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MISSISSIPPI DEPARTMENT OF EDUCATION

Ensuring a bright future for every child

Mississippi Academic Assessment Program-Alternate (MAAP-A)

Spring 2024

Test Coordinator's Manual (TCM)

Table of Contents

Introductory Information

This Manual

This *Test Coordinator's Manual* (TCM) serves to guide Test Coordinators (TCs) through sign in and general test administration activities for the Mississippi Academic Assessment Program-Alternate (MAAP-A). Instructions for test administration in the classroom are provided in the *Test Administration Manual* (TAM). The TAM and additional information can be accessed on the *Help* page in Nextera® Admin under the heading "MAAP-A Resources" located at: https://ms.nextera.questarai.com.

MAAP-A Administration

Overview

The MAAP-A is used to evaluate student performance relative to the Mississippi College and Career-Readiness Standards.

The MAAP-A is the statewide assessment created to ensure compliance under the Every Student Succeeds Act of 2015 (ESSA) and the Individuals with Disabilities Education Act of 2004 (IDEA). The MAAP-A assessment is aligned with the Mississippi Alternate Academic Achievement Standards (MS AAAS) for English Language Arts (ELA), Mathematics, and Science and measures the academic skills of students with the most significant cognitive disabilities, who meet the requirements to take the MAAP-A, and who have that qualification documented on their Individualized Education Programs (IEPs).

More information on each assessment can be found on the Mississippi Department of Education website at https://www.mdek12.org/OSA/SP/MAAP-A.

Online Resource Materials

Various reference materials, such as the TAM, are available on the Nextera *Help* page. The MAAP-A materials are under the **MAAP-A Resources** section of the table.

- Select **Help** under the **HELP** tab.
- At the bottom of the page you will see the **Support Documentation** section. Select any document title to open.

Important Dates

Spring 2024 Test Administration: Key Dates

Before Testing	
Materials Due in District	February 16, 2024
Additional Materials Order (AMO) Window*	February 26–May 2, 2024
During Test Window	
MAAP-A Test Administration Window	March 11–May 3, 2024
All scores must be transcribed into Nextera by 5:00 p.m. CT	May 3, 2024
After Testing	
Districts return test materials to NWEA**	March 27–May 10, 2024

*Districts must call NWEA's Customer Support directly if requiring additional materials within the last days of the testing window.

**All scoreable material must be shipped to NWEA as soon as testing is complete.

New for Spring 2024:

- High School content areas will be separated out into their own set of materials.
  - For High School content areas, we have separated the three subjects into their own set of testing materials. NWEA will ship only the subjects each student is assigned.
- Business size Stimulus Cards (BC) will be printed 10 per sheet and shrink-wrapped with the large Stimulus Cards.
  - BCs will be printed on perforated card stock and will need to be removed at the schools.
  - On the back of the BCs used for testing, NWEA has added X of Y so it is easier to know the total amount of BCs used.
- There will NOT be a Demographic Correction Window following the Spring 2024 Administration.

User Accounts (and Roles) and Responsibilities

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

Non-Nextera Activities

- Communicates/coordinates between MDE, NWEA, and within the district
- Orders, receives, and distributes printed materials to schools appropriately
- Sends materials back to NWEA after testing is complete

Nextera Activities

- Only one DTC per district, multiple DLUs are allowed
- Creates and assigns School Test Coordinators (STCs) and Special Education Users (SEUs) accounts
- Views district level and school (within his/her own district) level information
- Ensures all student data is correct (this would include entering Large Print and/or Braille Accommodation information)
- Serves as a backup to the SEU role to enter the *Learner Characteristics Inventory* (LCI) information and to ensure it is entered in Nextera Admin
- Serves as a backup to the STC to assign licensed Teachers and Second Scorers
- Applies Not Testing, Invalidate Test, and Stopping Rule codes, as appropriate

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

Non-Nextera Activities

- Coordinates between the DTC, NWEA, and within the school
- Manages secure materials within the school before, during, and after testing (after testing is complete, returns all materials to the DTC)
- Documents the Test Administrators (TAs) and Second Scorers
- Collaborates with the DTC, TAs, and Second Scorers on testing schedules and considerations

Nextera Activities

- Creates and assigns TA (licensed MS teachers) and Second Scorer (licensed MS teachers) accounts
- Views school level information
- Ensures all student data is correct, including the ability to add/edit student demographic data as appropriate
- Serves as a backup to the SEU role to enter the LCI and to ensure it is entered in Nextera Admin
- Assigns student accommodations in Nextera Admin (Large Print or Braille)

Special Education User (SEU)

Non-Nextera Activities

- Unique role for MAAP-A (This role should be assigned to the District Special Education Director)
- Collaborates with the DTC, STCs, TAs, and Second Scorers on testing schedules and considerations

Nextera Activities

- District-level role with district-level access
- Responsible for entering LCI data for students on behalf of TAs (licensed teachers)
- Ability to add/edit student demographic data, if needed

Test Administrator/Teacher (TA)

Non-Nextera Activities

- The teacher who is most familiar with and works regularly with the student(s)
- Must hold a current Mississippi Educator License
- Collaborates with the STC and Second Scorers on testing schedules and considerations
- Reviews the Test Administration Booklet (TAB) and prepares stimulus materials AT LEAST ONE WEEK prior to testing and as appropriate for student needs
- Leads the administration using the TAB and stimulus materials
- Documents the student's score, based on the scripted "Expect" statements in the TAB, by indicating the scores on his/her own paper copy of the Student Response Score Sheet

Nextera Activities

- Completes a paper version of the LCI and submits it to the SEU or STC, or meets with and provides LCI details for students to the SEU or STC
- In Nextera, has the user role "Teacher" and is labeled as "Scorer #1" in the scoring section (TA = Teacher = Scorer #1)
- After testing is complete, enters/transcribes student scores into Nextera

Second Scorer (SS)

Non-Nextera Activities

- Must hold a current Mississippi Educator License
- A silent participant in the test administration who observes and documents the student's score, based on the scripted "Expect" statements in the TAB, by indicating the scores on his/her own paper copy of the Student Response Score Sheet
- Scores independently of TA but bases score on interactions between the TA and student
- The SS's scores do **NOT** need to match the TA's Scores
- The SS and TA should independently enter their scores into Nextera

Nextera Activities

- In Nextera, user role label is "Second Scorer"
- In the scoring section, will be labeled as "Scorer #2"
- After testing is complete, enters/transcribes student scores into Nextera
- Cannot view student demographic information
- Can view own account profile but is unable to edit

Before Testing

Before Testing Checklist

❏ DTCs will distribute test materials to the schools in the NWEA boxes and verify that each school has received the necessary test materials.

❏ DTCs will notify NWEA and MDE of any missing materials.

❏ DTCs will order additional materials as necessary.

❏ DTCs/STCs will ensure that student data is accurate and current in Nextera.
See the Nextera Admin Site section in this manual.

❏ SEUs/STCs will ensure that the LCI is completed in Nextera for each student. This includes ensuring that any Large Print or Braille accommodation is marked in Nextera Admin.

❏ DTCs/STCs will ensure teachers acting as Test Administrators have access to the secure testing materials one week prior to administering the assessment.

Test Coordinator Responsibilities

The STC or DTC must schedule and manage the activities of TAs (special education teachers and other licensed school personnel) during the testing window, monitor the test administration, maintain the security of test materials, and assemble/return test materials to NWEA.

The Test Coordinator will:

- verify and inventory materials received using the packing lists provided in the MAAP-A shipment.
- monitor the scheduling of assessment sessions.
- distribute test materials to each TA and Second Scorer.
- verify the security and accuracy of materials at all times.
- ensure TAs have reviewed the Test Administration Booklet (TAB) and prepared stimulus materials.
- monitor (or arrange monitoring of) test administration sessions to ensure consistency with established MDE policies.
- assemble materials for return to NWEA once all MAAP-A testing is completed.

Preparation Time

Ensure each TA is given access to the testing materials **at least one week <u>PRIOR</u> to the day of testing**. This will provide the TAs sufficient time to review the assessment, prepare the necessary materials, and familiarize themselves with the assessment. Please ensure TAs follow all test security protocols.

Scheduling

- The tasks can be administered at any time during the MAAP-A testing window (March 11–May 3, 2024).
- As the individual who is most familiar with and connected to a student's academic performance, the TA must carefully consider scheduling options in order to allow students to achieve optimal performance.
- TAs should work with their STC to assign Second Scorers to work with each TA.

For a full list of responsibilities and important activities for the MAAP-A, please refer to the MAAP-A TAM, which is posted on the Nextera **HELP** tab.

Ordering Materials

Note: The Questar name is used in certain Nextera screenshots.
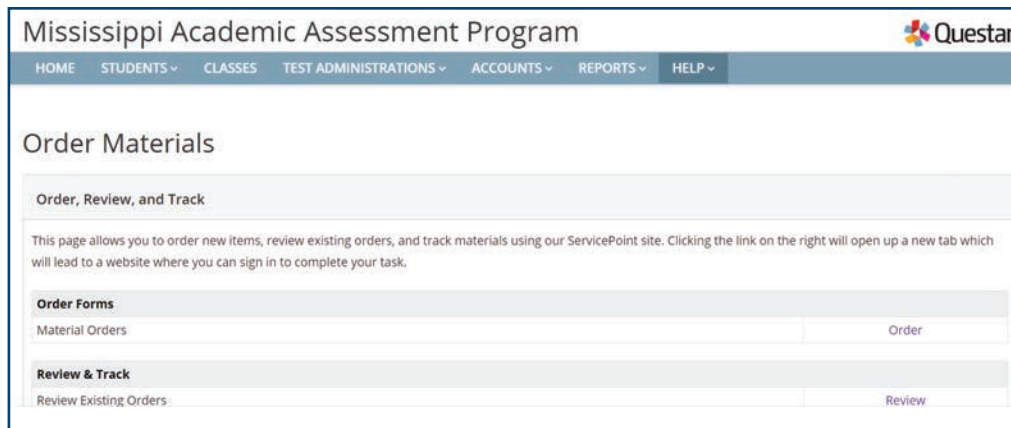
After you have inventoried your materials shipment:

The *Order Materials* page, available under the **HELP** tab, allows you to enter an Additional Material Order (AMO), review an existing order, and track material shipments. The *Order Materials* page is available to DTCs, DLUs, and SEUs to order materials.

