



4.10 Script for Administering Mathematics

The administration script under **Section 4.10.1** will be used for all units of the Grades 3-5 mathematics tests. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-Math. 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 be read aloud **only** if they are applicable students testing. Some directions may differ slightly by unit and are noted within the administration script.

4.10.1 Grades 3-5 Mathematics – All Units

| Unit | Unit Testing Time | Required Materials | Start Time | Stop Time |
|--------|-------------------|---|------------|-----------|
| Unit 1 | 60 Minutes | <ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper | | |
| Unit 2 | 60 Minutes | <ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper | | |
| Unit 3 | 60 Minutes | <ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper | | |

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 3.3** for further instructions on how to check accessibility features and accommodations.

Instructions for Preparing to Test

| | |
|------------|--|
| Say | <p>Today, you will take the Mathematics assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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> |
|------------|--|

If a student raises his or her hand, collect the electronic device (or follow your 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 you have questions regarding electronic devices.

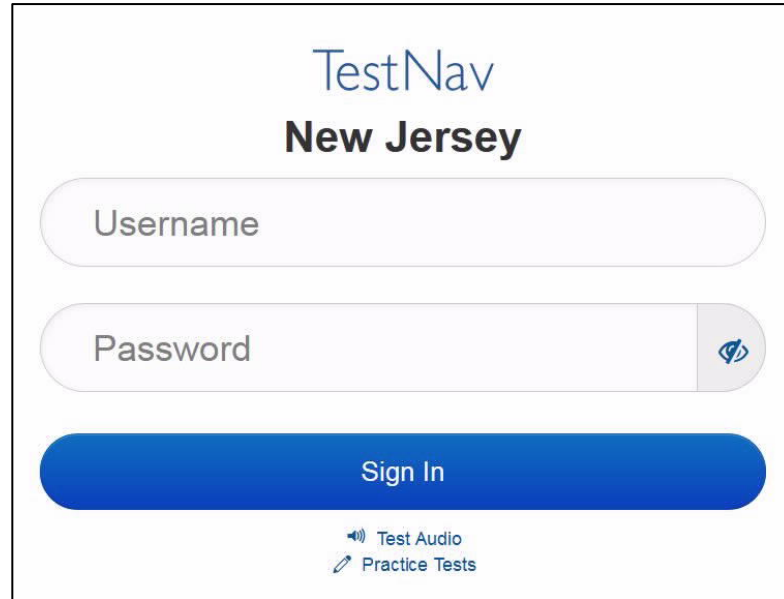
Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.3** for more information). Speak to your STC to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and logged in to [TestNav](https://nj.testnav.com/), <https://nj.testnav.com/> (or follow the school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. Make sure headphones are plugged in for all students using text-to-speech and do an audio check prior to launching TestNav.



Checking Audio (for Students Needing Text-to-Speech Only)

Say Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.

A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



Instructions for Logging In

Say Please sit quietly while I distribute your student testing tickets and scratch paper. Do not log in until I tell you to do so.


Distribute scratch paper, wooden No. 2 pencils, mathematics reference sheets (Grade 5 only, if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

Say Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.



If a student has the wrong ticket, provide the correct student testing ticket to the student. If the correct student testing ticket is missing, contact your STC.

| | |
|---|----------------------------------|
| STUDENT TESTING TICKET | |
| Student: | SAMPLE STUDENT |
| State ID#: | 1234567890 |
| Session: | Sample Session |
| Date of Birth: | 2010-01-01 |
| Test: | Grade 03 Mathematics |
| 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 TestNav Application. | |
| Username: | 1111111111 Password: ab1111 |
| (OPTIONAL) Local Testing Device ID: _____ | |

| | |
|---|--|
|  | Now, enter your Username as shown on the bottom of your ticket. |
| | (Pause.) |
| | Next, enter the Password as shown on your ticket. |
| | (Pause.) |
| | Now, select the “Sign In” button. |
| (Pause.) | |
| | Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Unit ____ (fill in the appropriate unit). You should see a “Welcome” screen. |

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If any students do not see their correct name on the login screen, close the browser window, and log the students back in with the correct student testing ticket.



