



4.9 Script for Administering Grade 3 Mathematics and English Language Arts (ELA)

The administration script under **Section 4.9.1** will be used for all units of the Grade 3 Mathematics Test. Refer to **Section 4.9.2** for the administration script for all units for the Grade 3 ELA Test. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-Math assessment. 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.

4.9.1 Grade 3 – Mathematics – All Units

Table 4.0 Mathematics Grade 3

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	60 Minutes	<ul style="list-style-type: none"> • Test booklet • Ruler • Pencils • Scratch paper 		
Unit 2	60 Minutes	<ul style="list-style-type: none"> • Test booklet • Ruler • Pencils • Scratch paper 		
Unit 3	60 Minutes	<ul style="list-style-type: none"> • Test booklet • Ruler • 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 unapproved electronic devices at your desk. 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>
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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 you there are questions regarding electronic devices.

Say	<p>Please sit quietly while I distribute the test materials.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed for certain students. Then, distribute all test booklets, and rulers.



If Unit 1: **Write your first and last name at the top of your test booklet in Box A.**
If Unit 2 or 3: **Check to make sure your first and last name is written at the top of your test booklet in Box A.**

Make sure all students have written their names on the test booklet. If necessary, assist students with making sure they are using the test booklet that belongs to them.

Instructions for Administering All Units



Using the labels on the edge of the page, open your test booklet to the first page of Unit ___ (fill in the appropriate unit) and follow along while I read the directions.

Today, you will take Unit ___ (fill in the appropriate unit) of the Grade 3 New Jersey Student Learning Assessment-Mathematics (NJSLA-M) Test. You will not be able to use a calculator.

Follow the directions to answer each question. Mark your answers by completely filling in the circles in your test booklet. Only answers you provide in your test booklet will be scored. Do not make any pencil marks outside of the circles in your test booklet. If you need to change an answer, be sure to erase your first answer completely.

If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided in your test booklet. Only responses written within the provided space will be scored.

If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit ONLY. Do not go past the stop sign.

Turn to the next page while I continue to read the directions.



Directions for Completing the Answer Grids

1. Work the problem and find an answer.
2. Write your answer in the boxes at the top of the grid.
3. Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.
4. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.
5. Do not fill in a circle under an unused box.

See below for examples on how to correctly complete an answer grid.

(Pause.)

This is the end of the directions in your test booklet.

When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach the “Stop” sign in your test booklet, do not go on until you are told to do so.

Examples of the “Go On” and “Stop” signs are posted on the board.

If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.

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



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



Do you have any questions?

Answer student 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.



You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.

Turn to the next page. 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 4.6.2**).
- Collect test materials as students complete testing (**Section 4.7.1**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.

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.
- Test booklets and answer documents must be closed or covered.
- 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 testing, place your scratch paper in your test booklet, and close your test booklet. We will take a silent three minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

 Say	Open your test booklets and continue testing.
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Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

 Say	You have 10 minutes remaining.
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Instructions for Ending the Unit

When the unit time is finished, read the following optional “**Say**” box if there are students still actively testing.



Stop working. Testing time has now ended. Close your test booklet.

Check that your name is written on your test booklet. I will collect your test materials.

- Collect all test materials.
- 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 on the same day, allow students to take a short break (e.g., restroom break or stretch break) or an extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.



4.9.2 Grade 3 – ELA – All Units

The administration script under **Section 4.9.2** will be used for all units for the Grade 3 ELA Test. Refer to **Section 4.9.1** for the administration script for all units for the Grade 3 Mathematics Test. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-ELA assessment. 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.

Table 4.1 ELA Grade 3

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	75 Minutes	<ul style="list-style-type: none"> • Test Booklet • Pencils • Scratch Paper 		
Unit 2	75 Minutes	<ul style="list-style-type: none"> • Test Booklet • 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 English Language Arts assessment.</p> <p>You may not have any unapproved electronic devices at your desk. 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>
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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.

