

New York State Testing Program

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Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the 2023 Grades 3–8 Mathematics 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 2023 Grades 3–5 Mathematics Tests are administered in two sessions on two consecutive school days. 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 (1-credit) and constructed-response (1-, 2-, and 3-credit) 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 organize the materials and the testing schedule.

IMPORTANT DATES

| | |
|-----------------------------|--------------|
| Primary Test Administration | 2 , 2023* |
| Make-up Test Administration | 5 11, 2023** |

*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. If the first and second days of the testing window are chosen as the primary testing days for a certain grade, make-ups may begin on the third day.

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 testing, each device
- Student login tickets (See page 16 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 Test Coordinator)

For each student

- Student testing device prepared according to the Nextera Setup Instructions.
- Two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph 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)
- Reference Sheet for Grade 5

Security

The 2023 Grades 3–5 Mathematics 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, other than the device on which they are taking the test, 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 prohibited 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

fax to OSA. (See the section “Reporting Irregularities and/or Misadministrations” in the *Sc A*, ,   *Ma*, *a*.)

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 testing or make-up period 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 testing or make-up period 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 testing accommodations or tools (for example, calculators for Grades 3–5) or engaging in other types of nonstandard test administration (for example, cheating). (See the section “Reporting Irregularities and/or Misadministrations” in the *Sc A*, ,   *Ma*, *a*.)

STEP TWO Plan Your Computer-Based Testing
Schedule

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 2023 Grades 3–8 Mathematics Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *Special Assessment and Mathematics*.

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 *Special Assessment and Mathematics: Statewide Guidelines for Grade 3–8 Mathematics* (<http://www.p12.nysed.gov/specialed/publications/test-accommodations-guide-february-2018.html>).

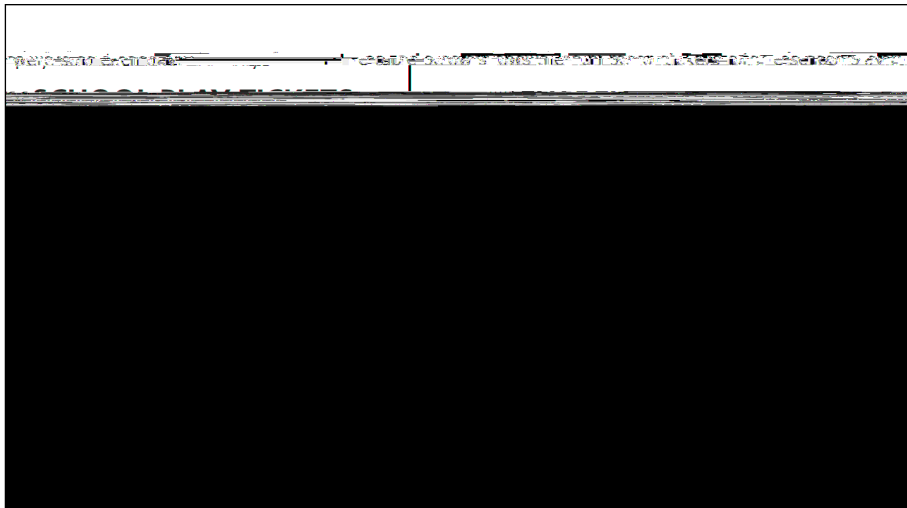
Read Aloud (by human): For the 2023 Grades 3–8 Mathematics Tests, the Read Aloud (by human) accommodation is available for students testing on the computer. The Read Aloud (by human) accommodation indicates that all student directions, questions, and multiple-choice answer choices will be read aloud by the teacher, except where otherwise indicated within the student's IEP or 504 Plan.

Text-to-Speech (TTS): For the 2023 Grades 3–8 Mathematics Tests, the text-to-speech (TTS) accommodation is available for students. The TTS accommodation will read all student directions and

Please note: For Grade 5 only, the TTS accommodation has an additional option. If a user clicks on the reference sheet icon on the tool bar, then the TTS option reference sheet will display. The TTS accommodation will read the reference sheet for the student if this option in the drop-down menu is chosen.





Additionally, if a student wants to hear only a portion of the question or the 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 Internet connection is lost, TTS will be unavailable until the Internet connection is restored. Once restored, TTS functionality will resume.

Use of Scribes

The use of scribes is an allowable accommodation for the 2023 Grades 3–8 Mathematics Tests. More detailed information about the procedures to follow for the use of scribes may be found in the *Sc A* , ,   *Ma* , *a* .

Use of Calculators and Other Devices

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices for all sessions associated with the 2023 Grades 3–8 Mathematics Tests.

Because the 2023 Grades 3–5 Mathematics Tests measure students’ proficiencies involving calculations, the use of a calculator or mathematics tables is **not** allowed.

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: A Guide for Educators* (<http://www.p12.nysed.gov/specialed/publications/test-accommodations-guide-february-2018.html>).

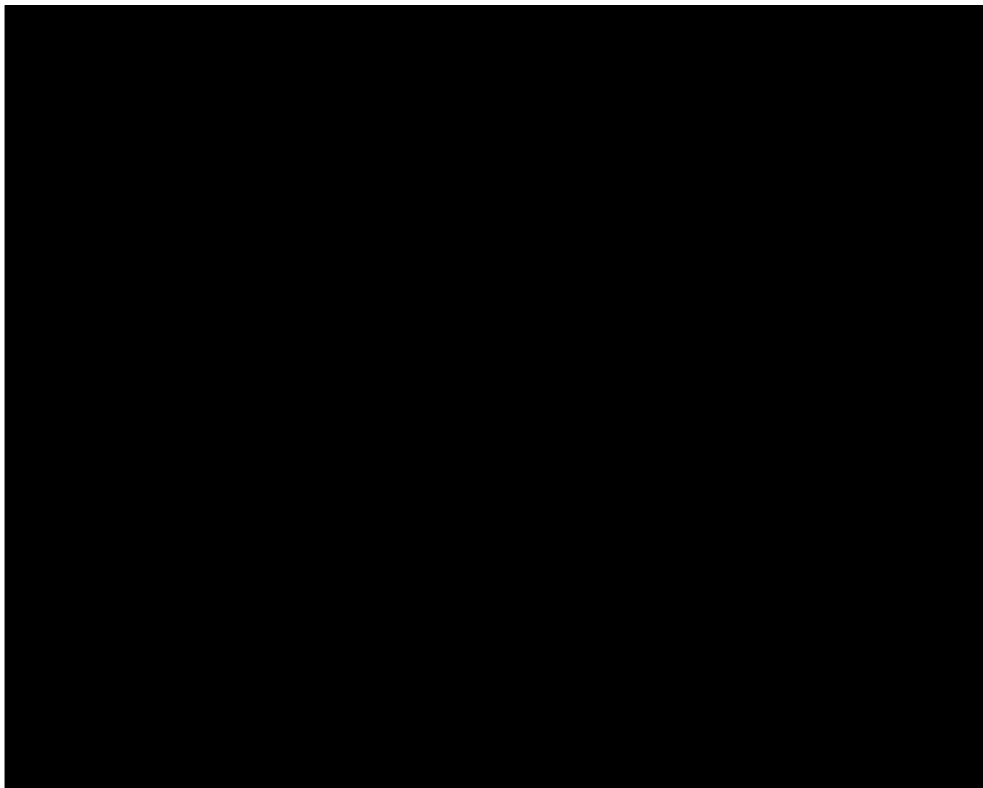
Testing Accommodations for English Language Learners

Information on accommodations for English Language Learners (ELLs) and former ELLs can be found in the *State Assessment for Mathematics*.

Computer-Based Testing Accommodations

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


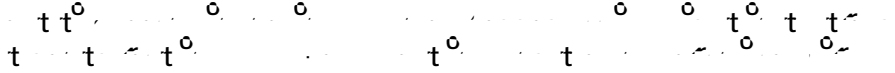
- Answer Masking Tool
- Reverse Contrast
- Initial Page Zoom
- Testing Language
- Text-to-Speech (online only)
- Background Color
- Read Aloud (by human)



Use of any of these accommodations must be consistent with the student's IEP or 504 Plan or, with regard to Testing Language, a student's status as a current or eligible former ELL. These options need to be identified and coded in the Nextera™ Administration System (Nextera™ Admin) prior to testing.

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

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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 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. As with the paper-based tests, certain tools for students who are testing in Math are only available for specific grades and test sessions (e.g., calculators and protractors). 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 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 Administration 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 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.
- Completely cover or remove from the walls mathematics aids or charts and all board work pertaining to mathematics. 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.
-

STEP FIVE

Prepare Computer-Based Testing Materials

Scratch Paper

Schools that will be administering the Mathematics Tests with Computer-Based Testing (CBT) 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 3–5 Mathematics Tests, each student should be given two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph 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

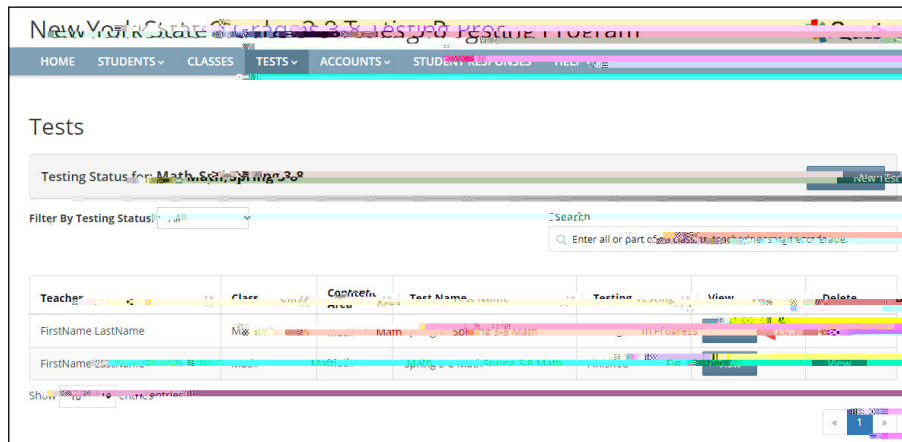
Teachers will need student login tickets for each student to sign in with, a Session Access Code for each test session, and a Proctor PIN for students who may pause the test. The information that follows provides step-by-step instructions on how to retrieve this information from Nextera™ Admin.

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.



