

4.11 Script for Administering Mathematics

4.11.1 Grades 3, 4, and 5 Mathematics – All Units

The administration script under Section 4.11.1 will be used for all units of the Grades 3-5 mathematics 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–3	Grades 3–5 (each unit): 60 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 1 – Students Submit Final Answers				

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^{next}. 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 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 under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

Di konsa

Jodi a, ou pral fè Evalyasyon Matematik.

Ou pa ka gen okenn aparèy elektwonik sou biwo ou, sof aparèy pou fè tès 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 tès yo, ou ka pa resevwa nòt pou tès ou.

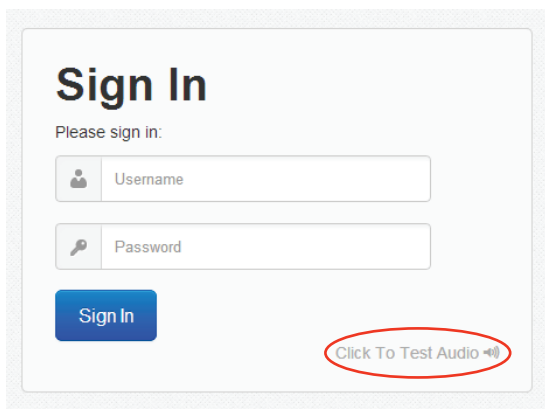
If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

Di konsa

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.

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



Instructions for Logging In

Di konsa Tanpri chita trankil pandan m ap distribye tikè tèlèv yo ak papyè bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.

Distribute scratch paper, mathematics reference sheets (Grade 5 only, if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

Di konsa Kounye a, gade tikè tèlèv ou epi asire li gen prenon ou ak non fanmi ou sou li. Leve men ou si ou pa gen tikè ou.

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: SAMPLE, STUDENT
Date of Birth: 2001-03-07
Session: SAMPLETESTSESSION
Test: Grade 9 ELA

You are authorized to take the electronic version of Grade 9 ELA. You will be asked to provide the following information in order to access the test on the device. Please wait for instructions before proceeding.


IF TESTING IN A BROWSER: Go to <http://nj.testnav.com>
 IF TESTING IN THE APPLICATION: Select your state on the home page


Username: 0123456789
Password: 1a22b3

 <p>Di konsa</p>	<p>Kounye a, antre Non Itilizatè ou jan ou wè li anba tikè ou. (Yon ti pòz.)</p> <p>Answit, antre Modpas la jan ou wè li sou tikè ou. (Yon ti pòz.)</p> <p>Kounye a, seleksyone bouton “Sign In”. (Yon ti pòz.)</p> <p>Jwenn non ou anlè adwat paj-ekran an. Si non ou wè se pa non ou, tanpri leve men ou. Kounye 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”.</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 All Units

 <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) __ (mete kou apwopriye a) Tès Matematik. Ou p ap kapab itilize yon kalkilatis.</p> <p>Li chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon. Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. Antre repons ou nan kaz ou jwenn nan paj-ekran ou. W ap resevwa pwèn 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> <p>Si w ta gen yon bwat pou desinen ki vini ak kesyon an, ou gen dwa itilize l pou w ajoute yon desen ki ka ede (Klas 3yèm: esplike) (Klas 4yèm & 5yèm: agimante) repons ou a (yo). N ap bay nòt pou enpòt travay oswa desen ke w mete nan bwat pou desinen an.</p>
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 <p>Di konsa</p>	<p>Nou fini avèk enstriksyon yo pou egzamen an. Pa kòmanse jouk lè mwen di ou pou fè sa.</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 tè la oswa avèk pwogram sou entènèt yo pandan tè la.</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>CHWA A</p> <p>Apri ou dekonekte nan tès la, chita trankil jouk lè inite a fini.</p>
	<p>CHWA B</p> <p>Apri ou dekonekte nan tès la, m ap voye ou ale.</p>
	<p>CHWA C</p> <p>Apri ou dekonekte nan tès la, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè inite a fini.</p>


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

Instructions for Starting the Test

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

	<p>W ap gen 60 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</p> <p>Ou ka kòmanse travay kounye a.</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.
- Ensure students are 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>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.</p>
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After taking a classroom break, be sure students are seated and device screens are visible:

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


When 10 minutes of unit time remain,

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

	<p>Sispann travay. Tan pou tès la fini kounye a.</p> <p>Seleksyone meni dewoulan “Review” ki nan kwen anlè agoch tès ou.</p> <p>Nan meni “Review”, desann nan bouton an epi chwazi “End of Section.”</p> <p>Seleksyone bouton “Yes, Submit Final Answers”.</p> <p>Seleksyone bouton “Yes” pou soti nan inite a.</p> <p>Kounye a, m ap pran Tikè Egzamen Elèv ou ak papye bouyon ou.</p>
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- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} 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.

