

MAAP Spring 2024

Grades 3-8: Mathematics and English Language Arts

End-of-Course: Algebra I and English II

# Test Coordinator's Manual (TCM)



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# Overview

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## TCM

This *Test Coordinator's Manual* (TCM) serves to guide District Test Coordinators (DTCs) and School Test Coordinators (STCs) through test administration activities for the MAAP End-of-Course (EOC) Assessments. It is divided into three primary sections (*Before Testing*, *During Testing*, and *After Testing*) to distinguish when these activities occur and should be referenced while preparing for test administration. Information that applies to all levels of the test coordinator role (both STC and DTC) and their appropriate checklists can be found in *Test Coordinators* sections, while information that applies only to DTCs can be found in *District Test Coordinators* sections. Instructions for test administration in the classroom and directions to be read by Test Administrators (TAs) are provided in the *Test Administrator's Scripts* (TAS). The TAS 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 NWEA 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 Secure Browser
- Network and system specification requirements

## Contact Information

### NWEA Customer Support:

- [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org)
- 1-800-644-4054
- Chat available on the Nextera *Help* page

### MDE:

- Office of Student Assessment: 601-359-3052

## MS Roles and Responsibilities

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

- Communicates with the MDE
- Coordinates with the MDE, NWEA, 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 NWEA
- Enters and updates student information in Nextera Admin as needed
- Returns secure materials to NWEA
- Views district-level information in Nextera Admin
- Only one DTC per district, but multiple DLUs are allowed

### **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
- Be prepared to help schools troubleshoot during 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
- Assigns student accommodations in Nextera Admin
- Collaborates with District Test Coordinator on schedules and managing students
- Only one STC per school, but multiple BLUs are allowed
- Create seating charts for every Test Session

### **Test Administrator (TA) or Teacher**

- Leads the test administration
- Reads the directions from the TAS and monitors students
- Holds a current teaching license
- Takes attendance during test administration
- Verifies students are seated using the seating chart 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
- Monitors students during testing

### **Proctor**

- Provides support as the secondary adult in the classroom during testing
- Monitors students during testing
- Receives LIMITED access to testing devices and secure materials
- Verifies students are seated using the seating chart provided by the School Test Coordinator
- Not a role that can be assigned to an account in Nextera Admin

### **Report-Level Users:**

#### **Superintendent (SUP)**

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

#### **Principal (PRN)**

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

## MAAP Grades 3–8 and EOC Overview

The MAAP Grades 3–8 and 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 consists of one online session, and the Grades 3–8 English Language Arts (ELA) Assessments and EOC Assessment for English II consists of two online sessions. Unless otherwise noted in Individual Education Programs (IEPs), Language Service Plans (LSPs), or Section 504 Plans, students will have 180 minutes (3 hours) for the initial sessions of Mathematics, Algebra I, ELA, and/or English II, and students will have 90 minutes for Writing. Therefore, 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.

Due to the Literacy-Based Promotion Act, Text-to-Speech (TTS) and Human Reader accommodations will not be available for students taking the 3rd Grade Reading Alternative Assessment Retest.

Please refer to the *Test Administrator's Scripts* 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 2024 Important Dates

<b>Prior to Testing</b>	
Registration Window	January 2–12, 2024
Student Information Available in Nextera	March 25, 2024
Materials Arrive in Districts	March 25, 2024
Additional Material Order (AMO) Window	March 26–May 16, 2024
<b>Test Window</b>	
Main Test Window	April 8–May 17, 2024
Early Window for Grade 3 Reading	April 8–April 19, 2024
3rd Grade Reading Alternative Assessment Retest 1	May 6–May 10, 2024
3rd Grade Reading Alternative Assessment Retest 2	June 17–June 28, 2024
<b>After Testing</b>	
Secure Materials Return Deadline	Three days following the last day of testing, per the District Test Security Plan





# Before Testing

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## Test Coordinators

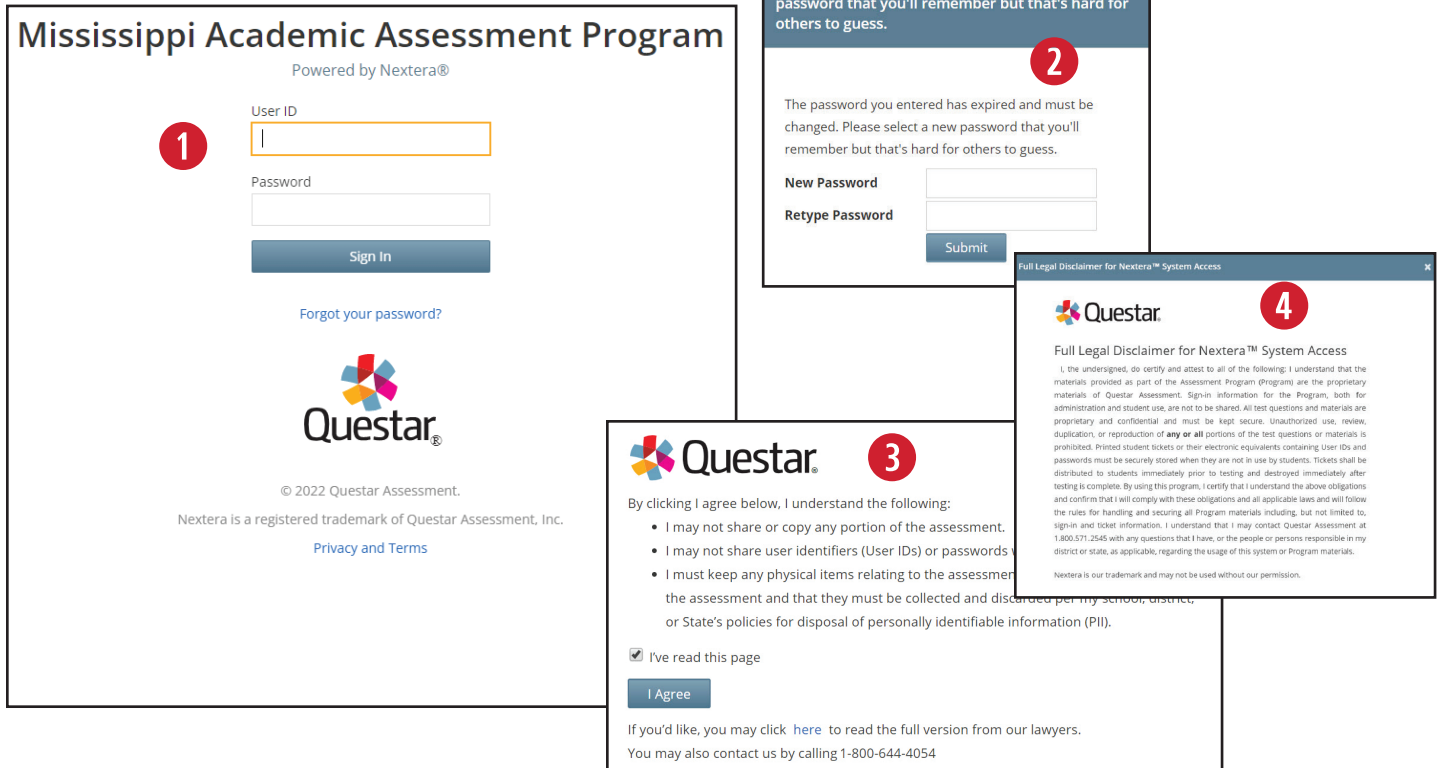
### District Test Coordinator's Checklist

- ☐ DTCs will carefully read this manual to become familiar with general test administration activities. Additional information can be accessed on the *Help* page in Nextera Admin. Contact NWEA Customer Support at 1-800-644-4054 with any questions.
- ☐ If a DTC has not received their Nextera Admin User ID and temporary Password from NWEA, he or she should contact NWEA Customer Support.
- ☐ DTCs will communicate the dates of the testing window to all STCs within the district, assist schools with providing test training and preparation activities for students, and schedule test windows.
- ☐ DTCs will work with the STCs to 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.
- ☐ DTCs will train STCs and Technology Coordinators for their specific roles in testing. DTCs should assist, or monitor the Test Administrator training at each school.
- ☐ DTCs will add or edit users to allow specific individuals the rights they need for accessing their student information. Only one individual can be listed as the DTC, and only one STC can be active per school. However, multiple District and Building Level Users, as well as multiple TAs, can be added.
- ☐ During the registration window, DTCs will order accommodated testing materials.
- ☐ **DTCs 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.**
- ☐ DTCs must ensure that STCs understand the policy for Read-Aloud administrations.
- ☐ DTCs must ensure that STCs 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.
- ☐ DTCs must ensure that students not present in Nextera Admin are added (either manually or via the Pre-ID portal) and assigned to a test.
- ☐ DTCs must ensure that all eligible students have been assigned to a test.
- ☐ DTCs must ensure that STCs understand how to troubleshoot common online testing issues.
- ☐ DTCs must ensure that systems are properly set up and ready for online testing.
- ☐ DTCs will distribute test materials to the schools and verify that each school has received the necessary test materials.
- ☐ DTCs will notify NWEA of any missing materials and order additional materials as necessary.
- ☐ DTCs will provide STCs with a roster to confirm with school staff that all testers and retesters have been identified and added to the testing roster within Nextera.
- ☐ DTCs will save the boxes in which materials were received in order to return the materials to NWEA after testing is complete.

## School Test Coordinator's Checklist

- ☐ STCs will carefully read this manual to become familiar with general test administration activities. Additional information can be accessed on the Help page in Nextera Admin. Contact NWEA Customer Support at 1-800-644-4054 with any questions.
- ☐ STCs will work with Principals to 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 work with the DTC to add the student 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. If proper spacing is not available use dividers between work stations.
- ☐ STCs must ensure that systems are properly set up and ready for online testing.
- ☐ STCs will provide approved rosters and prepare seating charts 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 NWEA after testing is complete.

## Sign In



**Mississippi Academic Assessment Program**  
Powered by Nextera®

1. User ID:   
Password:   
**Sign In**

[Forgot your password?](#)

**Questar®**  
© 2022 Questar Assessment.  
Nextera is a registered trademark of Questar Assessment, Inc.  
[Privacy and Terms](#)

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.  
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.  
**New Password**   
**Retype Password**   
**Submit**

3. **Questar®**  
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 discarded 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. **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.

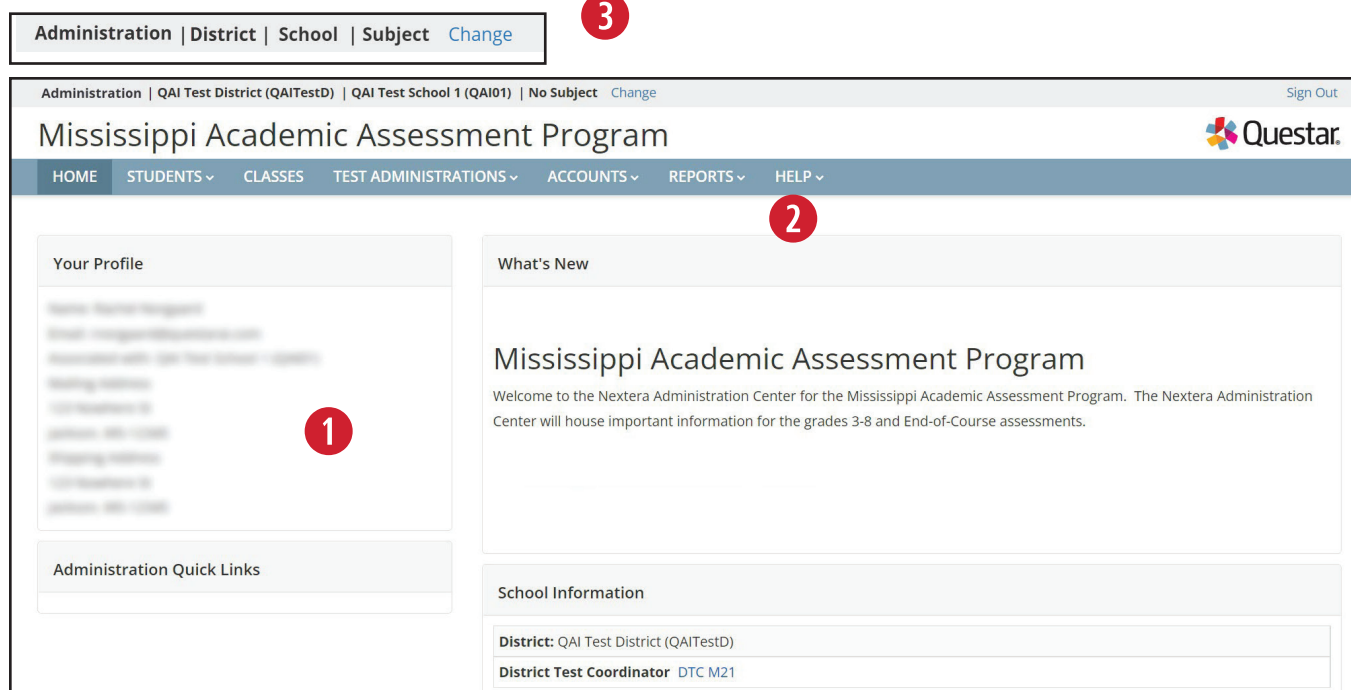
**Note:** The Questar name is used in certain Nextera screenshots.

STCs who cannot locate their Nextera Admin login information should contact the DTC, and DTCs without login information should contact NWEA Customer Support.

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 | QAI Test District (QAIDestD) | QAI Test School 1 (QAIO1) | No Subject [Change](#) [Sign Out](#)

### Mississippi Academic Assessment Program

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

**1** Your Profile

**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.

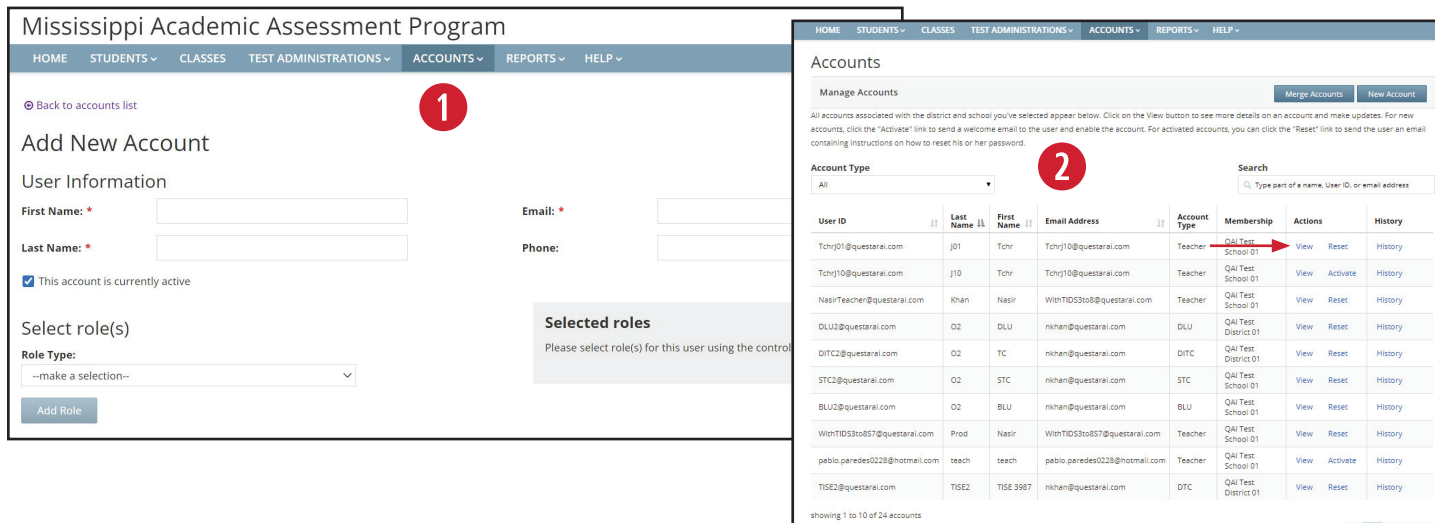
#### School Information

District: QAI Test District (QAIDestD)  
District Test Coordinator DTC M21

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: \*

Last Name: \*

Email: \*

Phone:

☒ This account is currently active

Select role(s)

Role Type:

Add Role

**1**

**2**

**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
Tchrj01@questarai.com	J01	Tchr	Tchrj01@questarai.com	Teacher	QAI Test School 01	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
Tchrj10@questarai.com	J10	Tchr	Tchrj10@questarai.com	Teacher	QAI Test School 01	<a href="#">View</a> <a href="#">Activate</a>	<a href="#">History</a>
NasirTeacher@questarai.com	Khan	Nasir	WltnTID53to857@questarai.com	Teacher	QAI Test School 01	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
DLU2@questarai.com	O2	DLU	nihan@questarai.com	DLU	QAI Test District 01	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
DITC2@questarai.com	O2	TC	nihan@questarai.com	DITC	QAI Test District 01	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
STC2@questarai.com	O2	STC	nihan@questarai.com	STC	QAI Test District 01	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
BLU2@questarai.com	O2	BLU	nihan@questarai.com	BLU	QAI Test District 01	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
WltnTID53to857@questarai.com	Prod	Nasir	WltnTID53to857@questarai.com	Teacher	QAI Test School 01	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>
pablo.paredes0228@hotmail.com	teach	teach	pablo.paredes0228@hotmail.com	Teacher	QAI Test School 01	<a href="#">View</a> <a href="#">Activate</a>	<a href="#">History</a>
TISE2@questarai.com	TISE2	TISE 3987	nihan@questarai.com	DTC	QAI Test District 01	<a href="#">View</a> <a href="#">Reset</a>	<a href="#">History</a>

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 of this manual.

**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**.

If accounts need to be merged for a single user, the DTC can do so on the *Accounts* page. DTCs can find instructions on merging user accounts on [page 39](#).

## Add or Edit a Teacher

Mississippi Academic Assessment Program 

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

**Accounts**

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 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
	nextera	Admin		Teacher	Vessela S01	<a href="#">View</a> <a href="#">Reset</a>	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

Cancel
Create an Account
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).

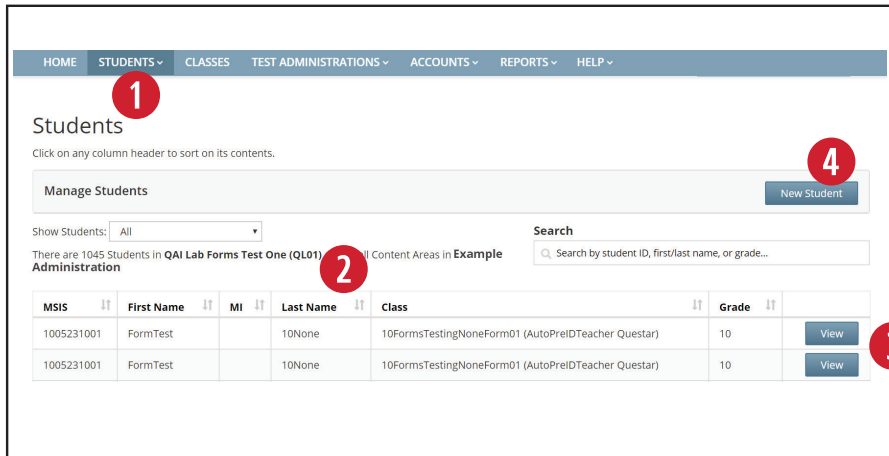
**Note:** It is a district-level decision to grant teachers access to Nextera Admin. If a teacher should have access, their actual email address should be entered in the Email field. If the teacher should NOT have access, use the following format instead: <TeacherID>@placeholder.questarai.com

- 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



1

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) Content Areas in Example Administration

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

2

3

4

### 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:**

MTSS  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  Subject


Online Testing Accommodations    Offline Testing Accommodations    Testing Accommodations and Accessibility Features

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

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

 **Human Reader (Online) SS**  
 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.*

Save Cancel 6

- 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.

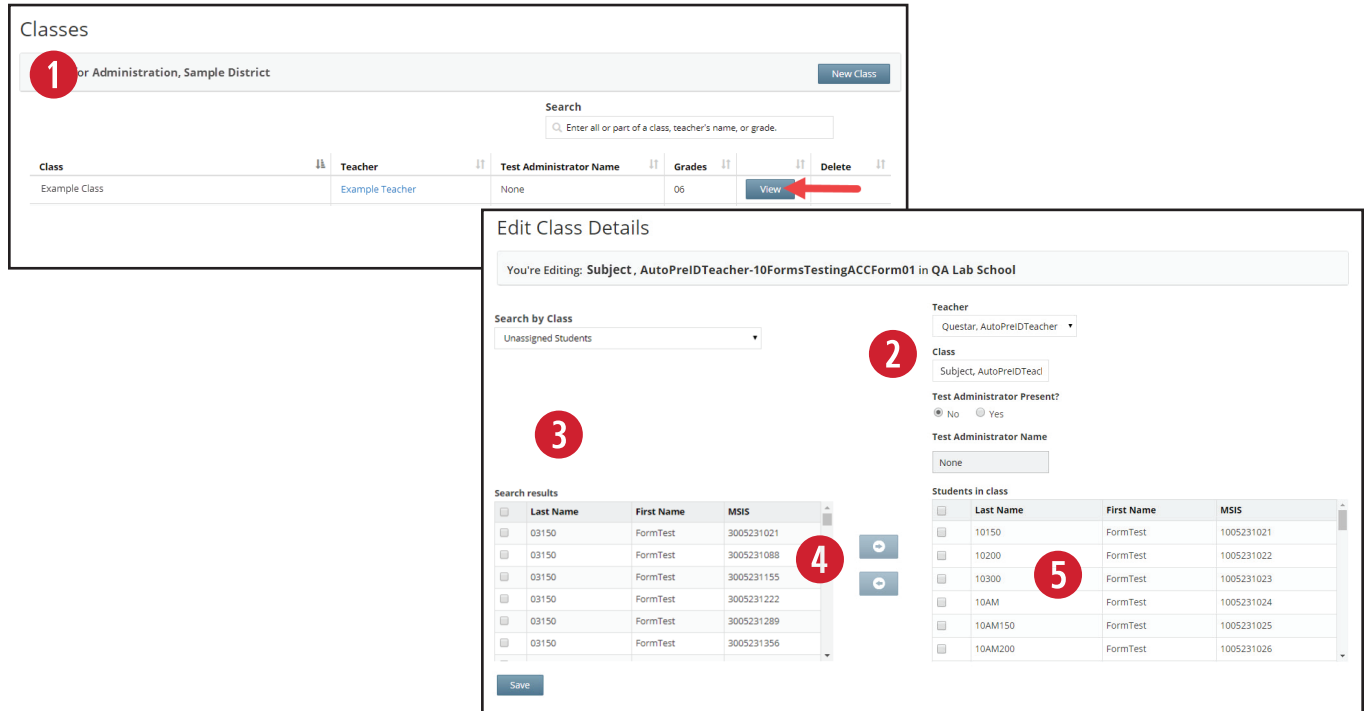
**Note:** All fields with a bold title are required and must be completed. All other fields are optional.

- 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. DTCs should refer to the *Pre-ID Upload Overview* section of this manual for information on this process.

