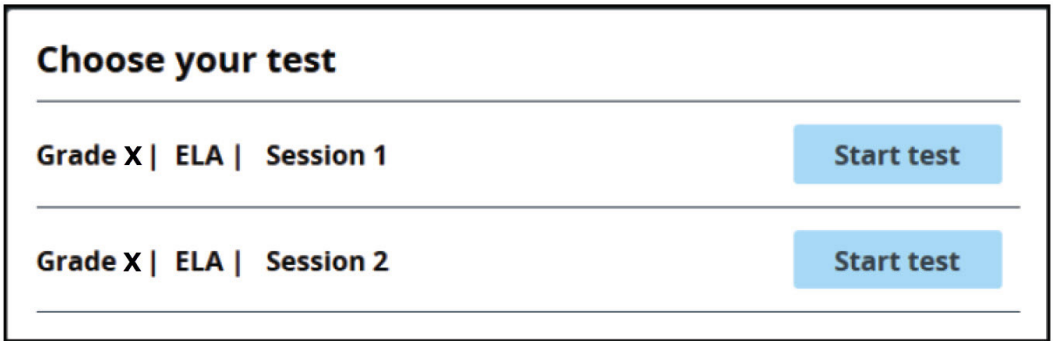
If the date of birth or teacher's name is incorrect, or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the login process. The student should click "No" and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to Nextera™ Admin and correct the grade level for the student. The student will then get a new login ticket in order to begin testing. If the student sees the wrong grade on this screen, they will be presented with the wrong test.

SAY **If all of the information is correct, select "Yes" at the bottom of the screen.**

Do not start the test until I tell you to do so.

Sample Test Page:



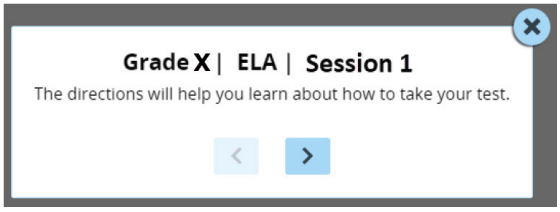
SAY **Now we are going to begin the test. Select "Start test" next to ELA Session 1.**

You should now see the first page of the directions that will help you learn about how to take your test. Take a few minutes to review the directions and read about the tools you can use.

Make sure all students are on the correct screen. A pop-up window displays and details the test name and test session. Directions are customized for students receiving computer-based testing accommodations.

Students select the right facing arrow to read through the directions, or select the ***X*** *to exit the directions.*

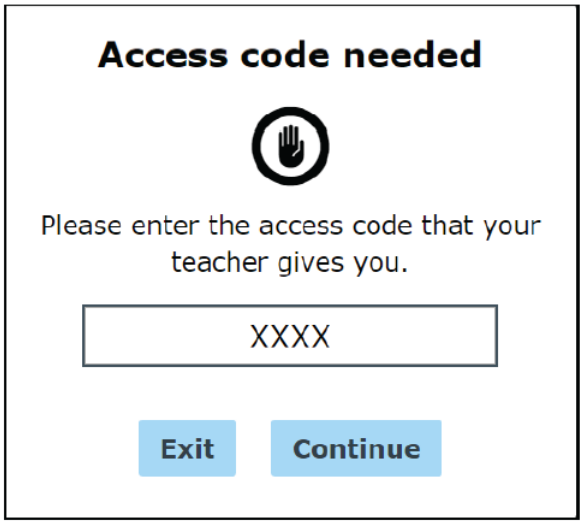
Sample directions page:



Pause for two minutes to allow the students to click through the directions.

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.**

Sample Session Access Code page:



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 "Submit" button, I will check the Review screen with you to confirm that you have answered all of the test questions.**

After we have checked the Review screen together and you are ready to submit your test, select "Submit test." A message asking "Are you sure that you want to submit your test?" will appear. If you are ready, then select "Submit test."

Are there any questions before we begin?

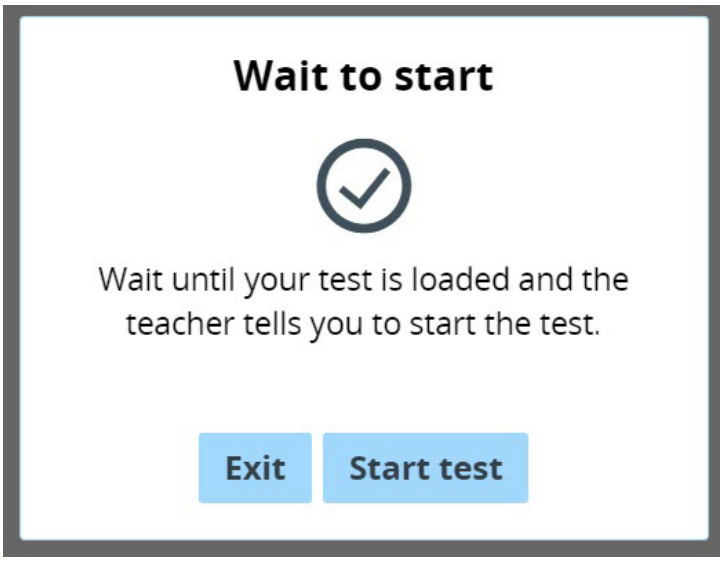
Answer any questions the students may have.

SAY **Enter the session access code:** [*say the Session Access Code*] **and then select "Continue."**

You should now see a screen that says "Wait to start." Are there any questions before we continue?

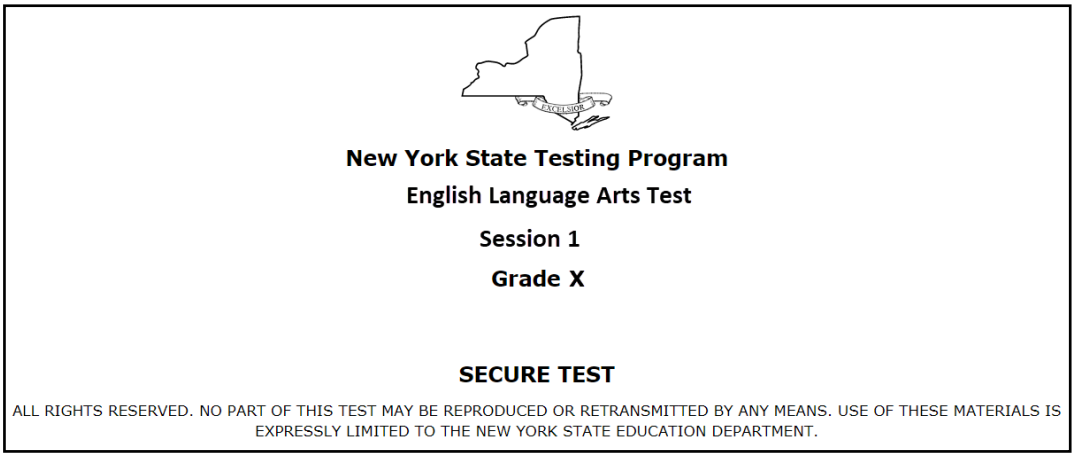
Pause for questions.

