New Jersey
Student Learning Standards

Start Strong

Fall 2022
Paper-Based Testing
User Guide

Contents

Overview

Students who have accommodations to test on paper should indicate their responses in the hard-copy test booklet, to a scribe, or on an electronic device according to their Individualized Education Program (IEP) or 504 plan. The School Test Coordinator (STC) must assign these students to a test session in PearsonAccess[next] (PAN) so that the responses can be transcribed into TestNav according to the instructions in this guide.

Guidelines for scribing can be found in **Appendix C**: **Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses** in the NJSLA/NJGPA Accessibility Features and Accommodations Manual at the New Jersey Assessments Resource Center, under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources**. Districts are encouraged to use available resources such as the NJSLA/NJGPA AFA manual. However, please note, Start Strong paper-based tests must be transcribed into TestNav. Please refer to section "Test Session Setup" for guidance on how to establish online sessions for paper-based test takers.

At least two people must be present during transcription of student responses. One of these people will be the transcriber, and the other will be an observer confirming the accuracy of the transcription. It is highly recommended that one of the individuals be a District Test Coordinator (DTC) or School Test Coordinator. For braille tests, an eligible Test Administrator (TA) who is a certified Teacher of Students with Visual Impairment, including Blindness, or someone working under their direct supervision may transcribe the student's responses.

Test Materials

Various hard-copy test materials are available for students with accommodations, but they are not automatically shipped to districts. The following materials are available either to print or to order from PAN:

Print Materials

- Regular print test booklets—After logging in to PAN, these can be found under **Support > Documentation**. They must be printed locally. English versions are available for all content areas. Spanish versions are available for Math and Science.
- Mathematics reference sheets (for grades 6–8 and high school courses) and periodic tables (for grades 9 and 12 only) may be printed from the New Jersey Assessments Resource Center, under **Start Strong**. Because the Start Strong assessment covers the prior year's academic content, the Start Strong mathematics reference sheets are different than the NJSLA versions.
- Mathematics human reader scripts—After logging in to PAN, these can be found under **Support > Documentation**. They must be printed locally.

Order in PAN

- Large print test kits—After logging in to PAN, District Test Coordinators may order these under **Setup > Orders & Shipment Tracking**. The kits include a large print test booklet and a large print mathematics reference sheet or large print periodic table, if applicable.
- Braille test kits—These may be ordered in the same manner as the large print test kits. The kits include a set of braille test booklets with embedded tactile graphics, and a braille mathematics reference sheet or braille periodic table, if applicable. In addition to ordering braille test kits for students with a braille accommodation, the kits may also be ordered for computer-based testing (CBT) students with a screen reader accommodation so these students can have access to the tactile graphics.

Note: There are no printed answer documents for Start Strong. All student responses must be recorded directly into the printed student's paper test booklets to be transcribed based on the guidance in this document.

School-supplied materials:

- Pencils with erasers.
- Blank scratch paper—TAs must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student. Students can request more scratch paper during the test if needed. If graph paper is used during instruction, it is recommended that schools provide graph paper as scratch paper for mathematics tests.
- Handheld calculators must be provided for math and science. The type of calculator needed for each grade may be different from what is normally provided for statewide testing because the tested content is based on material from the prior academic year. (See calculator guidance in the next section.)
- Materials, such as headphones, necessary for the administration of accommodations or accessibility features.
- Timing devices, such as a clock or watch, to keep track of time during testing.
- "Testing—Please Do Not Disturb" signs to post on the doors of the testing rooms, available at the New Jersey Assessments Resource Center, located under Start Strong.

Calculator Guidance

The Start Strong Mathematics Grade 7, Mathematics Grade 8, Algebra I, Geometry, and Algebra II assessments consist of a single unit of testing that is divided into two sections, a non-calculator and a calculator section. Please refer to the following table for more information.

Table 1 Mathematics Unit Structure

Test Name	Test Code	Unit	Section
Mathematics Grade 4 Mathematics Grade 5 Mathematics Grade 6	MAT04 MAT05 MAT06	Unit 1	Non-Calculator
Mathematics Grade 7 Mathematics Grade 8 Algebra I Geometry Algebra II	MAT07 MAT08 ALG01 GEO01 ALG02	Unit 1	Section 1: Non-Calculator Section 2: Calculator

If a student is provided with a handheld calculator as per their IEP or Section 504 plan, please refer to the following tables.

Table 2 Calculator Specifications—Mathematics

Test Name	Test Code	Calculator
Mathematics Grade 4 Mathematics Grade 5 Mathematics Grade 6	MAT04 MAT05 MAT06	No calculators permitted except for students with an accommodation for a calculation device. These students may use four-function calculators with square root and percentage functions.
Mathematics Grade 7 Mathematics Grade 8	MAT07 MAT08	Students may use only four-function calculators with square root and percentage functions for the calculator section.
Algebra I Geometry	ALG01 GEO01	Students may use only scientific calculators for the calculator section.
Algebra II	ALG02	Students may use only graphing calculators with functionality consistent with the TI-84 or a similar model for the calculator section.