## Moving Students



**Classes**

1 or Administration, Sample District New Class

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

Class	Teacher	Test Administrator Name	Grades	Delete
Example Class	Example Teacher	None	05	<span>View</span>

**Edit Class Details**

You're Editing: Subject, AutoPreIDTeacher-10FormsTestingACCForm01 in QA Lab School

Search by Class  
 Unassigned Students

Teacher  
 Questar, AutoPreIDTeacher

Class  
 Subject, AutoPreIDTea

Test Administrator Present?  
☒ No ☐ Yes

Test Administrator Name  
 None

**Search results**

	Last Name	First Name	MSIS
<input type="checkbox"/>	03150	FormTest	3005231021
<input type="checkbox"/>	03150	FormTest	3005231088
<input type="checkbox"/>	03150	FormTest	3005231155
<input type="checkbox"/>	03150	FormTest	3005231222
<input type="checkbox"/>	03150	FormTest	3005231289
<input type="checkbox"/>	03150	FormTest	3005231356

**Students in class**

	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

Save

Students are assigned to classes based on the information NWEA 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 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

Save

### To Remove a Student from a Class:

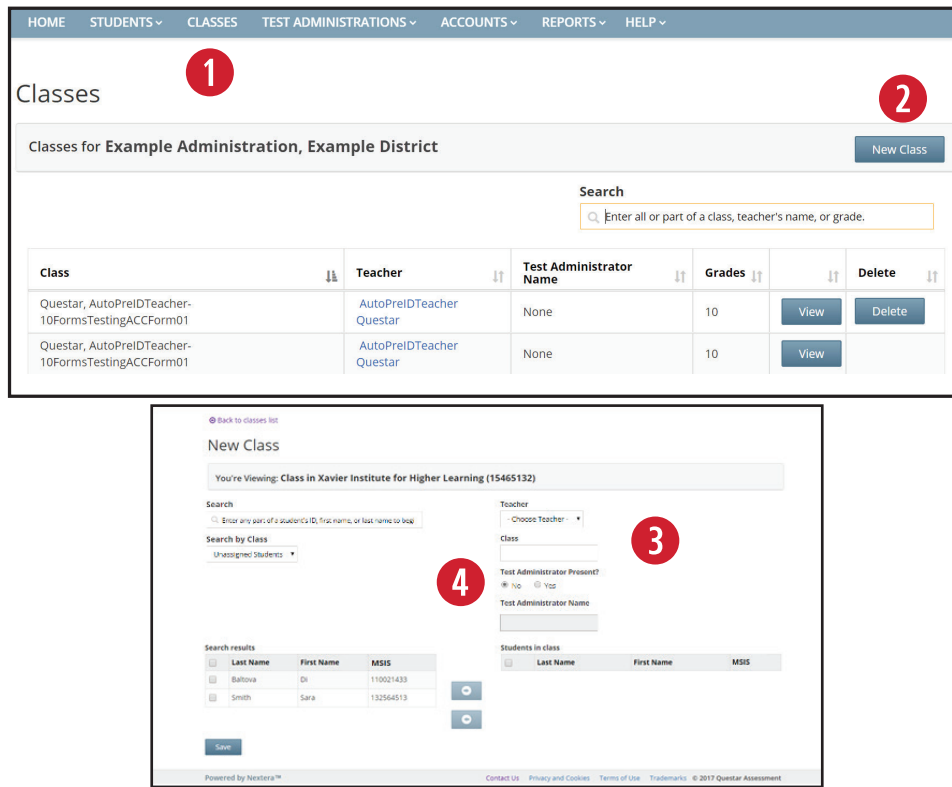
- 1 In the *Students in class* section, select the check box next to the student that needs to be removed.
- 2 Select the **left arrow** button.
- 3 The student will move over to the *Students removed from class* section. Be sure to select **Save** at the bottom of the page once you are finished.

### 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. DTCs must contact NWEA 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 Questar	None	10	<span>View</span>	<span>Delete</span>
Questar, AutoPreIDTeacher-10FormsTestingACCF01	AutoPreIDTeacher Questar	None	10	<span>View</span>	

**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 look

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
Balova	Di	110021433
Smith	Sara	132648513

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.

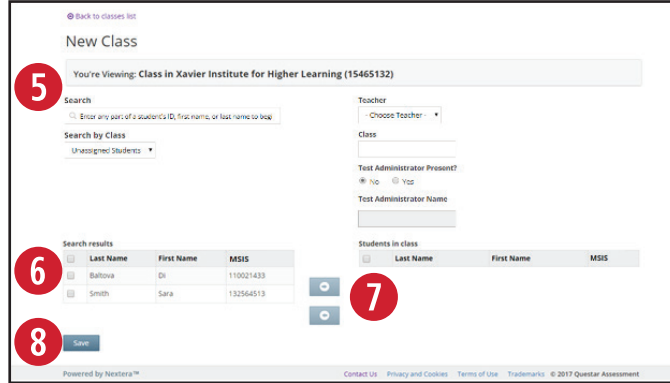
### To Add a Class:

- 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.

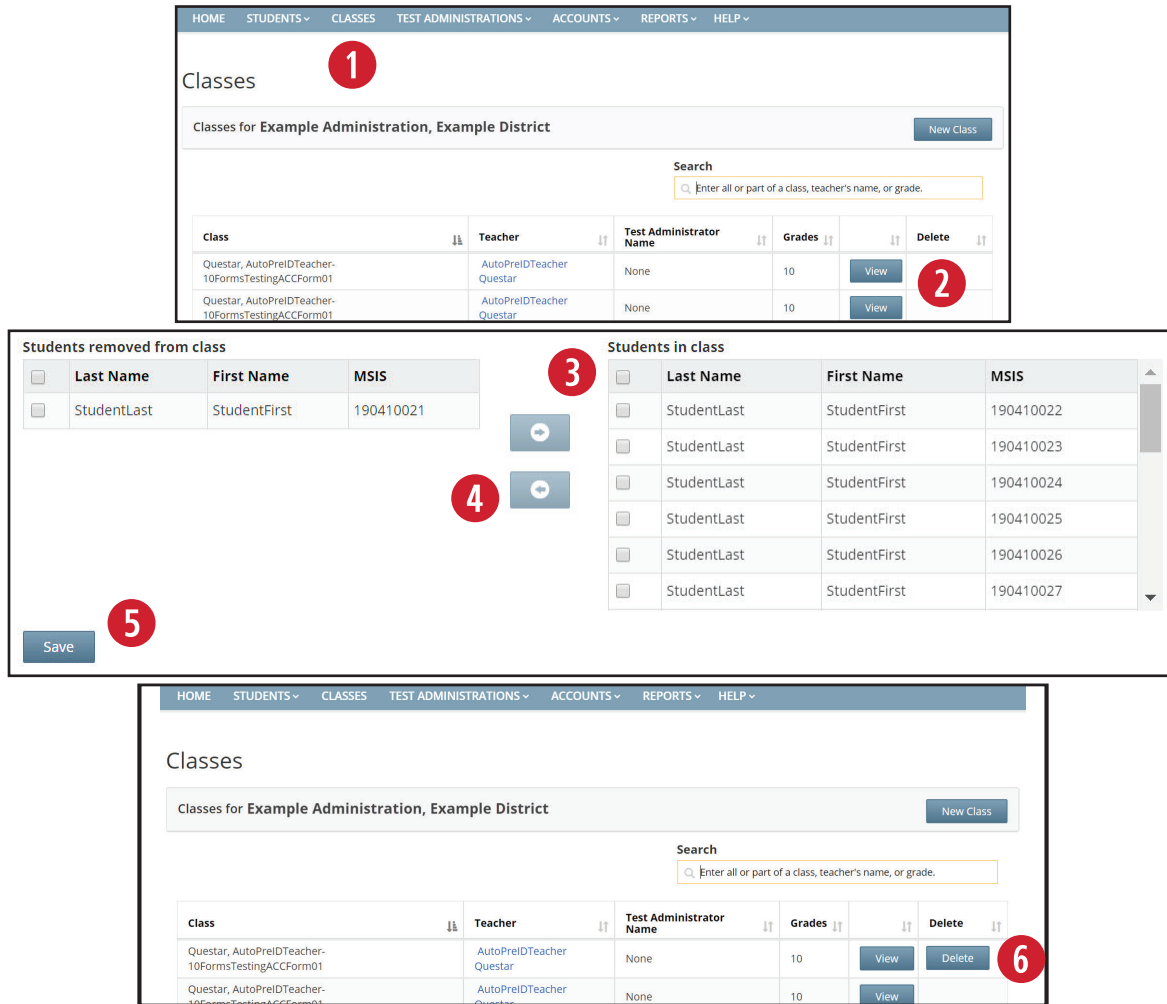
- 4 Enter the Class name and optional Test Administrator/Proctor information.

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



The screenshot shows the 'New Class' interface. At the top, it says 'You're Viewing: Class in Xavier Institute for Higher Learning (15465132)'. Below this, there are two main sections: 'Search' and 'Students in class'. The 'Search' section has a 'Search' field with a placeholder 'Enter any part of a student's ID, first name, or last name to look', a 'Search by Class' dropdown menu set to 'Unassigned Students', and a 'Teacher' dropdown menu set to 'Choose Teacher'. There are also checkboxes for 'Test Administrator Present?' (No/Yes) and a 'Test Administrator Name' field. The 'Students in class' section has a table with columns 'Last Name', 'First Name', and 'MSIS'. The 'Search results' section has a table with the same columns, showing two students: 'Baltova, Di' with MSIS '110021433' and 'Smith, Sara' with MSIS '132564513'. A 'Save' button is at the bottom left. Numbered callouts are placed over the interface: 5 points to the Search field, 6 points to the checkboxes in the Search results table, 7 points to the right arrow button between the tables, and 8 points to the Save button.

- 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

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

Class	Teacher	Test Administrator Name	Grades		Delete
Questar, AutoPreIDTeacher-10FormsTestingACCFom01	AutoPreIDTeacher Questar	None	10	View	
Questar, AutoPreIDTeacher-10FormsTestingACCFom01	AutoPreIDTeacher Questar	None	10	View	

**Students removed from class**

Last Name	First Name	MSIS
StudentLast	StudentFirst	190410021

**Students in class**

Last Name	First Name	MSIS
StudentLast	StudentFirst	190410022
StudentLast	StudentFirst	190410023
StudentLast	StudentFirst	190410024
StudentLast	StudentFirst	190410025
StudentLast	StudentFirst	190410026
StudentLast	StudentFirst	190410027

Save

**Classes**

Classes for Example Administration, Example District

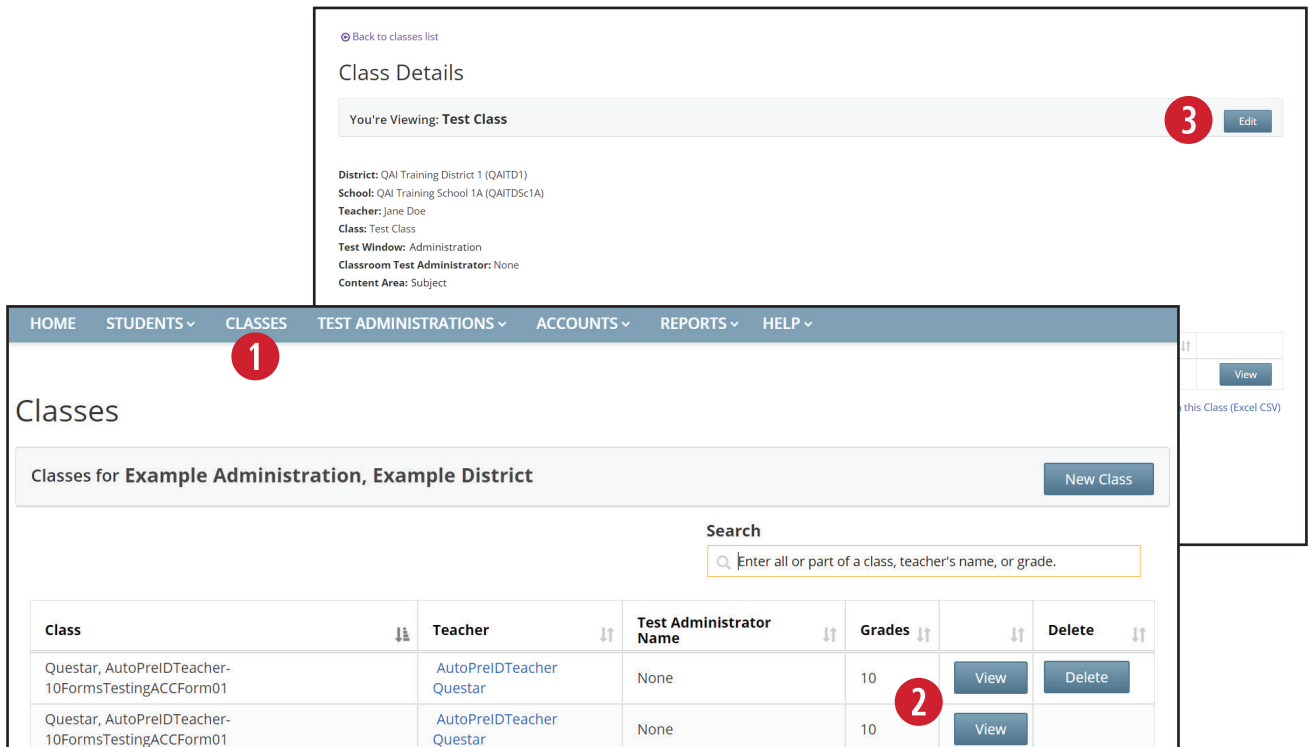
Search: Enter all or part of a class, teacher's name, or grade.

Class	Teacher	Test Administrator Name	Grades		Delete
Questar, AutoPreIDTeacher-10FormsTestingACCFom01	AutoPreIDTeacher Questar	None	10	View	Delete
Questar, AutoPreIDTeacher-10FormsTestingACCFom01	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 'Class Details' page and the 'Classes' list. Callout 1 points to the 'CLASSES' tab in the navigation bar. Callout 2 points to the 'View' button next to a class in the list. Callout 3 points to the 'Edit' button in the 'Class Details' page.

**Class Details**

You're Viewing: **Test Class** 3 [Edit](#)

District: QAI Training District 1 (QAITD1)  
 School: QAI Training School 1A (QAITDSc1A)  
 Teacher: Jane Doe  
 Class: Test Class  
 Test Window: Administration  
 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, AutoPrelDTeacher-10FormsTestingACCF01	AutoPrelDTeacher Questar	None	10	<a href="#">View</a>	<a href="#">Delete</a>
Questar, AutoPrelDTeacher-10FormsTestingACCF01	AutoPrelDTeacher Questar	None	10	<a href="#">View</a>	

### 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.

**Color Choices** can change the background color of Nextera based on the selection the student makes. It can also display white text on a black background. This tool replaces **Background Color** and **Reverse Contrast**. This tool is now embedded in the individual student's tool bar.

**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 150% of the original size will approximate the font size of a Large Print test book.

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

### Accommodations

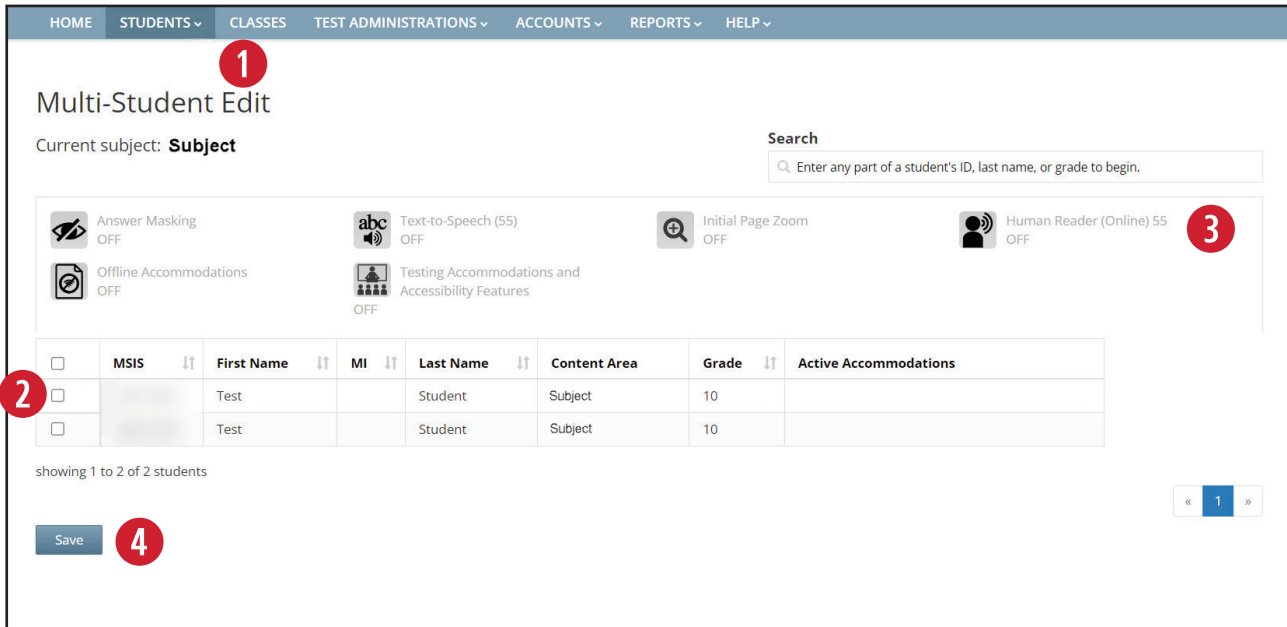
The following accommodations are available to students taking the test, according to their IEP/504/LSP:

**Text-to-Speech** reads the test to students using a device's speaker. (Headphones are recommended.) This is available only for accommodation 55. (Questions and answer choices will be read.)

**Human Reader (Online) 55** 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 accommodation 55.

**Note:** Due to the Literacy-Based Promotion Act, TTS and Human Reader accommodations will not be available for students taking the 3rd Grade Reading Alternative Assessment Retest. All directions to be read to students taking this assessment are contained in the *Test Administrator's Scripts*.

## Marking Accessibility Features and Accommodations for Multiple Students



**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, 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**.

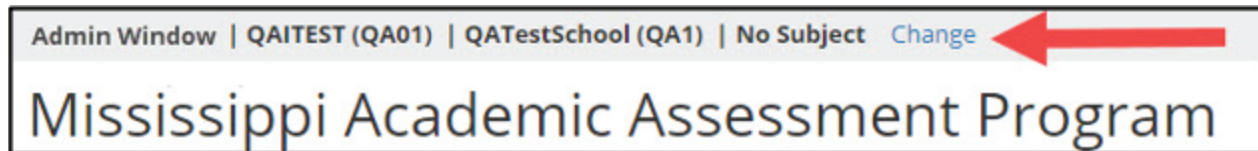
**Note:** For students using Paper/Pencil, Large Print, or Braille test books and for students using the Read-Aloud Script for online or offline testing, **the accommodation(s) MUST be marked in the students' profiles in Nextera Admin prior to testing.**

## Checking Student Accessibility Features and Accommodations

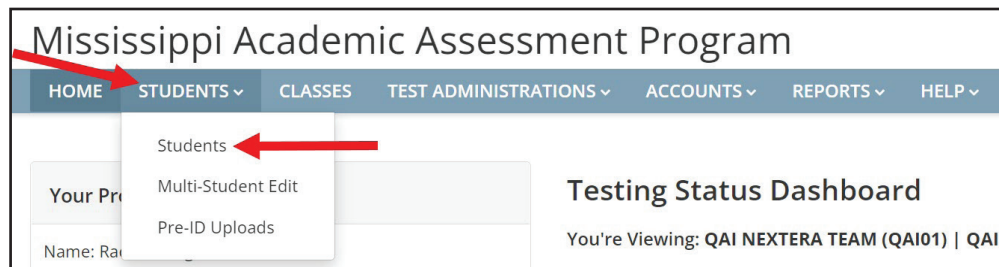
### Downloading a Student List

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

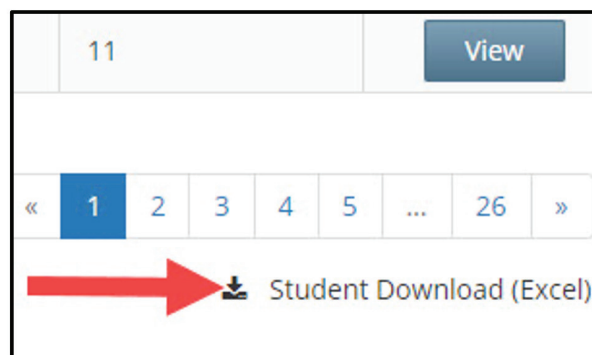
- At the top of the screen, select the **Change** button in order to select the Content Area you would like to view. Selecting a *Content Area* will filter the students that you see by assigned subject. If you leave the *Content Area* as **Make a Selection**, students assigned to all subjects will populate.



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



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

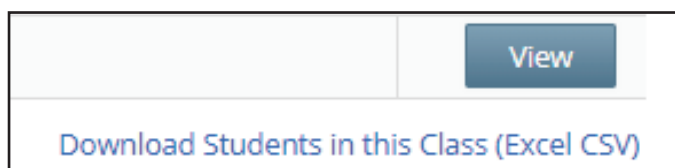


- Open the spreadsheet to confirm student accommodations are set correctly. Each student will have their own row, with the accommodations visible per student beneath the Accommodation and Accommodation Option columns.

## 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)**.



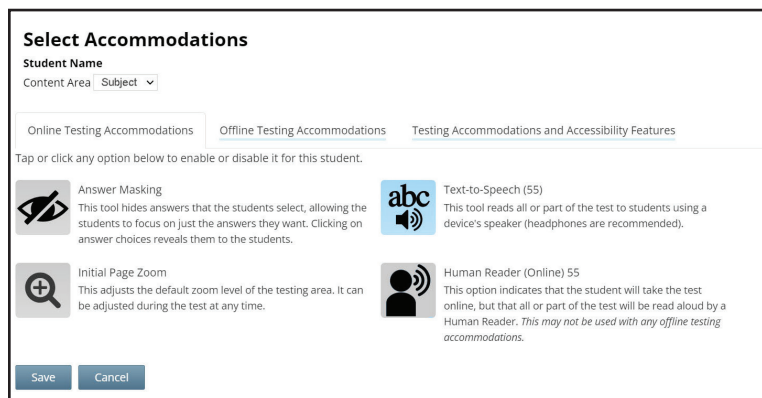
- 4 Open the spreadsheet to confirm student accommodations are set correctly.

## 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 outlined in their IEP, LSP, or 504 plan. The following instructions show the steps for setting each accommodation in Nextera Admin.

### Text-to-Speech Accommodation

- 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 (55)** icon.







**Select Accommodations**

Student Name  
Content Area Subject ▼

Online Testing Accommodations   Offline Testing Accommodations   Testing Accommodations and Accessibility Features

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

	<b>Answer Masking</b> 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.		<b>Text-to-Speech (55)</b> This tool reads all or part of the test to students using a device's speaker (headphones are recommended).
	<b>Initial Page Zoom</b> This adjusts the default zoom level of the testing area. It can be adjusted during the test at any time.		<b>Human Reader (Online) 55</b> 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>

Save Cancel

- 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.

✔ Successfully updated record for StudentFirst StudentLast.

## Human Reader (Online) 55 Accommodation

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 55 who will be taking the test online. This may not be used with any print variations.

### To Select Human Reader (Online) 55:

- 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 **Human Reader (Online) 55** icon.

### Select Accommodations

Student Name

Content Area: Subject

Online Testing Accommodations   Offline Testing Accommodations   Testing Accommodations and Accessibility Features

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 (55)**  
This tool reads all or part of the test to students using a device's speaker (headphones are recommended).

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

**Human Reader (Online) 55**  
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.

Save Cancel

- 6 Select **Save**.

Save

Cancel

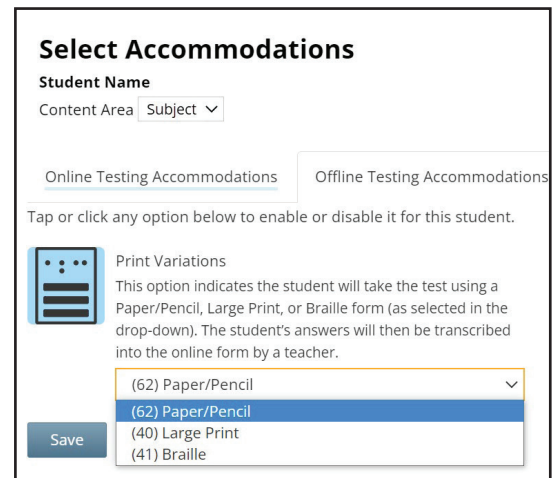
- 7 At the bottom of the *Edit Student Record* page, select **Save** again.

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 **(62) Paper/Pencil** option (if not already selected as the default), the **(40) Large Print** option, or the **(41) Braille** option.
- 8 Select **Save**.




**Select Accommodations**

Student Name \_\_\_\_\_

Content Area  Subject

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.

(62) Paper/Pencil

(62) Paper/Pencil

(40) Large Print

(41) Braille

Save

- 9 At the 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.

✓ Successfully updated record for StudentFirst StudentLast.

## Human Reader (Offline) 55 Accommodation

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 55 who will be taking the test using the Paper/Pencil, Large Print, or Braille test forms. Any student assigned a Human Reader (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 Human Reader (Offline) 55:

- 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 **Human Reader (Offline) 55** icon.


### Select Accommodations

Student Name


Content Area Subject

Online Testing Accommodations
Offline Testing Accommodations
Testing Accommodations and Accessibility Features

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.



**Human Reader (Offline) 55**  
This option indicates that the student will take the test on paper, but that all or part of the test will be read aloud by a Human Reader.

Save
Cancel

- 7 Select **Save**.

