



MAAP

Spring 2021

End-Of-Course: Algebra I and English II

Test Coordinator's Manual (TCM)



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TCM

This *Test Coordinator's Manual* (TCM) serves to guide Test Coordinators through general test administration activities for the End-of-Course (EOC) Algebra I and English II Assessments. Instructions for test administration in the classroom are provided in the *Test Administrator's Manual* (TAM). The TAM and additional information can be accessed from the *Help* page in Nextera® Admin located at:

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

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

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

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

Contact Information

Questar Customer Support:

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

MDE:

- Office of Student Assessment: 601-359-3052

MS Roles and Responsibilities

State-Level User (SLU)

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

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

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

Superintendent (SUP)

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

District Information Technology Coordinator (DITC)

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

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

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

Principal (PRN)

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

Test Administrator (TA) or Teacher

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

Proctor

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

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

MAAP EOC Overview

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

The MAAP EOC Assessments for Algebra I and English II consist of two online sessions each. Schools should set aside blocks of uninterrupted time for the administration of each session.

More information on each assessment, including blueprints and additional resources, can be found on the MDE website at <http://www.mdek12.org/osa/MAAP>.

Important Dates

Spring 2021 Important Dates

Prior to Testing	
Registration Window	January 4–15, 2021
Student Information Available in Nextera	March 15, 2021
Materials Arrive in Districts	March 22, 2021
Additional Material Order (AMO) Window	March 23–May 27, 2021
Test Window	
	March 29–May 28, 2021
After Testing	
Secure Materials Return Deadline	Three days following the last day of testing, per the District Test Security Plan
Report Corrections Window	June 21–July 2, 2021

Test Coordinator's Checklist

Before Testing

- DTCs/STCs will carefully read the TCM to become familiar with general test administration activities. The TCM and additional information can be accessed on the *Help* page in Nextera Admin. Contact Questar Customer Support at 1-800-644-4054 with any questions.
- If a DTC has not received their Nextera Admin User ID and temporary Password from Questar, he or she should contact Questar 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/STCs will create a school testing schedule, identifying students who will be tested each session during the testing window. Be sure to consider the number of students participating in online testing and the number of available devices. Make sure students with special accommodations are accounted for in the schedule.
- DTCs will train STCs and Technology Coordinators for their specific roles in testing. DTCs may want to attend, 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/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.**
- 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/STCs must ensure that students not present in Nextera Admin are added (either manually or via the Pre-ID portal) and assigned to a test.
- DTCs/STCs 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/STCs must ensure proper spacing between work stations is available.
- DTCs/STCs 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 Questar of any missing materials and order additional materials as necessary.
- DTCs/STCs will provide approved rosters for Test Administrators to ensure accurate student placement.
- DTCs/STCs will save the boxes in which materials were received in order to return the materials to Questar after testing is complete.

During Testing

- DTCs/STCs 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/STCs will monitor schools 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/STCs will adjust testing schedules if inclement weather or other unforeseen events threaten or force school closures, network interruption, etc.
- DTCs/STCs will ensure that each school has only one designated computer technician that can use a cell phone during testing to provide technology support.

After Testing

- DTCs/STCs will verify that all online tests have been submitted using the Testing Status Details page in Nextera.***
- DTCs/STCs will collect and inventory all secure test materials, and DTCs will return them to Questar per the instructions found in the District Return Kit.
- DTCs/STCs will shred the appropriate materials, then complete and upload the appropriate shredding documentation to the Office of Student Assessment as outlined in the Test Security Plan using the Test Security Certification Form.
- DTCs/STCs 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.

Test Irregularities

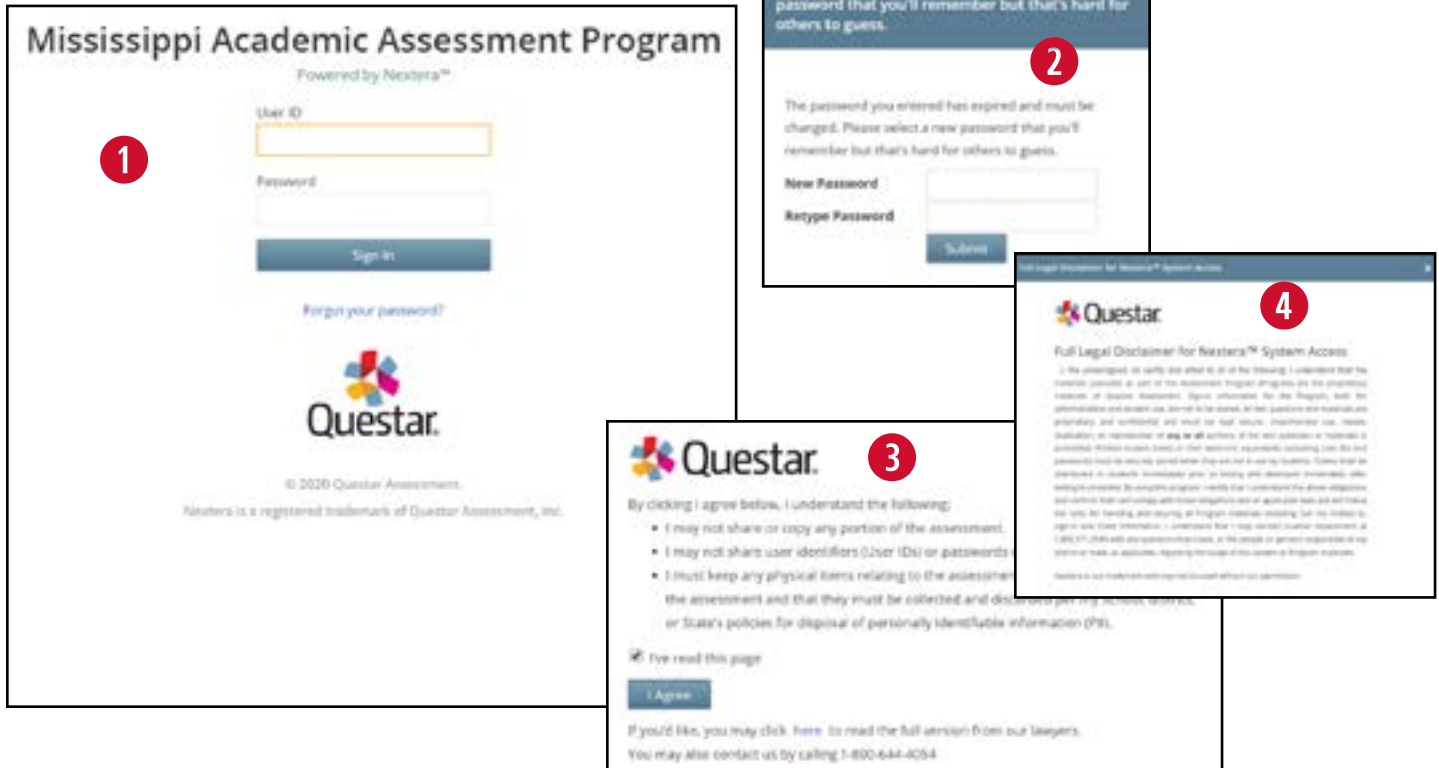
Schools must not schedule an interruption to the school day, such as a fire drill, that will affect students in any way during the assessment. If an interruption in testing occurs due to severe weather, a fire alarm, or any other natural or man-made occurrence, the Test Administrator must immediately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

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

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

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

Sign In



1 The main sign-in page for the Mississippi Academic Assessment Program, powered by Nextera. It features a 'User ID' field, a 'Password' field, and a 'Sign In' button. Below the fields is a 'Forgot your password?' link and the Questar logo.

2 A warning message: '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.' Below the message are fields for 'New Password' and 'Retype Password', and a 'Submit' button.

3 A security compliance statement. It begins with 'By clicking I agree below, I understand the following:' followed by three bullet points: 'I may not share or copy any portion of the assessment.', 'I may not share user identifiers (User ID) or passwords', and 'I must keep any physical items relating to the assessment...'. At the bottom, there is a checked box for 'I've read this page' and an 'I Agree' button.

