



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

2021

# New Jersey Student Learning Assessment (NJSLA)

## Remote Testing Supplement

Computer-Based & Paper-Based Testing  
English Language Arts, Mathematics, & Science



## NJSLA Remote Testing Supplement

This guide is intended as a supplement to the **NJSLA Test Coordinator [Manual](#)**. It provides guidance for the planning and execution of remotely administered assessments. District Test Coordinators should review the NJSLA Test Coordinator Manual prior to reviewing this supplemental document. This document outlines both minimum requirements for remote administration as well as best practices for District Test Coordinators to consider. While the intended audience for this document is District Test Coordinators, it does contain information that may also be useful for Test Administrators and District Technology Coordinators.

Because this year students have been receiving in-person and remote instruction, districts will have the option of administering the New Jersey Student Learning Assessments (NJSLA) remotely in spring 2021.

This document provides guidance to support districts in successfully preparing for and implementing remote testing.

Districts planning to administer the NJSLA remotely are encouraged to do so in a manner consistent with their students' current learning modality. If students are participating in in-person learning, they should take the NJSLA in-person, in a manner consistent with prior years. Districts using a hybrid schedule are strongly encouraged to administer the test in school on days that students are normally there. If a district is remotely administering the NJSLA, running an infrastructure trial including a remote test session will be particularly critical for this year.

### Remote testing

The New Jersey Student Learning Assessments will be administered remotely to students who are not receiving in-person instruction from a teacher in a school building during the assessment administration window. Students who are remote testing may be at home or in another setting where they are receiving distance learning instruction. These students will be remotely monitored and supported by the test administrator and other authorized personnel designated by the school or district remotely.

### Roles:

*See Section 1.2 of the Test Coordinator Manual for additional information about the roles of individuals involved in NJSLA testing.*

**District Test Coordinator (DTC):** The individual at the district level who is responsible for the overall coordination of the test administration. When testing issues arise, the DTC is the main point of contact with the NJSLA Program Coordinators and the NJSLA Customer Support Center. The District Test Coordinator will be involved with all aspects of planning, the preparation for and execution of remote testing.

**Test Administrator:** The individual responsible for administering the assessment to students. The Test Coordinator Manual details who can be a test administrator. Administrators will need to be informed of policies and procedures developed to support remote testing.

**Technology Coordinator:** The individual at the school or district level who is responsible for setting up testing devices for computer-based testing. Technology Coordinators will be involved with planning infrastructure trials and ensuring student devices are prepared. See Section 1.2 of the Test Coordinator Manual for additional information about the role of the DTC.

**Proctor:** The individual who may be called on to help a TA monitor a test unit under the supervision of the TA. A proctor may join the TA in external meeting application to assist the TA. Student teachers may serve as Proctors who assist the TAs. Proctors do not need to hold any endorsement; however, they must be under the direct supervision of a TA or STC at all times, and they may not provide testing accommodations or handle secure materials at any time.

- Parents/guardians are **not** considered proctors and do not have a role in testing. However, they may assist students with logging into the external meeting application to be connected with their test administrator. Students are to complete testing with the support of the test administrator and other trained personnel.
- Staff who are supervising students in a school setting (e.g., virtual learning hubs) may be considered proctors if they have received test administration training from their district.

All the roles defined above may still be successfully performed remotely. Unless they are required to handle any secure paper test materials (e.g., accommodated test booklets or scripts), it is not required that the people fulfilling these roles be on-site in a school building.

## **Remote Test Security and Administration Policies**

### **Maintaining the Security of Test Materials and Content**

Test Coordinators and Test Administrators are responsible for maintaining the security of test materials before, during and after test administration, as detailed in Section 2.1 of the Test Coordinator Manual. The following test materials are considered secure in a remote testing setting: student Testing Tickets (login information); test content displayed on a student's browser; and scratch paper. Accommodated materials such as a secondary display of test content on a test administrator browser or a script are also secure materials.