Save
Cancel

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

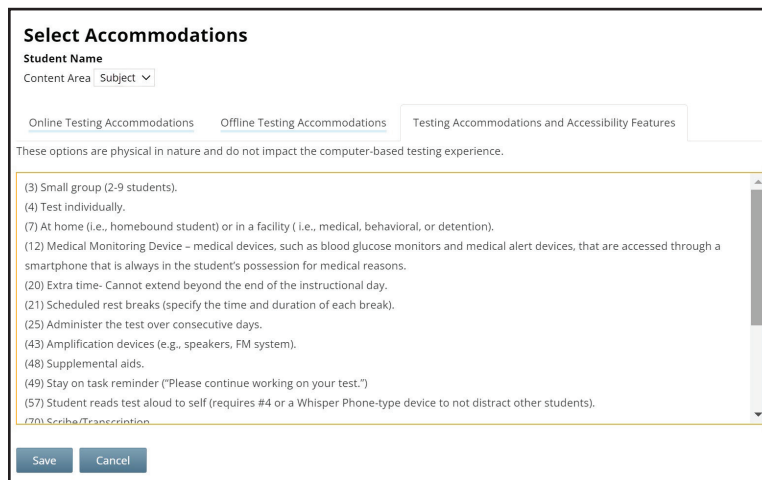
Save
Cancel



## Testing Accommodations and Accessibility Features

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

- 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 **Testing Accommodations and Accessibility Features** tab.
- 6 Select the appropriate option(s).



- 7 Select **Save**.



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



The “successfully updated record” notice will appear at the top of the page. You may need to scroll to the top of the page to view the successfully updated tab.

✔ Successfully updated record for StudentFirst StudentLast.

## Nextera Accommodations Guide

These tables 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.

### Text-to-Speech Accommodation

#### What TTS (55) Will Read:

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

**Note:** For 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.



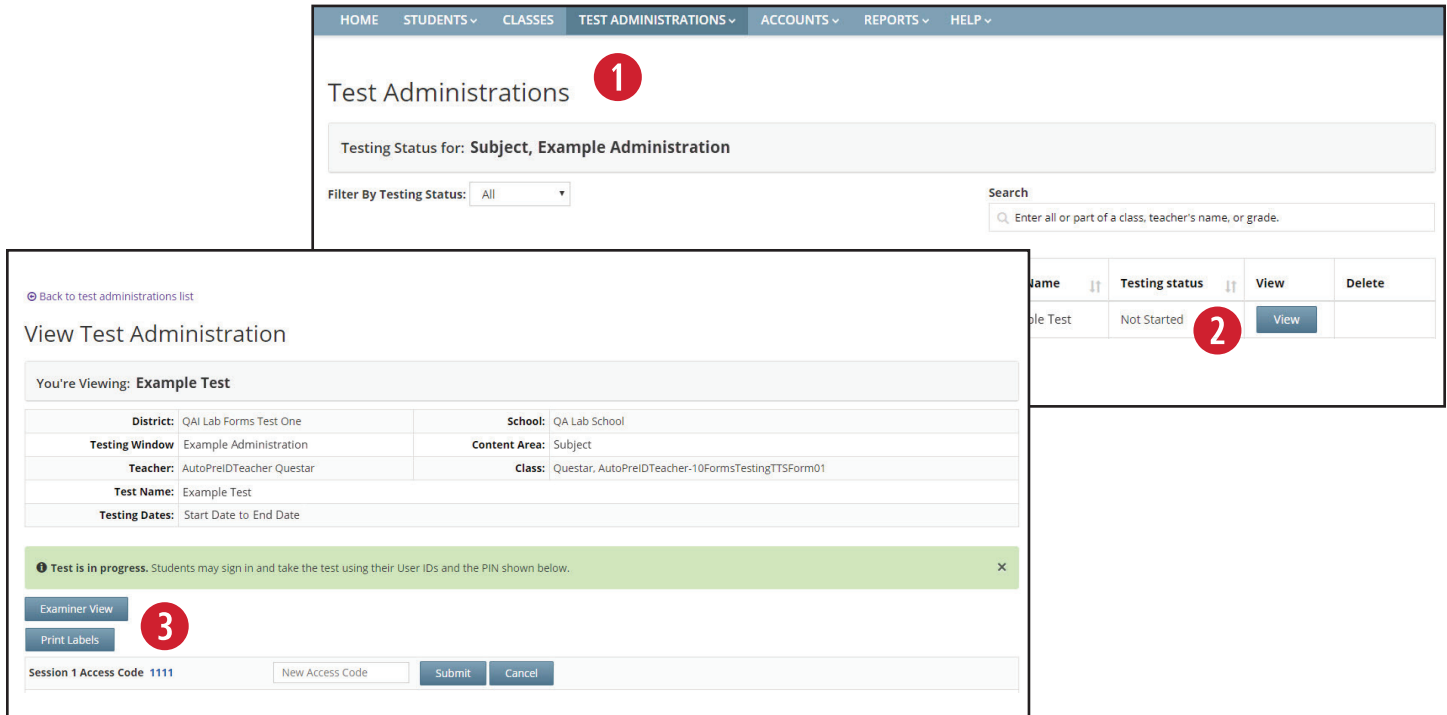
## Applying MDE Accommodations to Nextera

#	MDE Accommodation	Notes	Nextera: Online Testing Accommodations	Nextera: Offline Testing Accommodations	Nextera: Testing Accommodations and Accessibility Features
3	Small group (2–9 students).		N/A	N/A	Select (3)
4	Test individually.		N/A	N/A	Select (4)
7	At home (i.e., homebound student) or in a facility (i.e., medical, behavioral, or detention).		N/A	N/A	Select (7)
12	Medical Monitoring Device—Medical devices, such as blood glucose monitors and medical alert devices, that are accessed through a smartphone that is always in the student’s possession for medical reasons.		N/A	N/A	Select (12)
20	Extra time—Cannot extend beyond the end of the instructional day.		N/A	N/A	Select (20)
21	Scheduled rest breaks (specify the time and duration of each break).		N/A	N/A	Select (21)
25	Administer the test over consecutive days.  Refer to Note 4 in the <a href="#">Mississippi Testing Accommodations Manual</a> .	Reference the <a href="#">MAAP Accommodation 25 Stopping Points Guidance</a> .	N/A	N/A	Select (25)
40	Large Print. (paper version)		N/A	<b>Print Variations — (40) Large Print</b>	N/A

#	MDE Accommodation	Notes	Nextera: Online Testing Accommodations	Nextera: Offline Testing Accommodations	Nextera: Testing Accommodations and Accessibility Features
41	Braille.  Refer to Note 17 in the <a href="#">Mississippi Testing Accommodations Manual</a> .		N/A	<b>Print Variations — (41) Braille</b>	N/A
48	Supplemental aids.		N/A	N/A	Select (48)
49	Stay on task reminder. ("Please continue working on your test.")		N/A	N/A	Select (49)
55	Read test questions and answer choices.  Refer to Notes 6 & 7 in the <a href="#">Mississippi Testing Accommodations Manual</a> .	Questions and answer choices will not be read for Grade 3 ELA Session 1.	<b>Text-to-Speech — (55) TTS</b> or <b>Human Reader (Online) 55</b>	If a Print Variation is present, select <b>Human Reader (Offline) 55</b>	N/A
57	Student reads test aloud to self (requires #4 or a Whisper Phone-type device to not distract other students).		N/A	N/A	Select (57)
62	Paper/Pencil test.		N/A	<b>Print Variations — (62) Paper/Pencil</b>	N/A
70	Scribe/Transcription.  Refer to Note 8 in the <a href="#">Mississippi Testing Accommodations Manual</a> .	Used primarily for Paper/Pencil forms.  Answers must be transcribed into the online system according to the test security plan.	N/A	N/A	Select (70)
75	Braille write/Braille note-taker.		N/A	N/A	Select (75)

#	MDE Accommodation	Notes	Nextera: Online Testing Accommodations	Nextera: Offline Testing Accommodations	Nextera: Testing Accommodations and Accessibility Features
76	Assistive technology devices/computer software programs used to facilitate communication for students with limited expressive language ability (e.g., Proloquo2Go).		N/A	N/A	Select (76)
77	Speech-to-Text (STT) without auto-correct features.	Refer to the Speech-to-Text Guidance page 23 in the <a href="#">Mississippi Testing Accommodations Manual</a> .	N/A	N/A	Select (77)
81	Bilingual glossary. Refer to Note 16 in the <a href="#">Mississippi Testing Accommodations Manual</a> .		N/A	N/A	Select (81)
83–99	Other allowable accommodation(s) or accessibility feature(s). Detail specific accommodation(s) or accessibility feature(s) on the IEP or 504 plan.		N/A	N/A	Select (OTHER)

## Printing Student Login Credentials



The screenshot shows the 'Test Administrations' page in a web application. The navigation bar at the top includes links for HOME, STUDENTS, CLASSES, TEST ADMINISTRATIONS (highlighted with a red circle 1), ACCOUNTS, REPORTS, and HELP. Below the navigation bar, the page title is 'Test Administrations'. A filter section shows 'Testing Status for: Subject, Example Administration' and a 'Filter By Testing Status' dropdown set to 'All'. A search bar is also present. Below the search bar, there is a table with columns: Name, Testing status, View, and Delete. The table contains one row for 'Example Test' with a status of 'Not Started' and a 'View' button (highlighted with a red circle 2). To the left of the table, there is a 'View Test Administration' section. It shows details for 'Example Test', including District, School, Testing Window, Content Area, Teacher, Class, Test Name, and Testing Dates. Below this, a green banner indicates 'Test is in progress'. At the bottom of the 'View Test Administration' section, there are buttons for 'Examiner View' and 'Print Labels' (highlighted with a red circle 3). Below these buttons, 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**. The options for printing labels include Avery 5160, Avery 5163, Student Roster, Download CSV file, and Individual Test Ticket.

**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**.

## Handling Secure Materials

### Receiving Materials

Accommodated materials will be packed in boxes by school but will be shipped to the District Test Coordinator. The DTC MUST store materials in a secure location until distributing them to schools. It is recommended that secure materials leave the district office no more than three school days before the start of testing. The MDE will provide individual guidance to districts with special configurations, as needed. In the shipment, DTCs will receive a District Return Kit to use after testing. Included in the District Return Kit are a blank Secure Material Transmittal Form, Box Labels, and UPS Return Labels. If the contents do not match the box content list, the DTC must contact NWEA Customer Support.

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

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 NWEA 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.

[illegible]

## Day of Testing

Secure materials to distribute include the following:

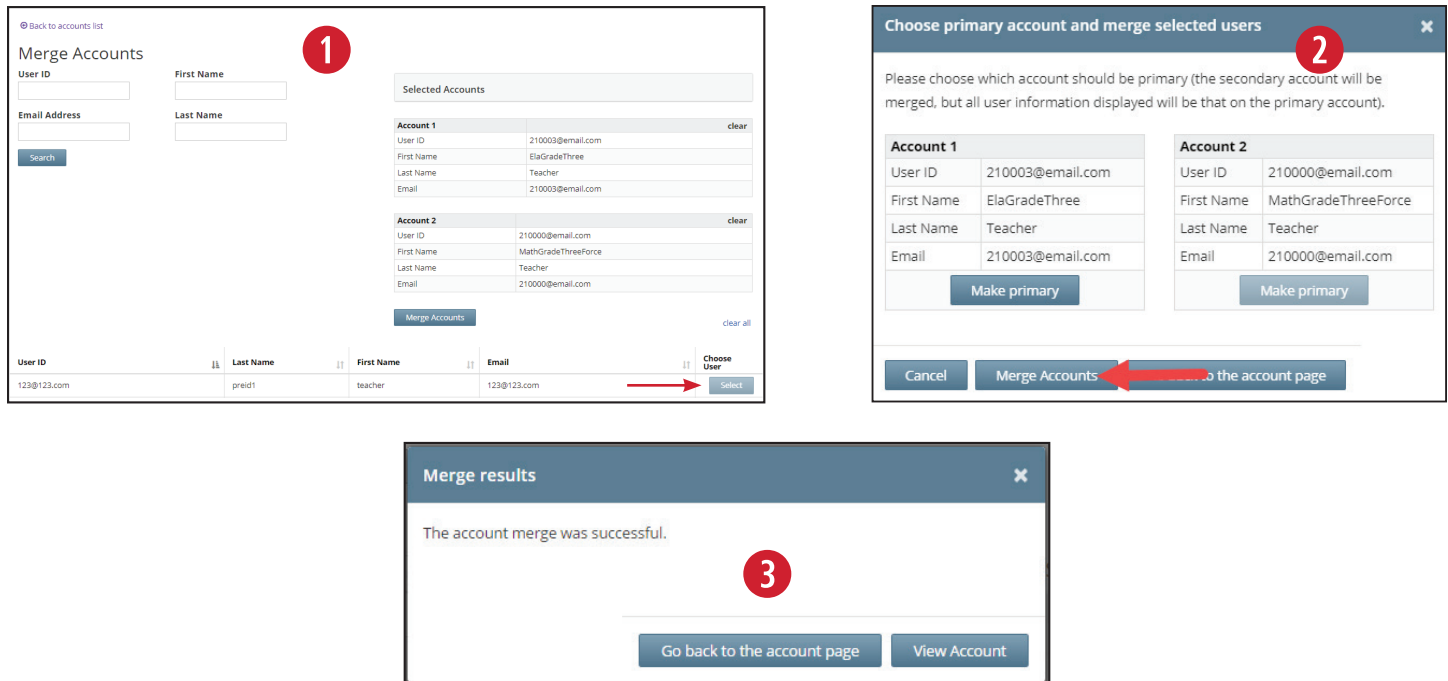
- After testing is complete, all secure materials (including scratch paper) must be provided to the DTC. The DTC must then return all accommodated test books to NWEA.



## District Test Coordinators

These tasks are specific to the roles and responsibilities of the District Test Coordinator.

### Merge User Accounts



**1** Merge Accounts

Back to accounts list

Search

User ID: 123@123.com, Last Name: preid1, First Name: teacher, Email: 123@123.com

**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**

User ID	210003@email.com
First Name	ElaGradeThree
Last Name	Teacher
Email	210003@email.com

**Account 2**

User ID	210000@email.com
First Name	MathGradeThreeForce
Last Name	Teacher
Email	210000@email.com

**3** Merge results

The account merge was successful.

Go back to the account page | View Account

In Nextera Admin, the STC and DTC roles share many similar options for managing user accounts as well as viewing, adding, and editing teacher, student, and class data. If you need guidance on signing in to Nextera Admin, follow the instructions on [page 10](#). If you need guidance on other account management capabilities in Nextera Admin, find the appropriate section starting on [page 12](#). The instructions below will walk you through a DTC-specific responsibility of merging user accounts.

A 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.

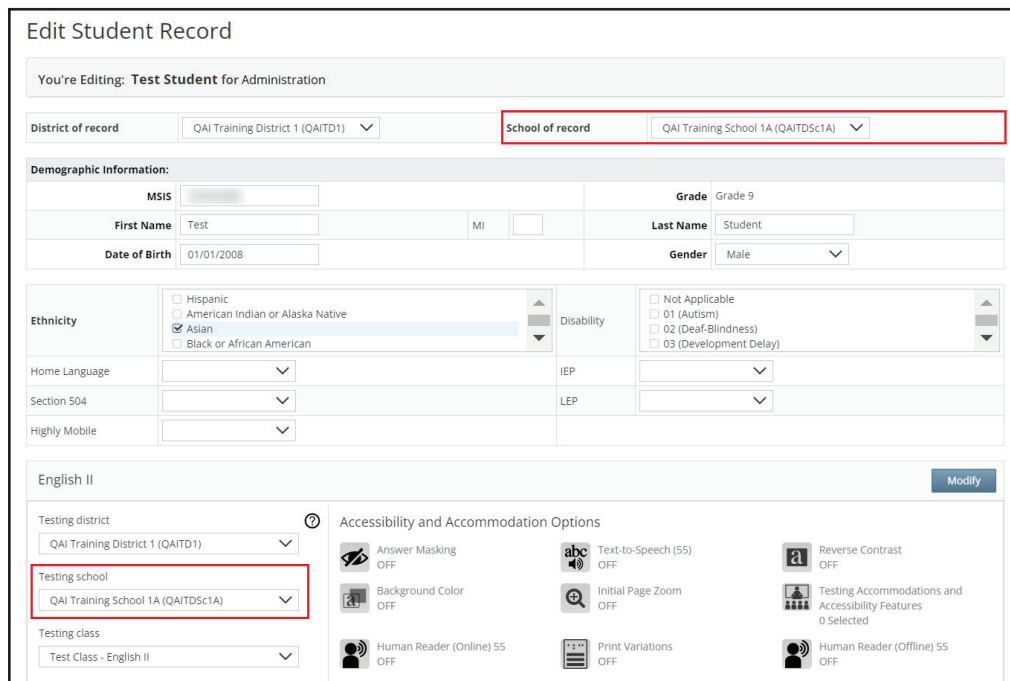
**Note:** Only one individual can be listed as the DTC, and only one STC can be active per school. However, multiple District Level Users and Building Level Users can be added. Additionally, Teachers will be pre-populated into Nextera Admin after student Pre-ID files from the state are loaded by NWEA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

## 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.



**Edit Student Record**

You're Editing: **Test Student for Administration**

District of record: QAI Training District 1 (QAIDT1) School of record: QAI Training School 1A (QAIDSc1A)

**Demographic Information:**

MSIS: [Redacted] Grade: Grade 9

First Name: Test MI: [Redacted] Last Name: Student

Date of Birth: 01/01/2008 Gender: Male

**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: [Redacted] IEP: [Redacted]

Section 504: [Redacted] LEP: [Redacted]

Highly Mobile: [Redacted]

**English II** Modify

Testing district: QAI Training District 1 (QAIDT1)

Testing school: QAI Training School 1A (QAIDSc1A)

Testing class: Test Class - English II

**Accessibility and Accommodation Options**

Answer Masking: OFF

Background Color: OFF

Text-to-Speech (SS): OFF

Initial Page Zoom: OFF

Print Variations: OFF

Human Reader (Online) SS: OFF

Human Reader (Offline) SS: OFF

Reverse Contrast: OFF

Testing Accommodations and Accessibility Features: 0 Selected

- 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.

## Registration

During the Registration window, DTCs will order accommodated materials (test books) for each school in the district. This section walks DTCs through this process.

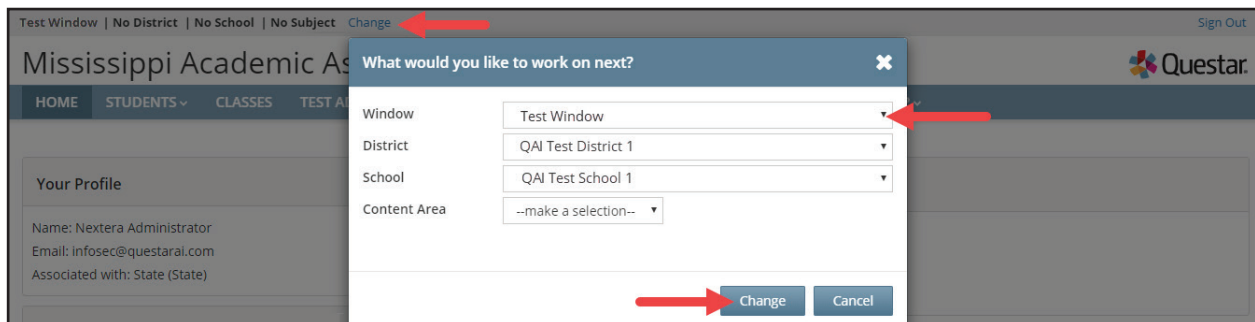
If Registration is not completed during the Registration window, accommodated materials will need to be ordered by the DTC during the Additional Material Order (AMO) window instead by following the steps outlined in the *Additional Material Orders* section in this manual. Refer to the *Important Dates* page under the **TEST ADMINISTRATIONS** tab in Nextera Admin to view the dates for both the Registration window and AMO window.

**Note:** For information on assigning student accommodations in Nextera, such as Large Print or Braille, consult the *Marking Accommodations for a Student* section of this manual.

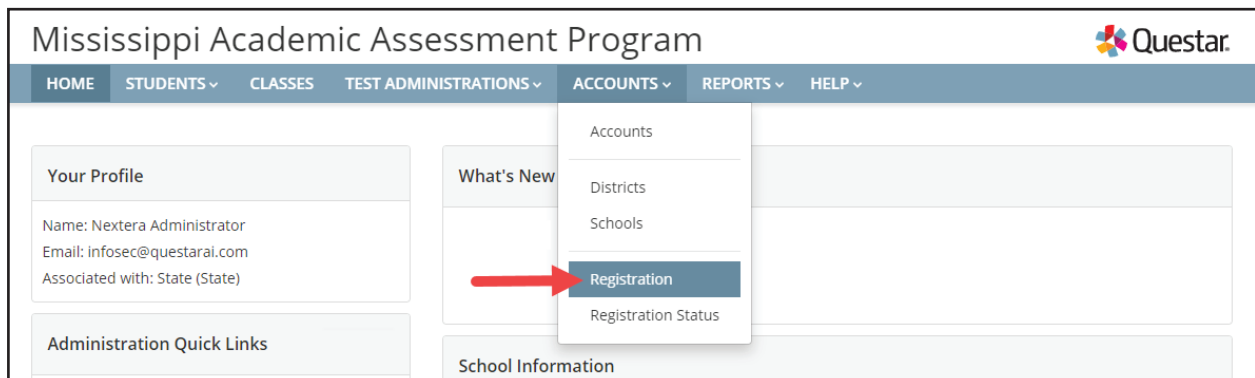
### To Begin Registration:

Before you begin, ensure the gray bar at the top of the screen displays the test window for which you would like to order accommodated materials.

- 1 Select the **Change** link in the gray bar at the top of the Nextera Admin site. Then select the appropriate test window from the *Window* drop-down and select **Change**.

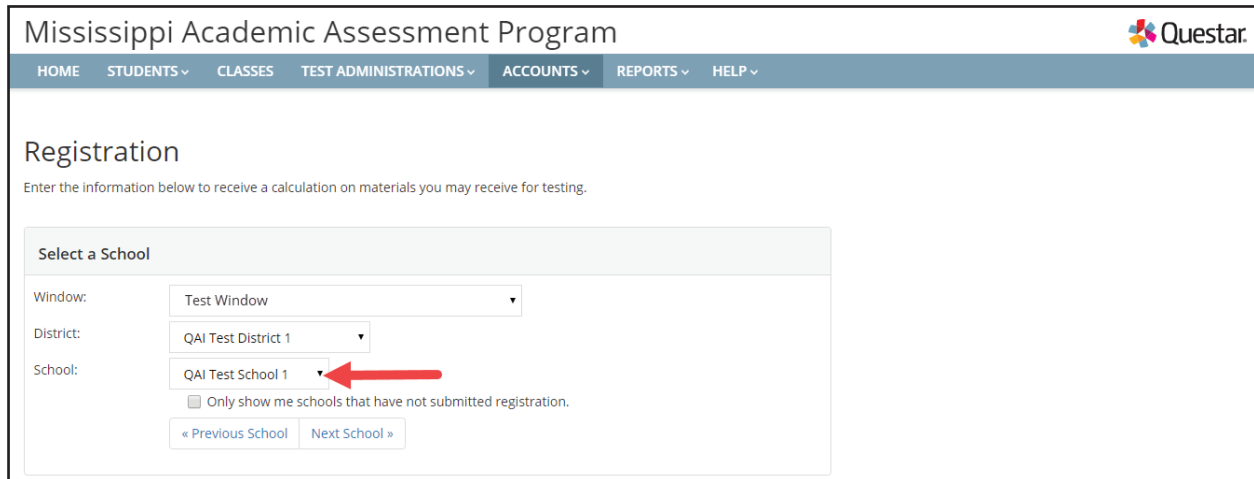


- 2 From the **ACCOUNTS** tab, select **Registration**.



The *Registration* page will display.

**3** Select the applicable school from the *School* drop-down.



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### Registration

Enter the information below to receive a calculation on materials you may receive for testing.

**Select a School**

Window: Test Window

District: QAI Test District 1

School: QAI Test School 1

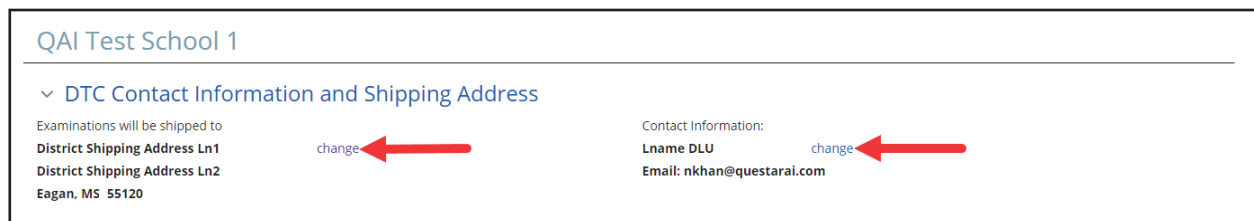
☐ Only show me schools that have not submitted registration.