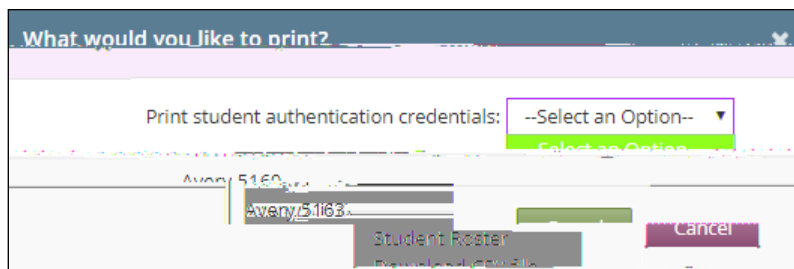
3. Select **View** for the applicable test.



4. Select **Login Tickets**.



5. 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.

- 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.

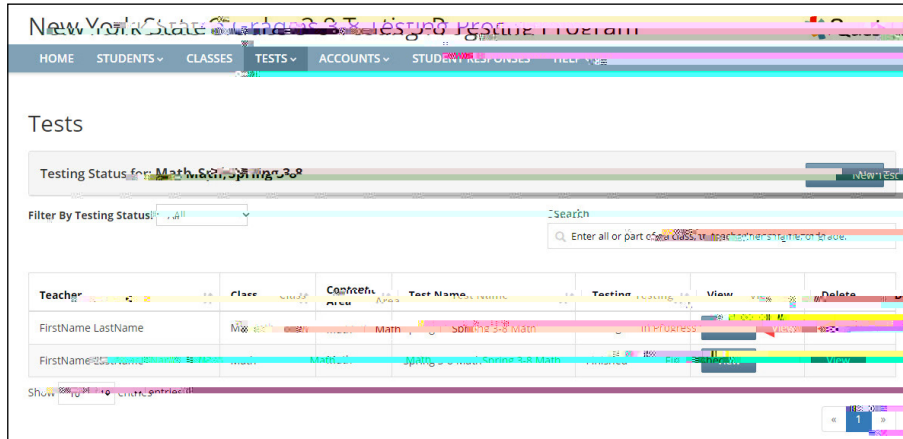
| | | |
|--|--|--|
| Last, First NYSSIS ID: 9921010301 Password: 422348 Spring 3-8 Math Grade X | Last, First NYSSIS ID: 9921010301 Password: 556413 Spring 3-8 Math Grade X | Last, First NYSSIS ID: 9921010303 Password: 299555 Spring 3-8 Math Grade X |
|--|--|--|

Session Access Code

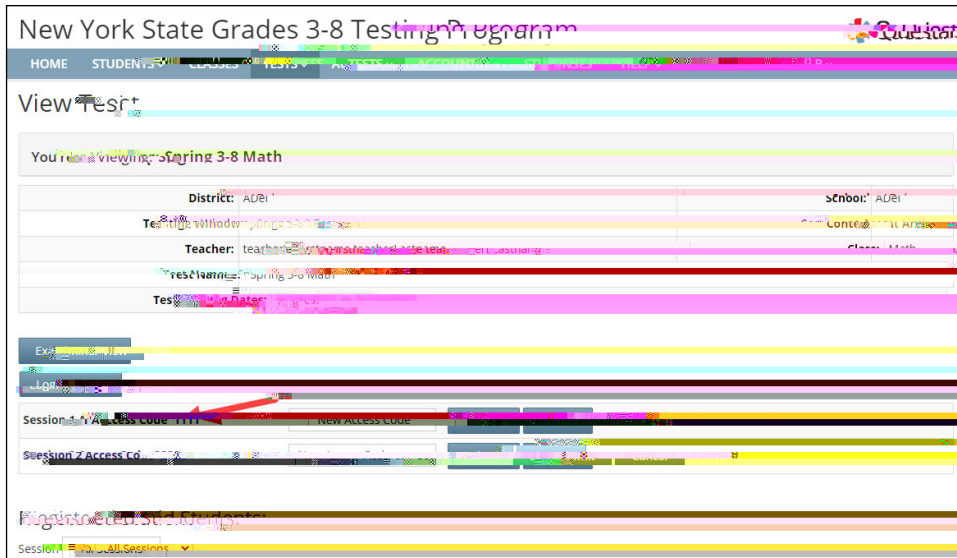
- You will need to provide students with a Session Access Code in order for the students to access their tests in the Nextera™ Test Delivery System. Each session of the test will require a different Session Access Code. Instructions for providing the Session Access Code to students are included in **Step Six: Administer the 2023 Mathematics 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.



STEP SIX

Administer the 2023 Grade 3 Mathematics Computer-Based Test

Pea e ea e e ec caef bef ea e e e e a e e e e ec a ea a a ace e a c ec eac e not be ea a .

Grade 3—Day 1, Session 1

Bef be e e e a e ea e e e c e f eac e e c c a e f eac e e e Se,, Acce,, C e, a e P c PIN.

A e be,,, f e e a,,, ec, ea ef,,, a e e a, e, a, Sa e e,:

SAY You cannot have any personal 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.

Re ea, f e ce, P c e ce, f e, e, a, e e af e e, .

SAY You will be taking the 2023 Grade 3 Mathematics 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.

You must select your answers in the online test. You will have as much time as you need today to answer the questions.

You may use the ruler provided in the online test to help you solve some of the questions on the test.

(This block contains mirrored bleed-through text from the reverse side of the page, which is not legible.)

SAY You may use this scratch paper to help you solve the questions on the test. 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.

(This block contains mirrored bleed-through text from the reverse side of the page, which is not legible.)

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

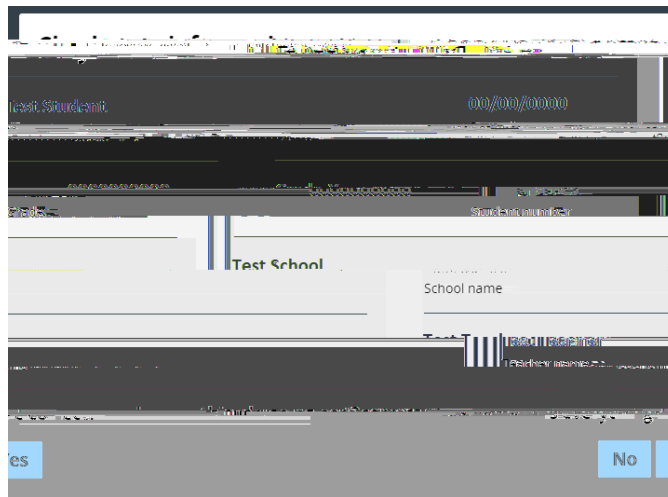
Now select the “Password” field. Type in your password. Your password is also on your student login ticket.

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

Pa, e f ☒ e, , , .

SAY After you have entered your password, select “Sign in.”

Sa e. e ☒ ca , a e:



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

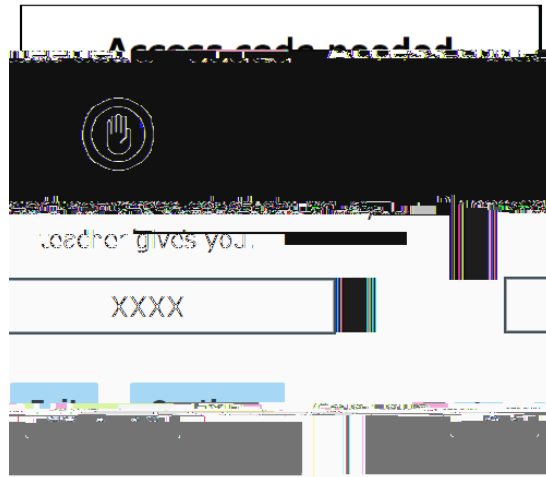
teacher's name

date of birth

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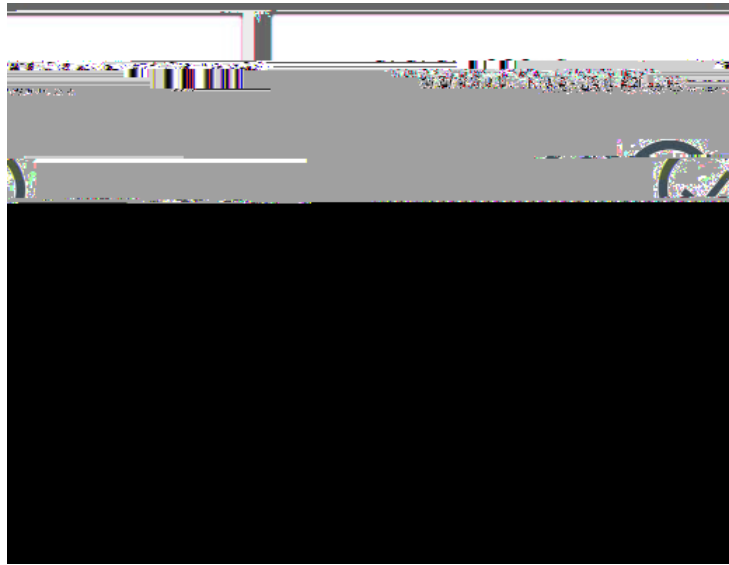
If e e, c ec, e e, c, e e ce. e e, c c N,
a, f e, ec e N f e Sc, e C a D c e C a a,
a, fea, e e Sc e C a D c e C a ee
Ne e A, a, c ec e e e e f e e, e, e e a, e c e
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Sa e Se, , Acce, C e a e:



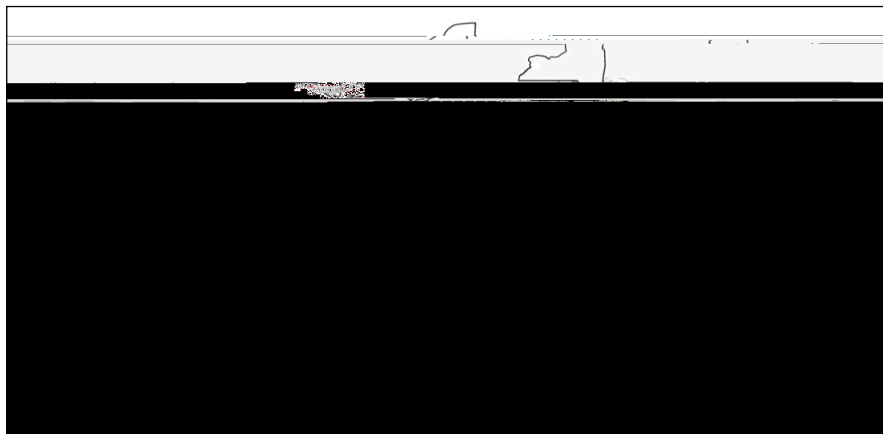
SAY

Say, e, cfe :



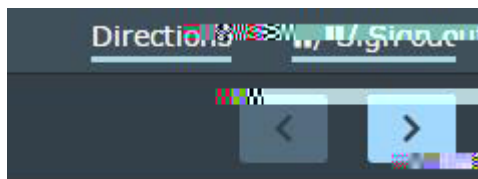
SAY Please select "Start test."