For remote testing, student login information will be delivered to students securely by the student's test administrator. Testing Ticket credentials may be shared using the district's secure learning management system feature. Districts are encouraged to use their district-approved protocols for sharing sensitive information. Schools are to determine how they will ensure that student login information is not shared.

Schools are to develop a protocol for students to securely dispose of secure materials (e.g., used scratch paper) after testing. Test Administrators are responsible for securely disposing of

any secure accommodated materials such as scripts. See Section 2.1 of the Test Coordinator Manual for a full list of materials that must be securely destroyed or recycled.

Please note that accommodated testing requiring paper test materials must be administered in-person only. This includes paper, large print, and Braille assessment. Students who receive accommodations that are embedded within the test platform may test via remote administration. Students who receive accommodations delivered by a Test Administrator such as Human Reader, Scribe, or Signer may test via remote administration. Details on how to administer these accommodations remotely are included in the Accessibility Features and Accommodations Supplemental Guidance for Remote Testing.

## **Remote Administration Preparation and Planning**

### **Minimum Requirements**

Schools will need to use an external meeting application to connect students with test administrators throughout each test session (e.g., Microsoft Teams, Zoom, Google Meet). Students should be familiar with the chosen application and if they are not familiar with the application, they should be given the opportunity to practice with this application before the assessment.

At a minimum, the meeting application needs to allow test administrators to interact with students via chat and audio while they are testing, with minimal disruption to other students in the session. Via the meeting application, the Test Administrator must facilitate the introduction to each test unit, read the directions and script to all students in the session, have a method of responding to student issues during testing, and close out testing. A Proctor may also support the Test Administrator with responding to student issues during testing.

Each school's Remote Administration Plan must include instructions for how the staff will provide support to students who may have technology issues while testing. When planning, determine how a student will report issues, how test administrators will report issues, and how students or administrators will be contacted to help resolve the issue. The plan will also describe how staff will securely distribute student Testing Tickets (login information). This plan may include using the district's secure learning management system feature to individually and securely provide students with their Testing Ticket credentials. As a reminder, districts are encouraged to use their district-approved protocols for sharing sensitive information.

- Remote administration plans and protocols must be reviewed with students prior to testing. Instructions should include how students can ask questions or report issues while testing, and policies on what materials and actions are allowed in the testing environment. Plans and protocols should also be shared with parents/guardians, including staff who are supervising distance learning instruction, regarding expectations for remote testing.

### **Best Practices**

- Use a platform that allows for the host to mute all participants.

- Use an external meeting application that allows test administrators to place students in individual “breakout rooms” to minimize the chances of disrupting others while testing or resolving issues.
- For small group testing, ask students to keep their video enabled throughout each test session to allow for more effective monitoring during testing. (For large group testing, it is recommended the video and audio feature be disabled after the test administrator has read aloud the test directions to the students.)
- Assign a school staff member, other than the Test Administrator, to monitor remote test sessions using the dashboard available through PearsonAccess<sup>next</sup>. This will allow the Test Administrator to focus on monitoring and interacting with students if issues arise during testing.

### **Before Testing:**

*See Section 3.0 of the Test Coordinator Manual for additional information about steps to complete before testing.*

### **PearsonAccess<sup>next</sup> Setup**

Refer to Section 3.2 in the Test Coordinator Manual for information about registering students and creating test sessions. The Student Registration/Personal Needs Profile (SR/PNP) includes a number of new fields for spring 2021. Those fields most directly related to remote testing are:

- Testing Location (Column AQ): This field is required and identifies whether a student is taking NJSLA in-person or remotely.
- Student’s Learning Model (Column AR): This field is optional and identifies where a student is primarily receiving instruction in school year 2020-21.
  - Refer to the *Student Registration & PNP Field Definitions* document for additional information (available at <http://nj.pearsonaccessnext.com/>).

### **Technology & Device Considerations**

Students who are remote testing may use a wider variety of devices than Technology Coordinators have had to consider in the past. Schools will be responsible for making sure that [technology requirements](#) are met to ensure students are able to test and test administrators are able to remotely administer each test session.

