



MAAP

Spring 2021

Grades 3–8: Mathematics and English Language Arts

# Test Coordinator's Manual (TCM)



# Table of Contents

TCM.....	1
Contact Information .....	1
MS Roles and Responsibilities .....	2
MAAP Grades 3–8 Overview.....	4
Important Dates .....	5
Test Coordinator’s Checklist.....	6
Test Irregularities .....	8
Sign In .....	9
HOME Page .....	10
User Accounts.....	11
Add or Edit a Teacher.....	13
Add or Edit a Student .....	15
Moving Students.....	17
Add or Delete a Class .....	19
Review or Edit a Class.....	22
Invalidations and Not Testing Codes .....	23
Online Accessibility Features and Accommodations.....	24
Marking Accessibility Features and Accommodations for Multiple Students.....	25
Marking Accommodations for a Student.....	27
Printing Student Login Credentials.....	35
Proctor Password .....	36
Transcribing Accommodated Responses into Nextera.....	37
Handling Secure Materials .....	38
Returning Secure Materials.....	40
Viewing Reports.....	43
Additional Information .....	44



## TCM

This *Test Coordinator's Manual* (TCM) serves to guide Test Coordinators through general test administration activities for the Grades 3–8 Mathematics and English Language Arts 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](mailto:mscustomersupport@questarai.com)
- 1-800-644-4054
- Chat available on the Nextera *Help* page

### MDE:

- Office of Student Assessment: 601-359-3052

## MS Roles and Responsibilities

### State-Level User (SLU)

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

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

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

### Superintendent (SUP)

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

### District Information Technology Coordinator (DITC)

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

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

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

### **Principal (PRN)**

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

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

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

### **Proctor**

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

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

## MAAP Grades 3–8 Overview

The MAAP Grades 3–8 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 English Language Arts (ELA) consist of two online sessions each. Schools should set aside blocks of uninterrupted time for the administration each session.

### Literacy-Based Promotion Act

Beginning in the 2018–2019 school year, if a student’s reading deficiency is not remedied by the end of the student’s Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

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

More information on each assessment, 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

<b>Prior to Testing</b>	
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
<b>Test Windows</b>	
	March 29–May 28, 2021
Early Window for Grade 3 Reading	March 29–April 30, 2021
<b>After Testing</b>	
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

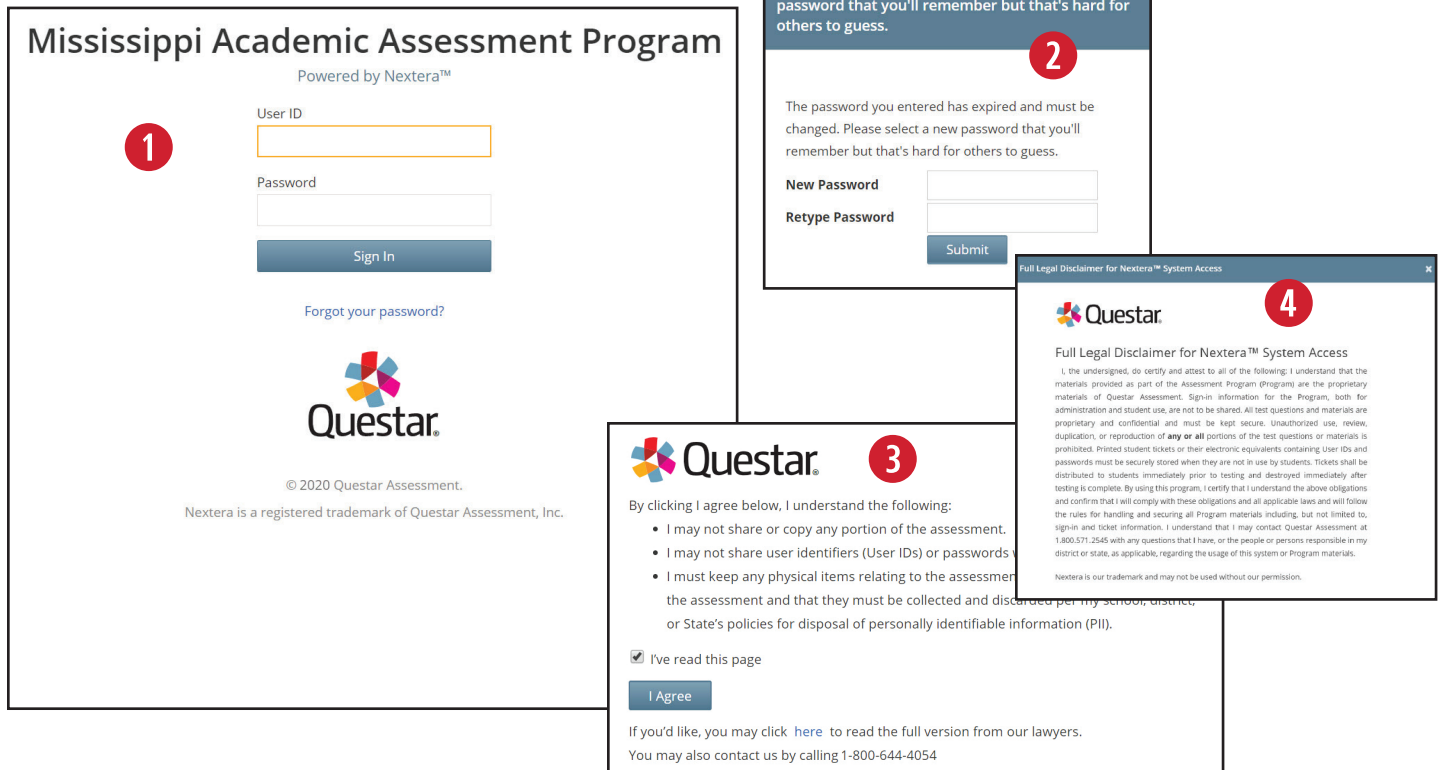
Schools must not schedule an interruption to the school day, such as a fire drill, that will affect students in any way during the assessment. If an interruption in testing occurs due to severe weather, a fire alarm, or any other natural or man-made occurrence, the Test Administrator must immediately 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** Enter your User ID and Password. Then select **Sign In**.

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

**3** 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.

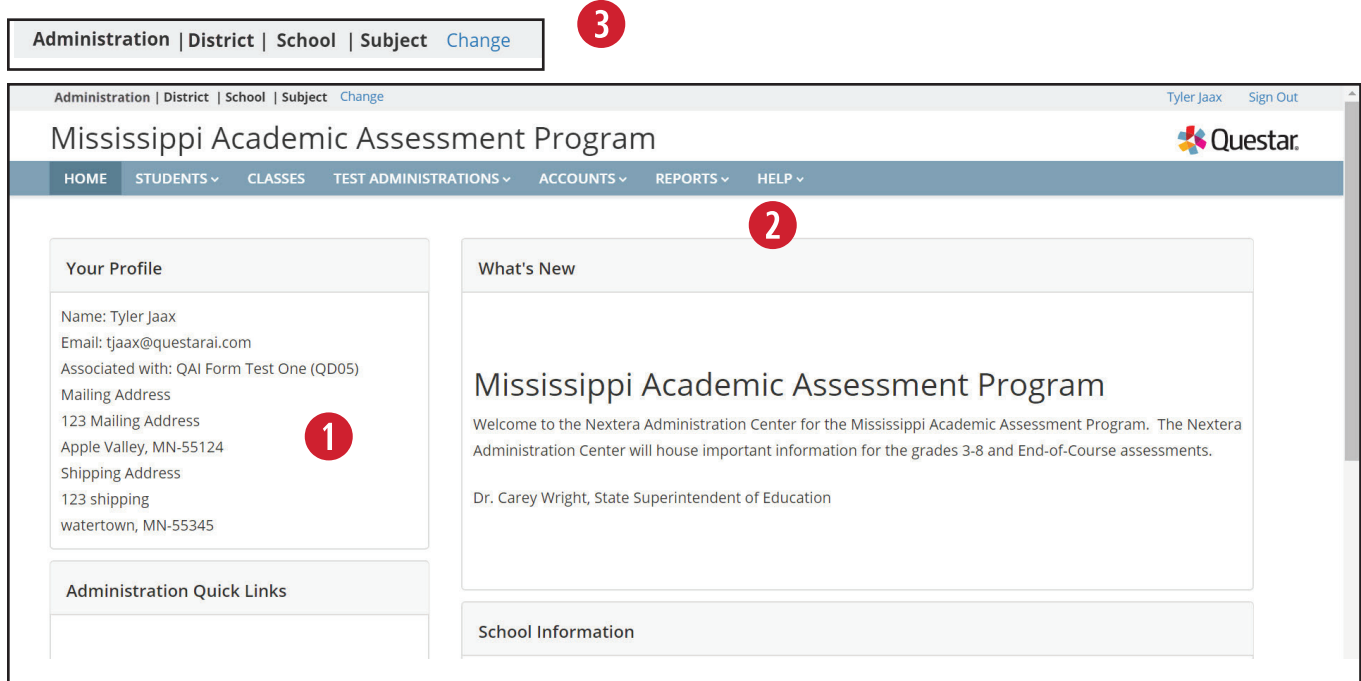
**4** You must exit out of the full version and select **I Agree** on the original screen in order to agree to the terms.

