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

Local Education Agencies (LEAs) administering the secure paper tests (i.e., regular paper, Braille, or Large Print) of the NJSLA or NJGPA are no longer required to transcribe student responses directly into an answer document. Student responses must be recorded in a test booklet. Please see *Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses* in the *NJSLA and NJGPA Accessibility Features and Accommodations Manual – 12th Edition* on the New Jersey Assessments Resource Center under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources** for specific instructions on scribing and transcribing student responses. Districts must now establish a "Transcription English," "Transcription Spanish," or "Transcription Braille" test session within PearsonAccess^next (PAN) and transcribe all student responses directly into TestNav.

Test Administration Window
Students taking the secure paper NJSLA or NJGPA tests must complete testing during the prescribed testing window for each specific testing program.

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

Test Administration Policy and Procedures
The following test administration procedures must be adhered to at all times:
1. Secure paper test administration must follow all security protocols, test administration policies and procedures, and testing accommodation and accessibility features as specified in the *Test Coordinator Manual* (*TCM*), *Test Administrator Manual* (*TAM*), and *Accessibility Features and Accommodations* (*AFA*) *Manual*.
2. The administration of the secure paper tests should occur during the hours the student typically receives instruction.
3. Students taking the secure paper test forms must be placed in a "Transcription English," "Transcription Spanish," or "Transcription Braille" test session. The student's responses from their test booklet must be transcribed verbatim into TestNav for scoring. Failure to transcribe student responses from the test booklet into TestNav will result in the student not receiving a valid scale score.
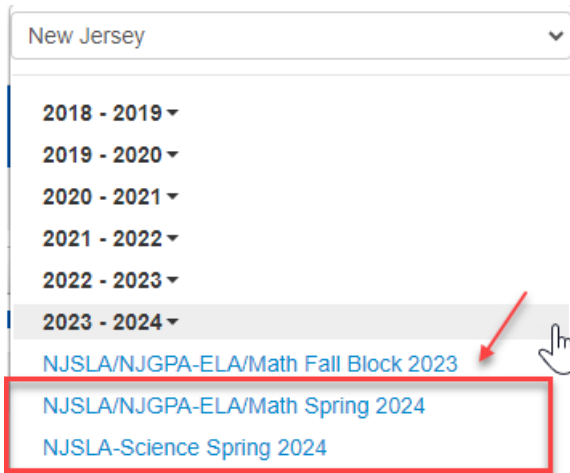
Students requiring a paper test will be registered with an online test format selected with Alternate Representation – Paper Tests also selected. LEAs must set up a "Transcription English," "Transcription Spanish," or "Transcription Braille" test session and add the test registrations.

For more details about registering students, refer to the *Student Registration/Personal Needs Profile (SR/PNP) Field Definitions Document* available under **Support > Documentation** in PAN.
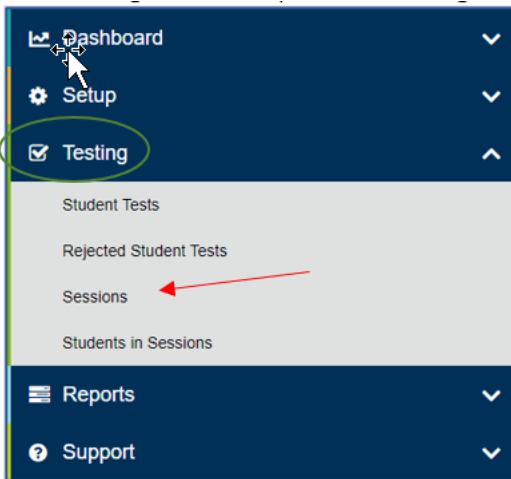
Guidance for Creating Transcription English, Transcription Spanish, or Transcription Braille Test Sessions
Follow the steps below to create Transcription English, Transcription Spanish, or Transcription Braille test sessions for secure paper test forms:
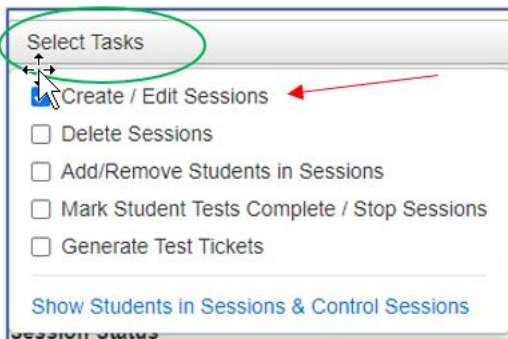
1. Ensure you are in the correct PearsonAccess^next (PAN) scope.

New Jersey

- 2018 - 2019
- 2019 - 2020
- 2020 - 2021
- 2021 - 2022
- 2022 - 2023
- 2023 - 2024

NJSLA/NJGPA-ELA/Math Fall Block 2023
NJSLA/NJGPA-ELA/Math Spring 2024
NJSLA-Science Spring 2024

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

- Dashboard
- Setup
- Testing
  - Student Tests
  - Rejected Student Tests
  - Sessions
  - Students in Sessions
- Reports
- Support

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

Select Tasks

- Create / Edit Sessions
- Delete Sessions
- Add/Remove Students in Sessions
- Mark Student Tests Complete / Stop Sessions
- Generate Test Tickets

Show Students in Sessions & Control Sessions

Afterward, click on the blue "Start" button.

Start

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

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

6. Find the student(s), place them into the newly created Transcription English, Transcription Spanish, or Transcription Braille test session, and click Create.

After Testing

LEAs must transcribe student responses directly into TestNav by the established deadline. When transcribing student responses from the test booklet into TestNav, the following guidance must be adhered to at all times:

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

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

Returning nonscorable paper test booklets to vendor

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

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

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

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