Students who are testing remotely will access the assessment using a web browser or using the TestNav application. The NJSLA also has implemented an auto-resume function that will allow students who get disconnected from their test session to log back in and resume testing without needing to wait for a Test Administrator to resume their session in PearsonAccess<sup>next</sup>.

**Note to Technology Coordinators: Security/content filter services can interrupt TestNav traffic. Services such as reverse-DNS checks, SSL decryption/inspection, deep packet**

**inspection, HTTP inspection, blocking audio/multimedia files, and blocking archival files have all been known to cause TestNav interruptions. To insure a successful remote testing administration, please allow devices to connect directly to the TestNav servers.**

### **Best Practices**

- Schools should develop a plan to make sure student devices meet hardware and software specifications (Hardware/software requirements can be found here: <https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements>). This may include planning an infrastructure trial or advising students of how they can check their devices for readiness. See section 3.4 of the Test Coordinator Manual for instructions on planning an infrastructure trial.
- Please note that for spring 2021, headphones are not needed for the NJSLA unless students have an accommodation or accessibility feature that requires them. Students testing remotely may find using headphones to be helpful to minimize distraction.

### **Preparing a Remote Testing Environment**

#### **Minimum Requirements**

- Internet connection and a compatible web browser.
- Students and parents/guardians should be advised to make their remote testing space as secure and distraction-free as possible.
- Make sure students can sit comfortably with their device in front of them and that they can see the screen clearly.
- Ensure students have all materials needed for testing ready to use (e.g., login information, scratch paper and pencil, any items needed for accessibility).
- Instruct students to remove cell phones or other electronic devices not being used for testing from the immediate area. Cell phones should only be used for the purpose of contacting the Test Administrator or Technology Coordinator for assistance, if an alternate method such as a meeting platform is unavailable and if that is the protocol established in a school's test security plan.

#### **Best Practices**

- Only the student involved in taking the assessment should be in the test environment, when possible. Take actions to reduce noise (TV, music, alarms).

#### **Student Preparation**

- Make sure the student has interacted with the practice test or tutorial, if provided. This will ensure the student is comfortable with the testing platform.
- Remind students to ensure their device is charged or plugged in prior to beginning a test session.

- Remind students to check the mouse, headphones, and audio settings before starting the test.
- Review administration plans and protocols with students prior to testing, including how to ask questions or report issues while testing.
- Ensure students with accessibility features and/or accommodations have had ample time to practice with them prior to the assessment.

### **During Testing:**

District Test Coordinators should ensure that Test Administrators are prepared to complete all administration tasks according to the remote testing protocols established by the district or school. Parents/guardians may assist students with logging into the external meeting application to be connected with their Test Administrator, but it is expected that Test Administrators assist students with any assessment-related questions and tasks during testing.

*See Section 4.0 of the Test Coordinator Manual for additional information about responsibilities during testing.*

### **Test Materials**

- Distribute student Testing Tickets according to the protocols established by your school.
- Materials such as blank scratch paper, pencils, rulers, and calculators may be distributed prior to testing, but are not required. Both the school and parent/guardian should ensure that these materials are present for testing prior to students starting the test. Districts should communicate to each household the required materials needed. Students will have access to the embedded features in the test platform including the online calculator, math reference sheets, notepad, etc.
  - It is strongly encouraged that students testing remotely use the calculators embedded in the online testing platform to ensure that they only have access to a calculator during the appropriate sections of the assessment.
  - If students use hand-held calculators, they must notify their Test Administrator when they are ready to move on to the calculator section of the assessment. Test Administrators are to verify that the student has submitted the non-calculator section prior to accessing the hand-held calculator and beginning the calculator section.
  - Students with IEPs or section 504 plans may need handheld calculators for the non-calculator sections of the test. Both the district and parent/guardians should ensure that the student has the appropriate calculator and the additional lower-level calculator, if required by the IEP or section 504 plan. Please refer to the [calculator policy](#).
- Confirm students have access to appropriate accommodations.