Say	Please sit quietly while I distribute the test materials.
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed for certain students. Then, distribute test booklets.


Say	<p>If Unit 1: Write your first and last name at the top of your test booklet in Box A.</p> <p>If Unit 2 or 3: Check to make sure your first and last name is written at the top of your test booklet in Box A.</p>
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Make sure all students have written their names on the test booklet. If necessary, assist students with making sure they are using the test booklet that belongs to them.




Instructions for Administering All Units

 Say	<p>Using the labels on the edge of the page, open your test booklet to the first page of Unit ____ (fill in the appropriate unit) and follow along while I read the directions. Do not turn the page until I tell you to do so.</p> <p>Today, you will take Unit ____ (fill in appropriate unit) of the Grade 3 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. Mark your answers by completely filling in the circles in your test booklet. Do not make any pencil marks outside the circles in your test booklet. If you need to change an answer, be sure to erase your first answer completely.</p> <p>One of the questions will ask you to write a response. Write your response in the space provided in your test booklet. Only responses written within the provided space will be scored.</p> <p>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.</p>
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 Say	<p>This is the end of the directions in your test booklet.</p> <p>When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach the “Stop” sign in your test booklet, do not go on until you are told to do so.</p> <p>Examples of the “Go On” and “Stop” signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
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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 I have collected your test materials, sit quietly until the unit has ended.• Option B: After I have collected your test materials, I will dismiss you.• Option C: After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.
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 Say	<p>Do you have any questions?</p>
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Answer student 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.



You will have 75 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.

Turn to the next page. 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 4.6.2**).
- Collect test materials as students complete testing (**Section 4.7.1**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.

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.
- Test booklets and answer documents must be closed or covered.
- 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 testing, place your scratch paper in your test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.

After taking a classroom break, ensure students open their test booklets and continue testing where they left off.



Open your test booklets and continue testing.

Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:



Say	You have 10 minutes remaining.
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Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing.

Say	Stop working. Testing time has now ended. Close your test booklet. Check that your name is written on your test booklet. I will collect your test materials.
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- Collect all test materials.
- 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 Script for Administering Mathematics

The administration script under **Section 4.10.1** will be used for all units of the Grades 4 and 5 mathematics test. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the NJSLA-Math assessment. 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.


4.10.1 Grades 4-5 Mathematics – All Units

Table 4.2 Mathematics Grades 4-5

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	60 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Mathematics reference sheets (grade 5 only) • Rulers and protractors • Pencils • Scratch paper 		
Unit 2	60 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Mathematics reference sheets (grade 5 only) • Rulers and protractors • Pencils • Scratch paper 		
Unit 3	60 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Mathematics reference sheets (grade 5 only) • Rulers and protractors • 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 unapproved electronic devices at your desk. 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>
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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.



Please sit quietly while I distribute the test materials.

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed for certain students. Then, distribute test booklets, answer documents, rulers and protractors. For Grade 5, also distribute mathematics reference sheets.



If Unit 1: **Write your first and last name at the top of your test booklet and answer document in Box A.**

If Unit 2 or 3: **Check to make sure your first and last name is written at the top of your test booklet in and answer document in Box A.**

Make sure all students have written their names on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering All Units



Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles in your answer document. If you need to change an answer, be sure to erase your first answer completely.

If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided in your answer document. Only responses written within the provided space will be scored.

If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.

Turn to the next page while I continue to read the directions.



Say

Directions for Completing the Answer Grids

1. **Work the problem and find an answer.**
2. **Write your answer in the boxes at the top of the grid.**
3. **Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.**
4. **Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.**
5. **Do not fill in a circle under an unused box.**
6. **Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.**

See below for examples on how to correctly complete an answer grid.

(Pause.)

This is the end of the directions in your test booklet.

When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until you are told to do so.

Examples of the “Go On” and “Stop” signs are posted on the board.

If you finish early and have completely checked your work, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.

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

Say

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

Say

Do you have any questions?

