



MAAP Spring 2022

Grades 3–8: Mathematics and
English Language Arts

End-of-Course: Algebra I and English II

**School Test Coordinator's Manual
(STCM)**



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STCM

This *School Test Coordinator's Manual* (STCM) serves to guide School Test Coordinators through general test administration activities for the Grades 3–8 Mathematics and English Language Arts and End-of-Course (EOC) Algebra I and English II Assessments. Instructions for test administration in the classroom are provided in the *Test Administrator's Manual* (TAM), and instructions for test administration activities specific to District Test Coordinators are provided in the *District Test Coordinator's Manual* (DTCM). The TAM, DTCM, and additional information can be accessed from the *Help* page in Nextera® Admin located at:

- <https://ms.nextera.questarai.com>

All devices intended for use in the administration of the tests must be set up and configured using the Nextera® Test Delivery System as outlined in the *Setup & Installation Guide*, available on the Nextera *Help* page. Contact Questar or the Mississippi Department of Education (MDE) with any questions.

The MAAP *Setup & Installation Guide* provides the following information regarding the Nextera Test Delivery System:

- A high-level overview of the Nextera Assessment System
- Checklists for Technology Coordinators
- Guidelines for installation and deployment of the Questar Secure Browser
- Network and system specification requirements

Contact Information

Questar Customer Support:

- mscustomersupport@questarai.com
- 1-800-644-4054
- Chat available on the Nextera *Help* page

MDE:

- Office of Student Assessment: 601-359-3052

MS Roles and Responsibilities

State Level User (SLU)

- Acts as the MDE point of contact for all District Test Coordinators (DTCs)
- Receives access to all districts in the state

District Test Coordinator (DTC) or District Level User (DLU)

- Communicates with the MDE
- Coordinates with the MDE, Questar, and the district
- Ensures all student data is correct in Nextera Admin and the MSIS system
- Orders, receives, and distributes shipped items appropriately
- DTC serves as the materials and notification point of contact for the MDE and Questar
- Enters and updates student information in Nextera Admin as needed
- Returns secure materials to Questar
- Views district-level information in Nextera Admin
- Only one DTC per district, but multiple DLUs are allowed

Superintendent (SUP)

- Views district-level reports
- Views district data files
- Views documentation on the *Help* page
- Only one SUP per district

District Information Technology Coordinator (DITC)

- Acts as the information technology point of contact for all schools in the district
- Ensures student devices are set up for testing

School Test Coordinator (STC) or Building Level User (BLU)

- Coordinates the assignment of Test Administrators, Proctors, and Hall Monitors with the DTC and Principals
- Documents the Test Administrator and Proctor in each room
- Organizes student login credentials into groups
- Checks student login credentials in and out
- Monitors student login credentials
- Enters new student information and updates student information in Nextera Admin
- Collaborates with District Test Coordinator on schedules and managing students
- Only one STC per school, but multiple BLUs are allowed

Principal (PRN)

- Views school-level reports
- Views documentation on the *Help* page
- Only one PRN per school

Test Administrator (TA) or Teacher

- Leads the test administration
- Reads the directions from the TAM and monitors students
- Holds a current teaching license
- Takes attendance during test administration
- Creates or approves the seating chart that is provided by the School Test Coordinator
- Views information of students assigned to his or her class(es) in Nextera Admin if the TA has been provided access by the district

Proctor

- Provides support as the secondary adult in the classroom during testing
- Monitors students and answers allowable questions*
- Receives LIMITED access to testing devices and secure materials
- Approves seating chart provided by the Test Administrator or School Test Coordinator
- Not a role that can be assigned to an account in Nextera Admin

*See the *Testing Guidelines* section of the TAM.

MAAP Grades 3–8 and EOC Overview

The MAAP Grades 3–8 and End-of-Course (EOC) Assessments are used to evaluate student performance relative to the Mississippi College- and Career-Readiness Standards.

The MAAP Grades 3–8 Assessments for Mathematics and EOC Assessment for Algebra I consist of one online session, and the Grades 3–8 English Language Arts (ELA) Assessments and EOC Assessment for English II consist of two online sessions. Schools should set aside blocks of uninterrupted time for the administration of each session.

Literacy-Based Promotion Act

If a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

Please refer to the *Test Administrator's Manual* for instructions on administering the 3rd Grade Reading Alternative Assessment Retest.

More information on each assessment can be found on the MDE website at <http://www.mdek12.org/osa/MAAP>.

Important Dates

Spring 2022 Important Dates

Prior to Testing	
Registration Window	January 4–14, 2022
Student Information Available in Nextera	March 21, 2022
Materials Arrive in Districts	March 21, 2022
Additional Material Order (AMO) Window	March 22–May 12, 2022
Test Window	
Main Test Window	April 4–May 13, 2022
Early Window for Grade 3 Reading	April 4–22, 2022
3rd Grade Reading Alternative Assessment Retest 1	May 9–13, 2022
3rd Grade Reading Alternative Assessment Retest 2	June 20–July 8, 2022
After Testing	
Secure Materials Return Deadline	Three days following the last day of testing, per the District Test Security Plan
Student Demographic Corrections Window	June 20–July 1, 2022

School Test Coordinator's Checklist

Before Testing

- STCs will carefully read the STCM to become familiar with general test administration activities. The STCM and additional information can be accessed on the *Help* page in Nextera Admin. Contact Questar Customer Support at 1-800-644-4054 with any questions.
- STCs will create a school testing schedule, identifying students who will be tested each session during the testing window. Be sure to consider the number of students participating in online testing and the number of available devices. Make sure students with special accommodations are accounted for in the schedule.
- STCs must ensure appropriate implementation of accommodations and address any special needs and supplies regarding test accommodations. Make sure that the appropriate accommodations are assigned to students in Nextera Admin.**
- STCs will understand the policy for Read-Aloud administrations.
- STCs will understand how to print student login credentials, access the Proctor Password, add or edit a Test Administrator, add or edit a student, and mark accommodations for students.
- STCs must ensure that students not present in Nextera Admin are added (either manually or via the Pre-ID portal) and assigned to a test.
- STCs must ensure that all eligible students have been assigned to a test.
- STCs will understand how to troubleshoot common online testing issues.
- STCs must ensure proper spacing between work stations is available.
- STCs must ensure that systems are properly set up and ready for online testing.
- STCs will provide approved rosters for Test Administrators to ensure accurate student placement.
- STCs will save the boxes in which materials were received in order to return the materials to Questar after testing is complete.

During Testing

- STCs will be available during schools' testing sessions to answer questions and help resolve issues as needed.
- STCs will monitor schools to ensure that test administration and test security policies and procedures are followed.
- STCs will adjust testing schedules if inclement weather or other unforeseen events threaten or force school closures, network interruption, etc.
- STCs will ensure that each school has only one designated computer technician that can use a cell phone during testing to provide technology support.

After Testing

- STCs will verify that all online tests have been submitted using the Testing Status Details page in Nextera.**
- STCs will collect and inventory all secure test materials, and DTCs will return them to Questar per the instructions found in the District Return Kit.

- ❑ STCs will shred the appropriate materials, then complete and upload the appropriate shredding documentation to the Office of Student Assessment as outlined in the Test Security Plan using the Test Security Certification Form.
- ❑ STCs will collect all paperwork required to be filed according to the District/School Test Security Plan.

Test Irregularities

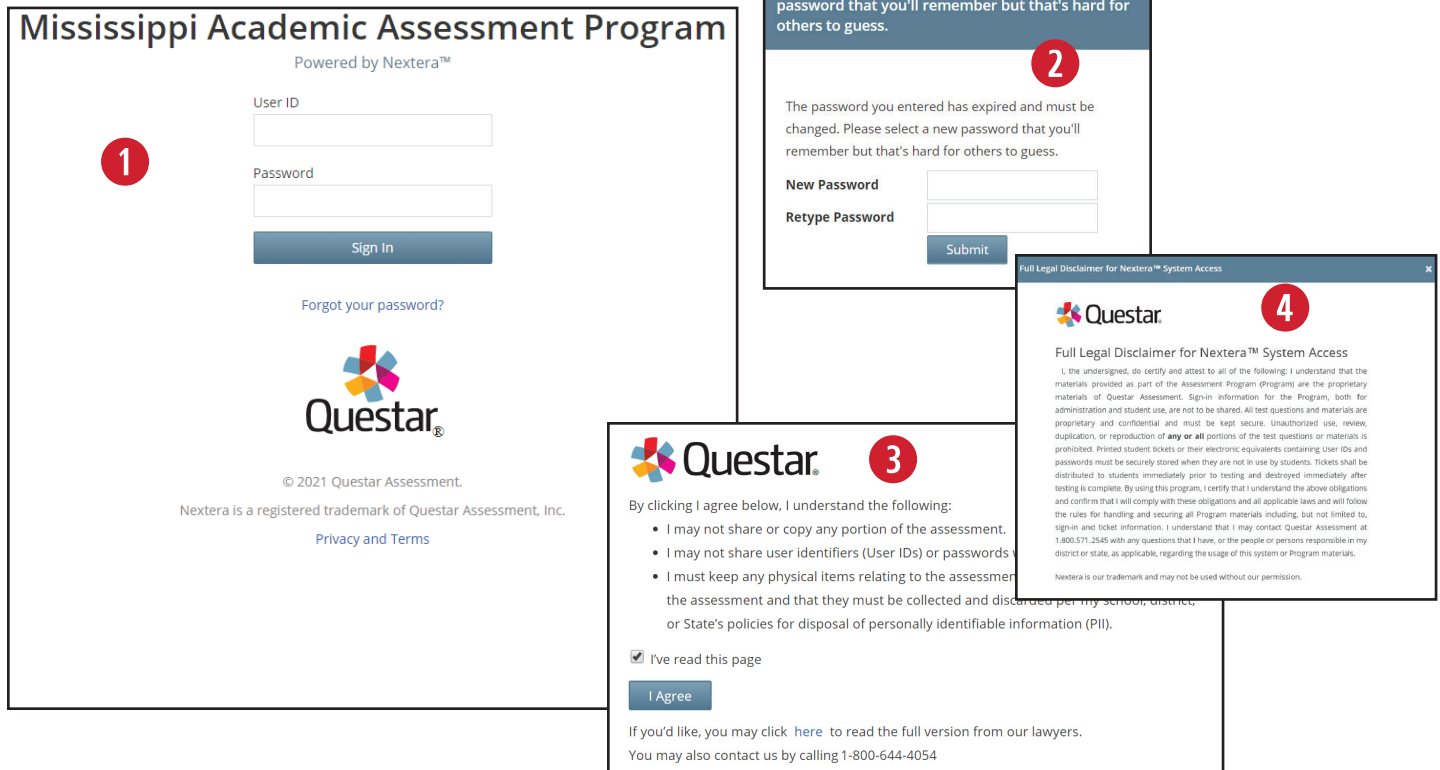
Schools must not schedule an interruption to the school day, such as a fire drill, that will affect students in any way during the assessment. If an interruption in testing occurs due to severe weather, a fire alarm, or any other natural or man-made occurrence, the Test Administrator must immediately notify the STC and note the circumstances/time of the occurrence. As soon as circumstances allow, the STC must notify the DTC, and the DTC must then notify the MDE. Test administration must resume as soon as possible after the interruption, and students must be allowed the full amount of time remaining when the interruption occurred. **If testing cannot continue the same day, contact the MDE prior to rescheduling.**

Following an interrupted test administration, the MDE staff will review the incident to provide guidance as to whether the students' work will be counted as a valid attempt. The determination of a "valid attempt" will be based on whether the students had a significant opportunity to discuss test content during the interruption.

In a situation where students have strong emotional reactions (such as an actual fire or another situation that creates a real or perceived threat or causes damage to property or injury to a person), the appropriate course of action will be determined following a review of the circumstances.

If any occurrence raises questions or concerns about correct test administration, contact the MDE immediately. The MDE State Board of Education testing irregularity policies, as stated in the current edition of the Mississippi Public School Accountability Standards, must be followed.

Sign In



1 Enter your User ID and Password. Then select **Sign In**.

2 The password you entered has expired and must be changed. Please select a new password that you'll remember but that's hard for others to guess.

3 By clicking I agree below, I understand the following:

- I may not share or copy any portion of the assessment.
- I may not share user identifiers (User IDs) or passwords.
- I must keep any physical items relating to the assessment the assessment and that they must be collected and disposed per my school, district, or State's policies for disposal of personally identifiable information (PII).

I've read this page

I Agree

If you'd like, you may click [here](#) to read the full version from our lawyers.
You may also contact us by calling 1-800-644-4054

4 Full Legal Disclaimer for Nextera™ System Access

Questar

Full Legal Disclaimer for Nextera™ System Access

I, the undersigned, do certify and attest to all of the following: I understand that the materials provided as part of the Assessment Program (Program) are the proprietary materials of Questar Assessment. Sign-in information for the Program, both for administration and student use, are not to be shared. All test questions and materials are proprietary and confidential and must be kept secure. Unauthorized use, review, duplication, or reproduction of any or all portions of the test questions or materials is prohibited. Printed student tickets or their electronic equivalents containing User IDs and passwords must be securely stored when they are not in use by students. Tickets shall be distributed to students immediately prior to testing and destroyed immediately after testing is complete. By using this program, I certify that I understand the above obligations and confirm that I will comply with these obligations and all applicable laws and will follow the rules for handling and securing all Program materials including, but not limited to, sign-in and ticket information. I understand that I may contact Questar Assessment at 1.800.571.2545 with any questions that I have, or the people or persons responsible in my district or state, as applicable, regarding the usage of this system or Program materials.

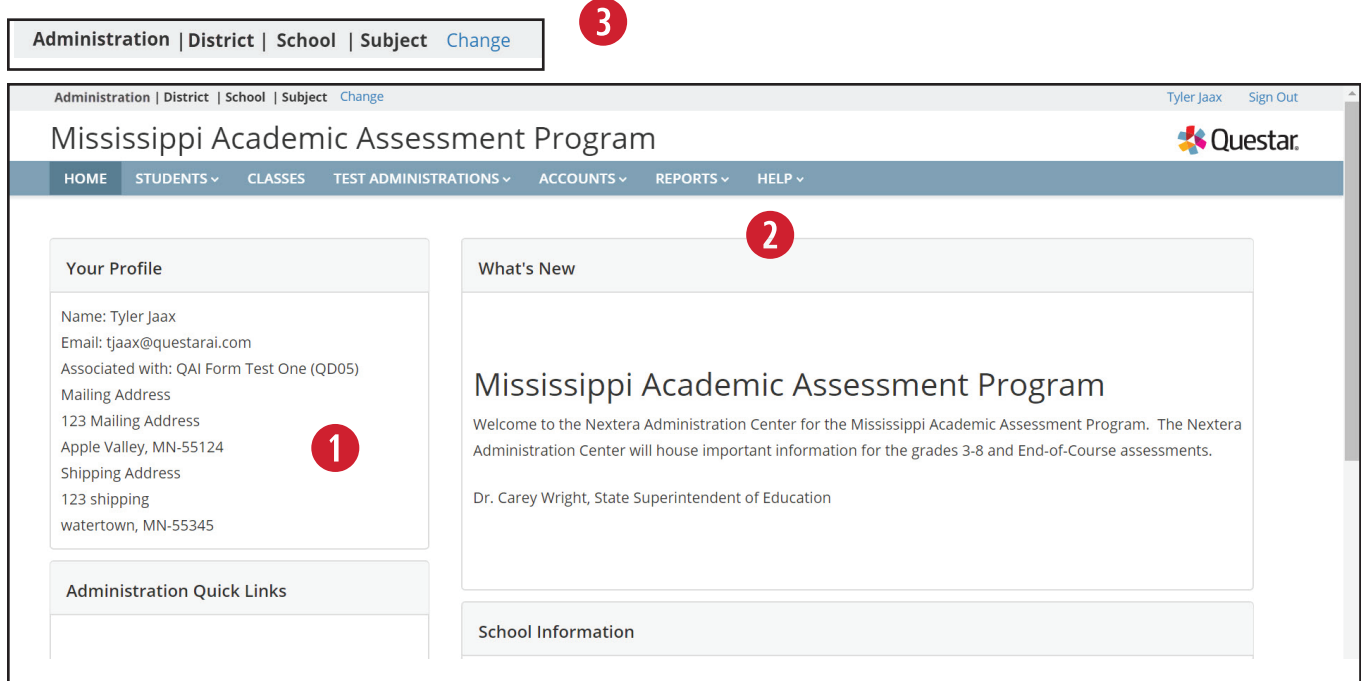
Nextera is our trademark and may not be used without our permission.