4.11.2 Grades 6, 7, and High School Mathematics – Unit 1

The administration script under Section 4.11.2 will be used for Unit 1 of the Grades 6, 7, and High School mathematics test. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 3. The administration script for Unit 1 of the Grade 8 mathematics assessments can be found in Section 4.11.3.

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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: Non-Calculator Section	Grades 6 & 7: 60 Minutes High School: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
Students Submit Section				
Unit 1: Calculator Section				
End of Unit 1 – Students Submit Final Answers				

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^{next}. 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 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 under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

Di konsa

Jodi a, ou pral fè Evalyasyon Matematik.

Ou pa ka gen okenn aparèy elektwonik sou biwo ou, sof aparèy pou fè tès 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 tès yo, ou ka pa resevwa nòt pou tès ou.

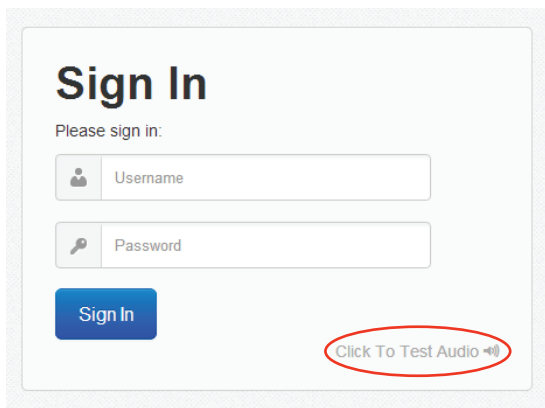
If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)


Di konsa

Rasire w ke kas ou an plog 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.

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>Tanpri chita trankil pandan m ap distribye tikè tè s elèv yo ak papye bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.</p>
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Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

	<p>Kounye a, gade tikè tè s 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>.</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>	
Username:	9088286671 Password: 77fb77
<p>(OPTIONAL) Local Testing Device ID: _____</p>	


 <p>Di konsa</p>	<p>Kounye a, antre Non Itilizatè ou jan ou wè li anba tikè ou. (Yon ti pòz.)</p> <p>Answit, antre Modpas la jan ou wè li sou tikè ou. (Yon ti pòz.)</p> <p>Kounye a, seleksyone bouton “Sign In”. (Yon ti pòz.)</p> <p>Jwenn non ou anlè adwat paj-ekran an. Si non ou wè se pa non ou, tanpri leve men ou. Kounye a ou ta dwe nan paj-ekran “Available Tests”. Seleksyone bouton "Start" pou Inite 1. Ou ta dwe wè yon paj-ekran “Welcome”.</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 Unit 1

