

**New Jersey
Student Learning Standards**



Fall 2021

**Script for Administering
the NJ Start Strong Assessments**

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Script for Administering the NJ Start Strong Assessments

The administration script will be used for English Language Arts (ELA), Mathematics, and Science. On the first reading, Test Administrators (TAs) are required to adhere to the scripts provided in this manual for administering the Start Strong assessments. Read word for word the bold instructions in each “Say” box to students. Do not modify or paraphrase the wording in the “Say” boxes. Some of the “Say” boxes are outlined with a dashed line and should only be read aloud if they are applicable to the students testing.

Required Materials for All Subjects

- Student testing tickets
- Pencils
- Scratch paper

Instructions for Preparing to Test

Say:	Today, you will take the Start Strong Assessment. You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until the test is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator immediately if there are questions regarding electronic devices.

Checking Audio (for Students Needing Text-to-Speech Only)

Say:	Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.
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Instructions for Logging In

Say:	Please sit quietly while I distribute your student testing tickets and scratch paper. Do not log in until I tell you to do so.
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Say:	Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.
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If a student has the wrong ticket, provide the correct student testing ticket to the student. If the correct student testing ticket is missing, contact your STC.

Say:	<p>Now, enter your Username as shown on the bottom of your ticket.</p> <p>(Pause.)</p> <p>Next, enter the Password as shown on your ticket.</p> <p>(Pause.)</p> <p>Now, select the “Sign In” button.</p> <p>(Pause.)</p> <p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button. You should see a “Welcome” screen.</p>
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Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If any students do not see their correct name on the login screen, close the browser, open a new browser window, and log the students back in with the correct student testing ticket.

Say:	<p>Select the “Start Test Now” box in the middle of the screen. Do not select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take the Start Strong Assessment for [English Language Arts/Mathematics/Science (select the appropriate subject)].</p> <p>Read the information provided for each item. Then, follow the directions to answer each question.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p> <p>Some words or phrases may be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from Option A, B, or C based on your local policy (contact your STC with any questions).

Say:	<ul style="list-style-type: none">• Option A: After you have logged out of the test, sit quietly until the testing time has ended.• Option B: After you have logged out of the test, I will dismiss you.• Option C: After you have logged out of the test, you may read a book or other allowable materials until the testing time has ended. <p>Do you have any questions?</p>
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Answer any questions. If students are testing with extended time accommodations, it may be necessary to adjust the amount of time students will have to complete this test. Refer to the student's accommodations.

Instructions for Starting the Test

Say:	<p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the "Start Section" button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p> <p>You will have up to 60 minutes to complete this test. I will let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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Actively proctor while students are testing:

- Redirect student's attention to the test without coaching or assisting the student in any way. .
- If technology issues occur during testing, assist students as needed.
- Assist students in logging out of TestNav as they complete the test.
- Collect test materials as students complete testing.
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, the TA should contact the STC immediately.
- Ensure that any absent students are locked out of the test.

Instructions for Taking a Break During Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom during testing. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must not be visible to other students.
- Students are not permitted to talk to each other during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three minute stretch break during the test:

Say:	Please stop and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.
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After taking a classroom break, be sure students are seated and device screens are visible.

Say:	You may now resume testing.
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Instructions for When 10 Minutes of Time Remain

Say:	You have 10 minutes remaining
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Note: Do not read the preceding text to students with an extended time accommodation.

Continue to actively proctor while students are testing.

Instructions for Ending the Test

When the testing time is finished, read the following optional “Say” box if there are students still actively testing. If a second test will be administered after a short break, stop the directions after exiting the test. Do not have students log out of TestNav.

Say:	Stop working. Testing time has now ended. Select the “Review” drop-down menu at the top left corner of your test. From the “Review” menu, scroll to the bottom and select “End of Section.” Select the “Submit Final Answers” button. Select the “Yes” button to exit the test. I will now collect your student testing ticket and scratch paper.
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Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.

- Ensure all students are in Completed status in PearsonAccess^{next} at the end of the test.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.