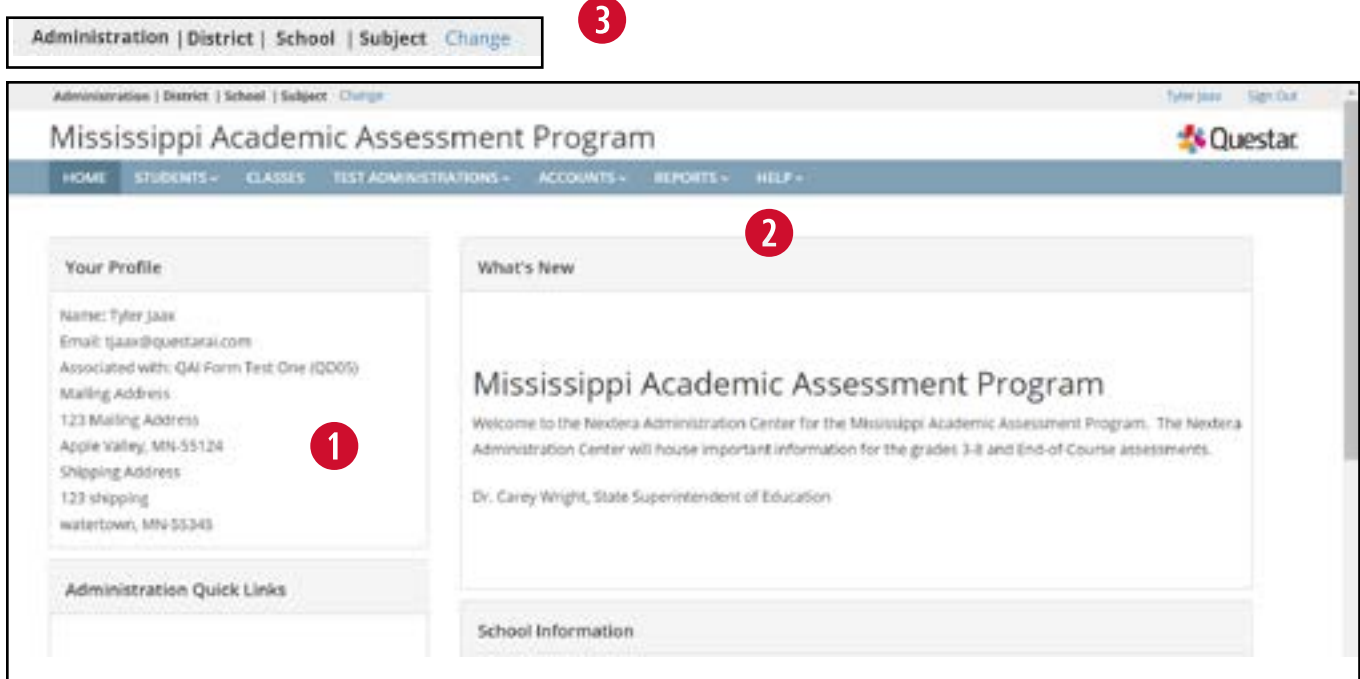
4 A 'Full Legal Disclaimer for Nextera™ System Access' page. It contains detailed legal text regarding the use of the assessment system and the user's responsibility for data security and privacy.

STCs who cannot locate their Nextera Admin login information should contact the DTC, and DTCs without login information should contact Questar 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

Mississippi Academic Assessment Program

HOME STUDENTS CLASSES TEST ADMINISTRATIONS ACCOUNTS REPORTS HELP

Your Profile

Name: Tyler Jaax
Email: tjaax@questarai.com
Associated with: QAI Form Test One (QDO0)
Mailing Address:
123 Mailing Address
Apple Valley, MN-55124
Shipping Address:
123 shipping
watertown, MN-55349

Administration Quick Links

What's New

Mississippi Academic Assessment Program

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

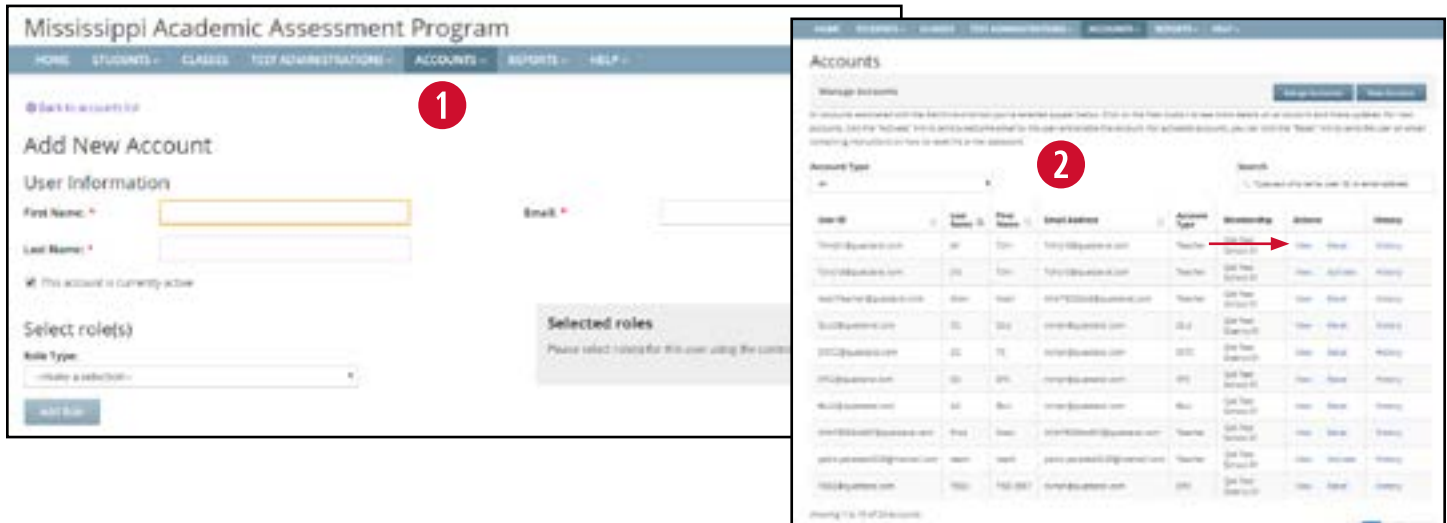
Dr. Carey Wright, State Superintendent of Education

School Information

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



The left screenshot shows the 'Mississippi Academic Assessment Program' interface with the 'ACCOUNTS' tab selected. A red circle '1' is placed over the 'ACCOUNTS' tab. Below the navigation, there is a 'Back to accounts list' link and an 'Add New Account' section. The 'User Information' section includes fields for 'First Name', 'Last Name', and 'Email'. There is a checkbox for 'This account is currently active'. Below that is a 'Select role(s)' section with a 'Role Type' dropdown and a 'Selected roles' area. A 'Next Step' button is at the bottom.

The right screenshot shows the 'Accounts' management page. It has a search bar and a table of accounts. A red circle '2' is placed over the 'View' link in the 'Actions' column of the first row. The table has columns for 'User ID', 'Last Name', 'First Name', 'Email Address', 'Account Type', 'District', 'School', and 'Actions'. The 'Actions' column contains 'View', 'Edit', and 'Delete' links.

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

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

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

1 To add a user account, select **Accounts** under the **ACCOUNTS** tab. Then select **New Account**.

On the *Add New Account* page, fill in the First Name, Last Name, and Email.

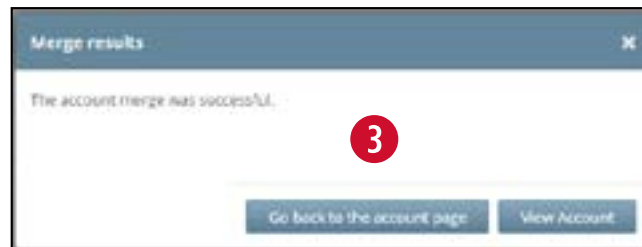
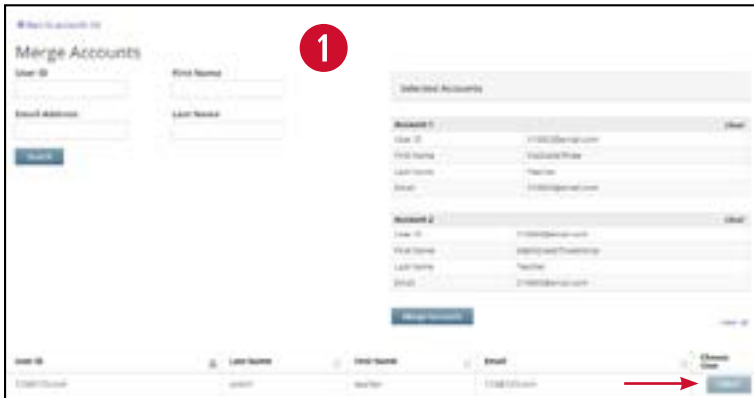
Make sure the box next to “This account is currently active” is checked.

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

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

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

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

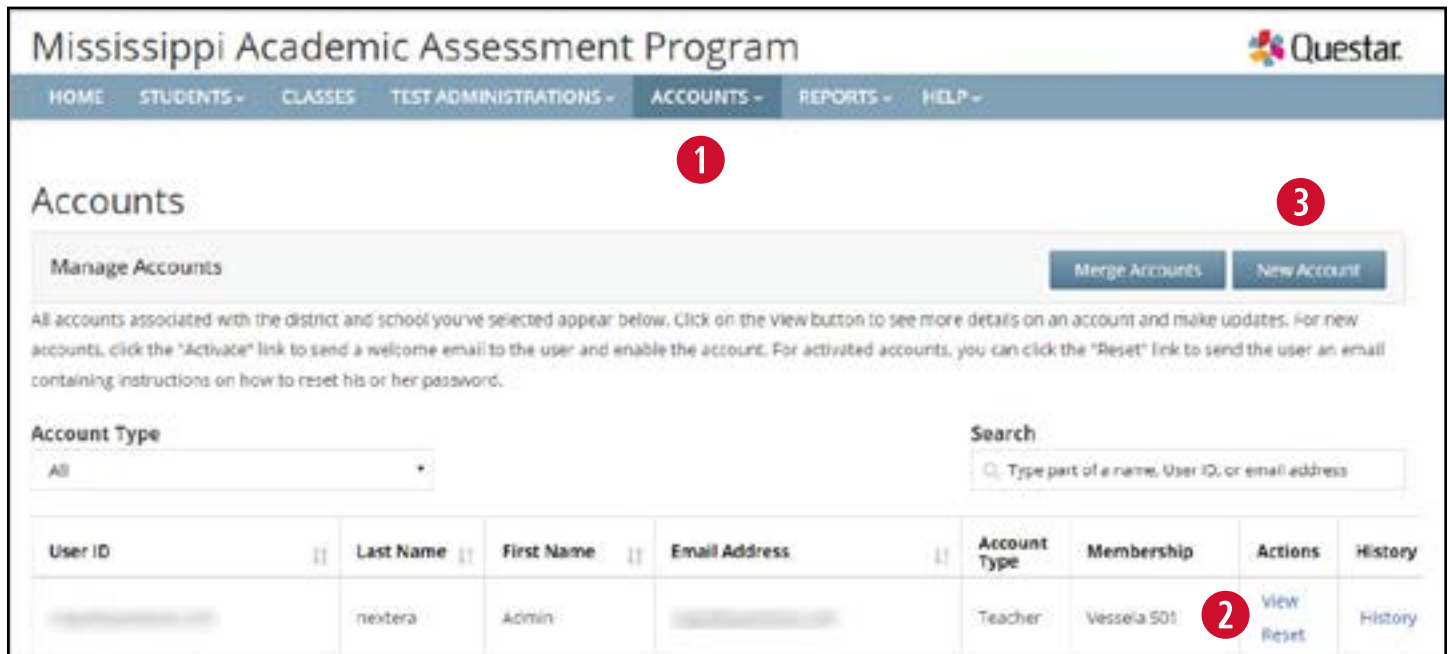


A DTC can merge multiple accounts for a user by going to the *Accounts* page. Only two accounts can be merged at a time. Repeat the following process if more than two accounts need to be merged.