Instructions for Administering Each Unit

Say

Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the “Start Section” button until I tell you to do so.

Today, you will take Unit__ (fill in the appropriate unit) of the Grade__ (grade 3, 4, or 5—select the appropriate grade level) **New Jersey Student Learning Assessment--Mathematics (NJSLA-M) Test.** You will not be able to use a calculator.

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.

If a drawing box is provided with the question, you may use it to add a drawing to help (Grade 3: explain) (Grades 4 & 5: support) your answer(s). Any work or drawing that is entered in the drawing box will be scored.

Say

This is the end of the testing directions. Do not go on until you are told to do so.

During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.

Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.

Read from Option A, B, or C based on your local policy (contact your STC with any questions).

Say

- Option A: After you have logged out of the test, sit quietly until the unit has ended.
- Option B: After you have logged out of the test, I will dismiss you.
- Option C: After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.

Say


Do you have any questions?

Answer any 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.



Instructions for Starting the Test

| | |
|--|---|
|  Say | <p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p> |
|--|---|

Pause to make sure all students are in the correct unit.

| | |
|--|--|
|  Say | <p>You will have 60 minutes to complete this unit. I will also let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p> |
|--|--|

Write the starting time and stopping time in the timing box (see Figure 3.0 Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 4.7.3**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.7.1**, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (**Section 4.8.1**).
- Collect test materials as students complete testing (**Section 4.8.2**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is not functioning appropriately, refer to **Section 4.7.5**.
- Ensure that any absent students are locked out of the unit (**Section 4.3**).

Instructions for Taking a Break During Testing


The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes for the entire classroom 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 during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must not be visible to other students.
- 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 | <p>Please stop and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.</p> |
|--|---|



After taking a classroom break, be sure students are seated and device screens are visible:

| | |
|------------|------------------------------------|
| Say | You may now resume testing. |
|------------|------------------------------------|

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

| | |
|------------|---------------------------------------|
| Say | You have 10 minutes remaining. |
|------------|---------------------------------------|

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional “**Say**” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. Do not have students log out of TestNav.

| | |
|------------|--|
| Say | Stop working. Testing time has now ended. Select the “Review” drop-down menu at the top left corner of your test. From the “Review” menu, scroll to the bottom and select “End of Section.” Select the “Submit Final Answers” button. Select the “Yes” button to exit the unit. I will now collect your student testing ticket and scratch paper. |
|------------|--|

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper. Also collect any printed mathematics reference sheets that were used.

- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If more than one unit is being administered in the same day, allow students to take a short break (e.g., restroom break or 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.



4.10.2 Grades 6-7 and High School Mathematics – Unit 1

The administration script under **Section 4.10.2** will be used for Unit 1 of the Grades 6-7 and High School mathematics test. Refer to **Section 4.10.4** for the administration script for Unit 2 and Unit 3. The administration script for Unit 1 of the Grade 8 mathematics assessments can be found in **Section 4.10.3**. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-ELA/Math. 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 be read aloud only if they are applicable to your students testing. Some directions may differ slightly by unit and are noted within the administration script.

| Unit | Unit Testing Time | Required Materials | Start Time | Stop Time |
|---|---|---|------------|-----------|
| 1. Unit 1: Non-Calculator Section 2. Students Submit Section 3. Unit 1: Calculator Section | <ul style="list-style-type: none"> Grades 6-7: 60 Minutes High School: 90 Minutes | <ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper | | |

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 3.3** for further instructions on how to check accessibility features and accommodations.

Instructions for Preparing to Test

| | |
|------------|--|
| Say | <p>Today, you will take the Mathematics assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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> |
|------------|--|

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 immediately if there are questions regarding electronic devices.