Once on the *Order Materials* page, select the service you want to access. Selecting the **Order, Review,** or **Track** links will open a window for NWEA's ServicePoint application. Using this application, you can add and review orders and track shipments. For additional information about ServicePoint, refer to the *Additional Materials Order* (AMO) *Quick Reference Guide* posted on the *Help* page.

Note: Based on the district's enrollment count, DTCs receive a small overage of materials; please utilize those prior to placing additional material orders.

Receiving Materials

Materials will be packed in boxes organized by school and shipped to the district (DTC). Upon receiving the materials, DTCs **MUST** inventory the materials using the box content list. If the contents do not match the box content list, the DTC should contact NWEA Customer Support to note the discrepancy and order additional materials, if needed.

The DTC **MUST** store materials in a secure location until distributing them to schools. It is recommended that the secure materials are distributed to schools at least seven school days prior to the start of testing. DTCs and STCs **MUST** store materials in a secure location at all times, except when they are being prepared/reviewed/used for administration by TAs.

MAAP-A Administration Policies

Personnel Required for Administration

For each administration of the assessment, a TA and a Second Scorer are required. Before testing, each TA and Second Scorer must complete the MAAP-A administration and scoring training required by MDE. Refer to the MAAP-A TAM for further information related to MAAP-A Administration Policies.

Home-bound Students

For a home-bound student being assessed, both a TA and a Second Scorer will be required. All district and school security plans are required and must be followed.

The test administration and student scoring process must follow the same procedures as students assessed within a school or district building.

For additional home-bound student assistance or guidance, please contact MDE.

Pausing and Resuming Administration of the MAAP-A

The TA may pause the administration of the assessment, following the award of a score point within a task or for an item, if the student's behavior, medical needs, or characteristics prohibit the student from demonstrating optimal performance in one sitting.

If the testing session is paused, the TA records the student's response to the last administered task/item prior to pausing the test session.

Familiarity with the task sequence will aid the TA in the determination of where to pause the testing session if all tasks/items have not been administered.

If the testing session is paused, the TA must complete the administration as soon as possible and within the testing window.

If any occurrence raises questions or concerns about correct test administration, contact MDE immediately. The MDE State Board of Education testing irregularity policies, as stated in MS Public Schools Accountability Standards 2020, must be followed.

Stopping Rule

Test Administrators are expected to follow the script in the TAB. It is important that each student has an opportunity to participate in the MAAP-A. To participate meaningfully in the MAAP-A, each student must be able to clearly communicate through a **consistent, intentional,** and **observable** response mode. Careful consideration should be given to using the most accessible presentation and response modes for the student.

The stopping rule applies to students who do not respond to the **first** scorable item because of deficits in communication skills. The purpose of the stopping rule is to prevent students who do not have a **consistent, intentional,** and **observable** mode of communication from sitting through the entire assessment.

Please ensure the student meets the following criteria before applying the stopping rule:

- No consistent, intentional, observable mode of communication;
- No response to test items; and
- Documented communication deficits identified in the student's Individualized Education Plan (IEP).
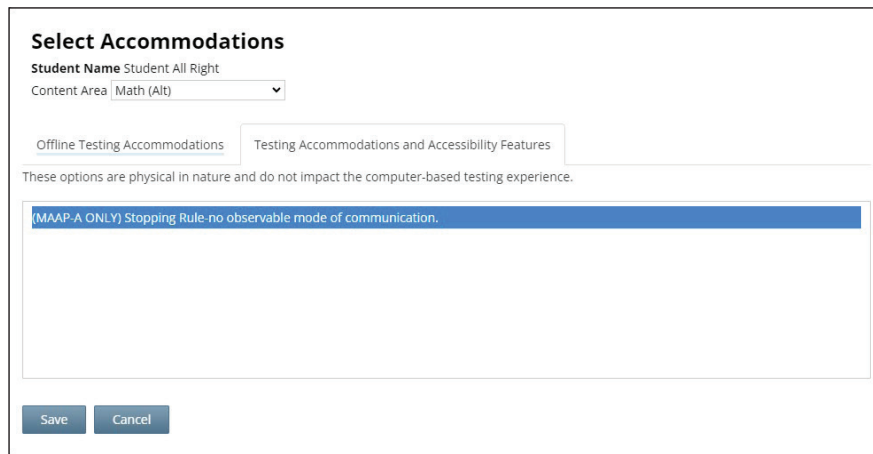
The District Test Coordinator must not enter "Stopping Rule" until the Test Administrator has entered the scores into Nextera and returned the signed student response Score Sheet to the Test Coordinator. If a student, who does not have a consistent, intentional, and observable mode of communication, does not respond after administering all parts of the **first** task in each content area, then the Test Administrator may stop testing. Please adhere to the following:

1. On the *Student Response Score Sheet*, make sure a zero (0) for all tasks is indicated by the TA and Second Scorer.
2. Transcribe the scores of zero (0) for all tasks in Nextera then Select SAVE.
3. Report the situation to the School Test Coordinator (STC).
4. The STC must notify the DTC.
5. The DTC must enter the Stopping Rule in Nextera Admin under the Student(s). This must be completed prior to the closing of the test window. Please see instructions in the next section on how to enter the Stopping Rule.

DTC Entering the Stopping Rule in Nextera

To mark the Stopping Rule for applicable student(s):

1. Select View, then Edit on the applicable student(s) within Nextera.
2. Scroll down to the applicable content area and select the Modify button.
3. From the Select Accommodations window, select the Testing Accommodations and Accessibility Features tab, then scroll down and select **(MAAP-A ONLY) Stopping Rule-no observable mode of communication**.
4. Select Save in the Select Accommodations window, then select Save again at the bottom of the Edit Student Record window.

If the student's behavior, medical needs, and/or characteristics prohibit him/her from completing the assessment, this does not warrant the option to use the Stopping Rule. If a student has an observable response mode but is not engaged with the assessment task, please pause and resume testing based on your student's needs.
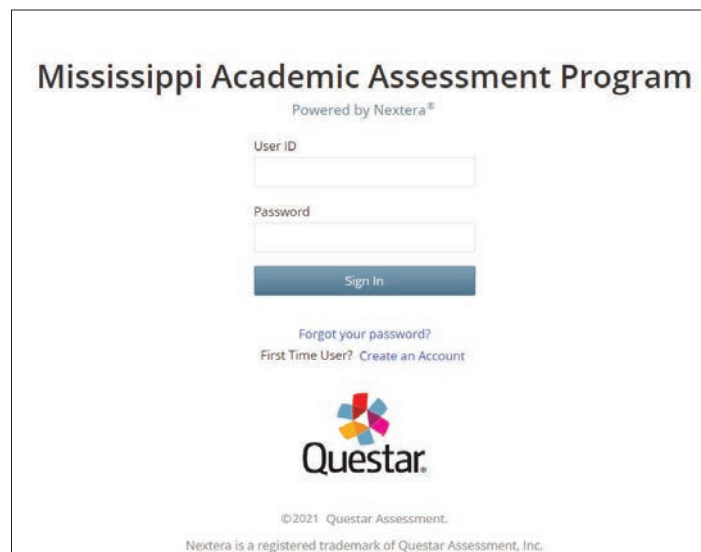
Nextera Admin Site

Sign In
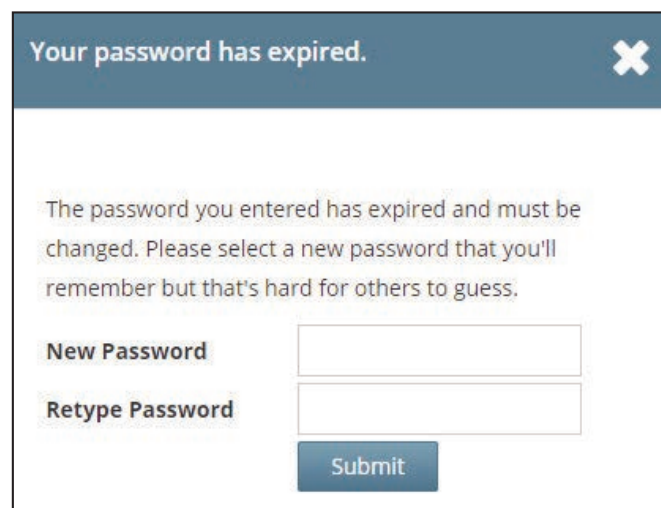
NWEA provided DTC sign-in information via a Nextera auto-generated email sent to the email address used for the DTC's user account. If the auto-generated email was not received or cannot be located, verify that this email is not currently in your spam or junk folders in your email account. If you need additional assistance with your login credentials, please contact Customer Support.

Once you have been given your User ID and Password, enter this website address in your browser window: ms.nextera.questarai.com/admin.

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 must exit out of the full version, select the box that indicates **I've read this page**, then select **I Agree** on the original screen in order to agree to the terms.