- 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 Questar prior to each administration.

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.

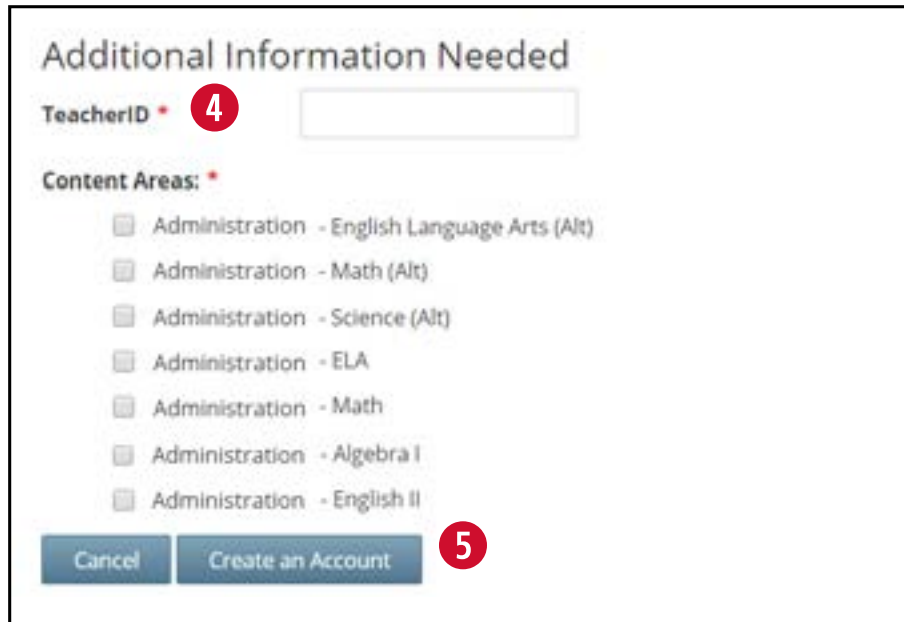
Account Type: All

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 501	View Reset	History

To Add or Edit a Teacher:

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



Additional Information Needed

TeacherID * **4**

Content Areas: *

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

5

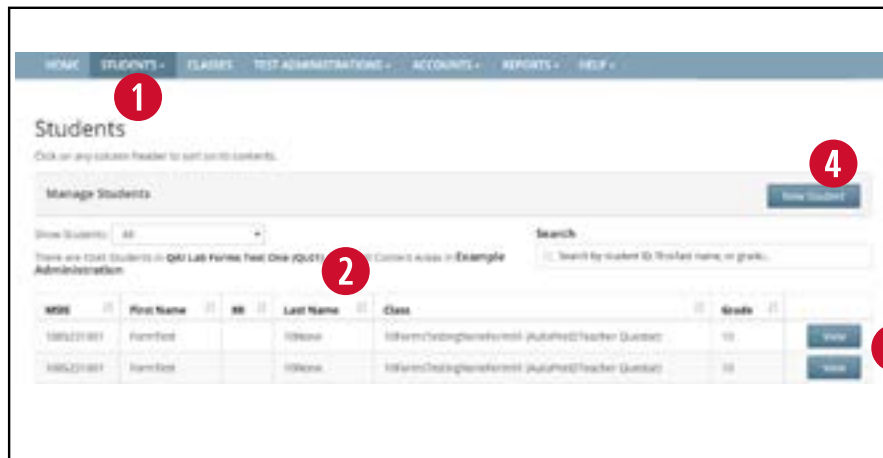
- 4** On the *Add New Account* page, enter all of the required information and make sure the box next to “This account is currently active” is checked. After selecting **Teacher** from the *Role Type* drop-down, you will be required to enter the TeacherID (license number) and select the applicable Content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

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

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

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

Add or Edit a Student



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 modifying a student's *School of record* (DTCs/DLUs), you 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.



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

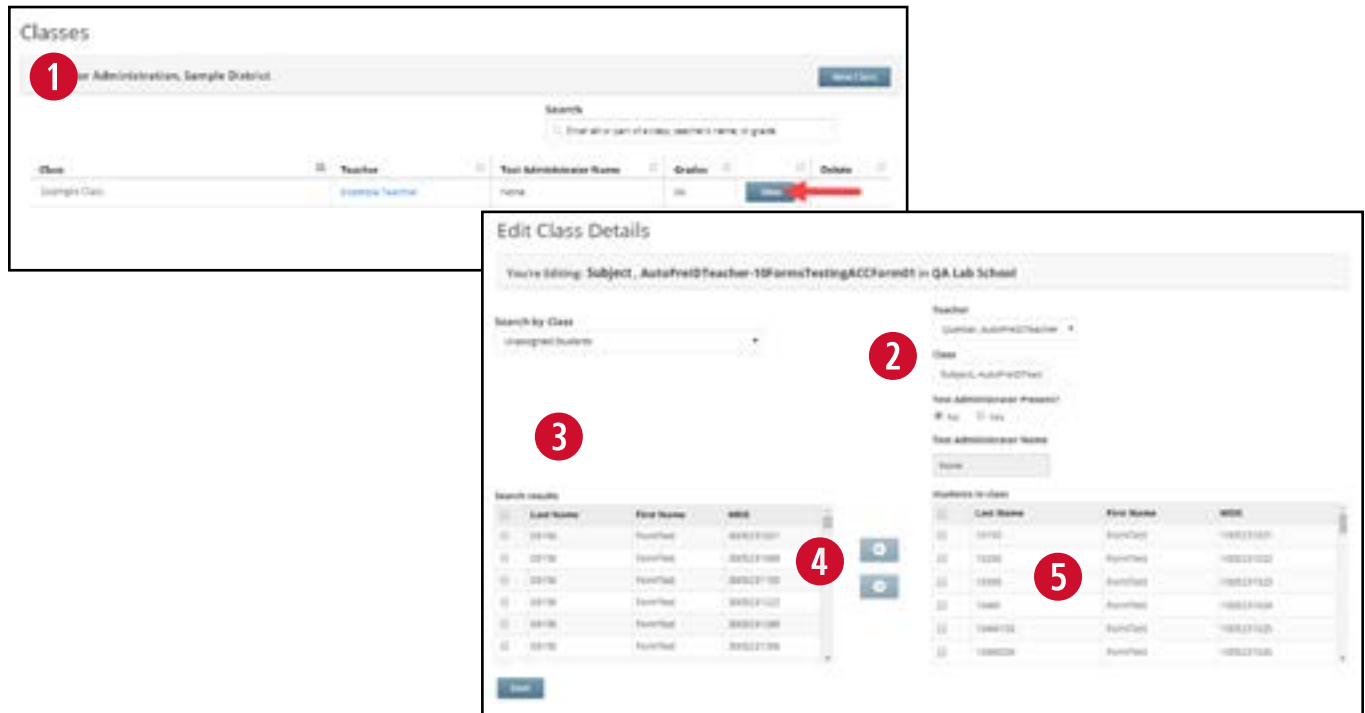
Note: All fields with a bold title are required and must be completed. All other fields are optional.