Sample screen:



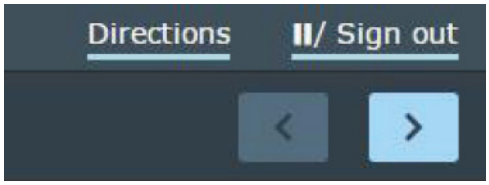
SAY **Please select "Start test."**

The next screen confirms you are taking the [*say appropriate grade*] **English Language Arts Test Session 1 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.**

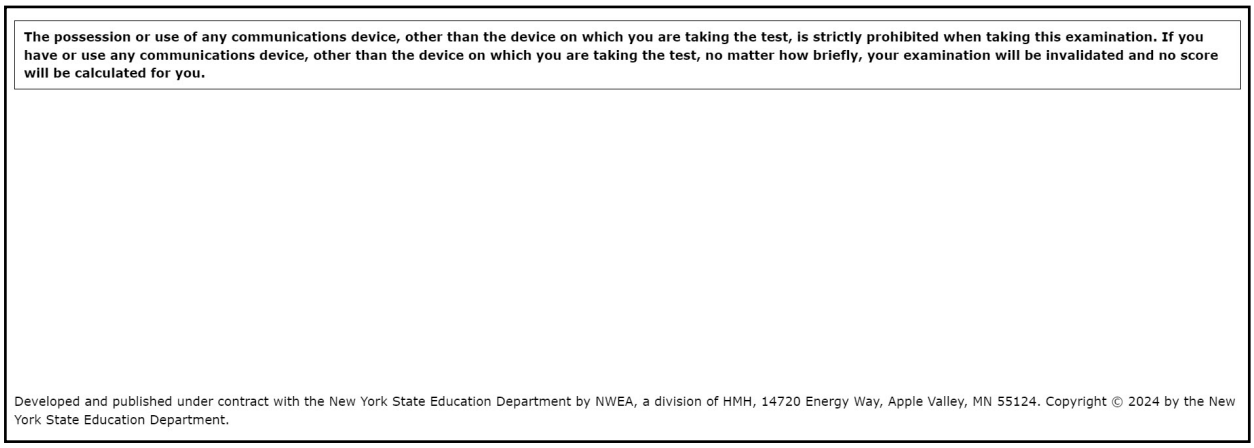
Sample screen:



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. If you have or use any communications device, other than the device on which you are taking the test, no matter how briefly, your examination will be invalidated and no score will be calculated for you.**

Are there any questions?

Pause for questions.



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

Pause to allow students to go to the next screen.

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

- **Read the whole passage before you answer the questions. Most questions will only make sense after you read the whole passage.**
- **You might need to read the passage more than once to answer a question.**
- **Read each question carefully. Take your time.**
- **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

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

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **Before each written-response question you will see the sentence, "This question is worth 2 credits."**

Are there any questions?

Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,

SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, select the right arrow in the top right corner and begin your test.

Students should remain quietly at their workstations after they have submitted the test. Students who finish the test before other students should check their work before submitting it. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. The proctor may collect the student login tickets and scratch paper once a student submits the test.

After a student's 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 are permitted. Once all students complete the test, you may end the session.

Given that the Spring 2025 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

If the test is administered in a large-group setting, school administrators may prefer to allow students to submit their 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 test.

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

Grades 6–8—Day 2, Session 2

Before you begin the tests, make sure you have the student login tickets for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN. At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY **You cannot have any communications device, other than the device on which you are taking the test, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. 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 2025** [*say appropriate grade*] **English Language Arts Test, Session 2.**

You will read some passages and answer questions about what you have read. You must select your answers for the multiple-choice questions in the online test. You must also type your responses for the written-response questions in the online test. You will have as much time as you need today to answer the questions.

Distribute one clean page of lined scratch paper to each student.

SAY **You may use this scratch paper to take notes as you take the test or to plan your written responses. You must record your final answer for each test question in the online test. Anything that you write on the scratch paper will not count toward your final score. This scratch paper must be returned to me after you complete your test. If you need additional scratch paper while you are taking the test, please raise your hand.**

Provide students with their secure student login tickets.

SAY **On your computer screen, locate the pinwheel or the icon titled "Questar Secure Browser."**

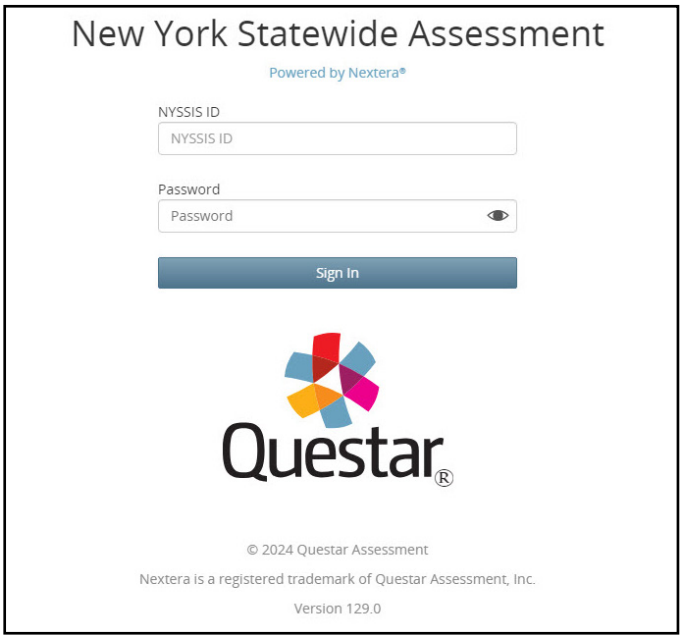
Double-click this icon and the online test will launch.

Once the program has opened, you will see the "Sign In" page.

Do not enter anything until you have been instructed to do so.

Please raise your hand if you do not see the "Sign In" page.

Sample sign in page:



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

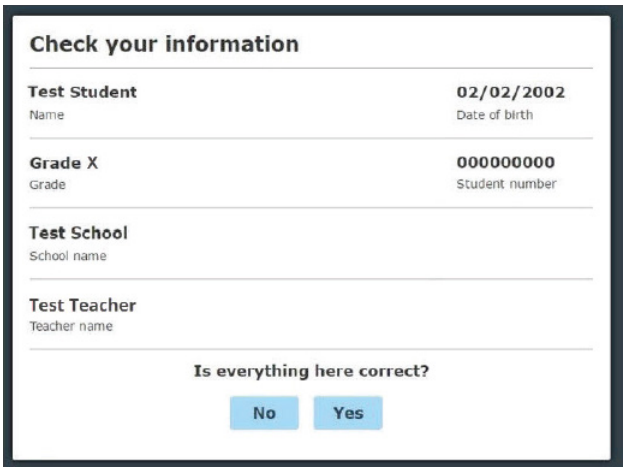
Now select the "Password" field. Type in your password from your login ticket. When you type in your password, if you click on the eye icon, the numbers will show and may help make it easier to type it in.

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.

If the student information is incorrect, check to be sure the student has the correct login ticket.

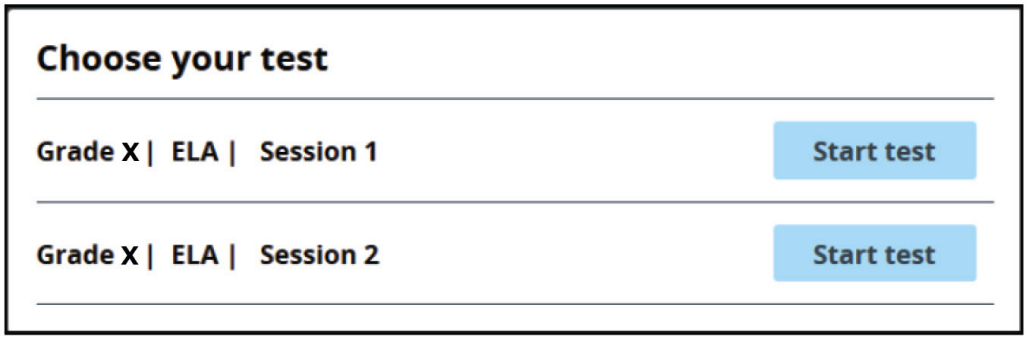
If the date of birth or teacher's name is incorrect or the student's name is misspelled, document the error and notify the School Test Coordinator after the test session has ended. The student should begin testing and the error can be corrected at a later time.

