

## New Jersey Student Learning Assessments (NJSLA) – Spring 2021 Remote Testing Parent Administrator Guide

### Assessment Flexibility – Remote Assessments

The New Jersey Department of Education (NJDOE) recognizes that the disruption to education due to the COVID19 pandemic persists as schools and districts prepare for the spring 2021 assessment administration. Given the current landscape of remote, in-person, and hybrid scheduling approaches that school districts have implemented, NJDOE will provide assessment solutions to equitably and reliably support assessment delivery in a variety of learning scenarios.

Students who are remote testing at home or in another setting where they are receiving distance learning instruction have the ability to take the NJSLA remotely. This guide provides instructions for you as the parent or caregiver who will assist your student while they take their assessment. An educator from your student's school will also [remotely monitor and assist your student, similarly to how they receive virtual instruction](#).

All New Jersey students will be using the same platform that has been used over the last several years for statewide testing and teachers and older students will be familiar with the platform.

Key Terms for Spring 2021 NJSLA:

- **Remote testing** is the administration of the NJSLA to students who are not receiving in-person instruction from a teacher in a school building during the assessment window.
- A **Test Administrator** can be the student's teacher or [other authorized personnel designated by the school or district to administer the NJSLA to students](#).
- The NJSLA will be delivered to students online in-person or remotely using the **TestNav** software.

### Setting up the Remote Testing Environment

To ensure students are set up for a successful testing session:

- Prepare a space that is:
  - Quiet (Reduce noise - TV, music, alarms);
  - Well lit; and
  - Free from distraction.
- Make sure the student is rested, has eaten, and gone to the restroom.
- Limit the people in the room as much as possible: only people involved in taking and administering the assessment should be in the room where a student is testing.
- Make sure students can sit comfortably with their device in front of them and that they can see the screen clearly.
- Check student has a device that meets the minimum hardware and software requirements (See Test Access in the section below).
- Ensure the student's device is fully charged or plugged in.
- Do not help students with test questions.
  - If your student is having issues or has questions, they will interact with their Test Administrator through the school's external meeting application.

## Starting the NJSLA

Once the area is set up as described above, your student should be ready to take the assessment. The administration of the remote test should mimic in-person, standard practices where possible. Before beginning a test session, your student's Test Administrator will connect with all students in the session through the school's approved external meeting application to facilitate the assessment. The Test Administrator will lead the students in the session through pre-testing instructions and walk them through launching TestNav and logging into the assessment.

### Test Access

- Students will access the assessments online with a computer using the username and password provided by their teacher.
- Verify your student's computer or tablet meets testing requirements before you start. Assessments work with many devices and browsers, but not all. Refer to the chart below for additional details. Please contact your student's teacher using the district's communication process if you need additional information or support with this activity.

### Web-Based Testing

The chart below indicates supported browsers for web-based testing. To access web-based TestNav please visit <https://nj.testnav.com>.

Operating System	Versions and Corresponding Browsers
Chrome OS	83 up to Google Chrome 83
iOS	12-13.x up to Safari 12.x - 13.x
OS X/macOS	10.13, 10.14, 10.15 up to Safari 12.x - 13.x; Firefox 63-69
Windows	<ul style="list-style-type: none"><li>• 7, 8, 8.1 up to Firefox 63 – 69</li><li>• 7, 8.1, 10 up to Google Chrome 83</li><li>• 10 up to Microsoft Edge</li></ul>

For more in-depth information, you will find the full technology guidelines under the online [Technology Section](#) of the New Jersey Student Learning Assessments Resource Center. <https://nj.mypearsonsupport.com/technology-setup>

- If directed by your school, the TestNav app is also available for download:
  - For personal devices, Pearson's TestNav app can be downloaded directly from the [TestNav downloads page](#).
  - Read [System Requirements and Installation Details](#) before you download TestNav.

### Login Information

- Your student's teacher will provide the login information needed to sign into the test. A testing ticket looks like this:

## STUDENT TESTING TICKET

**Student:** ELA GR EIGHT, MAIN I  
**State ID#:** CSS1914703  
**Session:** TIM SESSION FOR DOCUMENTATION GR 8  
**Date of Birth:** 2004-06-25  
**Test:** Grade 08 ELA

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 application or go to <https://nj.testnav.com/>

**Username:** 7039822962 **Password:** 239d9c

(OPTIONAL) Local Testing Device ID: \_\_\_\_\_

- The Test Administrator may elect to send the student's login information through the district-approved secure communication channel that students and parents/guardians are familiar with. The key components from the student testing ticket needed to access the assessment include:
  - Username
  - Password
  - Application URL: <https://nj.testnav.com/> (if accessing TestNav from a browser instead of the app)
- After reviewing the technology guidelines and practice resources, use the username and password to log into TestNav.
  - The TestNav Login Screen looks like this:

TestNav  
New Jersey

Username

Password

Sign In

Test Audio  
Practice Tests

- Select Start for the unit the student should test.

