



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION



2021 NJSLA-ELA/Mathematics Test Administration Manual

2021 Fall Computer-Based Testing

New Jersey Student Learning Assessments
English Language Arts and Mathematics



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What's New for 2021 Administration?

New Content	Section Reference
<p>Major changes in policy or procedure in the document will be called out in this memo with a “new” icon.</p> <p>New</p>	N/A
<p>Electronic versions of the <i>Test Coordinator Manual</i> and <i>Test Administrator Manuals</i> will be posted to the NJSLA Resource Center. Manuals will not be printed.</p>	N/A
<p>The NJSLA Resource Center, https://nj.mypearsonsupport.com/, has been reorganized to make it easier for New Jersey Test Coordinators, Technology Coordinators, and Test Administrators to locate NJSLA information.</p>	N/A
<p>The Digital Item Library, https://nj.digitalitemlibrary.com, which provides access to released items from the NJSLA–ELA/Math assessments, is available as a new resource for educators, students, and parents. The Digital Item Library allows users to search for specific items by grade/course and content area, as well as sort by evidence statement or standard. The test items are displayed online and allow users to interact with the items in the same way as students.</p>	N/A
<p>There is now a single version of the <i>Test Coordinator Manual</i>, to be used for all content areas, and all administrations in 2021.</p>	Section 1.1 TCM
<p>If a student has been inactive in TestNav for 20 minutes, an Inactivity Timer comes on by giving a 30-second pop-up warning. If the student does not interact with the testing device to restart the timer, the student test will be placed in Exited status. The test administrator will have to Resume the student and the student must use their log in to re-enter TestNav.</p>	Section 4.1.4 TCM
<p>A new Zoom Tool is available in TestNav. Students will still be able to use shortcuts to magnify.</p>	N/A
<p>For NJSLA–ELA/Math, School Test Coordinators will return test materials to their District Test Coordinator instead of directly to the vendor.</p>	Section 5.4.1 TCM



NJSLA Testing Platforms and Support Information

Key Point	Details
Platform for Test Coordinators and Test Administrators	<p>PearsonAccess^{next} (PAN) is the portal used for the registration, setup, preparation, and management of both the computer-based and paper-based formats of the NJSLA. PAN is a secure site that requires a username and password.</p> <p>PearsonAccess^{next} Live Site: https://nj.pearsonaccessnext.com</p> <p>PearsonAccess^{next} Training Site: https://trng-nj.pearsonaccessnext.com</p> <p>Within PAN, the NJSLA administrations will appear as a scope (e.g., NJSLA–ELA/Math Fall Block 2021). Make sure you have the correct scope selected when working within PAN.</p>
Testing Platform for Students	TestNav is the computer-based testing platform used by students to take the computer-based NJSLA.
Where to go for more Information	The NJSLA Resource Center , https://nj.mypearsonsupport.com/ , is your one-stop shop to access all NJSLA resources. From practice tests and technology setup to downloadable forms, testing tools, and manuals, this website has you covered.
Support within the document	Look for icons within this document that call out information specific to administrations and content areas (See table 1.0 in section 1.1 below for examples)



1.0 Overview

The New Jersey Student Learning Assessments (NJSLA) will be administered in either computer-based (CBT) or paper-based (PBT) format. English language arts (ELA) assessments will focus on writing effectively when analyzing text. Mathematics assessments will focus on applying skills and concepts and understanding multi-step problems that require abstract reasoning and modeling real-world problems, precision, perseverance, and strategic use of tools.

Each assessment comprises multiple units, and additionally, one of the mathematics units is split into two sections: a non-calculator section and a calculator section. Refer to **Section 2.4** for additional information about the number of units for each assessment.

1.1 About this Manual

This manual provides instructions applicable to Test Administrators (TAs) necessary for the computer-based administration of the NJSLA-ELA/Math. It includes the procedures and protocols for the TA to complete before, during, and after test administration. This manual also contains the protocols that TAs and proctors must follow related to test security and test administration. Definitions for terms used in this manual can be found in **Appendix A**.

This manual refers to documents on the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

When administering the computer-based NJSLA–ELA/Math to students, TAs should turn to the page that contains the script (i.e., student directions that are read aloud during testing) for the unit they are administering. All administration instructions are contained within each script. In addition to English, the scripts are translated into the following languages: Arabic, Bengali, Chinese (Mandarin), Gujarati, Haitian Creole, Korean, Portuguese, Russian, Spanish, and Urdu. The translated scripts are available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Test Administration Scripts**.

1.2 Roles of Individuals

The **District Test Coordinator (DTC)** is the individual at the district level who is responsible for the overall coordination of the test administration. When testing issues arise, the DTC is the main point of contact with the NJSLA Program Coordinators and the NJSLA Customer Support Center.

The **School Test Coordinator (STC)** is the individual at the school level who is responsible for the overall coordination of test administration. The role may be taken on by the principal or a designee, such as an administrator, teacher, child study team member, or guidance counselor. The STC is responsible for coordinating test administration at their school. The STC is also responsible for all post-testing procedures (e.g., stopping all test sessions, returning of all secure materials to the DTC).

All DTCs and STCs must hold a valid New Jersey Teacher Certificate. Examples include, but are not limited to, the following: New Jersey Teacher Certification, New Jersey School Leader Certification, Educational Services Professional Certification, or Career and Technical Education Certification.

A **Test Administrator (TA)** is an individual at the school who is responsible for administering the assessment to students.

In general, the following individuals may serve as a TA:

- Individuals employed by the district as teachers
- District- and school-level administrators



- Other certified educational professionals, such as child study team members.

A TA must hold one of the endorsements required for DTCs and STCs listed above. Paraprofessionals may only serve as TAs if they hold one of these endorsements. Long-term substitutes may only serve as TAs if they hold one of the endorsements listed above **and** have had contractual employment at the testing site for more than 20 consecutive school days **prior** to the start of the testing window and will have additional continual uninterrupted employment at the school during the prescribed testing window for NJSLA.

Parents/legal guardians may not serve as a TA for their own child. In addition, a student teacher may not serve as a TA.

A **proctor** is an individual who may be called on to help a TA monitor a test unit under the supervision of the TA. A TA must be in the room at all times during testing if a proctor is used. Student teachers may serve as Proctors who assist the TAs. Proctors do not need to hold any endorsement; however, they must be under the direct supervision of a TA or STC at all times and they may not provide testing accommodations or handle secure materials at any time.

Proctor responsibilities include but are not limited to:

- Meeting with your STC to review test security and administration protocols
- Reviewing policies and instructions in the Test Administrator Manual (TAM)
- Assisting in the preparation of the testing environment
- Assisting in the supervision of test administration during each unit

For all computer-based testing, if class size is larger than 25 students, a proctor is required.

A **Technology Coordinator** is an individual at the school or district level who is responsible for setting up testing devices for computer-based testing. The DTC or STC must designate an individual who will be on site to serve in this role during the administration.

Technology Coordinator responsibilities include but are not limited to:

- Ensuring each testing device meets technology requirements
- Ensuring the infrastructure (e.g., wireless access points, bandwidth) is adequate
- Installing the TestNav application
- Configuring TestNav in PAN
- Managing problems with firewalls
- Removing (or turning off) any software that would allow secure test material on testing devices to be viewed on another testing device during testing
- Providing technical support for STCs and TAs

1.3 Who Must Test

The Fall Block assessments are offered for districts that operate the semester block schedule, for students in grade 9 who are enrolled ELA 9, Algebra I, Geometry, or Algebra II for the first time.

Students in the class of 2022 who have not yet met the graduation assessment requirement in English language arts and/or mathematics are strongly encouraged to participate in testing during the fall block assessment administration windows.



Table 1.0: NJSLA Tested Grades

Content Area	Grades
ELA	9
Math	Algebra I, Geometry, Algebra II

High School ELA

Grade 9 students must take the grade level specific ELA assessment regardless of the ELA course they are currently enrolled in. **Exception:** Students repeating a course who have previously passed the associated assessment are not required to re-take that assessment. Grade-level ELA course/credit assignment determines participation in NJSLA, not grade-level homeroom assignment.

English language learners (ELLs) enrolled in English as a Second Language (ESL) (beginner, intermediate, or advanced level) must take the NJSLA–ELA associated with their grade level course or credit equivalent and not the level of the ESL course.

High School Mathematics

The following applies only to high school students in grade 9:

Students enrolled in an Algebra I, Geometry, or Algebra II course must take the corresponding NJSLA unless they are repeating the course and have previously passed the assessment associated with the course. Students enrolled in an integrated mathematics course that is a prerequisite for an Algebra I course do not take the Algebra I assessment while enrolled in the integrated course. These students must wait until they are enrolled in the Algebra I course to take the corresponding assessment. Students enrolled in an integrated mathematics course that serves as an alternative to an Algebra I course must take the Algebra I assessment. Grade 9 students enrolled in multiple math courses will take only one state math assessment per assessment administration. A student must take Algebra I in cases where student is taking Algebra I and Geometry. In cases where a student is taking Algebra II and Geometry, NJDOE recommends taking the Geometry assessment.

The following applies only to high school students in grade 10 through 12:

Students who have not yet registered for or taken a high school math assessment may be required to test. Students who did not take Algebra I in middle school and are enrolled in Algebra I for the first time must take the Algebra I assessment. Students who took Algebra I in middle school who are enrolled in either Geometry or Algebra II for the first time must take the corresponding assessment. Students who started a two-year Algebra I or Geometry course starting in grade 9 must take the corresponding assessment in grade 10.

Students with Individualized Education Programs

The Individualized Education Programs (IEPs) of students with disabilities will address whether the student must meet the passing score on the state assessments or demonstrate proficiency through an alternate pathway. Students with disabilities whose IEPs specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs. IEP teams should reserve the exemption of the statewide assessment graduation requirement for students with significant intellectual disabilities and for students with disabilities who have made repeated unsuccessful attempts to meet statewide assessment requirements through the available pathways, including the portfolio appeals process.

Homebound Students

Students receiving homebound or bedside instruction are required to take the NJSLA unless they are undergoing a medical emergency as described under **Students who are exempt from taking the NJSLA**. Districts have the option



of administering either the paper-based tests or the computer-based tests using a district-supplied portable electronic device and mobile hotspot. The mode of testing (paper or computer) should be based on individual student need, and the content area being assessed. Detailed procedures and guidance are included in the *Homebound Testing Procedures* document available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Testing Resources**.

Out-of-District Placements

Students attending an Out-of-District Placement (ODP) where tuition is paid by the sending district must take the NJSLA unless they are exempt due to one of the reasons listed under **Students who are exempt from taking the NJSLA**. If the Out-of-District Placement will not administer the NJSLA, the student must return to their home district to be tested or the home district must send a TA to the student's ODP site to test the student.

Adult High School Students

Adult high school students who passed any historical high school statewide assessment will have their passing scores banked and counted toward their graduation testing requirement; therefore, they are not required to participate in additional state assessments. Adult high school students who took, but did not pass, any of the historical high school statewide assessments must meet the graduation testing requirement via the alternative pathways. For additional information regarding the alternative pathways, please refer to the [New Jersey High School Graduation Assessment Requirements](#).