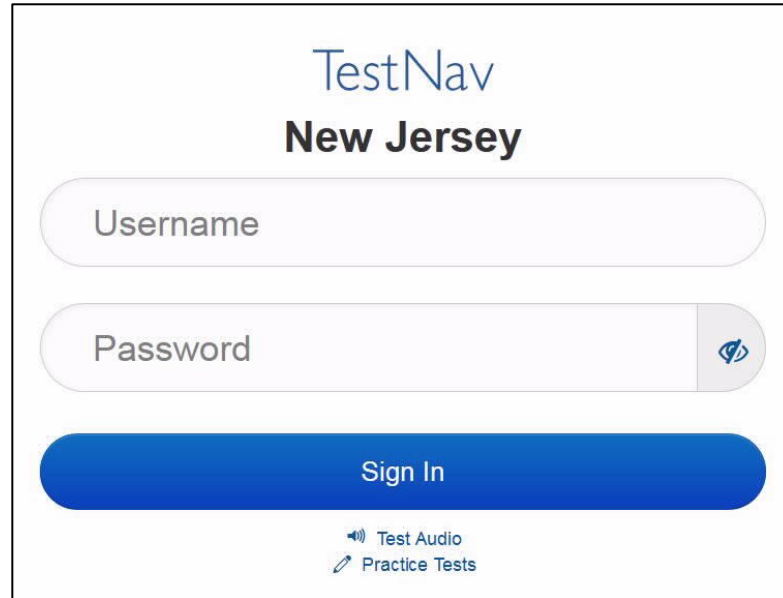
Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.3** for more information). Speak to your STC to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and logged in to [TestNav](https://nj.testnav.com), <https://nj.testnav.com> (or follow the school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. Make sure headphones are plugged in for all students using text-to-speech and do an audio check prior to launching TestNav.



Checking Audio (for Students Needing Text-to-Speech Only)

Say Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click to Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.

A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



Instructions for Logging In

Say Please sit quietly while I distribute your student testing tickets and scratch paper. Do not log in until I tell you to do so.

Distribute scratch paper, wooden No. 2 pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

Say Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.

If a student has the wrong ticket, provide the correct student testing ticket to the student. If the correct student testing ticket is missing, contact your STC.



STUDENT TESTING TICKET

Student: SAMPLE STUDENT
State ID#: 1234567890
Session: Sample Session
Date of Birth: 2010-01-01
Test: Grade 04 Mathematics

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 TestNav Application.

Username: 1111111111 Password: ab1111

(OPTIONAL) Local Testing Device ID: _____



Now, enter your Username as shown on the bottom of your ticket.

(Pause.)

Next, enter the Password as shown on your ticket.

(Pause.)

Now, select the “Sign In” button.


(Pause.)

Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Unit ___ (fill in the appropriate unit). You should see a “Welcome” screen.



Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If any students do not see their correct name on the login screen, close the browser, open a new browser window, and log the students back in with the correct student testing ticket.




Instructions for Administering Unit 1

| | |
|--|--|
|  Say | <p>Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take Unit 1 of the _____ (fill in the appropriate grade/course) New Jersey Student Learning Assessment-Mathematics (NJSLA-M) Test. There are two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator which is provided in the toolbar. You will not be allowed to return to the first section of the test after you start the calculator section. You must complete both the non-calculator and calculator sections within the time allowed.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the first section, you may review your answers and any questions you may have bookmarked in this section only. Once you have reviewed your answers, continue to the calculator section by submitting the answers for the first section. Raise your hand if you need assistance continuing to the calculator section.</p> |
|--|--|

Optional, if using hand-held calculators

| | |
|--|--|
|  Say | <p>Raise your hand to receive your calculator when you are ready to move onto the calculator section.</p> |
|  Say | <p>This is the end of the directions. Do not go on until you are told to do so.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work in the calculator section, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p> |

Read from Option A, B, or C below based on your local policy (refer to your STC).

| | |
|--|---|
|  Say | <ul style="list-style-type: none">• Option A: After you have logged out of the test, sit quietly until the unit has ended.• Option B: After you have logged out of the test, I will dismiss you.• Option C: After you have logged out of the test, you may read a book or other allowable materials until the unit has ended. |
|--|---|



| | |
|------------|-----------------------------------|
| Say | Do you have any questions? |
|------------|-----------------------------------|

Answer any 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.