If the grade is incorrect, the student should not continue the login process. The student should click "No" and log out of the secure browser. Notify the School Test Coordinator or District Test Coordinator as soon as it is feasible to do so. The School Test Coordinator or District Test Coordinator will need to go in to Nextera™ Admin and correct the grade level for the student. The student will then get a new login ticket in order to begin testing. If the student sees the wrong grade on this screen, they will be presented with the wrong test.

SAY **If all of the information is correct, select "Yes" at the bottom of the screen.**

Do not start the test until I tell you to do so.

Sample Test Page:



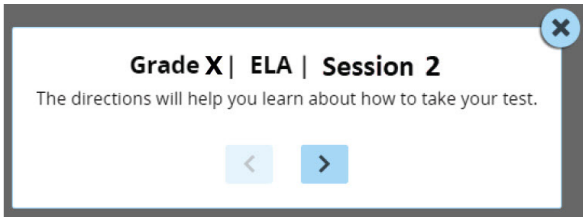
SAY **Now we are going to begin the test. Select "Start Test" next to ELA Session 2.**

You should now see the first page of the directions that will help you learn about how to take your test. Take a few minutes to review the directions and read about the tools you can use.

Make sure all students are on the correct screen. A pop-up window displays and details the test name and test session. Directions are customized for students receiving computer-based testing accommodations.

Students select the right facing arrow to read through the directions, or select the ***X*** *to exit the directions.*

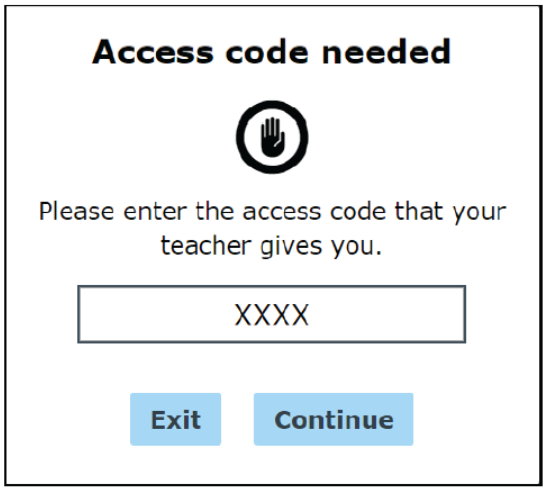
Sample directions page:



*Pause for two minutes to allow the students to click through the directions***.**

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.**

Sample Session Access Code page:



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 of 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 "Submit" button, I will check the Review screen with you to confirm that you have answered all of the test questions.**

After we have checked the Review screen together and you are ready to submit your test, select "Submit test." A message asking "Are you sure that you want to submit your test?" will appear. If you are ready, then select "Submit test."

Are there any questions before we begin?

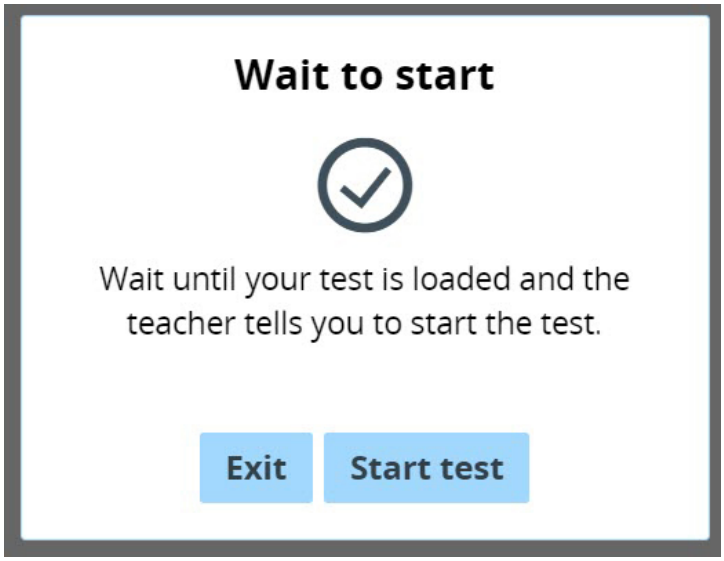
Answer any questions the students may have.

SAY **Enter the session access code:** [*say the Session Access Code*] **and then select "Continue."**

You should now see a screen that says "Wait to start." Are there any questions before we continue?

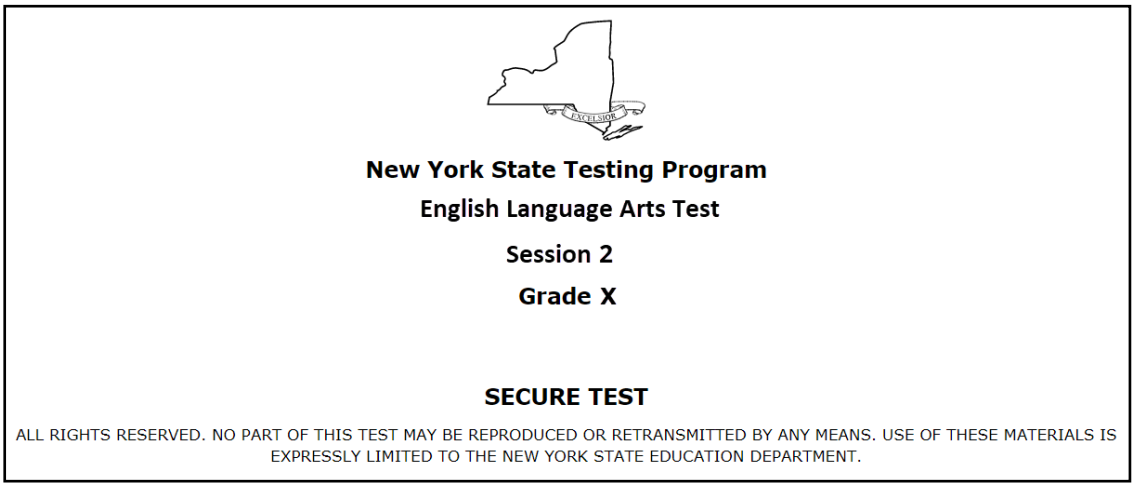
Pause for questions.

Sample screen:



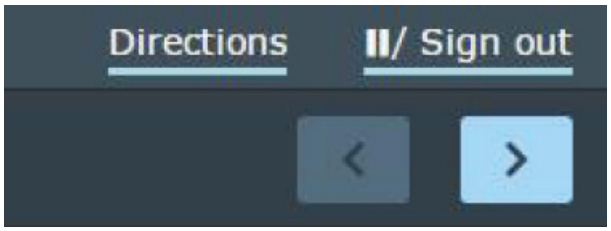
SAY **Please select "Start test."**

The next screen confirms you are taking the [*say appropriate grade*] **English Language Arts Test Session 2 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.**