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.

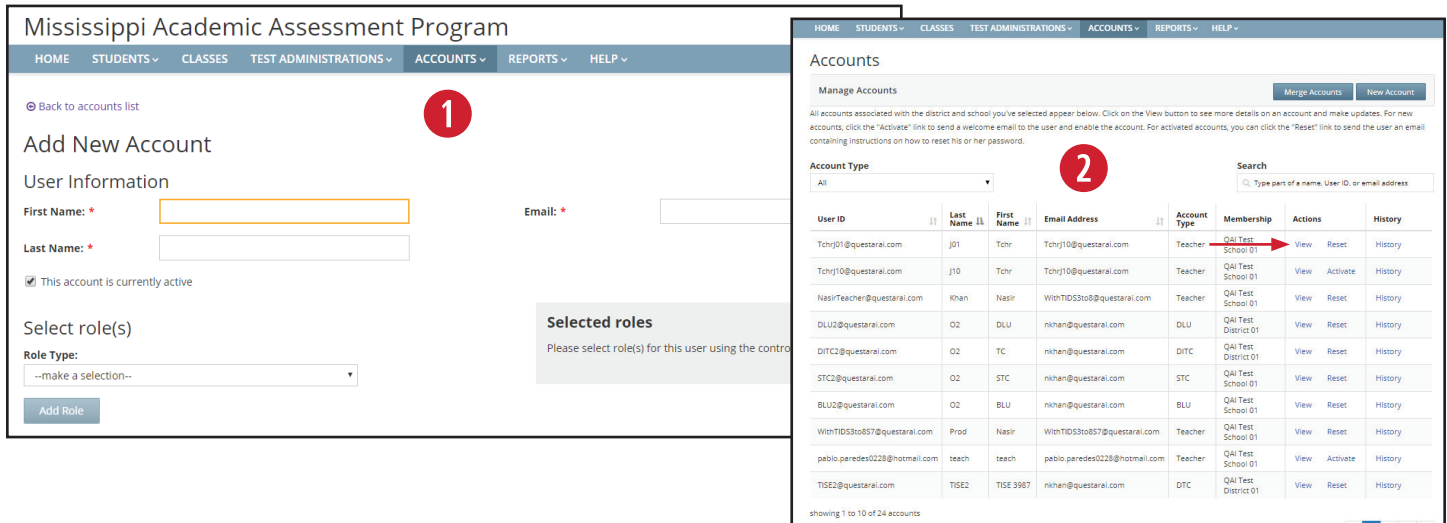
## HOME Page



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 screenshot displays the MAAP user interface. On the left, the 'Add New Account' form is visible, featuring fields for 'First Name', 'Last Name', and 'Email', along with a checkbox for 'This account is currently active' and a 'Role Type' dropdown menu. A red circle with the number '1' highlights the 'Accounts' tab in the top navigation bar. On the right, the 'Accounts' page shows a table of user accounts with columns for 'User ID', 'Last Name', 'First Name', 'Email Address', 'Account Type', 'Membership', and 'Actions'. A red circle with the number '2' highlights the 'Account Type' dropdown menu. The table lists various user roles such as Teacher, DLU, DITC, and STC, each associated with a specific district and school.

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

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

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

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

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

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

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

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

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

①

Merge Accounts

User ID:  First Name:

Email Address:  Last Name:

Selected Accounts

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

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

clear all

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

②

Choose primary account and merge selected users

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

Account 1		Account 2	
User ID	210003@email.com	User ID	210000@email.com
First Name	ElaGradeThree	First Name	MathGradeThreeForce
Last Name	Teacher	Last Name	Teacher
Email	210003@email.com	Email	210000@email.com
<input type="button" value="Make primary"/>		<input type="button" value="Make primary"/>	

Go to the account page

③

Merge results

The account merge was successful.

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 Questar

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

**1**

### Accounts **3**

Manage Accounts Merge Accounts New Account

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

Account Type Search

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

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
	nextera	Admin		Teacher	Vessela S01	<b>2</b> 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**

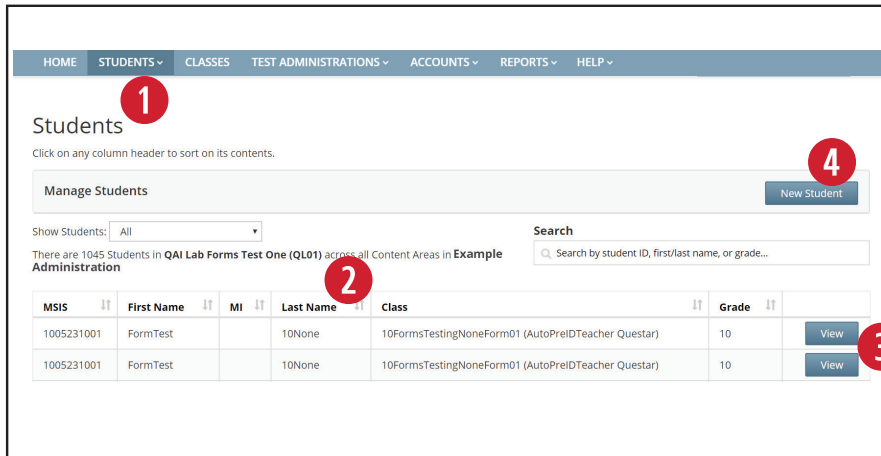
- 4** On the *Add New Account* page, enter all of the required information and make sure the box next to “This account is currently active” is checked. After selecting **Teacher** from the *Role Type* drop-down, you will be required to enter the TeacherID (license number) and select the applicable Content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



HOME STUDENTS CLASSES TEST ADMINISTRATIONS ACCOUNTS REPORTS HELP

### Students

Click on any column header to sort on its contents.