STCs who cannot locate their Nextera Admin login information should contact the DTC.

Once you have your User ID and Password, access Nextera Admin at the following site:
<https://ms.nextera.questarai.com>.

- 1** Enter your User ID and Password. Then select **Sign In**.
- 2** The first time you sign in, you will be asked to change your password.
- 3** You will also be asked to acknowledge and agree to the Security Compliance statement the first time you sign in. You will be presented with a paraphrased version of the statement. From this screen, you may choose to read the full version.
- 4** You must exit out of the full version and select **I Agree** on the original screen in order to agree to the terms.

HOME Page



Administration | District | School | Subject Change

Administration | District | School | Subject Change Tyler Jaax Sign Out

Mississippi Academic Assessment Program

HOME STUDENTS CLASSES TEST ADMINISTRATIONS ACCOUNTS REPORTS HELP

1 Your Profile

Name: Tyler Jaax
Email: tjaax@questarai.com
Associated with: QAI Form Test One (QD05)
Mailing Address
123 Mailing Address
Apple Valley, MN-55124
Shipping Address
123 shipping
watertown, MN-55345

Administration Quick Links

2 What's New

Mississippi Academic Assessment Program

Welcome to the Nextera Administration Center for the Mississippi Academic Assessment Program. The Nextera Administration Center will house important information for the grades 3-8 and End-of-Course assessments.

Dr. Carey Wright, State Superintendent of Education

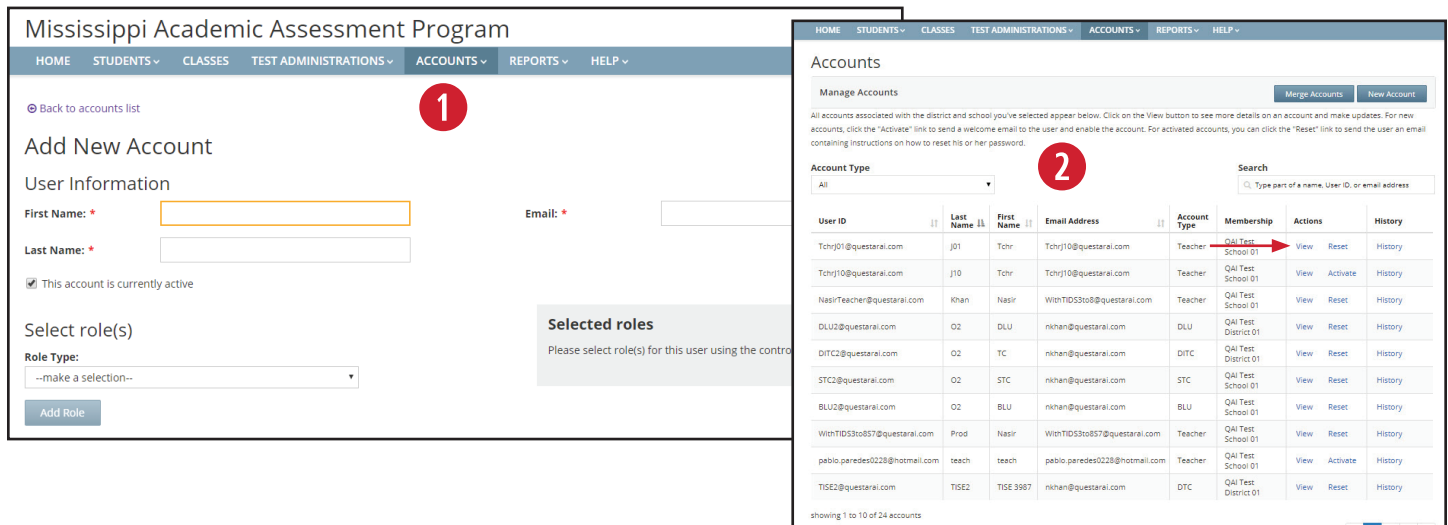
School Information

3

The *HOME* page contains a variety of online administrative resources.

- 1** Test Coordinators will see their user information on the left side of the screen.
- 2** Select the **HELP** tab at any time for additional support.
- 3** The gray bar at the top of the screen shows the selected administration, district, school, and subject.

User Accounts



Mississippi Academic Assessment Program

HOME STUDENTS CLASSES TEST ADMINISTRATIONS **ACCOUNTS** REPORTS HELP

Back to accounts list

Add New Account

User Information

First Name: * Email: *

Last Name: *

This account is currently active

Select role(s)

Role Type:

Add Role

Selected roles
Please select role(s) for this user using the controls.

Accounts

Manage Accounts

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

Account Type: Search:

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
Tchrj10@questarai.com	J01	Tchr	Tchrj10@questarai.com	Teacher	Q4I Test School 01	View Reset	History
Tchrj10@questarai.com	J10	Tchr	Tchrj10@questarai.com	Teacher	Q4I Test School 01	View Activate	History
NasirTeacher@questarai.com	Khan	Nasir	WinTID53to8@questarai.com	Teacher	Q4I Test School 01	View Reset	History
DLU2@questarai.com	O2	DLU	nihan@questarai.com	DLU	Q4I Test District 01	View Reset	History
DITC2@questarai.com	O2	TC	nihan@questarai.com	DITC	Q4I Test District 01	View Reset	History
STC2@questarai.com	O2	STC	nihan@questarai.com	STC	Q4I Test District 01	View Reset	History
BLU2@questarai.com	O2	BLU	nihan@questarai.com	BLU	Q4I Test School 01	View Reset	History
WinTID53to857@questarai.com	Prod	Nasir	WinTID53to857@questarai.com	Teacher	Q4I Test School 01	View Reset	History
pablo.paredes0228@hotmail.com	teach	teach	pablo.paredes0228@hotmail.com	Teacher	Q4I Test School 01	View Activate	History
TISE2@questarai.com	TISE2	TISE 3987	nihan@questarai.com	DTC	Q4I Test District 01	View Reset	History

showing 1 to 10 of 24 accounts

Multiple user levels exist within Nextera Admin. Some examples include District Test Coordinator (DTC), School Test Coordinator (STC), and Teacher. A complete list of user account types can be found in the *MS Roles and Responsibilities* section of this manual.

Test coordinators can add or edit users as needed to allow specific individuals the rights they need for accessing their student information.

Note: If creating a Teacher account, refer to the *Add or Edit a Teacher* section.

- 1 To add a user account, select **Accounts** under the **ACCOUNTS** tab. Then select **New Account**. On the *Add New Account* page, fill in the First Name, Last Name, and Email.

Make sure the box next to “This account is currently active” is checked.

Select the Role Type, District, and School from the drop-downs as required. Select **Add Role**, and then select **Create an Account**.

Once you select **Create an Account**, an auto-generated email will be sent to the user’s email address instructing him/her how to access Nextera Admin, including login information.

- 2 On the *Accounts* page, you may sort accounts by User ID, Last Name, First Name, or Email Address by selecting the up/down arrows next to the column headers.

To edit a user account, select the **View** link next to the user’s account. Then select the **Edit** button on the *View Account* page. Edit the information as needed and select **Save**.

①

Merge Accounts

User ID:

First Name:

Email Address:

Last Name:

Selected Accounts

Account 1	clear
User ID: 210003@email.com	
First Name: ElaGradeThree	
Last Name: Teacher	
Email: 210003@email.com	

Account 2	clear
User ID: 210000@email.com	
First Name: MathGradeThreeForce	
Last Name: Teacher	
Email: 210000@email.com	

User ID	Last Name	First Name	Email	Choose User
123@123.com	preid1	teacher	123@123.com	<input type="button" value="Select"/>

②

Choose primary account and merge selected users

Please choose which account should be primary (the secondary account will be merged, but all user information displayed will be that on the primary account).

Account 1	Account 2
User ID: 210003@email.com	User ID: 210000@email.com
First Name: ElaGradeThree	First Name: MathGradeThreeForce
Last Name: Teacher	Last Name: Teacher
Email: 210003@email.com	Email: 210000@email.com

→ to the account page

③

Merge results

The account merge was successful.

Your DTC can merge multiple accounts for a user by going to the *Accounts* page. Only two accounts can be merged at a time. Repeat the following process if more than two accounts need to be merged.

- ① To merge user accounts, select **Merge Accounts** on the *Accounts* page. On the *Merge Accounts* page, select the **Select** button for the two accounts you would like to merge. Then select **Merge Accounts**.
- ② Select the **Make Primary** button for the primary account. Then select **Merge Accounts**.
- ③ A pop-up window will appear confirming the merge was successful.

Note: Only one individual can be listed as the DTC, and only one STC can be active per school. However, multiple District Level Users and Building Level Users can be added. Additionally, Teachers will be pre-populated into Nextera Admin after student Pre-ID files from the state are loaded by Questar prior to each administration.

Add or Edit a Teacher

Mississippi Academic Assessment Program Questar

HOME STUDENTS ▾ CLASSES TEST ADMINISTRATIONS ▾ **ACCOUNTS ▾** REPORTS ▾ HELP ▾

Accounts 3

Manage Accounts Merge Accounts New Account

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

Account Type Search

All Type part of a name, User ID, or email address

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
	nextera	Admin		Teacher	Vessela S01	View Reset 2	History

To Add or Edit a Teacher:

- 1 Select **Accounts** under the **ACCOUNTS** tab.
- 2 To edit a Teacher account, select the **View** link next to the Teacher account. Then select the **Edit** button on the *View Account* page. Edit the information as needed and select **Save**.
- 3 To add a new Teacher, select the **New Account** button.

Additional Information Needed

TeacherID * **4**

Content Areas: *

- Administration - English Language Arts (Alt)
- Administration - Math (Alt)
- Administration - Science (Alt)
- Administration - ELA
- Administration - Math
- Administration - Algebra I
- Administration - English II

5

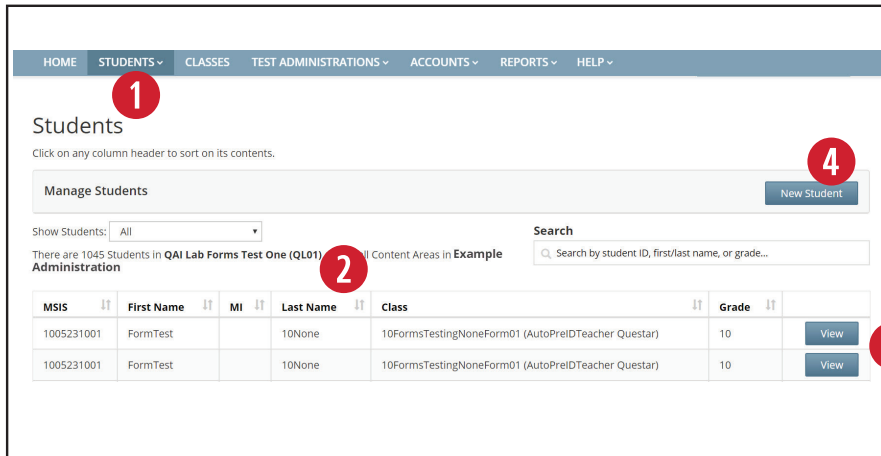
- 4** On the *Add New Account* page, enter all of the required information and make sure the box next to “This account is currently active” is checked. After selecting **Teacher** from the *Role Type* drop-down, you will be required to enter the TeacherID (license number) and select the applicable Content Area(s).

Note: It is a district-level decision to grant teachers access to Nextera Admin. If a teacher should have access, their actual email address should be entered in the Email field. If the teacher should NOT have access, use the following format instead: <TeacherID>@placeholder.questarai.com

- 5** Select the **Add Role** button, and then select **Create an Account**.

Note: To merge multiple accounts for a single user, please refer to the *User Accounts* section of this manual.

Add or Edit a Student



HOME STUDENTS CLASSES TEST ADMINISTRATIONS ACCOUNTS REPORTS HELP

Students

Click on any column header to sort on its contents.

Manage Students New Student

Show Students: All Search

There are 1045 Students in QAI Lab Forms Test One (QL01) Administration Content Areas in Example Search by student ID, first/last name, or grade...

MSIS	First Name	MI	Last Name	Class	Grade	
1005231001	FormTest		10None	10FormsTestingNoneForm01 (AutoPreIDTeacher Questar)	10	View
1005231001	FormTest		10None	10FormsTestingNoneForm01 (AutoPreIDTeacher Questar)	10	View

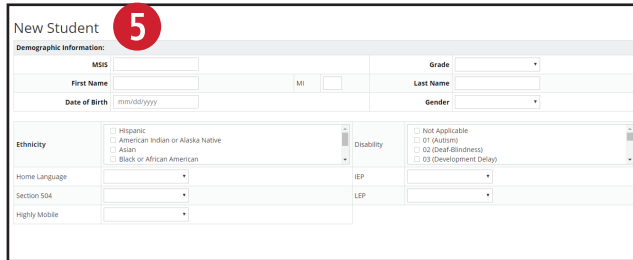
To Add or Edit a Student:

- 1 Select **Students** under the **STUDENTS** tab.
- 2 On the *Students* page, you may sort students by selecting the up/down arrows next to each column header.
- 3 To view a student's information, select the **View** button next to the student. It is the responsibility of the DTC/STC to ensure all student information in Nextera is correct BEFORE students begin testing. This includes accommodations (see Step 6 on the next page).

To edit a student's information, select the **Edit** button on the *View Student* page. Edit the information as needed and select **Save** at the bottom of the page.

Note: If your DTC/DLU is modifying a student's *School of record*, they must also update both the *Testing school* and *Testing class* for each subject.

- 4 To add a new student, select the **New Student** button on the *Students* page.



New Student 5

Demographic Information:

MSIS: Grade:

First Name: MI: Last Name:

Date of Birth: Gender:

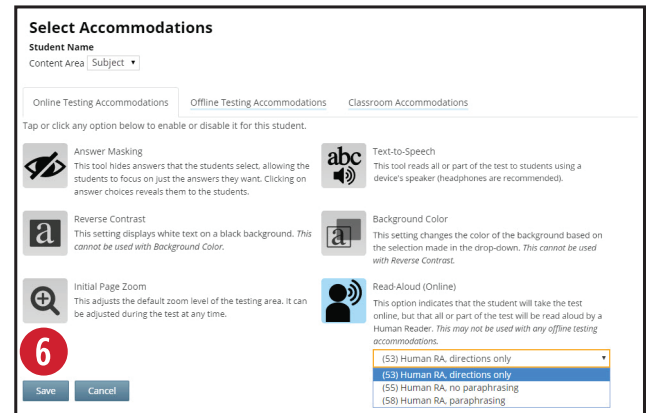
Ethnicity: Hispanic
 American Indian or Alaska Native
 Asian
 Black or African American

Disability: Not Applicable
 01 (Autism)
 02 (Deaf-Blindness)
 03 (Development Delay)

Home Language: IEP:

Section 504: LEP:

Highly Mobile:



Select Accommodations

Student Name:

Content Area:

Online Testing Accommodations Offline Testing Accommodations Classroom Accommodations

Tap or click any option below to enable or disable it for this student.

Answer Masking
 This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.

Text-to-Speech
 This tool reads all or part of the test to students using a device's speaker (headphones are recommended).

Reverse Contrast
 This setting displays white text on a black background. This cannot be used with Background Color.

Background Color
 This setting changes the color of the background based on the selection made in the drop-down. This cannot be used with Reverse Contrast.

Initial Page Zoom
 This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.

Read-Aloud (Online)
 This option indicates that the student will take the test online, but that all or part of the test will be read aloud by a Human Reader. This may not be used with any offline testing accommodations.

6

(S3) Human RA, directions only
 (S5) Human RA, directions only
 (S5) Human RA, no paraphrasing
 (S8) Human RA, paraphrasing

Save Cancel

5 On the *New Student* page, enter all of the required information for the new student, including any accommodations (see Step 6 below). Select **Save** at the bottom of the page when finished.