HOME Page
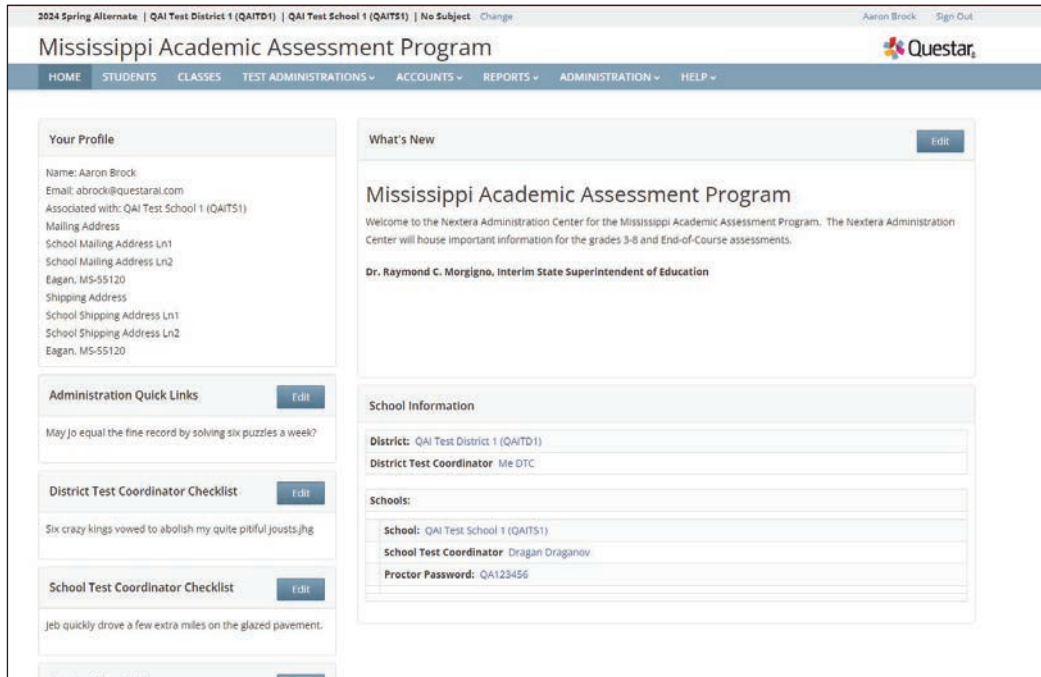
1. You may select the **HELP** tab at any time for additional support, training resources, and frequently asked questions.
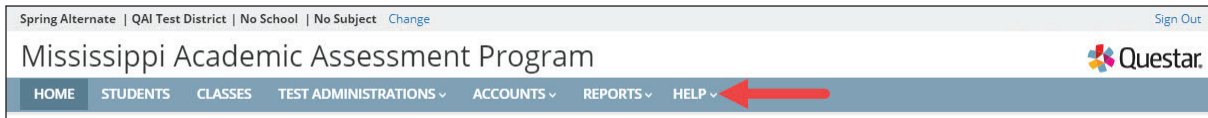
2. The upper-left corner of the screen shows the currently selected administration, district, school, and subject.
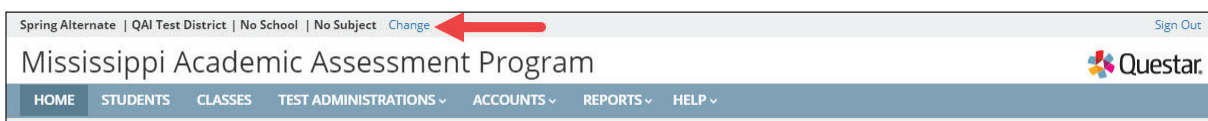
Ensure that the desired Administration, District, School, and Subject/Content Area are selected. If changes are needed select the **Change** link. In the window that displays, use the drop-down options to make the desired changes. Select **Change** to save your changes.

What would you like to work on next?	✖
Window	Spring Alternate ▾
District	--make a selection-- ▾
School	--make a selection-- ▾
Content Area	--make a selection-- ▾
	Change Cancel

Managing User Accounts

DTCs, STCs, and SEUs are responsible for ensuring all user accounts in Nextera Admin are set up and the appropriate user roles are assigned.

Multiple user (or role) levels exist within Nextera. Some examples include STC, TA, and Second Scorer. A complete list of role types can be found in the User Accounts (and Roles) and Responsibilities section of this manual.
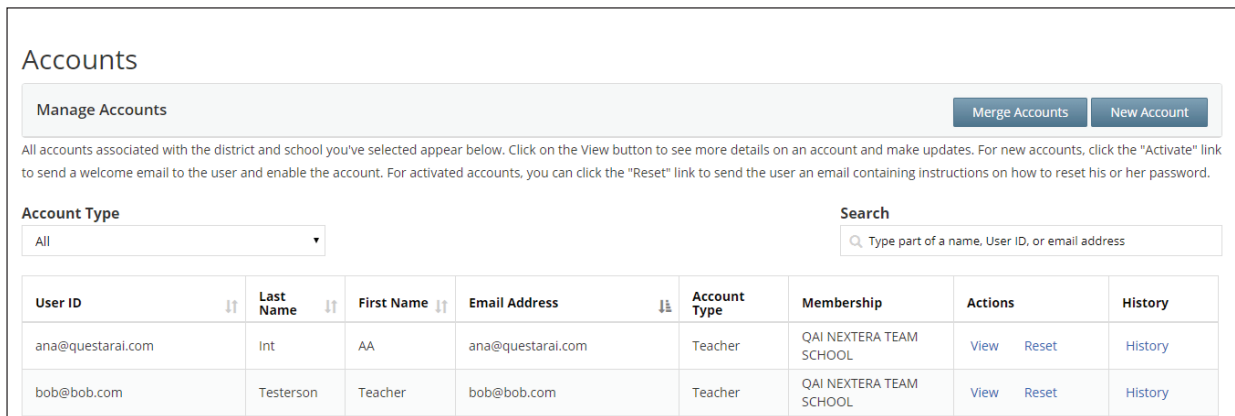
DTCs, STCs, and SEUs can add or edit roles as needed to allow specific individuals the rights they need for accessing their student information.

IMPORTANT: Remember that STCs, DTCs, and SEUs are also responsible for assigning Scorer #1 and Scorer #2 for students in Nextera Admin after verifying the appropriate roles are assigned for user accounts. For detailed instructions on assigning scorers, please see the Transcribing Scores into Nextera Admin section of this manual.

Verifying Assigned User Roles

1. Select **ACCOUNTS** from the menu bar, then select **Accounts** from the available drop-down options.

   The *Accounts* page displays.

2. You can page through the list of accounts using the arrows at the bottom of the page, or search for an existing account using the search field.

3. You can also filter the list of accounts using the **Account Type** drop-down.

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions		History
SUP@mail.com	QA	SUP	SUP@mail.com	SUP	QAI NEXTERA TEAM	View	Reset	History

Account Type: Superintendent
Search: Type part of a name, User ID, or email address

showing 1 to 1 of 1 accounts

4. Once you locate the specific account in the list, you can verify the current assigned user roles in the **Account Type** column.

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

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions		History
tjaax@questarai.com	Jaax	Tyler	tjaax@questarai.com	DLU	QAI NEXTERA TEAM	View		History
test@mspreview.com	test	test	test@mspreview.com	Teacher	QAI NEXTERA TEAM SCHOOL	View	Reset	History

5. Select **View** to view all details for the account.

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

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions		History
tjaax@questarai.com	Jaax	Tyler	tjaax@questarai.com	DLU	QAI NEXTERA TEAM	View		History
test@mspreview.com	test	test	test@mspreview.com	Teacher	QAI NEXTERA TEAM SCHOOL	View	Reset	History
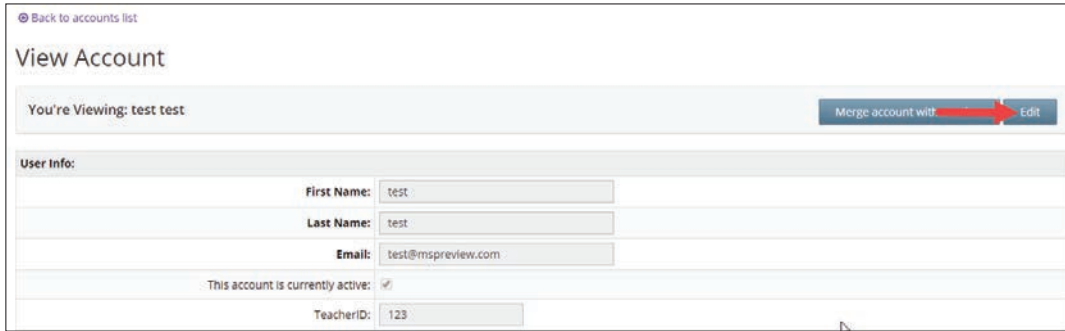
If changes are needed, you will need to view and edit the account.

Important: If a teacher will act as a TA and a Second Scorer in the physical classroom for different students throughout the MAAP-A test window, ensure this user has the Teacher role assigned to them in Nextera. This will allow them the access they need as both the TA and Second Scorer. Instructions on editing existing accounts can be found in the next section of this manual.

Editing Existing Accounts

After viewing an existing account and verifying the correct roles are assigned, you may need to make some identified changes to the account.

1. While viewing an existing account, select **Edit**.
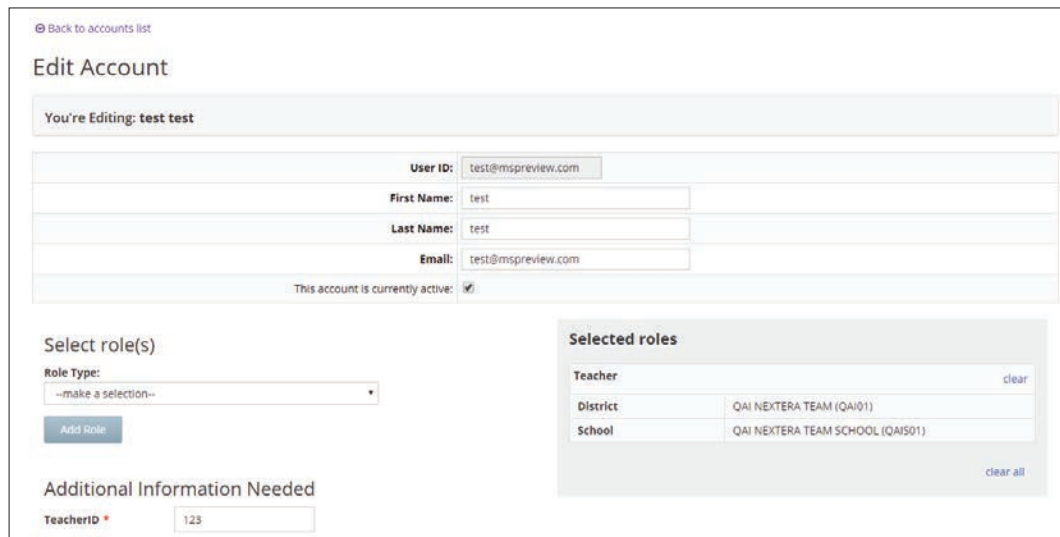
The *Edit Account* page displays.
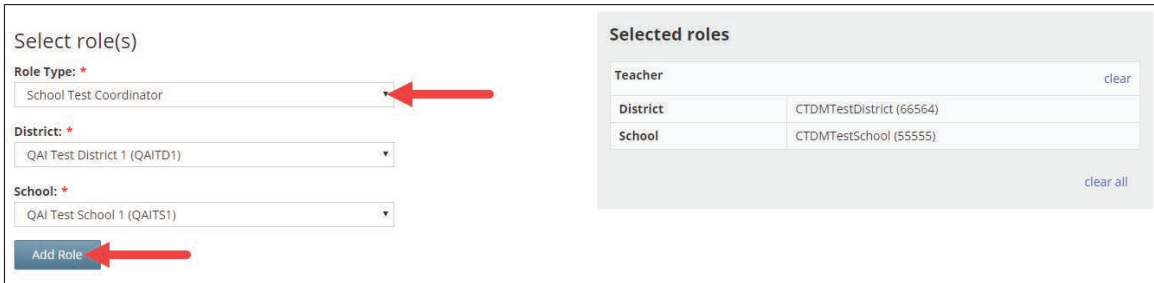
2. Make any desired changes to the user's account.

