

### 4.12 Script for Administering English Language Arts (ELA)


The administration script under Section 4.12.1 will be used for all units for the ELA Test. On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the NJSLA assessment. Read word-for-word the bold instructions in each SAY box to students. You may 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 your students. Some directions may differ slightly by unit and are noted within the administration script.

#### 4.12.1 Grades 3 – High School ELA – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 3: 75 Minutes Grades 4–11: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 1 – Students <b>Submit Final Answers</b>				
Unit 2	Grade 3: 75 Minutes Grades 4–11: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 2 – Students <b>Submit Final Answers</b>				
Unit 3 (if applicable)	Grade 3: 75 Minutes (if applicable) Grades 4–11: 90 Minutes (if applicable)	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 3 – Students <b>Submit Final Answers</b>				

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.

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the [nj.testnav.com](http://nj.testnav.com) site (or follow your school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section). Make sure all headphones are plugged in prior to launching TestNav.

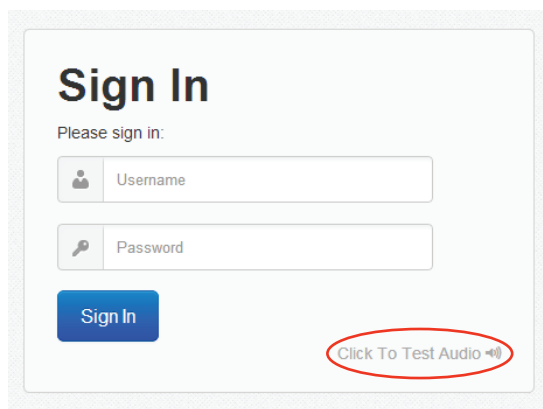
 <p>Di konsa</p>	<p><b>Jodi a, ou pral fè Evalyasyon nan Lang ak Literati Anglè/Konpetans pou Li ak Ekri</b></p> <p><b>Ou pa ka gen okenn aparèy elektwonik sou biwo ou, sof aparèy pou fè tèks ou. Ou pa gen pèmasyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto ni pou fè rechèch sou entènèt. Si ou gen nenpòt aparèy elektwonik nou pa apwouve avèk ou kounye a, tankou telefòn selilè, tanpri fèmen li epi leve men ou. Si nou jwenn ou gen aparèy elektwonik nou pa apwouve pandan tèks yo, ou ka pa resevwa nòt pou tèks ou.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your 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 if you have questions regarding electronic devices.


**Checking Audio**

 <p>Di konsa</p>	<p><b>Rasire w ke kas ou an ploge epi mete l nan zòrèy ou. Sou ekran ki pi ba bouton “Sign In” lan w ap jwenn yon lyen ki di “Click To Test Audio.” Seleksyone lyen an pou w rasire ke w kapab tande nan kas ou an epi ajiste volim lan nan nivo ki pi wo a. Ou ka ajiste volim lan nan tès la apre ou kòmanse.</b></p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



**Instructions for Logging In**


 <p>Di konsa</p>	<p><b>Tanpri chita trankil pandan m ap distribye tikè tès elèv yo ak papyè bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.</b></p>
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Distribute scratch paper and student testing tickets. Make sure students have pencils.

 <p>Di konsa</p>	<p><b>Kounye a, gade tikè tès elèv ou epi asire li gen prenon ou ak non fanmi ou sou li. Leve men ou si ou pa gen tikè <u>ou</u>.</b></p>
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If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.


STUDENT TESTING TICKET	
Student:	LastName, FirstName
State ID#:	XXXXXXXX A
Session:	SessionName
Date of Birth:	20YY-MM-DD
Test:	Test Name
<p>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.</p>	
<p>Select New Jersey in the TestNav Application.</p>	
<p>Username: 9088286671 Password: 77fb77</p>	
<p>(OPTIONAL) Local Testing Device ID: _____</p>	

 <p><b>Di konsa</b></p>	<p><b>Kouye a, antre Non Itilizatè ou jan ou wè li anba tikè ou.</b> (Yon ti pòz.)</p> <p><b>Answit, antre Modpas la jan ou wè li sou tikè ou.</b> (Yon ti pòz.)</p> <p><b>Kouye a, seleksyone bouton “Sign In”.</b> (Yon ti pòz.)</p> <p><b>Jwenn non ou anlè adwat paj-ekran an. Si non ou wè se pa non ou, tanpri leve men ou. Kouye a ou ta dwe nan paj-ekran “Available Tests”. Seleksyone bouton “Start” pou Inite __ (mete nimewo apwopriye inite a). Ou ta dwe wè yon paj-ekran “Welcome”.</b></p>
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**Circulate throughout the room to make sure all students have successfully logged in.** Retype the username and password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, have the student log out, and log the student back in with the correct student testing ticket.