 <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 fè Inite 1 __ (mete kou ki apwopriye a) egzamen Matematik. Inite 1 an gen de (2) seksyon. Nan premye seksyon inite sa a, ou pa ka itilize yon kalkilatri. Ou p ap gen pèmisyon pou retounen nan seksyon tè s kote ou pa ka itilize yon kalkilatri apre ou kòmanse seksyon tè s kote ou ka itilize yon kalkilatri. Ou dwe fini seksyon ou pa gen pèmisyon pou sèvi avèk kalkilatri la ak seksyon ou gen pèmisyon pou sèvi avèk kalkilatri la nan limit tan yo ba ou a.</p> <p>Li chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon.</p> <p>Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. Antre repons ou nan kaz ou jwenn nan paj-ekran ou. W ap resevwa pwèn 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. Lè ou fini premye seksyon an, ou ka revize repons ou yo ak nenpòt kesyon ou te ka make nan seksyon sa a SÈLMAN. Lè ou revize repons you, kontinye nan seksyon kote ou ka itilize kalkilatri la. Pou fè sa, soumèt repons yo pou premye seksyon an. Leve men ou si ou bezwen èd pou kontinye seksyon kote ou ka itilize kalkilatri la.</p>
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 <p>Di konsa</p>	<p>OU PA OBLIJE UTILIZE KALKILATRIS ALAMEN. MEN SI OU UTILIZE YOUN: Leve men ou pou resevwa kalkilatri ou lè ou pare pou ale nan seksyon pou itilize kalkilatri la.</p>
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 <p>Di konga</p>	<p>Nou fini avèk enstriksyon yo sou paj-ekran ou. Pa kòmanse jouk lè mwen di ou pou fè sa.</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 tèl la oswa avèk pwogram sou entènèt yo pandan tèl la.</p> <p>Lè ou fin tcheke travay ou nan seksyon kalkilatè a, leve men ou epi m ap ba ou enstriksyon pou dekonekte nan tèl la. Answit, m ap pran Tikè Egzamen Elèv ou ak papey bouyon ou. Depi ou soti nan egzamen an 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 konga</p>	<p>CHWA A</p> <p>Apre ou dekonekte nan tèl la, chita trankil jouk lè inite a fini.</p>
	<p>CHWA B</p> <p>Apre ou dekonekte nan tèl la, m ap voye ou ale.</p>
	<p>CHWA C</p> <p>Apre ou dekonekte nan tèl la, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè inite a fini.</p>

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

Instructions for Starting the Test

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


 Di konsa

W ap gen . . .

- Klas 6yèm – 7yèm Ane: **60 minit**
- Lekòl Segondè **90 minit**

. . . pou fini seksyon kote ou pa gen pèmisyon pou itilize kalkilatri ak seksyon kote ou gen pèmisyon pou itilize kalkilatri nan inite sa a. Lè gen 20 minit ki rete pou fini tès la, m ap fè ou sonje pou kontinye nan seksyon kote ou gen pèmisyon pou itilize kalkilatri la, si ou potko fè sa deja. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.

Ou ka kòmanse travay kounye a.

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).
- Ensure students are 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>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.</p>
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After taking a classroom break, be sure students are seated and device screens are visible:

	<p>Kounye a ou ka rekòmanse fè tès la.</p>
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Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

	<p>Ou gen 20 minit ki rete. Kòm yon rapèl, ou dwe fini seksyon kote ou pa gen pèmisyon pou itilize kalkilatriks la ak seksyon kote ou gen pèmisyon pou itilize kalkilatriks.</p>
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Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain,

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

	<p>Sispann travay. Tan pou tès la fini kounye a.</p> <p>Seleksyone meni dewoulan “Review” ki nan kwen anlè agoch tès ou.</p> <p>Nan meni “Review”, desann nan bouton an epi chwazi “End of Section.”</p> <p>Seleksyone bouton “Yes, Submit Final Answers”.</p> <p>Seleksyone bouton “Yes” pou soti nan inite a.</p> <p>Kounye a, m ap pran Tikè Egzamen Elèv ou ak papye bouyon ou.</p>
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- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} 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.

4.11.3 Grade 8 Mathematics – Unit 1

The administration script under Section 4.11.3 will be used for Unit 1 of the Grade 8 mathematics test. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 3 of the Grades 6, 7, 8 and high school mathematics test. The administration script for Unit 1 of the Grades 6, 7 and High School mathematics assessment can be found in section 4.11.2.

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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: Non-Calculator	Grade 8: 60 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 1 – Students Submit Final Answers				

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^{next}. 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 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 under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

Di konsa

Jodi a, ou pral fè Evalyasyon Matematik.

Ou pa ka gen okenn aparèy elektwonik sou biwo ou, sof aparèy pou fè tès 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 tès yo, ou ka pa resevwa nòt pou tès ou.

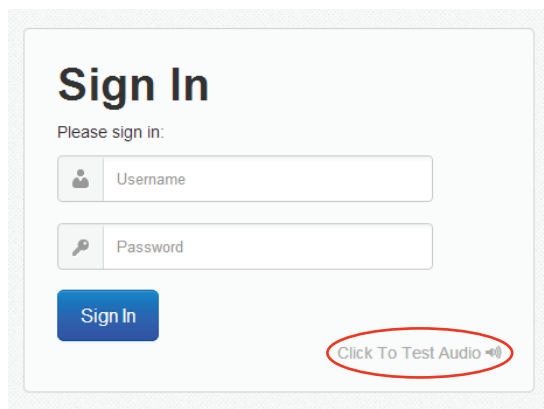
If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

Di konsa

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.