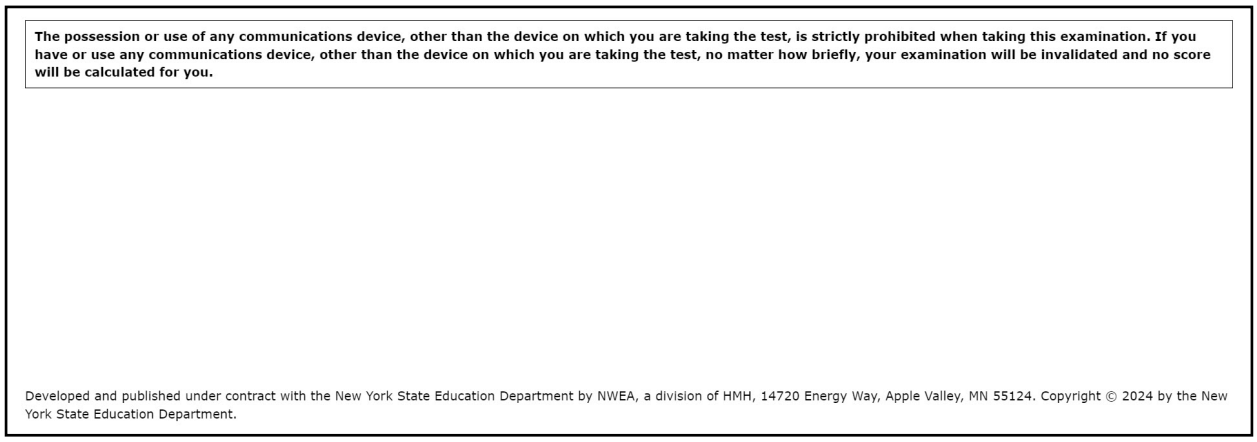
Sample screen:



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. If you have or use any communications device, other than the device on which you are taking the test, no matter how briefly, your examination will be invalidated and no score will be calculated for you.**

Are there any questions?

Pause for questions.



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

Pause to allow students to go to the next screen.

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

- **Read the whole passage before you answer the questions. Most questions will only make sense after you read the whole passage.**
- **You might need to read the passage more than once to answer a question.**
- **Read each question carefully. Take your time.**
- **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

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

For the last question in this test session, you may plan your writing on the scratch paper provided. However, do NOT write your final answer on the scratch paper. Type your final answer in the box provided online below the question.

SAY **Are there any questions?**

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **Before each written-response question you will see how many credits the question is worth. For example, "This question is worth 2 credits."**

Are there any questions?

Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,

SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, select the right arrow in the top right corner and begin your test.

Students should remain quietly at their workstations after they have submitted the test. Students who finish the test before other students should check their work before submitting it. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. The proctor may collect the student login tickets and scratch paper once a student submits the test.

After a student's 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 are permitted. Once all students complete the test, you may end the session.

Given that the Spring 2025 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

If the test is administered in a large-group setting, school administrators may prefer to allow students to submit their 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 test.

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

Appendices

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

The following seating arrangements are suggestions for creating a secure test environment for students who are taking the computer-based tests.

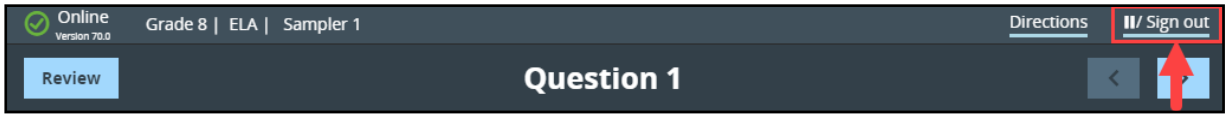
- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely-spaced rows or in every other row.

The following physical and visual barriers between testing devices can also be used as security measures for computer-based testing.

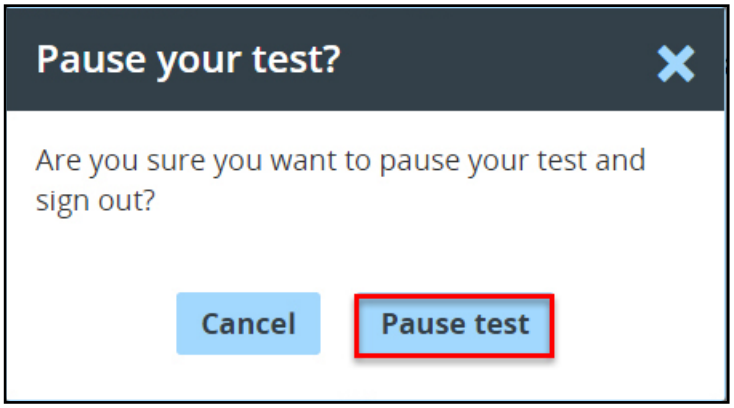
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible only to someone sitting in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

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

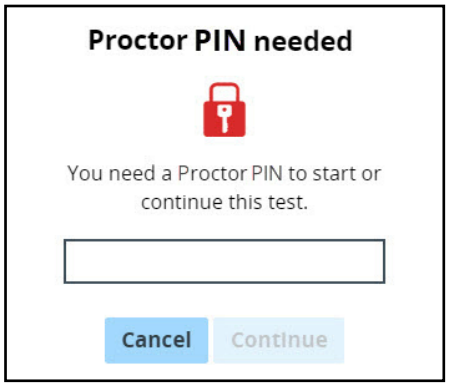
A student may pause a test by selecting **II/Sign Out** in the upper right corner of the student's screen in the Nextera™ Test Delivery System.



The student then selects **Pause test** to exit the test session and save current progress until the student can return to the test session. If the student selects **Cancel**, the student will immediately return to the test session 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 2025 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 C: Logging into Nextera™ Admin

Overview

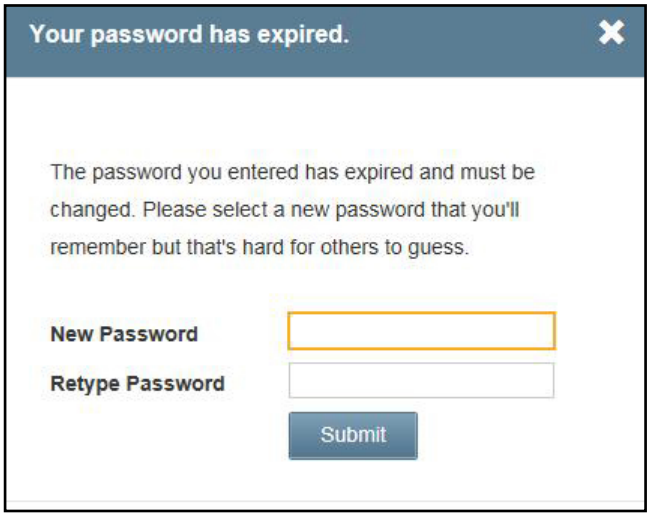
This section will guide you through the login process in the Nextera™ Administration System (Nextera™ Admin).

Sign In

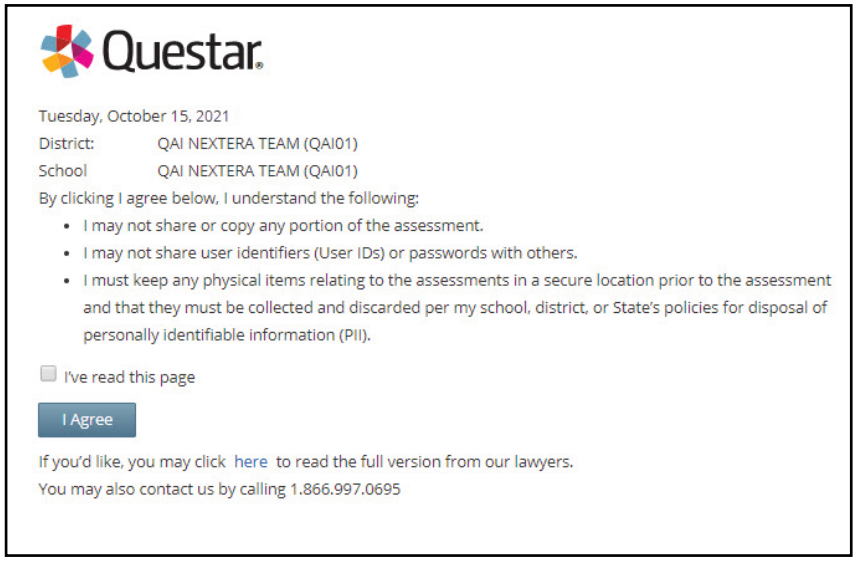
If you have been provided with Nextera™ login tickets, you can enter the following website address in your browser address bar to access Nextera™ Admin (https://ny.nextera.questarai.com/Admin/). If you have not been provided with login tickets to Nextera™ Admin, you should contact your District Test 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-5. 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**.