Students who previously participated in the High School Proficiency Assessment (HSPA) should not take the test regardless of course enrollment. Students who did not pass the HSPA or Alternative High School Assessment (AHSA) in a content area must rely on the alternative pathways (see hyperlink above).

Students who are exempt from taking the NJSLA

Students who fall into the following categories are exempt from taking the NJSLA.

1. Newly arrived English language learners (ELLs) in grades 3 through high school, who are enrolled in United States schools after June 1 of the prior school year, may be excluded from taking the NJSLA–ELA in the current school year, but not from taking the NJSLA–Math and NJSLA–Science.
2. Students undergoing a medical emergency are exempt from taking the NJSLA. A medical emergency is the occurrence of a severe medical or psychiatric condition or episode that requires medical attention or supervision during which time the student is not able to participate in state assessments.

Students who are full-time home-schooled or full-time at a private or parochial school are not eligible to take any statewide assessment. Students with disabilities who attend an approved private school for the disabled and whose tuition is **not** the financial responsibility of the district are also not eligible to take any statewide assessment.



2.0 Test Security and Administration Policies

2.1 Maintaining the Security of Test Materials and Content

The administration of the NJSLA is a secure testing event. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results.

Students may not have access to secure test materials before testing. For a full list of testing materials, refer to **Section 4.2**. The following test materials are secure:

- Student testing tickets
- Mathematics reference sheets written on by students
- Scratch paper written on by students
- Human reader scripts for mathematics (if applicable)
- Tactile graphics (if applicable)

Note: Electronic copies of mathematics reference sheets are available online and may be provided to students for regular classroom use. Mathematics reference sheets for computer-based testing are provided within TestNav. Schools may make newly-printed and unused copies of the NJSLA mathematics reference sheets available to students for computer-based testing. These must be kept secure prior to testing, and if written on by students, securely destroyed.

Follow the security plan developed by your STC and/or principal for your school. Contact your STC with any questions about the school security plan.

Make sure to follow your school's chain-of-custody protocol at all times. Failure to follow proper chain-of-custody requirements may result in test invalidations. The handling of test materials must be documented before, during, and after test administration in order to maintain their security.

2.1.1 Test Administrator Responsibilities for Maintaining Security

1. Receive training in administering test sessions properly and securely.

- Review the TAM and all relevant test security requirements before administering test units.
- Attend any training session(s) led by the STC or designee before test administration.
- Understand and follow the protocols related to administering accessibility features and accommodations, if applicable.

2. Administer all tests according to appropriate protocols.

- Administer tests during the NJSLA testing window and administer units in the prescribed order.
- Follow the directions and read the scripts in the TAM verbatim to students. TAMs and translated scripts are available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com/), <https://nj.mypearsonsupport.com/>, located under **Educator Resources > Test Administration Resources**.
- Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (refer to **Section 2.3**).
- Provide students with all required test materials as listed in the TAM.
- Prevent the use of prohibited materials (refer to **Section 2.3**) during testing units. Results may be invalidated for students who use cell phones or other prohibited electronic devices during testing, including after students turn in their materials, or during a break (see exception listed in **Section 2.2.1**).



- Manage test sessions in PAN.
- 3. Focus full attention on the testing environment at all times during testing.**
- Monitor the testing process by continually moving about the room in a way that does not disturb students or attract attention. **TAs may not review answers and/or confirm whether a student has responded to all test items.**
 - Ensure that students are supervised during testing, including during breaks.
 - Ensure that students are working only on the unit being administered. If a TA observes a student working in the incorrect unit of the test or reviewing the incorrect unit of the test, this is a testing irregularity that must be reported to your STC. Refer to **Section 2.2.2** for instructions on how to report these situations.
- 4. Ensure that students do not participate in any form of cheating.**
- Ensure that students do not consult notes, textbooks, or other teaching materials.
 - Ensure that students do not share test questions with other students.
 - Ensure that students do not consult other students, school personnel, or anyone else during testing.
 - Ensure that students are not able to see content on other students' test materials or on other students' testing devices.
 - If a TA observes a student participating in any form of cheating, refer to the following procedure to handle the situation.
 - The incident must be reported to your STC immediately.
 - If follow-up documentation is required by your DTC or NJSLA Program Coordinator, complete any additional documentation.
- 5. Do not provide unauthorized assistance to a student that could impact their answers.**
- At any time during a test session, a TA may repeat a portion of the TAM script if necessary, for clarification.
 - However, TAs must not assist a student during testing or alter or interfere with a students' response in any way that would impact their answers. Examples of unauthorized assistance include, but are not limited to:
 - Providing answers to a student
 - Indicating that a student has answered a question incorrectly or left a question blank
 - Defining words or providing synonyms
 - Spelling words
 - Influencing a student's response by offering verbal or non-verbal hints, clues, or cues
 - Altering, explaining, simplifying, or paraphrasing any test question, stimulus, prompt, or answer option
 - Suggesting that a student write more on a question, check their work, or review or reconsider a response to a question
- 6. Follow proper test security procedures for providing accessibility features or accommodations.**
- Ensure that students are **only** provided accommodations that are listed specifically for use during NJSLA-ELA/Math testing in an approved IEP or a 504 plan, or an ELL plan for English language learners.
 - Follow the guidelines on proper administration of accommodations or accessibility features as prescribed in the *NJSLA Accessibility Features and Accommodations (AF&A) Manual* and the *NJSLA Decision-Making Process Manual* available at the [NJSLA Resource Center](https://nj.mypersonsupport.com), <https://nj.mypersonsupport.com>, located under **Educator Resources > Test Administration**



Resources > Accessibility Features and Accommodations (AF&A) Resources.

7. Follow chain-of-custody requirements to return all test materials after testing each day.

2.1.2 Security Forms

In the event of a testing irregularity or a test security breach, TAs should be prepared to provide their STC or DTC with information needed to complete the security forms.

Security Forms for TAs to sign or initial:

- Security Agreement (see **Section 2.1.3**)
- Chain-of-Custody forms - 2 versions: pre-printed School Chain-of-Custody Form and Generic *Chain-of-Custody Form for Computer-Based Testing Materials*

Chain-of-Custody Forms:

- Pre-printed School Chain-of-Custody Form
Accommodated materials such as mathematics human reader scripts and tactile graphic kits are shipped with a pre-printed *School Chain-of-Custody Form*.
- Generic *Chain-of-Custody Form for Computer-Based Testing Materials*
For computer-based testing, the transfer of secure materials, such as student testing tickets, used scratch paper, and mathematics reference sheets must be recorded on a generic *Chain-of-Custody Form for Computer-Based Testing Materials* or an equivalent tracking log.

Follow chain-of-custody requirements to return all test materials after testing each day.

2.1.3 Security Agreement

After training and before each testing window, DTCs, STCs, Technology Coordinators, TAs, proctors, and authorized observers must complete the *Security Agreement* found in **Appendix B** or at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Forms** and keep a copy for their records. STCs must collect the original forms for their schools and submit them to the DTC. Districts must retain signed forms for three years. Do not submit *Security Agreement* forms to PAN and do not include them when returning secure test materials.

2.2 Testing Irregularities and Security Breaches

Any action that compromises test security or score validity is prohibited. These may be classified as testing irregularities or security breaches. **Section 2.2.1** contains examples of activities that compromise test security or score validity. Note that these lists are not exhaustive. STCs must discuss these and other possible testing irregularities and security breaches with TAs during training. Refer to **Section 2.2.2** for information on reporting testing irregularities and security breaches.

2.2.1 Examples of Testing Irregularities and Security Breaches

Examples of test security breaches and irregularities include but are not limited to:

- **Test Administration Irregularities**
 - Student reviewing or working on the wrong unit of the test; if the student completes the wrong unit of a test, the DTC must **immediately contact** the appropriate NJSLA Program Coordinator for directions.
 - Student receiving an accessibility feature or an accommodation they are not intended to have, or a student not receiving an accessibility feature or an accommodation they are required to be provided.



- **Electronic Devices Irregularities**
 - Using a cell phone or other prohibited electronic device (e.g., smartphone, iPod®, smart watch, eReader) while secure test materials are being distributed, while students are testing, after students turn in their test materials, or during a break.
 - Exception: Test Coordinators, Technology Coordinators, TAs, and proctors are permitted to use cell phones in the testing environment **only** in cases of emergencies or when timely administration assistance is needed. Districts may set additional restrictions on allowable devices as needed.
 - Exception: Certain electronic devices may be allowed for medical or audiological purposes during testing. Refer to the *NJSLA Decision-Making Process Manual*, available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources**, for specific information.
- **Test Supervision Irregularities**
 - Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
 - Engaging in activities (e.g., grading papers, reading a book, newspaper, or magazine) that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
 - Leaving students unattended without a TA for any period of time while secure test materials are still distributed or while students are testing (proctors must be supervised by a TA at all times)
 - Deviating from testing time procedures as outlined in **Section 2.4**
 - Allowing cheating of any kind
 - Providing unauthorized persons with access to secure materials
 - Unlocking a test in PAN during non-testing times without NJDOE approval
 - Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate
 - Allowing students to test before or after the test administration window without NJDOE approval
- **Test Materials Irregularities and Breaches**
 - Losing a student testing ticket
 - Losing Human Reader scripts
 - Losing tactile graphic booklets
 - Leaving test materials unattended or failing to keep test materials secure at all times
 - Reading or viewing the stimuli or test items before, during, or after testing
 - Exception: Administration of a human reader/signer accessibility feature for mathematics or accommodation for ELA which requires a TA to access passages or test items
 - Copying or reproducing (e.g., taking a picture of) any part of the test or any secure test materials or online test forms
 - Revealing or discussing stimuli or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
 - Removing secure test materials from the school building or removing them from locked storage for any purpose other than administering the test
- **Testing Environment Irregularities**
 - Failing to follow administration directions exactly as specified in the TAM
 - Displaying any resource (e.g., posters, models, displays, or teaching aids) that defines, explains, or illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing
 - Allowing preventable disruptions such as talking, making noises, or excessive student movement around the classroom
 - Allowing unauthorized visitors in the testing environment
 - Unauthorized Visitors - Visitors, including parents or guardians, school board members,



reporters, and school staff not authorized to serve as TAs or proctors, are prohibited from entering the testing environment.

- Authorized Visitors - Observation visits by the principal, monitors from the NJDOE Office of Assessments, monitors from the district, and NJDOE-authorized observers are allowed as long as these individuals do not disturb the testing process. Contact your STC for details about observation visits.

2.2.2 Reporting Testing Irregularities and Security Breaches

For a list of testing irregularities and security breaches that must be reported and documented, refer to **Section 2.2.1** and contact your STC with any questions. If an incident must be reported, this procedure:

- The incident must be reported to the STC immediately.
- If follow-up documentation is required by the DTC, complete any additional documentation.

2.3 Testing Environment

The testing environment is defined as the location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

- Some students may finish testing before others, and the expectations for what those students may do must be established in advance of the testing day. Contact your STC for information on what students may do after testing.
- Unauthorized visitors are prohibited from entering the testing environment as described in **Section 2.2.1**.
- The testing sign in **Appendix C** must be posted on the outside of the room door.
- Prohibited classroom resources (described in “Materials Prohibited in Testing Environment”) must be removed or covered.