Manage Students New Student

Show Students: All Search

There are 1045 Students in QAI Lab Forms Test One (QL01) across all Content Areas in Example Administration

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

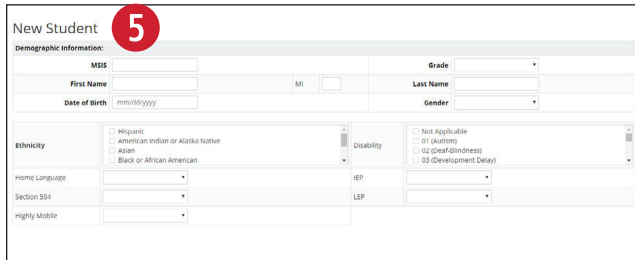
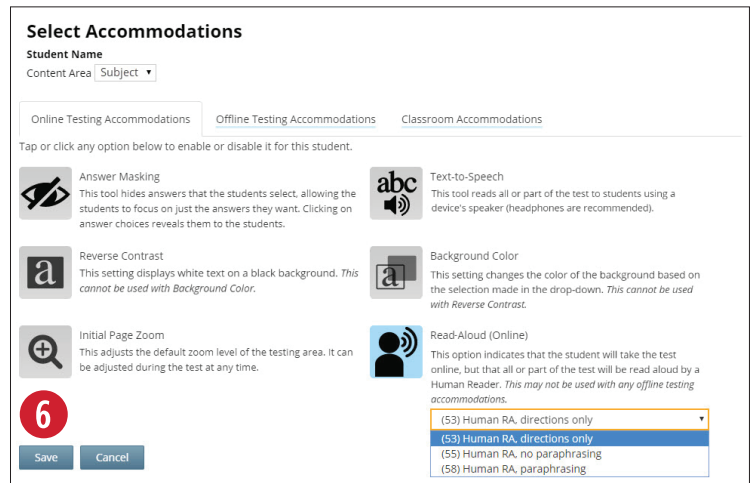
### To Add or Edit a Student:

- 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.

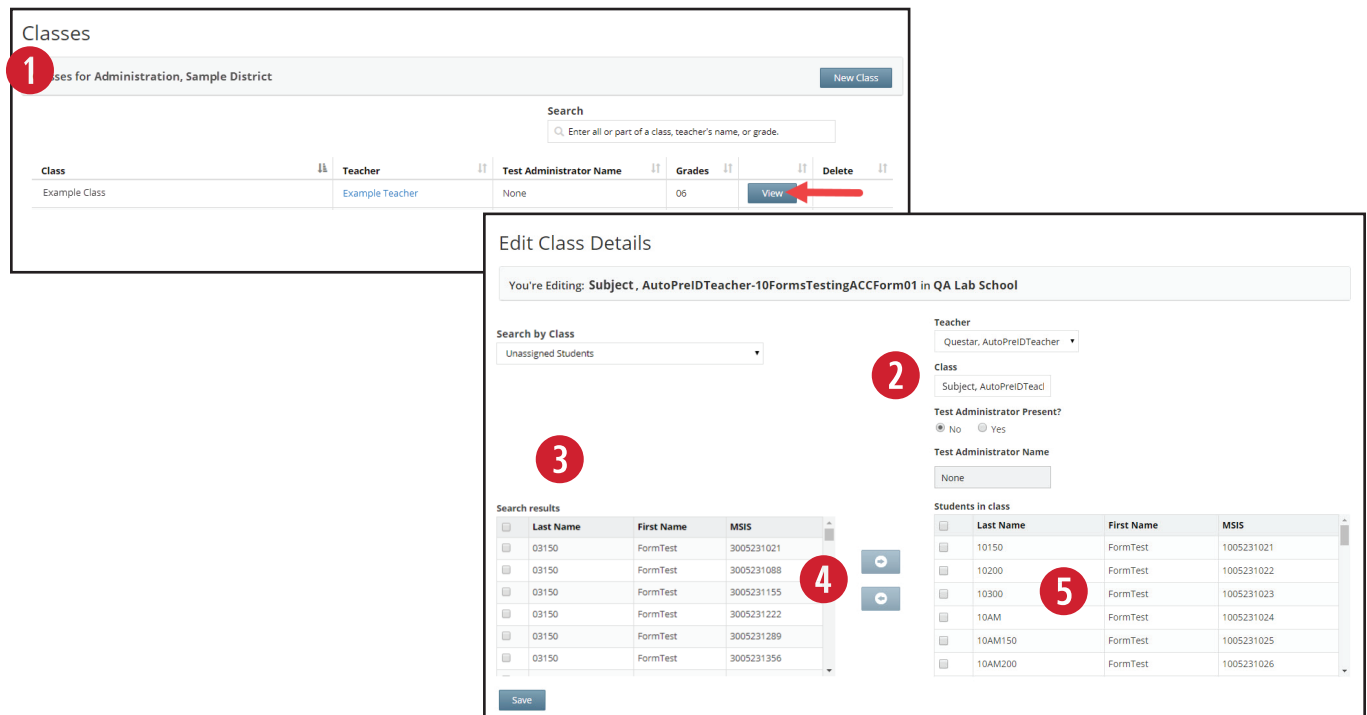
**Note:** All fields with a bold title are required and must be completed. All other fields are optional.

**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



**1** Click **View** next to the applicable Class in the **Classes** list.

**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.

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

### To Add a Student to a Class:

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

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

**Search by Class**

**Teacher**  
 Questar, AutoPreIDTeacher

**Class**  
 Subject, AutoPreIDTeacl

**Test Administrator Present?**  
 No  Yes

**Test Administrator Name**  
 None

**Students removed from class**

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

**Students in class**

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

### To Remove a Student from a Class:

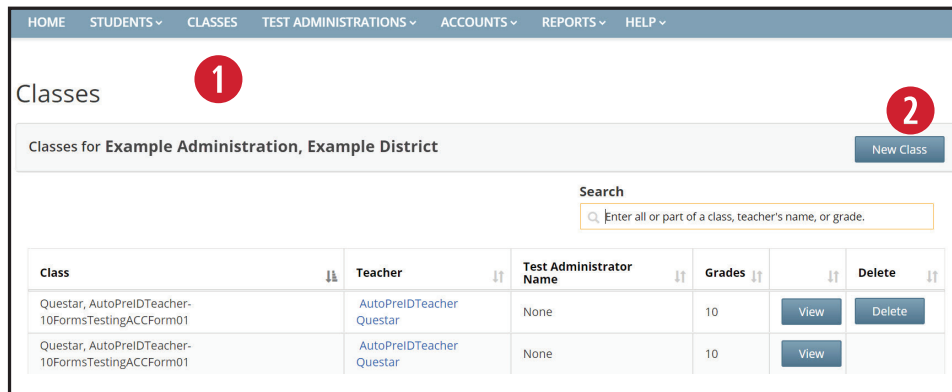
- 1 In the *Students in class* section, select the check box next to the student that needs to be removed.
- 2 Select the **left arrow** button.
- 3 The student will move over to the *Students removed from class* section. Be sure to select **Save** at the bottom of the page once you are finished.

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

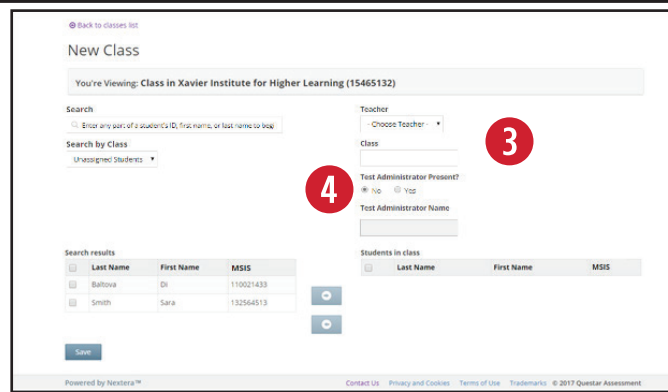
If a student needs to be moved from another district to your district, the DTC for your district must contact Questar Customer Support to request this change.