Instructions for Starting the Test

| | |
|------------|--|
| Say | Scroll to the bottom of the screen. (Pause.) Select the “Start Section” button. (Pause.) You should now be in the test. |
|------------|--|

Pause to make sure all students are in the correct unit.

| | |
|------------|--|
| Say | You will have (Grades 6 & 7: 60) (High School: 90) minutes to complete both the non-calculator and calculator sections in this unit. When there is 20 minutes of testing time left, I will remind you to move on to the calculator section, if you have not already done so. I will also let you know when you have 10 minutes of testing time left. You may begin working now. |
|------------|--|

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 4.7.3**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.7.1**, as applicable, if any technology issues cause a disruption.
- If you are assisting students and see “Submit Section” or “Start Section” on the TestNav screen, this means that the student is ready to transition into the calculator section. Ensure students are moving on to the calculator section. When the non-calculator section is complete, students will need to “Submit Section” in order to move on to the calculator section and log out of TestNav as they complete the unit (**Section 4.9.1**).
- Distribute grade/course-appropriate/accommodation-appropriate calculators (if using hand-held calculators) when students complete the non-calculator section (refer to **Section 4.2** for more information).
- Assist students in logging out of TestNav as they complete the unit (**Section 4.8.1**).
- Collect test materials as students complete testing (**Section 4.8.2**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is not functioning appropriately, refer to **Section 4.7.5**.
- Ensure that any absent students are locked out of the unit (**Section 4.3**).



Instructions for Taking a Break During Testing


The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom 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 during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must not be visible to other students.
- 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:


| | |
|---|--|
|  | Please stop and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed. |
|---|--|

After taking a classroom break, be sure students are seated and device screens are visible:

| | |
|---|------------------------------------|
|  | You may now resume testing. |
|---|------------------------------------|

Instructions for When 20 Minutes of Unit Time Remain


When 20 minutes of unit time remain:

| | |
|---|--|
|  | You have 20 minutes remaining. As a reminder, both the non-calculator and calculator sections must be completed within this time. |
|---|--|

Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

| | |
|---|---------------------------------------|
|  | You have 10 minutes remaining. |
|---|---------------------------------------|

Continue to actively proctor while students are testing.



Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. Do not have students log out of TestNav.

Say

Stop working. Testing time has now ended.

Select the “Review” drop-down menu at the top left corner of your test.

From the “Review” menu, scroll to the bottom and select “End of Section.”

Select the “Submit Final Answers” button.

Select the “Yes” button to exit the unit.

I will now collect your student testing ticket and scratch paper.

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper. Also collect any handheld calculators and printed mathematics reference sheets that were used.

- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If you are administering more than one unit in the same day, allow students to take a short break (e.g., restroom break or 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.



4.10.3 Grade 8 Mathematics – Unit 1

The administration script under **Section 4.10.3** will be used for Unit 1 of the Grade 8 mathematics test. Refer to **Section 4.10.4** for the administration script for Unit 2 and Unit 3 of the Grades 6-8 and high school mathematics test. The administration script for Unit 1 of the Grades 6-7 and High School mathematics assessment can be found in **Section 4.10.2**. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-ELA/Math. 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 be read aloud **only** if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script.

| Unit | Unit Testing Time | Required Materials | Start Time | Stop Time |
|--------------------------------|---------------------|---|------------|-----------|
| Unit 1: Non-Calculator Section | Grade 8: 60 Minutes | <ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper | | |

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 3.3** for further instructions on how to check accessibility features and accommodations.

Instructions for Preparing to Test

| | |
|------------|--|
| Say | <p>Today, you will take the Mathematics assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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> |
|------------|--|

If a student raises their 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 immediately if there are questions regarding electronic devices.