## Test Administrator Tasks During Testing

- Before beginning a test session, Test Administrators are to be connected to all students in the session through the school’s designated external meeting application. Through this meeting, Test Administrators are to instruct students to close all applications except for the meeting application. Once the Test Administrator has confirmed that students have completed this step, they are to instruct students to open a browser window and navigate to the TestNav site at <https://nj.testnav.com/>, or launch the TestNav Application if the student is using a district managed device.
- Districts/Schools are to develop a script for Test Administrators to guide students through navigating to the TestNav site and include it in their school test security plan.
  - Example script:
    - “Please close out all the windows on your computer except for this Teams meeting. Give me a thumbs up once you have done this [Pause for all to be done]. Now open a new window in Chrome and go to the link I put in our meeting chat (<https://nj.testnav.com>). Give me a thumbs up once you see the login screen. Let me know if you are having trouble.”
- The Test Administrator will then use the appropriate script of the Test Administrator Manual to guide students in using their Testing Ticket credentials to log into their test session and provide testing directions to students. Schools are responsible for informing Test Administrators of their specific protocol for distributing Testing Ticket credentials to students.
  - Test Administrators are to read the script as written in each “SAY” box in the manual.
  - Clarification of relevant school-specific remote administration procedures may be given as needed. Clarifications are limited to reminders of how to contact Test Administrators in case of technical issues, what students may do when they finish testing, and how to dispose of secure materials.
- The external meeting application is to remain active throughout the test session so that students may contact the Test Administrator or Proctor when needed.
- If schools will be placing students into individual breakout rooms for testing, this can be done once Test Administrators have finished reading the testing directions and students have begun working.
- During test sessions, Test Administrators are to be aware of testing time limits, provide testing time reminders, and actively supervise during testing sessions according to protocol established by your school.
- If a student reports technical issues, Test Administrators should follow protocols established by their school.
  - For remote administrations of the NJSLA, Auto-resume has been enabled. Students who leave the test early will be able to log back into TestNav to resume their test automatically, without intervention from Test Administrators.



## **Communicating with Students During Testing**

Students will use an external meeting application determined by their school to connect with their test administrators before and during the assessment. This meeting application will be used to provide students with instructions. The Test Administrator, or additional Proctor, may also use the external meeting application to field any technology-related questions, but answering student questions has the same security restrictions as it does with in-person testing.

If the student is experiencing a technical issue that is preventing them from completing the test, the Test Administrator should instruct the student to bookmark the item and continue testing. The Test Administrator and/or Technology Coordinator will address any technical issues as per their school testing plan. Staff or parents/guardians who are present during remote testing should also make every effort to avoid viewing active testing windows.

Parents/guardians do not have a role in active testing and are not to engage with test content.

Test Administrators are not permitted to engage in any educator coaching, which includes helping students with test questions or using nonverbal cues to direct students to a different answer. If a student asks for help with test content, Test Administrators may redirect the student and tell them that they are not permitted to answer any content-specific questions.

## **Prohibited Materials**

Test Administrators should do their best to ensure that no prohibited material is present in the testing environment. Prohibited materials include personal electronics not being used for the test, as well as information resources like books, posters, formula sheets, etc. More information on specific prohibited materials can be found in section 2.3 of the Test Coordinator Manual.

## **Breaks**

Students are allowed to take breaks during the assessment. Frequent breaks are an accessibility feature available to all students, as needed. The student should inform their administrator that they are going to take a break according to protocols established by the school, and the students should be made aware that testing times will **not** be adjusted to accommodate a break. The exception to this is if a student has an accommodation for extended time in addition to requiring frequent breaks.

## **Exceptional Circumstances**

If an unavoidable interruption takes place during the assessment (evacuations, alarms, severe weather, student illness) see section 2.4.3 of the Test Coordinator Manual for guidance on how to proceed.