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

## Add or Delete a Class



Class	Teacher	Test Administrator Name	Grades	Delete
Questar, AutoPreIDTeacher-10FormsTestingACCF01	AutoPreIDTeacher Questar	None	10	<a href="#">View</a> <a href="#">Delete</a>
Questar, AutoPreIDTeacher-10FormsTestingACCF01	AutoPreIDTeacher Questar	None	10	<a href="#">View</a>



Last Name	First Name	MSIS
Balnova	Di	110021433
Smith	Sara	132564513

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

### To Add a Class:

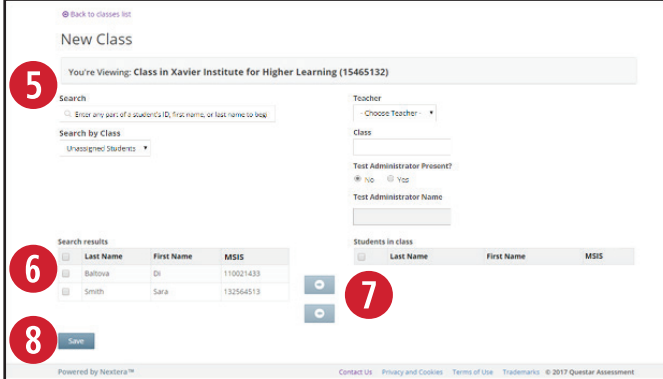
- 1 Select the **CLASSES** tab.
- 2 In the gray bar at the top of the screen, ensure the test administration, district, school, and content area are set correctly for the class you are creating. Select **New Class**.

- 3 Use the *Teacher* drop-down to assign a Teacher to the class.

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

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

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



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

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

**6** points to the "Search results" table, which has columns for "Last Name", "First Name", and "MSIS". It lists two students: Ballova, Di (MSIS: 110021433) and Smith, Sara (MSIS: 132564513). Each row has a checkbox on the left.

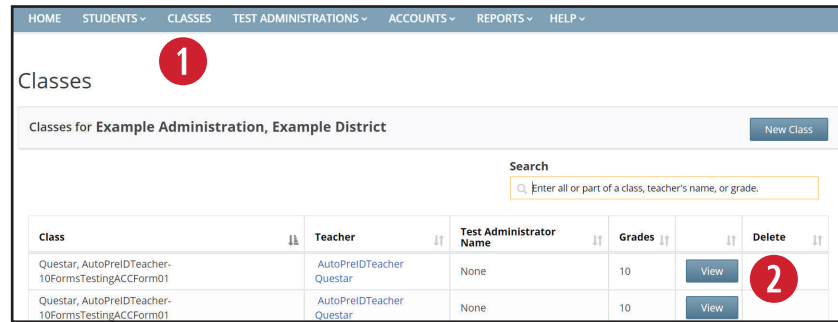
**7** points to a right-pointing arrow button between the two tables.

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

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

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





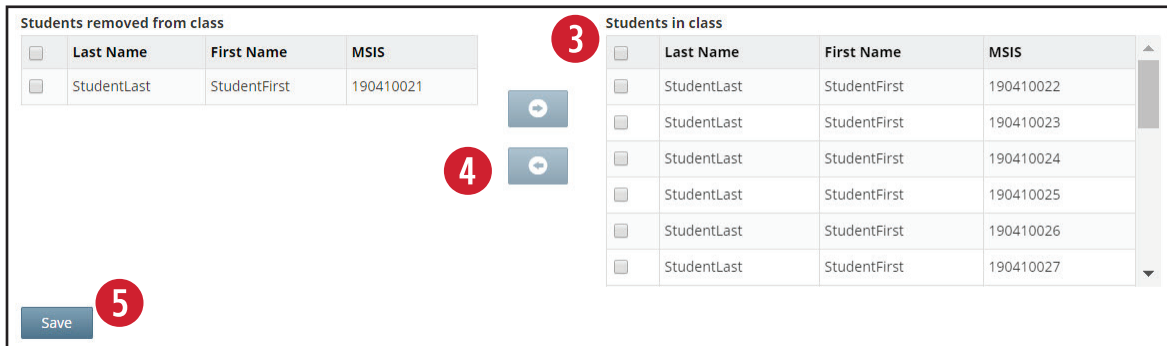
Classes

Classes for Example Administration, Example District

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	View
Questar, AutoPreIDTeacher-10FormsTestingACCF01	AutoPreIDTeacher Questar	None	10	View



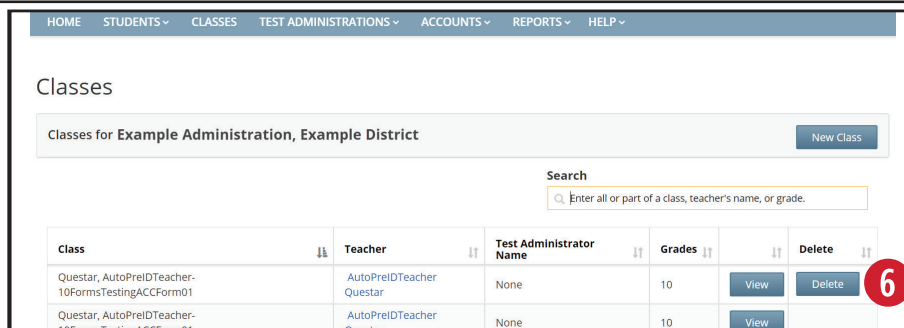
Students removed from class

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

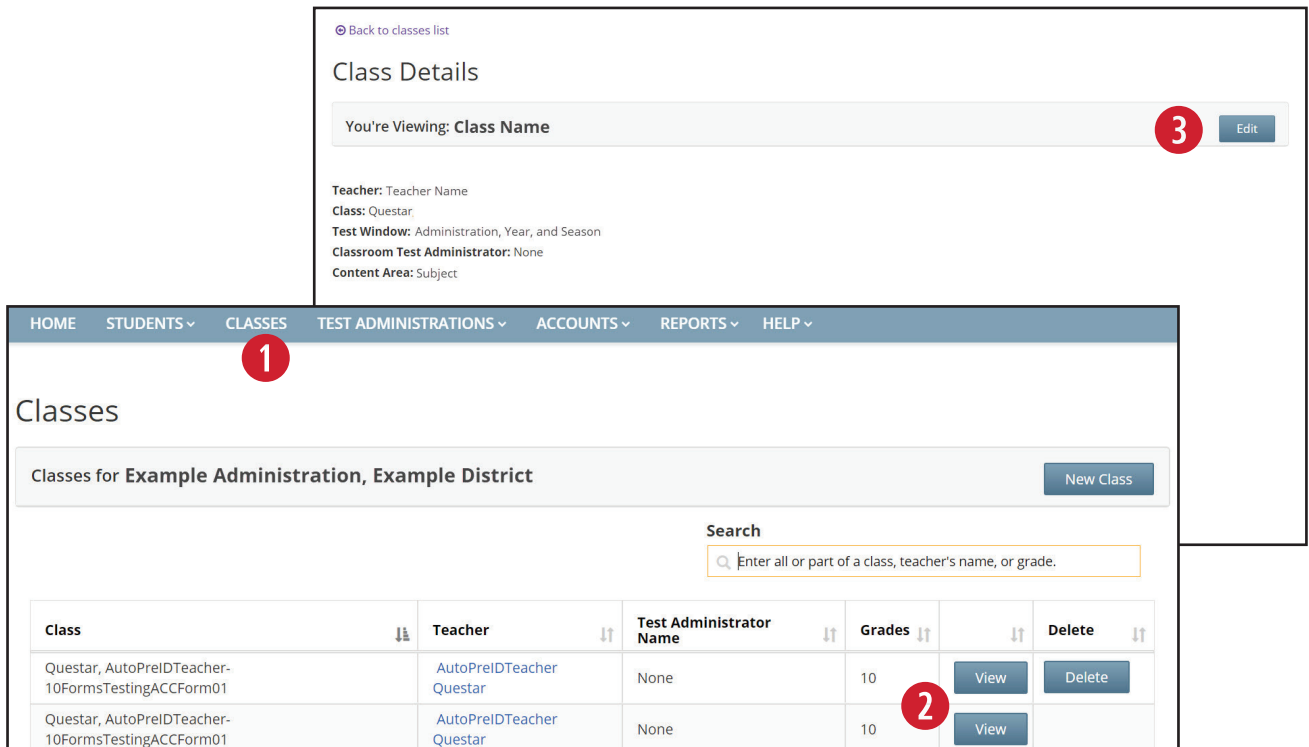
Enter all or part of a class, teacher's name, or grade.