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>Tanpri chita trankil pandan m ap distribye tikè tès elèv yo ak papye bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.</p>
--	--

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

	<p>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>.</p>
--	---


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:	SAMPLE, STUDENT
Date of Birth:	2001-03-07
Session:	SAMPLETESTSESSION
Test:	Grade 9 ELA
<p><small>You are authorized to take the electronic version of Grade 9 ELA. You will be asked to provide the following information in order to access the test on the device. Please wait for instructions before proceeding.</small></p>	
IF TESTING IN A BROWSER:	Go to http://nj.testnav.com
IF TESTING IN THE APPLICATION:	Select your state on the home page
Username:	0123456789
Password:	1a22b3

 <p>Di konsa</p>	<p>Kounye a, antre Non Itilizatè ou jan ou wè li anba tikè ou. (Yon ti pòz.)</p> <p>Answit, antre Modpas la jan ou wè li sou tikè ou. (Yon ti pòz.)</p> <p>Kounye a, seleksyone bouton “Sign In”. (Yon ti pòz.)</p> <p>Jwenn non ou anlè adwat paj-ekran an. Si non ou wè se pa non ou, tanpri leve men ou. Kounye a ou ta dwe nan paj-ekran “Available Tests”. Seleksyone bouton “Start” pou Inite 1. Ou ta dwe wè yon paj-ekran “Welcome”.</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 Unit 1

 <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 fè Inite 1 Klas 8 Egzamen Matematik. Ou p ap kapab itilize yon kalkilatriis. Li chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon. Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. Antre repons ou nan kaz ou jwenn nan paj-ekran ou. W ap resevwa pwèn 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>
---	---

 <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>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 tèl la oswa avèk pwogram sou entènèt yo pandan tèl la.</p>
---	---


Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

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


	<p>Èske ou gen nenpòt kesyon?</p>
---	--

Answer any questions.

Instructions for Starting the Test

	<p>Desann anba paj-ekran an.</p>
	<p>(Yon ti pòz.)</p>
	<p>Seleksyone bouton “Start Section”.</p>
	<p>(Yon ti pòz.)</p>
	<p>Kounye a ou ta dwe nan tès la.</p>

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

	<p>W ap gen 60 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</p>
	<p>Ou ka kòmanse travay kounye a.</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.
- Ensure students are 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>Di konsa</p>	<p>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.</p>
---	--

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

 <p>Di konsa</p>	<p>Koulye a ou ka rekòmanse fè tès la.</p>
--	---

Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain,

 <p>Di konsa</p>	<p>Ou gen 10 minit ki rete.</p>
---	--

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.)

 <p>Di konsa</p>	<p>Sispann travay. Tan pou tès la fini koulye a.</p> <p>Seleksyone meni dewoulan “Review” ki nan kwen anlè agoch tès ou.</p> <p>Nan meni “Review”, desann nan bouton an epi chwazi “End of Section.”</p> <p>Seleksyone bouton “Yes, Submit Final Answers”.</p> <p>Seleksyone bouton “Yes” pou soti nan inite a.</p> <p>Koulye a, m ap pran Tikè Egzamen Elèv ou ak papye bouyon ou.</p>
---	---

- 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^{next} 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.

4.11.4 Grades 6, 7, 8 Mathematics – Units 2 and 3 and High School Mathematics – Unit 2

The administration script under Section 4.11.4 will be used for Unit 2 and Unit 3 of the Grades 6, 7, 8, and Unit 2 of the High School mathematics test. The administration script for Unit 1 of the Grades 6, 7, and High School mathematics assessments can be found in Section 4.11.2. The administration script for Unit 1 of the Grade 8 mathematics assessments can be found in Section 4.11.3.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	Grades 6–8: 60 Minutes High School: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 2 – Students Submit Final Answers				
Unit 3	Grades 6–8: 60 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 3 – Students Submit Final Answers				

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^{next}. 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 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). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

Di konsa

Jodi a, ou pral fè Evalyasyon Matematik.