## After Testing:

See Section 5.0 of the Test Coordinator Manual for detailed guidance on School Test Coordinator tasks to complete after testing.

### End-of-Unit Tasks

As students complete each unit of testing, Test Administrators should complete the following steps according to the protocols established by their school. Test Coordinators are responsible for ensuring that Test Administrators are aware of all school policies regarding closing out test sessions.

- Students are to notify their Test Administrator that the test is complete and confirm submission. Test Administrators are to follow procedures developed by the school for students who finish early.
- Test Administrators are to read the script in the Test Administrator Manual for closeout procedures.
- If tests show as active or exited status at the conclusion of testing, the test administrator should lock the units.
- Test Administrators are to instruct students to dispose of secure materials according to the protocols established by your school.

## Accessibility Features and Accommodations

See Section 6.0 of the Test Coordinator Manual for detailed information about available accessibility features and accommodations. The NJSLA Accessibility Features and Accommodations Manual is available online at [nj.mypearsonsupport.com](http://nj.mypearsonsupport.com).

Accommodations provided to students on the NJSLA assessments are to be generally consistent with those provided for classroom instruction and assessments. Please note that accommodated testing requiring paper test materials must be administered in-person only. This includes paper, large print, and Braille assessment. Students who receive accommodations that are embedded within the test platform may test via remote administration. Students who receive accommodations delivered by a Test Administrator such as Human Reader, Scribe, or Signer may also test via remote administration. Details on how to administer these accommodations remotely are included in the Accessibility Features and Accommodations Supplemental Guidance for Remote Testing. Parents or other caregivers are **not** permitted to administer accommodations.

### Before Testing

- Students should be assigned the appropriate accessibility features and accommodations prior to testing using the Personal Needs Profile (PNP) portion of the SR/PNP.

- Schools are to develop protocols for the delivery of student accommodations that are not embedded in the TestNav platform. The way in which a student receives an accommodation via remote testing may look different than if they were in person, but every reasonable effort should be made to ensure that students receive the accommodations to which they are entitled. School Test Coordinators are responsible for ensuring that Test Administrators who will be administering any accessibility features or accommodations have received the appropriate training and materials needed for the delivery of those accessibility features/accommodations.
- For additional guidance, please review the Accessibility Features and Accommodations Supplemental Guidance for Remote Testing guide.

### **During Testing**

- Schools are responsible for ensuring that all students receive the appropriate accommodations during remote testing, keeping in mind the method of delivery may look different than if the student were in person.
- If a Test Administrator discovers that a student has an incorrect accessibility feature or accommodation during testing, the Test Administrator and/or School Test coordinator will need to stop testing the student and contact NJDOE for support.

## **Appendix A**

### **NJSLA Integrity Statement**

The draft integrity statement provided below can be used by districts to emphasize the requirement for students to adhere to the test security protocols outlined by their Test Administrator during remote online testing. This sample letter is intended to be customized by districts to align with their test administration plans.

Dear Parent/Guardian –

In the coming weeks, your child will be taking the New Jersey Student Learning Assessments (NJSLA) online as part of our school’s remote state assessment administration. It is important for students to continue to demonstrate exemplary behavior during the remote administration of the NJSLA for English Language Arts (ELA), mathematics, and science, just as they would when taking the assessments in the school building.

The administration of the NJSLA is an opportunity for students to demonstrate how well they have mastered our state’s academic standards. The results of the assessments provide students, educators, and parents/guardians with an indication of students' strengths and areas for improvement.

Below is an integrity statement we are asking all students taking the NJSLA remotely to sign. This integrity statement is no different from the code of conduct students are expected to adhere to while in school.

We encourage you to review the integrity statement with your student before returning it to the school electronically. If you have any questions or concerns, please feel free to contact [NAME] at xxx-xxx-xxxx (ext. xxx).

We thank you in advance for all that you do for your student.