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



Back to classes list

### Class Details

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

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

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

### Classes

Classes for Example Administration, Example District New Class

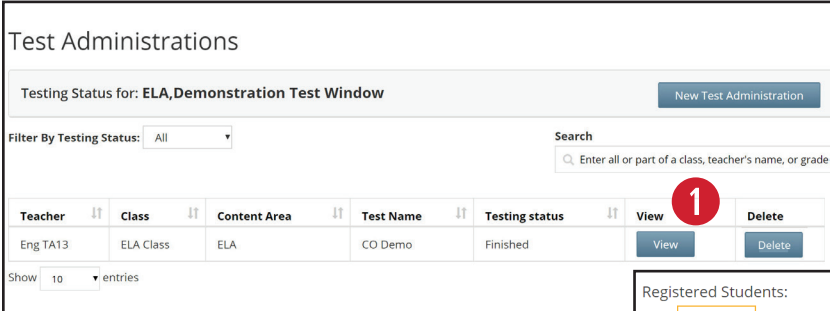
Search

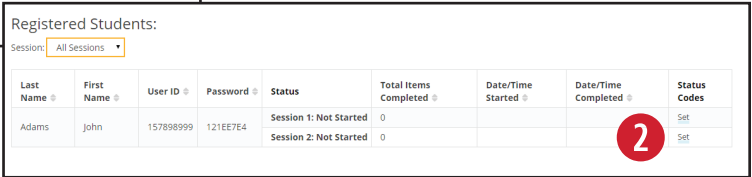
Class	Teacher	Test Administrator Name	Grades		Delete
Questar, AutoPreIDTeacher-10FormsTestingACCForm01	AutoPreIDTeacher Questar	None	10	View	Delete
Questar, AutoPreIDTeacher-10FormsTestingACCForm01	AutoPreIDTeacher Questar	None	10	View	

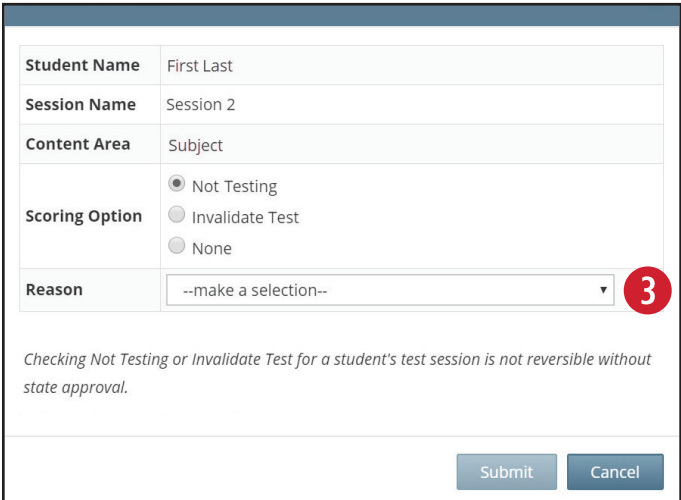
### To Review or Edit a Class:

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

## 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.
- 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:

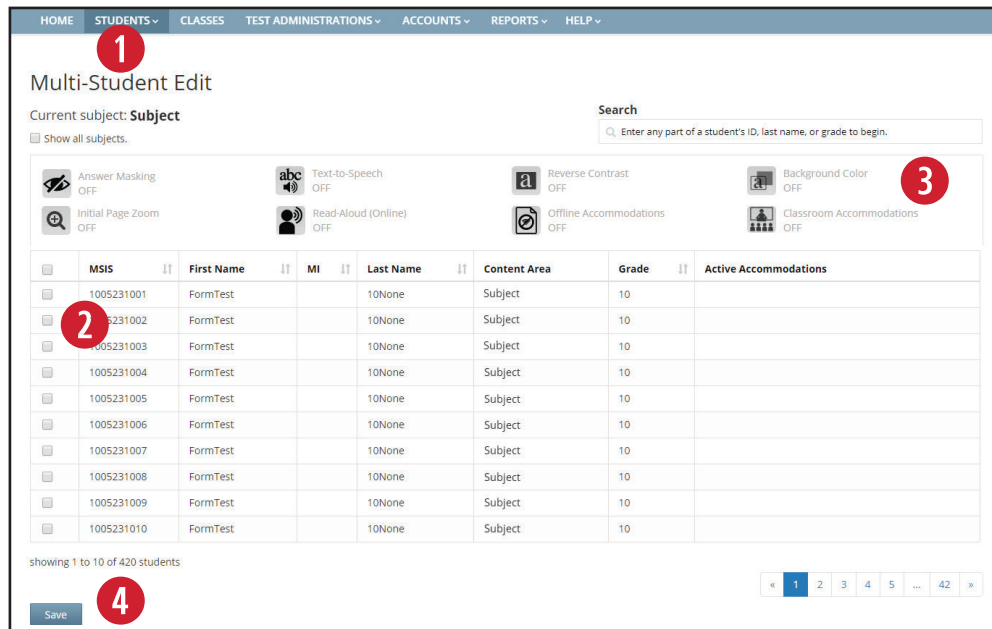
**Text-to-Speech** reads all or part of the test to students using a device's speaker (headphones are recommended). This is available only for accommodations 55 (directions, questions, and answer choices will be read) and 53 (only directions will be read).

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

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

## Marking Accessibility Features and Accommodations for Multiple Students



HOME STUDENTS CLASSES TEST ADMINISTRATIONS ACCOUNTS REPORTS HELP

### Multi-Student Edit

Current subject: **Subject**

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

Show all subjects.

Answer Masking OFF

Text-to-Speech OFF

Reverse Contrast OFF

Background Color OFF

Initial Page Zoom OFF

Read-Aloud (Online) OFF

Offline Accommodations OFF

Classroom Accommodations OFF

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

showing 1 to 10 of 420 students

Save

**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:

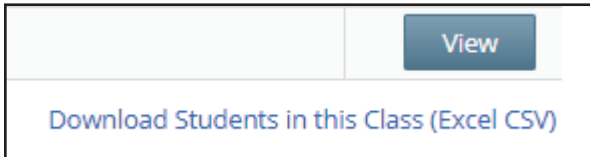
- 1 Select **Multi-Student Edit** under the **STUDENTS** tab.
- 2 Use the check boxes to select and verify the students you wish to assign accommodations/ accessibility features.
- 3 Selecting an accommodation/accessibility feature's icon will toggle it on or off. When choosing some accommodations/accessibility 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)**.



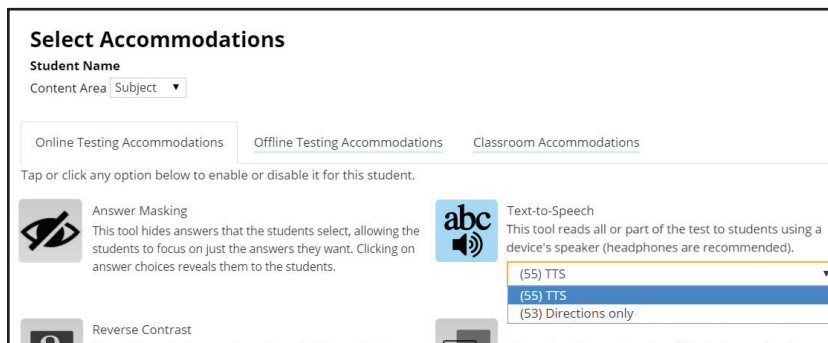
- 4 Open the spreadsheet to confirm student accommodations are set correctly.