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

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

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

Moving Students

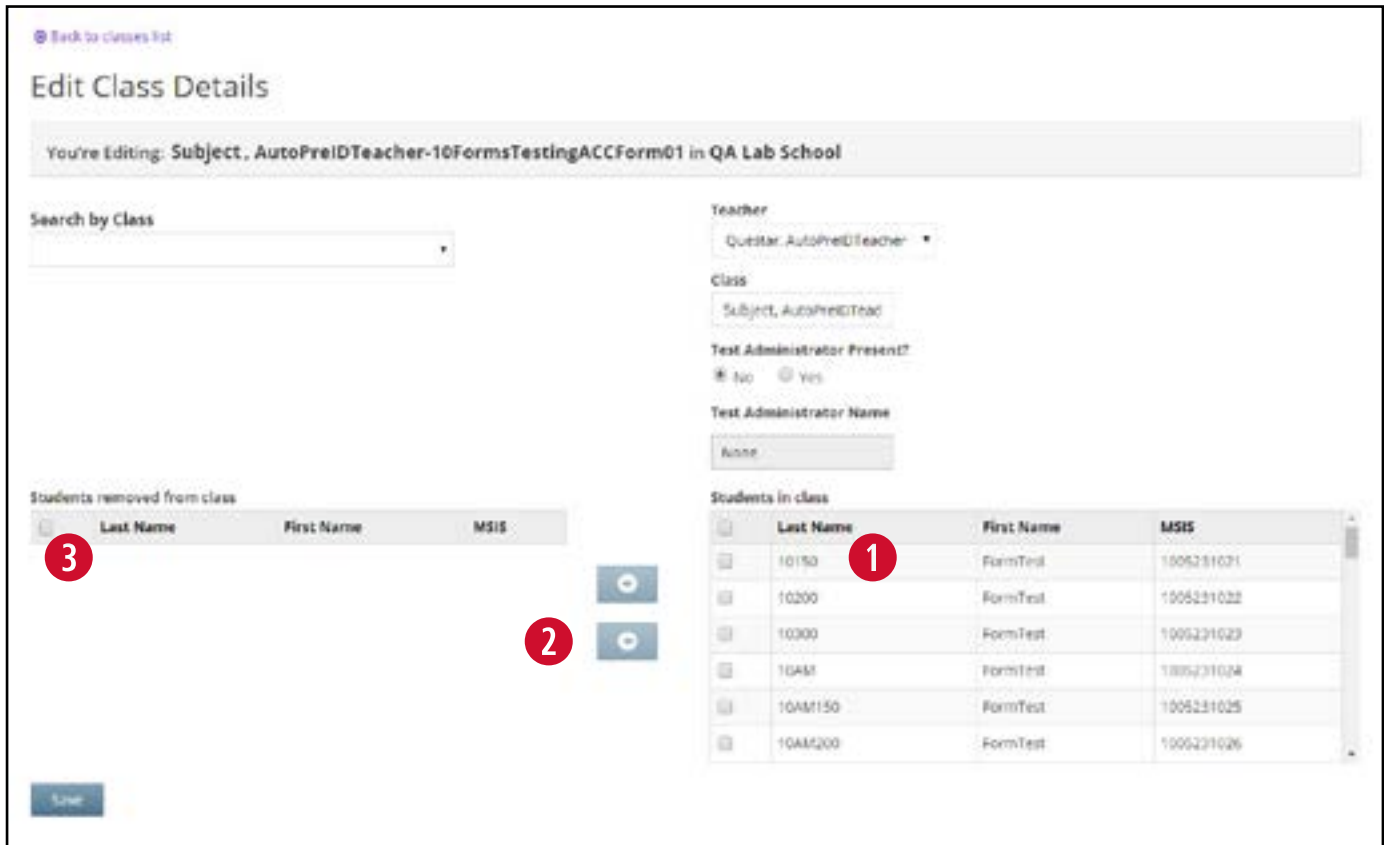


The screenshot shows two overlapping windows from a software interface. The top window, titled 'Classes', shows a list of classes with columns for Class, Teacher, Test Administrator Name, Drafts, and Details. A red circle '1' is placed over the 'Edit' button for a class. The bottom window, titled 'Edit Class Details', shows a form for editing a class. A red circle '2' is over the 'Teacher' dropdown, and another '2' is over the 'Class' dropdown. A red circle '3' is over the 'Search by Class' dropdown menu, which has 'Unassigned Students' selected. A red circle '4' is over the right arrow button in the search results table. A red circle '5' is over the 'Save' button at the bottom of the form.

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

To Add a Student to a Class:

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



To Remove a Student from a Class:

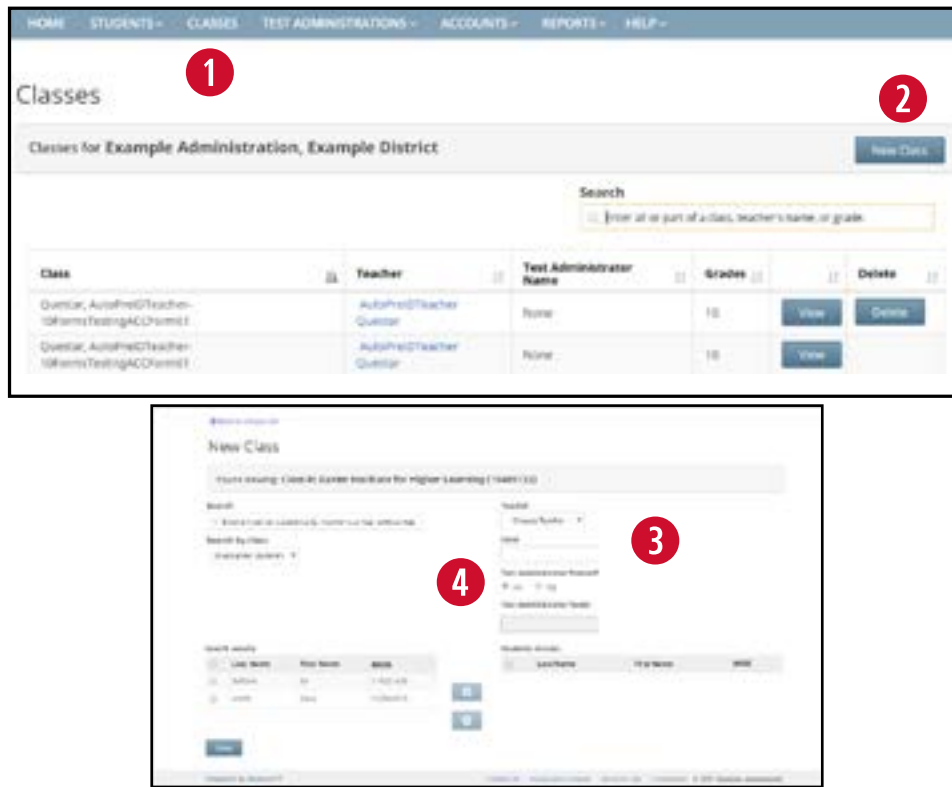
- 1 In the *Students in class* section, select the check box next to the student that needs to be removed.
- 2 Select the **left arrow** button.
- 3 The student will move over to the *Students removed from class* section. Be sure to select **Save** at the bottom of the page once you are finished.

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, the DTC for your district must contact Questar Customer Support to request this change.

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

Add or Delete a Class



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.

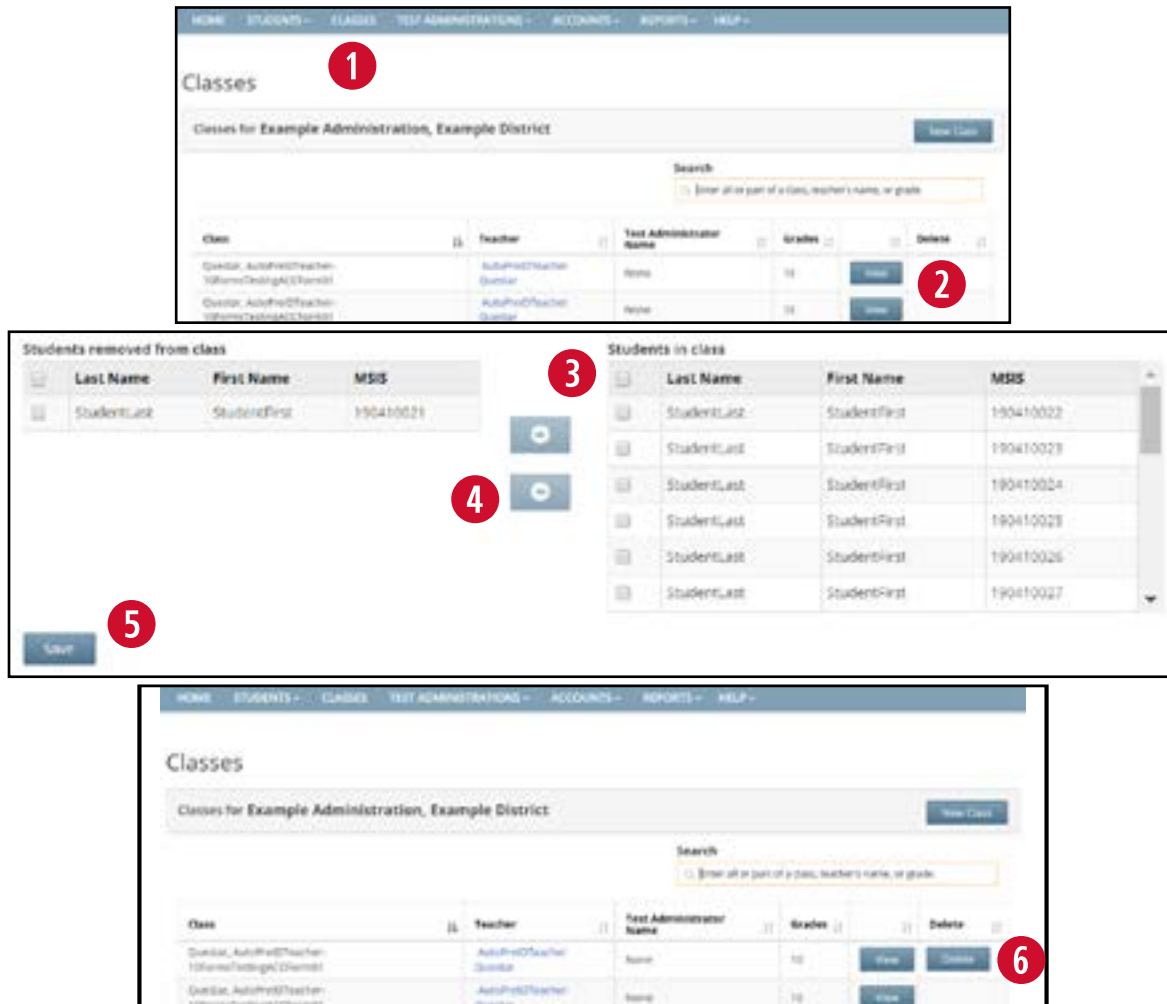
Note: In order for a Teacher to appear in the drop-down, their account must be assigned to that test administration and content area.