Administration Considerations for Students

With the support of the school administration, your STC has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, STCs may determine that any student may require one or more of the following test administration considerations, regardless of the student’s status as a student with a disability or as an English Language Learner (ELL):

- Small-group testing
- Time of day
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture
- Frequent breaks

For more information on administrative considerations that are available for **all** students, refer to Table 2 of the *NJSLA AF&A Manual* and the *NJSLA Decision-Making Process Manual* available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources**.

Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment,



thus producing invalid results. Prohibited materials must be covered or removed from the testing room.

The following are materials that may **not** be used at any time during a unit, including after students have completed testing (e.g., submitted the computer-based test) or during a break. Students, TAs, proctors, or other authorized persons in the test environment may not possess these or any other materials.

- All personal electronic equipment not related to testing (e.g., cell phones, iPods®, eReaders, electronic pens, or smart watches; refer to *Section 2.2.1* for exceptions)
- Any resource (e.g., books, posters, models, displays, teaching aids) that defines, explains, or illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing. Refer to the *AF&A Manual* for additional information on approved resources for a student with a disability or an English Language Learner.
- Mathematical formulas, number lines, and conversion tables other than the grade- or course-specific, NJSLA-provided mathematics reference sheets.
- Any manipulative not approved through a unique accommodation request prior to testing (contact your STC for more information)

Follow the general rule that if the material in question may help the student answer or find an answer or to post or copy secure materials, it is not allowed in the testing environment.

Prior to testing, TAs must instruct students to place all prohibited materials out of reach during testing (e.g., place in a locker). No coats, backpacks, or purses are permitted in the testing rooms. Food and beverages are not permitted, unless an exception is specified in a student's IEP or 504 plan. If a student is found to have any prohibited materials in their possession upon arrival for testing, the TA must instruct the student to hand in the materials or follow local policy. As a reminder, if a student is found to have prohibited materials (including cell phones) during live testing, the test may be invalidated.

The **only** time that students are permitted to read recreational books (unrelated to content being assessed) is after a student has completed testing (e.g., submits the computer-based test or turns in the test booklet and answer document).

Exceptions for Test Accommodations

A student with a disability or who is an English Language Learner (ELL) may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student's Individualized Education Program (IEP), 504 plan, Unique Accommodations Form, or ELL plan. Refer to the *NJSLA AF&A Manual*, available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com> located under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A Resources)**, for details.

2.4 Scheduling and Testing Time

Administration Dates

All test units, including make-up testing (refer to **Appendix A** for definitions of session and unit), must be completed during the NJSLA testing window. Contact your STC if you have any questions about your testing dates.

Testing Time

NJSLA tests are strictly timed. No additional time may be permitted (with the exception of an extended time accommodation specified in an approved IEP, 504 plan, or ELL plan). TAs are responsible for keeping time during testing.

Administration Time is the total time that schools should schedule for each unit. It includes the unit testing time



and the approximate times for administrative tasks such as reading instructions to students, answering questions, distributing test materials, closing units, and collecting test materials (shown in **Table 2.0**).

Example: When the unit testing time is 75 minutes, schools might schedule a total of 100 minutes: 15 minutes for reading directions + 75 minutes of testing + 10 minutes for closing the unit.

Test administration times are shown in **Table 2.0** (note that times vary by content area, unit and grade/course). In planning the school’s NJSLA schedule, STCs should plan for the entire unit testing time for each unit.

Table 2.0: Administration Time – Guidelines for Scheduling

Task	Administration Time
1. Pre-administration tasks, including reading instructions to students and answering questions	10 minutes
2. Distribution of test materials to students	5 minutes
3. Administration of unit	Refer to Unit Testing Times below (60 to 90 minutes)
4. End-of-unit activities, including logging students out of TestNav and collecting test materials	5 to 15 minutes

Unit Testing Time is the amount of time that must be provided to all students to complete the unit. **Table 3.0** show the amount of time for each unit. TAs are responsible for keeping track of time during testing. Please note, the total unit testing time for Unit 1 Mathematics includes the time for both non-calculator and calculator sections.

If all students have completed testing before the end of the unit testing time, the unit may end. Once the unit testing time has been reached, the unit must end, except for students with extended time accommodations. Contact your STC for information on what students may do if they complete a unit prior to the end of the unit testing time.

Table 3.0: Unit Testing Times for High School

Test	Unit	Section	Unit Testing Time (Minutes)
ELA Grade 9	Unit 1 Unit 2	N/A	90
Algebra I	Unit 1	Non-calculator/Calculator	90
Geometry	Unit 2	Calculator	90
Algebra II			

Make-Up Testing

Ensure that your STC knows who is absent on testing day so that make-up testing can be scheduled. Students must complete all units within the district testing window.

If any student starts a unit and leaves the testing environment (e.g., due to illness or family emergency) without finishing that unit, they may be allowed to complete that unit on a different day. TAs must note the exact place in the unit where the student stopped and the amount of time remaining. Students are not allowed to alter any previously entered or written responses. They must resume testing exactly where they left off and be provided with the remaining time noted at the time testing was interrupted.

Tests will automatically resume at the exact point where a student exited. TAs must closely monitor



make-up testing to ensure students do **not** alter any previously entered responses.

For security purposes, each unit (e.g., Unit 1, Unit 2) must be completed by all students within the same grade/course **on the same school day**—with the exceptions of make-up testing and students with an extended time accommodation (refer to **Section 6.2**).

If a student is not tested during the regular administration, he or she may be moved into a new make-up test session in PAN. However, if the student will rejoin the regular administration for any remaining units, it is recommended that you leave that student in the original test session in PAN. For students taking a make-up test, unlock the appropriate unit in PAN to allow the student to log in to the missed unit. The test session should not be stopped until all students in the test session have completed testing.

Note: Make-up test sessions must reflect the original test session (e.g., a test session with a Human Reader will need a make-up test session with a Human Reader).

For more information, refer to **Manage Students in Sessions** training modules available on the [PearsonAccess^{next} Online Support](https://support.assessment.pearson.com/x/H4BIAQ), <https://support.assessment.pearson.com/x/H4BIAQ>.

Breaks

Speak with your STC to clarify local procedures for breaks.

2.5 Break Policy

STCs must determine and discuss procedures for breaks with TAs prior to testing day. For breaks during testing, there should not be conversations among students, and students are not permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test. Students must be supervised at all times during breaks, including short breaks between units.

TAs are responsible for ensuring that students are not able to see content on other students' test materials or on students' testing devices.

During short breaks, visual blocks should be applied to students' computer screens (e.g., turn off the monitor or tape folders to the screen) instead of having students use computer functions to exit and resume the test. The TA should also ensure the security of students' scratch paper and hard copies of mathematics reference sheets (if applicable). Policies for breaks follow.

Restroom breaks during a unit: During a unit, individual restroom breaks may be provided at the discretion of the TA. It is recommended that no more than one student at a time be allowed to use the restroom and that students be supervised. Unit time may not be adjusted for restroom breaks, and students should be encouraged to use the restroom prior to the beginning of the testing unit.

Classroom stretch break during a unit: At the discretion of the TA, a classroom may take one "stand- and-stretch" break of up to three minutes during testing, and the TA may adjust unit time by no more than three minutes.

Breaks between units: If administering two units back-to-back, a scheduled break is highly recommended between units. During the break, students are permitted to go to the restroom, stretch, and get a drink, if needed.

Frequent breaks: Frequent breaks may be offered as an administration consideration for any student. Administrative considerations must be identified for the student in the Student Registration/Personal Needs Profile (SR/PNP); refer to the *NJSLA AF&A Manual* for additional information. TAs should not "stop the clock" for students with frequent breaks. For students with disabilities or English language learners who may require frequent breaks, it is highly recommended that schools consider the extended time accommodation.



3.0 Before Testing

This section describes activities the TA must complete before the first day of testing. Since **Section 3.1** provides only a checklist of tasks, refer to **Section 3.2-3.5** for more details.

3.1 Checklist of Tasks for Test Administrators to Complete before Testing

Completing tasks during the timelines in this checklist is strongly recommended.

Table 4.0: Tasks to Complete at Least One Week Before Testing

Checkbox	Task	Reference
<input type="checkbox"/>	Review policies and instructions for test administration in this manual.	This Manual
<input type="checkbox"/>	Complete any required training with your STC to review test security, administration protocols and plans, and testing day activities.	TCM Section 3.3.1
<input type="checkbox"/>	Review the <i>NJSLA Security Agreement</i> . Sign and submit it to your STC.	Appendix B
<input type="checkbox"/>	Review all accessibility features and testing accommodations to be administered for students and develop a plan to monitor their use. For a list of accessibility features and accommodations, refer to Section 6.1 and 6.2 .	Section 3.3
<input type="checkbox"/>	Strongly Recommended: Administer the Computer-Based Testing Practice Tests and Tutorial.	Section 3.4

Table 5.0: Tasks to Complete at Least One Day Before Testing

Checkbox	Task	Reference
<input type="checkbox"/>	Ensure your PAN login works and that access to the correct test session is available.	Section 4.3
<input type="checkbox"/>	In the correct test session, check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations (i.e., text-to-speech).	Section 3.3
<input type="checkbox"/>	Prepare the testing environment.	Section 3.5

3.2 Test Administrator Training and Preparation

After attending one of the mandatory training sessions led by the NJDOE Office of Assessments, DTCs must provide training to all STCs and District Technology Coordinators. STCs are then responsible for training all TAs, School Technology Coordinators, proctors, and all other staff with access to secure materials.

TAs must meet with their STC to prepare for test administration and review responsibilities.

3.3 Preparing to Administer Accessibility Features and Accommodations During the NJSLA-ELA/Math

Your STC will provide TAs with a list of all required accessibility features and accommodations for applicable students. If a test with an accessibility feature or accommodation is being administered, be sure to receive the proper training and see the *NJSLA AF&A Manual* and the *NJSLA Decision-Making Process Manual*, which are available online at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>. Refer to **Section 6.0** of this manual for additional information about accessibility features and accommodations. It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. The TA may



check students' accessibility features and accommodations by completing the steps in the *Personal Needs Profile Guidance: Managing Incorrect Accessibility Features and Accommodation PNP Data* document at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > PearsonAccess^{next} Resources**. Check with your STC for additional information.

3.4 Administer Practice Tests and Tutorials

Administering the tutorials and practice tests is an important preparation step for both administration staff and students. It is highly recommended students have an opportunity to become familiar with TestNav and the NJSLA using both the tutorials and practice tests available online at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources**.

Tutorials familiarize students and educators with the item types, testing tools, accessibility features, accommodations, and test format and/or navigation of TestNav that will be used for the NJSLA. Practice tests provide an opportunity to respond to test questions similar to the questions students will be asked to answer on the NJSLA-ELA/Math in each grade/course and content area. In addition, answer keys are available. Since the practice tests do not contain secure content, students may take these tests using browser-based TestNav. However, students must use the TestNav app to take a practice test as part of an infrastructure trial in PAN.