Ou pa ka gen okenn aparèy elektwonik sou biwo ou, sof aparèy pou fè tès 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 tès yo, ou ka pa resevwa nòt pou tès ou.

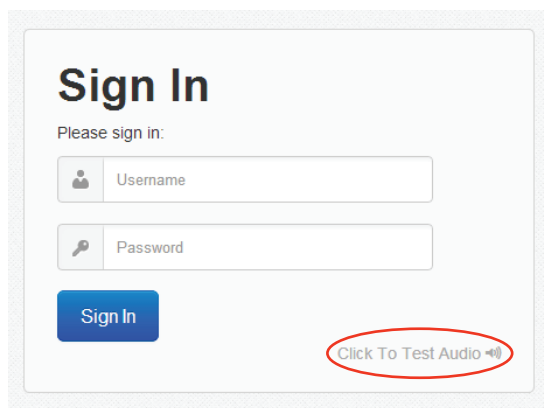
If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

Di konsa

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.

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



Instructions for Logging In

Di konsa Tanpri chita trankil pandan m ap distribiye tikè tèlè elèv yo ak papyè bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

Di konsa Kounye a, gade tikè tèlè elèv ou epi asire li gen prenon ou ak non fanmi ou sou li. Leve men ou si ou pa gen tikè ou.

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.


Grades 6, 7, 8
Mathematics – Unit 2
and 3 and High School
Mathematics – Unit 2

STUDENT TESTING TICKET

Student: LastName, FirstName
 State ID#: XXXXXXXX A
 Session: SessionName
 Date of Birth: 20YY-MM-DD
 Test: Test Name


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: 9088286671 Password: 77fb77
 (OPTIONAL) Local Testing Device ID: _____

 <p>Di konsa</p>	<p>Kounye a, antre Non Itilizatè ou jan ou wè li anba tikè ou. (Yon ti pòz.)</p> <p>Answit, antre Modpas la jan ou wè li sou tikè ou. (Yon ti pòz.)</p> <p>Kounye a, seleksyone bouton “Sign In”. (Yon ti pòz.)</p> <p>Jwenn non ou anlè adwat paj-ekran an. Si non ou wè se pa non ou, tanpri leve men ou. Kounye 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”.</p>
---	---

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) __ (mete klas/kou apwopriye a) Egzamen Matematik. W ap kapab itilize yon kalkilatri. Nou bay yon kalkilatri nan ba zouti a pou ou itilize.</p> <p>Li chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon.</p> <p>Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. Antre repons ou nan kaz ou jwenn nan paj-ekran ou. W ap resevwa pwèn 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>
---	---

 <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>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 tèl la oswa avèk pwogram sou entènèt yo pandan tèl la.</p> <p>Lè ou fin tcheke travay ou nan seksyon kalkilatè a, leve men ou epi m ap ba ou enstriksyon pou dekonekte nan tèl la. Answit, m ap pran Tikè Egzamen Elèv ou ak paye bouyon ou. Depi ou soti nan egzamen an ou pa ka konekte ladan ankò.</p>
---	---

**Grades 6, 7, 8
 Mathematics – Unit 2
 and 3 and High School
 Mathematics – Unit 2**


Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

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


	Èske ou gen nenpòt kesyon?
---	-----------------------------------

Answer any questions.

Instructions for Starting the Test

	Desann anba paj-ekran an. (Yon ti pòz.) Seleksyone bouton “Start Section”. (Yon ti pòz.) Kounye a ou ta dwe nan tès la.
---	--

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

	W ap gen . . . <ul style="list-style-type: none"> • Klas 6yèm - 8yèm Ane: 60 minit • Lekòl Segondè 90 minit . . . pou fè inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini tès la. Ou ka kòmanse travay kounye a.
---	---

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 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).
- 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).

**Grades 6, 7, 8
 Mathematics – Unit 2
 and 3 and High School
 Mathematics – Unit 2**

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>Di konsa</p>	<p>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.</p>
---	--

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

 <p>Di konsa</p>	<p>Kounye a ou ka rekòmanse fè tès la.</p>
--	---

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

 <p>Di konsa</p>	<p>Ou gen 10 minit ki rete.</p>
---	--

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”.

Kounye a, m ap ranmase tikè tès 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^{next} 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.