When editing a Teacher or Second Scorer account, DTCs/STCs will need to update the email address from the current placeholder email address to the teacher's school email address and check the box "this account is currently active". Multiple user roles can be assigned to accounts by selecting the desired role in the **Role Type** drop-down, then selecting **Add Role**. You can repeat this step to add any additional roles for the user (e.g., users who will be both an STC and a Teacher).

3. Once you have accurately entered all the user's information, select **Save**.

Note: Only one individual can be listed as the DTC, and only one STC can be active per school. However, multiple DLUs and BLUs can be added. Additionally, TAs will be pre-populated into Nextera after the Pre-Identified (Pre-ID) file has been loaded.

Adding a New Account

If you cannot locate the user's account on the *Accounts* page in Nextera Admin using the search field or paging through the list, you will need to add a new account for the user.

1. To add a new account, select **New Account** from the *Accounts* page.

2. On the *New Accounts* page, fill in all of the required information at the top of the page and ensure the **This account is currently active** box is selected.

3. Select the desired **Role Type** from the drop-down box.

4. If you have selected the Teacher or Second Scorer role, you will need to scroll down and complete the *Additional Information Needed* section before selecting **Add Role**. Enter the Teacher license number in the **Teacher ID** field and select all MAAP-A **Content Areas** for the current administration year.

Additional Information Needed

TeacherID *   0000111

Content Areas: *

☑ Alternate - Algebra I (Alt)

☑ Alternate - Biology (Alt)

☑ Alternate - English II (Alt)

☑ Alternate - English Language Arts (Alt)

☑ Alternate - Math (Alt)

☑ Alternate - Science (Alt)

For any other role, this additional information is not needed, and you would select **Add Role**.

Select role(s)

Role Type: *

Second Scorer MAAP-A ONLY

District: *

QAI NEXTERA TEAM (QAI01)

School: *

QAI NEXTERA TEAM SCHOOL (QAIS01)

Add Role

Selected roles

Teacher		clear
District	QAI NEXTERA TEAM (QAI01)	
School	QAI NEXTERA TEAM SCHOOL (QAIS01)	

clear all

5. Repeat this step for any additional roles (e.g., a user who will be both an STC and a Teacher). Select **Create an Account**.

Additional Information Needed
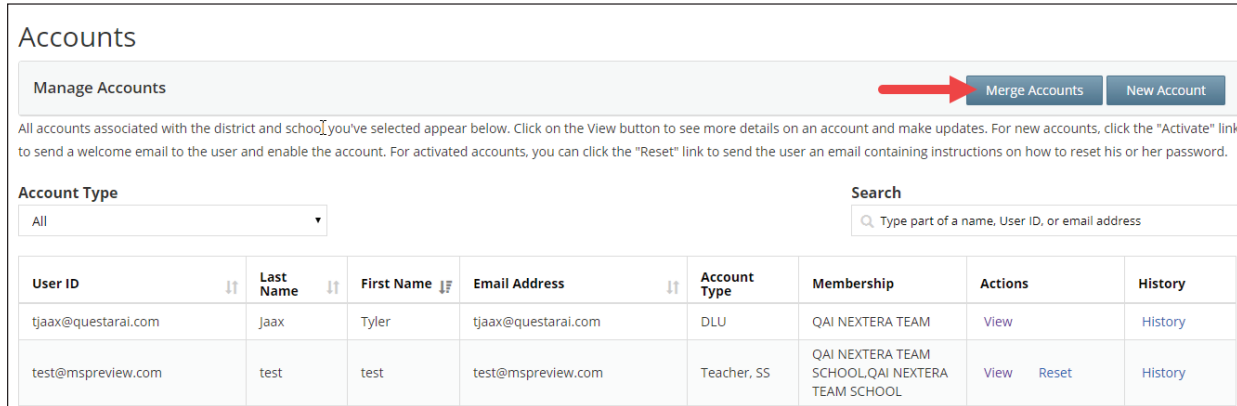
TeacherID *   0000111

Content Areas: *

☐ Alternate - Algebra I (Alt)

☐ Alternate - Biology (Alt)

☐ Alternate - English II (Alt)

☐ Alternate - English Language Arts (Alt)

☐ Alternate - Math (Alt)

☐ Alternate - Science (Alt)

Cancel   Create an Account

Once you've selected **Create an Account**, an auto-generated email will be sent to the email address entered for the account holder instructing him or her how to access Nextera Admin.

Merging Two Existing Accounts

If an individual has multiple accounts and would like to have a single set of login credentials for Nextera Admin, those can be merged by following these steps:

1. To merge accounts, select **Merge Accounts** on the *Accounts* page.

2. Locate and select the two accounts to be merged, then select **Merge Accounts**.
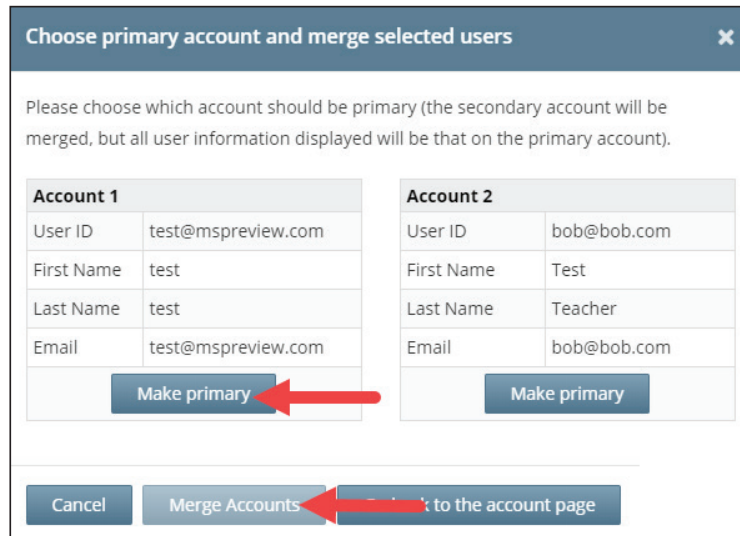
If one of the accounts is a Teacher account and they need to still add scores for students, issues may arise if the accounts are not merged in the correct order. If you have any concerns or run into issues please contact NWEA customer support.

Select the account to be the primary account, select **Make Primary**, and then select **Merge Accounts**.

Note: Selecting the primary account will designate which login credentials the user will enter to sign in to Nextera Admin.

3. A pop-up window will appear confirming the merge was successful.

Managing Student Information

The initial list of students in Nextera Admin is populated based on a Pre-ID file sent by MDE. DTCs, STCs, and SEUs are responsible to verify and update this student information prior to testing. The Learning Characteristics Inventory MUST be completed for each student before testing begins. This section of the manual will guide you through the steps you need to take to complete these tasks.

Learner Characteristics Inventory (LCI)

The LCI is an important part of the student's demographic information. The LCI MUST be completed and entered in Nextera for each student before the beginning of the test administration. If the LCI is not entered and there is an attempt to submit scores, it will trigger an error message at the top and bottom of the screen. If the TA or the Second Scorer experiences this message, please contact the SEU so the LCI can be entered, and then scores can be submitted.

This student's Learner Characteristics Inventory (LCI) has not been fully filled out.

Scores and comments recorded below can be saved, but the LCI must be completed to submit.

Please contact your School Test Coordinator to have them fill out this student's LCI.

④ ③ ② ⑤① ⓪	Task 1 - ELA Grade 04	No Score -- Make a selection --
④ ③ ② ① ⓪	Task 2 - ELA Grade 04	No Score -- Make a selection --
④ ③ ② ① ⓪	Task 3 - ELA Grade 04	No Score -- Make a selection --
④ ③ ② ① ⓪	Task 4 - ELA Grade 04	No Score -- Make a selection --

Save progress   **Submit scores**   *This student's LCI must be completed in order to submit scores, but you can save progress.*

The Special Education Director (Special Education User [SEU] role in Nextera Admin) is responsible for entering the completed LCI information on behalf of teachers. STCs and DTCs also have the ability to enter and complete LCI information, if needed.

To assist with completion, a "paper" version of the LCI is posted on the *Help* page in Nextera Admin, under the MAAP-A Resources Section. This form can be printed and provided to the teachers to complete and return to the SEU. The SEU should enter student Learner Characteristic Inventory (LCI) information under the student's profile in Nextera. For additional guidance on entering LCI information, please refer to the video tutorial titled, Entering Student LCI Information Tutorial, or the Learner Characteristics Inventory (LCI) Quick Reference Guide posted on the *Help* page.