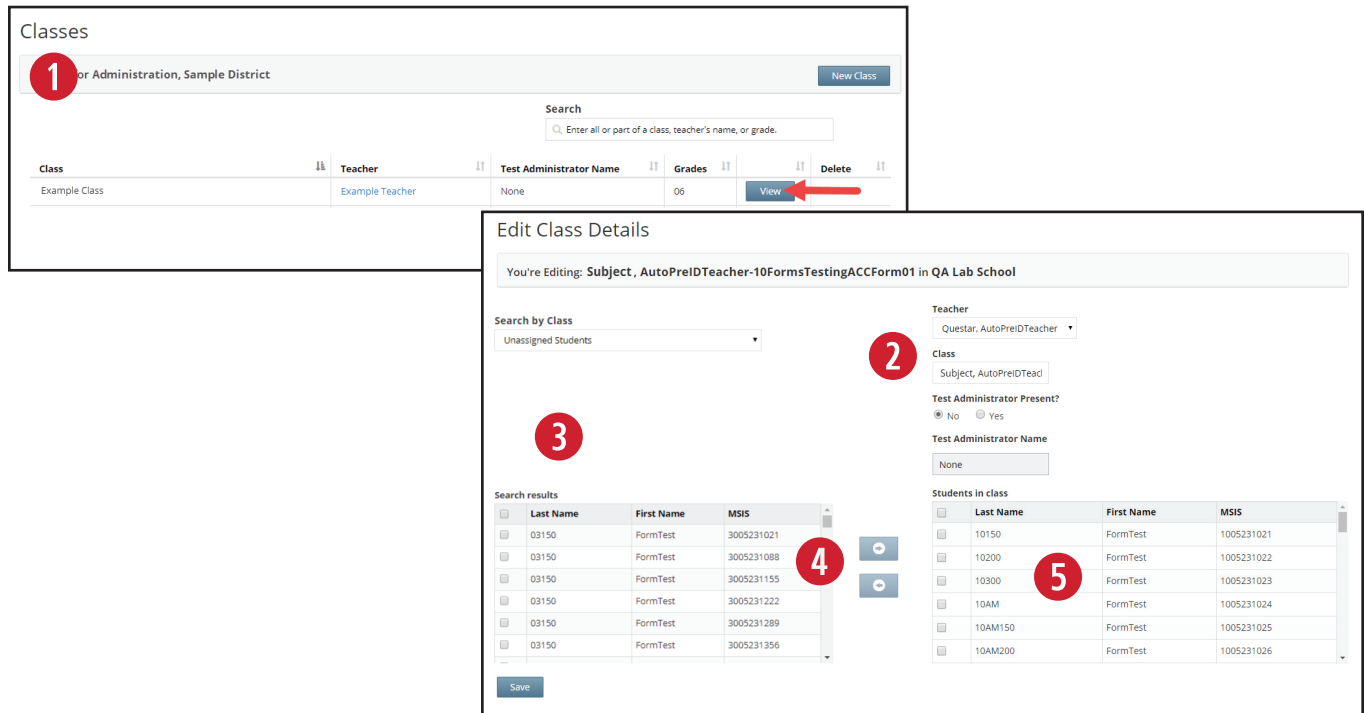
Note: All fields with a bold title are required and must be completed. All other fields are optional.

6 A student's accommodation(s) can only be added after the student is assigned to a class. To assign a student to a class from the *New Student* or *Edit Student Record* page, use the *Testing class* drop-down for each subject in which the student will test. To then add accommodations for a subject test, select the **Modify** button. In the *Select Accommodations* window, select the necessary accommodations and select **Save**. Then be sure to select **Save** again on the bottom of the *New Student* or *Edit Student Record* page.

Note: In order for student login credentials to be generated, the student must be assigned to a class.

Note: To upload a large volume of students, it may be beneficial to utilize the Pre-ID functionality that is available to DTCs. Refer to the *Pre-ID Upload Overview* section of the DTCM on the Nextera *Help* page for information on this process.

Moving Students



The screenshot shows two overlapping windows from a web application. The top window, titled 'Classes', displays a table with columns: Class, Teacher, Test Administrator Name, Grades, and Delete. A red circle with the number '1' is placed over the 'View' button in the 'Delete' column of the first row. The bottom window, titled 'Edit Class Details', shows the details for a specific class. It includes a 'Search by Class' dropdown menu with 'Unassigned Students' selected, a 'Teacher' dropdown, and a 'Class' dropdown. A red circle with the number '2' is placed over the 'Class' dropdown. Below these are radio buttons for 'Test Administrator Present?' (No/Yes) and a 'Test Administrator Name' field. A 'Search results' table is shown with columns: Last Name, First Name, and MSIS. A red circle with the number '3' is placed over the 'Search by Class' dropdown, and a red circle with the number '4' is placed over the right arrow button next to the table. A 'Students in class' table is also shown with columns: Last Name, First Name, and MSIS. A red circle with the number '5' is placed over the first row of this table. A 'Save' button is at the bottom of the 'Edit Class Details' window.

Students are assigned to classes based on the information Questar receives in the Pre-ID files from the MDE. If you added students to Nextera manually, follow the steps below to add students to classes. If a student is not assigned to a class, he/she will not be given any student login credentials to take the test.

To Add a Student to a Class:

- 1 Select the **CLASSES** tab, and then select **View** next to the applicable Class. On the *Class Details* page, select **Edit**.
- 2 On the *Edit Class Details* page, confirm the correct Teacher and Class name are displayed (modify if needed).
- 3 From the *Search by Class* drop-down, select **Unassigned Students** (or the class to which the student is already assigned, if applicable). Then from the *Search results* table, select the check box next to the student whom you wish to add.
- 4 Select the **right arrow** button.
- 5 The student will be added to the *Students in class* section. Be sure to select **Save** at the bottom of the page once you are finished.

[Back to classes list](#)
Edit Class Details
 You're Editing: **Subject, AutoPreIDTeacher-10FormsTestingACCF01** in **QA Lab School**

Search by Class

Teacher
 Questar, AutoPreIDTeacher

Class
 Subject, AutoPreIDTeac

Test Administrator Present?
 No Yes

Test Administrator Name
 None

Students removed from class

<input type="checkbox"/>	Last Name	First Name	MSIS
<input checked="" type="checkbox"/>			

Students in class

<input type="checkbox"/>	Last Name	First Name	MSIS
<input type="checkbox"/>	10150	FormTest	1005231021
<input type="checkbox"/>	10200	FormTest	1005231022
<input type="checkbox"/>	10300	FormTest	1005231023
<input type="checkbox"/>	10AM	FormTest	1005231024
<input type="checkbox"/>	10AM150	FormTest	1005231025
<input type="checkbox"/>	10AM200	FormTest	1005231026

To Remove a Student from a Class:

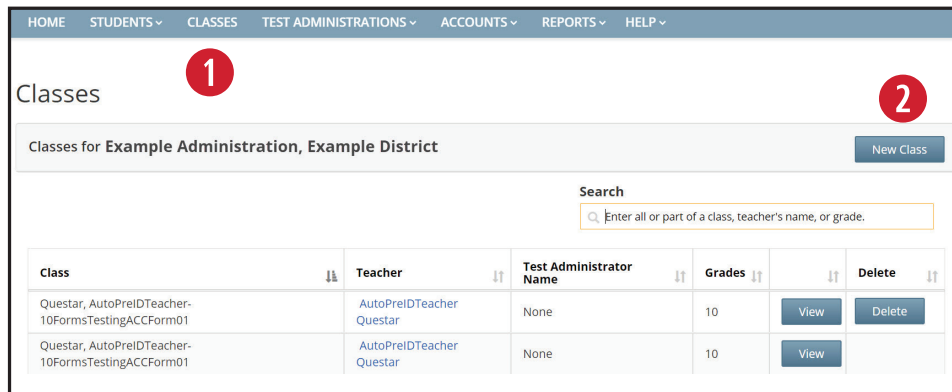
- 1 In the *Students in class* section, select the check box next to the student that needs to be removed.
- 2 Select the **left arrow** button.
- 3 The student will move over to the *Students removed from class* section. Be sure to select **Save** at the bottom of the page once you are finished.

To Move a Student from Another District to Your District (DTCs Only):

If a student needs to be moved from another district to your district, contact your DTC. The DTC for your district must contact Questar Customer Support to request this change.

Note: Students need to be assigned to the correct district, school, and class for each subject *prior* to testing.

Add or Delete a Class

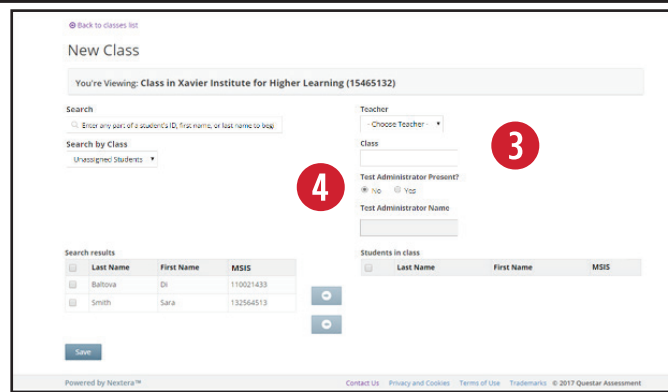


Classes

Classes for Example Administration, Example District New Class

Search
Enter all or part of a class, teacher's name, or grade.

Class	Teacher	Test Administrator Name	Grades	Delete
Questar, AutoPreIDTeacher-10FormsTestingACCF01	AutoPreIDTeacher-10FormsTestingACCF01	None	10	View Delete
Questar, AutoPreIDTeacher-10FormsTestingACCF01	AutoPreIDTeacher-10FormsTestingACCF01	None	10	View



Back to classes list

New Class

You're Viewing: Class in Xavier Institute for Higher Learning (15465132)

Search
Enter any part of a student's ID, first name, or last name to find

Search by Class
Unassigned Students

Teacher
Choose Teacher

Class

Test Administrator Present?
 No Yes

Test Administrator Name

Students in class

Search results

Last Name	First Name	MSIS
Balnova	Di	110021433
Smith	Sara	132564513

Save

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Note: Classroom-level reports will be generated based on students' classes in Nextera. Therefore, make sure classes reflect how you would like classroom-level reports organized and not necessarily students' physical testing groups.

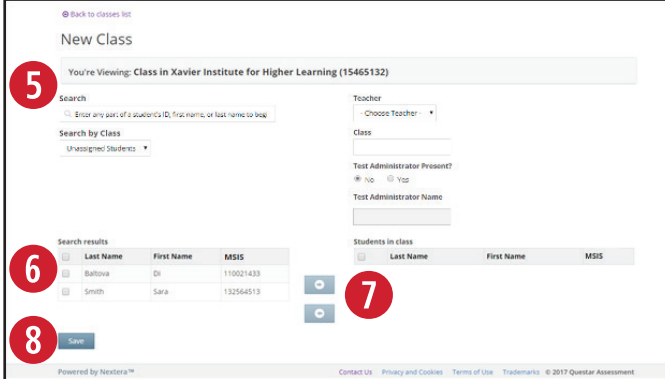
To Add a Class:

- 1 Select the **CLASSES** tab.
- 2 In the gray bar at the top of the screen, ensure the test administration, district, school, and content area are set correctly for the class you are creating. Select **New Class**.
- 3 Use the *Teacher* drop-down to assign a Teacher to the class.

Note: In order for a Teacher to appear in the drop-down, their account must be assigned to that test administration and content area.

- 4 Enter the Class name and optional Test Administrator/Proctor information.

Note: Ensure each class name includes the teacher's name so classes will be distinguishable when generating classroom-level reports.



The screenshot shows a web interface for creating a new class. At the top, it says "New Class" and "You're Viewing: Class in Xavier Institute for Higher Learning (15465132)". There are two main sections: "Search" and "Students in class".

5 points to the "Search" field with the placeholder text "Enter any part of a student's ID, first name, or last name to help". Below it is a "Search by Class" dropdown menu set to "Unassigned Students".

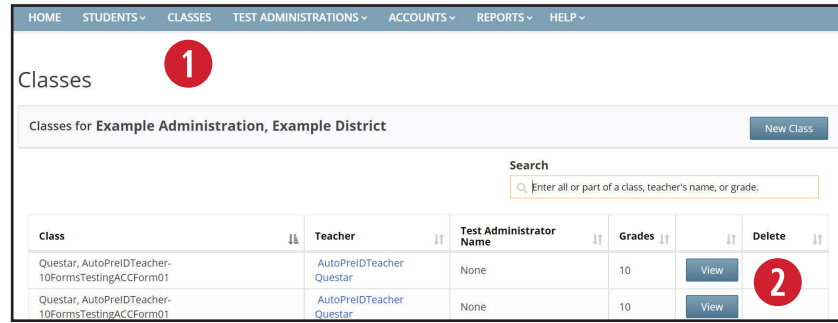
6 points to the "Search results" table, which has columns for "Last Name", "First Name", and "MSIS". It contains two rows: one for "Baltova, Di" with MSIS "110021433" and one for "Smith, Sara" with MSIS "132564513".

7 points to a right-pointing arrow button between the two tables.

8 points to a "Save" button at the bottom left.

On the right side, there are fields for "Teacher" (with a "Choose Teacher" dropdown), "Class", "Test Administrator Present?" (with radio buttons for "No" and "Yes"), and "Test Administrator Name".

- 5** Search for a particular student using the *Search* field, or use the *Search by Class* drop-down to find unassigned students or students in an existing class of that same subject.
- 6** In the *Search results* section, select the check box(es) next to the student(s) you want to add to the class.
- 7** Select the **right arrow** to move the student(s) to the *Students in class* section.
- 8** Select **Save**. The *Classes* page will display and include a message confirming that the class was successfully created.

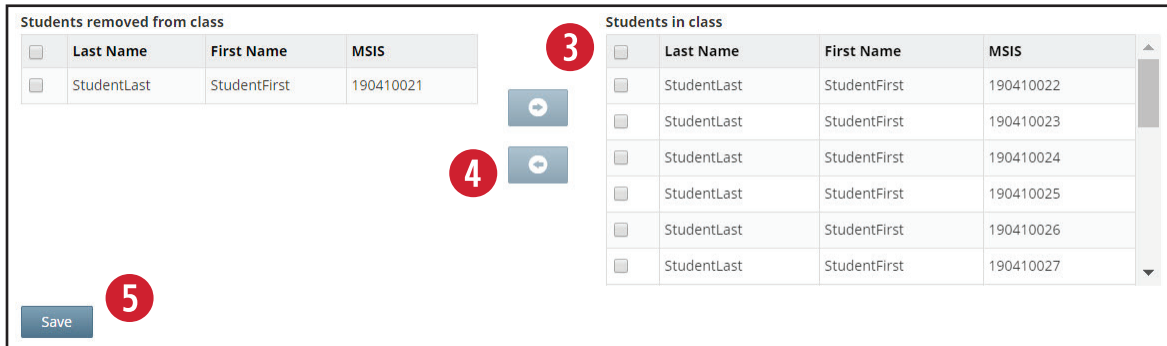


Classes

Classes for Example Administration, Example District New Class

Search
Enter all or part of a class, teacher's name, or grade.