During the test, TAs will not be allowed to assist students with TestNav functionality and navigation. Therefore, it is important that these questions be answered during tutorials and practice tests. Note that there may be changes in TestNav from year to year. Therefore, it is important to administer the current tutorials and practice tests each year, so that students have an opportunity to practice with any new functionality.

The STC will provide you with instructions for administering the practice tests and tutorials. It will take up to 30 minutes to administer each tutorial. Throughout the school year, students should be provided access to the tutorials and practice tests. Students with accommodations may need additional practice time to become familiar with all computer-based testing features.

3.5 Prepare the Testing Environment

Every assessment setting should have good lighting and ventilation and a comfortable room temperature and should be as free as possible from noise and other interruptions. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good working condition.

To maintain security in a computer-based testing environment, NJSLA-ELA/Math recommends the following ideal configurations for seating students (unless local policy and procedures do not allow):

- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely spaced rows or in every other row.

If an ideal seating configuration is not possible, physical and visual barriers between testing devices must be used to prevent students from viewing other testing devices. Schools may already have materials available that can be adapted for this purpose. For example:

- Tape card stock (e.g., manila folders) to the sides of monitors.
- Cut, fold, and tape flattened cardboard boxes to form a visual barrier between testing devices.
- Place free-standing tri-fold display boards (such as those used for science project exhibits) between



testing devices.

- Use cardboard carrels.
- Use privacy screens to narrow the viewing angle of a computer monitor so that it is visible only to someone sitting directly in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

In the event that laptops or other modular devices are used, they must be monitored and may **not** be removed from the test setting during test administration.

Before students enter the test environment:

- Check to make sure your login to PAN works.
- Cover or remove from the testing room all materials containing content in the subject area being tested, including any materials listed in **Section 2.3**.
- Post a “Testing—Please Do Not Disturb” sign (refer to **Appendix C** of this manual) on the outside of the door of the testing room.
- Display a timing box on the board; refer to the example in **Figure 1.0**.
 - Write the name of the unit being administered on the Unit Number line in the timing box on the board.
 - Using the unit testing time in **Tables 2.0 to 3.0** of this manual for reference, write the unit testing time on the Unit Testing Timeline in the timing box on the board.
 - Do not fill in the Starting Time or Stopping Timelines until instructed to do so in the scripts.

Figure 1.0 Timing Box Example

Unit Number: _____
Unit Testing Time: _____
Starting Time: _____
Stopping Time: _____



4.0 During Testing

4.1 Checklist of Tasks for Test Administrators to Complete During Testing

This section describes activities TAs must complete during the day of testing.

Table 6.0: Tasks to Complete the Day of Testing

Checkbox	Task	Reference
<input type="checkbox"/>	Receive test materials from your STC and track receipt using the Computer-Based Chain-of-Custody form.	Section 4.2
<input type="checkbox"/>	Manage test sessions and review each student’s status in PAN: <ul style="list-style-type: none"> • Check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations; e.g., Text-to-Speech (TTS). • TAs log in. • Confirm test sessions have been prepared. • Start test sessions. • Unlock the applicable unit. • Lock the unit for absent students. • Resume units for students (as needed). • Ensure that students have submitted completed test units. 	Section 4.3
<input type="checkbox"/>	Distribute test materials to students and administer the NJSLA according to the directions in this manual and using the appropriate administration script.	Section 4.4
<input type="checkbox"/>	Help students log in to TestNav , https://nj.testnav.com .	Section 4.4
<input type="checkbox"/>	Monitor testing time.	Section 4.5
<input type="checkbox"/>	Supervise test administration and provide breaks (if applicable).	Sections 4.7 and 2.5
<input type="checkbox"/>	Troubleshoot computer-based testing issues as needed.	Section 4.7.1
<input type="checkbox"/>	Return all testing materials to your STC.	Section 5.2
<input type="checkbox"/>	Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2

Note: If any students have been assigned and/or started a test without their proper accommodation, refer to the *NJSLA Personal Needs Profile (PNP) Guidance—Managing Incorrect Accessibility Features and Accommodation PNP Data* (available at the [NJSLA Resource Center](http://nj.mypearsonsupport.com), <http://nj.mypearsonsupport.com>, under **Educator Resources > Test Administration Resources > PearsonAccess^{next} Resources**) and enlist the Technology Coordinator to help if necessary.

4.2 Receive Test Materials from the School Test Coordinator (Day of Testing)

The STC will distribute test materials to and collect materials from the TAs each test administration day. To maintain the security of these materials, they must **not** be stored in classrooms prior to or following the day of administration. Keep all test materials in centrally located, locked storage with limited access until the materials are distributed to the TAs.

- **Materials printed locally by the DTC or STC**
 - Student testing tickets available from PAN.
 - If hard copies are desired, mathematic reference sheets may be printed from the [NJSLA Resource Center](http://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test**



Administration Resources > Testing Resources. Grade/course appropriate mathematic reference sheets are available in TestNav, located under **Exhibits**.

- If needed, Test Administrator Scripts may be printed from the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Test Administrator Scripts**.

- **Vendor-supplied materials**

- TAMs; electronic versions of the manuals can be viewed at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Test Administration Manuals**.
- Tactile graphics (if necessary)
- Mathematics human reader scripts (if necessary)

- **School-supplied material**

- Wooden No. 2 pencil(s) with eraser(s)
- Blank scratch paper
 - Students must be provided with one sheet of blank scratch paper at a time. If a student requires an additional sheet of blank scratch paper, the Test Administrator must collect the used scratch paper before providing the student with a new one.
 - If graph paper is used during instruction, it is recommended that schools provide graph paper as scratch paper for mathematics units.
 - TAs are responsible for collecting **all** scratch paper, which is to be securely destroyed. Scratch paper must be securely shredded if it has been used. Schools may reuse unused scratch paper only if paper is completely blank.
- Calculators, if using hand-held calculator (see Calculators section for more information)
- Optional Mathematics tools (see Mathematics Tools for Administration section for more information)
- Testing devices that meet the minimum technology specifications described at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Technology Setup**. (**note:** students cannot supply their own devices for testing)
- Headphones (see Headphones section for more information)
- Materials necessary for the administration of accommodations or accessibility features (for a full list of materials included in accommodated kits, see the list on the next page.)
- Timing device such as a clock or watch to keep track of time during testing (if one is not clearly visible within the testing room)
- “Testing — Please Do Not Disturb” sign to post on the doors of the testing rooms (a copy of the sign is available in **Appendix C** of this manual)
- Computers or tablets for TAs if they are managing test sessions



- **Accommodated Forms for Computer-Based Testing**
 - Assistive Technology – Non-Screen Reader
 - American Sign Language (ASL)
 - Text-to-Speech (TTS)
 - Human Reader
 - Spanish
 - Spanish Text-to-Speech
 - Spanish Human Reader
- **Contents of the Tactile Graphics Kit**
 - Tactile Graphics booklet
 - Braille paper
 - Braille mathematics reference sheets for grades 5–8 and high school

Calculators

Usage of calculators is permitted only in certain units or sections of units in the mathematics assessment. In high school, the first mathematics unit is split into two sections: a non-calculator section and a calculator section. The other units permit calculator usage throughout the entire unit.

Students must only use calculators that are allowable for their grade and course assessment. Allowing the use of a calculator that is designated for a lower or higher grade-level assessment may unfairly disadvantage or advantage students and is, therefore, not allowed. Only students with a specific calculator accommodation may use calculators outside of their grade level.

For students who meet the guidelines in the *Accessibility Features and Accommodations (AF&A) Manual* for a calculation device, this accommodation allows a calculation device to be used on non-calculator sections of the NJSLA-Math. If a student needs a calculator as part of an accommodation in a non-calculator section of a computer-based test, the student will need a hand-held calculator because an online calculator will **not** be available. For more clarifications and complete guidance, refer to **Section 3 (4D and 4E)** of the *AF&A Manual* and the Calculator Policy at the [NJSLA Resource Center](http://nj.mypearsonsupport.com), <http://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Testing Resources**.

Table 7.0: Hand-Held Calculators by Grade for Mathematics

Grades	Policy
High School	For high school mathematics assessments, students may use only graphing calculators (with functionality consistent with the TI-84 or a similar model) for the calculator sections/units.



Table 8.0: Calculator Policy for Computer-based Testing

Test Format	Calculator Policy
	<p>For computer-based testing, the calculator will be available through the testing platform. Students must have prior experience with the TestNav-provided calculator; practice tests and tutorials are available in TestNav.</p> <p>However, districts or schools may choose to provide students with hand-held calculators. Districts or schools should make this determination based on what is regularly used during instruction. If districts or schools choose this option, they will determine who is responsible for providing hand-held calculators (e.g., school, student). During mathematics units that are comprised of both a non-calculator section and calculator section, students will be prompted to raise their hand to ask for a calculator if this option applies.</p>

Additionally, schools must adhere to the following additional guidance regarding hand-held calculators:

- No calculators with Computer Algebra System (CAS) features are allowed.
- No tablet, laptop, PDA, or phone-based calculators are allowed during the NJSLA-ELA/Math.
- Students are not allowed to share calculators with another student during a test unit.
- TAs must confirm that the memory on all calculators has been cleared before and after the testing sessions.
- Instructional manuals and function reference sheets for hand-held calculators should be removed before testing.
- Calculators with “QWERTY” keyboards are not permitted.
- If districts or schools permit students to bring their own hand-held calculators for NJSLA purposes, STCs or TAs must confirm that the calculators meet NJSLA requirements as defined above.
- If any student needs a specific calculator (e.g., large key, talking), the student can also bring their own, provided it is specified in their approved IEP or 504 Plan.

Mathematics Tools for Administration

Certain tools listed below are optional for students who use them in daily instruction and who may find them useful during administration. If the tools are provided to students during administration, it is recommended that students have ample opportunity to practice with the practice tests or sample items using these tools.



Table 9.0: Mathematics Tools Policy for Computer-based Testing

Tools	Computer-based Testing Mathematics Tools for Administration Policy
Rulers and Protractors	These tools are allowable for use on the high school mathematics assessments. If these tools will be used by students during the assessments, schools must provide them.
Mathematics Reference Sheets	<p>For computer-based testing, mathematics reference sheets are available to students in high school through the testing platform. However, schools may choose to locally print and provide copies to students during testing. If providing students with printed copies of the mathematics reference sheets, the following protocols must be followed:</p> <ul style="list-style-type: none"> • The printed copies must be approved mathematics reference sheets, available at the NJSLA Resource Center, http://nj.mypearsonsupport.com, located under Educator Resources > Test Administration Resources > Testing Resources. • The copies must be free of any writing or notes. • If students write on the mathematics reference sheets during testing, the reference sheets are then considered secure materials and must be securely destroyed after testing that unit.
Geometry Tools	Tracing paper, reflection tools, straight edges, and compasses are optional for the Geometry assessments. Geometry tools are not allowed for Algebra I, and Algebra II.