## 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).



**IMPORTANT:** Due to the Literacy-Based Promotion Act, Grade 3 students taking the English Language Arts test may not have questions or answer choices read to them. Therefore, any Grade 3 ELA student with Text-to-Speech accommodation 55 assigned will not have questions or answer choices read to them in Session 1.

- 6 Select **Save**.



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



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



## Read-Aloud (Online) Accommodations

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

### To Select Read-Aloud (Online):

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







**Select Accommodations**

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

Content Area

Online Testing Accommodations   
  Offline Testing Accommodations   
  Classroom Accommodations

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

 <p><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.</p>	 <p><b>Text-to-Speech</b> This tool reads all or part of the test to students using a device's speaker (headphones are recommended).</p>
 <p><b>Reverse Contrast</b> This setting displays white text on a black background. <i>This cannot be used with Background Color.</i></p>	 <p><b>Background Color</b> This setting changes the color of the background based on the selection made in the drop-down. <i>This cannot be used with Reverse Contrast.</i></p>
 <p><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.</p>	 <p><b>Read-Aloud (Online)</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></p> <div style="border: 1px solid gray; padding: 2px;"> <p>(53) Human RA, directions only</p> <p style="background-color: #007bff; color: white;">(53) Human RA, directions only</p> <p>(55) Human RA, no paraphrasing</p> <p>(58) Human RA, paraphrasing</p> </div>

- 6 Select **Save**.

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



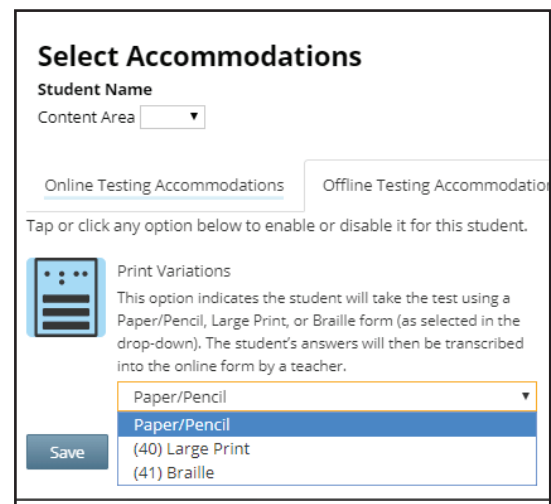
## Paper/Pencil Accommodation

- 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**.

Save Cancel

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

Save Cancel



**Select Accommodations**  
Student Name  
Content Area [dropdown]

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.

[dropdown menu with options: Paper/Pencil, (40) Large Print, (41) Braille]

Save

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



## Large Print 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 **(40) Large Print** option.


**Select Accommodations**

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

Content Area ▼

Online Testing Accommodations    Offline Testing Accommodations    Classroom Accommodations

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


 **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.

Paper/Pencil ▼

Paper/Pencil

(40) Large Print

(41) Braille

 **Read-Aloud (Offline)**  
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.

- 8 Select **Save**.

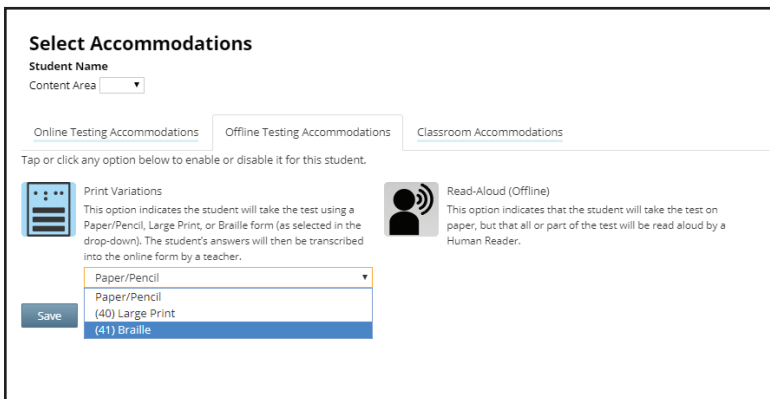
- 9 At the bottom of the *Edit Student Record* page, select **Save** again.

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.



The screenshot shows the 'Select Accommodations' interface. At the top, there are fields for 'Student Name' and 'Content Area'. Below these are three tabs: 'Online Testing Accommodations', 'Offline Testing Accommodations', and 'Classroom Accommodations'. The 'Offline Testing Accommodations' tab is active. Underneath, there is a prompt: 'Tap or click any option below to enable or disable it for this student.' There are two main options: 'Print Variations' and 'Read-Aloud (Offline)'. The 'Print Variations' option is selected, and its dropdown menu is open, showing 'Paper/Pencil', '(40) Large Print', and '(41) Braille'. A 'Save' button is visible at the bottom left of the form area.

- 8 Select **Save**.



Two buttons are shown: 'Save' and 'Cancel'.

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



Two buttons are shown: 'Save' and 'Cancel'.

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



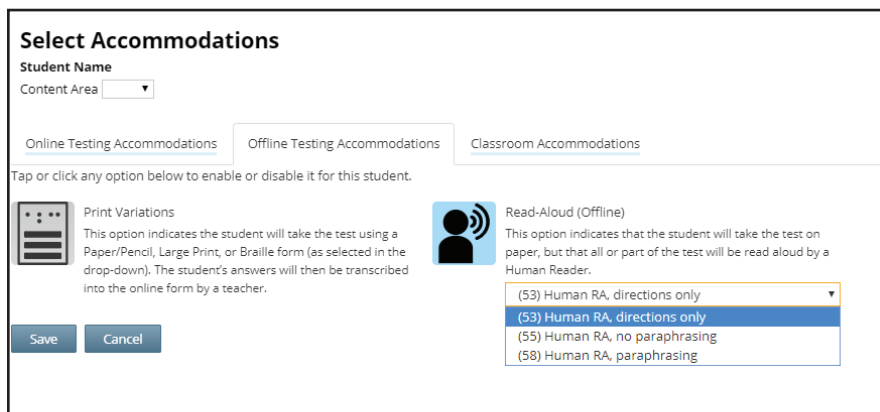
A green banner with a checkmark icon and the text: 'Successfully updated record for StudentFirst StudentLast.'

## Read-Aloud (Offline) Accommodations

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

### To Select Read-Aloud (Offline):

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



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

- 7 Select **Save**.



Save Cancel

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



Save Cancel

## Classroom Accommodations

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

**Select Accommodations**

**Student Name**

Content Area Subject

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

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

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

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

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

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

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

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

Save  
 Cancel

- 7 Select **Save**.