The next screen confirms you are taking the Grade 3 Mathematics Test Session 1 today. If your screen does not say Grade 3, please raise your hand.



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

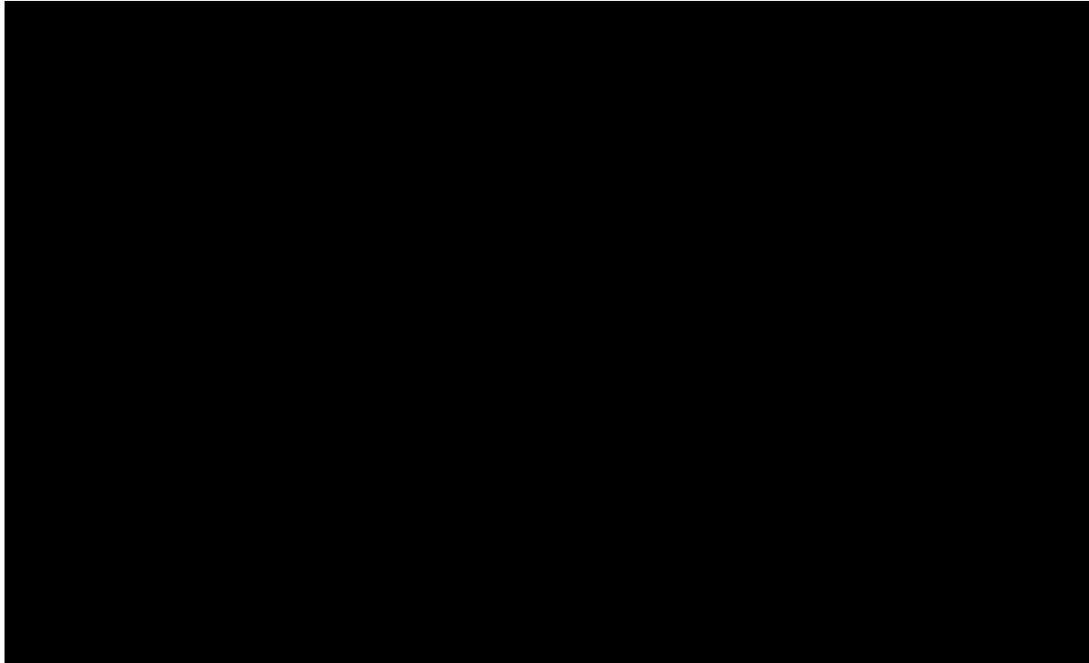
Say, e, cfe :



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?

Pa, e f e, , , .



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

Read each question carefully and think about the answer before making your choice.

You have been provided with a ruler as part of the online testing tools to use during the test. Use the ruler whenever you think it will help you to answer the question.

Are there any questions?

Pa, e f e, , , . e, a c, f e, a a, e, , , e a, e, a e e, , ca, e
. e, , , c a e,

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.

S e , , , a , . e a e a , a , afe e a e . S e ,
f , e e , e e , e e , e , , c e c e e e e . O c e e , e ,
c e c , e e , c e , e , e a e a , a e c e c e e e c e c a
c e c e , e , c e , a , c a e , c e a , e , e e .

Afe a , e , e , a e a , a c e c e , a , e , a e e e a , e , e e
e a e e , f e a c , c . N a , a , e c e , e e . O c e a
e , c e e e e , a e , e e , .

G e , a e S 2023 e , a e , e , c a , a e e c e c a e
e , a a c e , a a , e , a c e a e e e e
e e c , e a e e e , e c f e f e a c a . S e , e e
c e e a e c e , a e , e , a , e a e e a . S c e e , e
e e e e , f e , a e , a , e e a e , a , e , e e e , e
a , e , e e a e , a , a a c a e , e a e , e , e , e ,
e e e a e e .

I f e e , a , e , a a e - e , e , c a , a a f e a , e ,
e e , a e f , a e e a e e . I f , a e c a a , e , e a e e a ,

Grade 3—Day 2, Session 2

Before the test, you will receive a computer-generated password for each test session. You will need to enter this password on the test.

After the test, you will receive a receipt for each test session. You will need to keep this receipt for your records.

SAY You cannot have any personal 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.

Remember, for each test session, you will receive a computer-generated password.

SAY Today, you will be taking the 2023 Grade 3 Mathematics Test, Session 2.

For the multiple-choice questions, you must select your answers in the online test. For the constructed-response questions, you must also type your answers in the online test. You will have as much time as you need today to answer the questions.

You may use the ruler provided in the online test to help you solve some of the questions on the test.

During the test, you will receive a computer-generated password for each test session. You will need to enter this password on the test.

SAY You may use this scratch paper to help you solve the questions on the test. 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.

Pea e, e: If a, e, c c, e e e c, e a, e e, e, e, e e e a, c c.

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.

Sa e, , a e:



Pea e, e: If a, e, c c, e e e c, e a, e e, e, e, e e e a, c c.

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

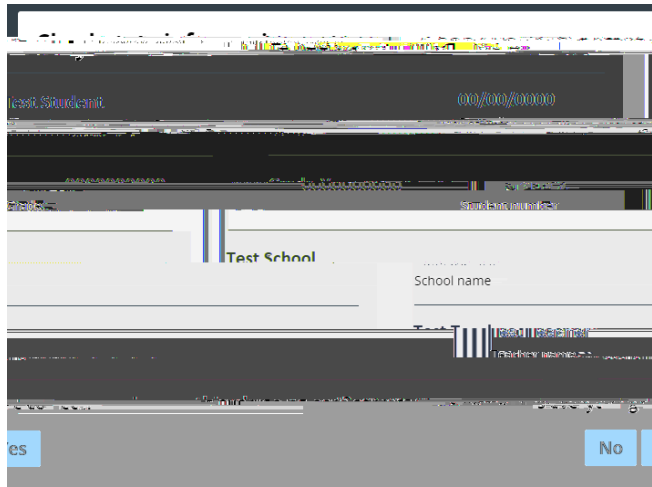
Now select the “Password” field. Type in your password. Your password is also on your student login ticket.

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

Pa, e f e, , .

SAY After you have entered your password, select “Sign in.”

See the video for a demo:



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.

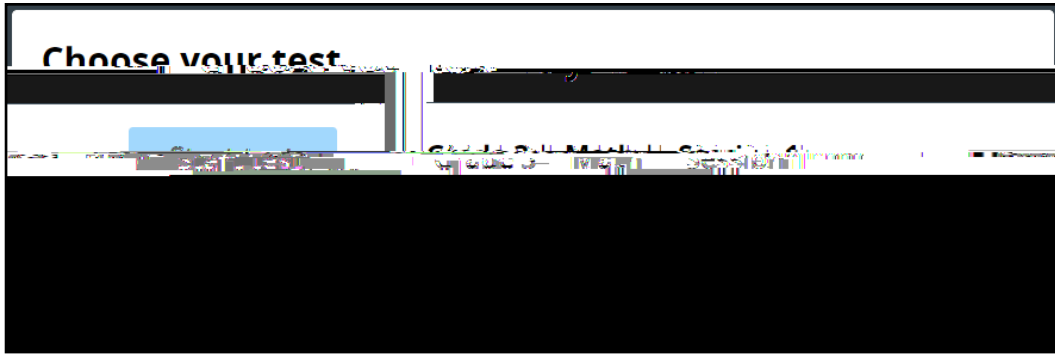
Now look at the rest of the information on the screen. Make sure it is correct. Check your

- 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.

See the video for a demo: (EMC)

Say the page:



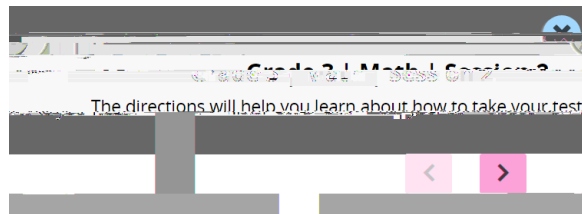
SAY Now we are going to begin the test. Select “Start test” next to Grade 3 Math Session 2.

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 a list of the test directions. A list of the test directions 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.

Some of the test directions 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.

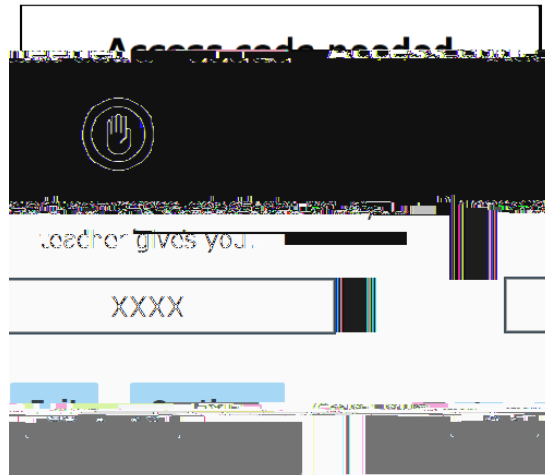
Say the page:



Page 1 of 1

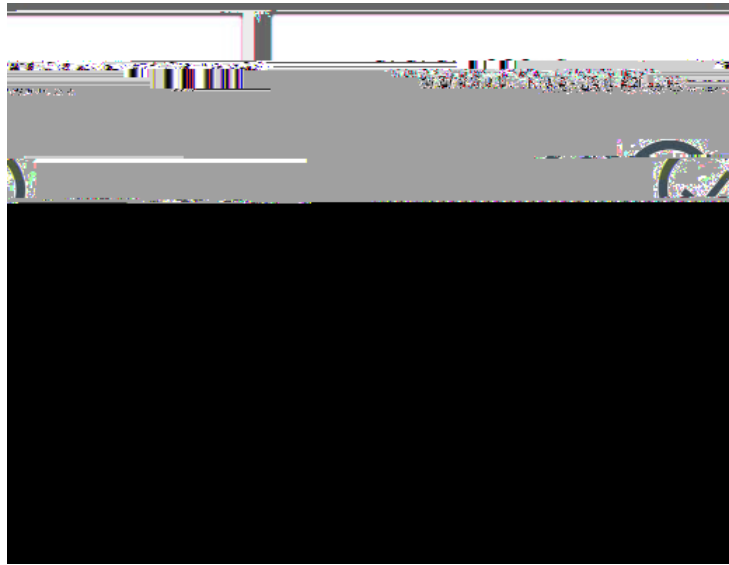
SAY Now select “End Directions.” You should now see a screen asking for the Session Access Code. I will provide you the Session Access Code in a moment.