Class	Teacher	Test Administrator Name	Grades	Delete
Questar, AutoPreIDTeacher-10FormsTestingACCForm01	AutoPreIDTeacher Questar	None	10	View
Questar, AutoPreIDTeacher-10FormsTestingACCForm01	AutoPreIDTeacher Questar	None	10	View



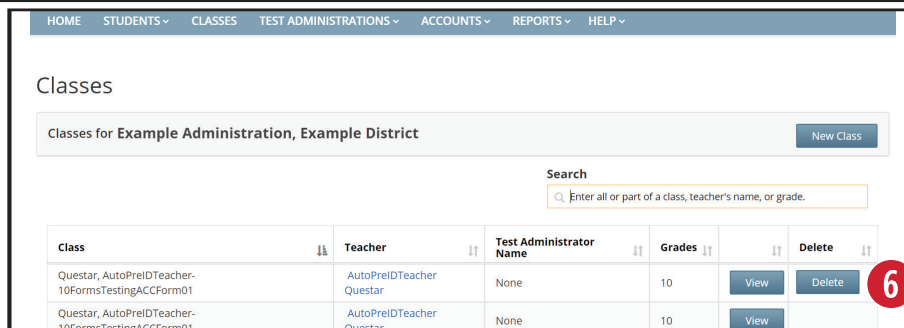
Students removed from class

<input type="checkbox"/>	Last Name	First Name	MSIS
<input type="checkbox"/>	StudentLast	StudentFirst	190410021

Students in class

<input type="checkbox"/>	Last Name	First Name	MSIS
<input type="checkbox"/>	StudentLast	StudentFirst	190410022
<input type="checkbox"/>	StudentLast	StudentFirst	190410023
<input type="checkbox"/>	StudentLast	StudentFirst	190410024
<input type="checkbox"/>	StudentLast	StudentFirst	190410025
<input type="checkbox"/>	StudentLast	StudentFirst	190410026
<input type="checkbox"/>	StudentLast	StudentFirst	190410027

Save



Classes

Classes for Example Administration, Example District New Class

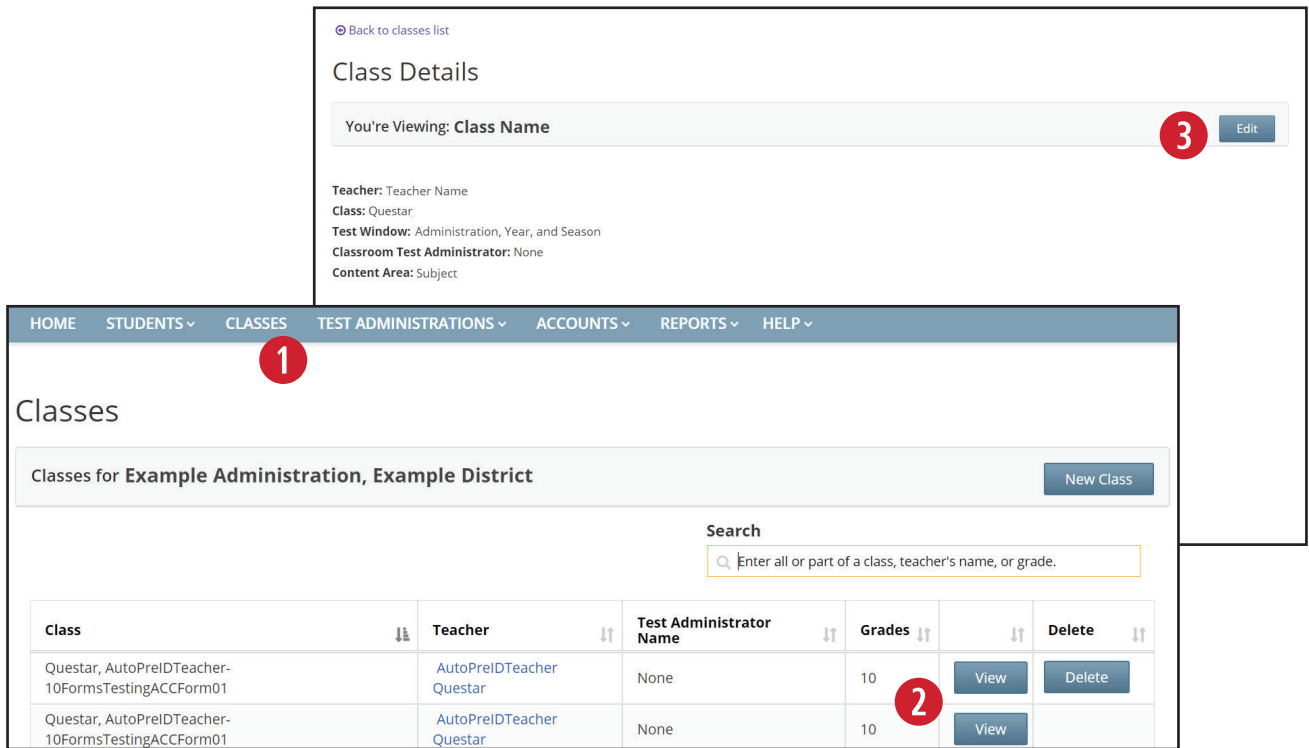
Search
Enter all or part of a class, teacher's name, or grade.

Class	Teacher	Test Administrator Name	Grades	Delete
Questar, AutoPreIDTeacher-10FormsTestingACCForm01	AutoPreIDTeacher Questar	None	10	View Delete
Questar, AutoPreIDTeacher-10FormsTestingACCForm01	AutoPreIDTeacher Questar	None	10	View

To Delete a Class:

- 1 Select the **CLASSES** tab.
- 2 If the **Delete** button is not available for the class you wish to delete, that means there are students in the class that need to be removed first. Select the **View** button next to the class instead.
- 3 Select **Edit**. Then in the *Students in class* section, select the top check box to select all students currently in the class.
- 4 Select the **left arrow** to move the students to the *Students removed from class* section.
- 5 Select **Save**.
- 6 From the *Classes* page, select the **Delete** button that is now available next to the class.

Review or Edit a Class



The screenshot shows the 'Classes' tab selected in the navigation menu (1). The 'Class Details' page displays information for a specific class, including a search bar, a 'New Class' button, and a table of classes. The table has columns for Class, Teacher, Test Administrator Name, Grades, and Delete. A 'View' button is highlighted next to a class entry (2). The 'Edit' button is highlighted in the 'Class Details' section (3).

Class Details

You're Viewing: **Class Name** 3 Edit

Teacher: Teacher Name
 Class: Questar
 Test Window: Administration, Year, and Season
 Classroom Test Administrator: None
 Content Area: Subject

Classes

Classes for Example Administration, Example District New Class

Search

Class	Teacher	Test Administrator Name	Grades	Delete
Questar, AutoPreIDTeacher-10FormsTestingACCForm01	AutoPreIDTeacher Questar	None	10	View Delete
Questar, AutoPreIDTeacher-10FormsTestingACCForm01	AutoPreIDTeacher Questar	None	10	View

To Review or Edit a Class:

- 1 Select the **CLASSES** tab.
- 2 Select **View** next to the class you wish to review. On the *Class Details* page, you will see the class information and the students assigned to that class.
- 3 To edit the class information, select **Edit**. Then select **Save** at the bottom of the *Edit Class Details* page when finished making changes.

Online Accessibility Features and Accommodations

Accessibility Features

The following accessibility features are available to students taking the online version of the tests:

Answer Masking hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.

Background Color changes the color of the background based on the selection made in the drop-down. *This cannot be used with Reverse Contrast.*

Initial Page Zoom adjusts the default zoom level of the testing area. It can be adjusted during the test at any time. Below are the approximate font sizes for each zoom level.

Note: If a student has the Large Print accommodation but would like to test online, zooming to 300% of the original size will mimic the same font size as a Large Print test book.

Zoom Level	Approximate Font Size
100% (base)	14 point/18px
150%	21 point
200%	28 point
300%	42 point

Reverse Contrast displays white text on a black background. *This cannot be used with Background Color.*

Accommodations

The following accommodations are available to students taking the test, according to their IEP/504/LSP:

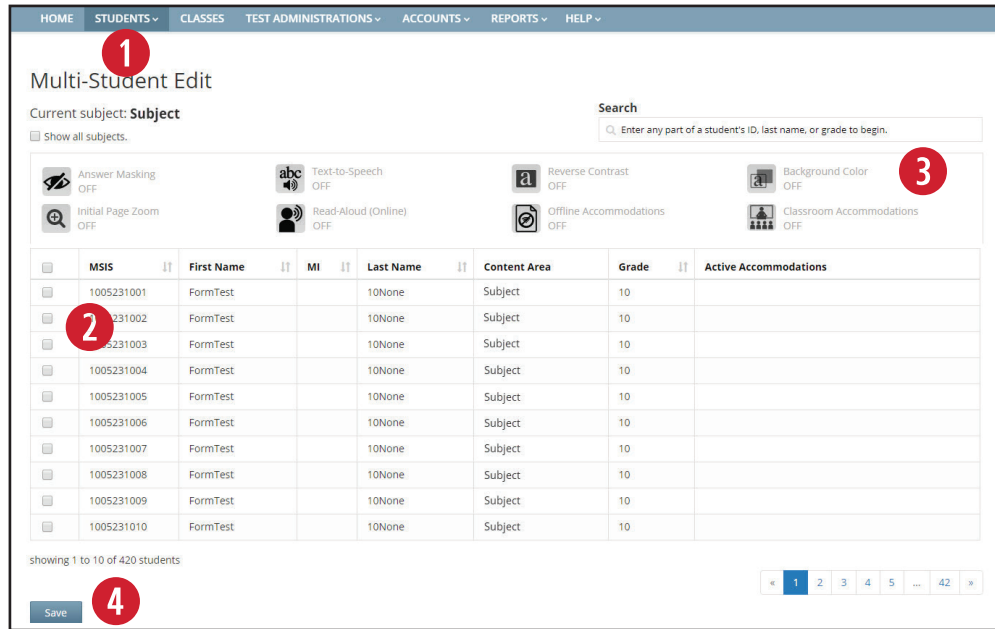
Text-to-Speech reads all or part of the test to students using a device's speaker (headphones are recommended). This is available only for accommodations 55 (directions, questions, and answer choices will be read) and 53 (only directions will be read).

Note: For (53) Directions Only TTS, nothing will be read in Mathematics or Algebra I since the questions themselves contain the directions.

Read-Aloud (Online) indicates that the student will take the test online, but that all or part of the test will be read aloud by a Human Reader. *This may not be used with any offline testing accommodations.* This is available only for accommodations 53, 55, and 58.

Note: Due to the Literacy-Based Promotion Act, Grade 3 ELA students with accommodation 55 or 58 will not be read questions or answer choices in Session 1.

Marking Accessibility Features and Accommodations for Multiple Students



HOME STUDENTS CLASSES TEST ADMINISTRATIONS ACCOUNTS REPORTS HELP

1 Multi-Student Edit

Current subject: Subject

Search: Enter any part of a student's ID, last name, or grade to begin.

Answer Masking OFF

Text-to-Speech OFF

Reverse Contrast OFF

Background Color OFF

Initial Page Zoom OFF

Read-Aloud (Online) OFF

Offline Accommodations OFF

Classroom Accommodations OFF

<input type="checkbox"/>	MSIS	First Name	MI	Last Name	Content Area	Grade	Active Accommodations
<input type="checkbox"/>	1005231001	FormTest		10None	Subject	10	
<input type="checkbox"/>	1005231002	FormTest		10None	Subject	10	
<input type="checkbox"/>	1005231003	FormTest		10None	Subject	10	
<input type="checkbox"/>	1005231004	FormTest		10None	Subject	10	
<input type="checkbox"/>	1005231005	FormTest		10None	Subject	10	
<input type="checkbox"/>	1005231006	FormTest		10None	Subject	10	
<input type="checkbox"/>	1005231007	FormTest		10None	Subject	10	
<input type="checkbox"/>	1005231008	FormTest		10None	Subject	10	
<input type="checkbox"/>	1005231009	FormTest		10None	Subject	10	
<input type="checkbox"/>	1005231010	FormTest		10None	Subject	10	

showing 1 to 10 of 420 students

Save

4

IMPORTANT: It is best to make changes using multi-student edit first before editing any individual student accessibility features or accommodations, since the selections made when using multi-student edit will override previously selected accessibility features or accommodations. It is recommended to begin by using multi-student edit for changes applicable to a group of students and then make individual changes for students afterwards as exceptions. Any accommodations or accessibility features set before performing a multi-student edit will be erased if not selected again during the multi-student edit process.

To Assign Accommodations/Accessibility Features to a Group of Students at the Same Time:

- 1 Select **Multi-Student Edit** under the **STUDENTS** tab.
- 2 Use the check boxes to select and verify the students you wish to assign accommodations/ accessibility features.
- 3 Selecting an accommodation/accessibility feature's icon will toggle it on or off. When choosing some accommodations/accessibility features, such as Background Color, you will be presented with a list of options. Select the applicable option from the drop-down and select **Apply**.
- 4 When you are finished, select **Save**.

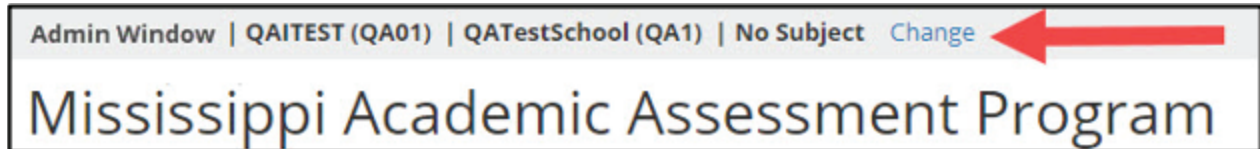
Note: For students using Paper/Pencil, Large Print, or Braille test books and for students using the Read-Aloud Script for online or offline testing, **the accommodation(s) MUST be marked in the students' profiles in Nextera Admin prior to testing.**

Checking Student Accessibility Features and Accommodations

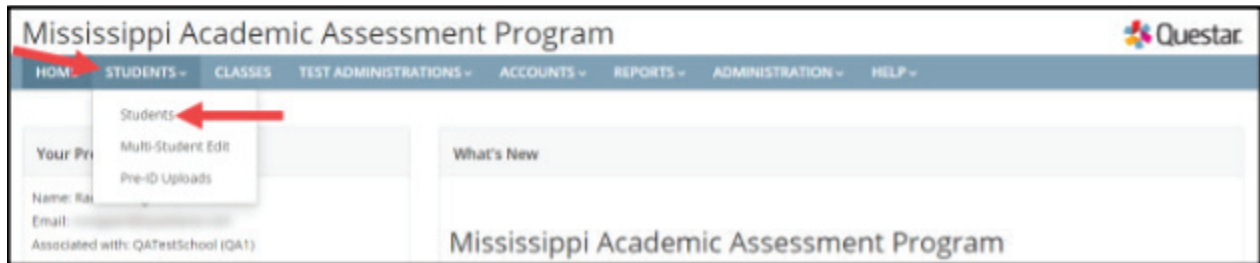
Downloading a Student List

Check if student accessibility features/accommodations are set correctly by downloading a student list.

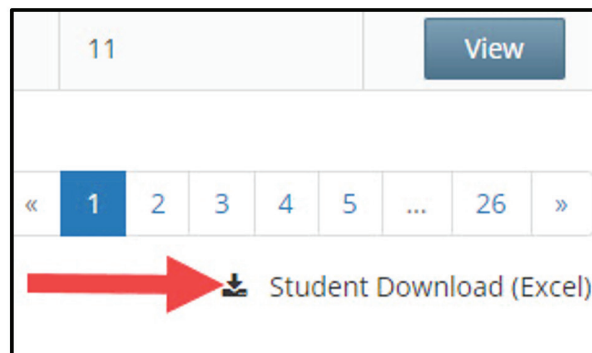
- 1 At the top of the screen, select the **Change** button in order to select the Content Area you would like to use view. Selecting a *Content Area* will filter the students that you see by assigned subject. If you leave the *Content Area* as **Make a Selection**, students assigned to all subjects will populate.



- 2 Select the **STUDENTS** tab, then select **Students** again from the drop-down menu.



- 3 At the bottom of the *Students* page, select **Student Download (Excel)**.

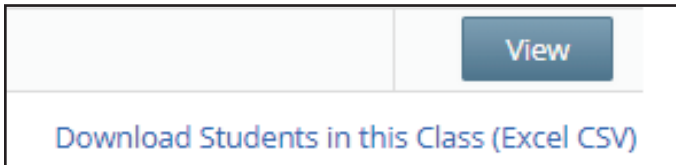


- 4 Open the spreadsheet to confirm student accommodations are set correctly. Each student will have their own row, with the accommodations visible per student beneath the Accommodation and Accommodation Option columns.

Downloading a Class List

Check if the students in a specific class have the correctly set accessibility features/accommodations by downloading a class list. Additionally, this list can be used to verify that the necessary students are listed in the correct class.

- 1 Select the **CLASSES** tab.
- 2 Select **View** for the class list you wish to download.
- 3 At the bottom of the *Class Details* page, select **Download Students in this Class (Excel CSV)**.