« Previous School Next School »

### To Update the District Shipping Address:

Before completing registration, it is important to first verify the district shipping address and contact information. Follow the steps below to both verify and update this information, if needed.

**1** Under *DTC Contact Information and Shipping Address*, select **change** if you need to update the shipping address or DTC/DLU contact information.



QAI Test School 1

▼ DTC Contact Information and Shipping Address

Examinations will be shipped to

District Shipping Address Ln1 change

District Shipping Address Ln2

Eagan, MS 55120

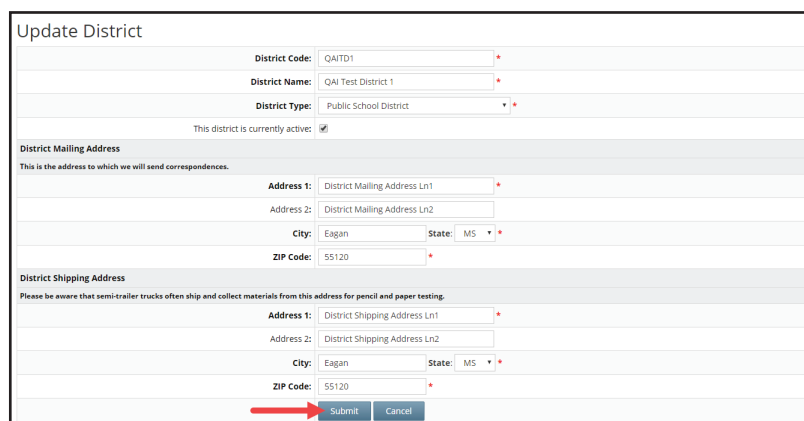
Contact Information:

Lname DLU change

Email: nkhan@questarai.com

The *Update District* page will display if you select **change** next to the shipping address.

**2** On this page, make the necessary changes, and then select **Submit** to save your changes.



Update District

District Code: QAITD1

District Name: QAI Test District 1

District Type: Public School District

This district is currently active: ☒

**District Mailing Address**

This is the address to which we will send correspondences.

Address 1: District Mailing Address Ln1

Address 2: District Mailing Address Ln2

City: Eagan State: MS

ZIP Code: 55120

**District Shipping Address**

Please be aware that semi-trailer trucks often ship and collect materials from this address for pencil and paper testing.

Address 1: District Shipping Address Ln1

Address 2: District Shipping Address Ln2

City: Eagan State: MS

ZIP Code: 55120

Submit Cancel

You will be taken to the *Districts* page and must navigate back to the *Registration* page. Before continuing, ensure the correct school is selected from the *School* drop-down on the *Registration* page.

## To Enter and Submit Accommodated Material Counts:

- 1 Enter accommodated material counts for each row of the table as needed. Each row is specific to a particular content area/grade.

**Note:** The student counts entered in the *Testing Online* column will not be used by NWEA, so these fields are optional.

▼ Accommodated Materials

**NOTE:** Schools will receive the numbers of each material entered in the table below.

Test Name	Accommodated Materials			TOTALS
	Large Print	Braille	Paper/Pencil	
English II	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Algebra I	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Save and Calculate

When you are finished and/or would like to save the counts entered, select **Save and Calculate**. After doing so, if you navigate away from the *Registration* page, your counts will still be saved but NOT submitted.

- 2 Once you have verified all the counts entered are correct, select **Submit Material Order**.

**Note:** Fields in the table will turn gray to indicate that submission has been completed.

▼ Accommodated Materials

**NOTE:** Schools will receive the numbers of each material entered in the table below.

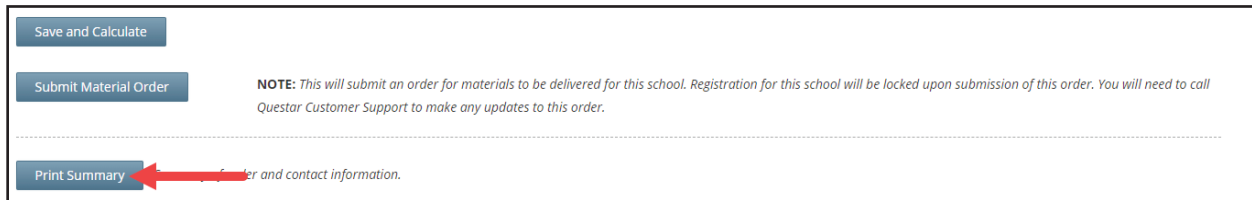
Test Name	Accommodated Materials			TOTALS
	Large Print	Braille	Paper/Pencil	
English II	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Algebra I	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Save and Calculate

Submit Material Order

**NOTE:** This will submit an order for materials to be delivered for this school. Registration for this school will be locked upon submission of this order. You will need to call Questar Customer Support to make any updates to this order.

- 3 Select **Print Summary** to print a summary of your order for your records.



Save and Calculate

Submit Material Order

**NOTE:** This will submit an order for materials to be delivered for this school. Registration for this school will be locked upon submission of this order. You will need to call Questar Customer Support to make any updates to this order.

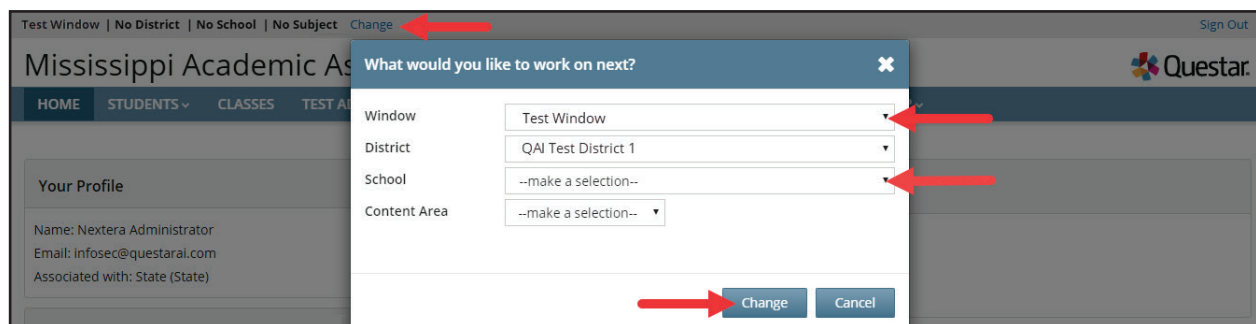
Print Summary

- 4 Repeat all the previous steps for each school in your district that requires accommodated materials for testing.

### To Verify School Registration Status:

- 1 Select the **Change** link in the gray bar at the top of the Nextera Admin site. Select the appropriate test window from the *Window* drop-down.

To view the registration summary for all schools in the district, select **—make a selection—** from the *School* drop-down. To view the registration summary for just a specific school, select that school from the drop-down. Then select **Change**.



Test Window | No District | No School | No Subject | **Change**

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Your Profile

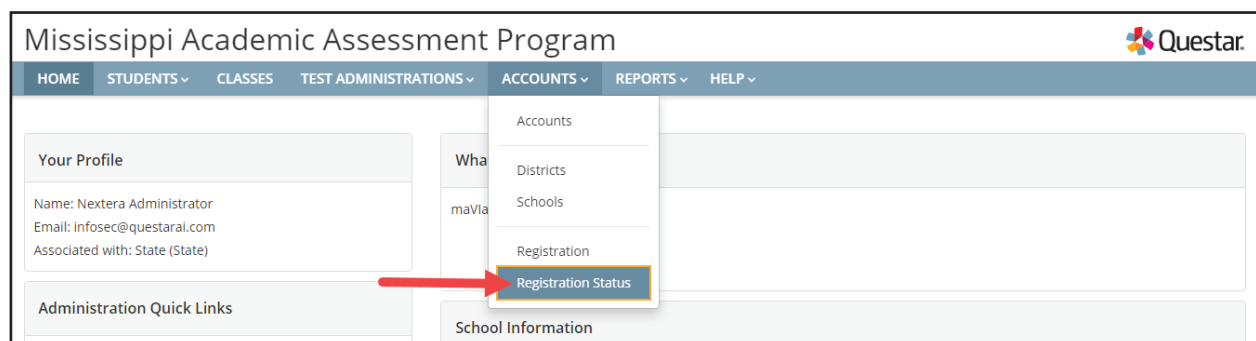
Name: Nextera Administrator  
Email: infosec@questarai.com  
Associated with: State (State)

What would you like to work on next?

Window: Test Window  
District: QAI Test District 1  
School: --make a selection--  
Content Area: --make a selection--

Change Cancel

- 2 From the **ACCOUNTS** tab, select **Registration Status**.



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Your Profile

Name: Nextera Administrator  
Email: infosec@questarai.com  
Associated with: State (State)

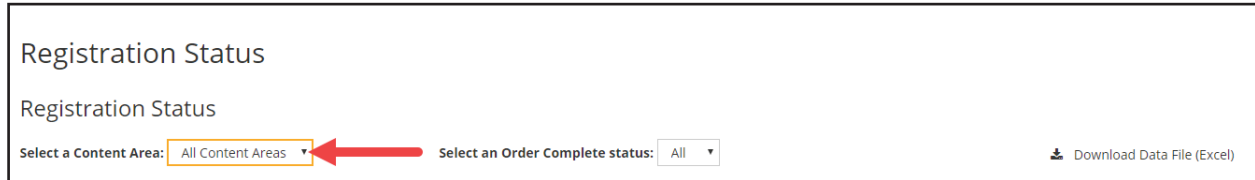
Administration Quick Links

Accounts  
Districts  
Schools  
**Registration**  
**Registration Status**

School Information

The *Registration Status* page will display.

- 3 Select whether you would like to view all content areas or a specific content area using the *Select a Content Area* drop-down.



Registration Status

Registration Status

Select a Content Area: All Content Areas ▼ Select an Order Complete status: All ▼ Download Data File (Excel)

- 4 You can use the *Select an Order Complete status* drop-down to filter the results on whether a school's order has been submitted.



Registration Status

Registration Status

Select a Content Area: All Content Areas ▼ Select an Order Complete status: All ▼ Download Data File (Excel)

- 5 To generate a Microsoft Excel file containing the registration summary data displayed on the screen, select the **Download Data File (Excel)** link.



Registration Status

Registration Status

Select a Content Area: All Content Areas ▼ Select an Order Complete status: All ▼ Download Data File (Excel)

## Pre-ID File Upload Overview

This section contains step-by-step instructions for DTCs and District Level Users (DLUs) on using the Pre-ID portal to upload students, as well as update student records, class details, and teacher information in Nextera Admin. This does not replace the requirement for districts to update student information in the Mississippi Student Information System (MSIS). This process only applies to uploading supplementary information into Nextera Admin.

The Pre-ID upload process in Nextera Admin allows DTCs/DLUs the ability to mass upload re-testers and other students instead of having to manually enter each student. When utilizing this process, DTCs/DLUs will be able to enter the student(s), place them in a class, and assign the teacher all at once. Please note that any MAAP accommodation(s) information will need to be manually selected in the individual student record(s) once they have been uploaded into Nextera Admin. Uploading student information through a Pre-ID file requires processing time. Allow 24 hours between upload and printing of student logins.

Below is a high-level description of the Pre-ID upload process, and detailed instructions can be found on the subsequent pages.

### High-Level Process

#### Prepare the file

- Use the Pre-ID file template.
- Follow the file type and line item formatting rules as listed in the *Pre-ID File Formatting Rules* section.

#### Upload the file in Nextera Admin

- Select **Pre-ID Uploads** from the **STUDENTS** tab.
- Select **Upload a new Pre-ID file**.
- Select the test administration.
- Select the file to upload.
- Select **Upload file for processing** to check for errors and to proceed with the data upload.

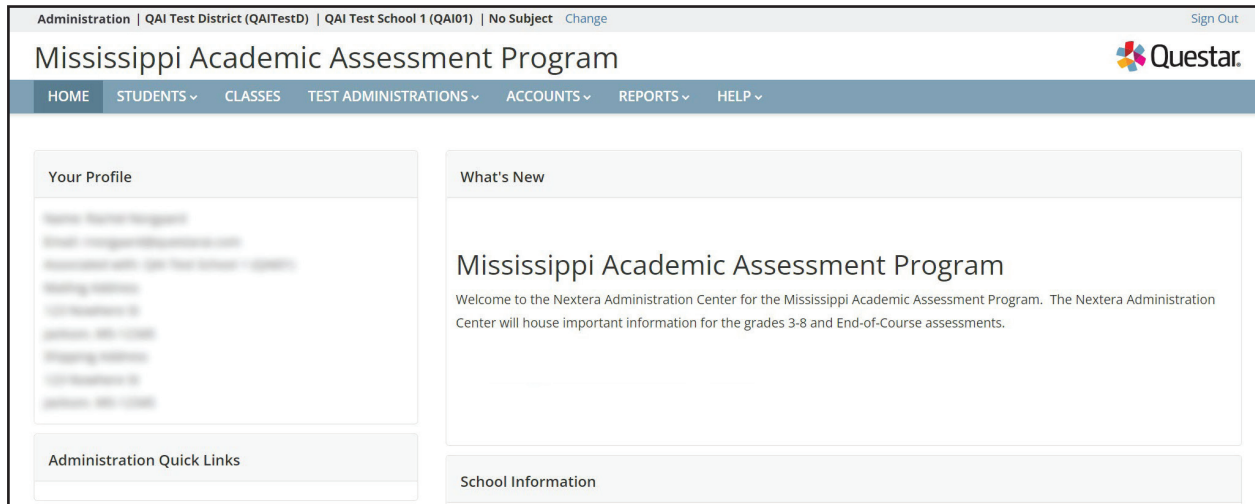


## Downloading the Pre-ID File Template

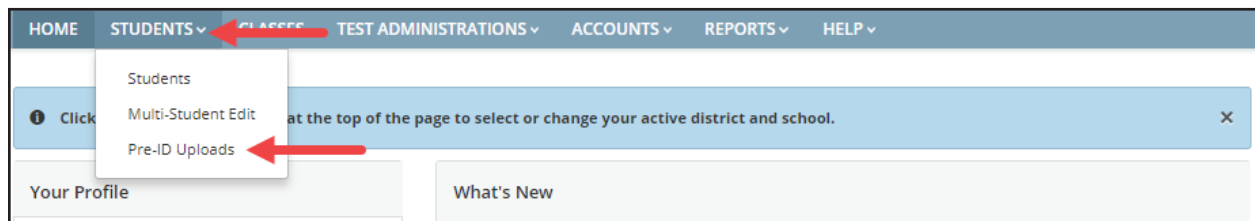
Users can download the template by completing the following steps:

- 1 Sign in to Nextera Admin.

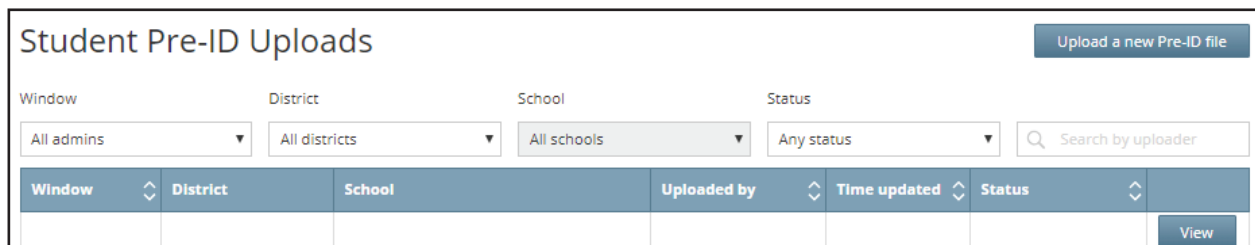
The *HOME* page displays.



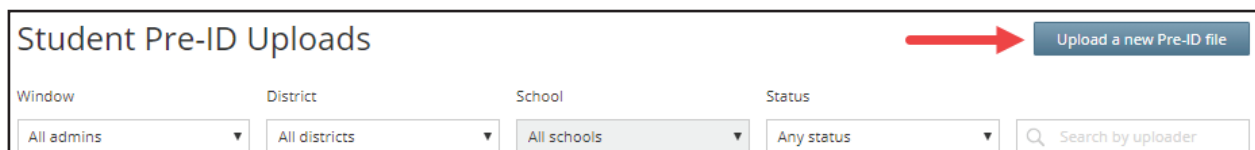
- 2 Select **Pre-ID Uploads** from the **STUDENTS** tab.



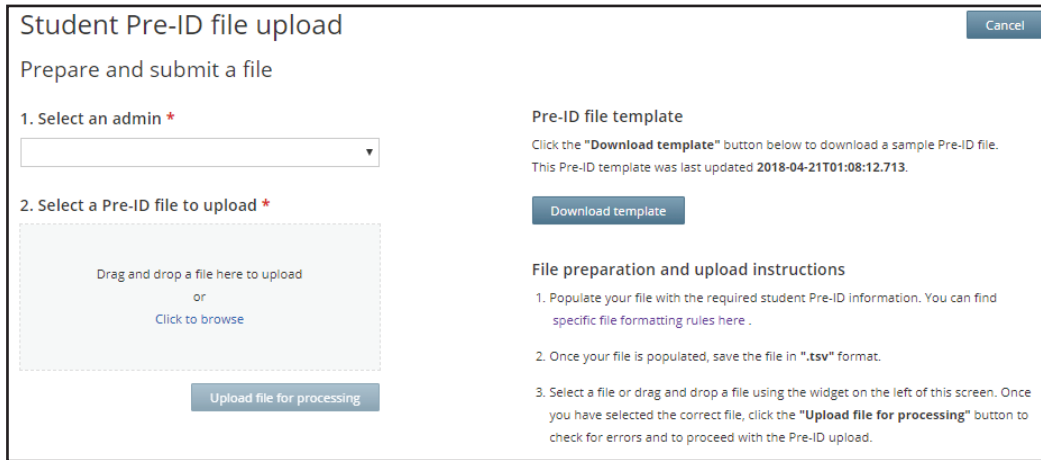
The *Student Pre-ID Uploads* page displays.



- 3 Select **Upload a new Pre-ID file**.



The *Student Pre-ID file upload* page displays.



**Student Pre-ID file upload** Cancel

Prepare and submit a file

1. Select an admin \*

2. Select a Pre-ID file to upload \*

Drag and drop a file here to upload  
or  
[Click to browse](#)

Upload file for processing

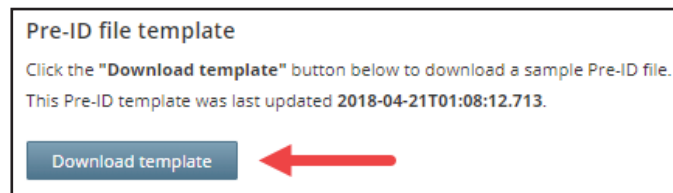
**Pre-ID file template**  
Click the "**Download template**" button below to download a sample Pre-ID file.  
This Pre-ID template was last updated **2018-04-21T01:08:12.713**.

Download template

**File preparation and upload instructions**

1. Populate your file with the required student Pre-ID information. You can find [specific file formatting rules here](#).
2. Once your file is populated, save the file in ".tsv" format.
3. Select a file or drag and drop a file using the widget on the left of this screen. Once you have selected the correct file, click the "**Upload file for processing**" button to check for errors and to proceed with the Pre-ID upload.

#### 4 Select **Download template**.



**Pre-ID file template**  
Click the "**Download template**" button below to download a sample Pre-ID file.  
This Pre-ID template was last updated **2018-04-21T01:08:12.713**.

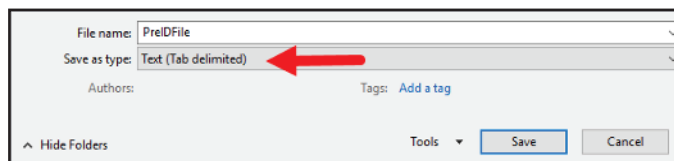
Download template

See the *Pre-ID File Formatting Rules* section for details on the file type and item line formatting rules for Pre-ID files.

### Converting a Pre-ID File to .tsv Format

A Pre-ID file must be saved as a .tsv file type before uploading it in Nextera Admin. Users can follow this process to save a Microsoft Excel file as a .tsv file:

- 1 Download and open the Pre-ID file template.
- 2 Enter or paste the data into the corresponding columns.
- 3 Select **File > Save As**. Then select the applicable location to save the file.
- 4 Change the *Save as type* to **Text (Tab delimited)**.



File name:

Save as type: Text (Tab delimited)

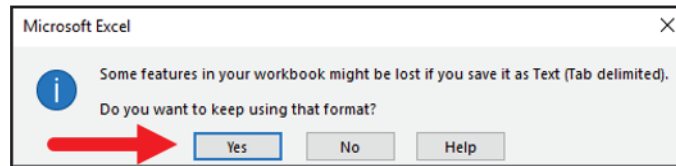
Authors:

Tags: [Add a tag](#)

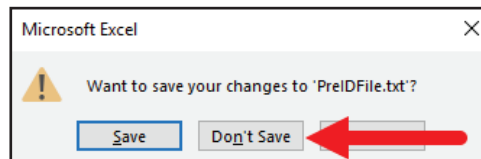
Hide Folders Tools Save Cancel

- 5 Enter a file name and select **Save**.

- 6 A pop-up message displays stating “Some features in your workbook might be lost if you save it as Text (Tab delimited). Do you want to keep using that format?” Select **Yes**.



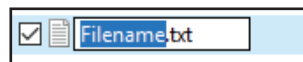
- 7 When you select to close the file, a pop-up message displays stating “Want to save your changes to ‘<filename>.txt’?” Select **Don’t Save**.



- 8 Navigate to the location of the saved file. It will have a .txt extension that must be changed to .tsv instead.

**Note:** If you do not see the file extension in the name, ensure your operating system is set to view file extensions.

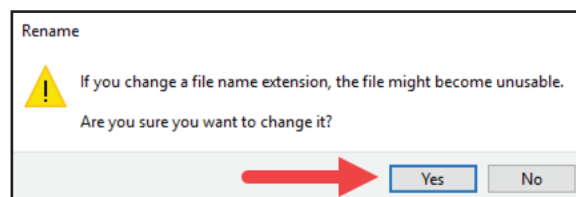
- 9 Select the file name to edit the name.



- 10 Change the .txt file extension to .tsv instead.



- 11 A pop-up message displays stating “If you change a file name extension, the file might become unavailable. Are you sure you want to change it?” Select **Yes**.



## Uploading a Pre-ID File

Once the student Pre-ID file is prepared, complete the following steps to upload the student data in Nextera Admin.

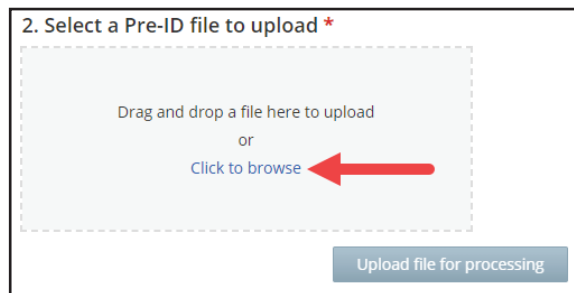
- 1 Use the drop-down menu to select the appropriate admin. Test windows that are in a “testing not started” or a “testing in progress” status are active.



1. Select an admin \*

**Note:** Test windows that are in a “testing finished” status are grayed out and are not selectable.

- 2 Drag and drop the file or use the **Click to browse** link to search for the file.



2. Select a Pre-ID file to upload \*

Drag and drop a file here to upload  
or  
[Click to browse](#)

Upload file for processing

If the file type is not in the proper format, one of the following messages will display:



The file you are trying to drop is invalid.

The file type you have selected is not supported.  
Please try again.