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.3** for more information). Speak to your STC to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and logged in to [TestNav](https://nj.testnav.com/), <https://nj.testnav.com/> (or follow the school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. Make sure headphones are plugged in for all students using text-to-speech and do an audio check prior to launching TestNav.

Checking Audio (for Student Needing Text-to-Speech Only)

| | |
|------------|--|
| Say | <p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click to Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.</p> |
|------------|--|



A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.

Instructions for Logging In

Say Please sit quietly while I distribute your student testing tickets and scratch paper. Do not log in until I tell you to do so.

Distribute scratch paper, wooden No. 2 pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

Say Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.

If a student has the wrong ticket, provide the correct student testing ticket to the student. If the correct student testing ticket is missing, contact your STC.

STUDENT TESTING TICKET

Student: SAMPLE STUDENT
 State ID#: 1234567890
 Session: Sample Session
 Date of Birth: 2010-01-01
 Test: Grade 03 Mathematics

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 TestNav Application.

Username: 1111111111 Password: ab1111

(OPTIONAL) Local Testing Device ID: _____



Now, enter your Username as shown on the bottom of your ticket.

(Pause.)

Next, enter the Password as shown on your ticket.

(Pause.)

Now, select the “Sign In” button.

(Pause.)

Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Unit 1. You should see a “Welcome” screen.

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If any students do not see his or her correct name on the login screen, close the browser, open a new browser window, and log the students back in with the correct student testing ticket.

Instructions for Administering Unit 1



Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the “Start Section” button until I tell you to do so.

Today, you will take Unit 1 of the Grade 8 New Jersey Student Learning Assessment-Mathematics (NJSLA-M) Test. You will not be able to use a calculator.

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.



This is the end of the directions on your screen. Do not go on until you are told to do so.

During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.

Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.



Read from Option A, B, or C based on local policy (contact your STC with any questions).

| | |
|------------|--|
| Say | <ul style="list-style-type: none">• Option A: After you have logged out of the test, sit quietly until the unit has ended.• Option B: After you have logged out of the test, I will dismiss you.• Option C: After you have logged out of the test, you may read a book or other allowable materials until the unit has ended. |
|------------|--|

| | |
|------------|-----------------------------------|
| Say | Do you have any questions? |
|------------|-----------------------------------|

Answer any 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.

Instructions for Starting the Test

| | |
|------------|---|
| Say | <p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p> |
|------------|---|

Pause to make sure all students are in the correct unit.

| | |
|------------|--|
| Say | <p>You will have 60 minutes to complete this unit. I will also let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p> |
|------------|--|

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 4.7.3**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.7.1**, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (**Section 4.8.1**).
- Collect test materials as students complete testing (**Section 4.8.2**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is not functioning appropriately, refer to **Section 4.7.5**.
- Ensure that any absent students are locked out of the unit (**Section 4.3**).

Instructions for Taking a Break During Testing

The following are permitted during test administration at the discretion of the TA:



- One stretch break of up to three minutes is allowed for the entire classroom 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 during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must not be visible to other students.
- 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 and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.

After taking a classroom break, be sure students are seated and device screens are visible:

Say You may now resume testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Say You have 10 minutes remaining.

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional “**Say**” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. Do not have students log out of TestNav.

Say Stop working. Testing time has now ended.
Select the “Review” drop-down menu at the top left corner of your test.
From the “Review” menu, scroll to the bottom and select “End of Section.”
Select the “Submit Final Answers” button.
Select the “Yes” button to exit the unit.
I will now collect your student testing ticket and scratch paper.



Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper. Also collect any printed mathematics reference sheets that were used.

- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If more than one unit is being administered in the same day, allow students to take a short break (e.g., restroom break or 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.




