

New Jersey Student Learning Assessments (NJSLA) and New Jersey Graduation Proficiency Assessments (NJGPA) Accommodated Paper-Tests Procedures

Districts administering the secure paper tests (i.e., regular paper, Braille, or Large Print) of the NJSLA or NJGPA are no longer required to transcribe student responses directly into an answer document. Student responses must be recorded into a test booklet. Please see *Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses* in the *NJSLA and NJGPA Accessibility Features and Accommodations Manual – 11th Edition* on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources**, for specific instructions on scribing and transcribing student responses. Districts must now establish a “Transcription English” or “Transcription Spanish” test session within PearsonAccess^{next} (PAN) and transcribe all student responses directly into TestNav.

Test Administration Window

Students taking the secure paper tests of the NJSLA or NJGPA must complete testing during the first 10 days of the NJSLA and NJGPA test administration window.

Please note: Districts with students who take the secure paper tests of the NJSLA or NJGPA as a result of homebound instruction, are expected to follow the directives outlined in this document.

Test Administration Policy and Procedures

The following test administration procedures must be adhered to at all times:

1. Secure paper tests 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 the secure paper tests should occur during the hours the student typically receives instruction.
3. Students taking the secure paper test forms must be placed in a “Transcription English” or “Transcription Spanish” test session. The student’s responses from their test booklet must be transcribed verbatim into TestNav for scoring. Failure to transcribe student responses from the test booklet into TestNav will result in the student not receiving a valid scale score.

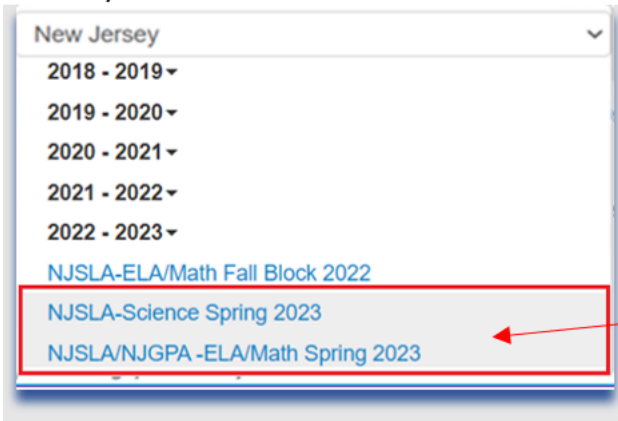
Students requiring a paper test will be registered with an online test format selected with Alternate Representation – Paper Tests also selected. Districts must set up a “Transcription English” or “Transcription Spanish” test session and add the test registrations.

For more details about registering students, refer to the *Student Registration/Personal Needs Profile (SR/PNP) Field Definitions Document*, available under **Support > Documentation** in [PAN](#).

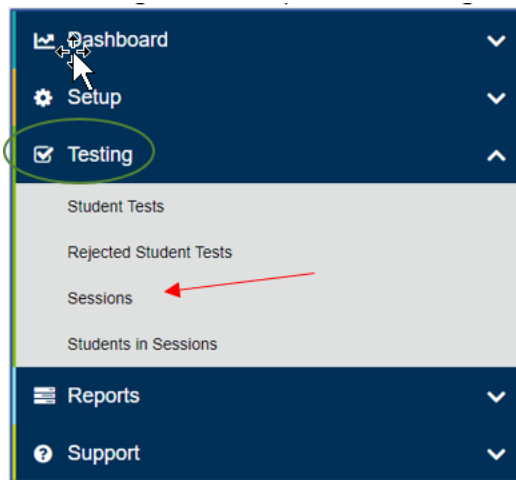
Creating Transcription English or Transcription Spanish Test Session Guidance

Follow the steps below to create Transcription English or Transcription Spanish test sessions for secure paper test forms:

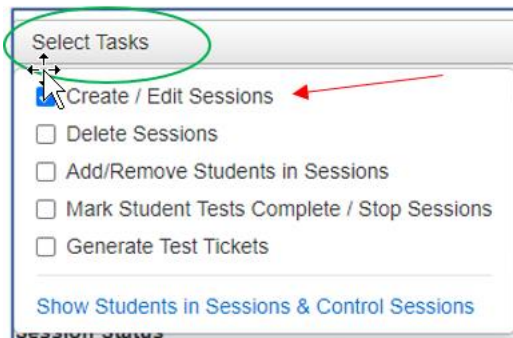
1. Ensure you are in the correct PearsonAccess^{next} (PAN) scope;



