

NJSLSA–S

New Jersey Student Learning
Assessment–Science

2019 TEST ADMINISTRATOR SCRIPT FOR PAPER-BASED TESTING

Science

The 2019 Test Administrator Script for Paper-Based Testing must be used
with the *Spring 2019 Test Administrator Manual*
Paper-Based Testing–Science

4.10 Script for Administering Science

The administration script under **Section 4.10.1** will be used for all units for the NJSLA-S. On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the NJSLA-S. 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.

4.10.1 Grades 5, 8, and 11 Science – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1 End of Unit 1 – Students Stop	Grade 5: 45 minutes Grade 8: 45 minutes Grade 11: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 	Write time	Write time
Unit 2 End of Unit 2 – Students Stop	Grade 5: 45 minutes Grade 8: 45 minutes Grade 11: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 	Write time	Write time
Unit 3 End of Unit 3 – Students Stop	Grade 5: 45 minutes Grade 8: 45 minutes Grade 11: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 	Write time	Write time
Unit 4 End of Unit 4 – Students Stop	Grade 5: 45 minutes Grade 8: 45 minutes Grade 11: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 	Write time	Write time

Instructions for Preparing to Test

Say:	<p>Today, you will take the Science assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices, including cell phones, with you right now, 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 if there are questions regarding electronic devices.



Say:	Please sit quietly while I distribute the test materials.
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Distribute scratch paper, wooden No. 2 pencils, calculators, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets and answer documents. For Grade 8 and Grade 11, also distribute periodic tables.

Say:	<p>If Unit 1: Write your first and last name at the top of your test booklet and answer document in Box A.</p> <p>If Unit 2, 3, or 4: Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.</p>
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Make sure each student has written his or her name on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering Each Unit

NOTE: At the beginning of Unit 1, on pages 3 and 4 in the test booklets, are sample items. Have students review these sample items to become familiar with the types of questions on the test.

Say:	Open your test booklet to pages 3 and 4 and review the sample items. This will help you become familiar with the types of items on the test. Do not go past the stop sign at the bottom of page 4. Look up once you’ve reviewed the sample items.
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Say:	<p>Open your test booklet to the first page of Unit __ (fill in the appropriate unit) and follow along while I read the directions. Do NOT turn the page 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–Science (NJSLA-S) Test. You will be able to use a calculator.</p> <p>Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles in your answer document. If you need to change an answer, be sure to erase your first answer completely.</p> <p>If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided in your answer document. Only responses written within the provided space will be scored.</p> <p>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.</p>
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Say:	<p>This is the end of the directions in your test booklet.</p> <p>When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the STOP sign in your test booklet, do NOT go on until you are told to do so.</p> <p>Examples of the GO ON and STOP signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
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Read from OPTION A, B, or C below based on local policy (refer to the School Test Coordinator).

Say:	<p>OPTION A</p> <p>After I have collected your test materials, sit quietly until the unit has ended.</p>
	<p>OPTION B</p> <p>After I have collected your test materials, I will dismiss you.</p>
	<p>OPTION C</p> <p>After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.</p>

Say:	Do you have any questions?
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Answer student 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.

Grade 5 Say:	<p>Grade 5 Units:</p> <p>You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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Grade 8 Say:	<p>Grade 8 Units:</p> <p>You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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Grade 11 Say:	<p>Grade 11 Units:</p> <p>You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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NJSLA-S

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 4.6.2**).
- Collect test materials as students complete testing (**Section 4.8.1**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.

Instructions for Taking a Break during Testing

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 is allowed 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.
- Test booklets and answer documents must be closed or covered.
- 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 testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

Say:	Open your test booklets and answer documents and continue testing.
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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:

Say:	You have 10 minutes remaining.
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Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing.

Say:	<p>Stop working. Testing time has now ended. Close your test booklet and answer document.</p> <p>Check that your name is written on your test booklet and answer document. I will collect your test materials.</p>
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- Collect all test materials.
- Return all test materials to the School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If more than one unit is being administered 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.