4.10.4 Grades 6-8 Mathematics - Units 2-3, and High School Mathematics - Unit 2

The administration script under **Section 4.10.3** will be used for Unit 1 of the Grade 8 mathematics test. Refer to **Section 4.10.4** for the administration script for Unit 2 and Unit 3 of the Grades 6-8 and High School mathematics test. The administration script for Unit 1 of the Grades 6, 7 and High School mathematics assessment can be found in **Section 4.10.2**. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-ELA/Math. 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 be read aloud **only** if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script.

| Unit | Unit Testing Time | Required Materials | Start Time | Stop Time |
|--------|---|---|------------|-----------|
| Unit 2 | <ul style="list-style-type: none"> Grades 6–8: 60 Minutes High School: 90 Minutes | <ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper | | |
| Unit 3 | Grades 6–8: 60 Minutes | <ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper | | |

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 3.3** for further instructions on how to check accessibility features and accommodations.

Instructions for Preparing to Test

| | |
|---|--|
|  | <p>Today, you will take the Mathematics assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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> |
|---|--|

If a student raises their 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 immediately if there are questions regarding electronic devices.

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.3** for more information). Speak to your STC to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and logged in to [TestNav](https://nj.testnav.com/), <https://nj.testnav.com/> (or follow the school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. Make sure headphones are plugged in for all students using text-to-speech and do an audio check prior to launching TestNav.



Checking Audio (for Students Needing Text-to-Speech Only)

Say

Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click to Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.

A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.

TestNav
New Jersey

Username

Password

Sign In

Test Audio

Practice Tests

Instructions for Logging In

Say

Please sit quietly while I distribute your student testing tickets and scratch paper. Do not log in until I tell you to do so.

Distribute scratch paper, wooden No. 2 pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

Say

Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.

If a student has the wrong ticket, provide the correct student testing ticket to the student. If the correct student testing ticket is missing, contact your STC.



STUDENT TESTING TICKET

Student: SAMPLE STUDENT
State ID#: 1234567890
Session: Sample Session
Date of Birth: 2010-01-01
Test: Grade 03 Mathematics

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 TestNav Application.

Username: 1111111111 Password: ab1111

(OPTIONAL) Local Testing Device ID: _____

Say

Now, enter your Username as shown on the bottom of your ticket.

(Pause.)

Next, enter the Password as shown on your ticket.

(Pause.)

Now, select the “Sign In” button.

(Pause.)

Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Unit ____ (fill in the appropriate unit). You should see a “Welcome” screen.

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If any students do not see their correct name on the login screen, close the browser, open a new browser window, and log the students back in with the correct student testing ticket.

Instructions for Administering Each Unit

Say

Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the “Start Section” button until I tell you to do so.

Today, you will take Unit ____ (fill in the appropriate unit number) of the ____ (fill in the appropriate grade/course) New Jersey Student Learning Assessment-Mathematics (NJSLA-M) Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.



| | |
|------------|--|
| Say | <p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p> |
|------------|--|

Read from Option A, B, or C based on your local policy (contact your STC with any questions).

| | |
|------------|--|
| Say | <ul style="list-style-type: none">• Option A: After you have logged out of the test, sit quietly until the unit has ended.• Option B: After you have logged out of the test, I will dismiss you.• Option C: After you have logged out of the test, you may read a book or other allowable materials until the unit has ended. |
|------------|--|

| | |
|------------|-----------------------------------|
| Say | <p>Do you have any questions?</p> |
|------------|-----------------------------------|

Answer any 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.

Instructions for Starting the Test

| | |
|------------|---|
| Say | <p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p> |
|------------|---|

Pause to make sure all students are in the correct units.

| | |
|------------|---|
| Say | <p>You will have (Grades 6, 7, & 8: 60) (High School: 90) minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p> |
|------------|---|

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 4.7.3**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.7.1**, as applicable, if any technology issues cause a disruption.



- Assist students in logging out of TestNav as they complete the unit (**Section 4.8.1**).
- Collect test materials as students complete testing (**Section 4.8.2**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is not functioning appropriately, refer to **Section 4.7.5**.
- Ensure that any absent students are locked out of the unit (**Section 4.3**).