Save
Cancel

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

Save
Cancel

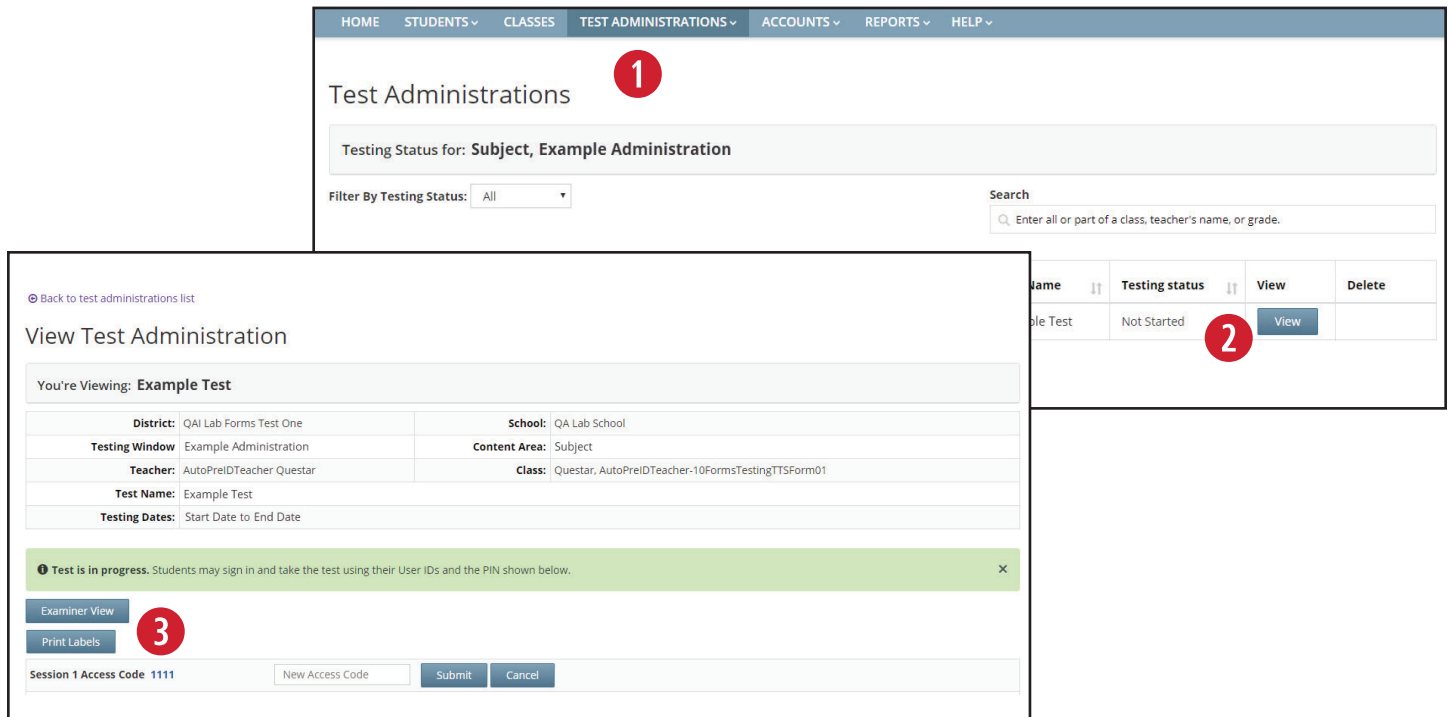
The “successfully updated record” notice will appear at the top of the page.



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:** ELA passages **cannot** be read aloud.

#	MDE Accommodation	Notes	Nextera: Online Testing Accommodations	Nextera: Offline Testing Accommodations	Nextera: Classroom Accommodations
53	Read test directions <b>(but NOT test items)</b> to individual students or a group—repeating and/or paraphrasing directions if needed.  <i>Refer to Notes 6 &amp; 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 &amp; 7 in the Mississippi Testing Accommodations Manual.</i>	Questions and answer choices will not be read for Grade 3 ELA Session 1  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 &amp; 7 in the Mississippi Testing Accommodations Manual.</i>	Questions and answer choices will not be read for Grade 3 ELA Session 1  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



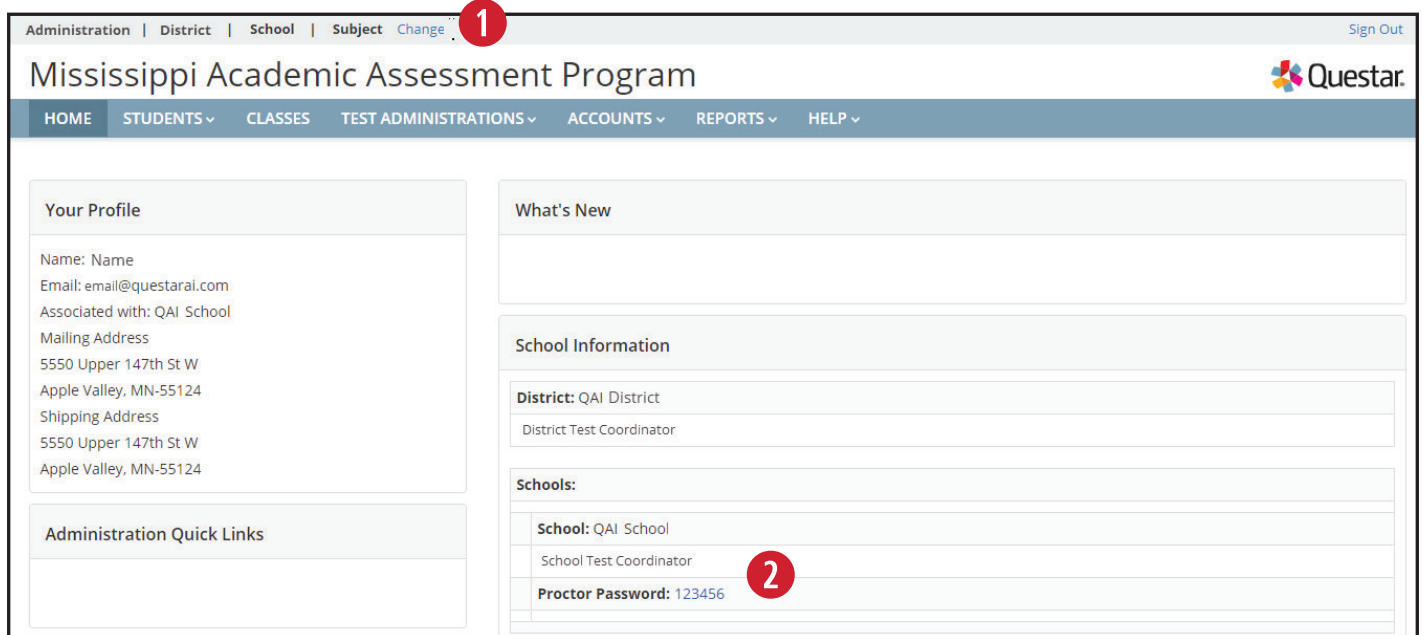
The screenshot shows the 'Test Administrations' page in a web application. At the top, there is a navigation bar with tabs: HOME, STUDENTS, CLASSES, TEST ADMINISTRATIONS, ACCOUNTS, REPORTS, and HELP. The 'TEST ADMINISTRATIONS' tab is selected and highlighted with a red circle '1'. Below the navigation bar, the page title is 'Test Administrations'. There is a filter section for 'Testing Status for: Subject, Example Administration' and a 'Filter By Testing Status' dropdown menu set to 'All'. A search bar is also present with the placeholder text 'Enter all or part of a class, teacher's name, or grade.' Below the search bar, there is a table with columns: Name, Testing status, View, and Delete. The first row of the table shows 'Example Test' with a 'Not Started' status and a 'View' button highlighted with a red circle '2'. Below 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 the details, there is a green notification box stating 'Test is in progress. Students may sign in and take the test using their User IDs and the PIN shown below.' Below the notification, there are two buttons: 'Examiner View' and 'Print Labels', with the 'Print Labels' button highlighted with a red circle '3'. At the bottom, there is a 'Session 1 Access Code' field with the value '1111' and a 'New Access Code' field, along with 'Submit' and 'Cancel' buttons.

### To Print Student Login Credentials:

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

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

## Proctor Password



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.