Table 10.0: Mathematics Tools by Grade & Course

Grades/ Course	Required (Vendor-supplied)	Allowable (Not supplied by Vendor)
Algebra I	High School mathematics reference sheet	<ul style="list-style-type: none"> • Ruler (1/8 inch) • Protractor
Algebra II	High School mathematics reference sheet	<ul style="list-style-type: none"> • Ruler (1/8 inch) • Protractor
Geometry	High School mathematics reference sheet	<ul style="list-style-type: none"> • Protractor • Tracing paper • Reflection tool • Straight edge • Compass

If these tools are used, place the materials in a predetermined location in the testing room. If schools allow students to bring their own tools, they must be given to the STC or TA prior to testing to ensure that the tools are appropriate for testing (e.g., tools do not have any writing on them). For more clarification about Mathematics Tools, please see the Mathematics Tools Policy at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Testing Resources**.



Headphones

Table 11.0: Headphone Requirements

Content Area	Requirement
ELA	Required for all computer-based testing students
Math	Required for students who receive the following accessibility features: <ul style="list-style-type: none">• Text-to-speech• Stand-alone headphones used as a noise buffer

Headphones are needed for all ELA computer-based test units, as well as for students who receive the text-to-speech accommodation for ELA assessments or the text-to-speech accessibility feature for mathematics assessments. There are two ways to control the volume: the volume control on the testing device and the volume control in the text-to-speech settings. Students will be prompted to check the volume levels on their headphones at the start of each unit. In the text-to-speech setting, the volume setting will reset to the default between items.

Stand-alone headphones (i.e., headphones not connected to a device) are also an accessibility feature; therefore, some students may use headphones as noise buffers to minimize distractions or filter external noise during testing. If students use headphones for this purpose, TAs are responsible for ensuring that the headphones are not plugged into any device.

Schools have several options for ensuring they have a sufficient number of headphones. First, schools can instruct students to bring their own headphones. Second, if schools have fewer headphones than students testing at the same time, schools can separate classes into smaller numbers of students for administration. Third, schools can purchase additional device-compatible headphones.

For computer-based tests requiring sound, students should set the volume to the highest comfortable level on the device at the sign-in screen in TestNav. Students can adjust the volume level within TestNav at any point in the unit; however, they will no longer be able to adjust the volume on the device while TestNav is running.

Note: Music programs on all testing devices should be closed and not running in the background.

4.3 Manage Test Sessions in PearsonAccess^{next} (Day of Testing)

Before students can begin testing, Test Coordinators or TAs will need to log in to PAN, prepare each test session, start each test session, check accommodated form assignments, and unlock the appropriate unit for students. After a session is started, TAs can monitor the real-time status of students by refreshing their browsers. Table 12.0 describes the possible statuses for a student during each unit.



Table 12.0: Student Statuses in PearsonAccess^{next}

Status	Description
Ready	The student has not yet started the unit.
Active	The student has logged in and started the unit.
Exited	The student has exited TestNav but has not submitted test responses. (Student cannot resume testing unless authorized by TA.)
Resumed	The student has been authorized to resume the unit. Resume a unit when a student exits a unit (either intentionally or unintentionally), before finishing the unit and you want the student to continue the same unit. Only students in Exited status can be resumed. Students in Ready, Completed, or Marked Complete statuses cannot be resumed.
Resumed-Upload	Resume Upload should only be used in rare circumstances when TestNav cannot locate the Student Response File (SRF) and an error code appears on the student testing device. Resumed Upload prompts TestNav to check for a saved response file (SRF) on the testing computer when the student signs in to continue.
Completed	The unit has been submitted by the student through TestNav and has been processed.
Marked Complete	The TA or STC must mark a unit complete when a student has exited TestNav and will not return.

Students must **Submit** each unit upon completion. When the next unit begins, the TA or your STC will need to unlock the unit.

For instructions on logging into PAN, unlocking and locking units, and performing the tasks described in this section, refer to the **Manage Students in Session** training module on the *PearsonAccess^{next} Online Supports* at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > PearsonAccess^{next} Resources > PearsonAccess^{next} Online Supports**.

Note: Ensure students do not have any programs or apps running prior to launching TestNav. These programs may interrupt testing or cause a testing irregularity or security breach.

4.4 Distribute Materials and Read Script (Day of Testing)

After students are seated, verify student roster and take attendance, and note absent students for make-up testing. Lock the unit for any absent students in PAN. Then, read the appropriate administration script and distribute student testing tickets and scratch paper when instructed to do so.

Refer to **Tables 2.0–3.0** for guidance on units where calculators may be used by students. TAs may look at the top banner in TestNav on student testing devices to determine if students are in a calculator or non-calculator section.

TAs are required to adhere to the scripts provided in this manual for administering the NJSLA. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes the first time through the directions. Some “**Say**” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students being tested. If, after the first reading, students still have questions, refer to **Section 4.7.2**. Text that is outside the “**Say**” boxes includes directions meant for TAs and should **not** be read to students. TAs may repeat any part of the scripted directions as many times as needed while delivering the



script.

4.5 Keep Time (Day of Testing)

Keep accurate time for each test unit. TestNav will not automatically log off at the end of unit testing time. Remember that failure to provide the correct amount of time may result in test invalidation. Refer to **Tables 2.0–3.0** for guidance on unit testing times.

Note: Student with the extended-time accommodation specified in his or her approved IEP, or 504 plan, or ELL plan may be provided more time to complete each unit.

4.6 Maintain Test Security

Adhere to the test security protocols at all times and report violations or concerns to your STC immediately. It is essential to follow security measures in order to ensure the validity, reliability, and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in this manual and the assessment security instructions and procedures provided by NJDOE.

If testing is interrupted at any time during the unit (e.g., safety threat, fire emergency, student becoming ill), follow the procedures in **Sections 4.7.1** or **4.7.6**.

4.7 Supervise Test Administration

During testing, TAs must always actively proctor and focus their full attention on students to confirm that they are working independently. This means ensuring students are working in the correct unit and that they are **not** involved in any form of cheating. Ensure that all student desks are free of any prohibited materials and that all prohibited aids have been removed or covered. Refer to **Sections 2.2** and **2.3** for information on prohibited activities and prohibited materials.

4.7.1 Troubleshooting Computer-Based Testing

Technology Coordinators or their designees should be on hand to help address any technology issues. They should be mindful of test security procedures. If student testing devices are experiencing technical problems during a test, such as freezing, error messages, or blank screens, that prevent the student(s) from normal continuation of testing, the TA must follow these procedures:

- If an assigned accommodation is not appearing correctly for a student, instruct the student to exit the test immediately and contact your STC.
- When a technology disruption affecting **a single student** occurs, TAs must follow these steps:
 - Note the time of the disruption so that the remaining time for the unit can be calculated. Follow the procedures outlined by the school on whom to contact or for troubleshooting guidance.
 - Guidance for troubleshooting common errors is available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Technology Setup > User Guides**.
 - Technology Coordinators and TAs must **not** take photos of error screens. If the issue cannot be resolved in a timely manner without disruption to the other students testing, the student should be moved to another testing device and given time to account for any delay caused by the error and the switch in devices. Make a note of any device the student uses.
 - If no alternate device is available, the student should be dismissed from the testing environment and resume the test on a functioning device as soon as possible on the same day. The student may not alter any previously entered response and must be given the amount of time remaining in the test unit when the technical problem occurred.
 - Document the situation in writing. Consult your STC for information about reporting a testing irregularity.
- When a technology disruption affecting **multiple students** occurs, TAs must follow these steps:



- Pause testing in the room until the problem is resolved.
- Note the time of the disruption so that the remaining time for the unit can be calculated.
- Follow the procedures outlined by the school on whom to contact or troubleshooting guidance.
- Guidance for troubleshooting common errors is available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Technology Setup > User Guides**.
 - Technology Coordinators and TAs must not take photos of error screens.
- Once the issues are resolved, prepare students to resume testing for the continuation of the unit:
 - TAs must resume students' tests in PAN before the students can continue with the same test; refer to resuming a test in the PearsonAccess^{next} Online Support or at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > PearsonAccess^{next} Resources > PearsonAccess^{next} Online Supports**.
 - TAs must inform students how many minutes remain in the unit.
 - TAs must write on the board the updated start time and stop time of the unit.
- Document the situation in writing. Consult your STC for information about reporting a testing irregularity. During testing, TAs are not permitted to help students navigate or use the functionalities within TestNav.
- If a student exits TestNav (either unintentionally or intentionally) before completing a test:
 - Verify that TestNav is shut down for the student.
 - Resume the student's test in PAN.
 - The student's test will resume from the point at which the test was interrupted.
 - The system will upload any test responses that the student entered after the interruption if the student resumes on the same testing device.

4.7.2 Clarifying Directions During Administration

- TAs are permitted to clarify **only** general administration instructions after reading the script word-for-word. **No stimuli or test items may be read or clarified.**
- If there are questions, consult your STC.
- If a TA is providing the General Administration Directions Clarified in Student's Native Language (by Test Administrator) accommodation to an English Language Learner, then these guidelines must also be followed in providing clarifications in a student's native language.

4.7.3 Redirecting Students

The TA or Proctor may redirect the student's attention to the test without coaching or assisting the student in any way. Examples may include:

- Providing reminders to stay on task and focused during the assessments
- Providing a visual cue to the student to remain on task

TAs and proctors may not individually remind or encourage a student to answer all questions. TAs and proctors may not point or gesture to the student to complete a specific test item or encourage a student to select an answer choice.

4.7.4 Student Misconduct

The TA has the authority to dismiss any student for misconduct according to school and/or district policy. If student misconduct warrants dismissal, collect the student's test materials. The student will then be dismissed from the testing environment. The student may be eligible to continue testing in another location (e.g., guidance counselor's office) according to local policy. The school or district must submit a *Testing Irregularity and Security Breach Form* in **Appendix B** of this manual within five school days unless otherwise directed by the DTC or the NJSLA–ELA/Math Coordinator. Contact your STC for additional guidance on dismissing students for misconduct.



If a student is dismissed, the TA must exit the student's test in TestNav and ensure the student's unit is locked in PAN. If a student is observed with any of the prohibited items listed in **Section 2.3** during testing or during breaks, the TA must collect the prohibited materials and immediately report the incident to your STC. The school or district must complete the *Testing Irregularity and Security Breach Form*.

Cell Phone and Unauthorized Electronics

All incidents involving student possession of a cell phone or other unauthorized electronic device **must be immediately** reported via email to the NJSLA–ELA/Math Program Coordinator.

4.7.5 Item Irregularities During Testing

If, during testing, a student alerts a TA to a possible unanswerable or misworded test item, follow these steps:

- If the issue being experienced is with a particular item, the TA should instruct the student to bookmark the item and continue testing. At the end of testing, the TA should try to troubleshoot the issue with the item by contacting the Technology Coordinator or by using the troubleshooting guidance available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>. If troubleshooting does not resolve the issue, the Technology Coordinator or STC should call the NJSLA–ELA/Math Support Center to report the issue.
- If a timely solution cannot be found, the TA should do the following:
 - Instruct the student to proceed with the test.
 - Note the grade level, form ID, unit number, test format (online), and a brief description of the issue and provide that information to your STC to complete the *Testing Irregularity and Security Breach Form*. Actual wording from the question should never be included either verbally or in writing.
 - Test Administrators may **not** read or review a test item unless absolutely necessary to resolve problems preventing a student from testing or when it is the Human Reader accommodation.