2. In the navigation menu, under "Testing" select "Sessions" from the drop-down menu



3. Once in the page, click on "Select Tasks" and place cursor in the box titled "Create/Edit Sessions"



Afterward click on the blue "Start" button



4. Complete the required fields: Session Name, Organization, Test Assigned, Scheduled Start Date and Form Group Type

The screenshot shows a 'New Session' form with the following fields and annotations:

- Session Name***: A text input field containing 'SESSION NAME' with a red arrow pointing to it.
- Organization***: A dropdown menu with 'Add' selected and a red arrow pointing to it.
- Test Assigned***: A dropdown menu with 'Test' selected and a red arrow pointing to it.
- Scheduled Start Date***: A date picker field with a red arrow pointing to it.
- Form Group Type***: A dropdown menu with 'Add' selected and a red arrow pointing to it.
- Scheduled Start Time**: A time input field showing '01:00 AM' and a 'EST' button.
- Lab Location**: An empty text input field.

Buttons for 'Create' and 'Reset' are located at the top right of the form.

5. For "Form Group Type", select either "Transcription English" or "Transcription Spanish"

The screenshot shows a dropdown menu for 'Form Group Type*' with the following options:

- Main
- Transcription English (highlighted with a blue bar and a red arrow pointing to it)
- Transcription Spanish

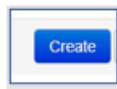
6. Find the student(s) and place into the newly created Transcription English or Transcription Spanish test session

The screenshot shows a student selection interface with the following elements:

- A search dropdown menu labeled 'Find by name or ID' with a downward arrow.
- A section titled 'Students' with a search input field.
- A button labeled 'Add students to session'.

The search dropdown and the 'Students' section are circled in green.

and click "Create".



After Testing

Districts must transcribe student responses directly into TestNav by the established deadline. The *Transcription Crosswalk for Paper Tests* resource is available under **Support > Documentation** in [PAN](#). This resource provides paper test booklet item sequences and page numbers, as well as their alignment to online units and item sequences. This should be used as an aid when transcribing paper tests into TestNav.

When transcribing student responses from the test booklet into TestNav, the following guidance must be adhered to at all times:

- At least two persons must be present during any transcription of student responses. One of these persons will be the transcriber, and the other will be an observer confirming the accuracy of the transcription. It is highly recommended that one of the individuals be an authorized District Test Coordinator or School Test Coordinator.
- **Braille transcription:** Only an eligible Test Administrator who is a certified Teacher of Students with Visual Impairment, including Blindness, or someone working under the direct supervision of an eligible Test Administrator who is a certified Teacher of Students with Visual Impairment, including Blindness may transcribe the student's responses into the regular test booklet. Afterwards, districts must transcribe student responses from the regular test booklet directly into TestNav.
- **Assistive technology:** Any original student responses that were printed from an assistive technology device or recorded separately on blank paper (or on other external devices) must be transcribed directly into the student's test booklet and afterwards, transcribed into TestNav. All responses from an assistive technology device must be cleared from the device and all scribed or written responses on blank paper must be securely shredded or destroyed.

The student's responses from the test booklet must be transcribed verbatim into TestNav. After transcribing the student's responses from the test booklet into TestNav, the student's test booklet must be returned to the appropriate vendor.

Returning nonscorable paper test booklets to vendor

Districts are required to return all secure paper test booklets to the appropriate vendor. Districts are strongly encouraged to keep all shipment boxes for return.

For English language arts (ELA) and mathematics, please return to Pearson. For Science, please return to Measurement Incorporated (MI).

All used and unused secure paper version test forms are to be shipped back to the vendor using non-scorable return labels that are included in the shipment. For ELA and mathematics, the non-scorable return label is purple. For Science, the non-scorable return label is green.

Districts are required to return secure paper version test forms immediately after testing has concluded for NJSLA/NJGPA paper-based testing window.