- 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.



- 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.

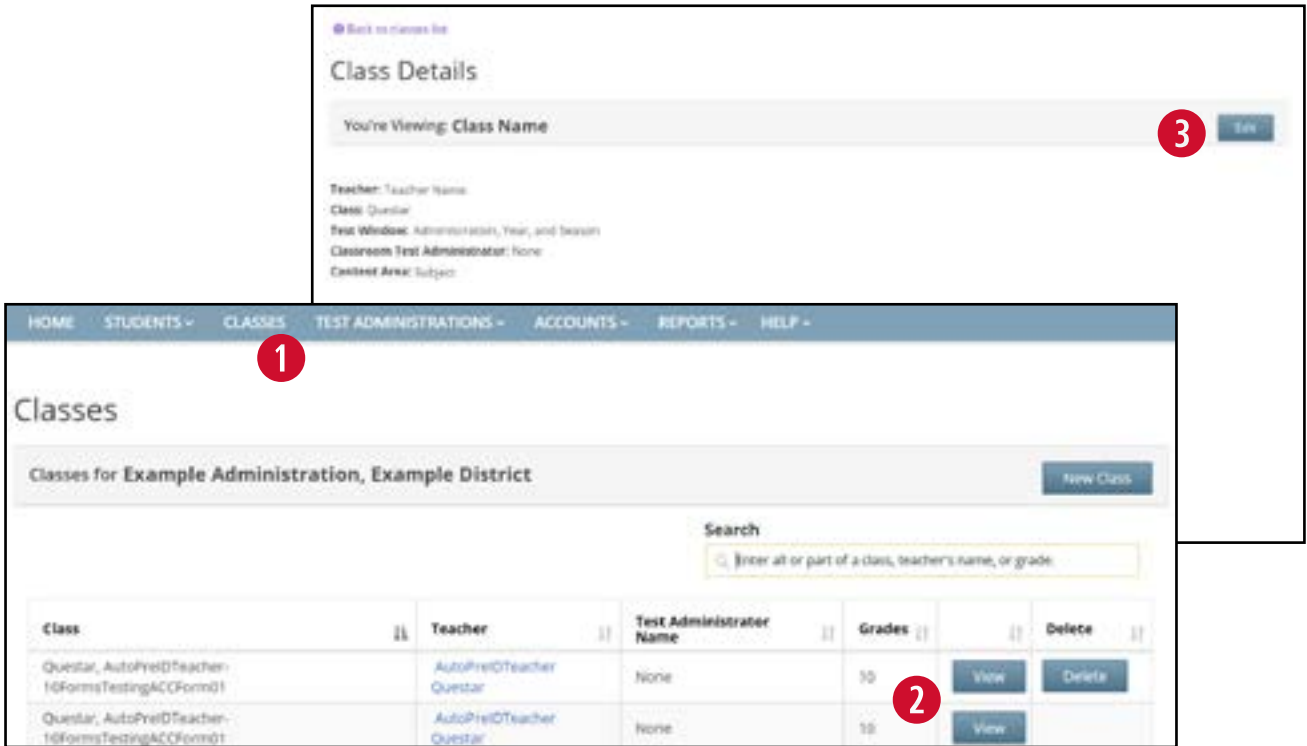


The screenshot shows the 'Classes' page in the system. The page title is 'Classes' and it displays a table of classes for 'Example Administration, Example District'. The table has columns for Class, Teacher, Test Administrator Name, Grades, and Delete. The first class is selected, and the 'Delete' button is highlighted with a red circle '2'. Below the table, there are two sections: 'Students removed from class' and 'Students in class'. The 'Students in class' section has a top check box selected, and a left arrow button is highlighted with a red circle '4'. A 'Save' button is highlighted with a red circle '5'. The 'Classes' page is shown again at the bottom, with the 'Delete' button for the selected class highlighted with a red circle '6'.

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



Class Details

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

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

HOME STUDENTS **CLASSES** 1 TEST ADMINISTRATIONS ACCOUNTS REPORTS HELP

Classes

Classes for Example Administration, Example District [New Class](#)

Search

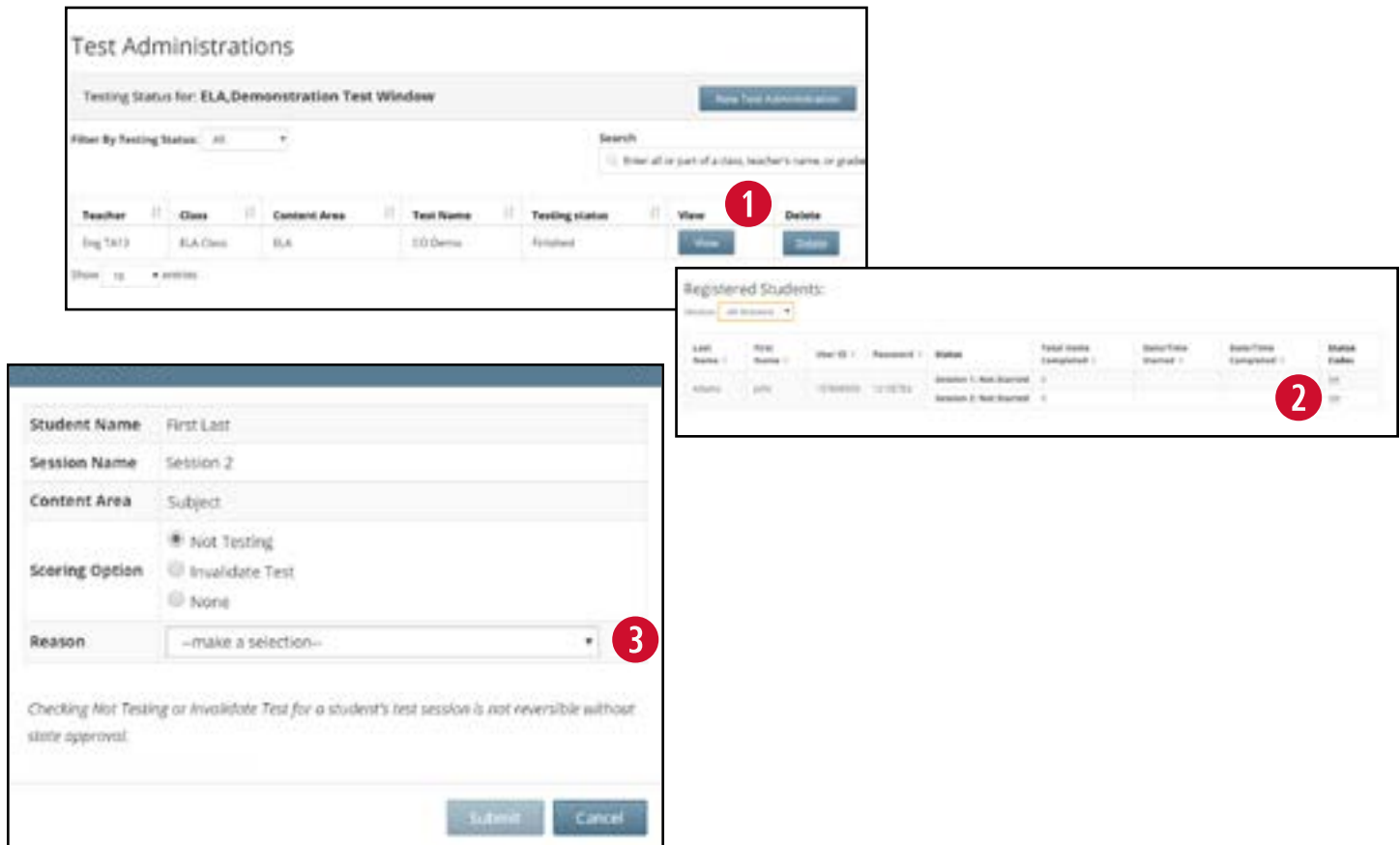
Class	Teacher	Test Administrator Name	Grades	Delete
Questar, AutoPreIDTeacher-16FormsTesting&CCForm01	AutoPreIDTeacher Questar	None	10	View Delete
Questar, AutoPreIDTeacher-16FormsTesting&CCForm01	AutoPreIDTeacher Questar	None	10	View

2

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.