### Available Tests

Refresh

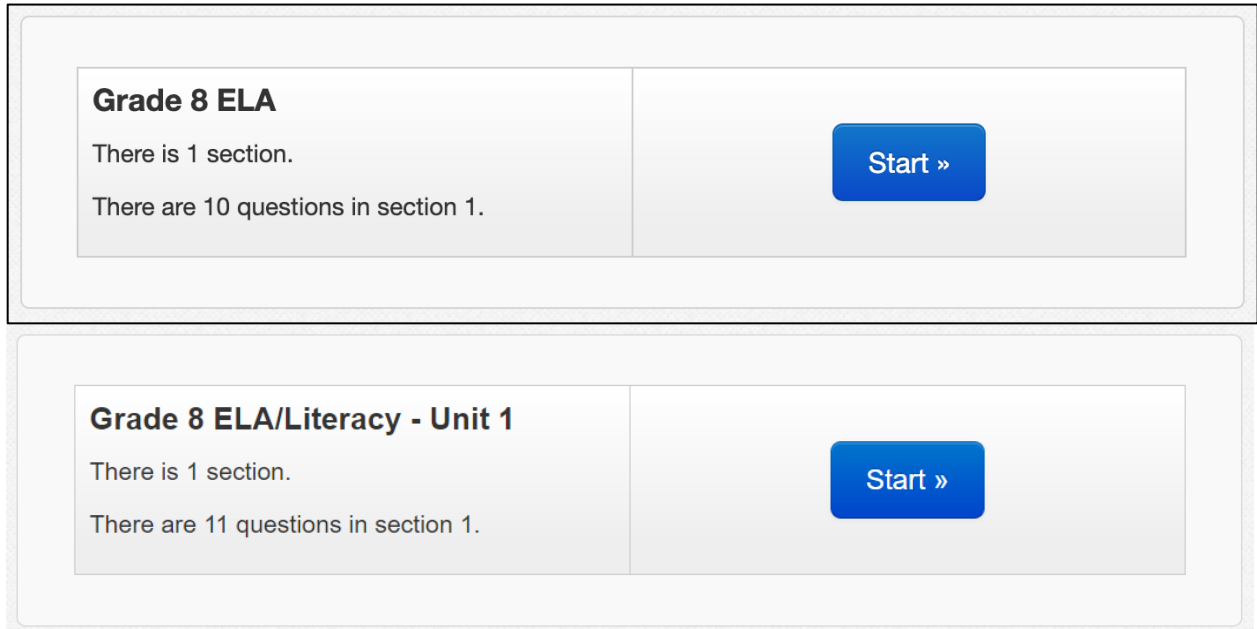
Grade 8 ELA/Literacy - Unit 1

Start >>

Grade 8 ELA/Literacy - Unit 2

Start >>

- When your student is ready to begin the test, your student’s test administrator will instruct them to click the Start button.



#### During the Online Test

- You can encourage your student to do their best work.
- You may provide your student with a piece of scratch paper to use during the test.
- Your student may pause and return to the test at any time. However, once your student has finished the assessment, they should click the “Submit Final Answers” button within the test.

#### Test Submission

##### How to Submit a Test

- After your student answers the last test question, a summary screen will appear.

Congratulations, you have finished!

## End of Grade 8 English Language Arts

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

2 Not Answered      1 Bookmarks

Submit Final Answers

Congratulations, you have finished!

## End of Unit 1

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

2 Not Answered      1 Bookmarks

Submit Final Answers

- This screen shows how many questions are not answered and how many questions are bookmarked.
- It allows your student a chance to review questions that have not been answered or have been flagged.

### Confirming Test Submission

- After your student clicks the Submit Final Answers button, a pop-up window will appear. Your student will need to confirm that they are ready to submit the test.

Test Submit Warning

Are you sure you want to **submit final answers**?  
You will not be able to return to this test.

No, Cancel      Yes, Submit Final Answers

- Your student may click

- Yes, Submit Final Answers or
- No, Cancel (this will return your student to the test).
- If there are additional units of the test to complete, the student will return to the Additional Test screen. The test administrator will provide additional instruction if the student will log out or start another unit. If this was the last unit of the test, the student will be signed out of TestNav.

## Troubleshooting

### Technology Setup

- Ensure students have devices that meet the minimum hardware and software requirements.
- Ensure that the student is comfortable with the testing platform by using the NJSLA practice tests and tutorials.
- An internet connection and a web browser are needed.
- Ensure the student's device is charged or plugged in.
- Check the mouse, headphones, and audio settings before starting the test.

### Student is Unable to Log In

- If your student is unable to log into a test using the login information provided, please contact your student's teacher using the district's communication process for obtaining support for such issues.

### Student is Exited from the Test

- If your student is prematurely exited from the test, they can log back in using the same login information provided. Your student's answers will still be there.

### Test is Slow to Load or there is a Timeout Error

- Internet speed may be slowed due to a lot of internet activity (video or music streaming, other family members working online, multiple devices accessing the network). Slow page loads and a timeout error are most likely due to low bandwidth/internet speed. If possible, temporarily disconnecting other devices that connect to the internet may help.

### Any Other Issues

- If your student experiences any other issues with the NJSLA assessments, please contact your student's teacher for assistance.