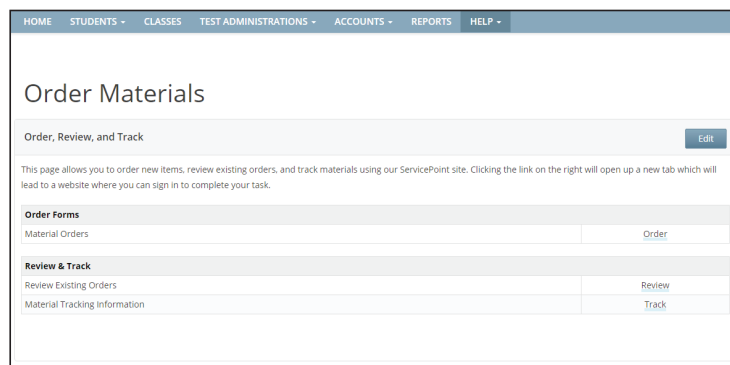
If you have any questions, please contact Questar Customer Support by calling 1-800-644-4054 or via email at [mcustomersupport@questarai.com](mailto:mcustomersupport@questarai.com).

## 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.

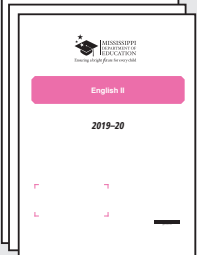
## At the School Level



### 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

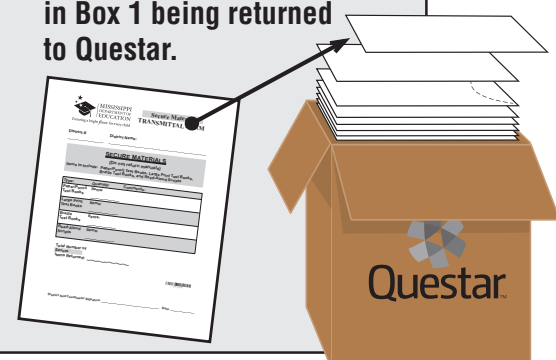
## At the District Level

RETURNING SECURE MATERIALS TO QUESTAR

At the District

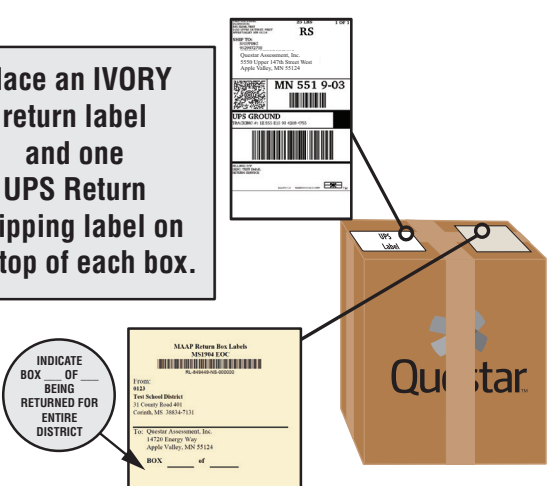
**1**

- 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.

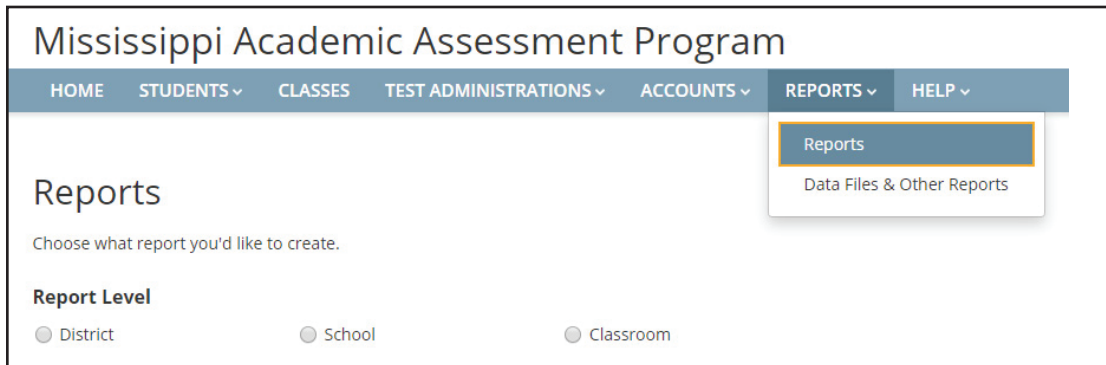
**Questar Customer Support**  
 Phone: 1-800-644-4054      E-Mail: [mscustomersupport@questarai.com](mailto:mscustomersupport@questarai.com)

## 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.



Mississippi Academic Assessment Program

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

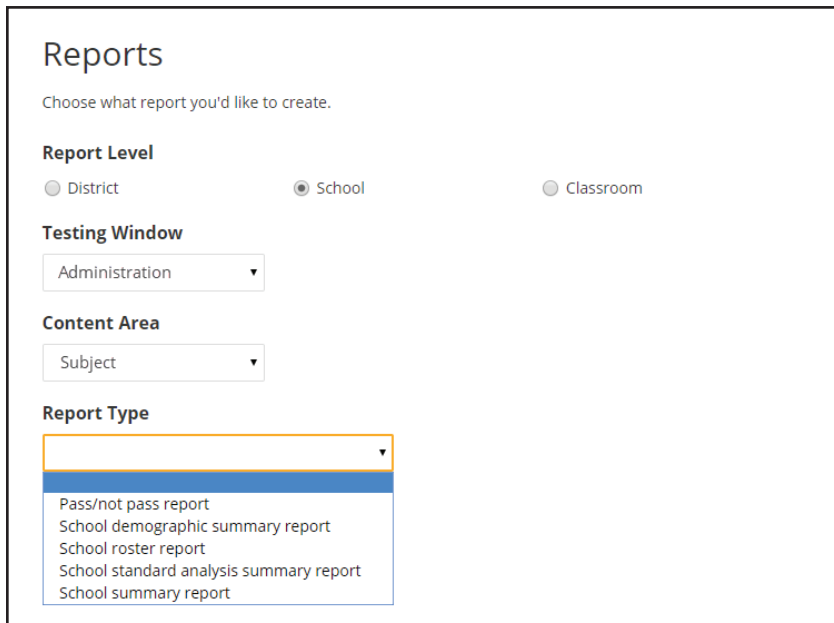
Reports

Choose what report you'd like to create.

**Report Level**

District  School  Classroom

- 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**.



Reports

Choose what report you'd like to create.

**Report Level**

District  School  Classroom

**Testing Window**

Administration ▾

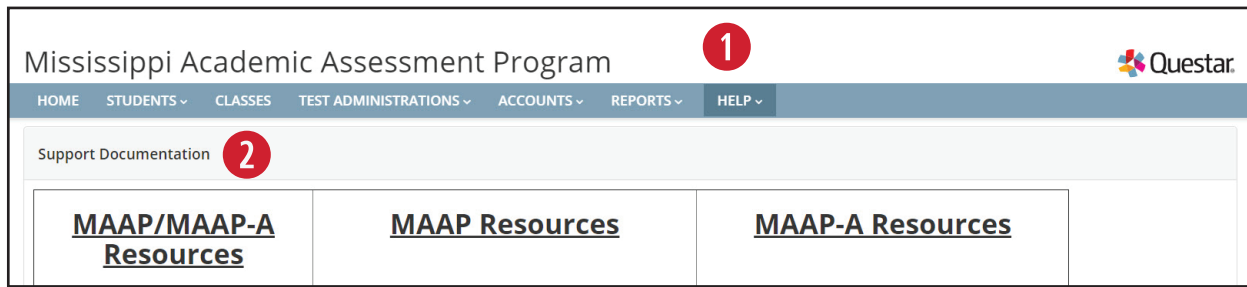
**Content Area**


Subject ▾

**Report Type**

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

## Additional Information



Mississippi Academic Assessment Program 1 

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

Support Documentation 2

<a href="#"><u>MAAP/MAAP-A Resources</u></a>	<a href="#"><u>MAAP Resources</u></a>	<a href="#"><u>MAAP-A Resources</u></a>
--	---------------------------------------	---

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](http://www.questarai.com)