Invalidations and Not Testing Codes



1 View

2 Set

3 Reason

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

Online Accessibility Features and Accommodations

Accessibility Features

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

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

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

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

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

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

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

Accommodations

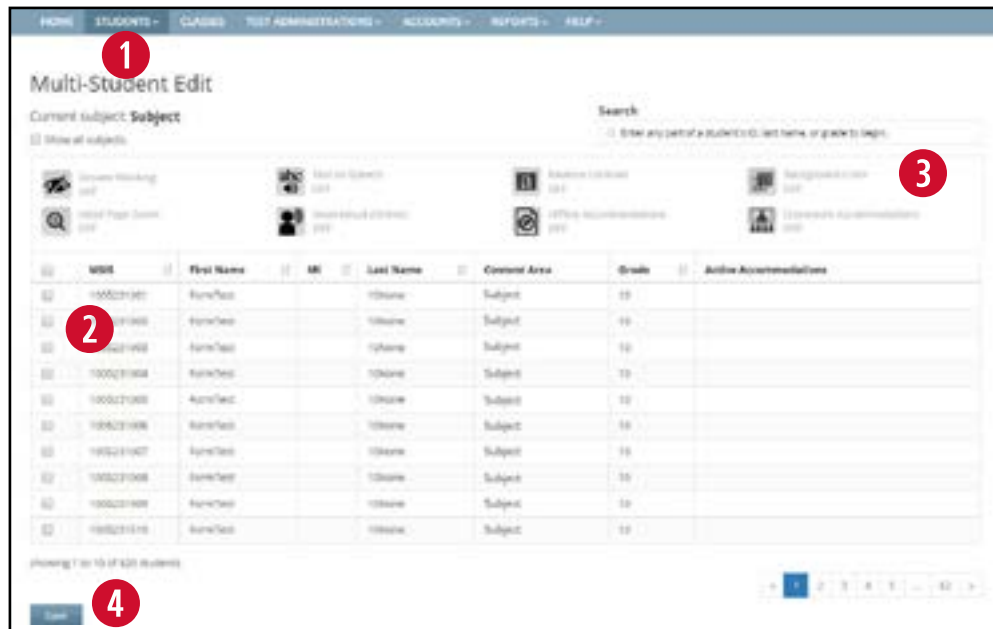
The following accommodations are available to students taking the test, according to their IEP/504/LSP:

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

Note: For (53) Directions Only TTS, nothing will be read in Algebra I Session 1 since the questions themselves contain the directions. However, there are stand-alone directions that will be read in Algebra I Session 2.

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

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:

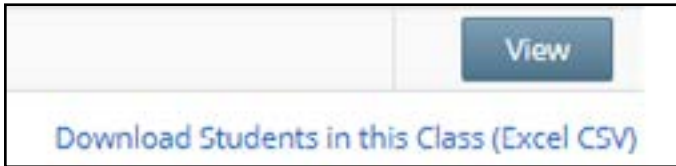
- 1 Select **Multi-Student Edit** under the **STUDENTS** tab.
- 2 Use the check boxes to select and verify the students you wish to assign accommodations/ accessibility features.
- 3 Selecting an accommodation/accessibility feature's icon will toggle it on or off. When choosing some accommodations/accessibility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

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

Downloading a Class List

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

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



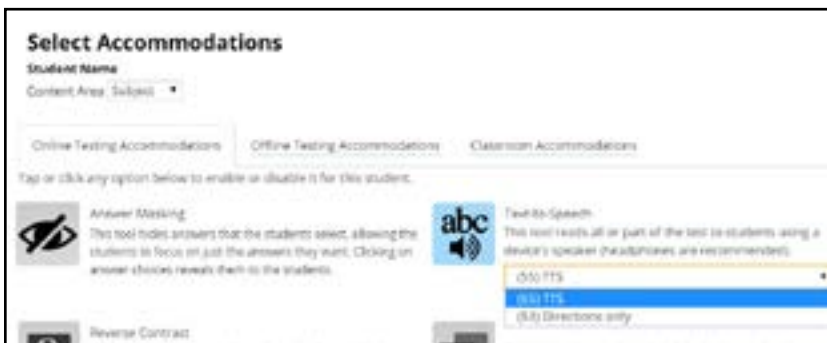
- 4 Open the spreadsheet to confirm student accommodations are set correctly.

Marking Accommodations for a Student

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

Text-to-Speech Accommodations

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



- 6 Select **Save**.



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



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

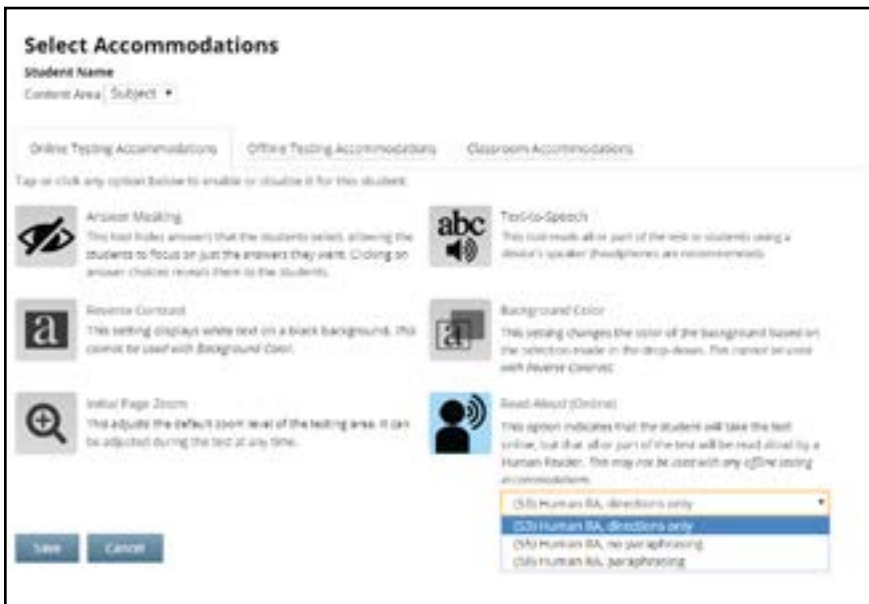


Read-Aloud (Online) Accommodations

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

To Select Read-Aloud (Online):

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



- 6 Select **Save**.



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

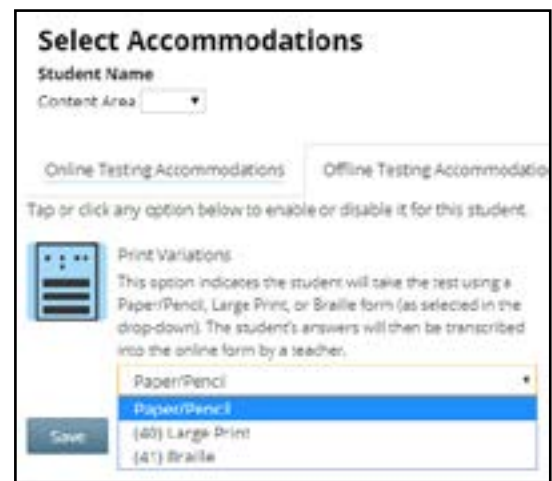


Paper/Pencil Accommodation

- 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 Select the **Offline Testing Accommodations** tab.
- 6 Select the **Print Variations** icon.
- 7 From the drop-down, select the **Paper/Pencil** option (if not already selected as the default).
- 8 Select **Save**.



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

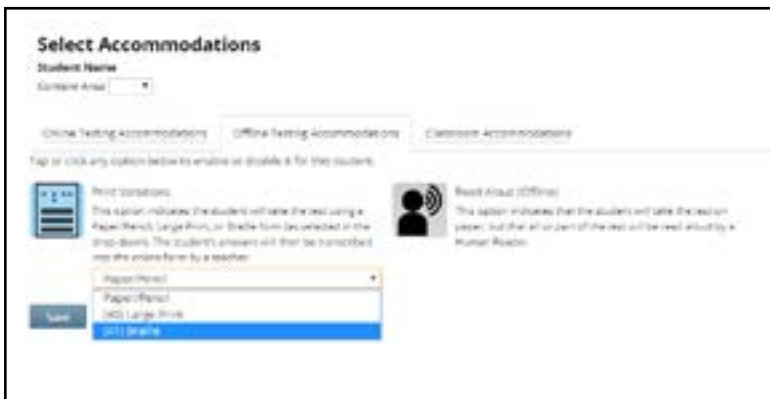


The “successfully updated record” notice will appear at the top of the page.



Braille Accommodation

- 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 **Print Variations** icon.
- 7 From the drop-down, select the **(41) Braille** option.



- 8 Select **Save**.



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



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

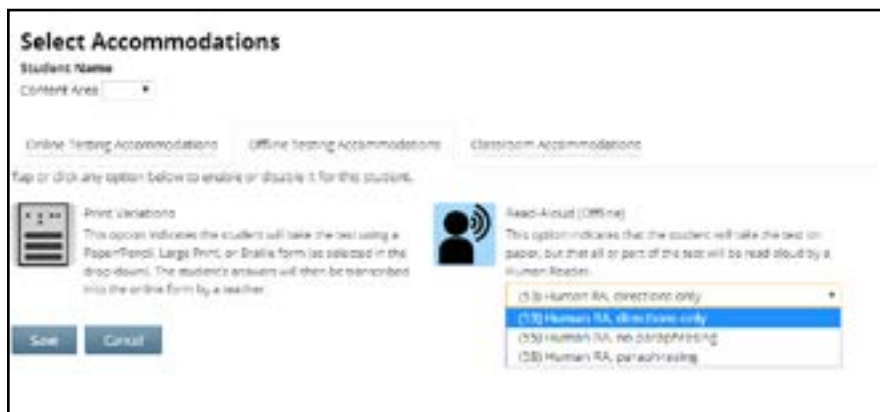


Read-Aloud (Offline) Accommodations

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

To Select Read-Aloud (Offline):

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



- 7 Select **Save**.