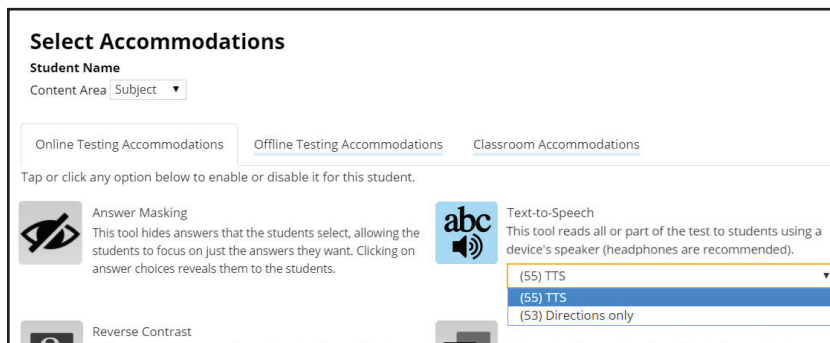
- 4 Open the spreadsheet to confirm student accommodations are set correctly.

Marking Accommodations for a Student

Prior to testing, ensure the appropriate accommodations have been applied to student records in Nextera according to their documented needs. The following instructions show the steps for setting each accommodation in Nextera Admin.

Text-to-Speech Accommodations

- 1 From the *Students* page, open the student’s profile by selecting **View**.
- 2 Select **Edit**.
- 3 Scroll down to locate the *Accessibility and Accommodation Options* section for the applicable content area.
- 4 Select the **Modify** button.
- 5 In the *Online Testing Accommodations* tab, select the **Text-to-Speech** icon, and then select the appropriate option from the drop-down (accommodation 55 or 53).



- 6 Select **Save**.



- 7 At the bottom of the *Edit Student Record* page, select **Save** again.



The “successfully updated record” notice will appear at the top of the page.



Read-Aloud (Online) Accommodations

This indicates that the student will take the test online, but that all or part of the test will be read aloud by the teacher using a Read-Aloud Script. This can be selected for students with accommodation 53, 55, or 58 who will be taking the test online. This may not be used with any print variations.

To Select Read-Aloud (Online):

- 1 From the *Students* page, open the student's profile by selecting **View**.
- 2 Select **Edit**.
- 3 Scroll down to the *Accessibility and Accommodation Options* section for the applicable content area.
- 4 Select the **Modify** button.
- 5 In the *Online Testing Accommodations* tab, select the **Read-Aloud (Online)** icon, and then select the appropriate option from the drop-down (accommodation 53, 55, or 58).







Select Accommodations

Student Name _____

Content Area Subject

Online Testing Accommodations
Offline Testing Accommodations
Classroom Accommodations

Tap or click any option below to enable or disable it for this student.

<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  <p>Answer Masking This tool hides answers that the students select, allowing the students to focus on just the answers they want. Clicking on answer choices reveals them to the students.</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  <p>Reverse Contrast This setting displays white text on a black background. <i>This cannot be used with Background Color.</i></p> </div> <div style="border: 1px solid gray; padding: 5px;">  <p>Initial Page Zoom This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.</p> </div>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  <p>Text-to-Speech This tool reads all or part of the test to students using a device's speaker (headphones are recommended).</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  <p>Background Color This setting changes the color of the background based on the selection made in the drop-down. <i>This cannot be used with Reverse Contrast.</i></p> </div> <div style="border: 1px solid gray; padding: 5px;">  <p>Read-Aloud (Online) This option indicates that the student will take the test online, but that all or part of the test will be read aloud by a Human Reader. <i>This may not be used with any offline testing accommodations.</i></p> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> (53) Human RA, directions only </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px; background-color: #e0e0e0;"> (53) Human RA, directions only </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> (55) Human RA, no paraphrasing </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> (58) Human RA, paraphrasing </div> </div>
--	--

Save
Cancel

- 6 Select **Save**.

Save

Cancel

- 7 At the bottom of the *Edit Student Record* page, select **Save** again.

Save

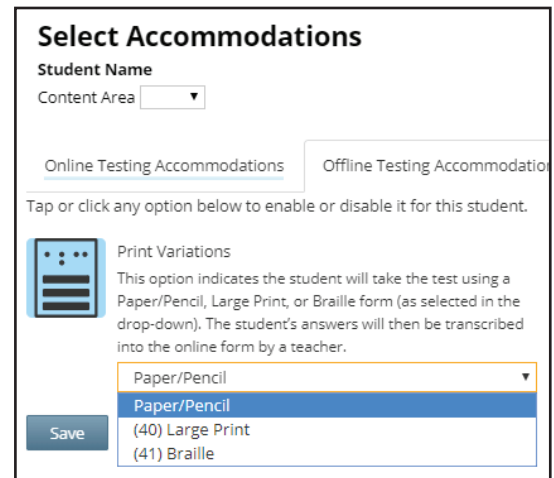
Cancel

Paper/Pencil Accommodations

- 1 From the *Students* page, open the student’s profile by selecting **View**.
- 2 Select **Edit**.
- 3 Scroll down to locate the *Accessibility and Accommodation Options* section for the applicable content area.
- 4 Select the **Modify** button.
- 5 Select the **Offline Testing Accommodations** tab.
- 6 Select the **Print Variations** icon.
- 7 From the drop-down, select the **Paper/Pencil** option (if not already selected as the default), the **(40) Large Print** option, or the **(41) Braille** option.
- 8 Select **Save**.



- 9 At the bottom of the *Edit Student Record* page, select **Save** again.

Select Accommodations

Student Name _____

Content Area

Online Testing Accommodations Offline Testing Accommodations

Tap or click any option below to enable or disable it for this student.

Print Variations
This option indicates the student will take the test using a Paper/Pencil, Large Print, or Braille form (as selected in the drop-down). The student’s answers will then be transcribed into the online form by a teacher.

Save

The “successfully updated record” notice will appear at the top of the page.

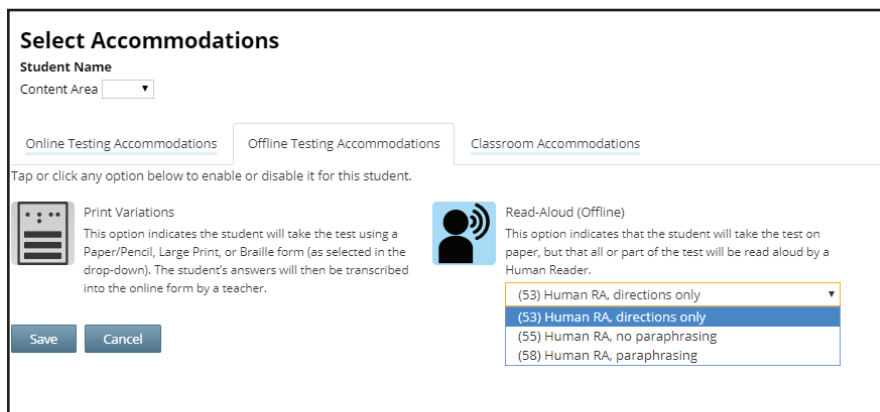


Read-Aloud (Offline) Accommodations

This option indicates that all or part of the test will be read aloud by the teacher for a student who is taking either the Paper/Pencil, Large Print, or Braille test form. This can be selected for students with accommodation 53, 55, or 58 who will be taking the test using the Paper/Pencil, Large Print, or Braille test forms. Any student assigned a Read-Aloud (Offline) accommodation should have the appropriate Print Variation (Paper/Pencil, Large Print, or Braille) selected in Nextera Admin as well. See the previous sections for instructions on setting any of these Print Variation accommodations.

To Select Read-Aloud (Offline):

- 1 From the *Students* page, open the student's profile by selecting **View**.
- 2 Select **Edit**.
- 3 Scroll down to the *Accessibility and Accommodation Options* section for the applicable content area.
- 4 Select the **Modify** button.
- 5 Select the **Offline Testing Accommodations** tab.
- 6 Select the **Read-Aloud (Offline)** icon, and then select the appropriate option from the drop-down (accommodation 53, 55, or 58).



The screenshot shows the 'Select Accommodations' interface. At the top, there are three tabs: 'Online Testing Accommodations', 'Offline Testing Accommodations', and 'Classroom Accommodations'. The 'Offline Testing Accommodations' tab is active. Below the tabs, there is a section for 'Print Variations' and a section for 'Read-Aloud (Offline)'. The 'Read-Aloud (Offline)' section is expanded, showing a drop-down menu with four options: '(53) Human RA, directions only', '(53) Human RA, directions only', '(55) Human RA, no paraphrasing', and '(58) Human RA, paraphrasing'. The first two options are highlighted in blue. At the bottom of the interface, there are 'Save' and 'Cancel' buttons.

- 7 Select **Save**.



Save Cancel

- 8 At the bottom of the *Edit Student Record* page, select **Save** again.



Save Cancel

Classroom Accommodations

- 1 From the *Students* page, open the student’s profile by selecting **View**.
- 2 Select **Edit**.
- 3 Scroll down to the *Accessibility and Accommodation Options* section for the applicable content area.
- 4 Select the **Modify** button.
- 5 Select the **Classroom Accommodations** tab.
- 6 Select the appropriate option(s).

Select Accommodations

Student Name _____

Content Area Subject

[Online Testing Accommodations](#)
 [Offline Testing Accommodations](#)
 Classroom Accommodations

These options are physical in nature and do not impact the computer-based testing experience.

(23) Extended time through the end of the day.

(24) Multi-session test administration: Administer the test over several sessions, specifying the duration of each session. (Testing must be completed within the window.

(25) Multi-day test administration: Administer the test over several days, specifying the duration of each session. (Testing must be completed within the window; refer to MDE for designated stopping points.

(70) Student dictates answer to test administrator or proctor, who transcribes the answers to the answer document.

(81) Native language dictionaries for EL students (i.e. dictionaries that translate English words into the native language—no definitions are given in either language).

(OTHER) Other allowable accommodation: Detail specific accommodation on the IEP or Section 504 Plan.

Save
 Cancel

- 7 Select **Save**.

Save
 Cancel

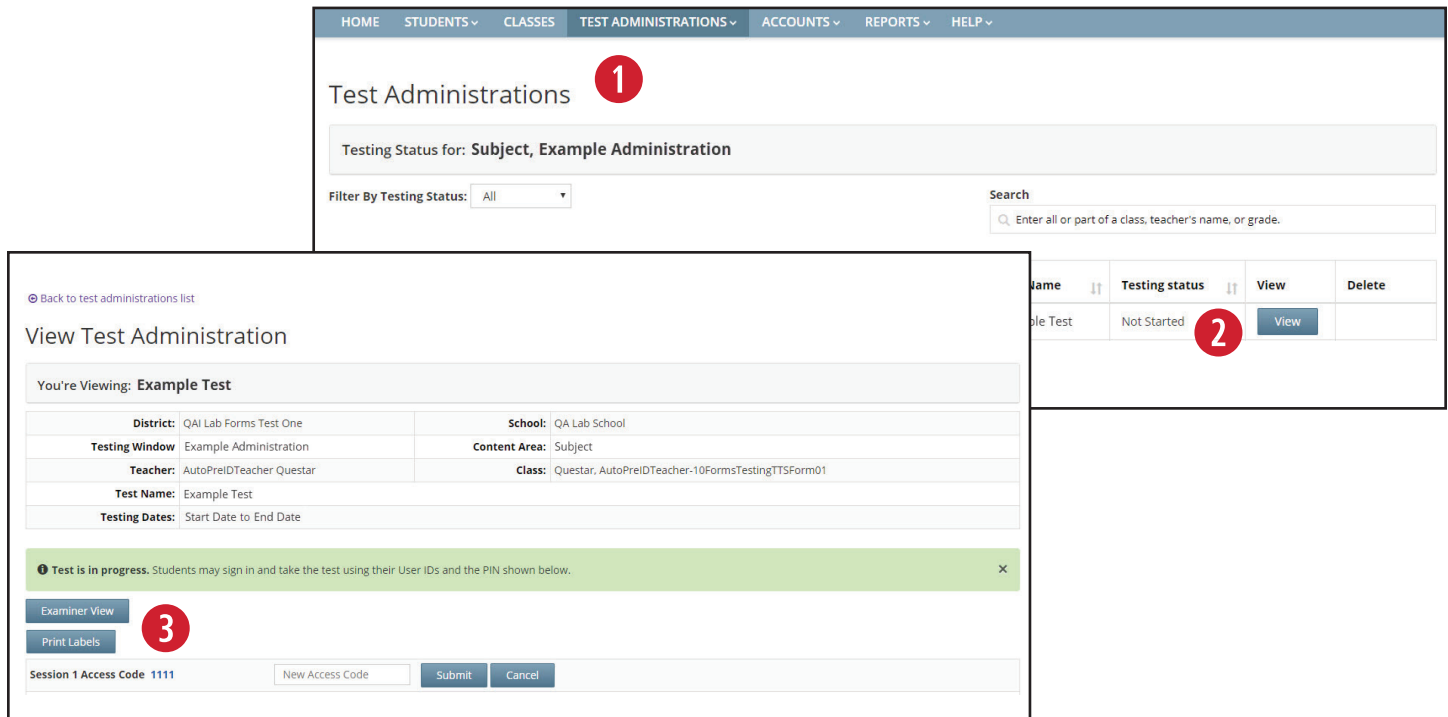
- 8 At bottom of the *Edit Student Record* page, select **Save** again.

Save
 Cancel

The “successfully updated record” notice will appear at the top of the page.



Printing Student Login Credentials



The screenshot shows the 'Test Administrations' page with a navigation bar at the top containing: HOME, STUDENTS, CLASSES, TEST ADMINISTRATIONS, ACCOUNTS, REPORTS, and HELP. A red circle '1' highlights the 'TEST ADMINISTRATIONS' tab. Below the navigation bar, the page title is 'Test Administrations' and there is a filter for 'Testing Status for: Subject, Example Administration'. A search bar is also present.

Below the search bar, there is a table with columns: Name, Testing status, View, and Delete. A red circle '2' highlights the 'View' button for the 'Example Test' row.

The 'View Test Administration' page shows details for 'Example Test':

District: QAI Lab Forms Test One	School: QA Lab School
Testing Window: Example Administration	Content Area: Subject
Teacher: AutoPreIDTeacher Questar	Class: Questar, AutoPreIDTeacher-10FormsTestingTTSForm01
Test Name: Example Test	
Testing Dates: Start Date to End Date	

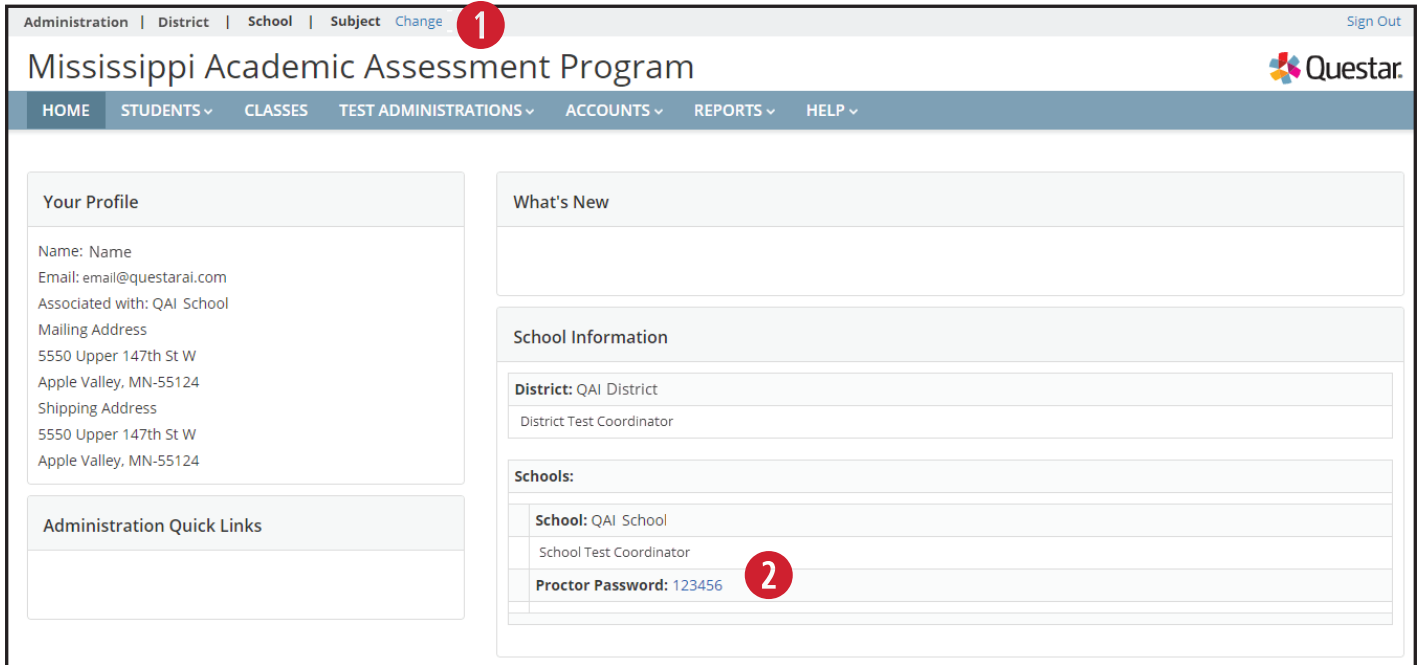
Below the details, there is a green notification box: 'Test is in progress. Students may sign in and take the test using their User IDs and the PIN shown below.' Below this, there are buttons for 'Examiner View' and 'Print Labels'. A red circle '3' highlights the 'Print Labels' button. At the bottom, there is a 'Session 1 Access Code' field with the value '1111' and a 'New Access Code' field, along with 'Submit' and 'Cancel' buttons.