Sa e Se, , Acce, C e a e:



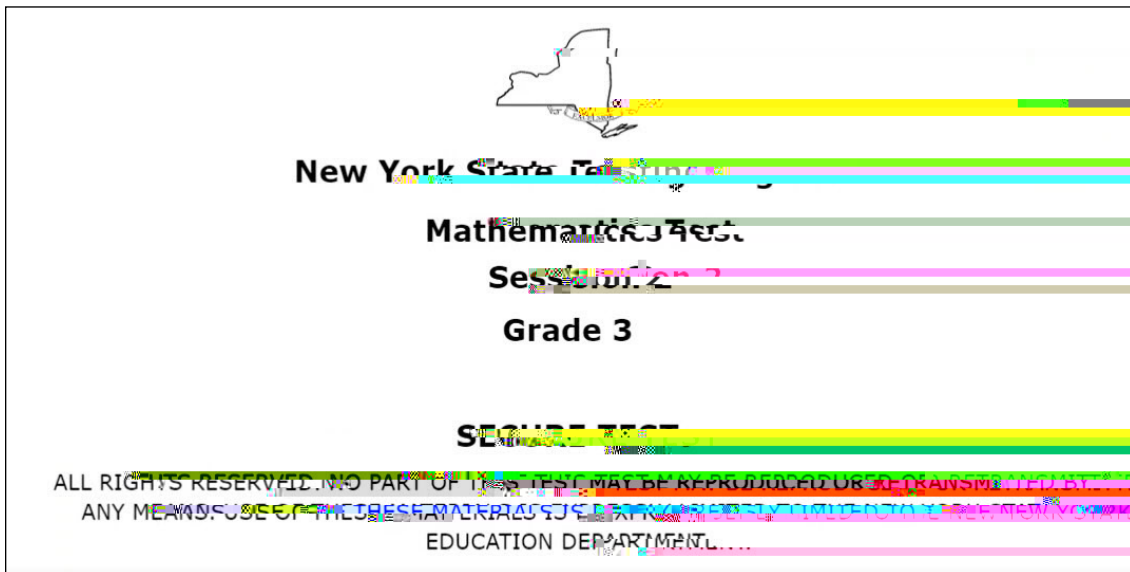
SAY Once you finish your test, you may check your work. To review your test before submitting it, select the “Review” button. It will help you to see if you have answered all the questions. You can go back to a question by clicking on the question number. Then select “Review” again to return to the Review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

Say, e, c, e :



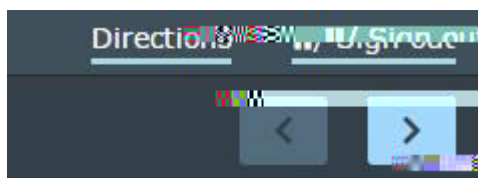
SAY Please select “Start test.”

The next screen confirms you are taking the Grade 3 Mathematics Test Session 2 today. If your screen does not say Grade 3, please raise your hand.



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

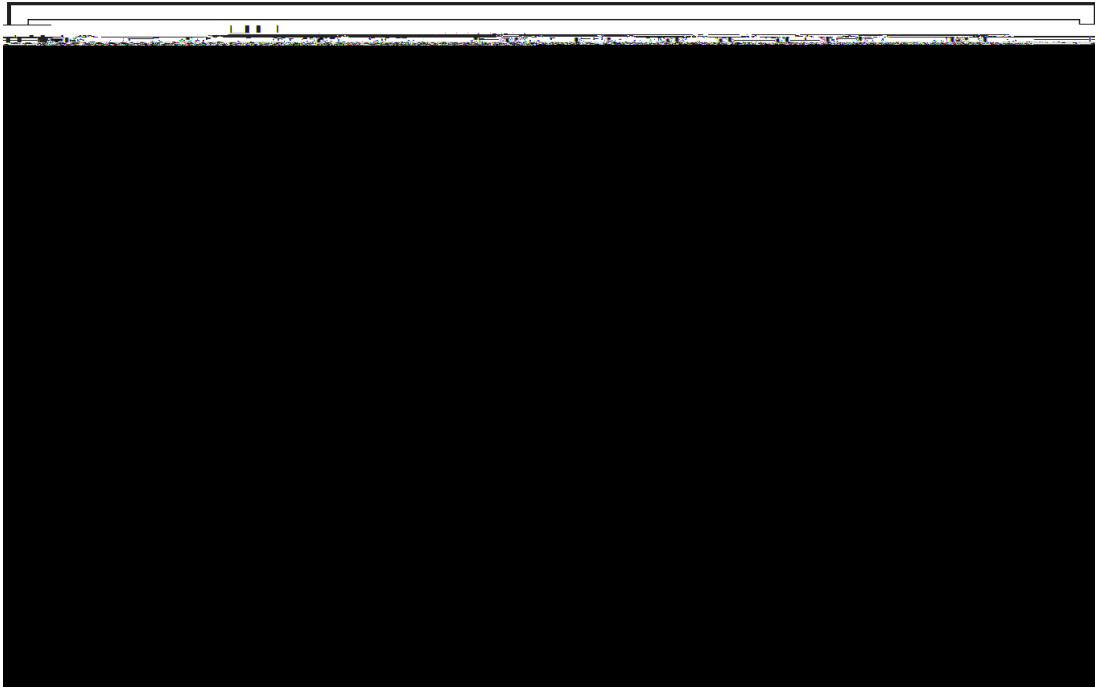
Say, e, c, e :



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?

Pa , e f e , , , .



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

Read each question carefully and think about the answer before making your choice or writing your response.

You have been provided with a ruler as part of the online testing tools to use during the test. Use the ruler whenever you think it will help you to answer the question.

Be sure to show your work when asked.

Are there any questions?

Pa , e f e , , , . e , a c , f e , a a , e , , e a , e , f a , e e ,

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

Are there any questions?

STEP SIX

Administer the 2023 Grade 4 Mathematics Computer-Based Test

Pea e ea e e ec caef bef ea e e e e a e e e e ec a ea a a ace e a c ec eac e not be ea a .

Grade 4—Day 1, Session 1

Bef be e e a e ae e e ce f eac e c a e f eac e e Se, Acce, C e, a e P c PIN.

A e be f e e a c ea ef a e e a e a Sa e e :

SAY You cannot have any personal 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.

Re ea f e ce. P c e ce f e a e af e e .

SAY You will be taking the 2023 Grade 4 Mathematics 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.

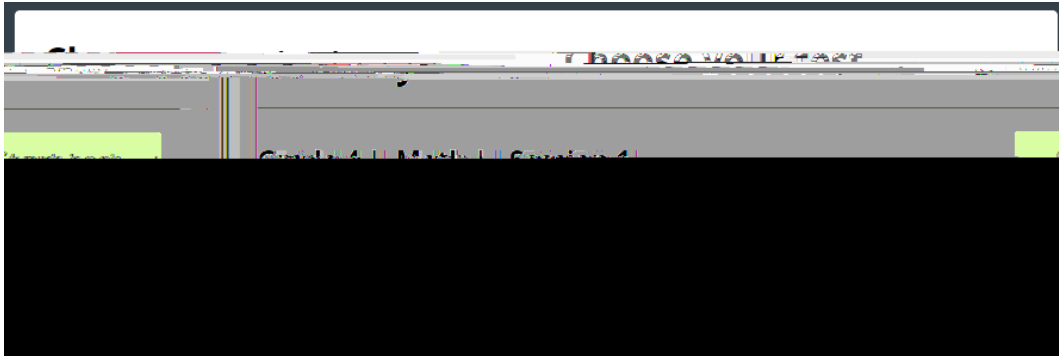
SAY

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

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.

Say to the students:

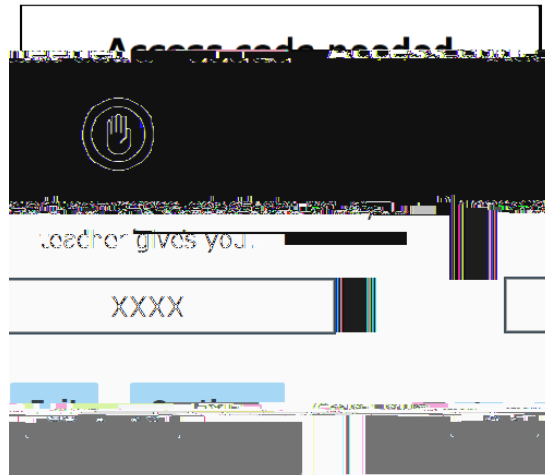


SAY Now we are going to begin the test. Select "Start test" next to Grade 4 Math Session 1.

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.

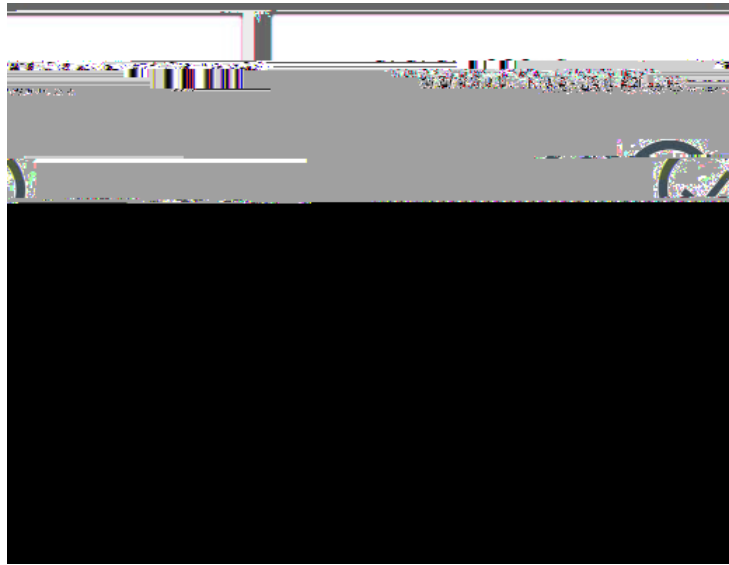
Make sure you are ready to start the test. A - a, a, e a, e e, a e a, e, e, . D c, a c, e f, e, ce, c e a e e, acc a .

Sa e Se, , Acce, C e a e:



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.