For students whose IEP requires the use of a lower-function calculator, please refer to the NJSLA/NJGPA Accessibility Features and Accommodations Manual—10th Edition at **PearsonAccess^next > Educator Resources > Test Administration Resources > Accessilbity Features and Accommodations (AF&A) Resources.**

Table 3 Calculator Specifications - Science

Test Name	Test Code	Calculator
Science Grade 6	SC06	Students may use only four-function calculators with square root and percentage functions.
Science Grade 9	SC09	Students may use only scientific calculators.
Science Grade 12	SC12	Students may use only graphing calculators with functionality consistent with the TI-84 or a similar model.

Practice Tests

The NJSLA practice tests can provide an opportunity for students to see test questions similar to the ones on the Start Strong assessments in each grade/course and content area. The following paper-based practice tests and resources are available to print from the New Jersey Assessments Resource Center, under **Educator Resources:**

- Regular-print test booklets, also available in Spanish for math and science.

- Answer documents, although students will not use answer documents for the Start Strong.

- Large print test booklets.

- Braille-ready files (to be printed with a braille embosser) and special instructions for braille tests.

- Answer keys. (For science, the answer keys can be found in the Answer and Alignment document, which also contains information on the alignment of the items to the New Jersey Student Learning Standards.)

Note: The Start Strong assessments cover academic material from prior years, so the grade 4 ELA practice test would be appropriate for students who will take the grade 5 ELA Start Strong, for example. Also, constructed response items are included in the practice tests but are not a part of the Start Strong assessments.

Test Session Setup

Students testing on paper must be placed into separate test sessions from students testing online because the format of the test items may be slightly different. Choose Transcription English or Transcription Spanish (Math and Science only) for the Form Group Type of the test session. When the sessions are prepared, a Transcription Form will automatically be assigned to these tests. A test session can only contain tests in the same grade and content area, so if a student is testing on paper in three content areas, three sessions will need to be created. Unlike computer-based tests, sessions can be created and prepared after students have already completed their paper-based tests. For more information about creating and preparing test sessions, refer to the Start Strong Computer-Based Testing User Guide at the New Jersey Assessments Resource Center, under **Start Strong.**

Start the Transcription Test Session

After the student has finished testing, the TA or STC must start the session and unlock the test in order to begin transcription of the student's responses. The Test Coordinator will also need to retrieve the student's username and password from PAN.
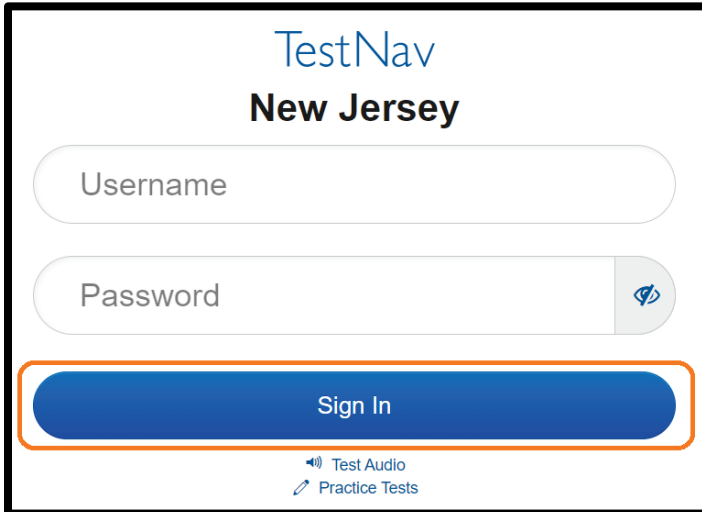
A test session cannot be started prior to the first day of the testing window. DTCs, STCs, or TAs may unlock or lock tests at the session level or at the individual test level.

Refer to [PearsonAccess^next Online Support](#) for step-by-step instructions to start a test session and unlock tests.

Sign into the Transcription Form in TestNav

To ensure appropriate test administration and score validity, access to student tests through TestNav is limited to the hours of 6:30 a.m. to 6 p.m. ET on weekdays throughout the testing window.

1. Launch TestNav, depending on device:
   - On tablets: Select the TestNav icon on the Home screen.
   - On Chromebooks: Select the TestNav app from the Apps menu on the lower left side of the screen.
   - On desktops or laptops: Select the TestNav icon on the screen of a desktop or laptop.