Answer student 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.

Say

You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.

Turn to the next page. 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 4.6.2**).
- Collect test materials as students complete testing (**Section 4.7.1**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.

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.
- Test booklets and answer documents must be closed or covered.
- 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 testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

Say	Open your test booklet and answer document and continue testing.
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Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Say	You have 10 minutes remaining.
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Instructions for Ending the Unit

When the unit time is finished, read the following optional “**Say**” box if there are students still actively testing.



Stop working. Testing time has now ended. Close your test booklet and answer document.

Check that your name is written on your test booklet and answer document. I will collect your test materials.

- Collect all test materials.
- 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 an 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 assessments. Refer to **Section 4.10.4** for the administration script for Grades 6–8 Units 2 and 3 and high school Unit 2. The administration script for Unit 1 of the Grade 8 mathematics assessment 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-Math assessment. 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.

Table 4.3 Grades 6-7, and High School Mathematics Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
1. Unit 1: Non-Calculator Section 2. Students Go On 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"> Test booklets Answer documents Mathematics reference sheets Rulers and protractors (required for Grades 6 & 7) Pencils Scratch paper Calculators (Calculator Section Only) 		

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 unapproved electronic devices at your desk. 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>
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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.

Say	<p>Please sit quietly while I distribute the test materials.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets, answer documents, and mathematics reference sheets. For Grade 6 and Grade 7, also distribute rulers and protractors.



Write your first and last name at the top of your test booklet and answer document in Box A.

Make sure all students have written their names on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering Unit 1



Using the labels on the edge of the page, open your test booklet to the first page of Unit 1 and follow along while I read the directions.

Today, you will take Unit 1 of the (grade 6, 7 or the appropriate course) New Jersey Student Learning Assessment-Mathematics (NJSLA-M) Test. Unit 1 has two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator. 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 of Unit 1 within the time allowed.

Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answer you provide in your answer document will be scored. Do not make any pencil marks outside the circles. If you need to change an answer, be sure to erase your first answer completely.



Say

If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided in your answer document. Only responses written within the provided space will be scored.

If you do not know the answer to a question, you may go on to the next question. When you finish the first section, you may review your answers and any questions you did not answer in this section only. Once you have reviewed your answers, continue to the calculator section. When you are ready to go on to the calculator section, raise your hand to receive your calculator.

Turn to the next page while I continue to read the

directions. Directions for Completing the Answer Grids

1. Work the problem and find an answer.
2. Write your answer in the boxes at the top of the grid.
3. Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.
4. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.
5. Do not fill in a circle under an unused box.
6. Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.

See below for examples on how to correctly complete an answer grid.

(Pause)

This is the end of the directions in your test booklet.


When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until you are told to do so.

Examples of the “Go On” and “Stop” signs are posted on the board.

If you finish early and have completely checked your work in the calculator section, raise your hand and I will collect your test materials. Once I have collected your materials you cannot get them back.




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


	<ul style="list-style-type: none">• Option A: After I have collected your test materials, please sit quietly until the unit has ended.• Option B: After I have collected your test materials, I will dismiss you.• Option C: After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.
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	Do you have any questions?
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Answer student 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.

	<p>Grades 6 & 7 Units: 60 minutes</p> <p>You will have 60 minutes to complete both the non-calculator and calculator sections of this unit. When there are 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 let you know when you have 10 minutes of testing time left.</p> <p>Turn to the next page. You may begin working now.</p>
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	<p>High School Units: 90 minutes</p> <p>You will have 90 minutes to complete both the non-calculator and calculator sections of this unit. When there are 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 let you know when you have 10 minutes of testing time left.</p> <p>Turn to the next page. You may begin working now.</p>
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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 4.6.2**).
- Collect test materials as students complete testing (**Section 4.7.1**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.



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.
- Test booklets and answer documents must be closed or covered.
- 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 testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.
--	--

After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

 Say	Open your test booklet and answer document and continue testing.
--	---

Instructions for When 20 Minutes of Unit Time Remain


When 20 minutes of unit time remain:

 Say	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:

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



Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing.