Screenshot:

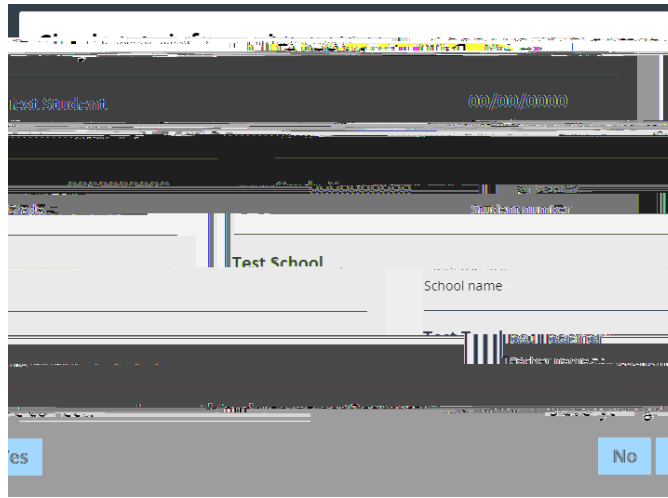


SAY Please select "Start test."

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

SAY After you have entered your password, select “Sign in.”

See the example below:



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

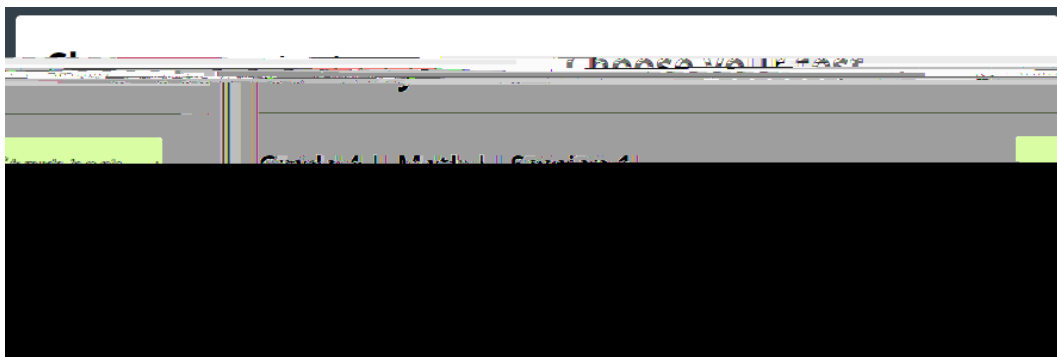
If any of the information is not correct, please raise your hand. You do not need to verify your NYSSIS ID.

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

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.

Say the page:



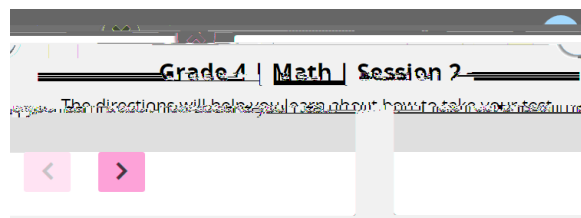
SAY Now we are going to begin the test. Select “Start test” next to Grade 4 Math Session 2.

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 a list 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.

Some of the directions that will help you learn about how to take your test are:

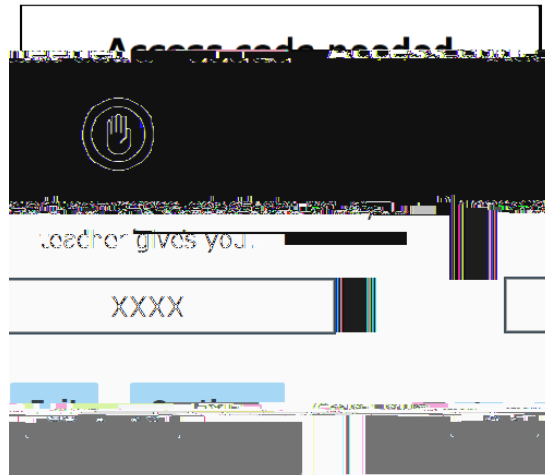
Say the page:



Some of the directions that will help you learn about how to take your test are:

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

Sa e Se, , Acce, C e a e:



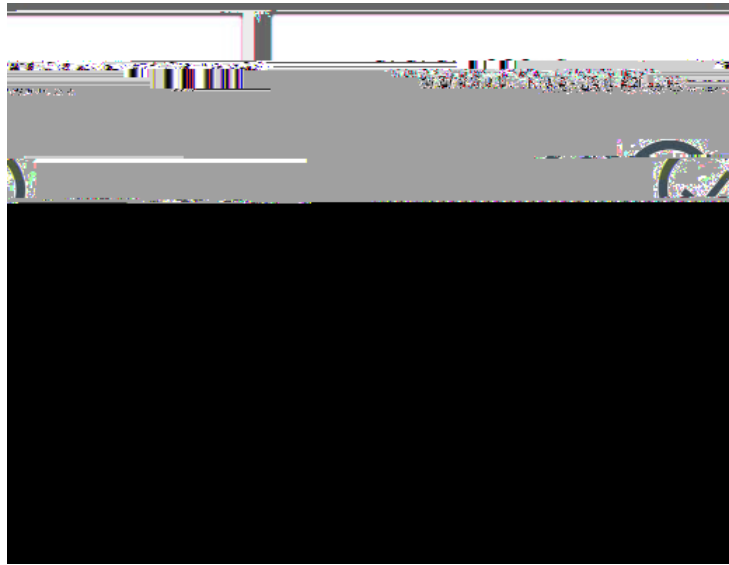
SAY Once you finish your test, you may check your work. To review your test before submitting it, select the “Review” button. It will help you to see if you have answered all the questions. You can go back to a question by clicking on the question number. Then select “Review” again to return to the Review 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?

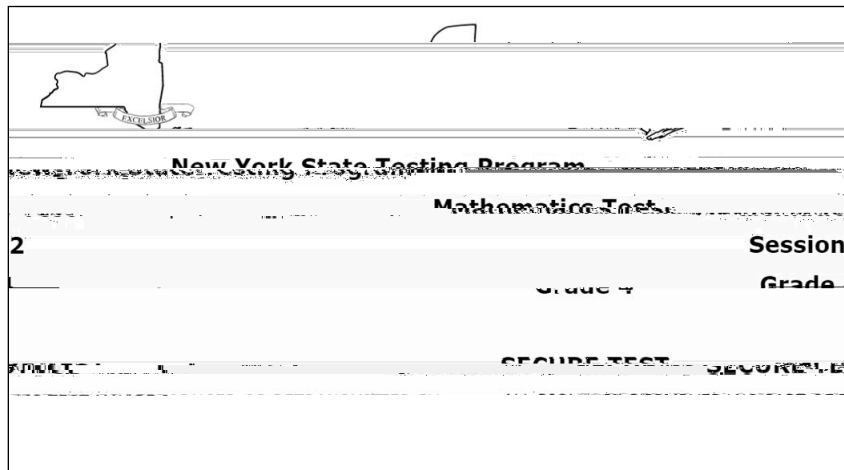
A, e a . e, , e, e, a a.e.

Say, cfe:



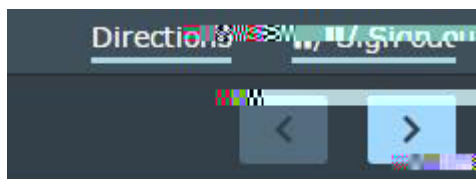
SAY Please select "Start test."

The next screen confirms you are taking the Grade 4 Mathematics Test Session 2 today. If your screen does not say Grade 4, please raise your hand.



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

Say, cfe:



SAY The possession or use of any communications device, other than the device on which

STEP SIX

Administer the 2023 Grade 5 Mathematics Computer-Based Test

Pea e ea e e c ca f ef a e e e e a e e e e c a a a ce e **SAY**. Rea a c e a a e e, ea ace. e a c c eac e **not** e a a .

Grade 5—Day 1, Session 1

Bef e e e e a e a e e e c e f eac e a e a c fe ce ee f eac e c a ef eac e e Se, Acce, C e, a e P c PIN. e a e a c fe ce ee a a a e e Ne e e De e S, e .

A e e e e f e e a c a ef a e e a e a e a S a e e, :

SAY You cannot have any personal 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

SAY You will be taking the 2023 Grade 5 Mathematics 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.

You must select your answers in the online test. You will have as much time as you need today to answer the questions.

You may use the ruler, protractor, and mathematics reference sheet provided in the online test to help you solve some of the problems on the test. You also have a printed copy of the mathematics reference sheet, which is the same as what is available in the online test.

(This block contains garbled text and symbols, likely a scanning artifact.)

SAY You may use this scratch paper to help you solve the questions on the test. 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.

(This block contains garbled text and symbols, likely a scanning artifact.)

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.

(This block contains garbled text and symbols, likely a scanning artifact.)



Pea e, e: If a, e, c c, , e e e c, , e a, e e, e, e, e e e a, c c c.

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

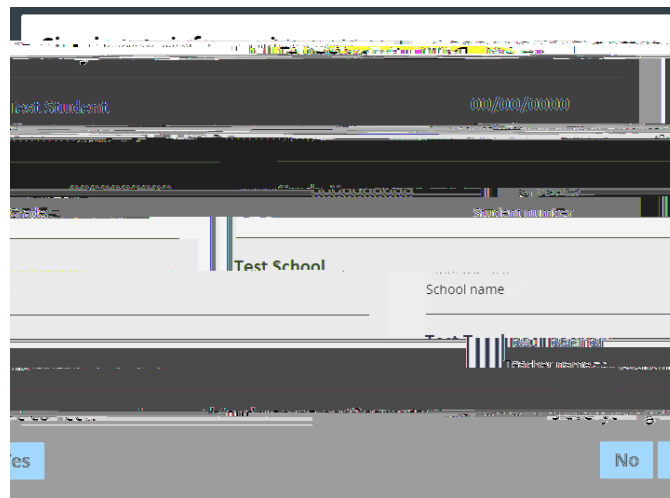
Now select the "Password" field. Type in your password. Your password is also on your student login ticket.

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

Pa, e f e, , , .

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

Sa e e f ca, a e:



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 e, e, f a, , , c c c, c e c e, e, e, e, a, e c c, c e.