Instructions for Taking a Break During Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom 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.
- Student screens must not be visible to other students.
- 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 and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed. |
|------------|--|

After taking a classroom break, be sure students are seated and device screens are visible:

| | |
|------------|------------------------------------|
| Say | You may now resume testing. |
|------------|------------------------------------|

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

| | |
|------------|---------------------------------------|
| Say | You have 10 minutes remaining. |
|------------|---------------------------------------|

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. Do not have



students log out of TestNav.

Say Stop working. Testing time has now ended.
Select the “Review” drop-down menu at the top left corner of your test.
From the “Review” menu, scroll to the bottom and select “End of Section.”
Select the “Submit Final Answers” button.
Select the “Yes” button to exit the unit.
I will now collect your student testing ticket and scratch paper.

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper. Also collect any handheld calculators and printed mathematics reference sheets that were used.

- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If more than one unit is being administered in the same day, allow students to take a short break (e.g., restroom break or 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.



4.11 Script for Administering English Language Arts (ELA)

The administration script under **Section 4.11** will be used for all units for the ELA Test. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-ELA/Math. 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.

4.11.1 Grades 3-10 English Language Arts (ELA) - All Units

| Unit | Unit Testing Time | Required Materials | Start Time | Stop Time |
|------------------------|--|---|------------|-----------|
| Unit 1 | <ul style="list-style-type: none"> Grade 3: 75 Minutes Grades 4-10: 90 Minutes | <ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper Headphones | | |
| Unit 2 | <ul style="list-style-type: none"> Grade 3: 75 Minutes Grades 4-10: 90 Minutes | <ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper Headphones | | |
| Unit 3 (If Applicable) | <ul style="list-style-type: none"> Grade 3: 75 Minutes Grades 4-10: 90 Minutes | <ul style="list-style-type: none"> Student testing tickets Pencils Scratch paper Headphones | | |

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 3.3** for further instructions on how to check accessibility features and accommodations.

Instructions for Preparing to Test


| | |
|------------|--|
| Say | <p>Today, you will take the English Language Arts Assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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> |
|------------|--|

If a student raises their 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 immediately if there are questions regarding electronic devices.

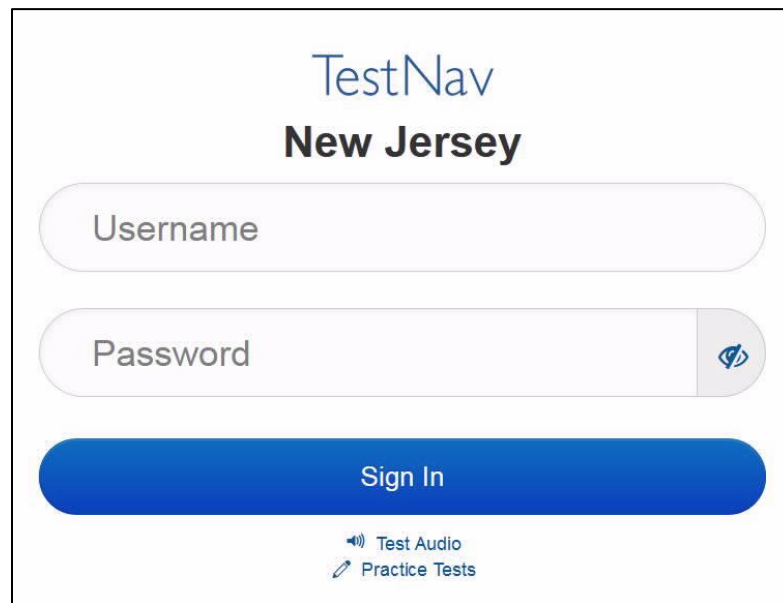


Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.3** for more information). Speak to your STC to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and logged in to [TestNav](https://nj.testnav.com), <https://nj.testnav.com> (or follow the school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. Make sure headphones are plugged in for all students using text-to-speech and do an audio check prior to launching TestNav.