Completing the Learner Characteristics Inventory (LCI)

1. On the *Edit Student Record* page, scroll down to view the LCI.

2. Enter the information using the radio buttons and drop-down options ensuring the details align with the information in the student's Individual Education Program (IEP), then select **Save**.
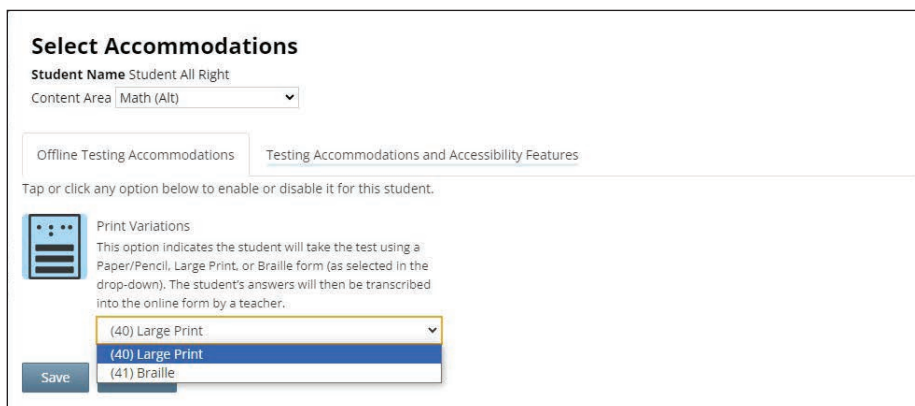
Marking Braille or Large Print in Nextera

District Test Coordinators or School Test Coordinators must mark any Braille or Large Print accommodations on the student profile. It is best practice to mark the applicable Print Variation accommodation while entering the LCI information, which must be completed prior to testing occurring. Print Variations can only be marked in Nextera when a student has been added to testing classes. The following steps are the same for both MAAP and MAAP-A.

The steps for marking a Braille or Large Print accommodation are the same between both MAAP and MAAP-A.

How to mark Braille or Large Print in Nextera

1. STCs must log into Nextera and make sure that you have the Spring 2024 Alternate window selected through the **Change** button.
2. Select the **STUDENTS** tab.
3. Locate your student by paging through your students or by using the Search feature, then select **View**.
4. The *View Student* page displays. Select **Edit**.
5. Students must be assigned to their testing class for print variations to be marked. On the *Edit Student Record* page, scroll down to the applicable content area and class, then select **Modify**.
6. The *Select Accommodations* window displays. Select the **Offline Testing Accommodations** tab, then select **Print Variations**. The button will highlight blue once it has been selected.
7. After selecting **Print Variations**, select either **(40) Large Print** or **(41) Braille**, then select **Save** at the bottom of the *Select Accommodations* window.
8. Scroll to the bottom of the *Edit Student Record* page and select **Save**. If you do not select **Save** a second time at the bottom of the *Edit Student Record* page, the marked Print Variation accommodation **will not be saved**.

Add or Edit a Student

The initial list of students available in Nextera Admin is created based on Pre-ID data provided by MDE. If you determine that a student record needs to be updated, or a student is not on the list, this section of the manual will provide instruction for performing these tasks.

Editing a Student:

1. Select **Students** under the **STUDENTS** tab.
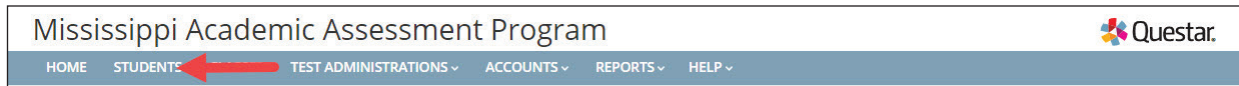
2. You will see the *Students* page displayed. You may sort students by Student **MSIS**, **First Name**, **Last Name**, **Class**, or **Grade**.
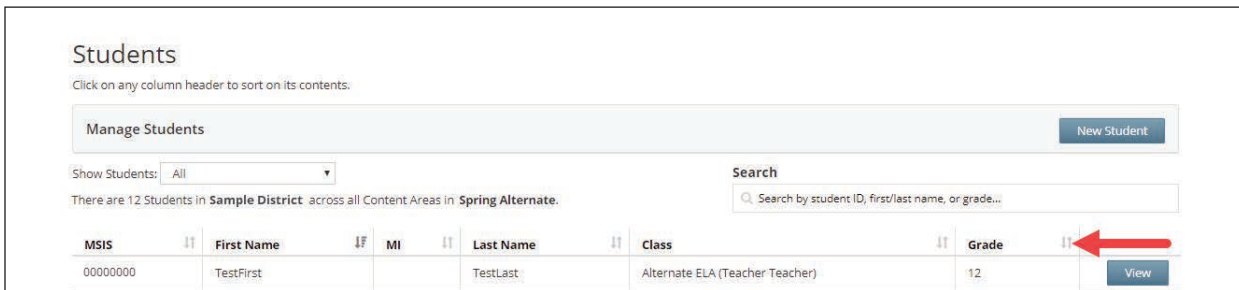
3. Select **View** to review or edit a student's demographic information.
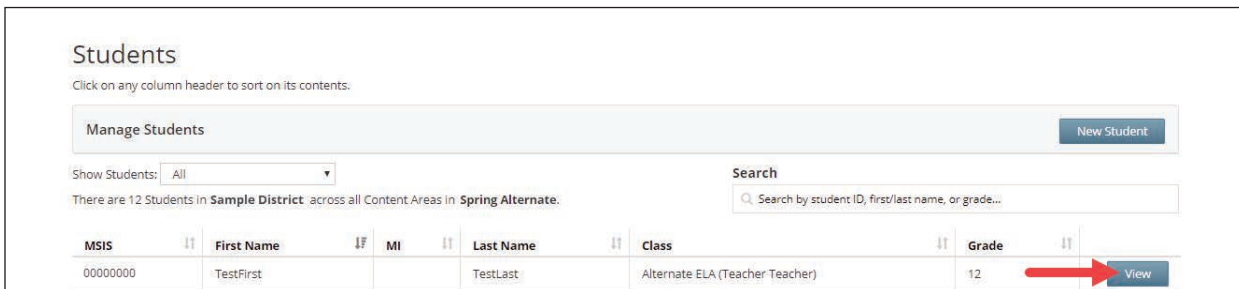
4. To make changes, select **Edit** while viewing a profile.
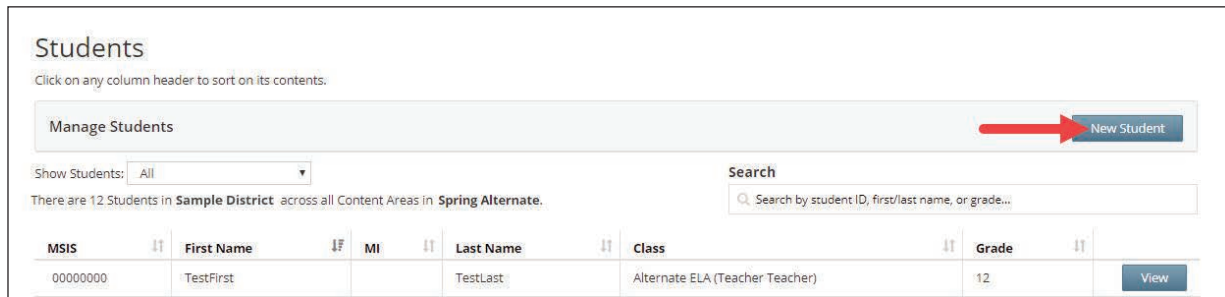
5. Change information as appropriate, scroll to the bottom of the page, and select **Save** when you are done.

Adding a Student:

IMPORTANT: Before adding a new student, please ensure that the student is not already in Nextera. Use the **Search** field, located on the *Students* page, to verify that the student does not already exist in Nextera. If you receive an error message while attempting to add a new student, please contact NWEA Customer Support for assistance.

1. Select **New Student** to add a new student not listed.
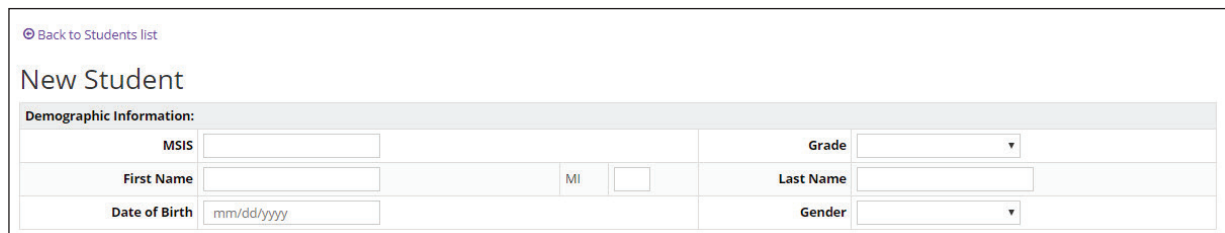
2. You will now see a blank student demographic page and a blank LCI displayed.
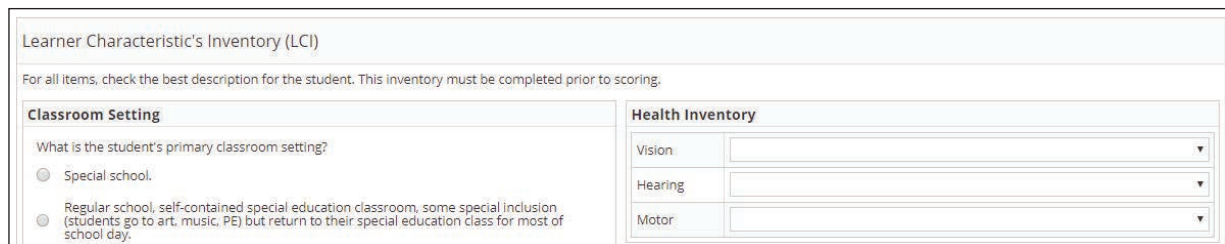
3. Enter in all required information for the new student, including all of the LCI fields.

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

4. Select **Save** at the bottom of the page when you are finished.

In order for students to be available to score, the student must be assigned to a class. See the Managing Classes section for instructions.

Updating a Student's School of Record and Testing School

There will be times throughout the test administration window when students have switched schools within your district and will need their School of record updated within the Nextera Admin site. During this time, DTCs must also update the student's Testing school/class for each subject in which the student is testing. This section will give you step-by-step instructions on ensuring that a student's School of record and Testing school data match.

To Update a Student's School of Record and Testing School:

1. Select the **STUDENTS** tab, then select **Students** again from the drop-down menu.
2. Select the **View** button on the student needing their school of record changed, then select **Edit**.
3. From the **School of record** drop-down menu, select the correct school for the student.
4. Scroll down until you can see the subjects that the student will be testing in. Select the **Testing school** drop-down menu and ensure that the **School of record** and **Testing school** are the same. The image below shows the **School of record** and **Testing school** not matching and in need of correction. Updating the **School of record** alone will **NOT** update the **Testing school**. This must be done for each subject the student is testing in.