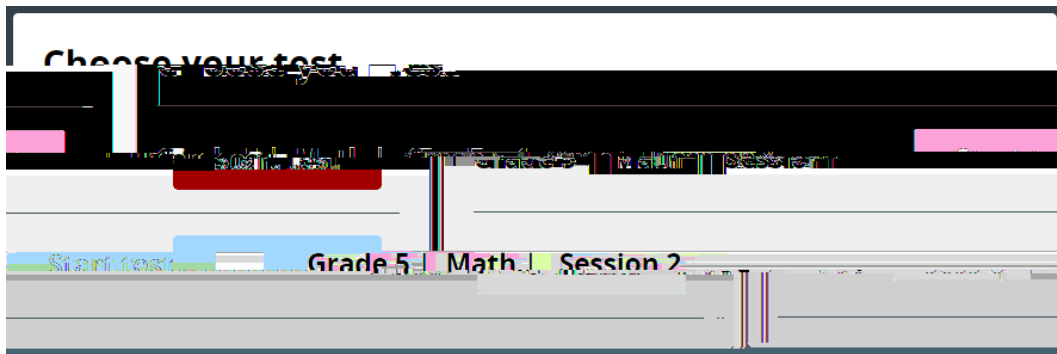
If the area of the rectangle is 12 square units, and the length is 4 units, what is the width? Write your answer in the box.

If the area of the rectangle is 12 square units, and the width is 3 units, what is the length? Write your answer in the box.

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 Page:



SAY Now we are going to begin the test. Select “Start test” next to Grade 5 Math 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 you read the directions carefully. A calculator is not allowed. You will need to use the tools provided on the screen.

Some of the tools you will use are the calculator, the ruler, and the protractor.

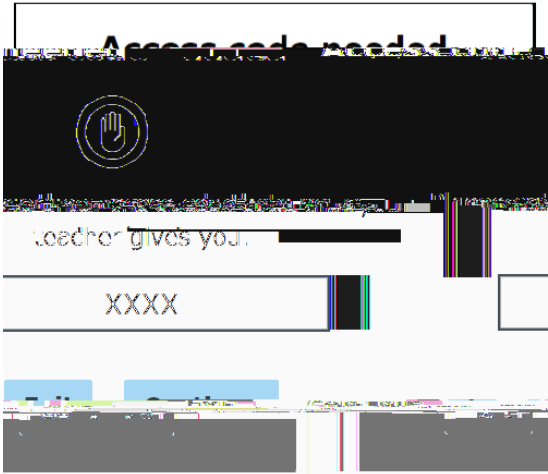
Sample Page:



Page 1 of 10

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:



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: No.

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?

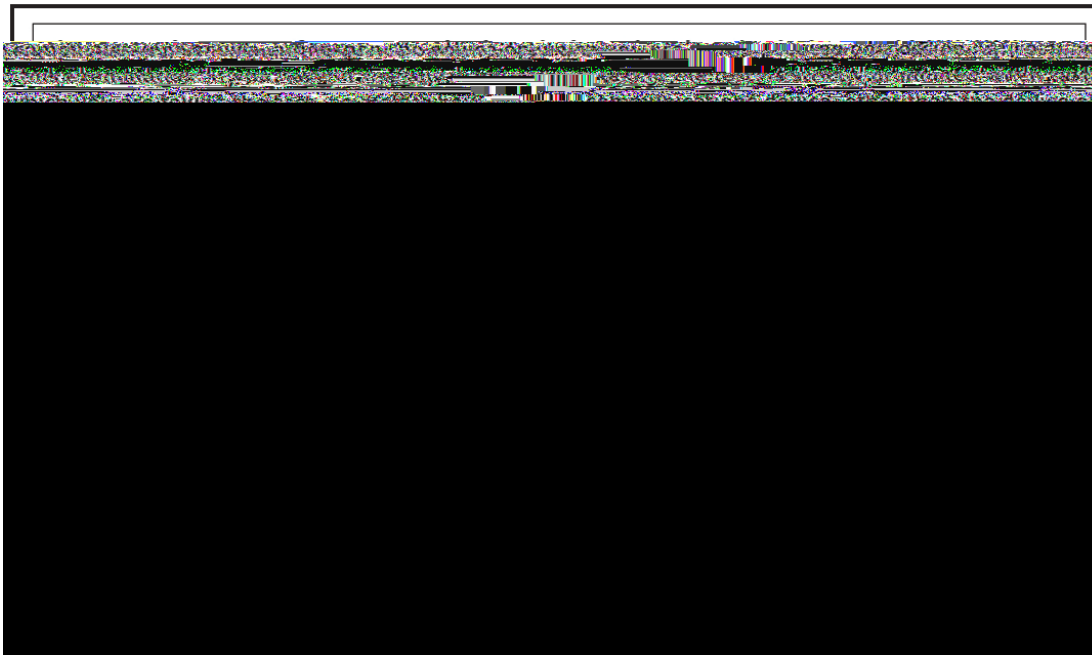
Answer: No.

Sample Item:

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?

Pa, e f e, , , .



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

Read each question carefully and think about the answer before making your choice.

You have been provided with online mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.

Are there any questions?

Pa, e f e, , , . e, a c, f e, a a, e, , , e a, e, a e e, , ca, e
 . e, , , c . a e,

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.

S e , , , a , . e a e a , a , , a f e e a e . S e ,
f , , e e . e e e , e , , c e c e e e . O c e e , e ,
c e c , e , , c e , , e a e a , a e c e e e e c e c a
c e c e , e , , c e , , c a e a , e e e , c e a , e , e e .

A f e a , e , , e , a e a , a c e c e , a , e a e e e a e , e e e
e a e e , c , f e a c , c . N a , a , e c e e . O c e a
e , c e e e e , a e , e e , .

G e , a e S 2023 e , a e , e , , c a , a e e c , c a e
e , a a c e , a a , e , a c e a e e e e
e e c , , e a e e e , e c f e f e a c a . S e , , e
c e e a e c e , a e , e , a , e a e e a . S c e , e
e e e , e a e , a , a a c a e , e a e , e e , e
e e e a e e .

I f e e , a , , e , a a e - e , , c a , a a f e a , e ,

D, e, ee, f, c a e, e, ee f, e a, a e, e, ee f a e
eac, e.

SAY You may use this scratch paper to help you solve the questions on the test. 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.

P. e, e, e ec, e, c e.

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.

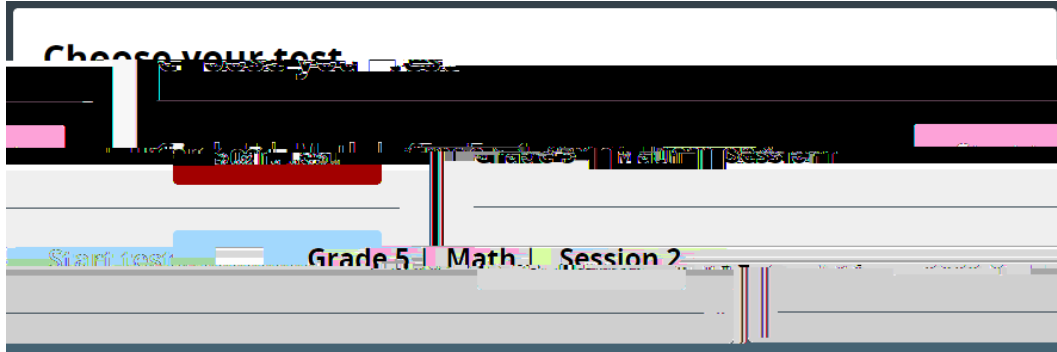
Please raise your hand if you do not see the "Sign in" page.

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

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.

Pause here, please:



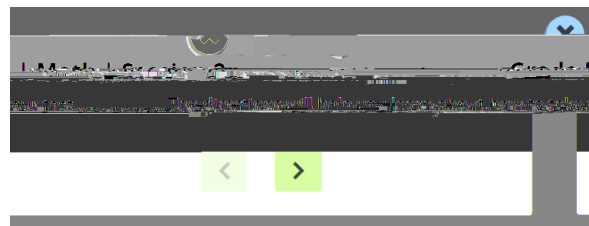
SAY Now we are going to begin the test. Select “Start test” next to Grade 5 Math Session 2.

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.

Mathematics is a subject that is constantly changing. As a result, the content of the test is constantly changing. The test is designed to be a fair and accurate assessment of your student's skills.

Some of the tools you can use include a calculator, a ruler, and a protractor. You can also use the test's built-in tools to help you solve problems.

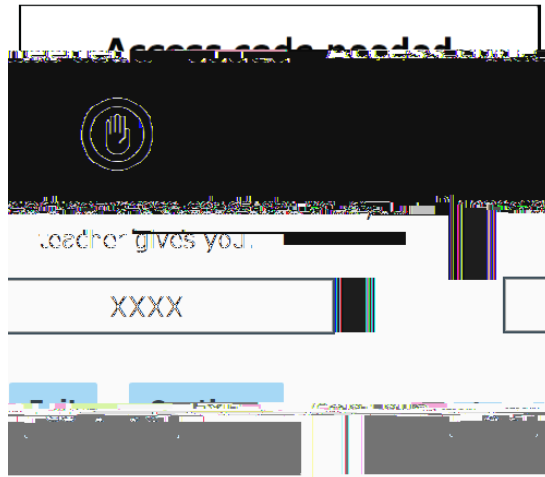
Pause here, please:



Pause here, please:

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 Security, Access, and Alerts:

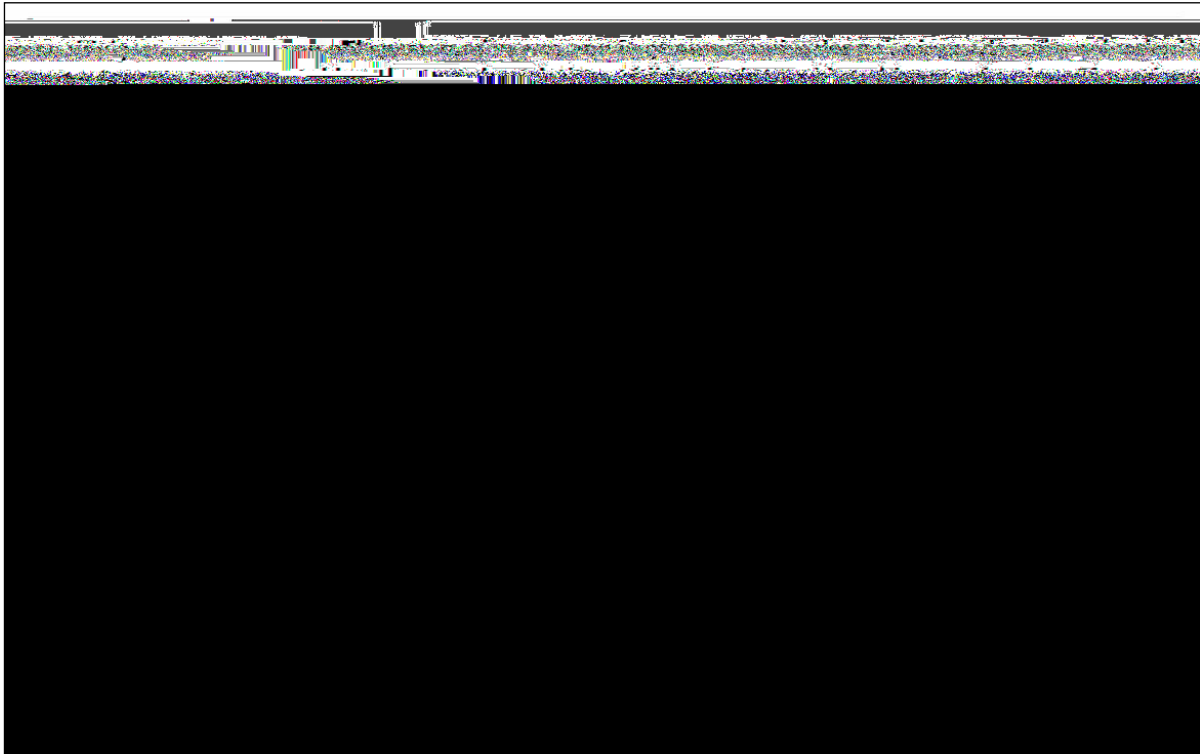


SAY

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?