Checking Audio (for Students Needing Text-to-Speech Only)

| | |
|---|--|
|  | <p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click to Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.</p> |
|---|--|


A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



Instructions for Logging In

| | |
|---|--|
|  | <p>Please sit quietly while I distribute your student testing tickets and scratch paper. Do not log in until I tell you to do so.</p> |
|---|--|

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students.

| | |
|---|---|
|  | <p>Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.</p> |
|---|---|

If a student has the wrong ticket, provide the correct student testing ticket to the student. If the correct student testing ticket is missing, contact your STC.



STUDENT TESTING TICKET

Student: SAMPLE STUDENT
State ID#: 1234567890
Session: Sample Session
Date of Birth: 2010-01-01
Test: Grade 03 Mathematics

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 TestNav Application.

Username: 1111111111 Password: ab1111

(OPTIONAL) Local Testing Device ID: _____



Now, enter your Username as shown on the bottom of your ticket.

(Pause.)

Next, enter the Password as shown on your ticket.

(Pause.)

Now, select the “Sign In” button.


(Pause.)


Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Unit ____ (fill in the appropriate unit). You should see a “Welcome” screen.

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If any students do not see their correct name on the login screen, close the browser, open a new browser window, and log the students back in with the correct student testing ticket.





Instructions for Administering Each Unit

| | |
|--|---|
|  Say | <p>Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the “Start Section” button 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-English Language Arts (NJSLA-ELA) Test.</p> <p>Read each passage and question. Then, follow the directions to answer each question.</p> <p>One of the questions will ask you to write a response. Enter your response in the box provided on your screen. There will be enough space for you to complete your response. If your response is longer than the space provided, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. Only responses entered in the box will be scored.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p> |
|--|---|

| | |
|--|---|
|  Say | <p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>Some words or phrases will be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p> |
|--|---|

Read from Option A, B, or C based on your local policy (contact your STC with any questions).

| | |
|--|--|
|  Say | <ul style="list-style-type: none">• Option A: After you have logged out of the test, sit quietly until the unit has ended.• Option B: After you have logged out of the test, I will dismiss you.• Option C: After you have logged out of the test, you may read a book or other allowable materials until the unit has ended. |
|--|--|

| | |
|--|-----------------------------------|
|  Say | <p>Do you have any questions?</p> |
|--|-----------------------------------|

Answer any 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.



Instructions for Starting the Test

| | |
|------------|---|
| Say | <p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p> |
|------------|---|

Pause to make sure all students are in the correct unit.

| | |
|------------|--|
| Say | <p>You will have (Grade 3: 75) (Grades 4–10: 90) minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p> |
|------------|--|

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 4.7.3**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.7.1**, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (**Section 4.8.1**).
- Collect test materials as students complete testing (**Section 4.8.2**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is not functioning appropriately, refer to **Section 4.7.5**.
- Ensure that any absent students are locked out of the unit (**Section 4.3**).

Instructions for Taking a Break During Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom 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 during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must not be visible to other students.
- 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 | <p>Please stop and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.</p> |
|------------|---|




After taking a classroom break, be sure students are seated and device screens are visible.

| | |
|--|------------------------------------|
|  Say | You may now resume testing. |
|--|------------------------------------|

Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain,

| | |
|--|---------------------------------------|
|  Say | You have 10 minutes remaining. |
|--|---------------------------------------|

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional “**Say**” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. Do not have students log out of TestNav.

| | |
|---|--|
|  Say | Stop working. Testing time has now ended. Select the “Review” drop-down menu at the top left corner of your test. From the “Review” menu, scroll to the bottom and select “End of Section.” Select the “Submit Final Answers” button. Select the “Yes” button to exit the unit. I will now collect your student testing ticket and scratch paper. |
|---|--|

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.

- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If more than one unit is being administered the same day, allow students to take a short break (e.g., restroom break or 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.