2. Enter the student's username and password provided on the student testing ticket and select **Sign In**.

3. Confirm the student's name and test on the Welcome screen, and click **Start**.

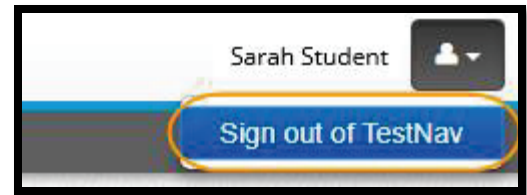4. Click **Start** on the Directions screen.

Enter Student Responses

Test items appear in the same order in the Transcription form as in the paper test booklets. Navigate through the Transcription test, entering the student's responses from the paper test booklets.

The responses must be entered exactly as the student responded, without edits or changes. The test items include specific instructions for students on how the item should be answered, and the student's answers cannot be modified if they did not follow these instructions.

- If not answered, leave the item blank.
- For mathematics fill-in-the-blank items, only certain characters may be entered, even if the student indicated other characters in their response. Allowable characters include numeric digits, and depending on the grade or course, may also include a comma (,), a decimal point (.), and a negative sign (–).

For science, even if an item indicates there are a certain number of responses, enter what the student provided (e.g., if the item specifies three responses and a student indicates two, enter the two).

If you will not finish entering all of the student's responses in one session, you can exit at any time. In the User drop-down menu, select **Sign out of TestNav**, and then select **Save and Return Later**. The test status will automatically change from Active to Resumed in PAN.
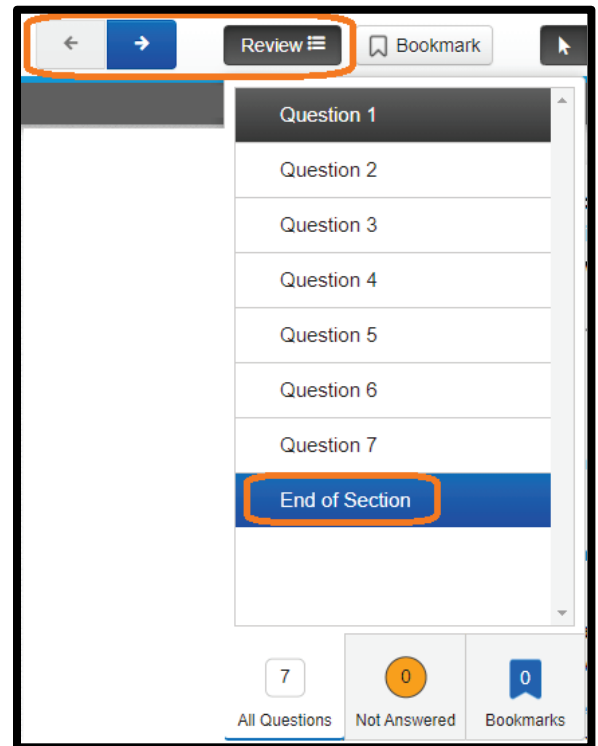
Note: TestNav will time out after 20 minutes of inactivity. Inactivity is defined as not touching the screen, moving the mouse, and/or pressing keys. However, you may log in again without having to resume the test in PearsonAccess[next].

Review and Submit Student Responses

Once the transcriber has entered all of the student's responses, the observer should review them.

1. Use the navigation arrows or the **Review** drop-down menu in the upper left corner of TestNav to visit each item again and verify the response.

2. When the test is ready to be submitted for scoring, navigate to the end of the section using the navigation arrows or the **Review** drop-down menu.

3. Click **Submit Final Answers**.

4. A Test Submit Warning will pop up. Click **Yes, Submit Final Answers** to confirm the Transcription form should be submitted.

5. You should now see a screen confirming you have signed out from TestNav.

6. The test will automatically be locked once it is submitted. If responses need to be transcribed for multiple tests, you will need to sign back into TestNav with the next student's information from the testing ticket.

The STC or TA may stop the test session in PAN once all tests in the session have been submitted. Test sessions must be stopped in order to be submitted for scoring. For more information, and for instructions on marking tests complete or applying a Not Tested Code or Void Test Score Code, refer to the **After Testing** section in the Start Strong Computer-Based Testing User Guide at the New Jersey Assessments Resource Center, under **Start Strong**.

Test Materials Handling

After transcriptions are complete, return all test materials to the District or School Test Coordinator as instructed. Test booklets must be shredded after the student's responses are transcribed. The Test Coordinator is responsible for making sure certain materials are shredded (or that another method of securely destroying test materials is used) by the school, district, or an outside company.

Materials that must be securely destroyed:

- Student testing tickets.
- Student rosters and any other reports or documents that contain personally identifiable student information.
- Scratch paper written on by students.
- Mathematics reference sheets and science periodic tables written on by students.
- Regular print test booklets that the schools print from PearsonAccess[next].
- Vendor-supplied braille and large print materials.
- All accommodated responses captured on paper or an electronic device after they have been transcribed into TestNav.