4.7.6 Procedures for Safety Threats and Severe Weather

In all instances of safety and severe weather threats, consult the local evacuation policy. In the event that there is a building evacuation, lockdown, or school closure that occurs before the start of a unit, follow the protocol outlined below:

- Proceed with testing only if the unit can be completed that day.
 - If the unit cannot be completed, schedule the unit during make-up testing.
- Document the situation, noting the event, date and time, students affected, and any other specific details regarding the situation.
- Report the event or incident to your STC immediately. Contact your STC for information about reporting a testing irregularity.

In the event that a building evacuation, lockdown, or school closure occurs during the unit, follow the protocol outlined below:

- If possible, note the time of the disruption so that the remaining time for the unit can be calculated.
- If leaving the test environment, take necessary steps to ensure the security of the test materials, if time permits. For example, lock the test units in PAN.
- Upon returning to the testing room, prepare students for the continuation of the unit.
 - Inform students how many minutes remain for the unit.
 - Write the updated start time and stop time of the unit on the board.
 - Students may need to be Resumed in PAN.
- Document the situation using the *Testing Irregularity and Security Breach Form*.
- Report the event or incident to your STC immediately. Contact your STC for information about reporting



a testing irregularity.

4.8 Ending Each Unit

4.8.1 Log Students Out of TestNav and Lock Units/Sections

As students complete each unit, TAs will use the instructions at the end of the administration script to help students log out of TestNav. TAs may provide navigational guidance as students click through the log-out steps.

Test Coordinators must ensure that all students have logged out of TestNav by reviewing student statuses on the **Testing > Students in Sessions** page in PAN. Students logged into TestNav will appear in an **Active** status. Those student testing devices should be checked to make sure TestNav has been exited after testing.

After all students are logged out of TestNav, the TA or STC should lock the units in PAN.

TestNav Auto-Time Out

If a student is inactive in TestNav for 20 minutes, an Inactivity Timer comes on by giving a 30-second pop-up warning. If the student does not interact with the testing device to restart the timer, the student test will be placed in Exited status. The test administrator will have to Resume the student and the student must use their log in to re-enter TestNav.

4.8.2 Collect Test Materials

Collect student testing tickets and scratch paper. Count the number of items to ensure all students have returned their student testing tickets, scratch paper, tactile graphics, and mathematics reference sheets (if applicable). If any student loses or destroys their student testing ticket, contact your STC.

Note: Follow your local chain-of-custody procedure to ensure all materials have been collected.

4.9 Make-Up Testing

If a student starts a unit and leaves the testing environment (e.g., due to illness, family emergency, or natural disaster) without finishing that unit, the student may be allowed to complete that unit on a different day. If there are concerns about a student completing a unit, do **not** allow the student to begin. If a student leaves during a unit, note the exact place in the unit where the student stopped and the time remaining, lock the unit in PAN, and then contact your STC.

For students taking a make-up test, unlock the appropriate unit in PAN to allow the student to log in to the missed unit. Students are **not** allowed to alter any previously entered responses. They must resume testing exactly where they left off and be provided with the remaining time noted at the time testing was interrupted. Tests will automatically resume at the exact point where a student exited. TAs must closely monitor make-up testing to ensure students do not alter any previously entered responses.

Multiple test sessions and/or units may be tested together as long as the testing time and administration script are the same. It may be useful to review **Testing Multiple Grades Together** in **Section 2.4.2** of the *NJSLA Test Coordinator Manual*.

4.10 Script for Administering Mathematics

4.10.1 High School Mathematics – Unit 1

The administration script under **Section 4.10.1** will be used for Unit 1 of the High School mathematics test. Refer to **Section 4.10.2** for the administration script for Unit 2. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-ELA/Math. 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 be read aloud only if they are applicable to your students testing. Some directions may differ slightly by unit and are noted within the administration script.

Table 13.0: High School Mathematics Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
1. Unit 1: Non-Calculator Section 2. Students Submit Section 3. Unit 1: Calculator Section	<ul style="list-style-type: none"> High School: 90 Minutes 	<ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper 		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 3.3** for further instructions on how to check accessibility features and accommodations.

Instructions for Preparing to Test

	<p>Today, you will take the Mathematics assessment.</p> <p>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.</p>
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If a student raises his or her hand, collect the electronic device (or follow the school/district policy) and store it until the unit 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.

Before students can begin testing, the test session must be started in PAN. Additionally, the unit must be unlocked (refer to **Section 4.3** for more information). Speak to your STC to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and logged in to [TestNav](https://nj.testnav.com), <https://nj.testnav.com> (or follow the school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. Make sure headphones are plugged in for all students using text-to-speech and do an audio check prior to launching TestNav.



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



Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click to 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.

A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.

Instructions for Logging In



Please sit quietly while I distribute your student testing tickets and scratch paper. Do not log in until I tell you to do so.

Distribute scratch paper, wooden No. 2 pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.



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.

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.



STUDENT TESTING TICKET

Student: SAMPLE STUDENT
State ID#: 1234567890
Session: Sample Session
Date of Birth: 2010-01-01
Test: Grade 04 Mathematics

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **New Jersey** in the TestNav Application.

Username: 1111111111 Password: ab1111

(OPTIONAL) Local Testing Device ID: _____



Now, enter your Username as shown on the bottom of your ticket.

(Pause.)

Next, enter the Password as shown on your ticket.

(Pause.)

Now, select the “Sign In” button.

(Pause.)

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 for Unit ___ (fill in the appropriate unit). You should see a “Welcome” screen.

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.



Instructions for Administering Unit 1

 Say	<p>Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take Unit 1 of the _____ (fill in the appropriate grade/course) New Jersey Student Learning Assessment-Mathematics (NJSLA-M) Test. There are two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator which is provided in the toolbar. You will not be allowed to return to the first section of the test after you start the calculator section. You must complete both the non-calculator and calculator sections within the time allowed.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the first section, you may review your answers and any questions you may have bookmarked in this section only. Once you have reviewed your answers, continue to the calculator section by submitting the answers for the first section. Raise your hand if you need assistance continuing to the calculator section.</p>
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Optional, if using hand-held calculators

 Say	<p>Raise your hand to receive your calculator when you are ready to move onto the calculator section.</p>
 Say	<p>This is the end of the directions. Do not go on until you are told to do so.</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 in the calculator section, 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>

Read from Option A, B, or C below based on your local policy (refer to your STC).

 Say	<ul style="list-style-type: none">• Option A: After you have logged out of the test, sit quietly until the unit 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 unit has ended.
--	--



 Say	Do you have any questions?
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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 unit. Refer to the student’s accommodations.

Instructions for Starting the Test

 Say	Scroll to the bottom of the screen. (Pause.) Select the “Start Section” button. (Pause.) You should now be in the test.
--	--

Pause to make sure all students are in the correct unit.

 Say	You will have (High School: 90) minutes to complete both the non- calculator and calculator sections in this unit. When there is 20 minutes of testing time left, I will remind you to move on to the calculator section, if you have not already done so. I will also let you know when you have 10 minutes of testing time left. You may begin working now.
--	--

Write the starting time and stopping time in the timing box (Figure 3.0, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 4.7.3**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.7.1**, as applicable, if any technology issues cause a disruption.
- If you are assisting students and see “Submit Section” or “Start Section” on the TestNav screen, this means that the student is ready to transition into the calculator section. Ensure students are moving on to the calculator section. When the non-calculator section is complete, students will need to “Submit Section” in order to move on to the calculator section and log out of TestNav as they complete the unit (**Section 4.9.1**).
- Distribute grade/course-appropriate/accommodation-appropriate calculators (if using hand- held calculators) when students complete the non-calculator section (refer to **Section 4.2** for more information).
- Assist students in logging out of TestNav as they complete the unit (**Section 4.8.1**).
- Collect test materials as students complete testing (**Section 4.8.2**).
- 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, refer to **Section 4.7.5**.
- Ensure that any absent students are locked out of the unit (**Section 4.3**).



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 for each unit. 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 stand-and-stretch break during the unit:

	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:

	You may now resume testing.
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Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain:

	You have 20 minutes remaining. As a reminder, both the non-calculator and calculator sections must be completed within this time.
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Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.



Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. 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 unit.

I will now collect your student testing ticket and scratch paper.

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper. Also collect any handheld calculators and printed mathematics reference sheets that were used.

- Ensure all students are in **Completed** status for the unit in PAN at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If you are administering more than one unit in the same day, allow students to take a short break (e.g., restroom break or stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.



4.10.2 High School Mathematics - Unit 2

Refer to **Section 4.10.2** for the administration script for Unit 2 of the High School mathematics test. The administration script for Unit 1 of the High School mathematics assessment can be found in **Section 4.10.1**. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-ELA/Math. 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 be read aloud **only** if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script.

Table 14.0: High School Mathematics Unit 2

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	<ul style="list-style-type: none"> High School: 90 Minutes 	<ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper 		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 3.3** for further instructions on how to check accessibility features and accommodations.

Instructions for Preparing to Test

Say	<p>Today, you will take the Mathematics assessment.</p> <p>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.</p>
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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 unit 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.

Before students can begin testing, the test session must be started in PAN. Additionally, the unit must be unlocked (refer to **Section 4.3** for more information). Speak to your STC to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and logged in to [TestNav](https://nj.testnav.com/), <https://nj.testnav.com/> (or follow the school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. Make sure headphones are plugged in for all students using text-to-speech and do an audio check prior to launching TestNav.



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 “Click to 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.

A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.

TestNav
New Jersey

Username

Password

Sign In

Test Audio

Practice Tests

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.

Distribute scratch paper, wooden No. 2 pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

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.

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.



STUDENT TESTING TICKET

Student: SAMPLE STUDENT
State ID#: 1234567890
Session: Sample Session
Date of Birth: 2010-01-01
Test: Grade 03 Mathematics

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **New Jersey** in the TestNav Application.

Username: 1111111111 Password: ab1111

(OPTIONAL) Local Testing Device ID: _____

Say

Now, enter your Username as shown on the bottom of your ticket.

(Pause.)

Next, enter the Password as shown on your ticket.

(Pause.)

Now, select the “Sign In” button.

(Pause.)

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 for Unit ____ (fill in the appropriate unit). You should see a “Welcome” screen.

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.

Instructions for Administering Each Unit

Say

Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the “Start Section” button until I tell you to do so.

Today, you will take Unit ____ (fill in the appropriate unit number) of the ____ (fill in the appropriate grade/course) New Jersey Student Learning Assessment-Mathematics (NJSLA-M) Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

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.



Say	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</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 in this unit, 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>
------------	--

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 unit 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 unit has ended.
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Say	<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 unit. 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>
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Pause to make sure all students are in the correct units.

Say	<p>You will have (High School: 90) minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p>
------------	--

Write the starting time and stopping time in the timing box (Figure 3.0, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 4.7.3**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.7.1**, as applicable, if any technology issues cause a disruption.



- Assist students in logging out of TestNav as they complete the unit (**Section 4.8.1**).
- Collect test materials as students complete testing (**Section 4.8.2**).
- 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, refer to **Section 4.7.5**.
- Ensure that any absent students are locked out of the unit (**Section 4.3**).