Say Stop working. Testing time has now ended. Close your test booklet and answer document.
Check that your name is written on your test booklet and answer document. I will collect your test materials.

- Collect all test materials.
- 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 an 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 Grades 6, 7, 8, and High School mathematics assessment Unit 2. Unit 1 for Grades 6, 7, and high school 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-Math assessment. 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.

Table 4.4 Grade 8 Mathematics Unit 1


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"> • Test booklets • Answer documents • Mathematics reference sheets • Rulers • 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 unapproved electronic devices at your desk. 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.

 Say	<p>Please sit quietly while I distribute the test materials.</p>
---	---

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed for certain students. Then, distribute test booklets, answer documents, rulers, and mathematics reference sheets.



Write your first and last name at the top of your test booklet and answer document in Box A.

Make sure all students have written their names on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering Unit 1



Using the labels on the edge of the page, open your test booklet to the first page of Unit 1 and follow along while I read the directions.


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.

Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do not make any pencil marks outside the circles in your answer document. If you need to change an answer, be sure to erase your first answer completely.


If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided in your answer document. Only responses written within the provided space will be scored.


If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.



	<p>Directions for Completing the Answer Grids</p> <ol style="list-style-type: none">1. Work the problem and find an answer.2. Write your answer in the boxes at the top of the grid.3. Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.4. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.5. Do not fill in a circle under an unused box.6. Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals. <p>See below for examples on how to correctly complete an answer grid.</p> <p>(Pause)</p> <p>This is the end of the directions in your test booklet.</p> <p>When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until directed to do so.</p> <p>Examples of the “Go On” and “Stop” signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
---	---


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

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

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

Answer student 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.

	<p>You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>Turn to the next page. 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 4.6.2**).
- Collect test materials as students complete testing (**Section 4.7.1**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.

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.
- Test booklets and answer documents must be closed or covered.
- Students are **not permitted to talk to each other** during testing or breaks during testing.

If taking a three-minute stand-and-stretch break during the unit:

 Say	Please stop testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.
---	--


After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

 Say	Open your test booklet and answer document and continue testing.
---	---

Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain:

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



Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing.

	<p>Stop working. Testing time has now ended. Close your test booklet and answer document.</p> <p>Check that your name is written on your test booklet and answer document. I will collect your test materials.</p>
---	--

- Collect all test materials.
- 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 an 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


Test administration scripts for Grades 6, 7, and high school Unit 1 are in **Section 4.10.2**. Test administration scripts for Grade 8 Unit 1 are in **Section 4.10.3**.

Table 4.5 Grades 6-8 Mathematics – Units 2-3, and High School Mathematics – Unit 2


Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	Grades 6–8: 60 Minutes High School: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Mathematics reference sheets • Rulers • Protractors (required for Grades 6 & 7) • Pencils • Scratch paper • Calculators 		
Unit 3	Grades 6–8: 60 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Mathematics reference sheets • Rulers • Protractors (required for Grades 6 & 7) • Pencils • Scratch paper • Calculators 		

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 unapproved electronic devices at your desk. 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.

 Say	<p>Please sit quietly while I distribute the test materials.</p>
---	---




Remember that students wrote their names on their test booklets and answer documents in the previous unit. Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed for certain students. Then, distribute all test booklets, answer documents, mathematics reference sheets, calculators, and rulers. For Grade 6 and Grade 7, also distribute protractors.

 Say	<p>Check to make sure your name is written at the top of your test booklet and answer document.</p> <p>(Pause.)</p> <p>Please raise your hand if your name is not at the top of your test booklet or answer document.</p>
--	---

Make sure all students have received their own test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering Each Unit

 Say	<p>Using the labels on the edge of the page, open your test booklet to the first page of Unit ___ (fill in the appropriate unit) and follow along while I read the directions.</p> <p>Today, you will take Unit ___ (fill in the appropriate unit number) of the ___ (fill in the appropriate grade-level/course) New Jersey Student Learning Assessment-Mathematics (NJSLA-M) Test. You will be able to use a calculator.</p>
--	--



Say

Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles in your answer document. If you need to change an answer, be sure to erase your first answer completely.