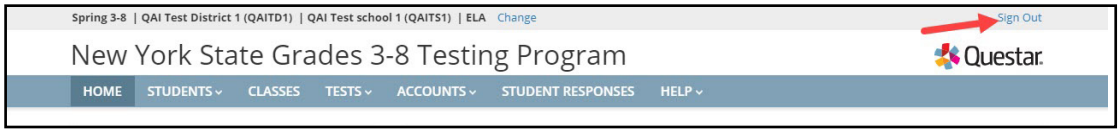


4. For initial logins and for all password changes, you will be asked to acknowledge and agree to the Security Compliance statement. After reviewing the statement, select the **check box** for "I've read this page" and select **I Agree**.



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.

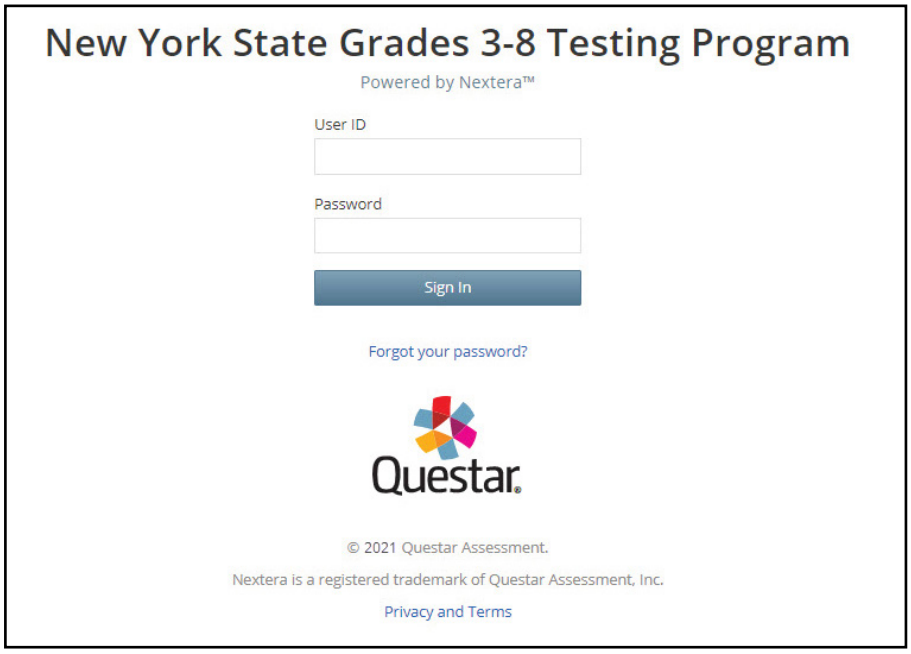


Forgot Your Password?

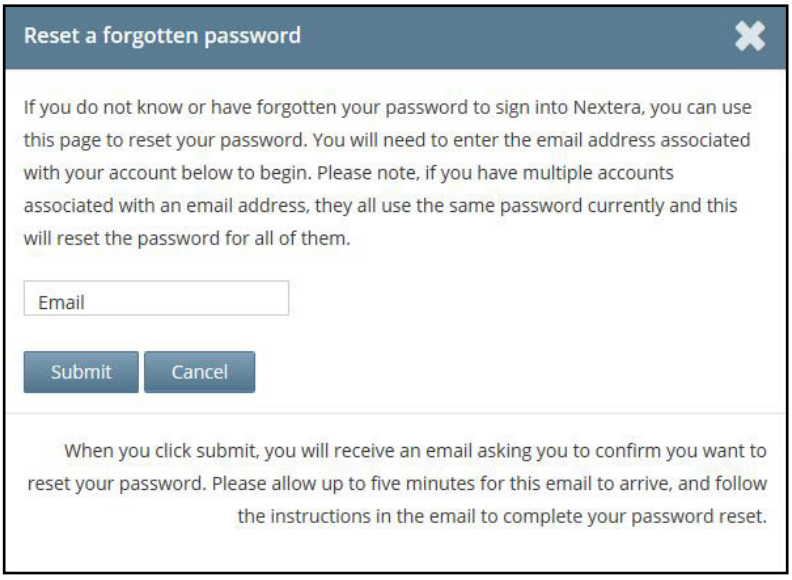
Upon initial login, you will be required to change your password. This step allows you to create your own password. Enter a new password in the **New Password** and **Retype Password** fields and select **Submit**.

If you have forgotten your password:

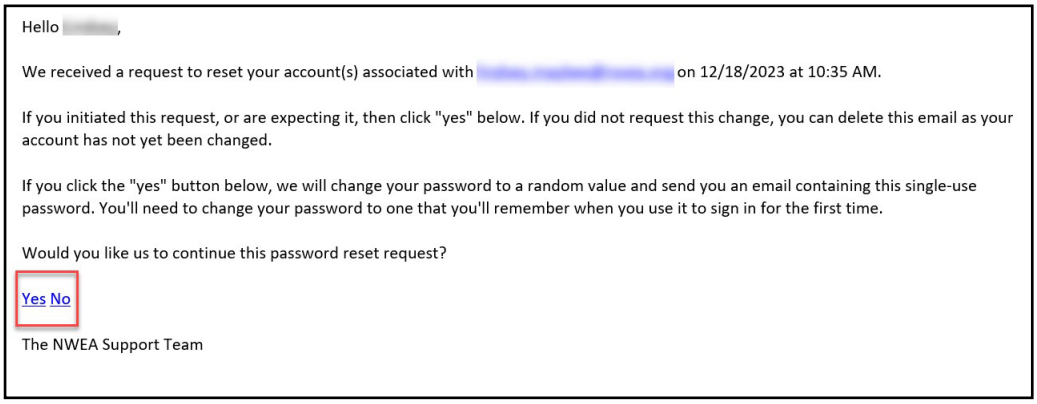
- Select **Forgot your password?**



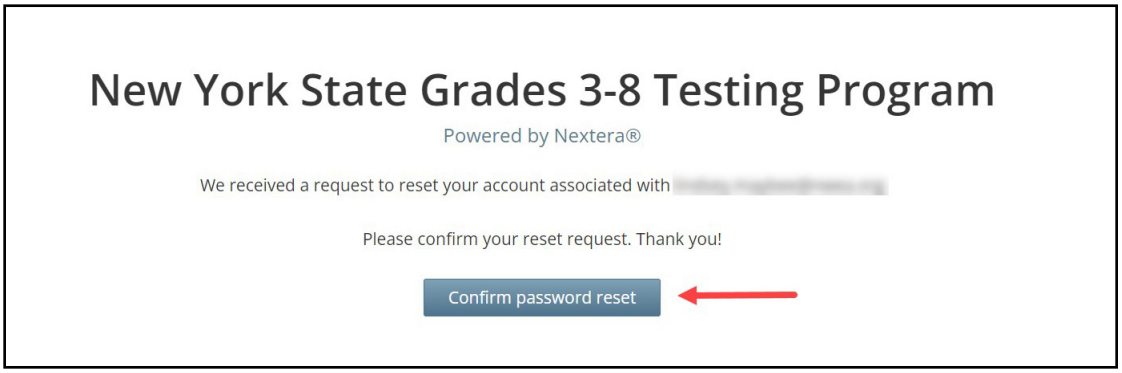
- Enter your email address and select **Submit**.