Pa , e f e, , , .



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

Read each question carefully and think about the answer before making your choice or writing your response.

You have been provided with online mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.

Be sure to show your work when asked.

Are there any questions?

Pa , e f e, , , . e, a c , f e, a a , e, , , e a, e , f a , e e ,

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

SAY Are there any questions?

Pa, e f e . e a c, f e, a a, e, , e a, e, a e e, ca, e
. e, , c a e,

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.

S e, , a, . e a e a, a, a f e e a e, e e e. S e, ,
f, e e, e e, e e, e, c e c e e e e e e e e e. O c e e, e,
c e c, e e, c e, e, e, a e a, a e c e c e e e c e c a
c e c e, e, c e, c a e a, e f e c e, e e, c e a, e, e e.

A f e a, e, e, a e a, a c e c e, a, e, a e e e e a, e, e e e
, e a e c, f e a c, c. N a, a, e c e, e e. O c e a
, e, c e e e e, a e, e e, .

G. e, a e S 2023 e, a e, e, c, a, a e e c, c a e
e, a a c e, a a, e, a c e, a e, e e e
e e c, e a e e e, e c, f e, f e a c a. S e, , e
c e e a e, c e, a e, e, a, e a e e, a, . S c e, e
, e e e e f e, a e a, e e a a, e, e e e
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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.

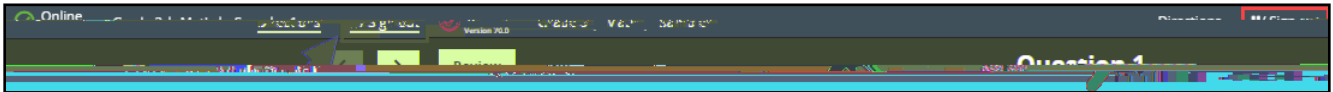
- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely-spaced rows or in every other row.

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

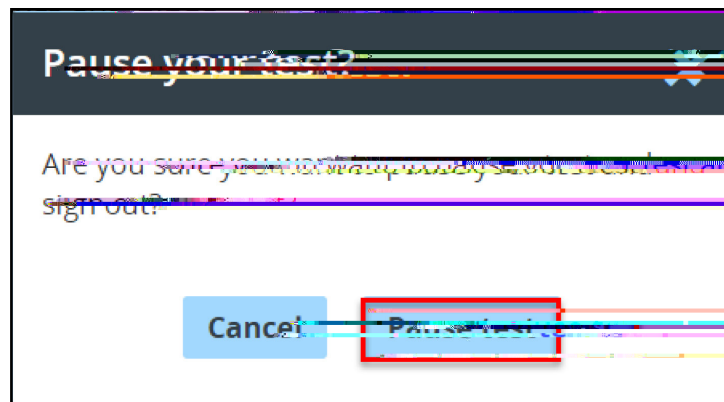
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
-

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 2023 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

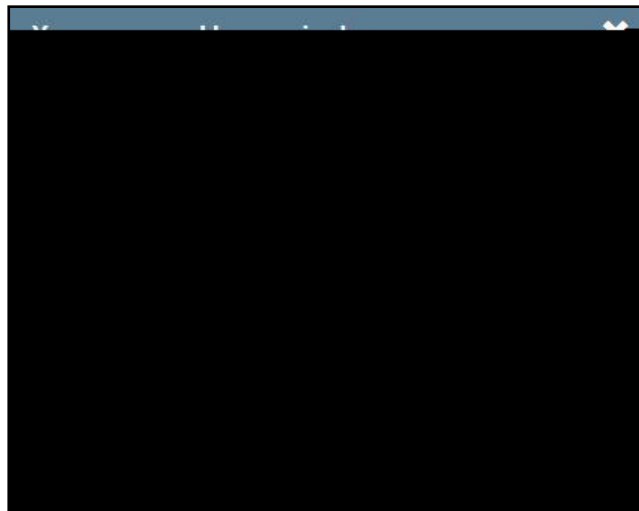
This section will guide you through the login process in the Nextera™ Administration System (Nextera™ Admin).

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-9. 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

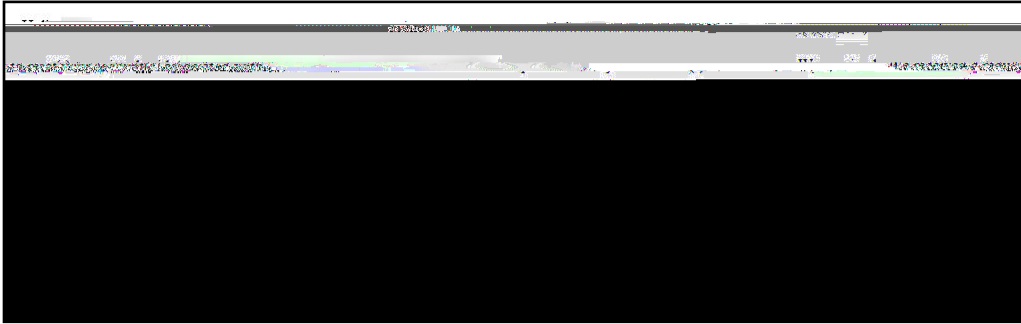
Forgot Your Password?

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?**

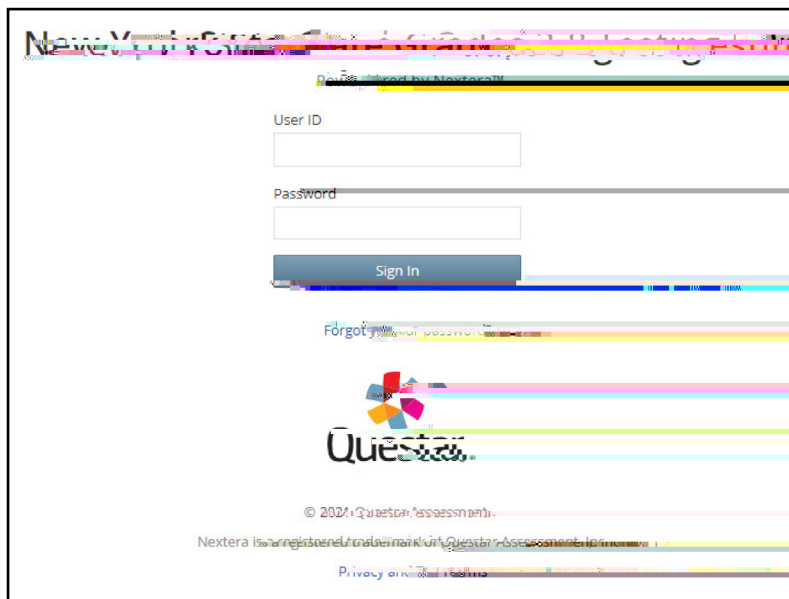
- You will receive an email asking you to confirm you want to reset your password. Select **Yes** to continue the password reset process.



- 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**.



Appendix D: Roles, Responsibilities, and Permissions in Nextera™ Administration System for Computer-Based Testing

This section describes the roles, responsibilities, and permissions of the various user roles in Nextera™ Administration System for computer-based testing (CBT).

- **Regional Information Coordinator (RIC)**
 - Point of contact for all District Test Coordinators in region
 - Can create district- and school-level users in their region
 - Has access to all district- and school-level information in their region
- **District Test Coordinator (DTC)**
 - Main point of contact at the district for Questar
 - Ensures accuracy of all student data in the system
 - Manages district-level accounts and sets up primary school-level users, including the School Test Coordinator and School Information Technology Coordinator
 - There is only one District Test Coordinator per district
 - Can verify CBT Technology Readiness in Nextera™ Admin
- **District Information Technology Coordinator (DITC)**
 - Information technology point of contact for all schools in the district
 - @ ABY@ 5WR @ 3bZää

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

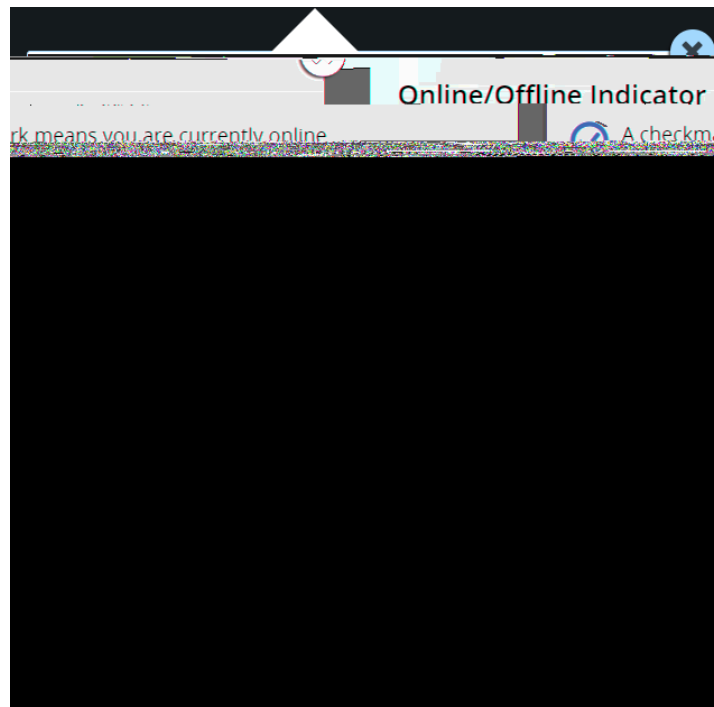
All students testing on computer have access to general features and tools that are available through the Nextera™ Test Delivery system. The following information provides an overview of the computer-based testing features and tools available to students testing on computer. Students should have had 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 Mathematics tests on computer.