5. Select Save at the bottom of the *Edit Student Record* page. The student's information has now been updated correctly.

Note: If a student needs to be moved from a school in another district to a school in your district, you must contact NWEA Customer Support to request this change.

Managing Classes
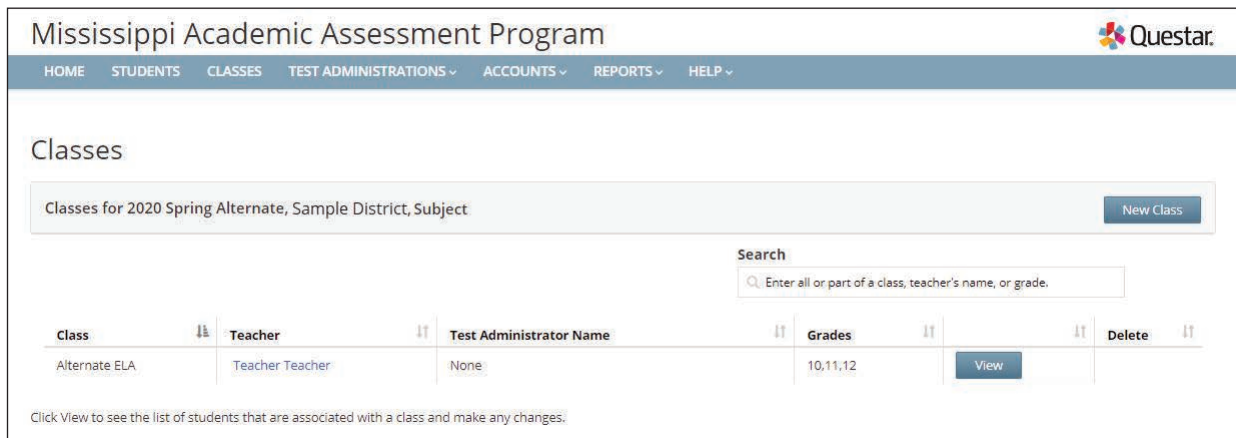
Since students do not test in groups for MAAP-A, the purpose of classes in Nextera is to organize students into groups for reporting.

Students are assigned to classes based on the information NWEA receives in the Pre-ID file from MDE. If you add students manually, you will need to follow the steps below to add or move students into classes. If a student is not assigned to a class, scores cannot be entered for the student.
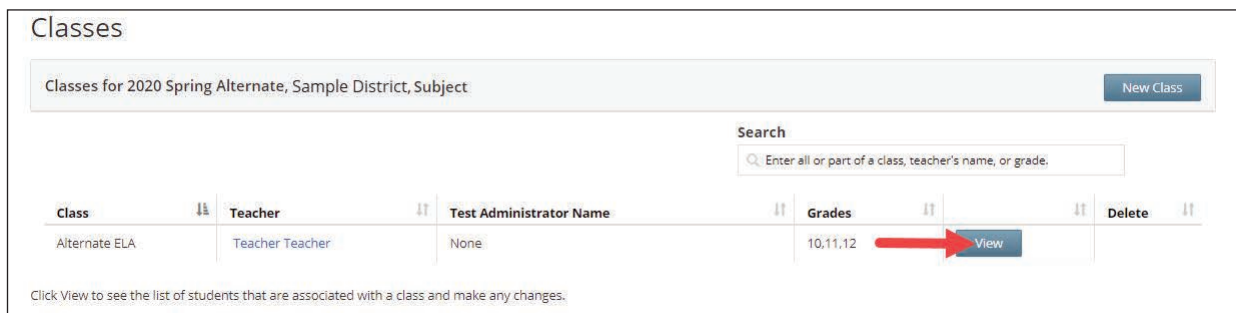
Reviewing Classes

To review the list of students for an existing class:

1. Select the **CLASSES** tab. The *Classes* page displays.

2. You may see information about any class by selecting **View**.

3. To create a new class, or edit an existing class, continue to the next section of this manual.

Adding Students to a Class

1. From the *Classes* page, select **View** for an existing class you would like to edit (or select **New Class** if you want to add a new one). Please ensure you have the correct district, school, and subject selected in the global header.

2. Once you are viewing details for an existing class, select **Edit** to edit the existing class (or if you chose to create a new class, the *New Class* page will display).
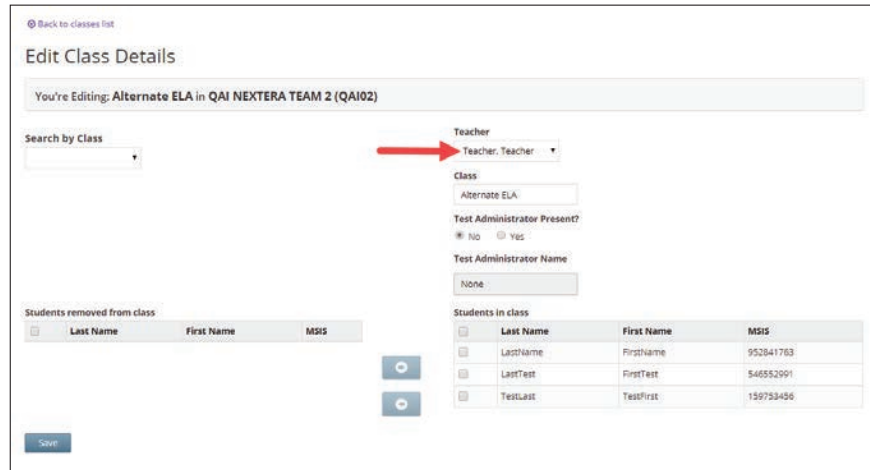
3. Select a Teacher (TA) using the drop-down, or confirm the correct Teacher is displayed.
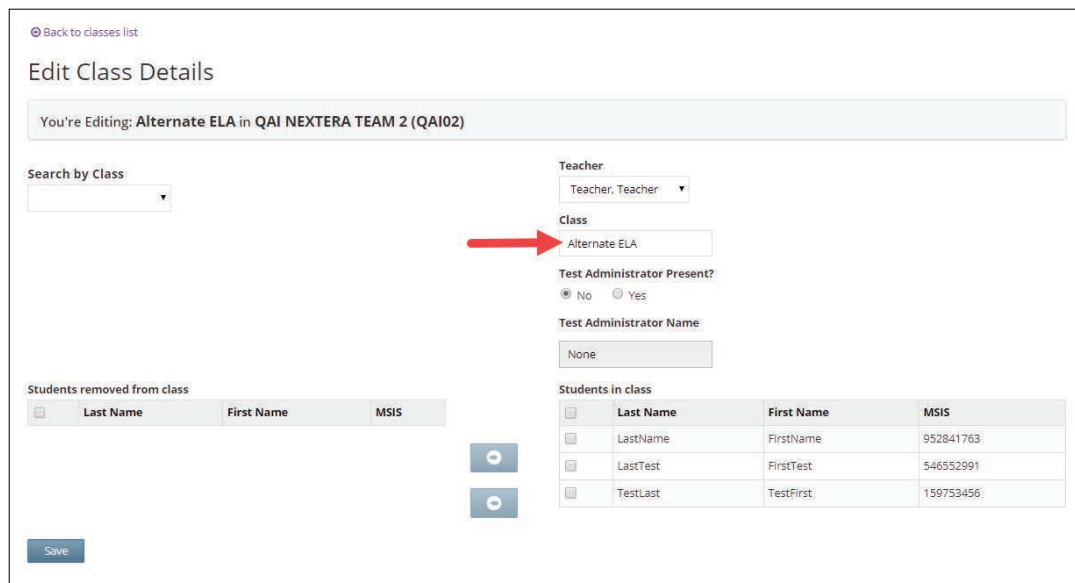
4. Name your new class, or confirm the correct existing class name is displayed.

   Note: It is strongly recommended that the class name includes the TA's name to ensure your score reports are printed by TA name after testing. This will help to differentiate between the different reports.

5. You can use the **Search by Class** drop-down to either select from a list of unassigned students, or students in an existing class. If you select students from an existing class, they will be removed from the previous class and added to the class you are creating or editing.

6. Select the check box(es) next to the student(s) in the left column whom you wish to add.

7. Select the **right arrow**.

8. Student name(s) will be added to this class indicated by the column on the right.
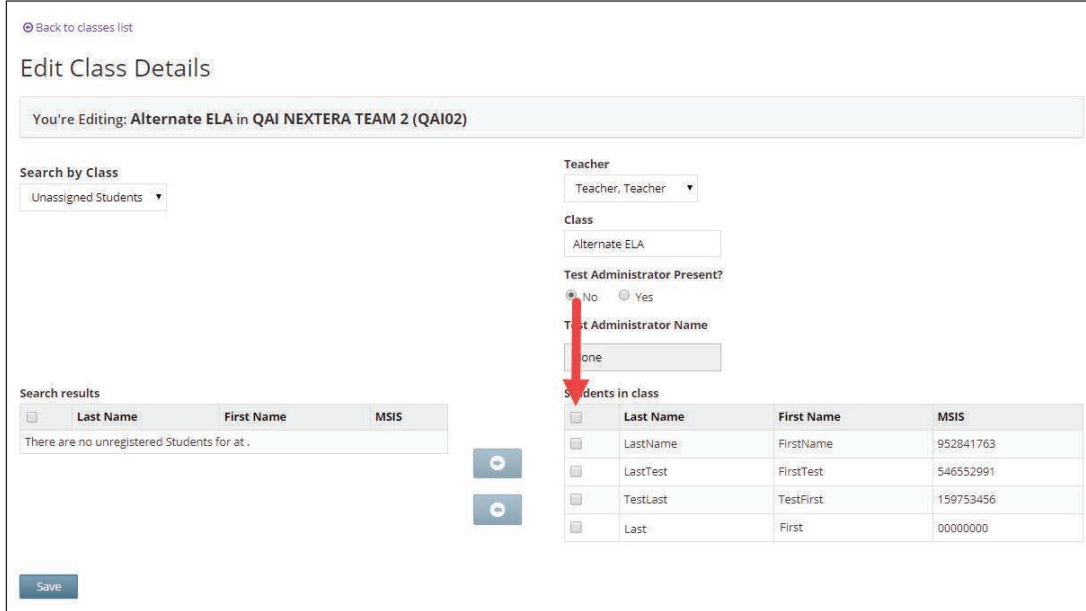
9. Select **Save** at the bottom of the page once you are finished.

