New York State Testing Program

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STEP ONE C C Y C -Ba T Ma a

F N ac • Computer-Based Tests Teacher's Directions

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STEP THREE

STEP FOUR P a Y S

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STEP SIX A 2023 G a 6 Ma a c C -Ba T

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 moderate* to teachers should **not** be read aloud.

Ga 6 Da 1,5... 1

Before you begint the test, make sure you have the student login tickets for each student, a printed mathematics reference sheet for each student, scratch paper for each student, the Session Access Code, and the Proctor PIN. The mathematics reference sheet is also available in the Nextera[™] Test Delivery System.

Students in Grade 6 are **not** permitted the use of a calculator or mathematics tables for Session 1.

At the beginning to the test dministration, proctors must read the following statement to all students taking State tests.



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



Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.



Provide students with their secure student login tickets.

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Sample sign in page:

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

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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 N CEDC. [´] Y	aca,	S	Acc
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Pause for questions.

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

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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, scratch paper, and reference sheet 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 is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2023 tests have no time limits, schools and districts have the discretion to create

G a 6 Da 2, S ... 2

Before you begin the test, make sure you have the student login tickets for each student, a printed mathematics reference sheet for each student, a hand-held four-function or scientific calculator for each

taking State tests:

SAY

30

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

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Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.



Sample sign in page:

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NEX	

Pause for questions.



Sample verification page:



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.



Make sure all students are on the correct screen. A pop-up window displays and details the test

Sample Session Access Code page:





Answer any questions the students may have.

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Pause for questions.

Sample screen:



SAY PacSa.

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SAY Pa, a, cac.

Sample screen:



- SAY T a ½ c ca c, a c c ¼ a a, , c ½ b a, a a .1 ½ a a ½ c ca c, a c c ¼ a a, , a b ½,½ a a b a a a c b caca ½.
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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 is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2023 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, student login tickets, and reference sheets 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.

STEP SIX A 2023 G a 7 Ma a c C -Ba T

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,



Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.



Provide students with their secure student login tickets.



Sample sign in page:



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



Pause for questions.

SAYA \a \a , c S,

Sample verification page:



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

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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.

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Sample screen:



SAY PacSa

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Sample screen:





Pause for questions.





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



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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, scratch paper, and reference sheet once a student submits the test.

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Pause for questions.

SAYA 👌 a 👌 a , c S, 👘

Sample verification page:



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If the grade30 10.52 12.625m (and 10 (es nn tue surerect Iproducestended. The student shclginelectNon inime.)TjETEMC P

in order to begin testing. If the student sees the wrong grade on this screen, they will be presented with the wrong test.



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Sample directions page:



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



Sample Session Access Code page:



- SAY Och h, halcch. The b b, c R b.I haa a .Y ca, baca blcc, b. T c R aa R c .W ha h a a ah b, a a ha a h c S b b, I c c R c h c a ha a a . A a c c R c , a haah bh
 - A acc R c , a \ a a \ b \ , c S b . A a, a , A \ a \ a b \ , c S b . X

Sample screen:



SAY PacSa.

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52 / ... <u>N</u>. <u>I</u>N. <u>N</u>. <u>N</u>. <u>N</u>. <u>N</u>.

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

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STEP SIX A 2023 G a 8 Ma a c C -Ba T

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,

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Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to

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



Pause for questions.

SAY A 👌 a 👌 a , c S,

Sample verification page:



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.



Sample Test Page:



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.

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Sample Session Access Code page:



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Answer any questions the students may have.

SAY	E	S	Acc C	: [say the Session Access Code] a		c C	·
	Y	?	a c	aa) Wa a.´A	аį	b	

Pause for questions.

Sample screen:



Pause for questions.



SAY H a ,, 1 b :

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, scratch paper, and reference sheet 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 is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2023 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 wi0.12S2Aco(fises(ofS2Aegulaer cchoo daly)2 (.(Students shouldbge)][[TETEMC P] Interview]

materials are considered.secure materials and must bedleufroyed. Follwy security procedures eufablished by your principll or schoolarTy264/frator for etmur2ing secure test materials.

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Before you begin the test, make sure you have the student login tickets for each student, a printed mathematics reference sheet for each student, a hand-held scientific calculator 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 a \ Υ С са а ас са с, а С , ac Ĩ aι а а С Į , , , , b a саа .Sc С , b С а 2 , С • Ρ а MP3 a∖ , ab Ра , a Rа La b a \ ас С , Ca a, С а , a а са С , • W a ab c / а a ab С а ас а а a ab а a∖ • H a сa a b а - a а , a , • A \ c ca ab С а а с, С , , al, , 1 ca ab bac С С С , 1 а ą Γį b b aι а а aι a∖,a 7 , a С С ca, . Y a∖ С a \ а Ĩ Ĩ Ĩ ac, С , bac **c.** I \ a \ С ас , Ĩ , į а b а а а Ĩ . I а С 1 ? aλ aλ , Т Ĩ 1 b **b** , а

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

Distribute two sheets of scratch paper (one sheet of lined or plain paper and one sheet of graph paper) to each student.



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

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in order to begin testing. If the student sees the wrong grade on this screen, they will be presented with the wrong test.

SAY la acc, cY´abc. Da lù.

Sample Test Page:



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.

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Sample Session Access Code page:



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Sample screen:



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Sample screen:





Pause for questions.



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

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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 T_{*} ch_{*} ' $Di^{-}ci$ if additional copies are needed.



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