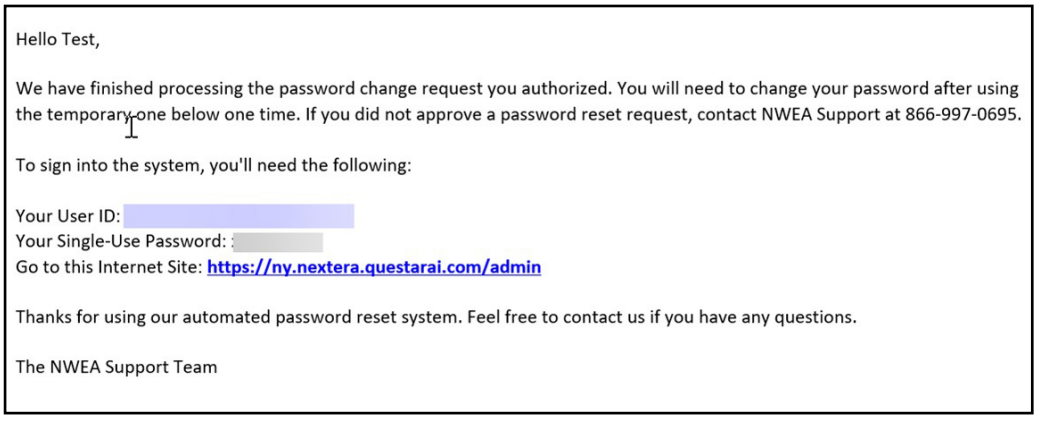
- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



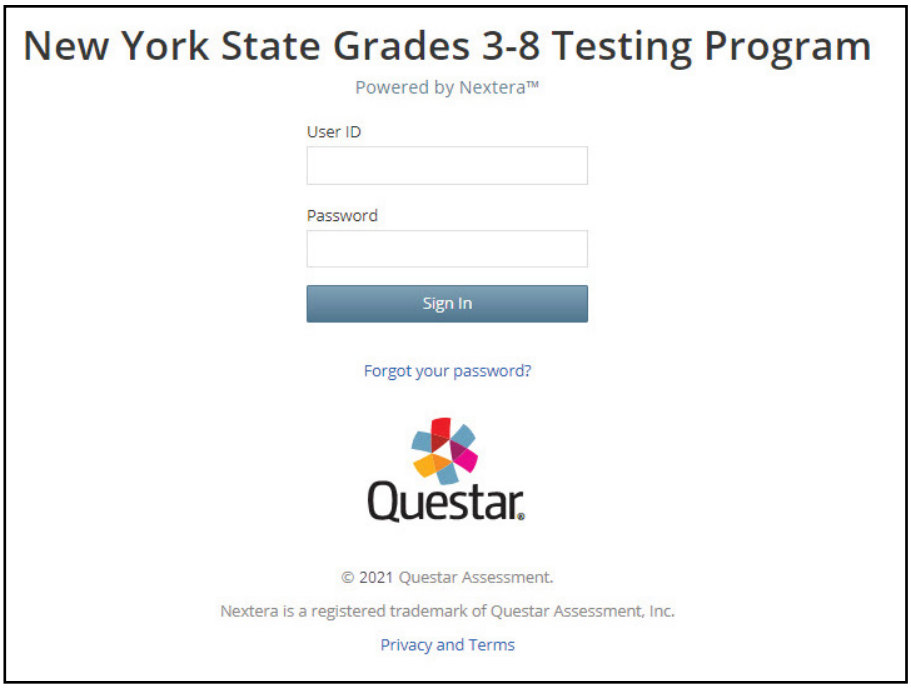
- After selecting **Yes** you will be brought to this website:



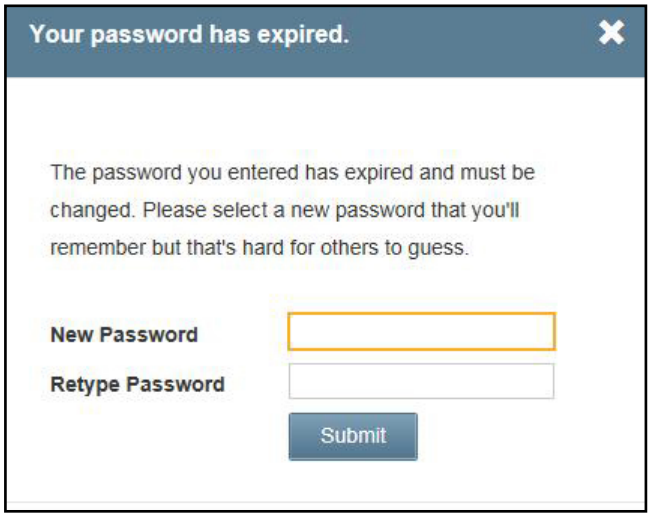
- You will receive another email that provides you with a single-use **Password**. Select the **Go to this Internet Site** link.



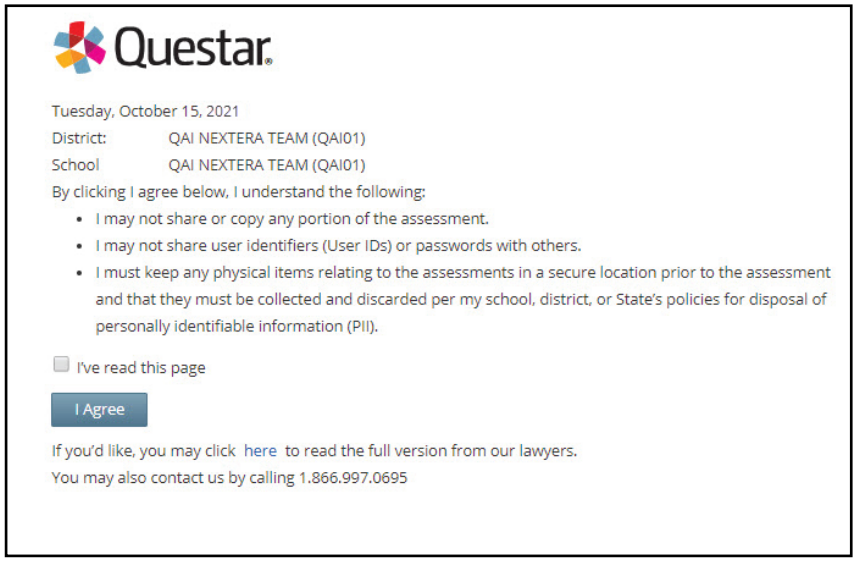
- Enter your **User ID** and single-use **Password** and select **Sign In**.



- 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**.