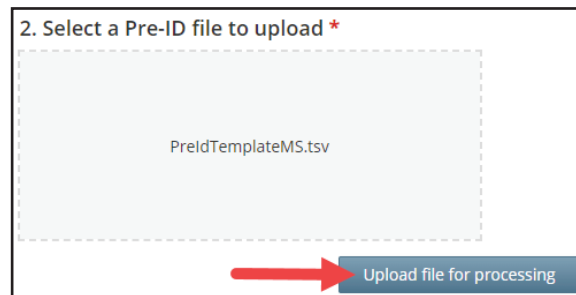
Drag and drop files here to upload  
or  
[Click to browse](#)

If the file type is in the proper format, the file name will display:

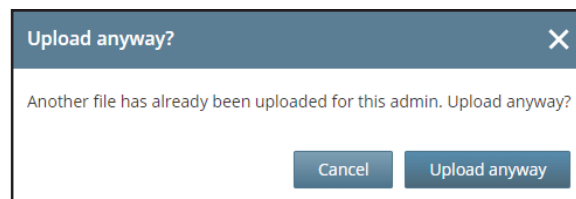


PreIdTemplateMS.tsv

3 Select **Upload file for processing**.



4 If you or another user has already uploaded a student Pre-ID file for the testing window, the following message displays:



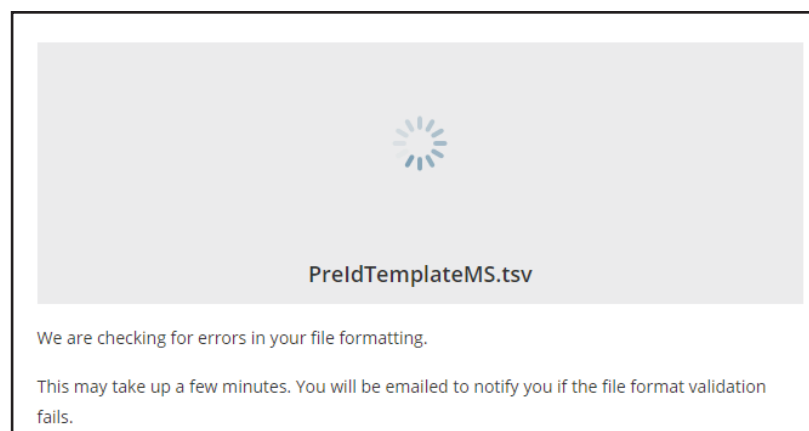
If the newer file has duplicated records from the prior file, the new file will override the prior file.

- Select **Upload anyway** to continue the upload and proceed to the next step.

Or

- Select **Cancel** to cancel the upload.

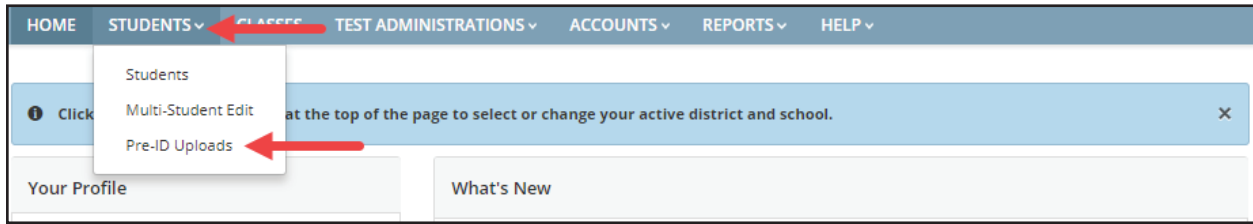
The following image shows what will display on the page as the system checks for errors in the file formatting. If errors exist, you will receive a notification at the email address associated with your Nextera user account.



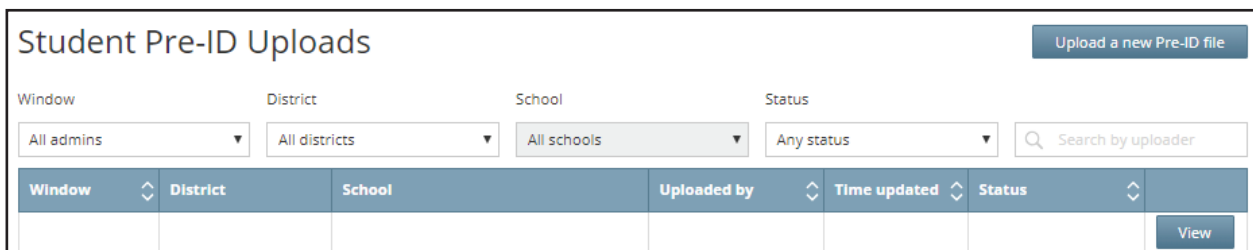
5 The time needed to complete this process depends on the file size, internet connectivity, and network speed. Once the process is completed, you will receive a confirmation at the email address associated with your Nextera user account.


## Viewing the Status of a Pre-ID File

- 1 Select **Pre-ID Uploads** from the **STUDENTS** tab.



The *Student Pre-ID Uploads* page displays.

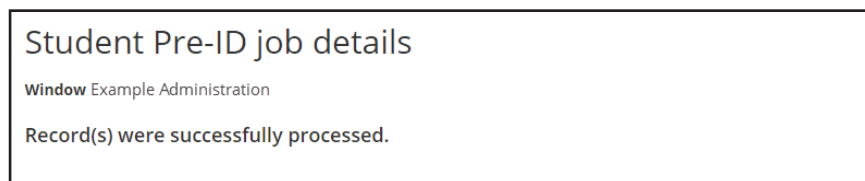


- 2 Use the search field, filter, or sort functionalities to locate the Pre-ID file you wish to view.
  - You can search results by the uploader's name.
  - You can filter results by administration window, district, school, and upload status.
  - You can sort results by the administration window, uploader, upload date, and status by selecting the  icon in each column.

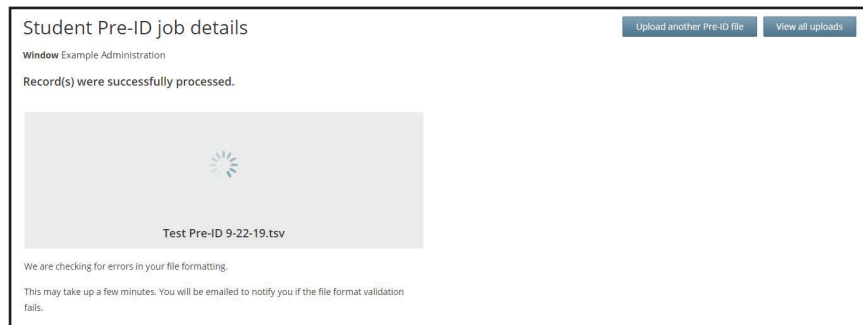
- 3 Select **View** for the Pre-ID file you wish to view.

Window	District	School	Uploaded by	Time updated	Status	
Testing Window	QAITEST (QA01)	LCdemoPreld13 (demoPreld13)	Leah Cronk	04/12/18	Success	

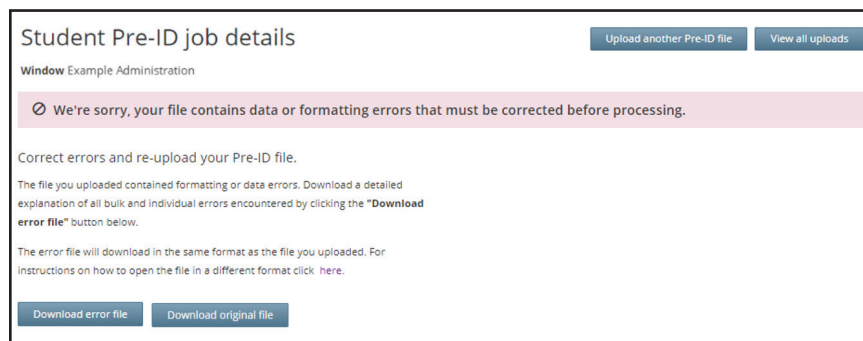
If the file is complete, the page will display a message similar to the following image:



If the file is in progress, an image similar to the following displays:



If the file has errors, an image similar to the following displays with the reason(s) for the errors and a link to an error file that details the records having errors:



Before the upload process completes, you will need to correct the file. (See the *Pre-ID File Troubleshooting* section for details.) You can view details of the error(s) by selecting **Download error file** or **Download bulk error file** (in case of bulk errors). Update the applicable fields in the Pre-ID file and complete the upload process again.

## Pre-ID File Troubleshooting

Here are a few warning and error messages that may display for a Pre-ID file upload:

### Peak Hours Message

Records cannot be loaded during peak hours from 5:00 a.m. to 4:00 p.m. CT. The following warning will display, and an email will be received once the file is processed according to the priority in the queue.

Your file is in the queue to be processed. Records cannot be loaded during peak hours.

We have queued your file and it will be automatically be processed once peak hours end and we have processed any other files ahead of it in the queue. You will be notified by email once processing is completed. You may also check the status of your upload from the Student Pre-ID Uploads page at any time.

If there are any records with errors you will need to correct and re-upload them, while any valid records will be processed.

### Errors relating to the class identifier in the Pre-ID file

Class identifier errors can be resolved by comparing the class identifier fields in the Pre-ID file to the list of classes in Nextera Admin and making the necessary updates.

### Errors relating to line item formatting

Line item formatting errors can be resolved by updating the applicable fields in the Pre-ID file to match the *Pre-ID File Formatting Rules* section.

Sample error messages of this type include the following:

- “The [field name] is required. Please provide [field name].”
- “The value(s) entered for the following column(s) are invalid: [field name]. Please correct [field name] to match the acceptable value provided in the help documentation.”



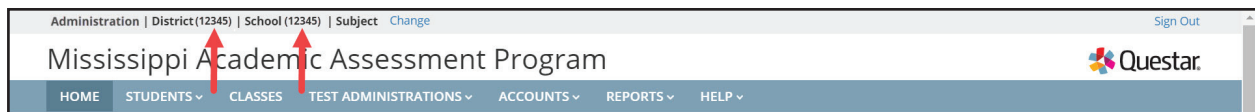
## Errors relating to the district and/or school ID in the Pre-ID file

Errors relating to the district and/or school ID in the Pre-ID file can be resolved by updating the applicable district and/or school ID in the Pre-ID file.

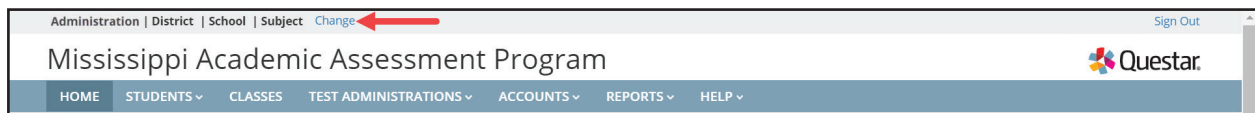
To locate the district and/or school ID in Nextera Admin, complete the following steps:

- 1 Sign in to Nextera Admin.

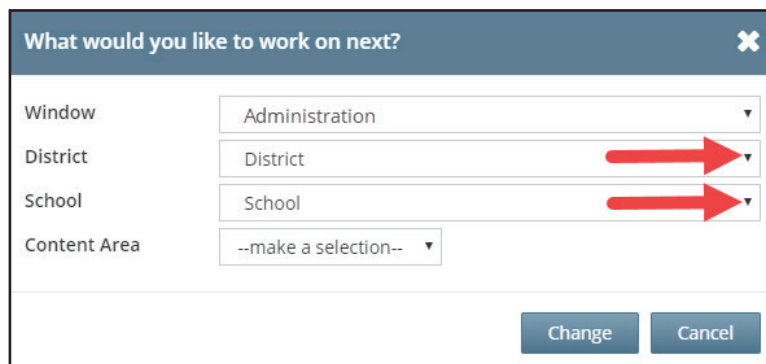
The *HOME* page displays with the district and/or school ID in parentheses at the top of the window.



- 2 To locate the ID for a different district or school, select **Change**.



The “What would you like to work on next?” window displays.

A screenshot of a dialog box titled "What would you like to work on next?". It contains four dropdown menus: "Window" (set to "Administration"), "District" (set to "District"), "School" (set to "School"), and "Content Area" (set to "--make a selection--"). Red arrows point to the dropdown arrows of the "District" and "School" menus. At the bottom right are "Change" and "Cancel" buttons.

- 3 Use the drop-down arrows to locate the applicable district and/or school. The district and/or school ID display in the parentheses.

## Pre-ID File Formatting Rules

This section provides the line item formatting rules for the Pre-ID files DTCs and DLUs will upload in Nextera Admin. For the Pre-ID file to upload without error, ensure you format the values entered in the .xlsx file according to the rules in this section.

### Line Item Formatting Rules

Columns that are indicated as optional only need to include values if there are valid values that should be assigned to students. If an optional value needs to be changed to blank, include the column and leave the appropriate cell blank.

**Note:** The columns do not have to be in the order provided in the template.

Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Required	District Number	State Designated District Number A unique numeric code assigned to an organization by a school, school system, a state, or other agency or entity.	0–9 <b>4 numeric including leading zero(s)</b>	Error if not populated	Numeric	20		
Optional	District Name	State Designated District Name The name of a non-person entity such as an organization, institution, agency, or business.	0–9, A–Z, a–z, space, period, apostrophe, hyphen, comma, forward slash, parentheses, ampersand		Alpha Numeric	75		
Required	School Number	State Designated School Number A unique numeric code assigned to an institution by a school, school system, a state, or other agency or entity.	0–9 The school number will be used to validate the school number that exists in the system from the organization file. If the school number does not exist, the record will not load, and an error will be written. <b>3 numeric including leading zero(s)</b>	Error if not populated	Numeric	20		
Optional	School Name	State Designated School Name The full legally accepted name of the institution.	0–9, A–Z, a–z, space, apostrophe, period, hyphen, comma, forward slash, parentheses, ampersand		Alpha Numeric	75		
Required	Teacher ID	State Designated Teacher Identification associated with the student.	0–9 <b>4–6 numeric. Min/Max configured</b>	Error if not populated	Numeric	20		

Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Required	Term	Term associated with the student. This field will default based on the admin the file is being loaded for. Valid Value is: <ul style="list-style-type: none"> <li>• Spring</li> <li>• Summer</li> <li>• Fall</li> <li>• Winter</li> </ul>	A–Z, a–z	Error if not populated	Alpha Numeric	6		
Required	Subject / Content Area	Subject / Content Area in which the student will be tested on, for Mississippi, the valid values for End of Course are: <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• English II</li> </ul> For Mississippi, the valid values for 3–8 are: <ul style="list-style-type: none"> <li>• ELA</li> <li>• Math</li> </ul>	0–9, A–Z, a–z, space, period, parentheses	Error if not populated	Alpha Numeric	50		
Required	Class	Class Associated with the student. If a generic class name is desired the subject and the teacher’s last name is recommended, since each class name within a <b>school must be unique.</b>	0–9, A–Z, a–z, space, period, apostrophe, hyphen, back slash, forward slash, and parenthesis	Error if not populated	Alpha Numeric	25		
Required	Grade	Testing grade associated with the student. The grade or developmental level of a student when assessed. The following codes are Mississippi Specific:	K = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+	Error if not populated	Alpha/ Numeric	2		
Required	Student ID	State Designated Student Identification A unique numeric code assigned to a student by a school, school system, a state, or other agency or entity.	0–9 <b>9 numeric with leading zero(s).</b> Min/Max configured.	Error if not populated	Numeric	20		
Required	Student Last Name	Student’s Last Name The student’s full legal name in common by members of a family.	A–Z, a–z, 0–9, space, apostrophe, period, hyphen	Error if not populated	Alpha Numeric	35		

Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Required	Student First Name	Student's First Name The student's full legal first name given to a person at birth, baptism, or through legal change.	A–Z, a–z, 0–9, space, apostrophe, period, hyphen	Error if not populated	Alpha Numeric	35		
Optional	Student Middle Initial	Student's Middle Initial The first character of the student's full legal middle name given to a person at birth, baptism, or through legal change.	A–Z, blank		Alpha	1		
Required	Date of Birth	Student's Date of Birth The month, day, and year on which the student was born.	MMDDYYYY The student's date of birth must be a valid date.	Error if not populated	Numeric	8		
Required	Gender	Student's Gender The concept describing the biological traits that distinguish the males and females of a species of the student.	M = Male F = Female	Error if not populated	Alpha	1		
Required	Ethnicity - Hispanic	Student's Ethnicity is Hispanic An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. At least one of the Ethnicity fields must be Y. More than one of the Ethnicity fields can be Y.	Y or N	Error if not populated Error if not a valid value	Alpha	1		
Required	Ethnicity - American Indian or Alaska Native	Student's Ethnicity is American Indian or Alaska Native An indication that the person traces his or her origin or descent to any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. At least one of the Ethnicity fields must be Y. More than one of the Ethnicity fields can be Y.	Y or N	Error if not populated Error if not a valid value	Alpha	1		
Required	Ethnicity - Asian	Student's Ethnicity is Asian An indication that the person traces his or her origin or descent to any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. At least one of the Ethnicity fields must be Y. More than one of the Ethnicity fields can be Y.	Y or N	Error if not populated Error if not a valid value	Alpha	1		

Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Required	Ethnicity - Black or African American	<p>Student's Ethnicity is Black or African American</p> <p>An indication that the person traces his or her origin or descent with total or partial ancestry from any of the native populations of Sub-Saharan Africa.</p> <p>At least one of the Ethnicity fields must be Y. More than one of the Ethnicity fields can be Y.</p>	Y or N	<p>Error if not populated</p> <p>Error if not a valid value</p>	Alpha	1		
Required	Ethnicity - Native Hawaiian or Other Pacific Islander	<p>Student's Ethnicity is Native Hawaiian or Other Pacific Islander</p> <p>An indication that the person traces his or her origin or descent to any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>At least one of the Ethnicity fields must be Y. More than one of the Ethnicity fields can be Y.</p>	Y or N	<p>Error if not populated</p> <p>Error if not a valid value</p>	Alpha	1		
Required	Ethnicity - White	<p>Student's Ethnicity is White</p> <p>An indication that the person traces his or her origin or descent to any of the original peoples of Europe, the Middle East, or North Africa.</p> <p>At least one of the Ethnicity fields must be Y. More than one of the Ethnicity fields can be Y.</p>	Y or N	<p>Error if not populated</p> <p>Error if not a valid value</p>	Alpha	1		
Optional	Ethnicity - Multiple	<p>Student has multiple Ethnicities, and no other options are valid.</p> <p>A person having origins in any of more than one of the racial groups.</p> <p>At least one of the Ethnicity fields must be Y. More than one of the Ethnicity fields can be Y.</p>	Y or N		Alpha	1		

Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Optional	Home Language	<p>Student's Home Language</p> <p>The student's language that is most commonly spoken by the members of the family for everyday interactions at home.</p>	01 = English 02 = Arabic 03 = Chinese / Zhongwen 04 = French 05 = Haitian Creole 06 = Portuguese 07 = Russian 08 = Spanish 09 = Tagalog 10 = Urdu 11 = Vietnamese 12 = Karen 13 = Somali 14 = Nuer 15 = Nepali 16 = Kurdish 17 = Burmese 18 = Marshallese 98 = Other 99 = Omitted		Numeric	2		
Optional	Disability - Autism	<p>Autism is a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that <a href="#">adversely affects</a> a child's educational performance.</p> <p>This is an indicator associated with the student.</p>	Y or N		Alpha	1		
Optional	Disability - Deaf-Blindness	<p>Deaf-Blindness is a concomitant [simultaneous] hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.</p> <p>This is an indicator associated with the student.</p>	Y or N		Alpha	1		

Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Optional	Disability - Development Delay	Development Delay is for children from birth to age three (under IDEA Part C) and children from ages three through nine (under IDEA Part B). The term developmental delay, as defined by each State, means a delay in one or more of the following areas: physical development; cognitive development; communication; social or emotional development; or adaptive [behavioral] development.  This is an indicator associated with the student.	Y or N		Alpha	1		
Optional	Disability - Emotional Disturbance	Emotional Disturbance is a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that <a href="#">adversely affects</a> a child's educational performance:  (a) An inability to learn that cannot be explained by intellectual, sensory, or health factors.  (b) An inability to build or maintain satisfactory interpersonal relationships with peers and teachers.  (c) Inappropriate types of behavior or feelings under normal circumstances.  (d) A general pervasive mood of unhappiness or depression.  (e) A tendency to develop physical symptoms or fears associated with personal or school problems.  The term includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disturbance.  This is an indicator associated with the student.	Y or N		Alpha	1		
Optional	Disability - Hearing Impairment	Hearing Impairment is an impairment in hearing, whether permanent or fluctuating, that <a href="#">adversely affects</a> a child's educational performance but is not included under the definition of "deafness."  This is an indicator associated with the student.	Y or N		Alpha	1		

Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Optional	Disability - Intellectual Disability	Intellectual Disability is a significantly sub-average general intellectual functioning, existing concurrently [at the same time] with deficits in adaptive behavior and manifested during the developmental period, that <a href="#">adversely affects</a> a child's educational performance.  This is an indicator associated with the student.	Y or N		Alpha	1		
Optional	Disability - Multiple Disabilities	Multiple Disabilities is a concomitant [simultaneous] impairments (such as intellectual disability-blindness, intellectual disability-orthopedic impairment, etc.), the combination of which causes such severe educational needs that they cannot be accommodated in a special education program solely for one of the impairments. The term does not include deaf-blindness.  This is an indicator associated with the student.	Y or N		Alpha	1		
Optional	Disability - Orthopedic Impairment	Orthopedic Impairment is a severe orthopedic impairment that <a href="#">adversely affects</a> a child's educational performance. The term includes impairments caused by a congenital anomaly, impairments caused by disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).  This is an indicator associated with the student.	Y or N		Alpha	1		



Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Optional	Disability - Other Health Impairment	<p>Other Health Impairment is having a limited strength, vitality, or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that -</p> <p>(a) is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and Tourette syndrome; and</p> <p>(b) <a href="#">adversely affects</a> a child's educational performance.</p> <p>This is an indicator associated with the student.</p>	Y or N		Alpha	1		
Optional	Disability - Specific Learning Disability	<p>Specific Learning Disability is a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken, or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; of intellectual disability; of emotional disturbance; or of environmental, cultural, or economic disadvantage.</p> <p>This is an indicator associated with the student.</p>	Y or N		Alpha	1		
Optional	Disability - Speech or Language Impairment	<p>Speech or Language Impairment is a communication disorder such as stuttering, impaired articulation, a language impairment, or a voice impairment that <a href="#">adversely affects</a> a child's educational performance.</p> <p>This is an indicator associated with the student.</p>	Y or N		Alpha	1		

Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Optional	Disability - Traumatic Brain Injury	<p>Traumatic Brain Injury is an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psycho-social impairment, or both, that <a href="#">adversely affects</a> a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psycho social behavior; physical functions; information processing; and speech.</p> <p>The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.</p> <p>This is an indicator associated with the student.</p>	Y or N		Alpha	1		
Optional	Disability - Visual Impairment	<p>Visual Impairment is an impairment in vision that, even with correction, <a href="#">adversely affects</a> a child's educational performance. The term includes both partial sight and blindness.</p> <p>This is an indicator associated with the student.</p>	Y or N		Alpha	1		
Optional	Disability - Deafness	<p>Deafness is a loss of hearing that <a href="#">adversely affects</a> a child's educational performance.</p> <p>This is an indicator associated with the student.</p>	Y or N		Alpha	1		
Optional	IEP	<p>A federal law called the Individuals with Disabilities Education Act (IDEA) requires that public schools create an IEP for every child receiving special education services. The IEP is meant to address each child's unique learning issues and include specific educational goals. The IEP is a legally binding document. The school must provide everything it promises in the IEP.</p> <p>This is an indicator associated with the student.</p>	Y or N		Alpha	1		

Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Optional	Section 504	Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED).  This is an indicator associated with the student.	Y or N		Alpha	1		
Optional	LEP	Limited English proficiency (LEP) is a term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language. Both LEP and English-language learner (ELL) are terms used by the Office for Civil Rights, a sub-agency of the U.S. Department of Education.  This is an indicator associated with the student.	N = Not LEP Y = Current LEP F = Former LEP S = Screened but English Proficient		Alpha	1		
Optional	Highly Mobile	Highly Mobile is defined as homelessness as children and youth “who lack a fixed, regular, and adequate nighttime residence.” This includes children and youth living in the following situations:  <ul style="list-style-type: none"> <li>• shelters or transitional housing programs</li> <li>• motels, hotels, or weekly rate housing</li> <li>• doubled up with friends or relatives because family cannot find or afford housing</li> <li>• abandoned buildings, public space, car, or other inadequate accommodation</li> <li>• awaiting foster care placement (prior to court hearing)</li> </ul> This is an indicator associated with the student.	Y or N		Alpha	1		
Required	Teacher Last Name	Teacher’s Last Name associated with the student.  The teacher’s full legal name borne in common by members of a family.	A–Z, a–z, 0–9, space, period, hyphen, and apostrophe	Error if not populated	Alpha Numeric	35		
Optional	Teacher Middle Initial	Teacher’s Middle Initial associated with the student.  The first character of the teacher’s full legal middle name given to a person at birth, baptism, or through legal change.	A–Z		Alpha	1		

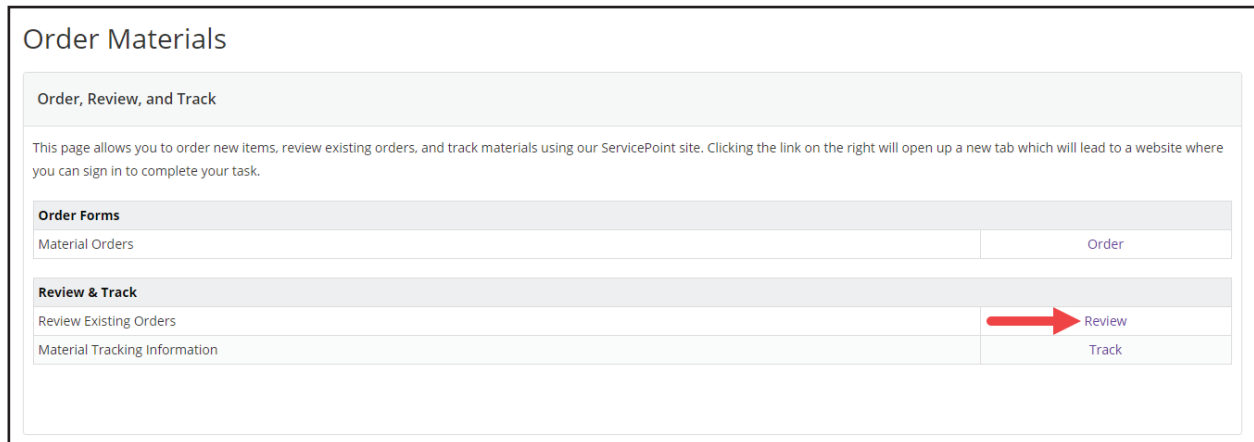
Required	Field Name	Field Description	Valid Values	Validation	Data Type	Field Length	Revision Date	Revision Notes
Required	Teacher First Name	Teacher's First Name associated with the student.  The teacher's full legal first name given to a person at birth, baptism, or through legal change.	A–Z, a–z, 0–9, space, period, hyphen, and apostrophe	Error if not populated	Alpha Numeric	35		
Optional	Teacher Email Address	Teacher's Email Address associated with the student.  The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.  This field will be used to send out login credentials to the test administrator for the online admin site.	0–9, A–Z, a–z, hyphen, underscore, @, period  The format will be verified to ensure it is in proper email format (username@example.com) and that it is not duplicated with other email addresses from the state.		Alpha Numeric	254		

## Reviewing and Tracking Material Orders

Before you begin, ensure the bar at the top of the screen in Nextera Admin reflects the test administration for which you would like to review or track your material orders.