Removing a Student from a Class

1. On the *Edit Class Details* page, select the check box(es) next to the student(s) in the right column whom you wish to remove. If a student was uploaded to Nextera Admin and does not need to test, remove them from the class.

2. Select the **left arrow**.

3. The student name(s) will be removed from this class and will be unassigned from any class. Select **Save** at the bottom of the page once you are finished.

During Testing

During Testing Checklist

❏ DTCs/STCs will be available during the school's testing sessions to answer questions and will help resolve problems as needed.

❏ DTCs will assist STCs in identifying and resolving any testing incidents.

❏ DTCs will provide schools with additional materials as necessary.

❏ DTCs/STCs will monitor schools to ensure that test administration and test security policies and procedures are followed.

❏ DTCs will communicate with MDE, as needed, in the case of testing incidents and security breaches or for guidance when test invalidation is being considered.

❏ DTCs will submit invalidation requests per MDE guidelines.

❏ DTCs/STCs will be prepared to coordinate and monitor adjustments in testing schedules if inclement weather or other unforeseen events threaten or force school closures, network interruption, etc.
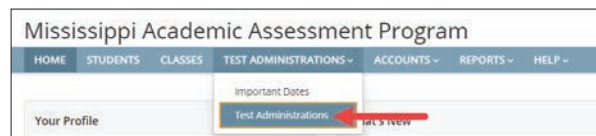
Invalidations and Not Testing Codes

If a student's test session needs to be invalidated, complete the following steps:
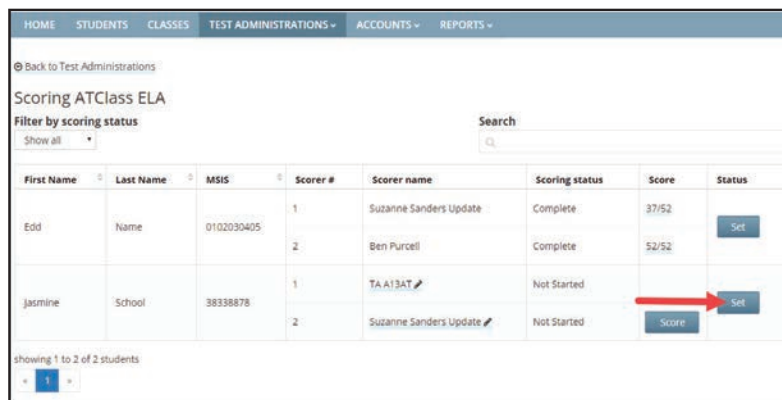
1. The Test Administrator must immediately notify the STC.

2. The STC must notify the DTC.

3. The DTC must enter the invalidation in Nextera Admin, and complete an invalidation form with a valid reason for invalidation in Caveon Core. This must be completed prior to the close of the test window.

Marking an Invalidation or Not Testing Code in Nextera:

1. Select Test Administrations under the **TEST ADMINISTRATIONS** tab. Then select **View** for the appropriate class.
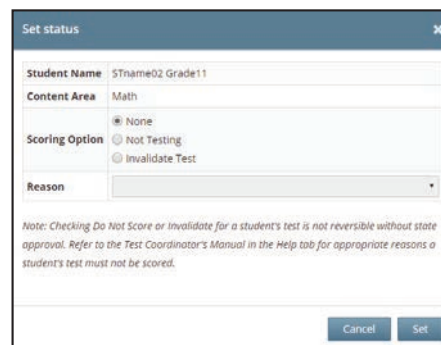

2. In the Registered Students section, find the student's name and select **Set** in the Status column.

A new window will pop up with options to select Not Testing or Invalidate Test.

3. Select the **Scoring Option** of either **Not Testing** or **Invalidate Test** using the radio buttons, then select the appropriate code from the **Reason** drop-down and select **Set**.

The **Reason** values for setting a Student as **Not Testing** are listed below.

- Absent during entire testing window
- Sudden illness (Must document with OSA Medical Emergency Form)
- Extreme emotional reaction
- Student refusal
- Student moved out of district during testing window
- High School Student previously tested and reported
- Other

The **Reason** values for the **Scoring Option** of **Invalidate Test** are:

- Student/parent refusal
- Student tested with non-allowable accommodation
- Student assessed outside of testing window
- Staff testing violation
- Other
- Tested off grade

Additional Information

Returning Materials

After testing, all materials must be returned to NWEA. Use the following lists and the Returns poster in the Appendix to assist in preparing materials for return.

For STCs

Collect all materials from TAs.

For each class, complete a Group Information Sheet (GIS) and place it on top of the associated group of the *Student Response Score Sheets*.

Place the completed GIS(s) and the *Student Response Score Sheets* in the white Tyvek return envelope(s) with the GIS(s) at the top of the documents within envelope #1 (in cases where multiple envelopes are needed).

Indicate School Name and Grade(s) on each of the return envelope labels.

Place loose stimulus cards in the larger plastic bags provided in your shipment. Assemble and place all Test Administration Booklets (TABs) in the boxes with the other stimulus materials and envelopes with the *Student Response Score Sheets*.

Use the Divider Sheet to separate the white Tyvek Return envelopes and non-scoreable materials, placing the Return Envelopes on top of the Divider Sheet.

Place an ORANGE return label on each box of materials being returned, indicating 'Box *X* of *X*' for the entire school. Box labels can be found in the School Return Kit.

Return your boxes, unsealed, to your DTC for required verification checks.

For DTCs

Complete final verification checks.

Seal the box(es) with shipping tape (on the top and bottom of each box).

Indicate 'Box *X* of *X*' for the entire district on each return label.

Place one UPS shipping label on the top of each box.

Arrange your UPS pick-up.

If you have a daily pick-up or regular deliveries from UPS, give the package(s) to your UPS driver or leave the packages where the driver would normally deliver or pick up your packages. If UPS is not at your location on a daily basis, call 877-536-2697 to schedule your pick-up, and indicate you are a NWEA customer.
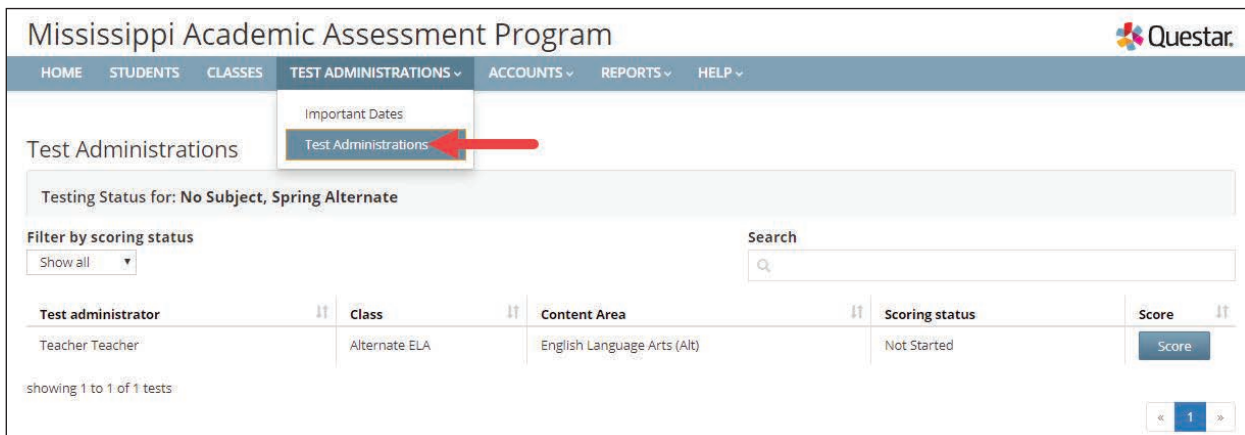
After Testing

After Testing Checklist

❏ DTCs/STCs will verify that all scores have been submitted into Nextera by each TA and Second Scorer.

❏ DTCs/STCs will collect and inventory all secure test materials.

❏ DTCs will count and pack all test materials in accordance with NWEA and MDE regulations. Return materials to NWEA using the labels provided with your materials.

❏ DTCs/STCs will shred materials and complete the Certificate of Shredding form.

❏ DTCs/STCs will collect all paperwork required to be filed by your District/School Test Security Plan.

❏ DTCs will notify MDE of any missing materials.

❏ TAs will notify the STC of any cases in which a Not Testing Code, Invalidation, or Stopping Rule has been used for a student and may need to be applied in Nextera.

Transcribing Scores into Nextera

TAs and Second Scorers are responsible for entering student scores into Nextera. Both roles follow the same steps to transcribe and submit student scores. Student scores are entered under the *Test Administrations* page. Scores can be saved for each student as needed. Student scores cannot be submitted unless the LCI has been fully completed for the student. Both the TA and Second Scorer should enter scores into the Nextera Admin together to ensure proper security and handling of the materials is maintained.

Note: Only the user assigned to enter scores for the student will be able to see the Score button for that student. A teacher or individual assigned to enter scores MUST have a Teacher role associated with his/her account. (e.g., If an STC is acting as either a TA or Second Scorer for a student, they should add the role of Teacher to their account so the MS Educator License number can be entered.)

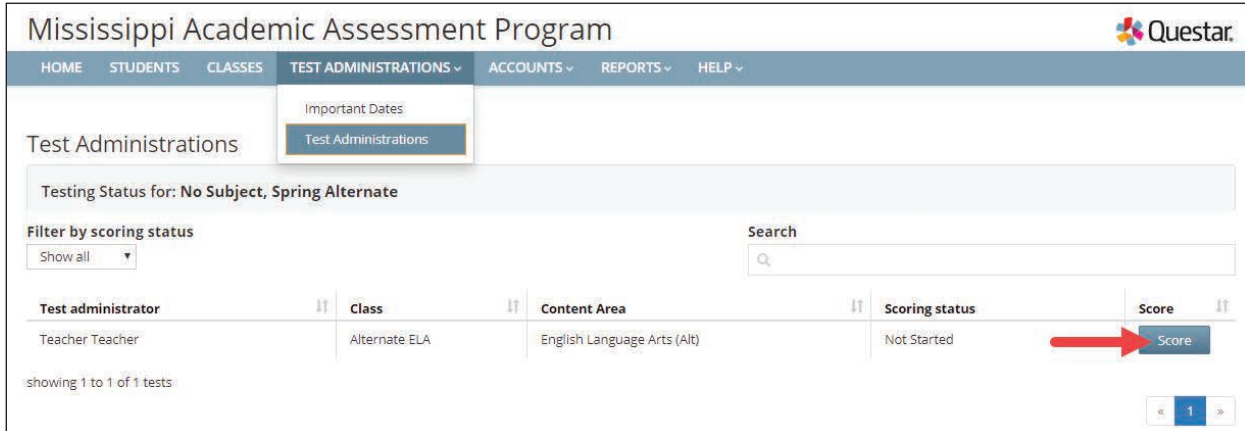1. Select **Test Administrations** from the **Test Administrations** tab.