Sincerely,

[NAME]

### **New Jersey Student Learning Assessment (NJSLA) Integrity Statement**

Students are expected to adhere to the test security protocols outlined by their Test Administrator during remote online testing. This includes the following expectations:

- Students will follow all directions provided by their Test Administrator.
- Exemplary behavior will be demonstrated by all students during the assessment.
- Students will not allow any part of the assessment to be completed by another person.

- Unauthorized reference materials will not be used during testing to obtain an unfair advantage.
- Students will not copy the work of another person and submit it as their own.
- Unauthorized electronic devices will not be used to take pictures of the assessment or commit any other act that compromises the integrity of the assessment.

By signing this form, I confirm my understanding of the importance of following the directions provided by the Test Administrator while participating in the NJSLA.

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(Student Signature)

## Appendix B

A sample introductory memo to announce the remote administration of the NJSLA is provided below, which covers the following points:

- Who (Students)
  - What (Test information)
  - When (Schedule)
  - Where (Online remotely)
  - Why (Measure learning)
- 

February 2021

Dear Springbok Parents/Guardians:

Beginning in May, Springbok Elementary School will administer the New Jersey Student Learning Assessments (NJSLA). The NJSLA is the annual test required by the New Jersey Department of Education to measure students' progress in mastering the New Jersey Student Learning Standards (NJSLS). The assessment will be given remotely this year. ELA and mathematics assessments are given to all students, and students in grades 5, 8, and 11 will also take the science assessment. It is very important to assess how much your student has learned during this school year. Any assistance or the use of external aids by the student may produce results that do not truly reflect their abilities, which may make it difficult for teachers to gauge the student's instructional needs. The NJSLA provides teachers with information on student proficiency on academic standards and most importantly on areas where additional support may be needed. For more information about the NJSLA, please visit the Parent Resources page at the NJSLA Resource Center, <https://nj.mypearsonsupport.com/ForParent/>.

Testing is scheduled in the mornings on the following days:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
May 3	May 4	May 5	May 6	May 7

Grade 3 ELA Day 1	Grade 3 ELA Day 2	Makeup Testing	Grade 3 Math Day 1	Grade 3 Math Day 2
May 10 Grade 4 ELA Day 1	May 11 Grade 4 ELA Day 2	May 12 Makeup Testing	May 13 Grade 4 Math Day 1	May 14 Grade 4 Math Day 2
May 17 Grade 5 ELA Day 1	May 18 Grade 5 ELA Day 2	May 19 Makeup Testing	May 20 Grade 5 Math Day 1	May 21 Grade 5 Math Day 2
May 24 Grade 5 Science Day 1	May 25 Grade 5 Science Day 1	May 26 Makeup Testing	N/A	N/A

### What do you need to provide?

- Students will need a private, quiet place to test without distractions.
- They should test using the same computer that they currently use for virtual learning. Students will connect to an external meeting application with their teacher, who will guide them in logging on to the website where they will take the NJSLA.
- Headphones are not required for most students for spring 2021, but they may be necessary for students who have an accommodation or accessibility feature that requires them. Also, students testing remotely may find using headphones to be helpful to minimize distraction.
- Students will need scratch paper and something to write with.
- If your student requires certain testing accommodations at home that you may need to provide or assist with, further instructions will come from their teacher.

### How should your student get ready?

- Make sure your student logs into school on time every day, stays engaged with the lessons, and completes school assignments.

- Make sure your student gets enough rest each night and has a nutritious breakfast.
- Your student will take [practice tests](#) in March to make sure everything is running smoothly.

More details about remote testing will be forthcoming. Students who take certain accommodated forms will need to test in school under the supervision of a test administrator. You will receive further instructions if this applies to your student. These forms include:

- Paper-based test forms, including braille and large print
- American Sign Language (ASL)
- Closed-captioned (ELA only)
- Screen Reader

Please contact your student's teacher or Ms. Bequarth, the School Test Coordinator, at [RBequarth@Springbok.edu](mailto:RBequarth@Springbok.edu), if you have any concerns about being able to provide an appropriate testing environment or testing device.

Sincerely,

Principal Hesper