



Updated February 2022

Homebound Test Administration Procedures
New Jersey Student Learning Assessments (NJSLA)
New Jersey Graduation Proficiency Assessment (NJGPA)

Students receiving homebound instruction may be tested using computer-based assessments or paper-based assessments. The mode of testing should be based on individual student need. Computer-based assessments must be administered using a district supplied portable electronic device and mobile hotspot.

Test Administration Windows

- Computer-based Testing: Students must test during the testing window established by their district.
- Paper-based Testing: Students must be tested during the New Jersey Department of Education (NJDOE) established 10-day paper-based testing window for NJSLA and the 10-day testing window for NJGPA.

Test Administration Policy and Procedures

The following test administration procedures must always be adhered to:

1. Homebound test administration must follow all security protocols, test administration policies and procedures, and testing accommodation and accessibility features as specified in the Test Coordinator Manual (TCM), Test Administrator Manual (TAM), and the Accessibility Features and Accommodations (AFA) Manual.
2. The administration of homebound testing should occur during the hours the student typically receives instruction.
 - a. Exception: If homebound instruction occurs after regular school hours and after-hours testing is required, the District Test Coordinator must submit a request for a schedule override to the appropriate State Assessment Coordinator with the official test session name(s) so the test schedule for the specified sessions can be overridden.
3. Homebound Test Administrators must be afforded the same level of test administration and technology support as Test Administrators administering the test in a school setting. The District Technology Coordinator and District Test Coordinator must be accessible during homebound testing.
4. Districts must establish secure internet connectivity via the use of a cellular broadband hotspot to ensure test security and maintain control of all internet usage for homebound computer-based testing. **The use of internet connectivity and testing devices other than those issued by the school district are not permitted.**

It is important to note that the district's proctor cache and secondary save location will not be accessible during homebound testing. Students must be placed into a dedicated test session for homebound testing that is configured to connect directly to Pearson's servers. District Technology Coordinators can accomplish this by creating a new TestNav configuration in PearsonAccess^{next} without an IP address specified and then utilizing the TestNav configuration specific to homebound test sessions.

For additional details regarding the creation of TestNav configurations, please visit the Pearson page [Configure TestNav for Proctor Caching](#).



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Technology Requirements

For homebound computer-based testing, districts must complete the following in advance of testing:

1. Confirm that all district-issued testing devices meet the [requirements](#) needed to administer computer-based testing.
2. Confirm that headphones are available for the student taking the ELA test or for use in relation to accommodations/accessibility features purposes only.
3. Complete an infrastructure trial with the equipment (i.e. hotspot, testing device, headphones, etc.) that will be used for homebound testing to verify functionality of the testing device and hotspot.
4. Create dedicated test sessions for homebound students in PearsonAccess^{next}. Use “homebound” in the naming configuration of these sessions.
5. Confirm that correct grade-level/content-area test forms are assigned and that accessibility features and/or testing accommodations are assigned (if applicable).
6. Confirm that session preparation activities are complete.
7. Print student testing tickets.