2. Select **Score** to display a list of the student in the class and their assigned scorers.
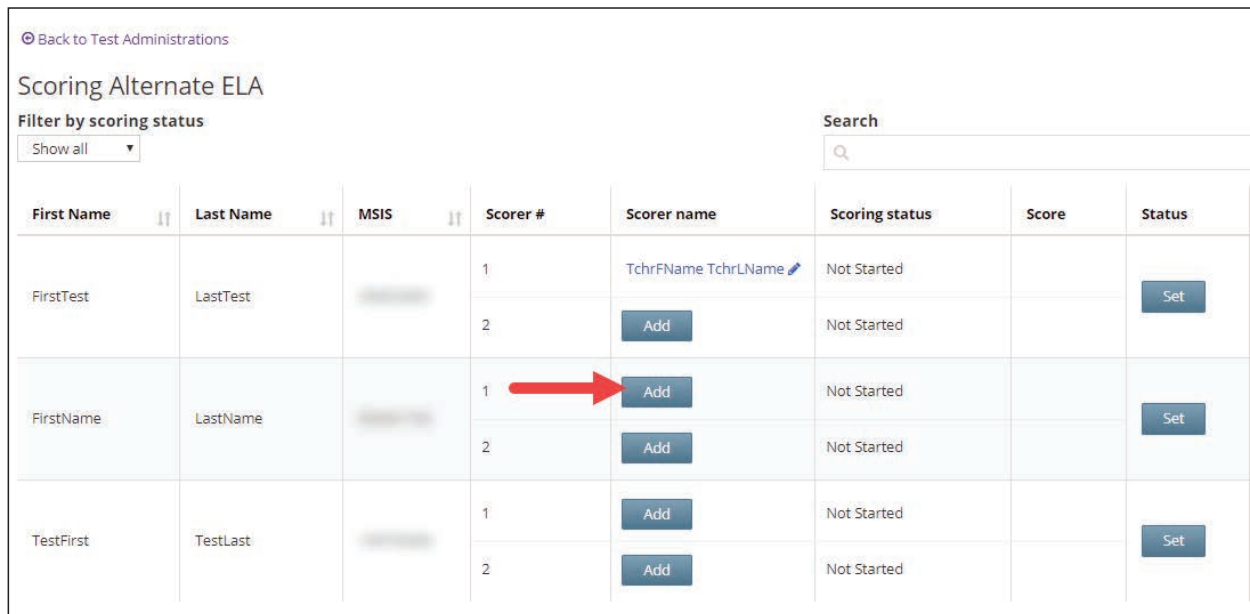
3. SEUs, STCs, and DTCs must assign a new scorer by selecting **Add** in the Scorer name column. The Test Administrator (Scorer #1) should be the student's primary teacher. Scorer #2 can be a user assigned either the Teacher or Second Scorer role in Nextera Admin. You can also select the name of Scorer #1 or Scorer #2 if you need to change the scorer.

IMPORTANT: If the Scorers are not assigned on this page, they will not be able to transcribe scores following the administration of the assessment. The STC, DTC, or SEU must ensure this step is completed prior to test administration.

4. Select **Score** in the row for the student for whom you need to transcribe scores.

5. The online score sheet will display to enter the student's scores. Enter the score for each task by selecting the appropriate score point circle.

6. Second Scorers ONLY: If the TA moves on to the next task before the Second Scorer observes a correct student response, the Second Scorer will then select **Not Observed** from the drop-down box on the right side of the screen for the specific task.
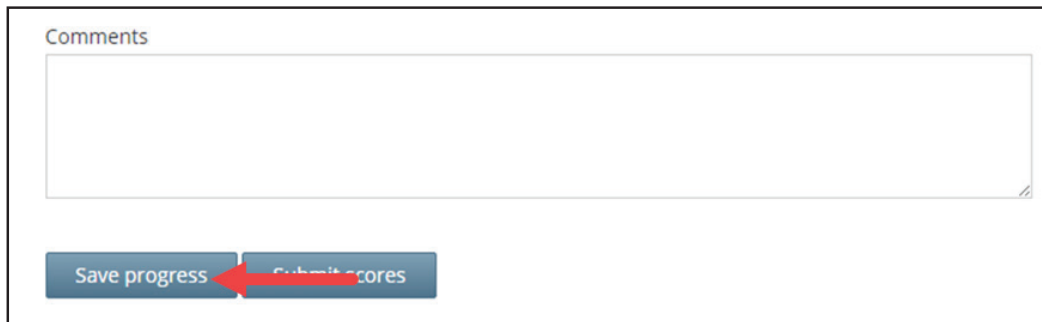
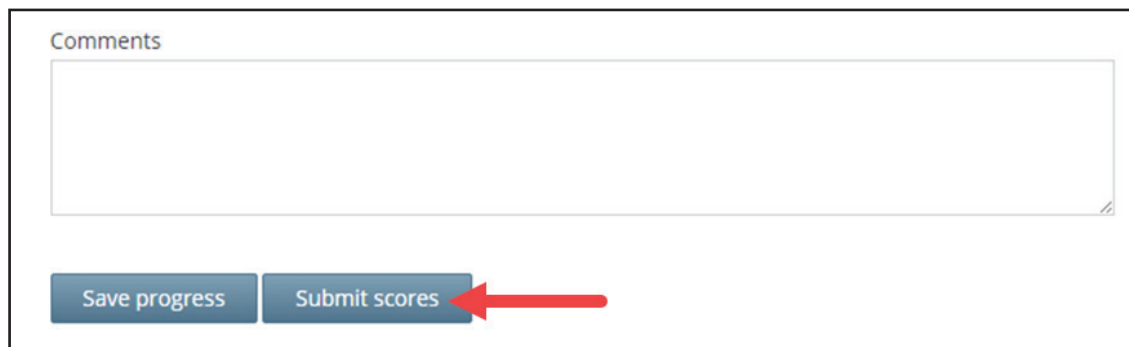7. At the end of the tasks there is a box for comments to assist in tracking details regarding a student's performance event. Select Save progress to save the scores transcribed without submitting.

Prior to submitting scores for a content area, it is strongly recommended to carefully review and validate that all scores have been transcribed properly.

Note: If the score sheet is submitted prematurely, it will result in having to seek MDE approval to reopen a score sheet. (MDE approval will be required before a score sheet can be unlocked.)

8. Select **Submit scores** when all scores have been transcribed, and the score should be calculated.

Once scores have been submitted, the *Scoring Status* column will update to Complete and a raw score will be shown.

Note: If the Stopping Rule is being used for a student, ensure that the TA and Second Scorer enter a zero (0) score for all tasks. Select **Save** to ensure the scores are saved.

When transcribing the scores for students with a Braille accommodation into Nextera Admin, mark a zero "0" for each task that should be omitted.

IMPORTANT: The indication of zero "0" for those tasks will NOT affect student scores.

Contact Information

Mississippi Department of Education Website

http://www.mdek12.org/

Office of Student Assessment

Dr. Jackie Sampsell
Phone: 601-359-3052
Email: jsampsell@mdek12.org

Sharon Prestridge
Phone: 601-359-1970
Email: sprestridge@mdek12.org

Denise Harrison
Phone: 601-359-3498
Email: dharrison@mdek12.org

NWEA Customer Support

Phone: 800-644-4054
Email: MSCustomerSupport@NWEA.org

Appendix A

MAAP-A Returns Poster

Appendix B: DTC/STC Combined Checklist

Before Testing Checklist

❏ DTCs will distribute test materials to the schools in the NWEA boxes and verify that each school has received the necessary test materials.

❏ DTCs will notify NWEA and MDE of any missing materials.

❏ DTCs will order additional materials as necessary.

❏ DTCs/STCs will ensure that student data is accurate and current in Nextera. See the Nextera Admin Site section in this manual.

❏ SEUs/STCs will ensure that the LCI is completed in Nextera for each student. This includes ensuring that any Large Print or Braille accommodation is marked in Nextera Admin.

❏ DTCs/STCs will ensure teachers acting as Test Administrators have access to the secure testing materials one week prior to administering the assessment.

After Testing Checklist

❏ DTCs/STCs will verify that all scores have been submitted into Nextera by each TA and Second Scorer.

❏ DTCs/STCs will collect and inventory all secure test materials.

❏ DTCs/STCs will count and pack all test materials in accordance with NWEA and MDE regulations. Return materials to NWEA using the labels provided with your materials.

❏ DTCs/STCs will shred materials and complete the Certificate of Shredding form.

❏ DTCs/STCs will collect all paperwork required to be filed by your District/School Test Security Plan.

❏ DTCs will notify MDE of any missing materials.

❏ TAs will notify the STC of any cases in which a Not Testing Code, Invalidation, or Stopping Rule has been used for a student and may need to be applied in Nextera

During Testing Checklist

❏ DTCs/STCs will be available during the school's testing sessions to answer questions and will help resolve problems as needed.

❏ DTCs will assist STCs in identifying and resolving any testing incidents.

❏ DTCs will provide schools with additional materials as necessary.

❏ DTCs/STCs will monitor schools to ensure that test administration and test security policies and procedures are followed.

❏ DTCs will communicate with MDE, as needed, in the case of testing incidents and security breaches or for guidance when test invalidation is being considered.

❏ DTCs will submit invalidation requests per MDE guidelines.

❏ DTCs/STCs will be prepared to coordinate and monitor adjustments in testing schedules if inclement weather or other unforeseen events threaten or force school closures, network interruption, etc.

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