To Print Student Login Credentials:

- 1 Select **Test Administrations** under the **TEST ADMINISTRATIONS** tab.
- 2 Find the appropriate Teacher/Class and select **View**.
- 3 In the *Registered Students* table, you will see the student MSIS/User IDs and Passwords for the Teacher/Class. To print student login credentials, select the **Print Labels** button. Choose how you would like to print the credentials, and then select **OK**. Refer to the *Test Administrator's Manual* for information regarding the security of test materials (e.g., labels with student login credentials). The options for printing labels include: Avery 5160, Avery 5163, Student Roster, and Download CSV file.

Note: To ensure accurate label alignment when printing using either of the Avery formats, it is recommended to open the labels in Google Chrome. If the PDF does not automatically launch in a Chrome browser, locate the file in the *Downloads* folder, right-click, and select **Open with > Google Chrome**. With the PDF open in Chrome, select the **printer icon** in the upper right-hand corner. When the *Print* dialog box opens, make sure the *Destination* printer is NOT set to "Save as PDF." Select **More Settings** and then ensure *Scale* is set to **Default**. Then select **Print**.

Proctor Password



The screenshot shows the MAAP interface with the following elements:

- Navigation bar: Administration | District | School | Subject **Change** (1) | Sign Out
- Header: Mississippi Academic Assessment Program | Questar.
- Menu: HOME | STUDENTS | CLASSES | TEST ADMINISTRATIONS | ACCOUNTS | REPORTS | HELP
- Your Profile section: Name, Email, Associated with, Mailing Address, Shipping Address.
- Administration Quick Links section.
- What's New section.
- School Information section:
 - District: QAI District
 - District Test Coordinator
 - Schools:
 - School: QAI School
 - School Test Coordinator
 - Proctor Password: 123456** (2)

Any test that is paused for 24 hours will require a Proctor Password for the student to sign back in to the test. Test Administrators will contact their STC or DTC to obtain the Proctor Password, if needed.



To access the Proctor Password in Nextera Admin, make sure you are on the *HOME* page:

- 1 At the top of the screen, select **Change** to confirm or select the applicable school.
- 2 In the *School Information* section, you will see the Proctor Password for the selected school below the School and STC information. **Note:** The Proctor Password will be the same for all Test Administrators within the same school, but each school will have a unique Proctor Password.

Internet Connectivity Troubleshooting

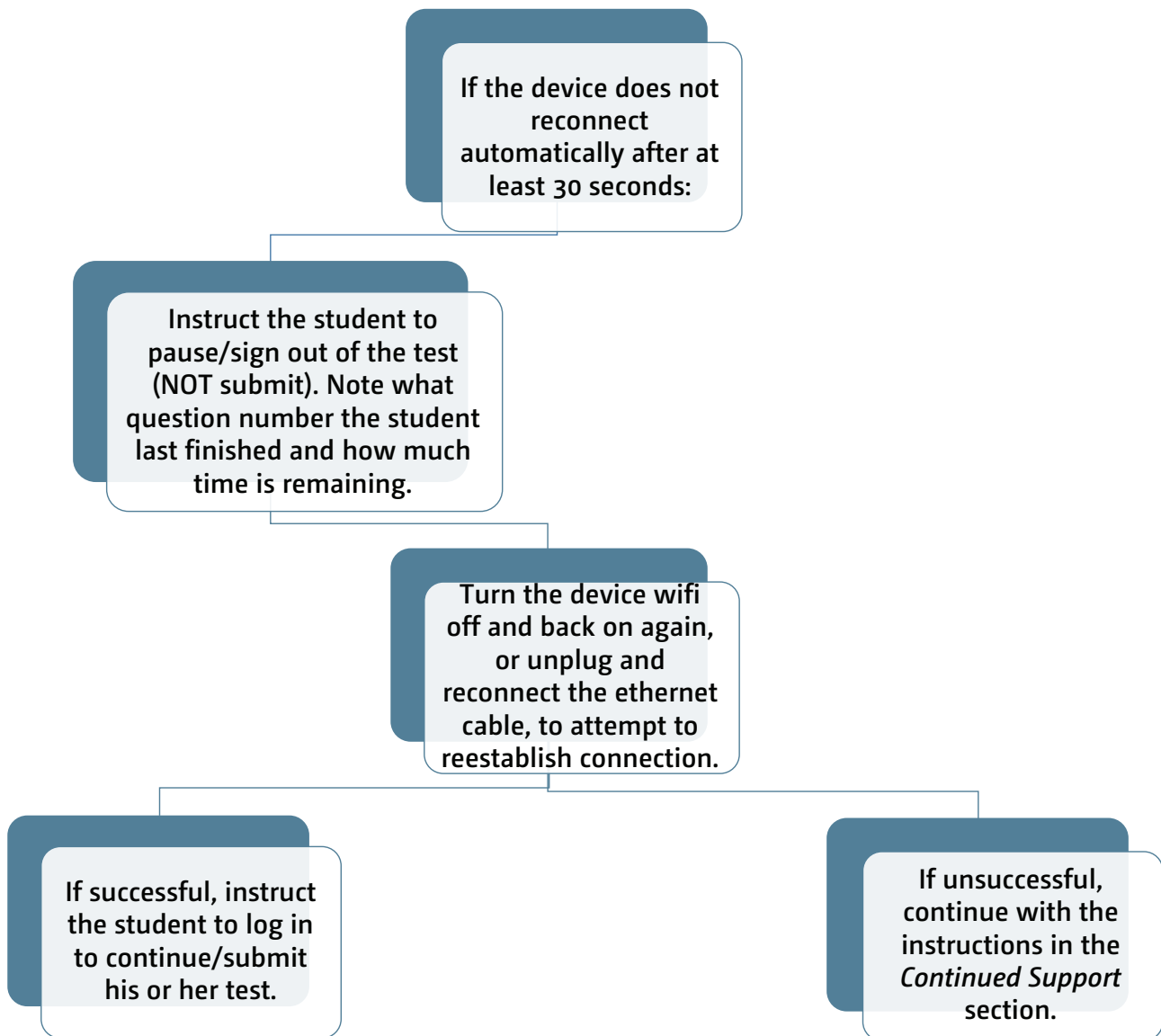
IMPORTANT: In all scenarios outlined below, if the student has not completed the test session, instruct the student to continue testing. (Student responses are stored in the device’s local cache.)

Note: Text-to-Speech functionality will cease until connection is restored.

While testing, you can determine if a device is currently connected to the Internet by the  or  icons located in the upper-left corner of the screen.

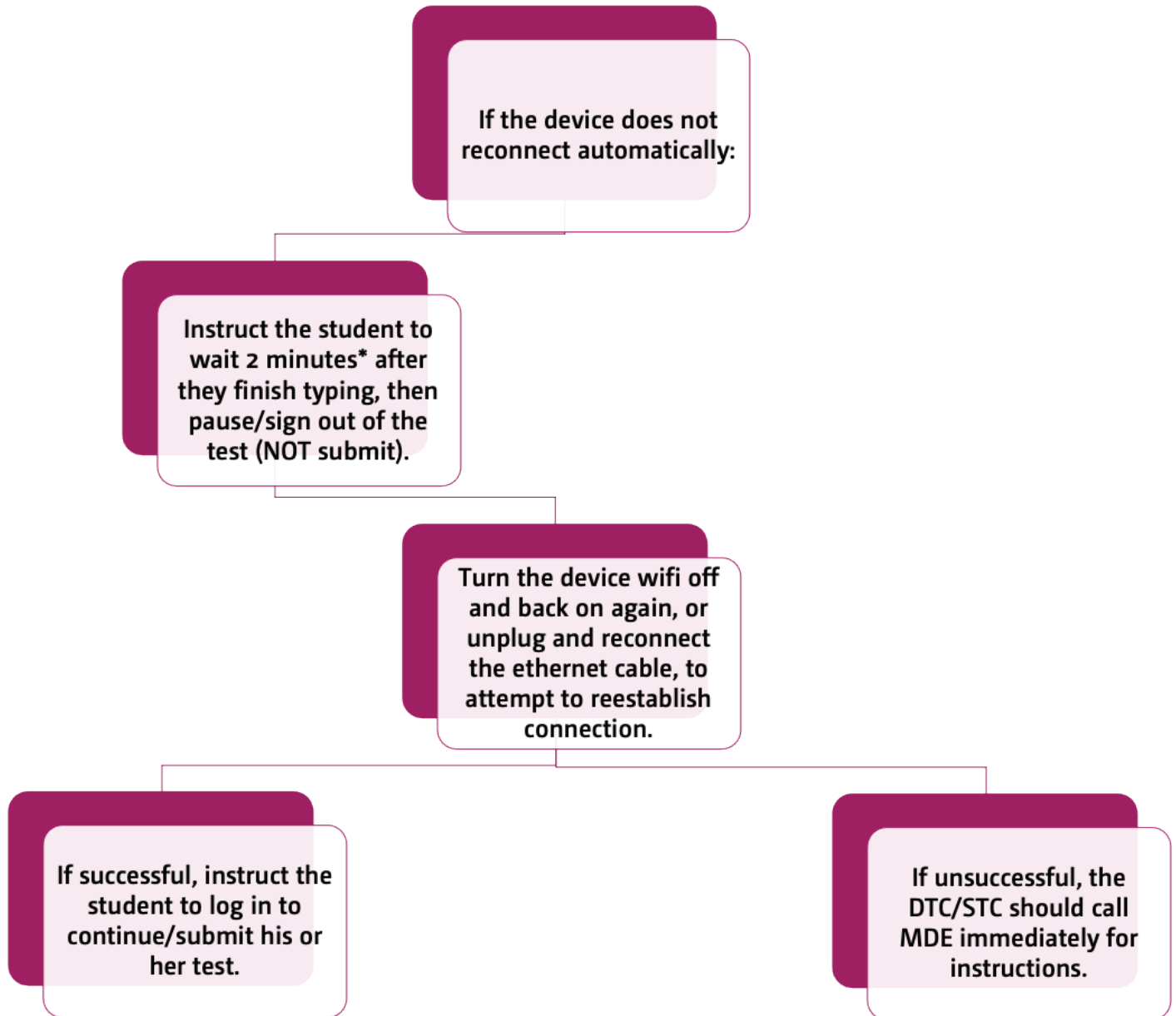
Scenario #1: Non-writing session for an individual student

After completion of a **non-writing** test session, an **individual student device** does not have internet connectivity.



Scenario #2: Writing session for an individual student

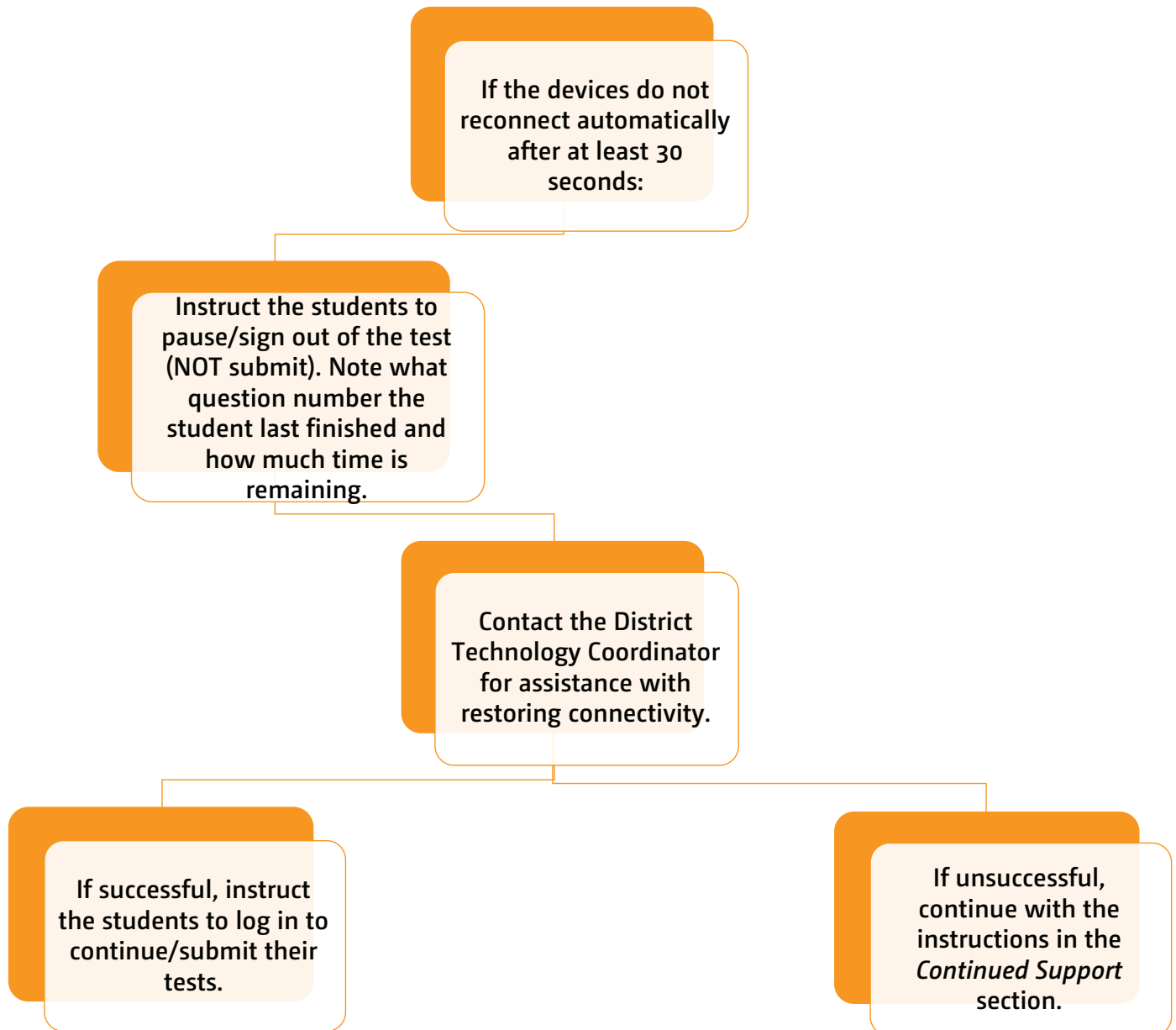
After completion of a **Writing** test session, an **individual student device** does not have internet connectivity.



Note: For Writing prompts, student responses are cached to the local device every 2 minutes. It is imperative that you try to get Writing students finished that day.