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 for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks are allowed 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 stand and stretch break during the unit:

Say	Please stop and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.
------------	--

After taking a classroom break, be sure students are seated and device screens are visible:

Say	You may now resume testing.
------------	------------------------------------

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say	You have 10 minutes remaining.
------------	---------------------------------------

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional “**Say**” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. 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 unit.
I will now collect your student testing ticket and scratch paper.

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper. Also collect any handheld calculators and printed mathematics reference sheets that were used.

- Ensure all students are in **Completed** status for the unit in PAN at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If more than one unit is being administered in the same day, allow students to take a short break (e.g., restroom break or stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.



4.11 Script for Administering English Language Arts (ELA)

The administration script under **Section 4.11** will be used for all units for the ELA Test. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-ELA/Math. 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. Some directions may differ slightly by unit and are noted within the administration script.

4.11.1 Grade 9 English Language Arts (ELA) - All Units

Table 15.0: Grade 9 All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	<ul style="list-style-type: none"> Grades 9: 90 Minutes 	<ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper Headphones 		
Unit 2	<ul style="list-style-type: none"> Grades 9: 90 Minutes 	<ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper Headphones 		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 3.3** for further instructions on how to check accessibility features and accommodations.

Instructions for Preparing to Test

Say	<p>Today, you will take the English Language Arts Assessment.</p> <p>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.</p>
------------	--

If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until the unit 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.

Before students can begin testing, the test session must be started in PAN. Additionally, the unit must be unlocked (refer to **Section 4.3** for more information). Speak to your STC to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and logged in to [TestNav](https://nj.testnav.com), <https://nj.testnav.com> (or follow the school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. Make sure headphones are plugged in for all students using text-to-speech and do an audio check prior to launching TestNav.

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



Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click to 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.

A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.

Instructions for Logging In



Please sit quietly while I distribute your student testing tickets and scratch paper. Do not log in until I tell you to do so.

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students.



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.

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.



STUDENT TESTING TICKET

Student: SAMPLE STUDENT
State ID#: 1234567890
Session: Sample Session
Date of Birth: 2010-01-01
Test: Grade 03 Mathematics

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **New Jersey** in the TestNav Application.

Username: 1111111111 Password: ab1111

(OPTIONAL) Local Testing Device ID: _____



Now, enter your Username as shown on the bottom of your ticket.

(Pause.)

Next, enter the Password as shown on your ticket.

(Pause.)

Now, select the “Sign In” button.

(Pause.)

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 for Unit ____ (fill in the appropriate unit). You should see a “Welcome” screen.

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.



Instructions for Administering Each Unit

 Say	<p>Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take Unit ____ (fill in the appropriate unit number) of the Grade ____ (fill in the appropriate grade) New Jersey Student Learning Assessment-English Language Arts (NJSLA-ELA) Test.</p> <p>Read each passage and question. Then, follow the directions to answer each question.</p> <p>One of the questions will ask you to write a response. Enter your response in the box provided on your screen. There will be enough space for you to complete your response. If your response is longer than the space provided, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. Only responses entered in the box will be scored.</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>
--	---

 Say	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>Some words or phrases will 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 in this unit, 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>
--	---

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 unit 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 unit has ended.
--	--

 Say	<p>Do you have any questions?</p>
--	-----------------------------------

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 unit. Refer to the student’s accommodations.



Instructions for Starting the Test

	<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>
---	---

Pause to make sure all students are in the correct unit.

	<p>You will have (Grade 3: 75) (Grades 4–10: 90) minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p>
---	--

Write the starting time and stopping time in the timing box (Figure 3.0, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 4.7.3**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.7.1**, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (**Section 4.8.1**).
- Collect test materials as students complete testing (**Section 4.8.2**).
- 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, refer to **Section 4.7.5**.
- Ensure that any absent students are locked out of the unit (**Section 4.3**).

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 for each unit. 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 stand-and-stretch break during the unit:

	<p>Please stop and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.</p>
---	---



After taking a classroom break, be sure students are seated and device screens are visible.

Say	You may now resume testing.
------------	------------------------------------

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Say	You have 10 minutes remaining.
------------	---------------------------------------

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional “**Say**” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. 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 unit. I will now collect your student testing ticket and scratch paper.
------------	--

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 for the unit in PAN at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If more than one unit is being administered the same day, allow students to take a short break (e.g., restroom break or stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.



5.0 After Completion of Each Day of Testing

5.1 Checklist of Tasks for Test Administrators to Complete after Testing

This section describes activities TAs must complete after testing.

Table 16.0: After-Testing Activities

Checkbox	Task	Reference
<input type="checkbox"/>	Ensure all materials have been returned after testing.	Section 5.2
<input type="checkbox"/>	Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2
<input type="checkbox"/>	Lock units and stop test sessions in PAN (this task may be completed by your STC).	Section 5.3

5.2 Return Materials to the School Test Coordinator

The following materials must be returned to the STC:

- TAM (after all units are completed)
- Student testing tickets
- Accommodated test materials
- Used and unused scratch paper and mathematics reference sheets, if applicable.

Districts should retain the Receipt/Return Forms, available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Forms**.

5.3 Lock Units and Stop Test Sessions in PearsonAccess^{next}

At the end of each testing day, ensure that all units are locked. To lock units for all students in a session, slide the indicator for the unit to lock in the session box at the top of the screen. To lock units for individual students, click the appropriate unit by the student's name. Notify STCs of any units that need to be marked complete, and any students that need to make up units.

After students have completed all units of the test and submitted their responses, or have been marked complete, make sure test sessions have been stopped (this task may be completed by your STC). For specific instructions, refer to the *PearsonAccess^{next} Online User Guide*, available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Technology Setup > User Guides**. If a student did not start the test, that student should be considered not to have been tested. Test sessions can only be stopped if all students in the testing session are in completed or marked complete status.



6.0 Accessibility Features and Accommodations

The *NJSLA Accessibility Features and Accommodations Manual (AF&A Manual)* and the *NJSLA Decision-Making Process Manual* are available online at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources**. Schools/Districts must refer to the *NJSLA AF&A Manual* and the *NJSLA Decision-Making Process Manual* for full information about identifying and administering accessibility features and accommodations.

6.1 Test Administration of Accessibility Features and Accommodations

In **Section 1** and **2** of the *AF&A Manual*, guidance is provided for Test Coordinators and TAs on before-testing, during-testing, and after-testing activities necessary for successful administration of each accessibility feature and accommodation.

The following examples are excerpted and adapted from the *NJSLA AF&A Manual*.

Table 17.0: Accessibility Feature Example from Section 1

Accessibility Feature	Administration Guidelines
<p>Text-to-Speech (<i>SR/PNP Reference CG</i>)</p>	<p>Before Testing:</p> <ul style="list-style-type: none"> • Identification for Student Registration/Personal Needs Profile (SR/PNP): The student’s SR/PNP must have text-to-speech selected to activate the feature on the platform. Once a student is placed into a test session, the student will be assigned a form with embedded text-to-speech. Proctor caching is strongly encouraged. If this content is not cached, it may present challenges for the student during testing. • TA Training: Refer to the Text-to-Speech Tutorial at the NJSLA Resource Center, https://nj.mypearsonsupport.com, located under Educator Resources > Tutorials, for full training on tool functionality. • Differences Between Text Only and Text Plus Graphics: <ul style="list-style-type: none"> ◦ Text Plus Graphics: This function reads all printed text and the hidden alternate text descriptions for images. ◦ Text Only: This function reads printed text but does not read any alternate text descriptions for images. <p>During Testing: The student selects the “Text-to-Speech Player” icon on the toolbar on the right side of the screen. The test is read aloud to the student using embedded text-to-speech software. The student may pause and resume the audio. To choose a speed (slow, normal, fast), select the “Text-to-Speech Settings” icon. The student must be tested in a separate setting if unable to wear headphones.</p>



Table 18.0: Accommodations Example from Section 2

Accommodation	Administration Guidelines
<p>Selected Response Options* Speech-to-Text Human Scribe Human Signer Assistive Technology Device <i>(SR/PNP Reference BX)</i></p>	<p>Before Testing:</p> <ul style="list-style-type: none"> • Identification for SR/PNP: Student’s SR/PNP must have Speech-to-Text, Human Scribe, Human Signer, or Assistive Technology Device selected. • Materials: External devices should be provided by the student, if needed. If the student uses speech-to-text software, such as Dragon® Naturally Speaking, then a separate computer must be provided, one to run the assessment on TestNav and a second computer to run the software. TestNav does not contain embedded speech-to-text software. • TA Training: TAs providing the scribe accommodation must review: <ul style="list-style-type: none"> ◦ Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses ◦ Appendix I: Human Signer Guidelines (signers only) <p>Note: If a student is using an allowable third-party external Assistive Technology that provides speech-to-text functionality that will interact with TestNav, the student must also be registered for Assistive Technology Non-Screen-reader to allow the assistive technology to work.</p> <ul style="list-style-type: none"> • Assistive technology, including speech-to-text software, should be tested during an Infrastructure Trial. If during the Infrastructure Trial the specific device will not interact with TestNav, a secondary testing device to run the external device software will be needed. Some speech-to-text software will not interact with TestNav, and users should set up a separate, adjacent testing station; the student will use two testing stations, one device with the test and one device with the familiar software. Reference the Assistive Technology Guidelines available at the NJSLA Resource Center, https://nj.mypearsonsupport.com, located under Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources > Resources.

*This accommodation applies to Selected Response and Technology Enhanced items.



Table 19.0: Accommodations Example from Section 2, continued

Accommodation	Administration Guidelines
<p>Selected Response Options* Speech-to-Text Human Scribe Human Signer Assistive Technology Device <i>(SR/PNP Reference BX)</i></p>	<p>During Testing: Student dictates responses either verbally, using an external speech-to-text device, using an augmentative/assistive communication device (e.g., picture or word board), or by dictating, signing, gesturing, pointing, or eye-gazing. The student must be tested in a separate setting. The student must be familiar with any assistive technology external device used for test administration.</p> <p>Note: TestNav does not have embedded Speech-to-Text functionality—students must use allowable Assistive Technology or an external third-party device (responses must be transcribed).</p> <p>After Testing:</p> <ul style="list-style-type: none">• Responses must be transcribed exactly as dictated or signed (e.g., the human scribe or signer may not change, embellish, or interpret a student’s responses when transcribing) into the student’s standard test booklet or answer document. Only transcribed responses will be scored.• Refer to Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses for protocol.• TAs are responsible for collecting all paper nonscorable student work created using assistive technology devices. Test-related content must be deleted from all devices. Nonscorable student work must be securely shredded.

*This accommodation applies to Selected Response and Technology Enhanced items.



6.2 Before Testing: Preparing for Accessible Test Administration

If any accessibility features or accommodations will be administered, be sure to receive the proper training and materials from your STC. Ask your STC for a list of any students who will be receiving accessibility features and/or accommodations.

If any of the following accommodations or accessibility features are to be administered, review the corresponding documentation.