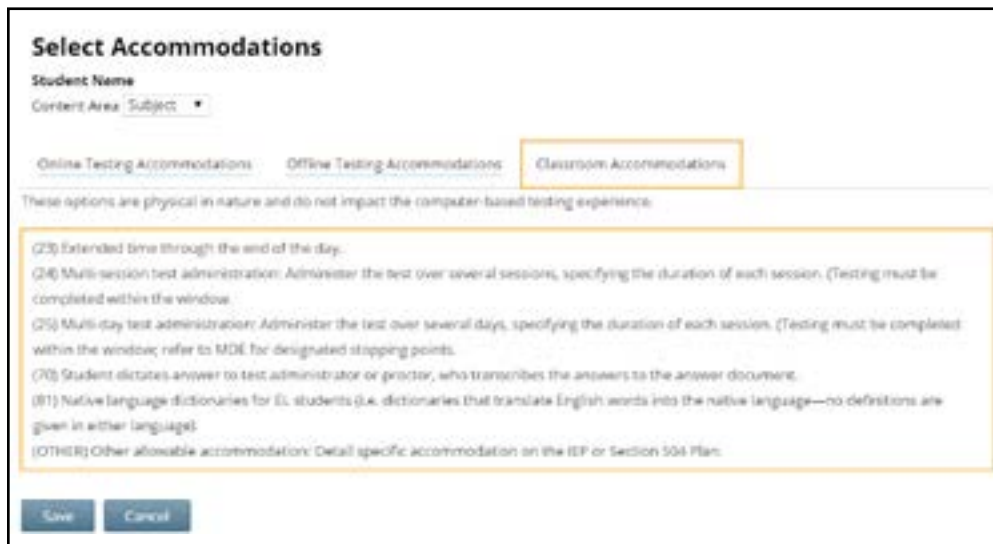


- 8 At the bottom of the *Edit Student Record* page, select **Save** again.



Classroom Accommodations

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



Select Accommodations

Student Name
Content Area: Subject

Online Testing Accommodations Offline Testing Accommodations **Classroom Accommodations**

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

(23) Extended time through the end of the day.
 (24) Multi-session test administration: Administer the test over several sessions, specifying the duration of each session. (Testing must be completed within the window.
 (25) Multi-day test administration: Administer the test over several days, specifying the duration of each session. (Testing must be completed within the window; refer to MDE for designated stopping points.
 (70) Student dictates answer to test administrator or proctor, who transcribes the answers to the answer document.
 (81) Native language dictionaries for EL students (i.e. dictionaries that translate English words into the native language—no definitions are given in either language).
 (OTHER) Other allowable accommodation: Detail specific accommodation on the IEP or Section 504 Plan.

Save Cancel

- 7 Select **Save**.



Save Cancel

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



Save Cancel

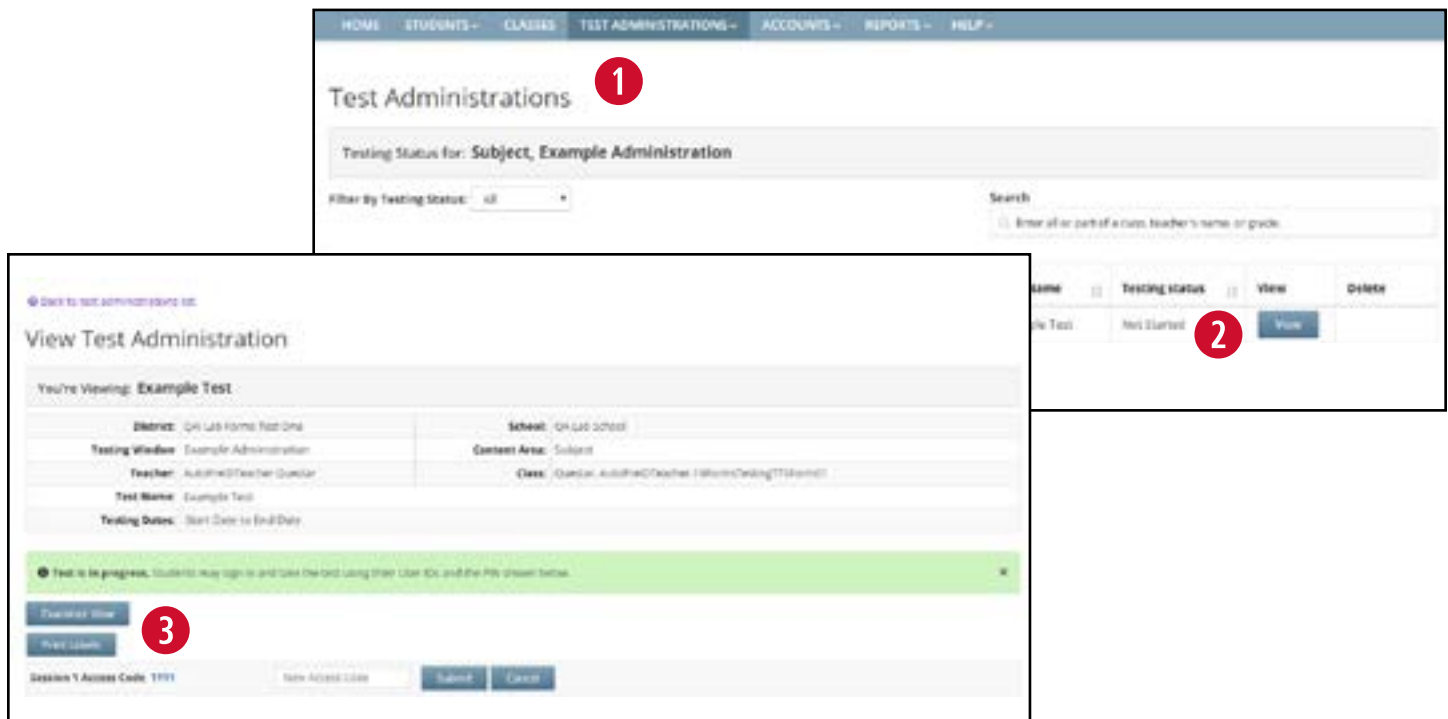
The “successfully updated record” notice will appear at the top of the page.



This table will assist in assigning the proper Read-Aloud or Text-to-Speech accommodations in Nextera Admin in alignment with the Mississippi Testing Accommodations Manual, based on a student’s IEP, 504 Plan, or LSP. **Note:** English II passages **cannot** be read aloud.

#	MDE Accommodation	Notes	Nextera: Online Testing Accommodations	Nextera: Offline Testing Accommodations	Nextera: Classroom Accommodations
53	Read test directions (but NOT test items) to individual students or a group—repeating and/or paraphrasing directions if needed. <i>Refer to Notes 6 & 7 in the Mississippi Testing Accommodations Manual.</i>	Reference the Mississippi Academic Assessment Program (MAAP) Read-Aloud Accommodation Guidance	Text-to-Speech — Option 53 or Read-Aloud (Online) — Option 53	Read-Aloud (Offline) — Option 53 and Print Variations — Paper/Pencil, Large Print, or Braille	N/A
55	Read test directions and test items to individual students or a group—repeating directions/items, but not paraphrasing. <i>Refer to Notes 6 & 7 in the Mississippi Testing Accommodations Manual.</i>	Reference the Mississippi Academic Assessment Program (MAAP) Read-Aloud Accommodation Guidance	Text-to-Speech — Option 55 or Read-Aloud (Online) — Option 55	Read-Aloud (Offline) — Option 55 and Print Variations — Paper/Pencil, Large Print, or Braille	N/A
58	Read test directions and test items to individual students or a group—repeating directions/items, and paraphrasing directions ONLY (not test items) <i>if needed</i> . <i>Refer to Notes 6 & 7 in the Mississippi Testing Accommodations Manual.</i>	Reference the Mississippi Academic Assessment Program (MAAP) Read-Aloud Accommodation Guidance	Read-Aloud (Online) — Option 58	Read-Aloud (Offline) — Option 58 and Print Variations — Paper/Pencil, Large Print, or Braille	N/A