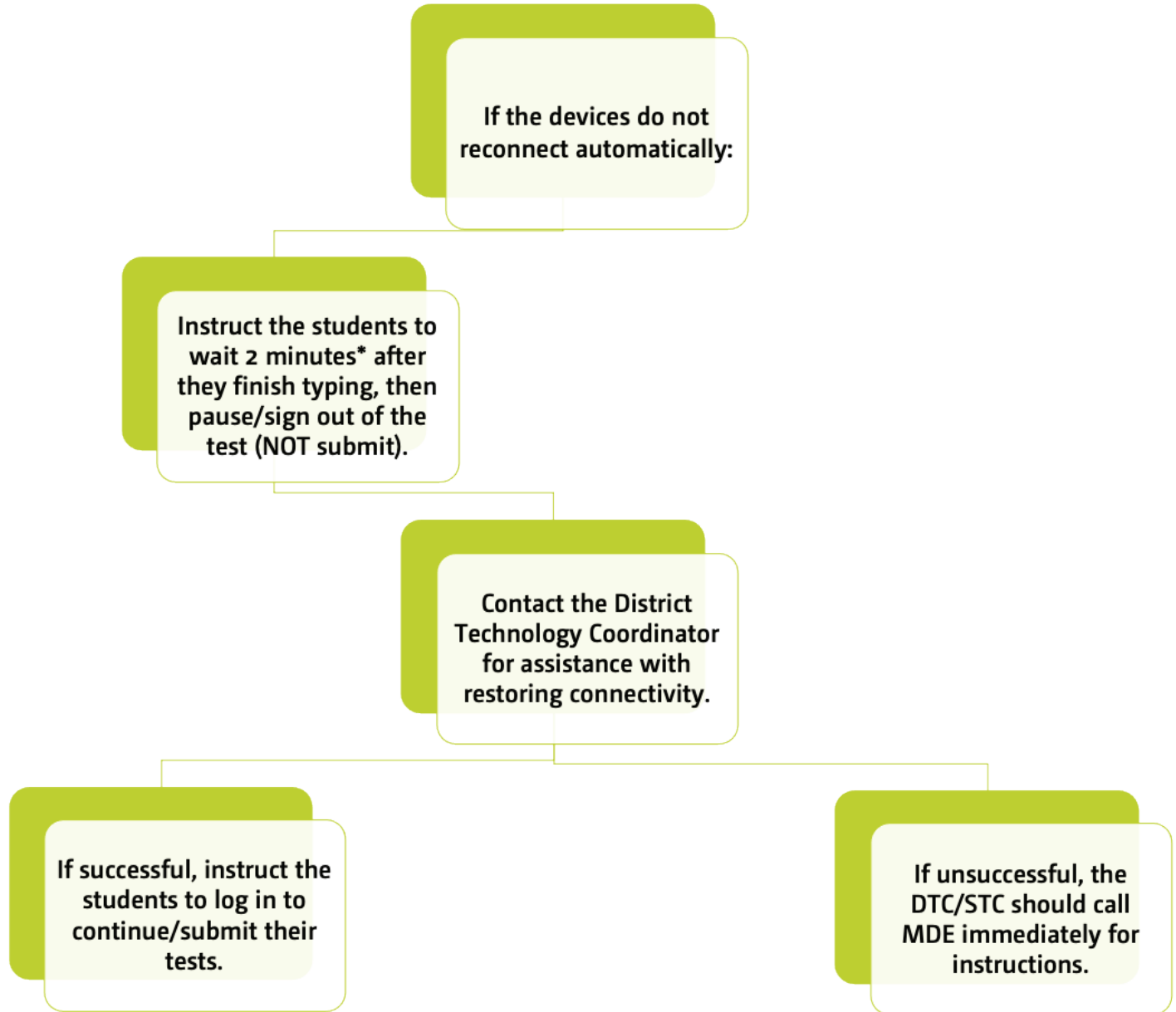
Scenario #3: Non-writing session for an entire class or school

After completion of a **non-writing** test session, an **entire classroom or school** does not have internet connectivity.



Scenario #4: Writing session for an entire class or school

After completion of a **Writing** test session, an **entire classroom or school** does not have internet connectivity.



Note: For Writing prompts, student responses are cached to the local device every 2 minutes.

Scenario #5: Extensive school outage with hard-wired devices (e.g., infrastructure network cable cut)

During testing, the school experiences a power outage when students are testing on hard-wired devices.

1. Do NOT have the students move to new devices.

2. Quarantine and label the devices with the students' names (include MSIS number if multiple students have the same name), if necessary. For computer labs, utilize seating charts to make sure the same student returns to the same device to resume testing.

3. If the students need to leave the testing area to resume testing another time, the class may be dismissed. Notify the MDE for next steps.

4. Call the school's maintenance team for assistance with restoring power.

5. Keep the devices powered on and plugged in to a power source.

6. Once power is restored, have the students log back in to their test. Students should wait at least two minutes for responses to populate.

7. Call Questar Customer Support at 1-800-644-4054 for assistance in recovering student responses if responses do not populate.

Scenario #6: Outage with individual/one-to-one devices

During testing, the school experiences a power outage when students are testing on individual/one-to-one devices.

1. Do NOT have the students move to new devices.

2. Call the school's maintenance team for assistance with restoring power. Work with the District Technology Coordinator to determine an approximate timeline for students to resume testing.

3. Contact Customer Support to document the number of students and classes impacted; make note of the case number to be entered onto an Irregularity Report (see step 5 below).

4. Whenever possible, quarantine and label student devices with the students' names (include MSIS number if multiple students have the same name). If quarantining is not possible, the access codes must be changed for all affected Test Administrations via the "View Test Administration" page in Nextera Admin. If assistance is needed to change the access codes, contact Customer Support.

5. If students need to leave the testing area to resume testing another time, the DTC must submit an Irregularity Report through Caveon Core for documentation purposes.

6. Once power is restored, have the students log back in to their test. Students should wait at least two minutes for responses to populate.

Note: If Internet connectivity is lost for any reason prior to the submission of a test session, the device cache stores the responses locally until connectivity is restored. Please do NOT clear cache before connectivity is restored.

Continued Support

Do NOT have the student(s) move to a new device or allow any other student(s) to test on the device(s).

Do NOT restart or reboot the device(s).

Quarantine and label the device(s) with the students' name(s) and/or MSIS number(s). Then if the student(s) need to leave the testing area to resume testing another time, the student(s) may be dismissed, but the District Test Coordinator must submit a District Request Form through Caveon Core for documentation purposes.

Contact the District Technology Coordinator to ensure there are not any software or policy settings that would clear out the devices' local cache or temporary files.

Keep the device(s) powered on and plugged in to a power source.

If still unable to reestablish connection, or at any point during the above steps, call Questar Customer Support at 1-800-644-4054.

Transcribing Accommodated Responses into Nextera

For students requiring a Paper/Pencil, Large Print, or Braille test book, all responses must be transcribed into the online Nextera Test Delivery System (TDS).

After a student completes testing, the transcriber will copy the student responses from the accommodated paper test book into the Nextera TDS. **All responses must be transcribed into the online system.** Ensure that all accommodated materials are collected and returned to Questar as soon as testing/transcription is complete. (See the *Handling Secure Materials* section of this manual.)

Transcription Instructions

Test Administrators should follow the steps below to transcribe a student's responses into Nextera:

- Step 1 Log in to the Nextera Admin site. Navigate to the student record and ensure the correct *Print Variations* accommodation option is selected for the applicable content area(s).
- Step 2 Obtain the student's login credentials from the *Test Administrations* page in Nextera Admin. **Note:** If the student is not assigned to a class in Nextera, the STC can manually add the student if needed and assign the student to a class. You will then be able to obtain the student's login credentials from the *Test Administrations* page for the class to which he or she is assigned.
- Step 3 After signing in as the student in the Secure Browser, ensure that all student data fields are accurate and complete.
- Step 4 Transcribe all student responses from the test book into Nextera. If a student response does not fit the Nextera field requirement, go back to the student and ask him/her to adjust his/her response in the test book in a secure testing environment. Do not modify the student's response in any way other than what the student provides.
- Step 5 Enlist a second staff member to verify that the student's responses were entered correctly before submitting the test. Then submit the test.

If you have any questions, please contact Questar Customer Support by calling 1-800-644-4054 or via email at mscustomersupport@questarai.com.


Handling Secure Materials

Receiving Materials

Accommodated materials will be packed in boxes by school but will be shipped to the District Test Coordinator. Upon receiving materials, STCs must inventory the materials using the box content list. If the contents do not match the box content list, STCs must contact the DTC so he or she can contact Questar Customer Support. STCs must store materials in a secure location at all times, except when they are being used for testing. If additional materials are needed, STCs must contact the DTC so he or she can place the order for additional materials.

If materials are missing from the shipment, DTCs should refer to the *Additional Material Orders* section of the DTCM.

Managing Materials



Mississippi Academic Assessment Program (MAAP)
Secure Materials Sign Out Form (SCHOOL)

District: **9999 Sample District** School: **999 Sample High School**

This is your Secure Materials Sign Out Form and should be used to keep track of your secure materials at all times. Please use this to inventory and document the receipt and return of the secure materials. This form is meant for internal use only and may be copied for district and school records as needed.

English II Test Book Quantity: **130**
Security Number List: 102382410-102382454, 102382935-102382979, 102383535-102383564, 102413905-102413914

Security Numbers	Initial Dist Inv	Initial School Inv	Student Name	Teacher Assignment	Checked Out	Checked In	Final School Inv	Final Dist Inv

10/5/2017 3:17:29 PM
Page 1 of 1
791581

The Secure Materials Sign Out Form should be used to track secure printed materials (Paper/Pencil, Large Print, and Braille test books) at all times. Please use this form to inventory and document the receipt and return of secure materials. This form may be copied for district and school records and does NOT need to be returned to Questar.

Day of Testing

STCs must distribute materials to Test Administrators the morning of testing and collect them at the end of each testing block/day.

Secure materials to distribute include the following:

- Accommodated test books (Paper/Pencil, Large Print, and Braille)
- Student login credentials
- Reference sheets (if printed)
- Writing rubrics (if printed)

After testing is complete, all secure materials (including scratch paper) must be provided to the DTC. The DTC must then return all accommodated test books to Questar.


Returning Secure Materials

After testing, all test books must be returned to Questar.

Note: The MDE will receive a Missing Materials Report from Questar listing any secure materials that were not returned.

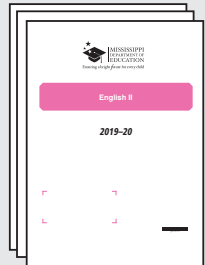
Using the instructions below, STCs should organize and prepare all test materials for return.

- 1 Collect all secure materials from Test Administrators.
- 2 Place all Paper/Pencil, Large Print, and Braille test books in a Questar box, unsealed, and return them to the District Test Coordinator for required verification checks.

**MISSISSIPPI ACADEMIC ASSESSMENT PROGRAM (MAAP)
SECURE MATERIAL RETURNS**

RETURNING MATERIALS TO THE DISTRICT TEST COORDINATOR


1



Pack all secure materials in the Questar box(es) in which they were received.

Secure materials include:

- Paper/Pencil Test Books
- Large Print Test Books
- Braille Test Books



2

Return all box(es) containing materials to the DTC for required verification checks.

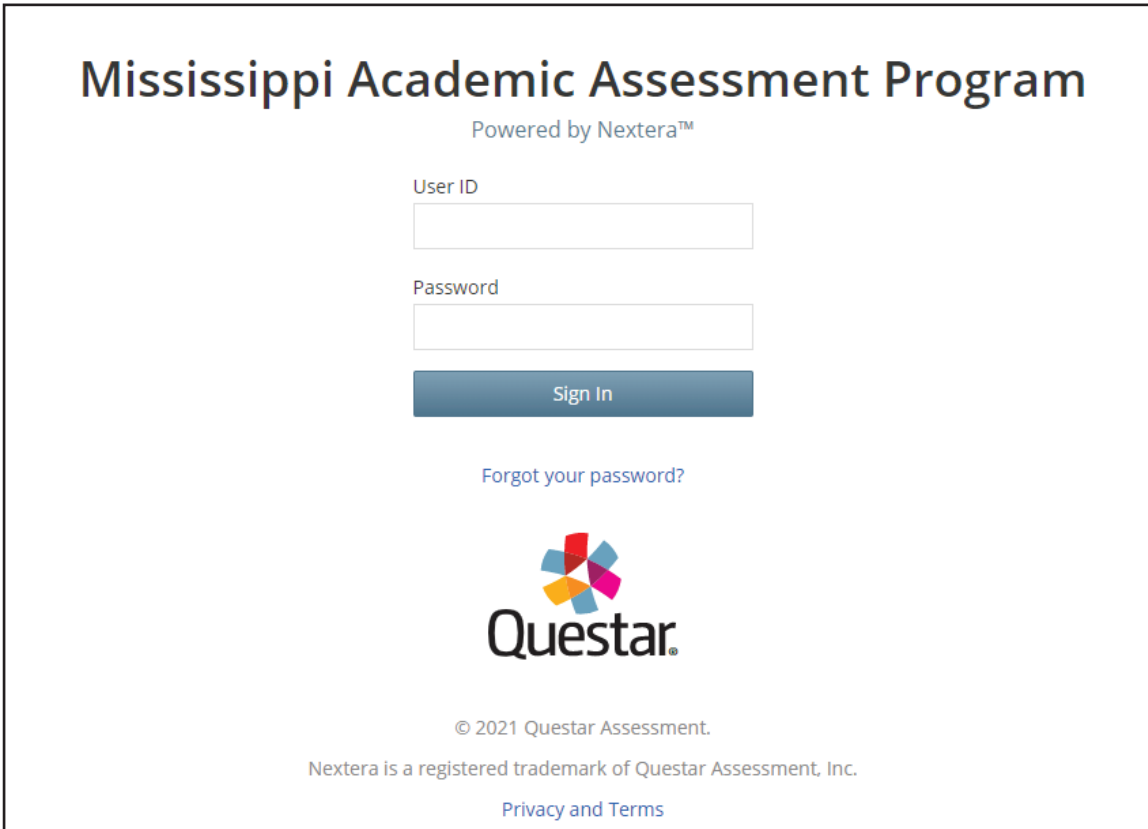
At the School

Viewing and Accessing Reports

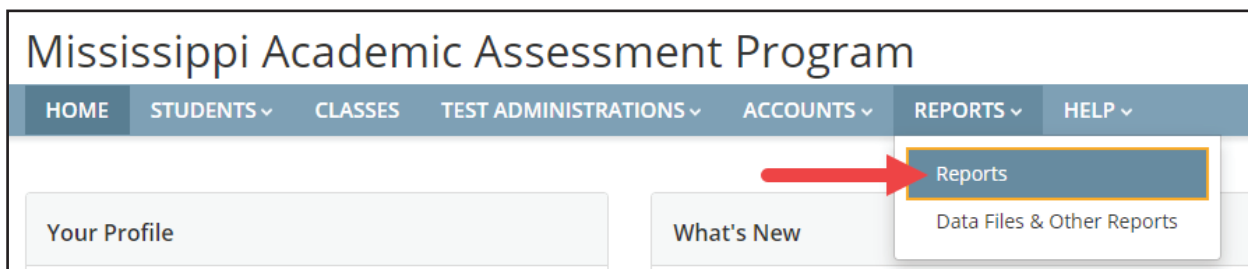
This section will provide step-by-step instruction for accessing reports in Nextera Admin. Refer to the *Important Dates* page in Nextera (under the **TEST ADMINISTRATIONS** tab) to find out when reports will be released in Nextera Admin. For guidance on interpreting the reports, refer to the *Report Interpretation Guide* on the Nextera *Help* page.

To Access, View, and Download Reports:

- 1 Log in to ms.nextera.questarai.com with the appropriate **User ID** and **Password**.



- 2 From the menu bar, select the **REPORTS** tab, and then select **Reports**.



- 3 Select the appropriate **Report Level**, and then select the **Testing Window**, **Content Area**, and **Report Type** you wish to view.

Reports

Choose what report you'd like to create.

Report Level

District
 School
 Classroom

Testing Window

Administration ▼

Content Area

Subject ▼

Report Type

▼

- Pass/not pass report
- School demographic summary report
- School roster report
- School standard analysis summary report
- School summary report

The **Report Levels** and **Report Types** available to you on the *Reports* page will depend on your role within Nextera.