Table 20.0: NJSLA AF&A Manual References

Accommodation	References
Human Reader	<p>Appendix B: Test Administration Protocol for the Human Reader Accommodation for English Language Arts (ELA) Assessments, and the Human Reader Accessibility Feature for Mathematics Assessments</p> <p>NJSLA ELA Audio Guidelines are used to ensure consistency in how items are read. The Audio Guidelines are no longer included in the appendix of the <i>AF&A Manual</i>, and are now available on the NJSLA Resource Center, https://nj.mypearsonsupport.com > Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources > Resources</p> <p>NJSLA Mathematics Audio Guidelines are used to ensure consistency in how items are read. The Audio Guidelines are no longer included in the appendix of the <i>AF&A Manual</i>, and are now available on the NJSLA Resource Center, https://nj.mypearsonsupport.com > Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources > Resources</p>
Human Scribe	<p>Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses (used to ensure consistency of scribing and transcription)</p>
Human Signer	<p>Appendix I: Human Signer Guidelines (used to give guidance to signers to ensure consistency in administration)</p>
Extended Time	<p>Appendix E: Guidance for Selecting and Administering the Extended Time Accommodation</p>
Large Print and Braille	<p>Appendix J: NJSLA for Students with Visual Impairment, including Blindness</p>
Assistive Technology (Screen Reader and Non- Screen Reader)	<p>NJSLA Assistive Technology Guidance is available at the NJSLA Resource Center, https://nj.mypearsonsupport.com, located under Educator Resources > Testing Administration Resources > Accessibility Features and Accommodations (AF&A) Resources > Resources.</p>



6.3 During Testing: Test Administration of Accessibility Features and Accommodations

Reference the NJSLA AF&A Manual: Tables 1, 3, 4, 5, and 7, and the appendices in the *NJSLA AF&A Manual* outline the during-testing directions for each accessibility feature and accommodation. The following accessibility features and accommodations require actions by the TA during testing.

TAs may provide the following accessibility features to any student during testing:

- General administration directions read aloud, repeated, or clarified as needed
- Redirect student to the test
- Human reader for the mathematics assessment (identified in advance in PAN)
- Human signer for the mathematics assessment (identified in advance in PAN)

TAs may need to provide the following accommodations to a student with an IEP or 504 plan during testing:

- Human Reader for ELA
- Human Signer for ELA
- Human Signer for Test Directions
- Human Scribe for Dictated Responses
- Human Scribe for Signed Responses
- Extended Time
- Monitor Test Response

TAs may need to provide the following accommodations to an English Language Learner during testing:

- Extended time
- Human scribe for mathematics
- General administration directions read aloud, repeated, or clarified as needed in student’s native language
 - Translated TA scripts are provided in Arabic, Bengali, Chinese (Mandarin), Gujarati, Haitian Creole, Korean, Portuguese, Russian, Spanish, and Urdu for ELA and mathematics. For other languages, a TA or other qualified interpreter may translate and read the directions to the student.
- Human reader for the mathematics assessments in Spanish

Magnification/Enlargement Device During Testing:

Mathematics reference sheets may be enlarged with the following procedure.

- **Browser or Device Magnification:** The student can use keyboard shortcuts (e.g., Ctrl+) for PCs or pinch and zoom for tablets to magnify what’s displayed on the screen (while preserving clarity, contrast, and color).
- **Magnifier:** The student can also select “Enable Magnifier” in the user drop-down menu. The student enlarges text and graphics on screen via a magnification square (200%). The student may disable this feature by selecting “Disable Magnifier” in the user drop-down menu.

Note: Magnifying beyond 300% may affect heading formatting and may cause text-wrapping, and therefore it is not recommended.



Special Accommodations Circumstances During Testing:

Reference the following appendices of the *NJSLA AF&A Manual* for special circumstances regarding accommodations:

- **Appendix F: *Use of an Emergency Accommodation on the NJSLA***
 - An emergency accommodation may be appropriate for a student who incurs a temporary disabling condition that interferes with test performance shortly before or within the NJSLA testing window (e.g., a student breaks an arm and needs a scribe).
- **Appendix H: *Student Accommodation Refusal Form***
 - If any students refuse the accommodation(s) listed in their IEP, 504 plan, or ELL plan, the school must document in writing that the student refused the accommodation(s). However, the accommodation(s) must be offered and remain available to the student during the test administration.

Contact your STC if either of these circumstances occurs.

6.4 After Testing: Completing Accessible Test Administration

Reference the *NJSLA AF&A Manual*: Tables 1, 3, 4, 5, and 7, and the appendices in the *NJSLA AF&A Manual* outline the after-testing activities for each accessibility feature and accommodation.

After testing, your STC may ask TAs to assist with transcription of student responses or other after-testing activities for accessibility features and accommodations. Accommodated student responses (e.g., assistive technology or scribe) are secure and must be treated as secure test materials.



Appendix A: Glossary of Terminology

Term	Definition
Accommodations	<p>An accommodation is an assessment practice or procedure that changes the presentation, response, setting, and/or timing and scheduling of assessments. Accommodations are intended to remove barriers that may exist due to a student’s disability or level of English proficiency.</p> <p>Accommodations must be listed in the student’s approved Individualized Education Program (IEP), 504 plan, or English Language Learner (ELL) plan. More information on accommodations is available in the <i>NJSLA Accessibility Features and Accommodations Manual</i> available at the NJSLA Resource Center, https://nj.mypearsonsupport.com, located under Educator Resources > Testing Administration Resources > Accessibility Features and Accommodations (AF&A) Resources.</p>
Accessibility Feature	<p>Accessibility features are tools or preferences that are either built into the assessment platform or provided externally by TAs. Accessibility features can be used by any student taking the NJSLA. A small selection of accessibility features available to all students needs to be identified in advance.</p>
Administration Time	<p>Administration time is the total time schools should schedule for each unit, including the unit testing time and the approximate times shown in Section 2.4 for reading directions, answering questions, distributing materials, closing units, and collecting test materials.</p>
District Test Coordinator	<p>The District Test Coordinator (DTC) is the individual at the district level responsible for the overall coordination of test administration.</p>
IEP, 504 Plan, or ELL Plan	<p>IEP refers to an Individualized Education Program plan. It is a program developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives specialized instruction and related services. The 504 plan refers to a plan developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment. An English language learner (ELL) plan refers to a plan developed to ensure that a student who is learning English has equal rights and access to a high-quality education.</p>
Non-secure	<p>Non-secure materials are test materials that have been made available to the public, including manuals and user guides. The availability of non-secure materials does not compromise test security or score validity.</p>
PearsonAccess^{next} (PAN)	<p>PearsonAccess^{next} is the website used for the registration, setup, preparation, and management of both the paper-based and computer-based formats. PearsonAccess^{next} requires username and password setup.</p> <p>More information about setup and operation for the NJSLA is available in the PAN Online Support User Guide, https://support.assessment.pearson.com/display/PAsup.</p>



Term	Definition
Section	A section is a portion of a mathematics unit. In grades 6, 7, and high school, the first mathematics unit is split into two sections: a non-calculator section and a calculator section.
Secure	A test item, reading passage, or test that has not been made available to the public. It also includes stimulus and student responses. For the paper-based administration, secure materials refer to test booklets and answer documents. For both the paper-based and computer-based administrations, secure materials also refer to printed ancillary testing materials written on by students, including used scratch paper and mathematics reference sheets.
Session	In PAN, a session is the group of students registered to test a content area together (same time and location).
SR/PNP	The Student Registration/Personal Needs Profile (SR/PNP) is the data file for registering students for testing, including a student’s testing condition, materials, or accessibility features and accommodations that are needed to take the NJSLA.
Testing Environment	All aspects of the test surroundings immediately before, during, and immediately after testing. This includes what a student can see, hear, or access.
TestNav	TestNav is the online test delivery platform used to administer the computer-based NJSLA. It is available as a standalone application. Support is available at the NJSLA Resource Center , https://nj.mypearsonsupport.com , located under Technology Setup .
Tools for Administration	Mathematics tools for administration include mathematics reference sheets, and optional geometry tools such as tracing paper, reflection tools, straight edges and compasses. Mathematics tools for accommodations may include a large print ruler, braille ruler, tactile compass, or braille protractor. See the <i>NJSLA AF&A Manual</i> for more information on mathematics tools for accommodations.
Unit	Each content area of the NJSLA comprises multiple units. Each unit has a set administration time within a session and is typically administered all at once. The tables in Section 2.4 of this manual provide unit details. In mathematics, certain units may be comprised of more than one section.
Unit Testing Time	Unit testing time is the amount of time any student who needs it must be provided to complete the unit. As such, it is the amount of testing time schools must schedule for each unit. A new unit cannot be started until all students in the unit are finished or until unit testing time has expired.



Appendix B: Forms

Note: Fillable PDF versions are available at the [NJSLA Resource Center](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, located under **Educator Resources > Test Administration Resources > Forms**.

- Security Agreement

New Jersey Student Learning Assessment (NJSLA) Security Agreement

The content of the NJSLA is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the NJSLA or have access to test materials, including Technology Coordinators, or those authorized to observe administration, must sign this security agreement and agree to the following statements. Failure to abide by the terms of the agreement may result in sanctions including (but not limited to) score invalidation or employment and licensure consequences.

For District Test Coordinators (DTCs) and School Test Coordinators (STCs)

- I will establish and carry out a NJSLA security plan.
- I will provide training for NJSLA test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure test materials, and I will keep all test materials locked in a secure storage area with limited access when they are **not** in use.
- I will follow all security policies and test administration protocols described in the *Test Coordinator Manual (TCM)*.

For STCs, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers

- I will not view test content or student responses except if necessary, to administer certain accommodations.
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, or photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns (as specified in the *TCM* and *Test Administrator Manual [TAM]*).
- I will follow the procedures as specified in the *TCM* and *TAM* regarding the disposition of all test materials.

For Test Administrators and Proctors

- I will complete training necessary to understand NJSLA test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or computer screen, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
 - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
 - Not allow students to access cell phones or other unapproved electronic devices during testing.
 - Not allow students to access notes, books, or any instructional materials during testing.
 - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
 - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the *TAM* and by my STC.
- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocols described in the *TAM*. I have read the NJSLA Security Agreement and understand my role in this test administration.

First Name (print)

Last Name (print)

Role: DTC STC Technology Coordinator Test Administrator Proctor Other: _____

Signature

Date

Submit this signed form to your STC or DTC and keep a copy for your records.

The signed agreement must be retained by the district at least three years, unless otherwise directed

Appendix C: Signs

NJSLA

ELA/Math

TESTING

Please
Do Not Disturb

Computer-Based Testing: Are You Ready?

- Manage test sessions and review each student's status in PearsonAccess^{next}.
- Check for an accommodation indicator next to the State Student Identifier (SSID) to confirm accommodations (e.g., TTS).
- Make sure Test Administrators can log in.
- Prepare test sessions.
- Start test sessions and unlock the applicable unit (lock the unit for absent students).
- Resume students (as needed).
- Monitor testing rooms.
- Answer questions from Test Administrators.

Confirming Accessibility Features and Accommodations

Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session:

Indicator	Accommodation
ASL	American Sign Language
SR	Assistive Technology— Screen Reader
Non- SR	Assistive Technology— Non-Screen Reader
CC	Closed Captioning (ELA)
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

Note: Students utilizing a Human Reader must be placed in a Human Reader session.

If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in until you correct the form assignment.