### To Review Material Orders:

- 1 On the *Order Materials* page (accessible from the **HELP** tab), select **Review**.



**Order Materials**

Order, Review, and Track

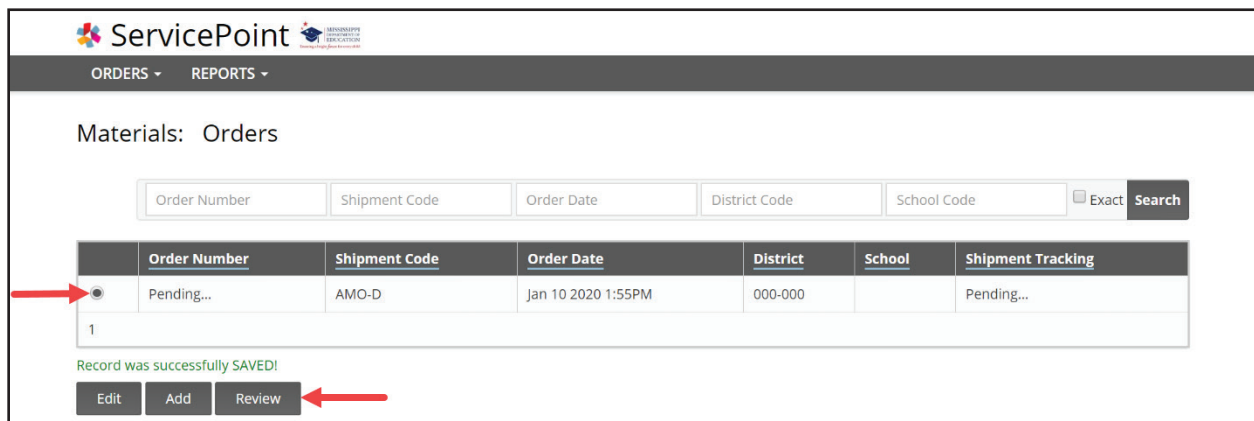
This page allows you to order new items, review existing orders, and track materials using our ServicePoint site. Clicking the link on the right will open up a new tab which will lead to a website where you can sign in to complete your task.

Order Forms	
Material Orders	<a href="#">Order</a>

Review & Track	
Review Existing Orders	<a href="#">Review</a>
Material Tracking Information	<a href="#">Track</a>

*ServicePoint* will open in a new internet browser tab or window.

- 2 Select the radio button to the left of the order you would like to review, and then select **Review**.



**ServicePoint**

ORDERS REPORTS

Materials: Orders

Order Number Shipment Code Order Date District Code School Code ☐ Exact Search

	Order Number	Shipment Code	Order Date	District	School	Shipment Tracking
<input checked="" type="radio"/>	Pending...	AMO-D	Jan 10 2020 1:55PM	000-000		Pending...

1

Record was successfully SAVED!

Edit Add Review

## To Track Material Orders:

- 1 On the *Order Materials* page (accessible from the **HELP** tab), select **Track**.

### Order Materials

Order, Review, and Track

This page allows you to order new items, review existing orders, and track materials using our ServicePoint site. Clicking the link on the right will open up a new tab which will lead to a website where you can sign in to complete your task.



Order Forms	
Material Orders	<a href="#">Order</a>

Review & Track	
Review Existing Orders	<a href="#">Review</a>
Material Tracking Information	<a href="#">Track</a>

*ServicePoint* will open in a new internet browser tab or window.

- 2 To the right of the order, you will see shipment tracking information. Select the link in the *Shipment Tracking* column and it will take you to the UPS website where the shipment tracking information is available.

**Note:** The *Order Number* column and *Shipment Tracking* column will show “Pending...” until the order has been physically shipped out of the NWEA operations center.

 **ServicePoint** 

ORDERS ▾ REPORTS ▾

Materials: Orders

☐ Exact

	Order Number	Shipment Code	Order Date	District	School	Shipment Tracking
1	Pending...	AMO-D	Jan 10 2020 1:55PM	000-000		Pending...

Record was successfully SAVED!

The tracking information will provide you with the time and date of delivery, along with the name of the person who signed for the shipment. If the shipment has not been delivered, package progress details—including expected delivery date and time—will be available.

# **During Testing**

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## Test Coordinators

### District Test Coordinator's Checklist

- ☐ DTCs will be available during schools' testing sessions to answer questions and help resolve issues as needed.
- ☐ DTCs will assist STCs in identifying and resolving any testing incidents.
- ☐ DTCs will provide schools with additional materials as necessary.
- ☐ DTCs must actively monitor schools during testing to ensure that test administration and test security policies and procedures are followed.
- ☐ DTCs will communicate with the MDE, as needed, in cases of testing incidents and security breaches or for guidance when test invalidation is being considered.
- ☐ DTCs will submit invalidation requests per the MDE guidelines.
- ☐ DTCs will adjust testing schedules if inclement weather or other unforeseen events threaten or force school closures, network interruption, etc.
- ☐ DTCs will ensure that each school has only one designated computer technician that can use a cell phone during testing to provide technology support.

### School Test Coordinator's Checklist

- ☐ STCs will be available during schools' testing sessions to answer questions and help resolve issues as needed.
- ☐ STCs must actively monitor schools during testing to ensure that test administration and test security policies and procedures are followed.
- ☐ STCs will work with DTCs to notify MDE of changes to the 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.



## Test Irregularities

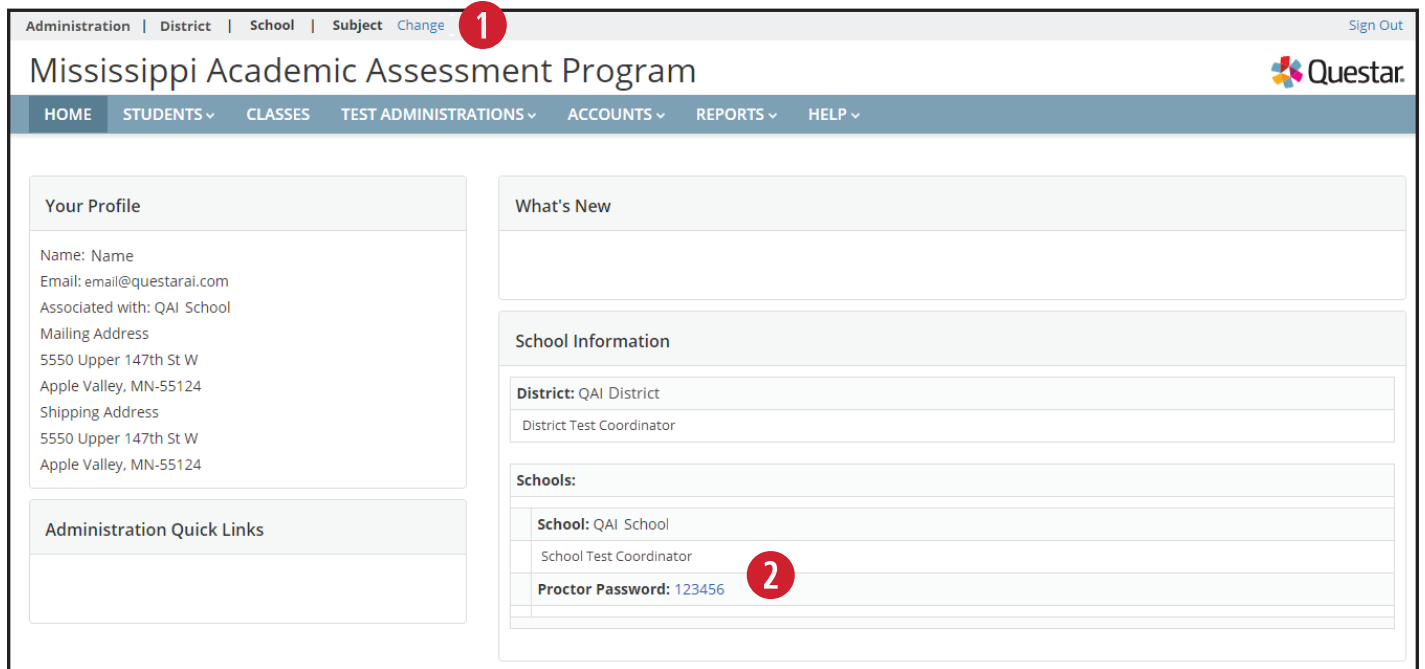
Schools must not schedule an interruption to the school day, such as a fire drill, that will affect students in any way during the assessment. If an interruption in testing occurs due to severe weather, a fire alarm, or any other natural or man-made occurrence, the Test Administrator must immediately 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.

## Proctor Password



The screenshot shows the MAAP interface with the following elements:

- Top Navigation Bar:** Administration | District | School | Subject **Change** (marked with a red circle 1) | Sign Out
- Header:** Mississippi Academic Assessment Program | Questar
- Menu Bar:** HOME | STUDENTS | CLASSES | TEST ADMINISTRATIONS | ACCOUNTS | REPORTS | HELP
- Your Profile Section:**
  - Name: Name
  - Email: email@questarai.com
  - Associated with: QAI School
  - Mailing Address: 5550 Upper 147th St W, Apple Valley, MN-55124
  - Shipping Address: 5550 Upper 147th St W, Apple Valley, MN-55124
- Administration Quick Links:** (Empty box)
- What's New:** (Empty box)
- School Information Section:**
  - District:** QAI District
  - District Test Coordinator: (Empty field)
  - Schools:**
    - School:** QAI School
    - School Test Coordinator: (Empty field)
    - Proctor Password:** 123456 (marked with a red circle 2)

Any test that is paused for 4 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. Test Coordinators should reset the Proctor Password for their school at least once a week to ensure students cannot access their tests outside a secure testing environment.



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

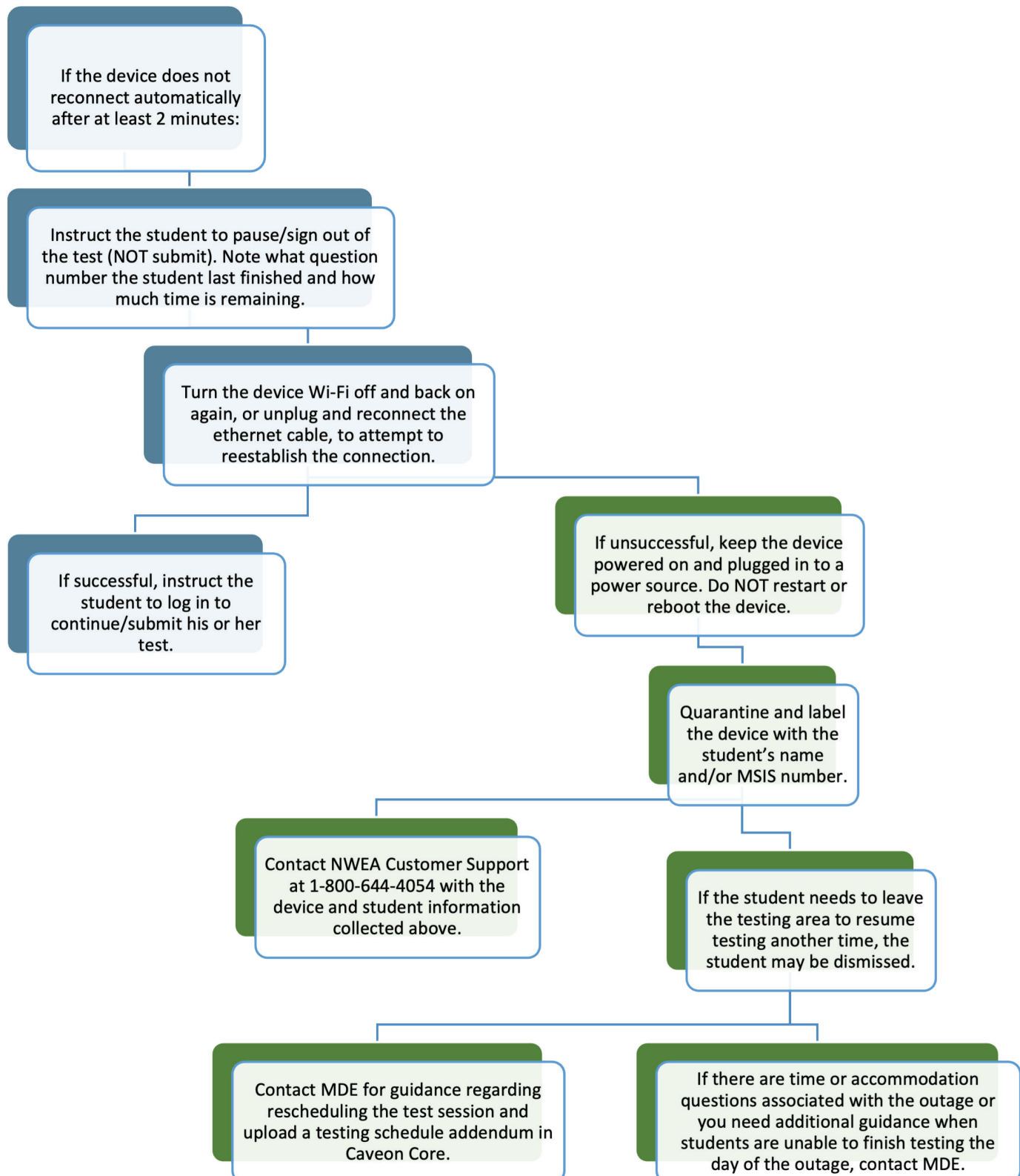
**IMPORTANT:** In all scenarios outlined in this section, if the student has not completed the test session, instruct the student to continue testing. (Student responses are stored in the device's local cache.)

**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.

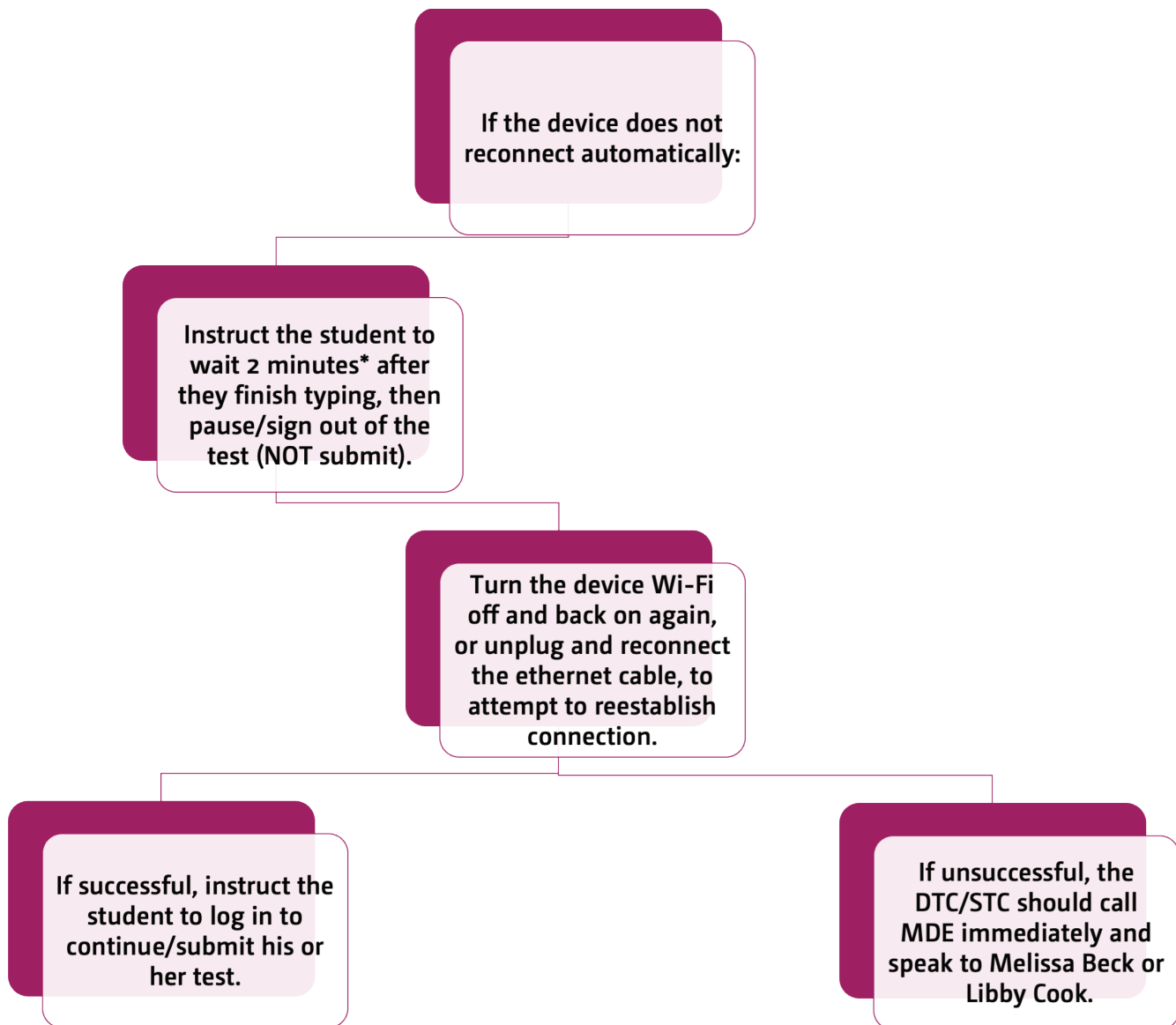
## Scenario #1: Internet outage during a non-Writing session for an individual student

For a **non-Writing** test session, when an **individual student device** does not have internet connectivity:



## Scenario #2: Internet outage during a Writing session for an individual student

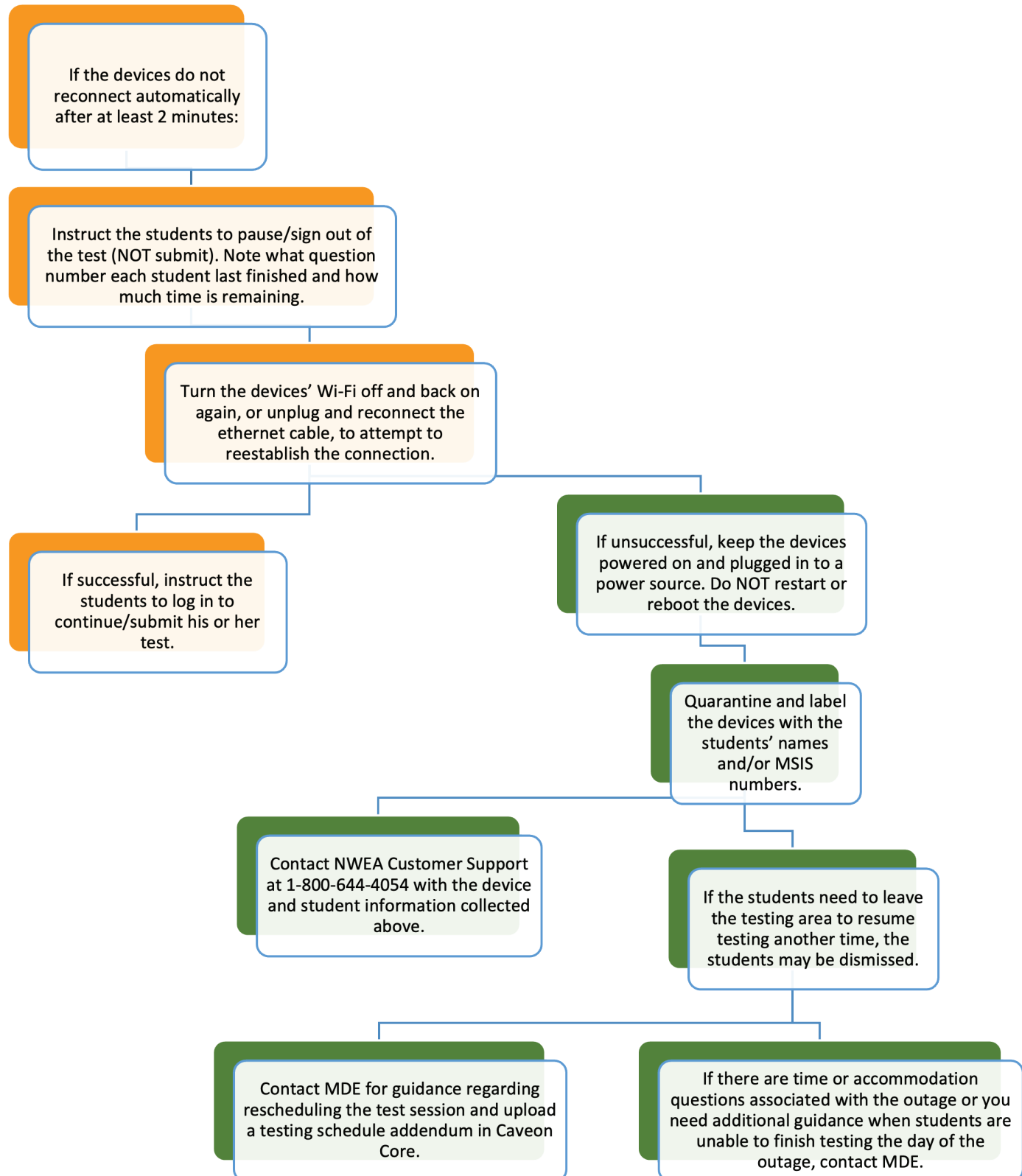
For a **Writing** test session, when an **individual student device** does not have internet connectivity.



\*For Writing prompts, student responses are cached to the local device every 2 minutes. It is imperative that Writing students try to finish the same day.