If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.

If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.

Turn to the next page while I continue to read the directions. Directions for Completing the Answer Grids

1. Work the problem and find an answer.
2. Write your answer in the boxes at the top of the grid.
3. Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.
4. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.
5. Do not fill in a circle under an unused box.
6. Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.

See below for examples on how to correctly complete an answer grid.

(Pause)

This is the end of the directions in your test booklet.

When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until directed to do so.

Examples of the “Go On” and “Stop” signs are posted on the board.

If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.



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 I have collected your test materials, please sit quietly until the unit has ended.• Option B: After I have collected your test materials, I will dismiss you.• Option C: After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.
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Say	Do you have any questions?
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Answer student 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.

Say	<p>Grades 6-8 Units: 60 minutes</p> <p>You will have 60 minutes to complete both this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>Turn to the next page. You may begin working now.</p>
------------	--

Say	<p>High School Units: 90 minutes</p> <p>You will have 90 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>Turn to the next page. 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 4.6.2**).
- Collect test materials as students complete testing (**Section 4.7.1**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.



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.
- Test booklets and answer documents must be closed or covered.
- 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 testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.

After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

Say Open your test booklet and answer document and continue testing.

Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say You have 10 minutes remaining.

Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing.

Say Stop working. Testing time has now ended. Close your test booklet and answer document.
Check that your name is written on your test booklet and answer document. I will collect your test materials.



- Collect all test materials.
- 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 assessment. 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.

4.11.1 English Language Arts (ELA) – All Units

Table 4.6 Grades 4–10 – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grades 4–10: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch Paper 		
Unit 2	Grades 4–10: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • 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 English Language Arts assessment.</p> <p>You may not have any unapproved electronic devices at your desk. 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.

Say	<p>Please sit quietly while I distribute the test materials.</p>
------------	---


Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed for certain students. Then, distribute test booklets and answer documents.



 Say	<p>If Unit 1: Write your first and last name at the top of your test booklet and answer document in Box A.</p> <p>If Unit 2: Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.</p>
--	---


Make sure all students have written their names on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering Each Unit

 Sa	<p>Using the labels on the edge of the page, open your test booklet to the first page of Unit ____ (fill in the appropriate unit) and follow along while I read the directions. Do not turn the page until I tell you to do so.</p> <p>Today, you will take Unit ____ (fill in appropriate unit number) of the Grade ____ (fill in the appropriate grade) New Jersey Student Learning Assessment-English Language Arts (NJSLA-ELA) Test.</p> <p>Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles. If you need to change an answer, be sure to erase your first answer completely.</p> <p>One of the questions will ask you to write a response. Write your response in the space provided in your answer document. Be sure to keep your response within the provided space. Only responses written within the provided space will be scored.</p> <p>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.</p> <p>This is the end of the directions in your test booklet.</p> <p>When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until you are told to do so.</p> <p>Examples of the “Go On” and “Stop” signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</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 I have collected your test materials, sit quietly until the unit has ended.• Option B: After I have collected your test materials, I will dismiss you.• Option C: After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.
--	---

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

Answer student 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.

 Say	You will have 90 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. Turn to the next page. 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 4.6.2**).
- Collect test materials as students complete testing (**Section 4.7.1**).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.

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.
- Test booklets and answer documents must be closed or covered.
- 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 testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.
------------	--

After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

Say	Open your test booklet and answer document and continue testing.
------------	---

Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

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

Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing.

Say	Stop working. Testing time has now ended. Close your test booklet and answer document.
	Check that your name is written on your test booklet and answer document. I will collect your test materials.

- Collect all test materials.
- 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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.