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

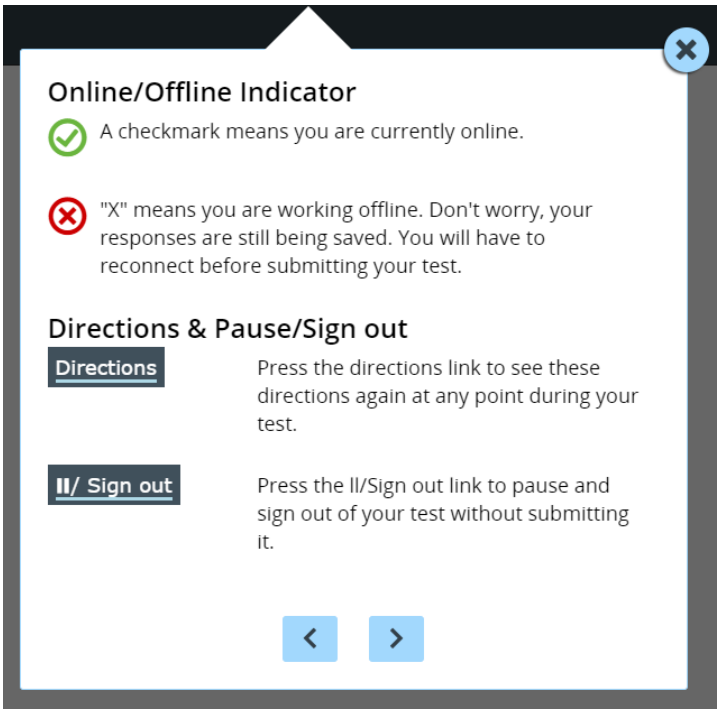
All students testing on computer have access to general features and tools that are available through the Nextera™ Test Delivery system. The following information provides an overview of the CBT tools and features available to students testing on computer. Students should have had opportunities prior to testing to practice using these features and tools.

General Features of the Nextera™ Test Delivery System

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.

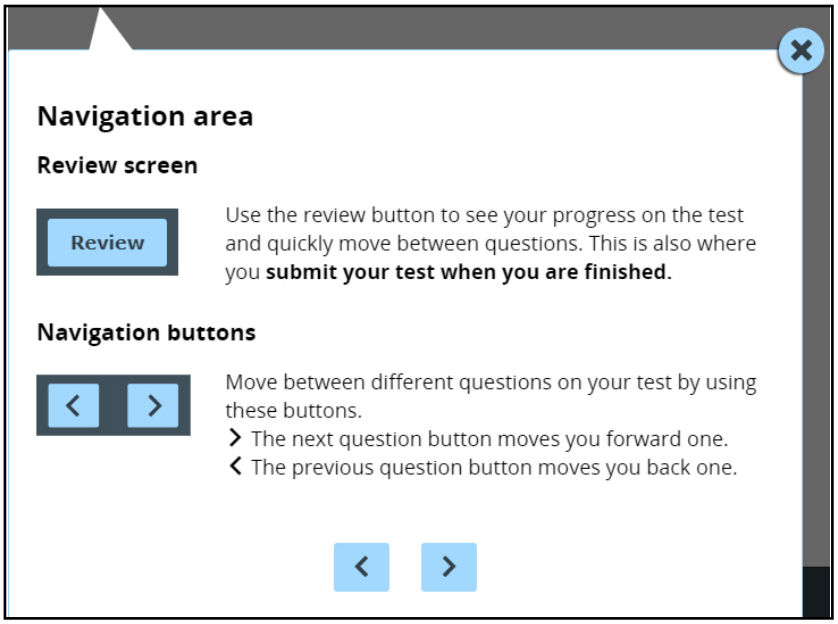
Online/Offline Indicator
Directions
Pause/Sign Out
Review Screen
Navigation Between Questions
Split Screen Controls

Online/Offline Indicator, Directions, and Pause/Sign Out



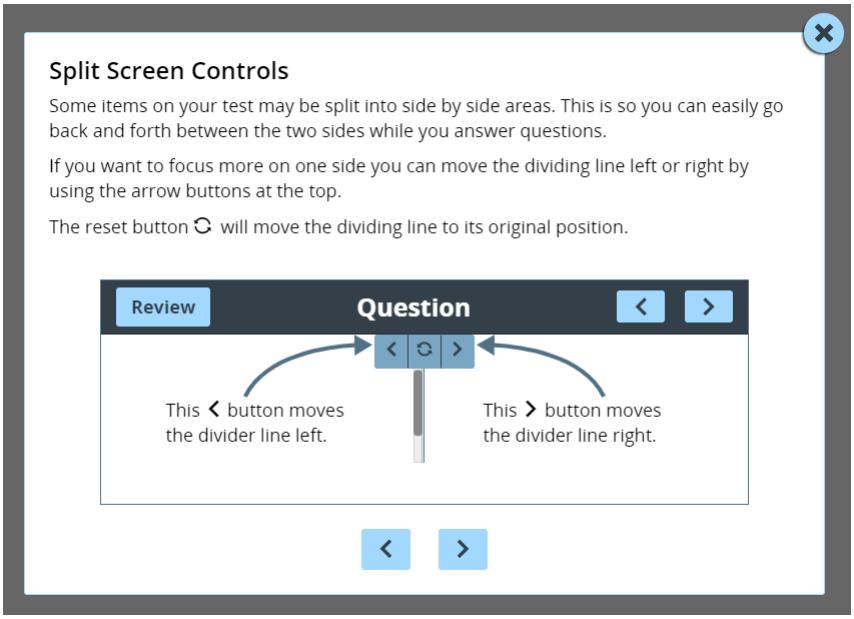
- The Online/Offline Indicator in the upper left corner of the screen indicates whether a student's device has or has not lost Internet connectivity. Students should be informed to continue testing even if they lose Internet connectivity as their responses will be saved to their local device. In an event where Internet connectivity is not restored, please contact NWEA Customer Support for assistance at 866-997-0695.
- 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.
- 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 B**.

Review Screen and Navigation Between Questions



- 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.
- 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.

Split Screen Controls



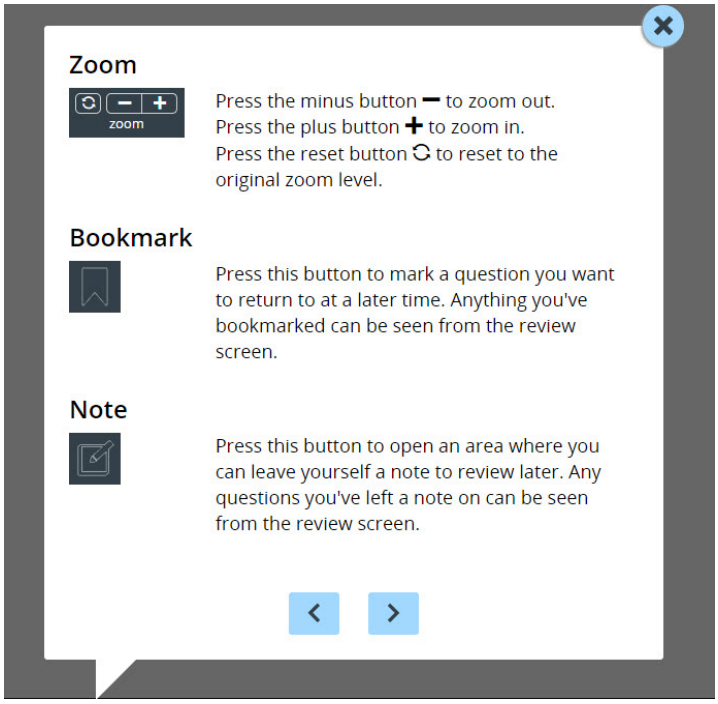
- All passages in the Grades 3–8 English Language Arts test appear on the left side of the screen, and the questions appear on the right side of the screen. If a student would like to expand either side of the screen, they can move the dividing line at the top of the page by clicking the left or right arrow buttons. If a student would like to reset their page to its original position, they can click the reset button at the top of the page.

General Tools

All students testing on computer have access to the general tools provided through the Nextera™ Test Delivery System. The following is a list of the general tools available to all students taking the Grades 3–8 English Language Arts test on computer.