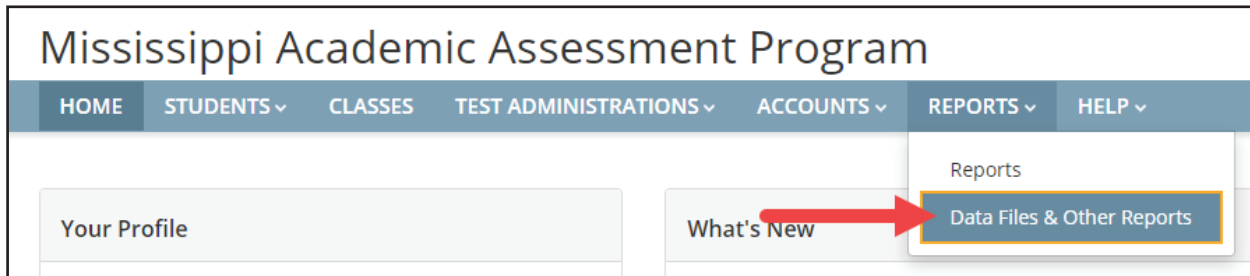
District-Level Reports	School-Level Reports	Classroom-Level Reports
District Summary	School Roster	Classroom Roster
District Demographic Summary	School Summary	Print Student Labels
District Standard Analysis Summary	School Demographic Summary	Individual Student Report (ISR)
	Pass/Not Pass	Classroom Standard Analysis Summary
	School Standard Analysis Summary	

Note: School-Level Individual Student Reports (ISRs) and School-Level Student Labels are accessible via the *Data Files & Other Reports* page under the **REPORTS** tab. (See the next section for directions on accessing these reports.)

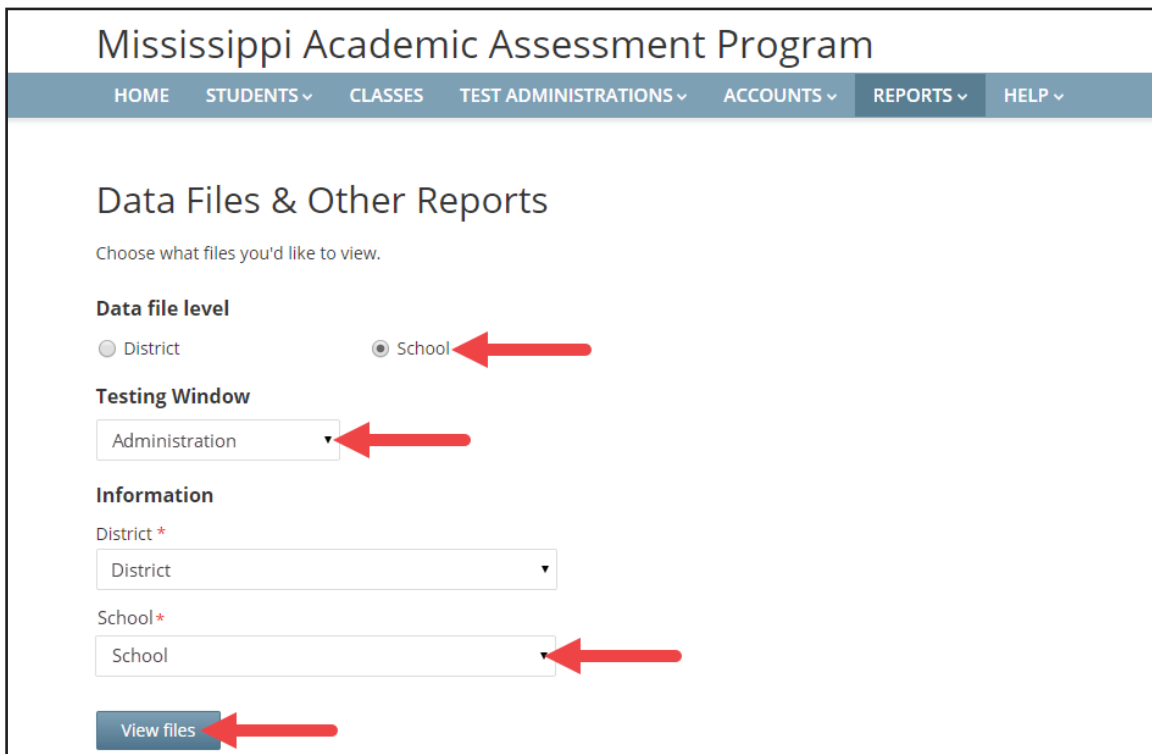
- 4 Select **Create report** to create the report.
 - Pop-up blockers must be disabled in order for reports to be created.

To Access School-Level ISRs and Student Labels:

- 1 From the menu bar, select the **REPORTS** tab, and then select **Data Files & Other Reports**.



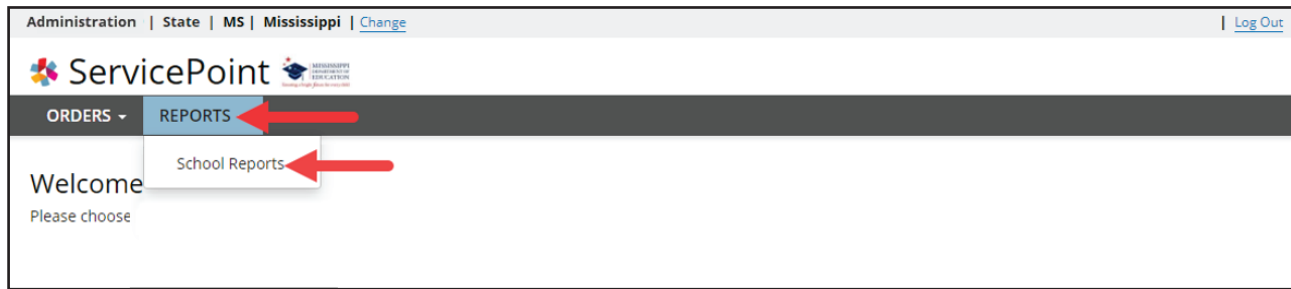
- 2 On the *Data Files & Other Reports* page, select the **School Data file level**, the applicable **Testing Window**, and the applicable **School**. Then select **View files**.



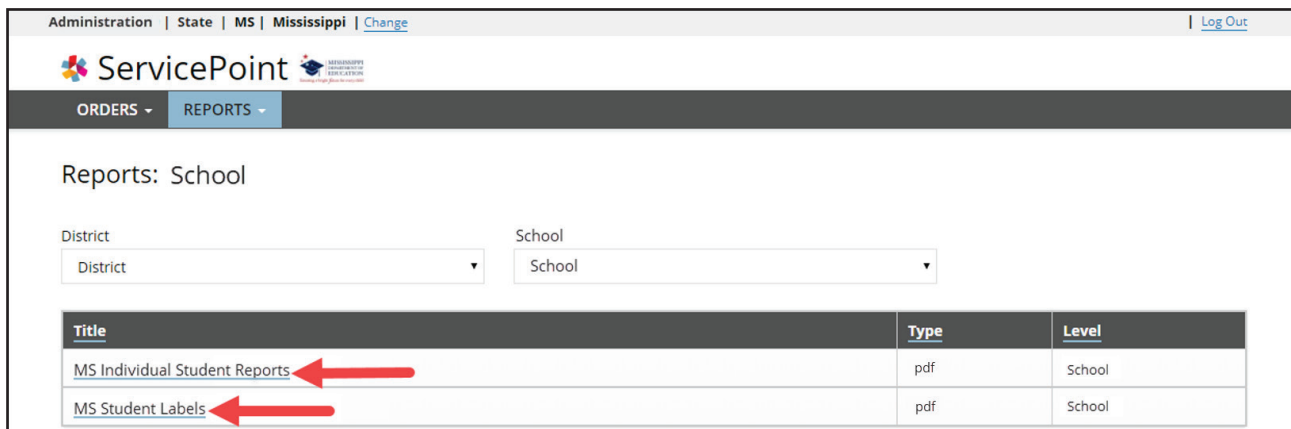
The screenshot shows the 'Data Files & Other Reports' page. The 'Data file level' is set to 'School' (indicated by a red arrow). The 'Testing Window' is set to 'Administration' (indicated by a red arrow). The 'Information' section includes a 'District' dropdown and a 'School' dropdown (indicated by a red arrow). The 'View files' button is highlighted with a red arrow.

ServicePoint will display in a new internet browser tab or window.

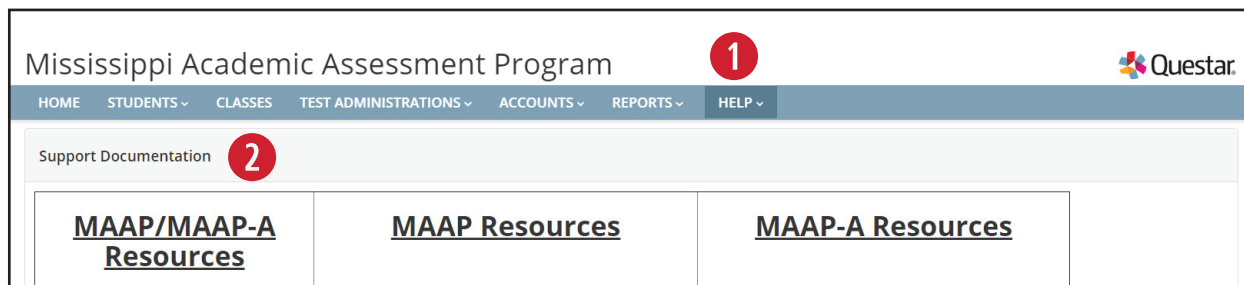
3 Select the **REPORTS** tab, and then select **School Reports**.




4 A list of the available Individual Student Reports (ISRs) and Student Labels for the school selected will display. Select the link in the **Title** column to view the desired report in a PDF file format.



Additional Information



Mississippi Academic Assessment Program **1** 

HOME STUDENTS CLASSES TEST ADMINISTRATIONS ACCOUNTS REPORTS **HELP**

Support Documentation **2**

<u>MAAP/MAAP-A Resources</u>	<u>MAAP Resources</u>	<u>MAAP-A Resources</u>
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Reference materials, such as the *Test Administrator's Manual (TAM)*, are available on the Nextera Admin *Help* page.

- 1** Select **Help** under the **HELP** tab.
- 2** At the bottom of the page, under *Support Documentation*, you will find additional resources.

Appendix A: Text-to-Speech Quick Reference Guide

What (53) Directions Only Text-to-Speech (TTS) Will Read:

Grade and Subject	Directions	Questions	Answer Choices	Writing Prompt (ELA Session 2)
Math (All Grades)*	✓			N/A
ELA (All Grades) †	✓			

What (55) TTS Will Read:

Grade and Subject	Directions	Questions	Answer Choices	Writing Prompt (ELA Session 2)
Math (All Grades)	✓	✓	✓	N/A
ELA (Grades 4+)	✓	✓	✓	✓
ELA (Grade 3) †	✓			✓

Note: For both versions of TTS, when no allowable content for TTS to read is present, the TTS player will say “Nothing Playable” and the TTS buttons will be un-selectable. This applies to both Math and ELA.



* For (53) Directions Only TTS, nothing will be read in Mathematics or Algebra I since the questions themselves contain the directions.

† If an ELA Grade 3 student has Accommodation 53 for Reading but Accommodation 55 for Writing, the student should be assigned (55) TTS, since only the directions will be read during the Reading session. An accommodation cannot be set for one session and not the other.

Appendix B: Nextera Accommodations Guide

This table will assist you in selecting the proper accommodations in Nextera Admin, in alignment with the Mississippi Testing Accommodations Manual, based on a student’s IEP, 504 Plan, or LSP. For instructions on assigning student accommodations in Nextera Admin, refer to the *Marking Accommodations for a Student* section. **Note:** ELA and English II passages **cannot** be read aloud.

Applying MDE Accommodations to Nextera

#	MDE Accommodation	Notes	Nextera: Online Testing Accommodations	Nextera: Offline Testing Accommodations	Nextera: Classroom Accommodations
23	Extended time through the end of the day	Reference the MAAP Accommodation 23 Extended Time Guidance	N/A	N/A	Select (23)
24	Administer the test over several sessions, specifying the duration of each session. (Testing must be completed within testing window.) Refer to Note 4 in the Mississippi Testing Accommodations Manual .		N/A	N/A	Select (24)
25	Administer the test over several days, specifying the duration of each session. (Testing must be completed within testing window.) Refer to Note 4 in the Mississippi Testing Accommodations Manual .	Reference the MAAP Accommodation 25 Stopping Points Guidance	N/A	N/A	Select (25)
40	Large Print (paper version) (Accommodation 72 to transfer online)		N/A	Print Variations — (40) Large Print	N/A

#	MDE Accommodation	Notes	Nextera: Online Testing Accommodations	Nextera: Offline Testing Accommodations	Nextera: Classroom Accommodations
41	<p>Braille Responses (must be transcribed verbatim)</p> <p>Refer to Note 17 in the Mississippi Testing Accommodations Manual.</p>		N/A	Print Variations — (41) Braille	N/A
53	<p>Read test directions (but NOT test items) to individual students or a group—repeating and/or paraphrasing directions if needed.</p> <p>Refer to Notes 6 & 7 in the Mississippi Testing Accommodations Manual.</p>	<p>Reference the MAAP Read-Aloud Accommodation Guidance</p>	<p>Text-to-Speech — (53) Directions only</p> <p>or</p> <p>Read-Aloud (Online) — (53) Human RA, directions only</p>	<p>If a Print Variation is present, select Read-Aloud (Offline) — (53) Human RA, directions only</p>	N/A
55	<p>Read test directions and test items (questions and answer choices) to individual students or a group—repeating directions/items but not paraphrasing.</p> <p>Refer to Notes 6 & 7 in the Mississippi Testing Accommodations Manual.</p>	<p>Questions and answer choices will not be read for Grade 3 ELA Session 1.</p> <p>Reference the MAAP Read-Aloud Accommodation Guidance</p>	<p>Text-to-Speech — (55) TTS</p> <p>or</p> <p>Read-Aloud (Online) — (55) Human RA, no paraphrasing</p>	<p>If a Print Variation is present, select Read-Aloud (Offline) — (55) Human RA, no paraphrasing</p>	N/A

#	MDE Accommodation	Notes	Nextera: Online Testing Accommodations	Nextera: Offline Testing Accommodations	Nextera: Classroom Accommodations
58	<p>Read test directions and test items (questions and answer choices) to individual students or a group—repeating directions/items and paraphrasing directions ONLY (not test items) if needed.</p> <p>Refer to Notes 6 & 7 in the Mississippi Testing Accommodations Manual.</p>	<p>Questions and answer choices will not be read for Grade 3 ELA Session 1.</p> <p>Reference the MAAP Read-Aloud Accommodation Guidance</p>	<p>Read-Aloud (Online) — (58) Human RA, paraphrasing</p>	<p>If a Print Variation is present, select Read-Aloud (Offline) — (58) Human RA, paraphrasing</p>	N/A
70	<p>Dictation of answers to test administrator/proctor (scribe) (Must be written exactly as the student dictates. Editing or altering in any way is prohibited. The student is responsible for capitalization, punctuation, and spelling. The student should review the draft for revision without prompting or assistance.)</p> <p>Refer to Note 8 in the Mississippi Testing Accommodations Manual.</p>	<p>Used primarily for Paper/Pencil forms</p> <p>Answers must be transcribed into the online system according to the test security plan</p>	N/A	N/A	Select (70)

#	MDE Accommodation	Notes	Nextera: Online Testing Accommodations	Nextera: Offline Testing Accommodations	Nextera: Classroom Accommodations
72	<p>Allow marking of answers in test booklet and transferring of answers from test booklet to answer document by test administrator. (e.g., large print)</p> <p>Refer to Note 8 in the Mississippi Testing Accommodations Manual.</p>	Answers must be transcribed into the online system according to the test security plan	N/A	<p>Print Variations – Paper/Pencil</p> <p>or</p> <p>Print Variations – (40) Large Print</p> <p>or</p> <p>Print Variations – (41) Braille</p>	N/A
81	<p>Native language dictionaries for EL students (i.e. dictionaries that translate English words into the native language—no definitions are given in either language)</p> <p>Refer to Note 16 in the Mississippi Testing Accommodations Manual.</p>		N/A	N/A	Select (81)
98	Other allowable accommodation		N/A	N/A	Select (OTHER)



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