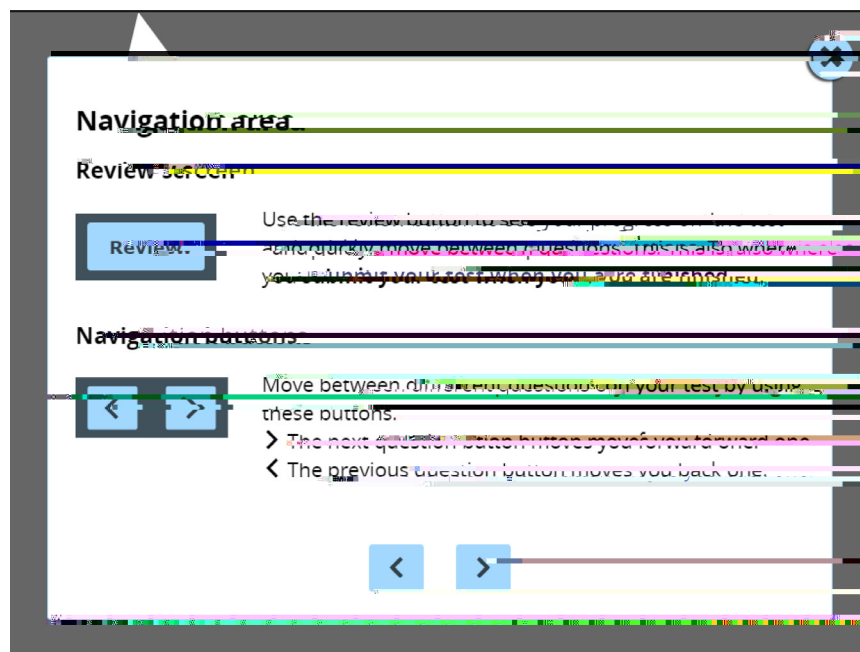
| |
|------------------------------|
| Online/Offline Indicator |
| Directions |
| Pause/Sign Out |
| Review Screen |
| Navigation Between Questions |

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



- The Online/Offline Indicator in the upper left 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 Questar 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.

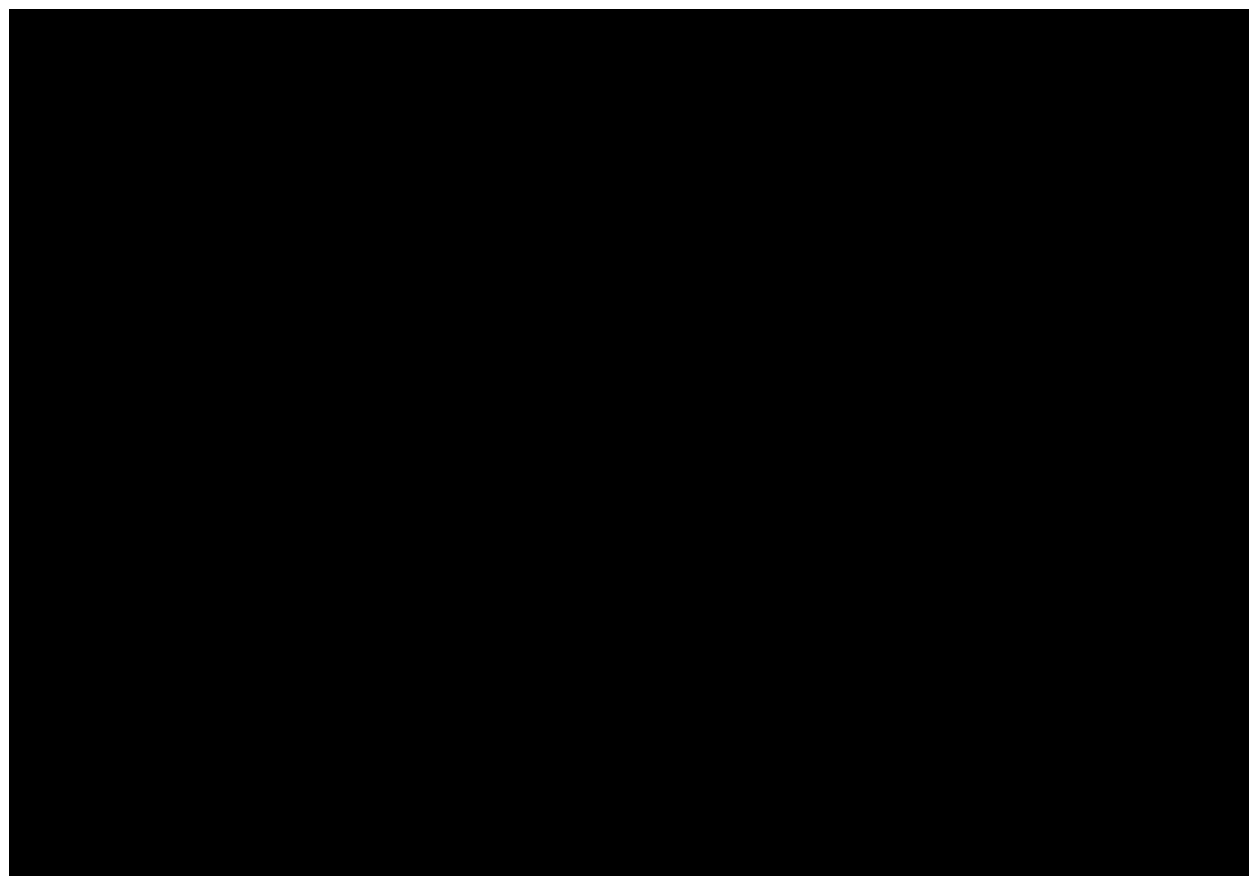
General Tools

All students testing on computer have access to general tools provided through the Nextera™ Test Delivery

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.

Reference, Highlighter, Answer Eliminator, Calculator, Ruler, Protractor, 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.

- **Reference Sheet**—Students in Grades 5–8 have access to the mathematics reference sheet provided within the Nextera™ Test Delivery System. For Grades 5–8 there are two ways to access the reference sheet on the computer: A student can either click the Reference button on the tool tray or click the Reference button on the Review screen. Note that some students may prefer to use a printed copy, which must also be provided to them. Schools will receive these copies in their shipment of secure materials.

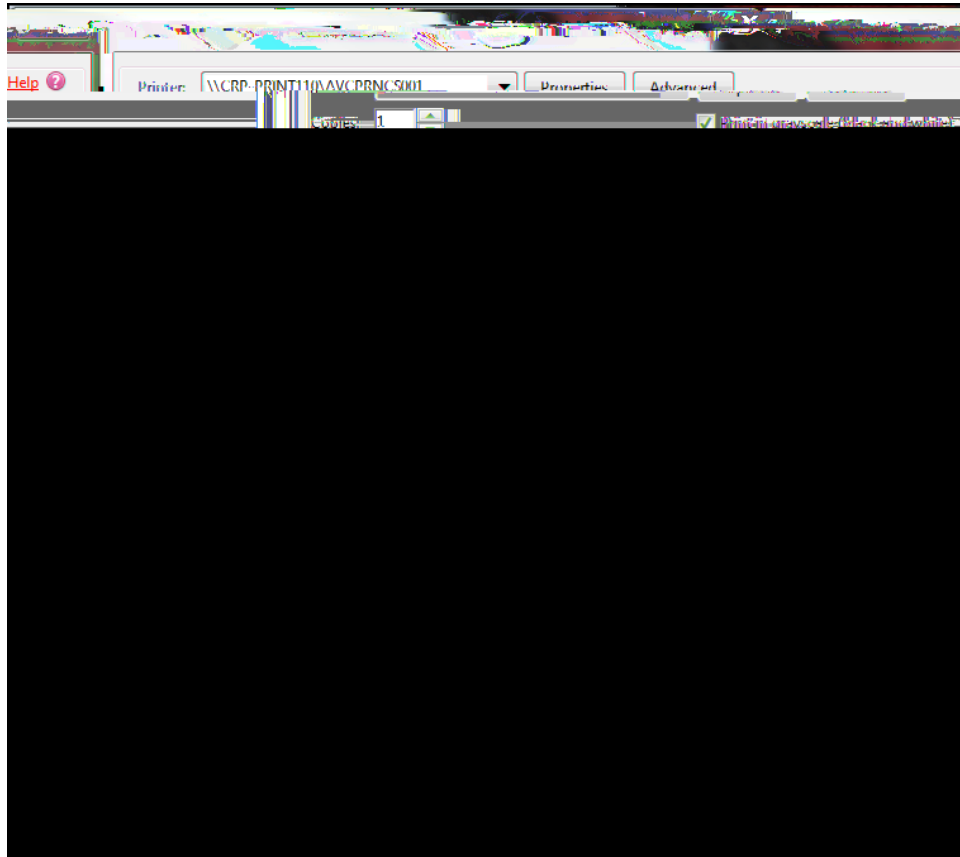
- Highlighter—Students can use the highlighter tool to identify part of the test for emphasis. To clear highlighted text, click on the highlighted text a second time while the tool is active.
- Answer Eliminator—Students can eliminate multiple-choice answers they think are incorrect by clicking the answer eliminator on 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.
- Calculator—Students can use either the hand-held calculator provided by the school or the calculator available within the Nextera

Appendix F: 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 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, 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.
- 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 and submit the test. DO NOT move the student to another device. The device will continue trying to reconnect indefinitely to upload the test responses. Please note that the student must return to the same device that they began testing on. These steps may reset the Internet connection or would allow for an administrator to manually repair an Internet connection.

Note: Text-to-Speech (TTS) requires an Internet connection. If the Internet connection is lost, TTS will be unavailable until the Internet connection is restored. Once restored, 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*. | 1. Exit using the button at the lower left. |
| 2. The student should login and continue. | 2. Restart the device. |

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.



**2023 Grades 3–5
Mathematics Computer-Based Tests
Teacher's Directions
May 2–9, 2023**