Zoom
Bookmark
Note (Notepad)
Color Choices
Answer Eliminator
Highlighter
Line Reader

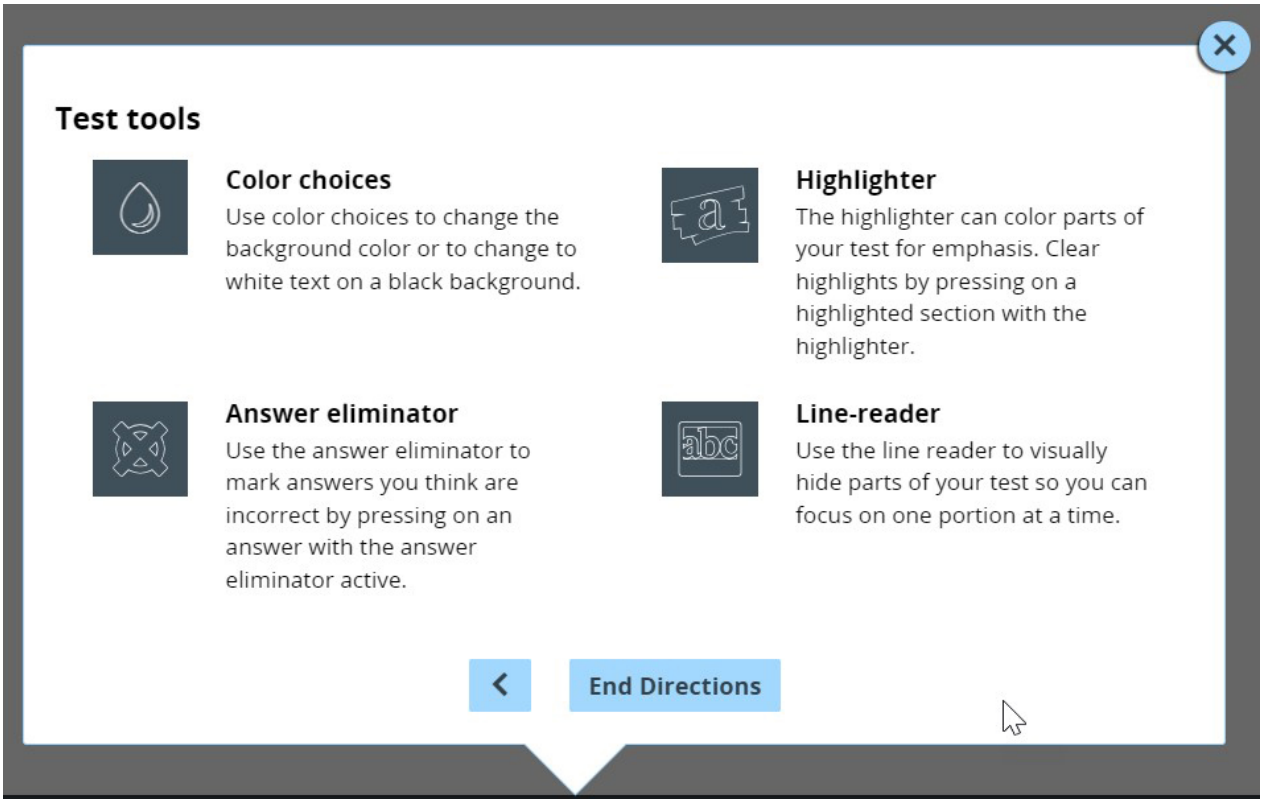
Zoom, Bookmark, and Note (Notepad)



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

- Zoom—Students can increase and decrease font size. Clicking on the minus button makes the screen smaller. Clicking the plus button makes it larger. Note that if students click the reset button within the zoom tool, the text will return to the original setting.
- Bookmark—Students can press the bookmark in the tool tray to flag questions they want to return to at a later time. Bookmarked questions appear on the Review screen with a flag on them.
- Note (Notepad)—Students can use the Notepad to plan their responses. Please ensure that your students understand that text they type in the notepad tool will not be scored. Once the test is submitted, notepad text is not saved.

Color choices, Answer eliminator, Highlighter, and Line-reader



The following tools can help students to highlight or focus on certain text or eliminate multiple-choice answers. When using any of the following tools, a student must deactivate the currently active tool before using another.

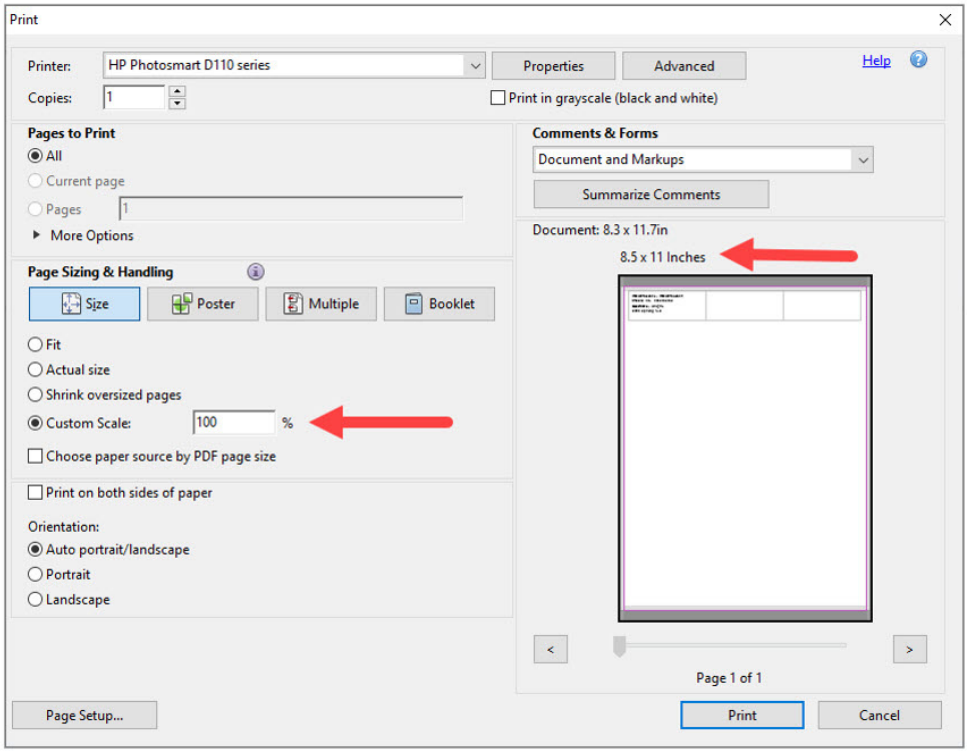
- Students can use the highlighter tool to identify part of the test for emphasis. To clear highlighted text, click on the highlighted text a second time while the tool is active.
- Students can eliminate multiple-choice answers they think are incorrect by clicking the answer eliminator in the tool tray. When this tool is on, a student can click on the answers they want to be crossed out. Note that the answer eliminator is only available for multiple-choice questions.
- 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.
- Color Choices—Students can use the Color Choices tool to choose among various background colors and text options: blue, green, pink, or yellow background with black text, or reverse contrast with white text and a black background. Please note that some images may be best viewed in black text. When using reverse contrast, students have the opportunity to switch the modal from reverse contrast to black text with a white background if the student needs confirmation or clarification of the details of an image.

Appendix E: Troubleshooting

Printing Student Login Tickets

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**



Issues During 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, DTC, STC, or RIC 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 NWEA 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. Please note that the student must return to the same device that they began testing on to submit their test once the Internet connectivity has been reestablished.

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

Windows, Mac, iPad	Chromebook
1. Turn off the device* 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	1. Exit using the button at the lower left 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 photocopy the student login tickets, as the security of the test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.

Spring 2025 Grades 6–8 English Language Arts Computer-Based Tests Teacher's Directions

QAI29743