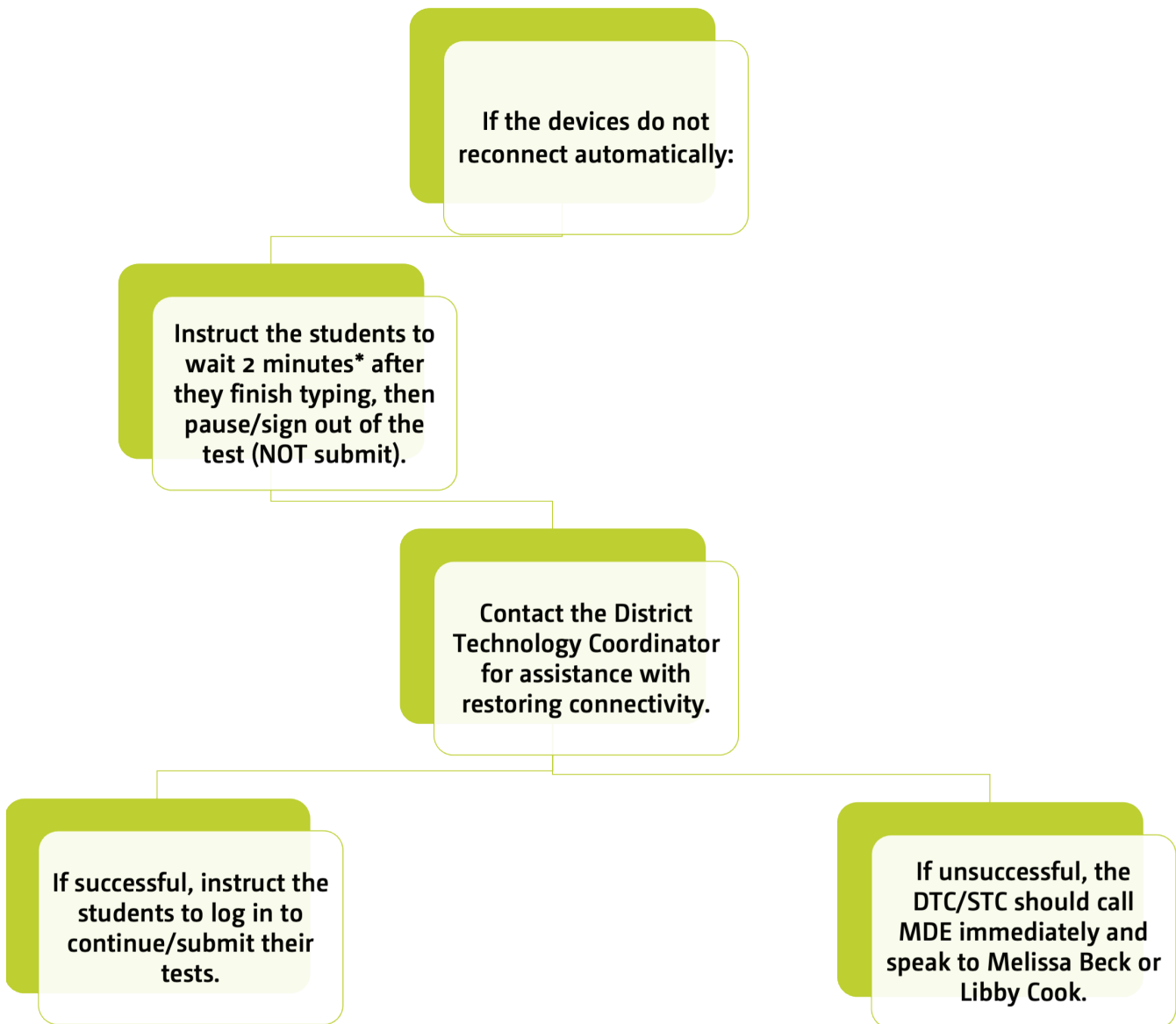
### Scenario #3: Internet outage during a non-Writing session for an entire class or school

For a **non-Writing** test session, when an **entire classroom or school** does not have internet connectivity:



## Scenario #4: Internet outage during a Writing session for an entire class or school

For a **Writing** test session, when an **entire classroom or school** does not have internet connectivity:



\*For Writing prompts, student responses are cached to the local device every 2 minutes. It is imperative that Writing students try to finish the same day.

## Scenario #5: School network or power outage (e.g., infrastructure network cable cut)

During testing, the school experiences an internet or power outage while students are testing:

1. Do NOT have the students move to new devices. Keep the devices powered on and plugged in to a power source.

2. Call the school's maintenance team for assistance with restoring power or internet connectivity.

3. Notify the District office of the outage and work with the District Technology Coordinator to determine an approximate timeline for students to resume testing.

4. Contact NWEA Customer Support at 1-800-644-4054 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.)

5. If necessary, quarantine and label the devices with the students' names (include MSIS number if multiple students have the same name). For computer labs, utilize seating charts to make sure the same student returns to the same device to resume testing. 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. Contact NWEA Customer Support for assistance.

6. If the students need to leave the testing area to resume testing another time, the class may be dismissed. Notify Melissa Beck or Libby Cook with MDE. DTCs must submit an Irregularity Report through Caveon Core for documentation purposes.

7. Once power is restored, have the students log back in to their test. Students should wait at least two minutes for responses to populate. If responses do not populate, contact NWEA Customer Support for assistance in recovering student responses.



## District Test Coordinators

These tasks are specific to the roles and responsibilities of the District Test Coordinator.

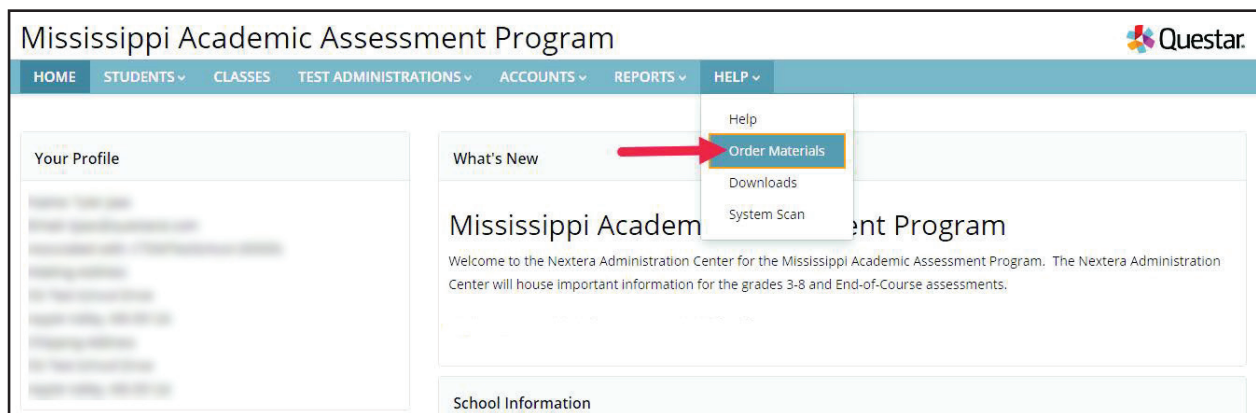
### Additional Material Orders

Additional Material Orders (AMOs) will be available according to the individual program schedules listed on the *Important Dates* page found under the **TEST ADMINISTRATIONS** tab in Nextera Admin or in the *Important Dates* section of this manual.

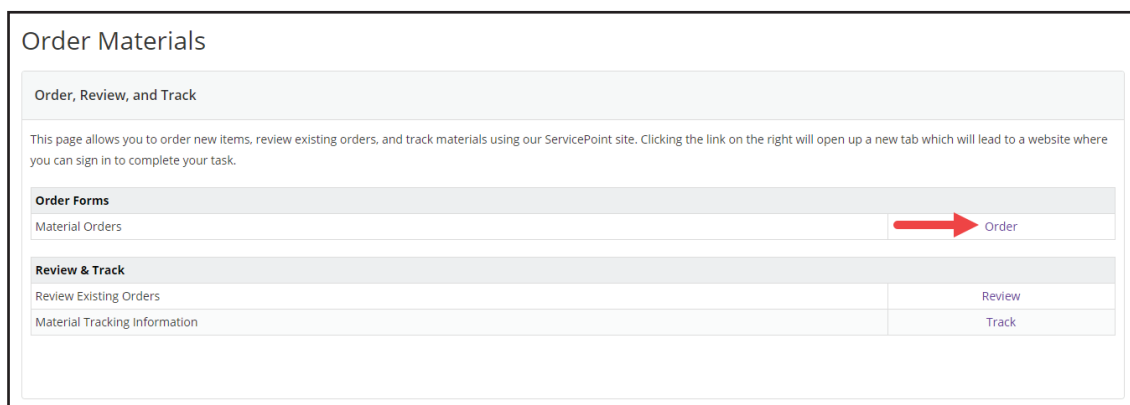
#### To Order Additional Materials:

Before you begin, ensure the bar at the top of the screen in Nextera Admin reflects the test administration for which you would like to order additional materials.

- 1 On the Nextera Admin *Home* page, navigate to the **HELP** tab, and then select **Order Materials**.

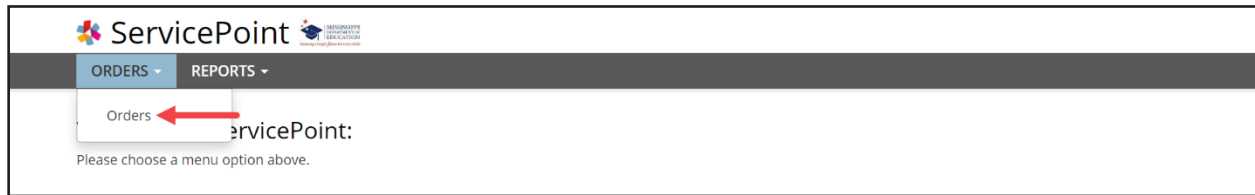


- 2 On the *Order Materials* page, select **Order**.



*ServicePoint* will open in a new internet browser tab or window.

- 3 Select the **ORDERS** tab, and then select **Orders**.



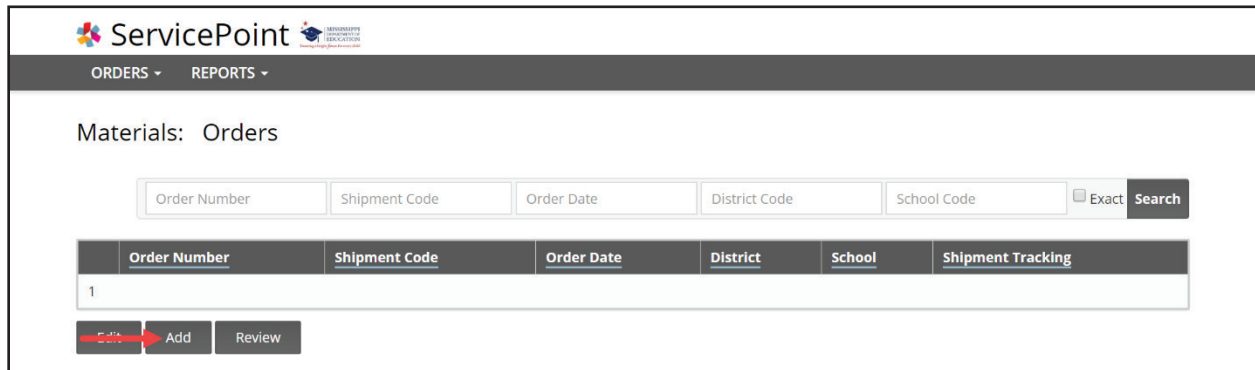
ServicePoint

ORDERS ▾ REPORTS ▾

Orders ← ServicePoint:

Please choose a menu option above.

- 4 On the *Materials: Orders* page, select **Add**.



ServicePoint

ORDERS ▾ REPORTS ▾

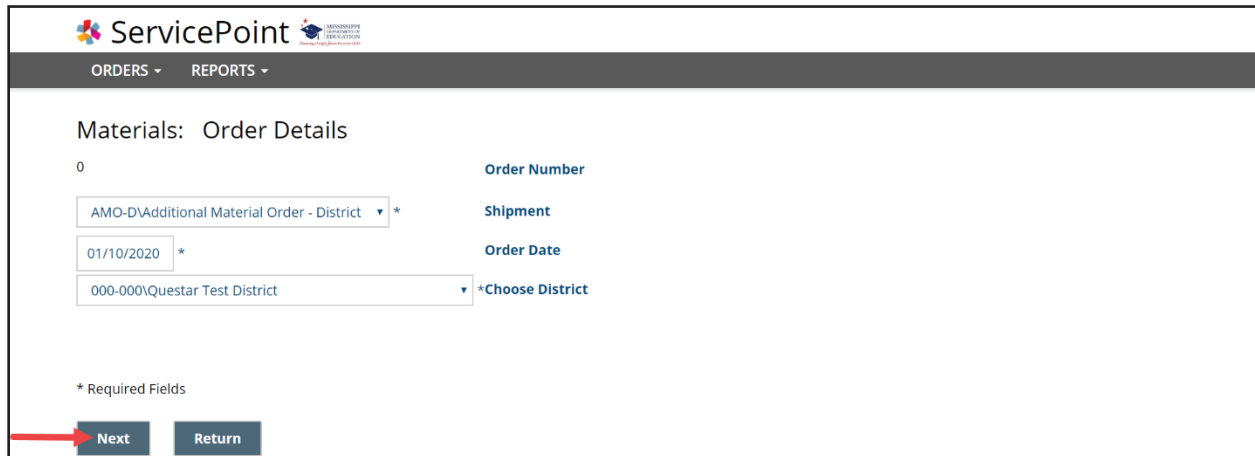
Materials: Orders

Order Number Shipment Code Order Date District Code School Code ☐ Exact Search

Order Number	Shipment Code	Order Date	District	School	Shipment Tracking
1					

Edit Add Review

- 5 Verify the pre-populated information is correct, and then select **Next**.



ServicePoint

ORDERS ▾ REPORTS ▾

Materials: Order Details

0

Order Number

AM0-D\Additional Material Order - District \*

Shipment

01/10/2020 \*

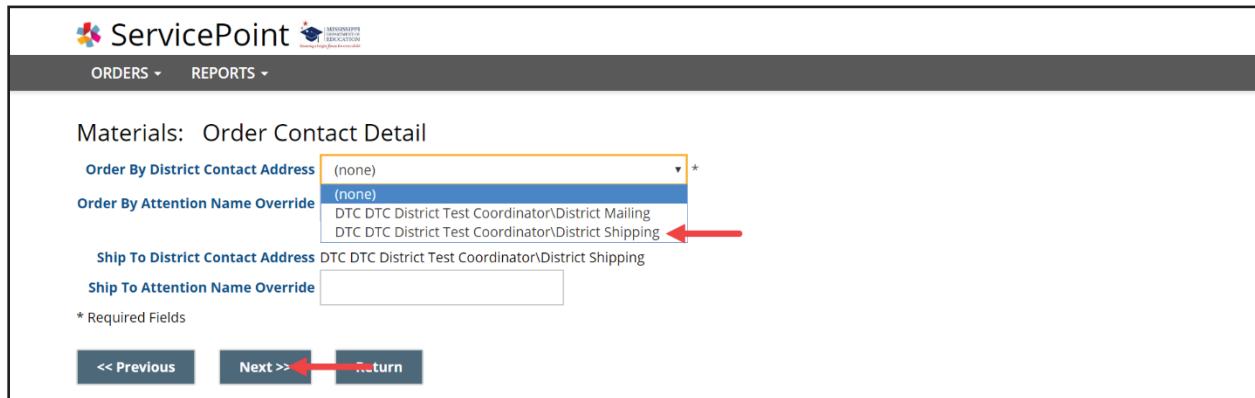
Order Date

000-000\Questar Test District \*Choose District

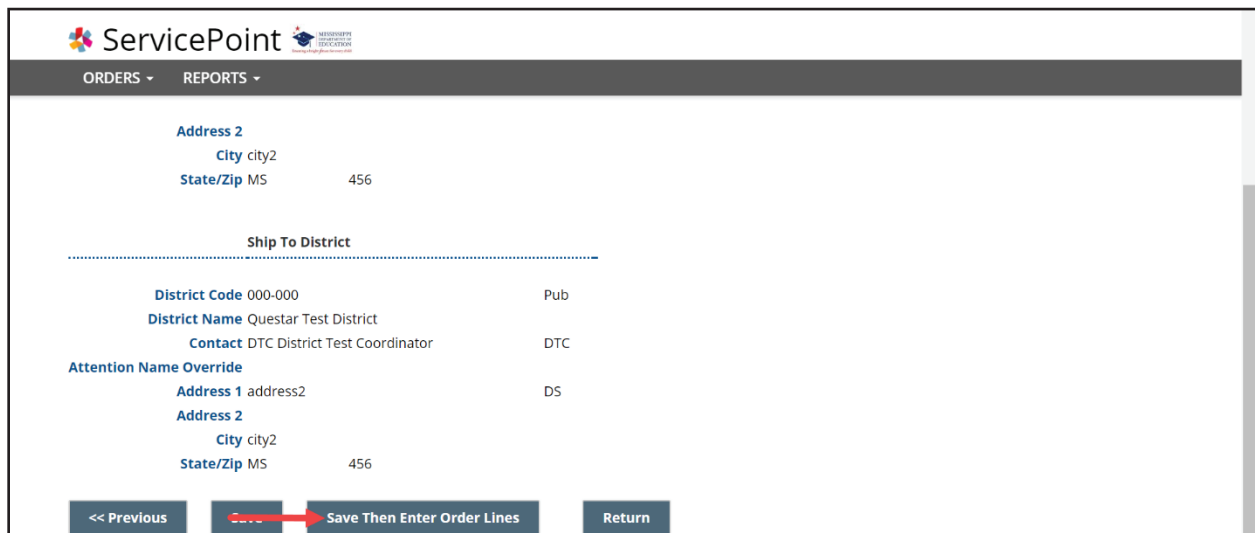
\* Required Fields

Next Return

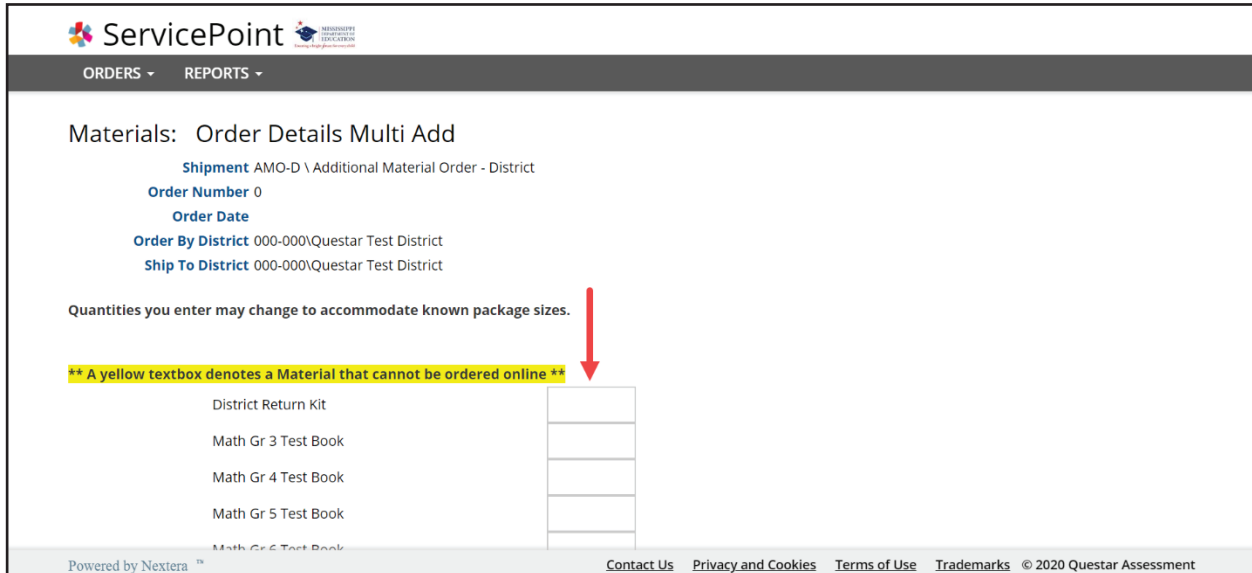
- 6 Select the **District Shipping** option from the *Order By District Contact Address* drop-down, and then select **Next**.



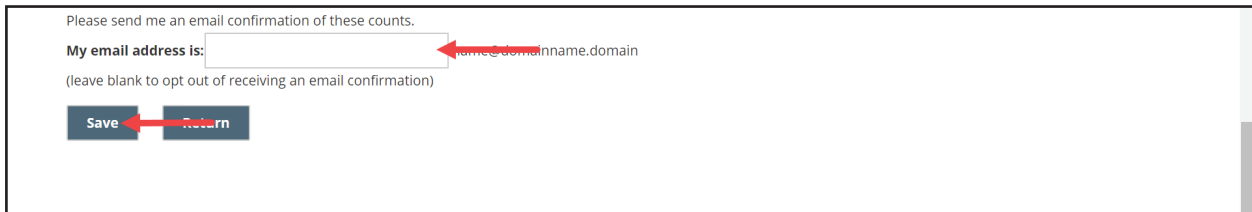
- 7 On the *Materials: Order Summary* page, verify the information, and then scroll down to select **Save Then Enter Order Lines**.



- 8 On the *Materials: Order Details Multi Add* page, enter counts for each material item needed.



- 9 If you would like an email confirmation of your order, enter your email address in the *My email address is* field. To complete your order, scroll down to select **Save**.



Please note the following when requesting your additional material order:

- A student's IEP or 504 Plan must indicate the need for any accommodated materials being ordered.
- One Braille Kit will be sent for each student count entered and will include all materials needed for a single student: an Accommodated Instruction Sheet, Braille Test Book, Standard Test Book, and a Braille Reference Sheet (for Mathematics Grades 5–8 and Algebra I only).
- NWEA offers a Braille Practice Test for all subjects and grade levels. Since there is no AMO window specific to the practice tests, you will need to contact NWEA Customer Support if Braille practice materials are needed.
- One District Return Kit will automatically be sent with every AMO.

Additional materials are ordered at the district level and shipped to the District Test Coordinator.

If you need to change your order quantities, you may go back to the *Materials: Orders* page, select your order using the radio button, and then select **Edit** at the bottom of the screen. This will take you back through the process and allow you to make changes.

Once an order number is assigned to your order, it has been scheduled to ship and no further changes are allowed. Please allow 3–4 business days to receive your materials.



# After Testing

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## Test Coordinators

### District Test Coordinator's Checklist

- ☐ DTCs will verify that all online tests have been submitted using the *Testing Status Details* page in Nextera each day.
- ☐ DTCs will collect and inventory all secure test materials, if needed, and DTCs will return them to NWEA per the instructions found in the District Return Kit.
- ☐ DTCs 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.
- ☐ DTCs will collect all paperwork required to be filed according to the District/School Test Security Plan.
- ☐ DTCs will notify the MDE of any missing materials.

### School Test Coordinator's Checklist

- ☐ STCs will verify that all online tests have been submitted using the *Testing Status Details* page in Nextera **BEFORE** the class is released from the testing area.
- ☐ STCs will collect and inventory all secure test materials, and DTCs will return them to NWEA per the instructions found in the District Return Kit.
- ☐ STCs will work with the DTCs to 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 required paperwork to be filed according to the District/School Test Security Plan. This includes seating charts, electronic device forms, and confidentiality forms.



## 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 NWEA as soon as testing/transcription is complete. (See the *Returning 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/she is assigned.
- Step 3 Sign in as the student in the Secure Browser and 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 NWEA Customer Support by calling 1-800-644-4054 or via email at [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org).

## 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 submit a District Request Form to the MDE via 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.

Test Administrations

Testing Status for: ELA, Demonstration Test Window New Test Administration

Filter By Testing Status: All Search  
Enter all or part of a class, teacher's name, or grade

Teacher	Class	Content Area	Test Name	Testing status	View	Delete
Eng TA13	ELA Class	ELA	CO Demo	Finished	<span>View</span>	<span>Delete</span>

Show 10 entries

- 2 In the *Registered Students* section, find the student's name and select **Set** in the *Status Code* column. A new window will pop up with options to select **Not Testing** or **Invalidate Test**.

Registered Students:

Session: All Sessions

Last Name	First Name	User ID	Password	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Adams	John	157898999	121EE7E4	Session 1: Not Started Session 2: Not Started	0 0			Set Set

- 3 Select the appropriate invalidation or not testing code from the *Reason* drop-down. Then select **Submit**.

Student Name First Last

Session Name Session 2

Content Area Subject

Scoring Option  
☒ Not Testing  
☐ Invalidate Test  
☐ None

Reason --make a selection--

Checking Not Testing or Invalidate Test for a student's test session is not reversible without state approval.

## Returning Secure Materials for School Test Coordinators


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

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

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

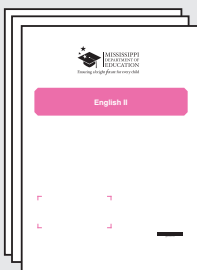
- 1 Collect all secure materials from Test Administrators.
- 2 Place all Paper/Pencil, Large Print, and Braille test books in an NWEA box, unsealed, and return them to the District Test Coordinator for required verification checks.