Printing Student Login Credentials

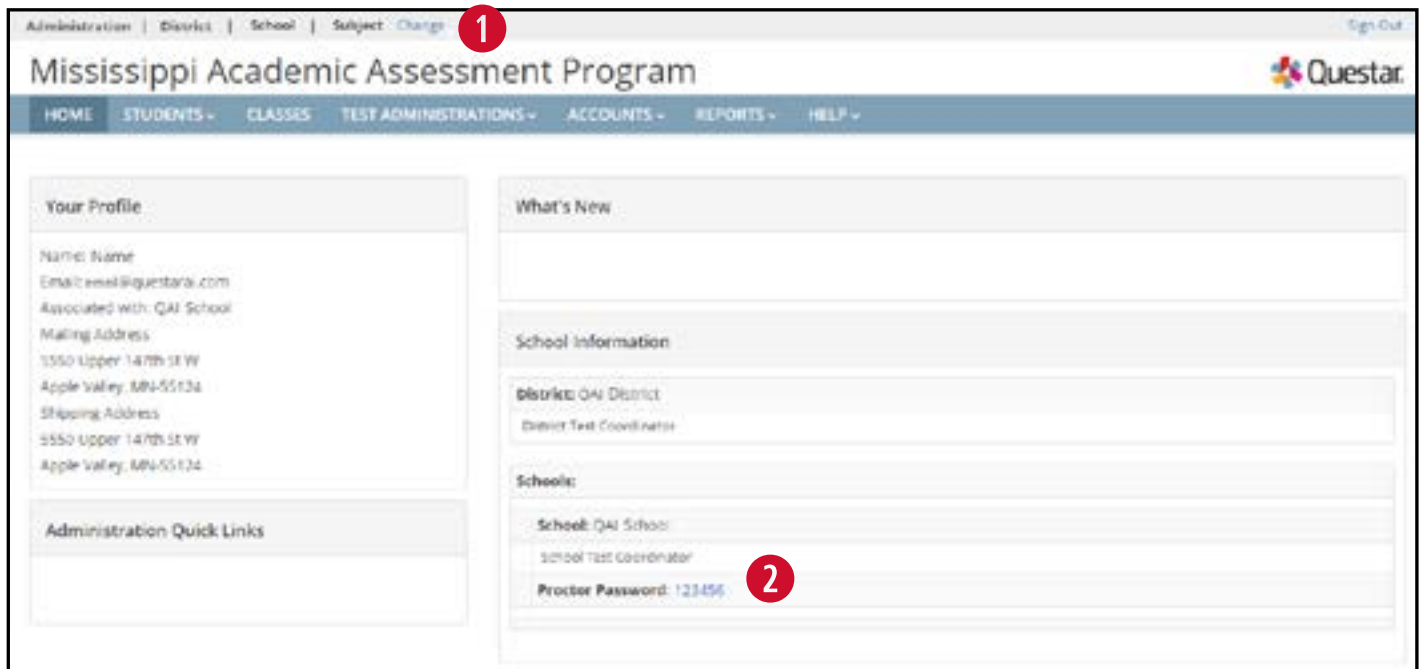


To Print Student Login Credentials:

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

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

Proctor Password



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

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

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

Transcribing Accommodated Responses into Nextera

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

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

Transcription Instructions

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

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

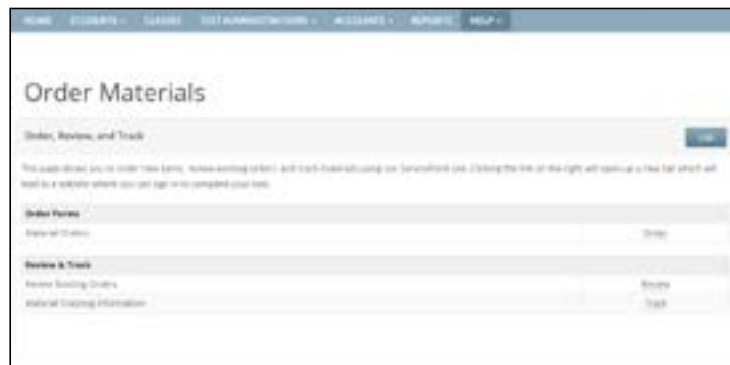
If you have any questions, please contact Questar Customer Support by calling 1-800-644-4054 or via email at mcustomersupport@questarai.com.

Handling Secure Materials

Receiving Materials

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

Ordering Materials After the Materials Shipment has been Inventoried



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

From the *Order Materials* page, select the needed service. Selecting the *Order*, *Review*, or *Track* links will open a window for Questar's ServicePoint™ application. Use this application to add/review orders and track shipments. For additional information about ServicePoint™, refer to the *Additional Material Order (AMO) Guide* on the Nextera *Help* page.

Returning Secure Materials

After testing, all test books and Read-Aloud scripts must be returned to Questar.

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

Using the STC and/or DTC instructions below, organize and prepare all test materials for return.


For School Test Coordinators:

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

For District Test Coordinators:

- 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 the 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 a Questar customer.

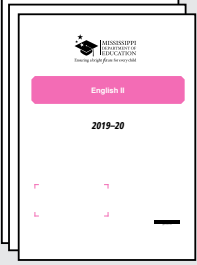
At the School Level



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

RETURNING MATERIALS TO THE DISTRICT TEST COORDINATOR


1



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

Secure materials include:

- Paper/Pencil Test Books
- Large Print Test Books
- Braille Test Books
- Read-Aloud Scripts (Paper/Pencil and Online)



2

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

At the School

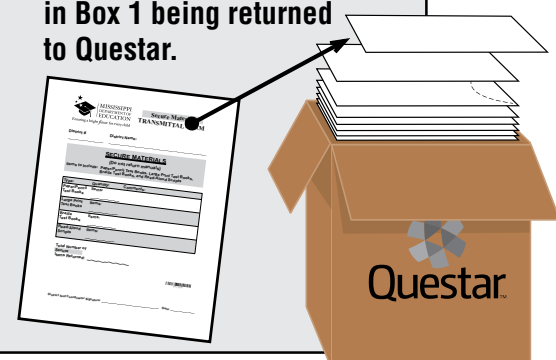
At the District Level

RETURNING SECURE MATERIALS TO QUESTAR

At the District

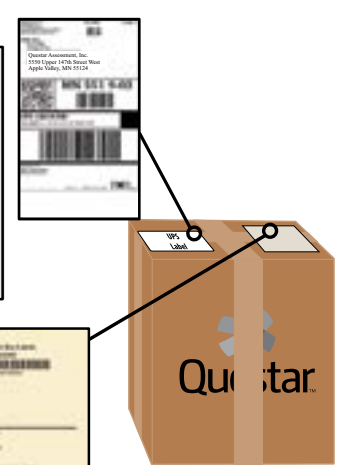
1

- Complete one Secure Materials Transmittal Form for your entire district. (See District Return Kit for Secure Materials Transmittal Form)
- Ensure the Transmittal Form is placed on top of materials in Box 1 being returned to Questar.



2

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



3

Return all secure test materials to Questar.

Questar Customer Support
 Phone: 1-800-644-4054 E-Mail: mscustomersupport@questarai.com

Viewing Reports

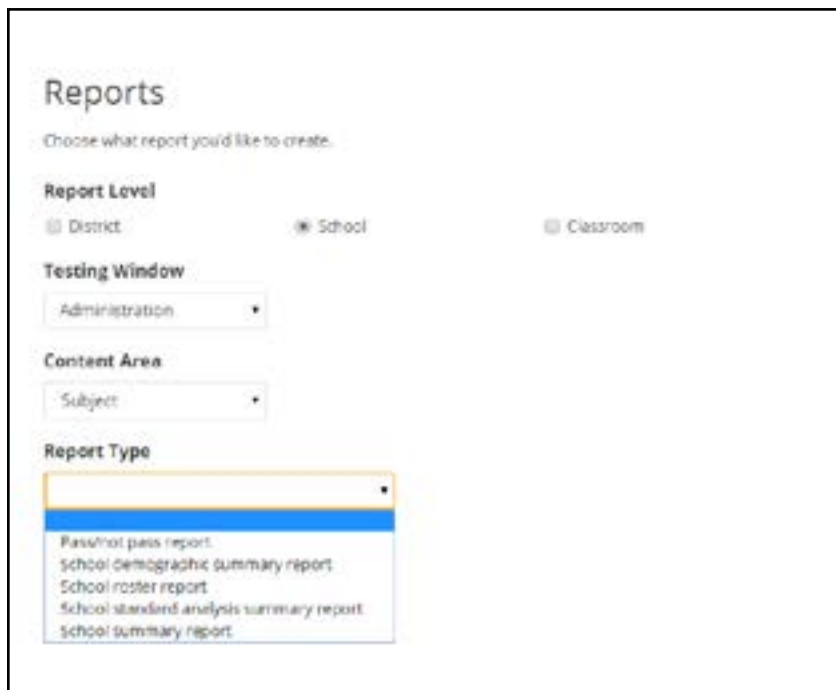
Refer to the *Important Dates* page in Nextera (under the *TEST ADMINISTRATIONS* tab) to find out when the reports will be released in Nextera Admin. For guidance on interpreting the reports, refer to the *Report Interpretation Guide* on the *Nextera Help* page.

To Access, View, and Download Reports:

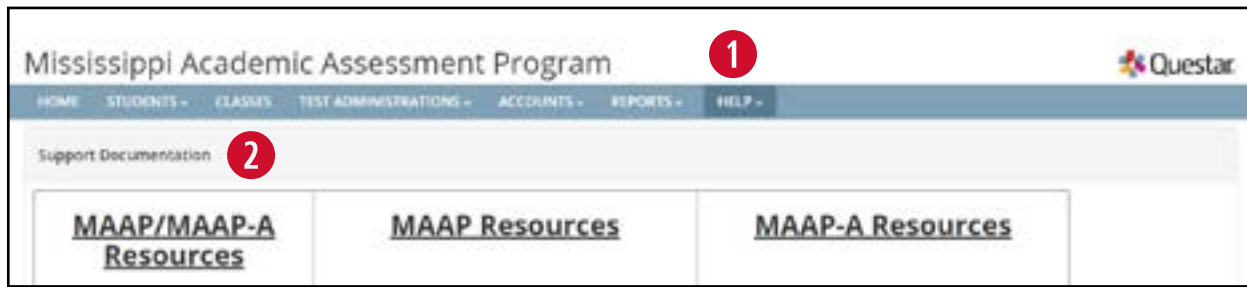
- 1 Select **Reports** under the **REPORTS** tab.
- 2 Select the *Report Level* you want to view.



- 3 Select the *Testing Window*, *Content Area*, and *Report Type* you want to view. Once all the selections for a report are selected in the drop-down menus, select **Create report**.



Additional Information



Reference materials, such as the *Test Administrator's Manual (TAM)*, are available on the Nextera Admin *Help* page.

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



Questar®

Questar Assessment Inc.

5550 Upper 147th Street West

Minneapolis, MN 55124

(952) 997-2700

www.questarai.com