Instructions for Administering Each Unit

 <p>Di konsa</p>	<p>Seleksyone kaz ble “Start Test Now” ki nan mitan paj-ekran an. Swiv ansanm avèk mwen pandan m ap li enstriksyon yo sou paj-ekran an. Ou ka bezwen itilize ba meni dewoulan an ki adwat la pou swiv. PA seleksyone bouton “Start Section” jouk lè mwen di ou pou fè sa.</p> <p>Jodi a, ou pral pran Inite __ (mete nimewo inite apwopriye a) Klas __ (mete klas apwopriye a) Tès Lang ak Literati Anglè/Konpetans pou Li ak Ekri.</p> <p>Li chak pasaj ak chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon.</p> <p>Youn nan kesyon yo ap mande ou pou ekri yon repons. Antre repons ou nan kaz ou jwenn nan paj-ekran ou. Pral gen ase espas pou ou pou ekri repons ou. Si repons ou pi long pase espas yo ba ou a, yon meni dewoulan ap parèt. W ap kapab itilize meni dewoulan an pou revize tout repons ou. W ap resevwa pwen sèlman pou repons ou antre nan kaz repons lan.</p> <p>Si ou pa konnen yon repons, ou ka make li epi kontinye nan kesyon apre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou te ka make.</p>
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 <p>Di konsa</p>	<p>Nou fini avèk enstriksyon yo sou paj-ekran ou. Pa kòmanse jouk lè mwen di ou pou fè sa.</p> <p>Gen kèk mo oswa ekspresyon k ap souliyen. Si ou wè nenpòt mo oswa ekspresyon ki souliyen, ou kapab louvri lyen ipètèks la pou montre yon glosè imedyat k ap ba ou definisyon mo yo oswa ekspresyon an.</p> <p>Pandan egzamen a, leve men ou si ou gen nenpòt difikilte avèk aparèy egzamen an, pou mwen kapab ede ou. Mwen p ap kapab ede ou avèk kesyon tès la oswa avèk pwogram sou entènèt yo pandan tès la.</p> <p>Lè ou fin tcheke travay ou nan inite sa a, leve men ou epi m ap ba ou enstriksyon pou dekonekte nan tès la. Answit, m ap ranmase tikè tès elèv ou ak papyè bouyon ou. Depi ou soti nan tès la ou pa ka konekte ladan ankò.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

 <p>Di konsa</p>	<p>CHWA A</p> <p><b>Apre ou dekonekte nan tès la, chita trankil jouk lè inite a fini.</b></p>
	<p>CHWA B</p> <p><b>Apre ou dekonekte nan tès la, m ap voye ou ale.</b></p>
	<p>CHWA C</p> <p><b>Apre ou dekonekte nan tès la, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè inite a fini.</b></p>


 <p>Di konsa</p>	<p>Èske ou gen nenpòt kesyon?</p>
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Answer any questions.

**Instructions for Starting the Test**

 <p><b>Di kousa</b></p>	<p><b>Desann anba paj-ekran an.</b> (Yon ti pòz.)</p> <p><b>Seleksyone bouton “Start Section”.</b> (Yon ti pòz.)</p> <p><b>Kounye a ou ta dwe nan tè la.</b></p>
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Pause to make sure all students are in the correct unit.

 <p><b>Di kousa</b></p> <p><b>Klas 3yèm Ane</b></p>	<p><b>W ap gen . . .</b> (Chwazi inite y ap ba ou a)</p> <p>Klas 3yèm Ane Inite 1: <b>75 minit</b> Klas 3yèm Ane Inite 2: <b>75 minit</b> (Klas 3yèm Ane Inite 3: <b>75 minit</b>, si li posib)</p> <p><b>. . . pou fè inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini tè la.</b></p> <p><b>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</b></p>
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 <p><b>Di kousa</b></p> <p><b>Klas 4yèm–11yèm Ane</b></p>	<p><b>W ap gen . . .</b> (Chwazi inite y ap ba ou a)</p> <p>Klas 4yèm–11yèm Ane Inite 1: <b>90 minit</b> Klas 4yèm–11yèm Ane Inite 2: <b>90 minit</b> (Klas 4yèm–11yèm Ane Inite 3: <b>90 minit</b>, si li posib)</p> <p><b>. . . pou fè inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini tè la.</b></p> <p><b>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</b></p>
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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 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- 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 and Testing Interruptions**


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

- One stretch break of up to three minutes 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.
- 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><b>Tanpri kanpe la epi kouvri oswa etenn ekran ou. N ap pran yon repo an silans pou detire kò nou pandan twa (3) minit. Nou pa aksepte moun pale.</b></p>
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After taking a classroom break, be sure students are seated and device screens are visible:

	<p><b>Kounye a ou ka rekòmanse fè tès la.</b></p>
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**Instructions for When 10 Minutes of Unit Time Remain**

When 10 minutes of unit time remain,

	<p><b>Ou gen 10 minit ki rete.</b></p>
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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.)

Di konsa

Sispann travay. Tan pou tès la fini kounye a.

Seleksyone meni dewoulan “Review” ki nan kwen anlè agoch tès ou.

Nan meni “Review”, desann nan bouton an epi chwazi “End of Section.”

Seleksyone bouton “Yes, Submit Final Answers”. Answit w ap wè yon mesaj k ap mande “Èske ou sèten ou vle soumèt repons final yo?” Seleksyone bouton “Yes, Submit Final Answers”.

Seleksyone bouton “Yes” pou soti nan inite a.

**Kounye a, m ap pran Tikè Egzamen Elèv ou ak papye bouyon ou.**

- 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 PearsonAccess<sup>next</sup> at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering more than one unit in the same day, allow students to take a short break (e.g., restroom break, 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.