At the School

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

RETURNING MATERIALS TO THE DISTRICT TEST COORDINATOR


1



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

Secure materials include:

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



2

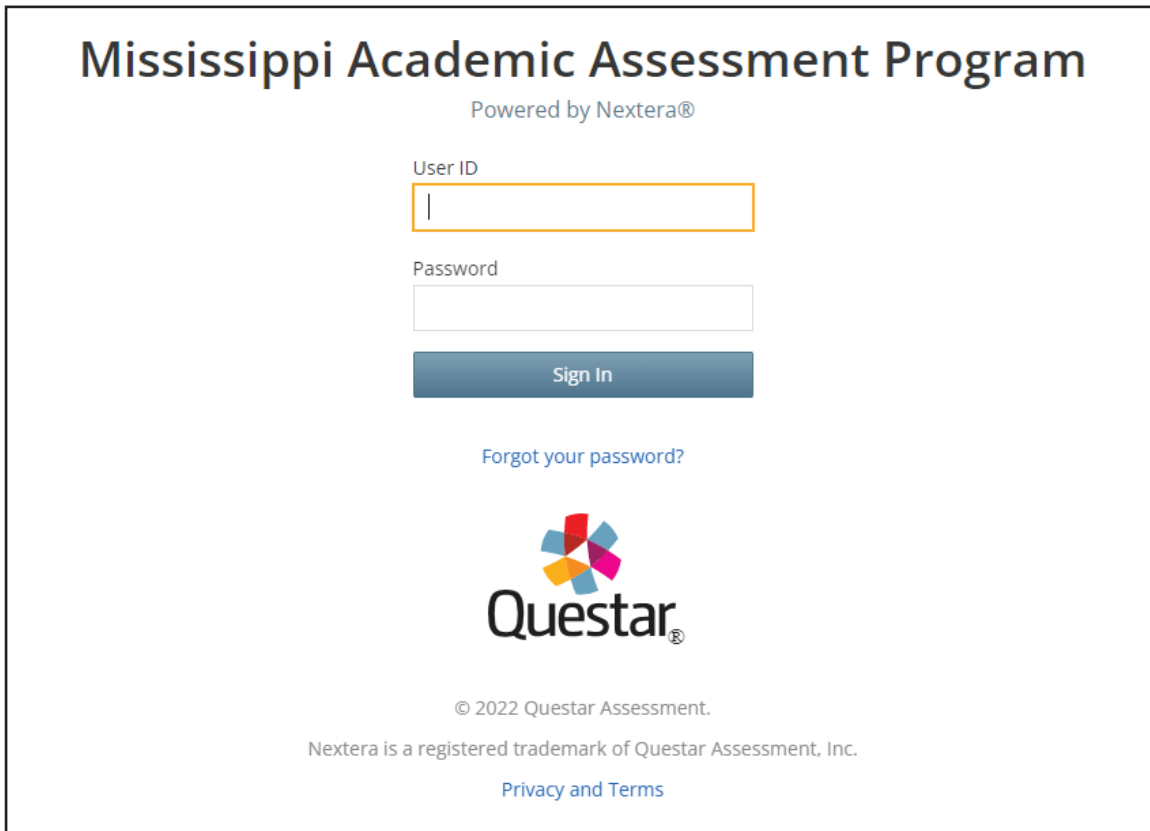
Return all box(es) containing materials to the DTC for required verification checks.

## Viewing and Accessing Reports

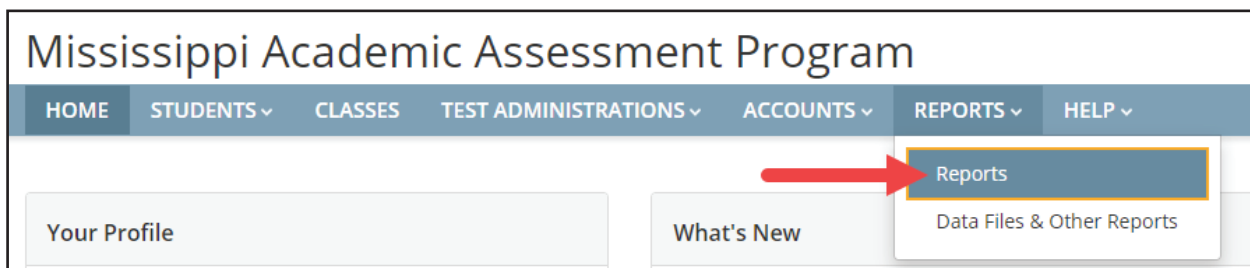
This section will provide step-by-step instruction for accessing reports in Nextera Admin. Refer to the *Important Dates* page in Nextera (under the **TEST ADMINISTRATIONS** tab) to find out when reports will be released in Nextera Admin. For guidance on interpreting the reports, refer to the *Report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

### To Access, View, and Download Reports:

- 1 Log in to [ms.nextera.questarai.com](https://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	

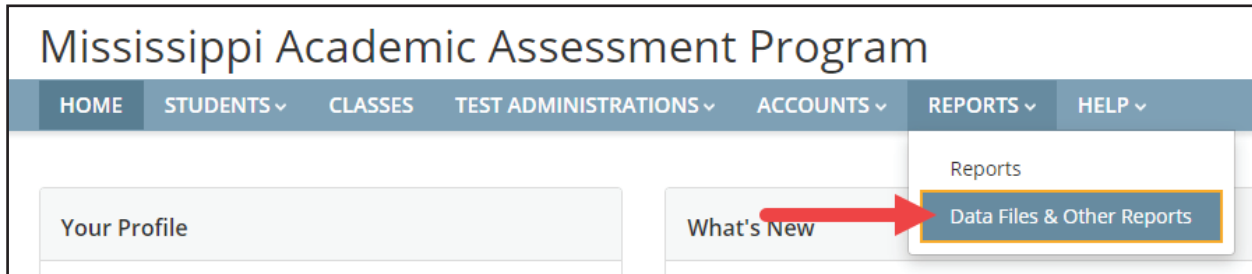
**Note:** School-Level Individual Student Reports (ISRs) and School-Level Student Labels are accessible via the *Data Files & Other Reports* page under the **REPORTS** tab. (See the next section for directions on accessing these reports.)

**4** Select **Create report** to create the report.

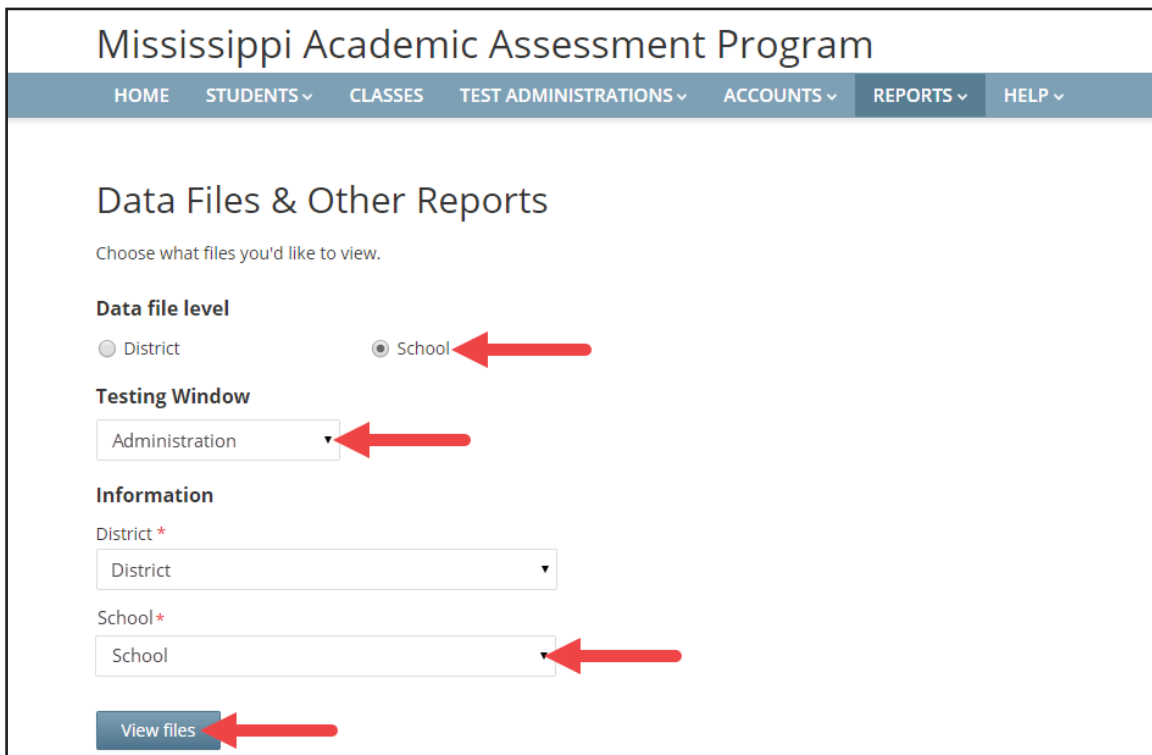
- Pop-up blockers must be disabled in order for reports to be created.

**To Access School-Level ISRs and Student Labels:**

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

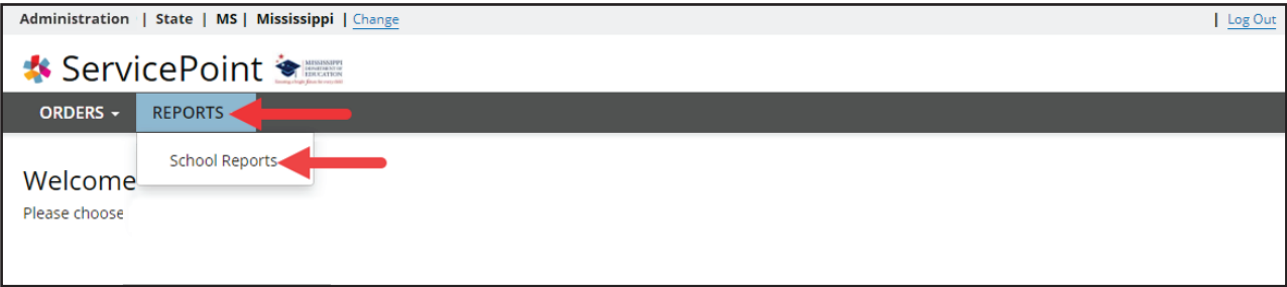


**2** On the *Data Files & Other Reports* page, select the **School Data file level**, the applicable **Testing Window**, and the applicable **School**. Then select **View files**.

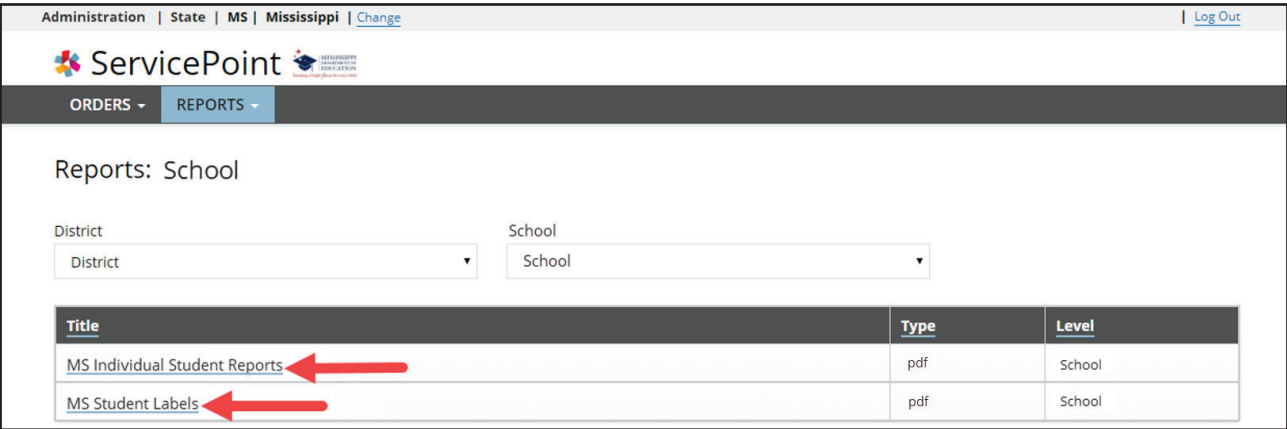


*ServicePoint* will display in a new internet browser tab or window.

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.



## District Test Coordinators

These tasks are specific to the roles and responsibilities of the District Test Coordinator.

### Returning Secure Materials for District Test Coordinators

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

**Note:** The MDE will receive a Missing Materials Report from NWEA listing any securing materials that were not returned.

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

- 1 Complete final verification checks and the Secure Material Transmittal Form provided in the District Return Kit.
- 2 Seal all boxes with shipping tape (on the TOP and BOTTOM of each box).
- 3 Place an IVORY return label on each box of materials.
- 4 Indicate Box \_ of \_ for the entire district on each IVORY return label.
- 5 Place one UPS shipping label on top of each box.
- 6 Arrange for UPS pick-up. If a daily pick-up or regular deliveries from UPS are available, simply give the package(s) to the UPS driver. If UPS does not come to your location on a daily basis, call 877-536-2697 to schedule a pick-up, indicating you are an NWEA customer.

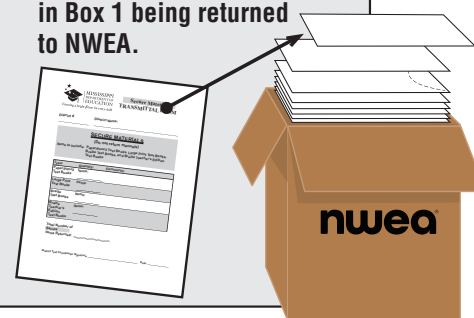


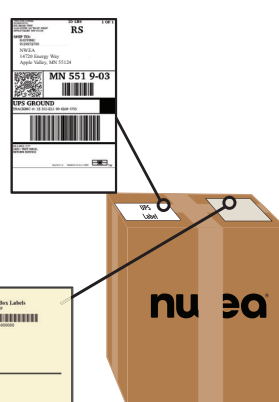
**RETURNING SECURE MATERIALS TO NWEA**

**At the District**

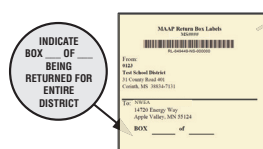
- 1** Complete one Secure Material Transmittal Form for your entire district. (See District Return Kit for Secure Material Transmittal Form)

Ensure the Transmittal Form is placed on top of materials in Box 1 being returned to NWEA.


- 2** Place an IVORY return label and one UPS Return Shipping label on the top of each box.



INDICATE BOX OF BEING RETURNED FOR ENTIRE DISTRICT

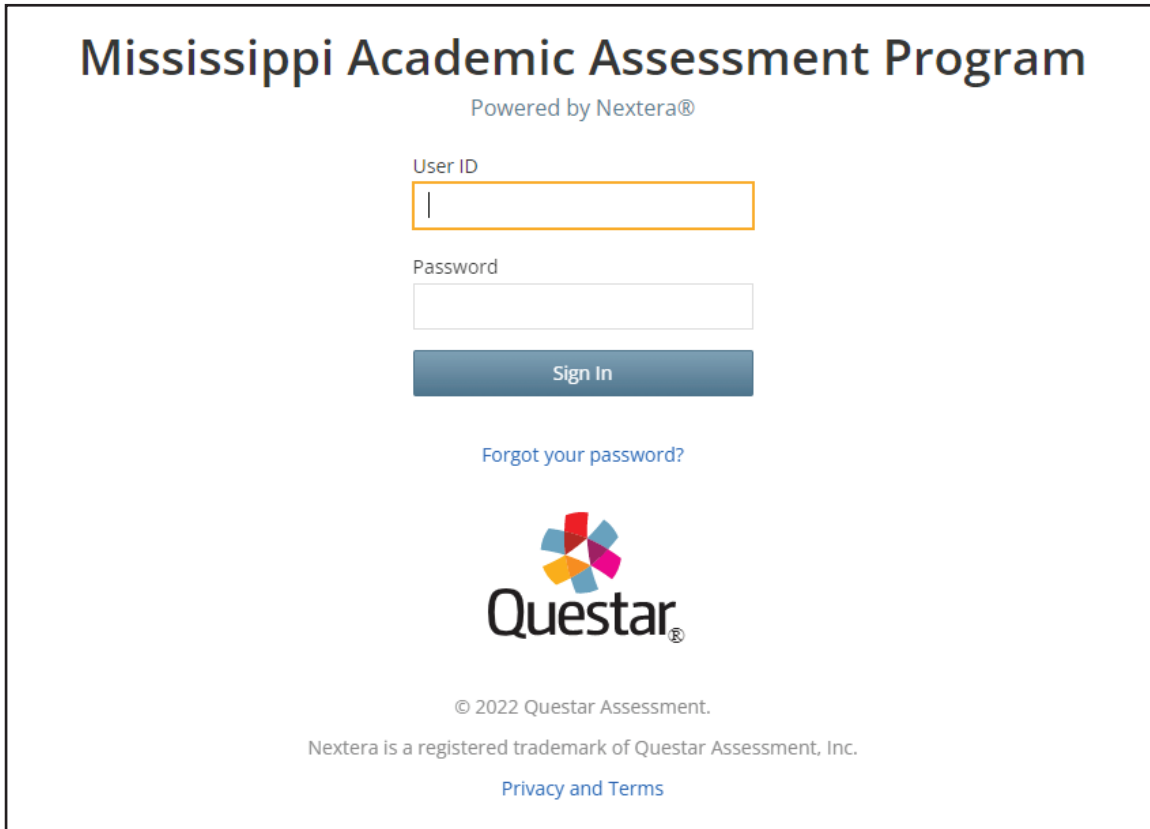

- 3** Return all secure test materials to NWEA.

**NWEA Customer Support**  
Phone: 1-800-644-4054 E-Mail: [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org)

## Accessing District Data Files

### To Access District Data Files:

- 1 Log in to [ms.nextera.questarai.com](https://ms.nextera.questarai.com) with the appropriate **User ID** and **Password**.



The login page for the Mississippi Academic Assessment Program, powered by Nextera. It features a title, a subtitle, and fields for User ID and Password. A Sign In button is present, along with a link for 'Forgot your password?'. The Questar logo is displayed, followed by copyright information and a link to 'Privacy and Terms'.

Mississippi Academic Assessment Program


Powered by Nextera®

User ID

Password

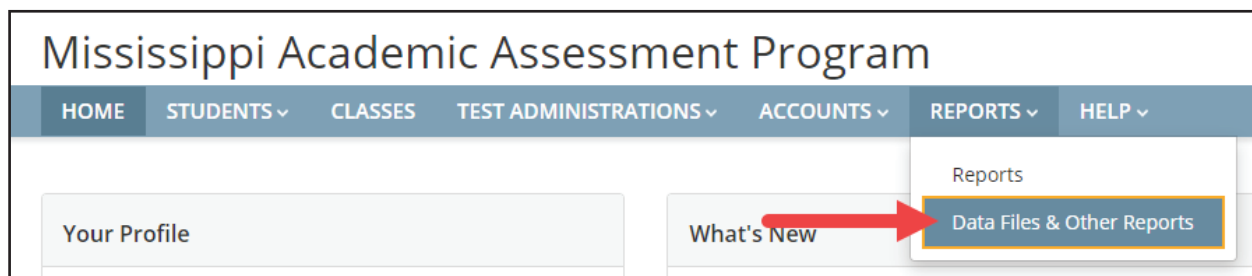
Sign In

[Forgot your password?](#)

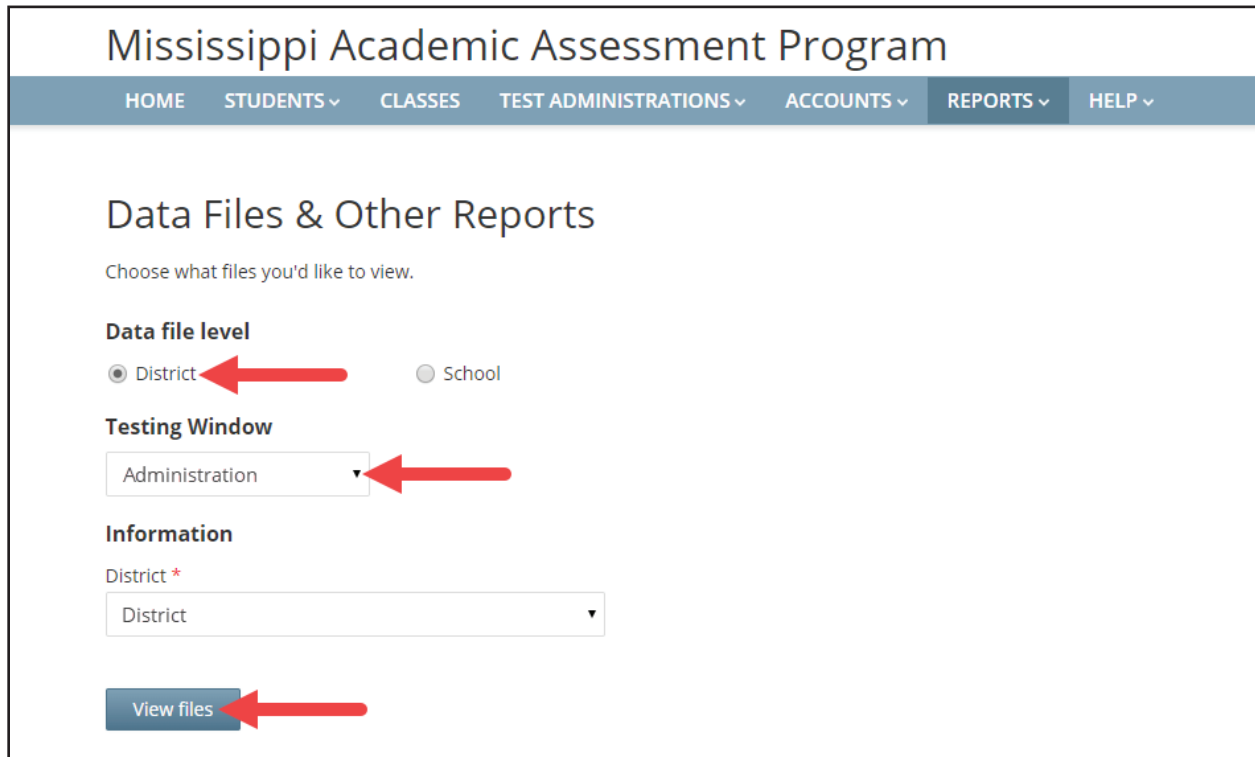
  
Questar®

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[Privacy and Terms](#)

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

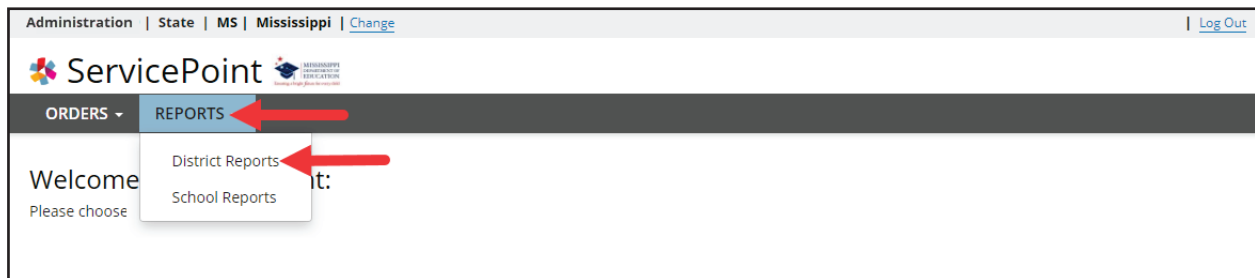


- 3 On the *Data Files & Other Reports* page, select **District** under **Data file level** and the applicable **Testing Window**. Then select **View files**.



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

- 4 Select the **REPORTS** tab, and then select **District Reports**.



- 5 A list of the available data files for your district will display. Select the link in the Title column to download the desired data file in a .csv file format.



The screenshot shows the ServicePoint interface. At the top, there's a navigation bar with 'Administration | State | MS | Mississippi | Change' and a 'Log Out' link. Below this is a header with the ServicePoint logo and the Mississippi Department of Education logo. A dark bar contains 'ORDERS' and 'REPORTS' tabs. Under 'REPORTS', it says 'Reports: District'. There's a 'District' dropdown menu currently set to 'District'. Below this is a table with three columns: 'Title', 'Type', and 'Level'. The table contains one row: 'MS District Data File' (with a red arrow pointing to it), 'csv', and 'District'.

Title	Type	Level
MS District Data File	csv	District

**Note:** Most versions of Microsoft Excel will open .csv files automatically, but if you are using a version that will not, refer to the instructions for importing .csv files found on Microsoft's website: [https://support.microsoft.com/en-us/office/import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba#IDoEAAGAAA=Office\\_2016-2010](https://support.microsoft.com/en-us/office/import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba#IDoEAAGAAA=Office_2016-2010)





**NWEA**

14720 Energy Way  
Apple Valley, MN 55124

(952) 997-2700

[www.nwea.org](http://www.nwea.org)