

NJSLA and NJGPA

New Jersey Student Learning Assessment
New Jersey Graduation Proficiency Assessment

2022 Test Administrator Braille Script for Paper-Based Testing

Grade 3, 4-5, 6-8, 9, and NJGPA English Language Arts

The 2022 Test Administrator Braille Script must be used with the *Spring 2022 Test Administrator Manual*.

NJSLA and NJGPA ELA Braille 2022

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Grade 3 ELA

General Information

- Directions for filling in a circle, making marks, and erasing do not apply. The student will write answers using a braille writing device (e.g., braillewriter, braille note-taker, slate and stylus) or other method identified in their Individualized Education Program (IEP). These will be referred to as answer sheets in the scripts. The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document.
- Braille pages are numbers sequentially in the lower right-hand corner. The corresponding print page numbers are in the upper right-hand corner.
- A Special Symbols page is included to provide the student with information about the dot information of special braille characters. A Transcriber’s Note page is included within the test to explain special format and layout of this information.
- Paragraphs are numbered in braille as they are shown in print.
- During the test, a student taking the test electronically may emboss a copy of their answers to review. A final copy of the student's responses must then be printed for transcription purposes. Both the embossed and final copies of the student's work must be returned to the School Test Coordinator after testing.
- Refer to **Sections 6.0 and 7.0** of the *Spring 2022 Test Administrator Manual* for more information on tasks to complete before, during, and after testing.
- The words “Go On” are omitted at the bottom of the page. The word “Stop” is retained at the bottom of the page.

Reminders for Test Administrators before Braille Testing

- Make sure you have the correct test booklets for your group to be tested.
- Write the student's name on the top of the test booklet.
- Verify you have the correct picture descriptions for English language arts.
- Make sure you have a list of the accommodations for the students testing and have received the proper training from your School Test Coordinator. Consult **Appendix A** of the *Accessibility Features and Accommodations Manual* for the list of available accessibility features and accommodations for paper-based testing.
 - If the students in your group require a Human Reader, follow the protocol outlined in **Appendix B** of the *Accessibility Features and Accommodations Manual*. Please note that the text in the regular-print test booklet may differ from the braille test booklet. These instances are listed in the Additional Notes section of the Transcriber’s Notes document. Image descriptions should be read aloud, too.
 - If one or more students are testing with extended-time accommodations, you will need to adjust the amount of time each student will have to complete each unit. Refer to each student’s accommodations for information on extended time, and follow the guidelines outlined in **Appendix E** of the *Accessibility Features and Accommodations Manual*.
 - If one or more students in your unit needs a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own. For more information, see **Appendix A, Table A7** of the *Accessibility Features and Accommodations Manual*.

NJSLA-ELA Grade 3 Braille 2022

Reminders for Test Administrators during Braille Testing

- Refer to **Sections 2.9.1 and 2.8** of the *Spring 2022 Test Administrator Manual* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify only scripted administration instructions after reading the script word-for-word. No charts, graphics, prompts, or test items may be clarified.
- Braille test booklets may be disassembled during testing to make it easier for the student to access previous pages. For example, an item may refer to a table or graphic on a previous page. Sometimes a single item may take up multiple pages.
- The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document. If an item has multiple parts, they should label each part clearly.
- During the test, a student who is recording their responses electronically may emboss a copy of their answers to review. A final copy of the student's responses must then be printed for transcription purposes. Both the embossed and final copies of the student's work must be given to the School Test Coordinator (STC) after testing.
- For breaks during test units, have students place a bookmark in their test booklet to help them identify their place in the exam when they return.

Reminders for Test Administrators after Braille Testing

- If the student recorded their answers electronically, Test Administrators should print out a copy of the student's answer sheet or ink print the student's answers in braille.
- If the student recorded their answers using a computer or braille note-taker, be sure to delete the student's answer sheet file completely from the device after the student has printed.
- If the student used any electronic scratch paper or made any electronic notes, ensure that these files are deleted.
- Braille test booklets may be disassembled for testing but must be reassembled for return. To reassemble the test booklets, you may staple or binder clip all pages for return to Pearson. It is critical that schools check the number of pages in the test booklet prior to disassembling the test booklets to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.

Grade 3 ELA

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA-ELA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. 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. Text that is outside the “Say” boxes includes directions for TAs to follow and should not be read to students.

Grade 3 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	75 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
Unit 2	75 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
Unit 3 (if applicable)	75 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

Test Administrator Script

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>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. 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, braille writing device, (e.g., braillewriter, braille note-taker, slate and stylus), and approved accessibility/accommodations tools, if needed, for certain students. Then, distribute test booklets.

NJSLA-ELA Grade 3 Braille 2022

Note: Some students may require the use of a signature guide to write their name on the test booklets. In these cases, have signature guides available.

Say:	<p>If Unit 1: Sign your name at the top of your test booklet. If you need assistance with signing your name, please raise your hand.</p> <p>(Pause.)</p> <p>Write your name at the beginning of your answer sheet.</p> <p>If Unit 2: Confirm with the Test Administrator that you have the test booklet with your name on it.</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 belong to them.

Instructions for Administering Each Unit

Say:	<p>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 the 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. To change an answer when using a braillewriter or slate and stylus, full cell over the answer to cross it out. To change an answer when using Braille note-taker, delete the answer that was inserted by backspacing and replacing it with your new answer.</p> <p>One of the questions will ask you to write a response. Write your response.</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 word "Stop."</p>
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Say:	<p>This is the end of the directions in your test booklet.</p> <p>When you reach the word "Stop" in your test booklet, do not go on until directed to do so.</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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NJSLA-ELA Grade 3 Braille 2022

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

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

Say:	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Regular time:

Say:	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.
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For extended time students only:

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:	Option A: You will have ____ hours to complete this unit. I will let you know when you have ____ minutes of testing time left. You may begin working now.
	Option B: You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when you have ____ minutes of testing time left. You may begin working now.

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2022 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, "Do the best you can." (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

NJSLA-ELA Grade 3 Braille 2022

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 except for students who have frequent breaks in accordance with section 2f of the AF&A manual).

TAs must adhere to the following security measures:

- 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 testing, place your testing materials under your workstation, 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 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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Note: Do not read the preceding text to students with an extended time accommodation.

Instructions for Ending the Unit

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

Say:	Stop working. Testing time has now ended. When using a braillewriter or slate and stylus, remove your answer sheet and place it in your test booklet. Close 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.

NJSLA-ELA Grade 3 Braille 2022

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 starting at the very beginning, and move on to the next unit.

NJSLA-ELA Grades 4 & 5 Braille 2022

Grades 4 and 5 ELA

General Information

- Directions for filling in a circle, making marks, and erasing do not apply. The student will write answers using a braille writing device (e.g., braillewriter, braille note-taker, slate and stylus) or other method identified in their Individualized Education Program (IEP). These will be referred to as answer sheets in the scripts. The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document.
- Braille pages are numbers sequentially in the lower right-hand corner. The corresponding print page numbers are in the upper right-hand corner.
- A Special Symbols page is included to provide the student with information about the dot information of special braille characters. A Transcriber’s Note page is included within the test to explain special format and layout of this information.
- Paragraphs are numbered in braille as they are shown in print.
- During the test, a student taking the test electronically may emboss a copy of their answers to review. A final copy of the student’s responses must then be printed for transcription purposes. Both the embossed and final copies of the student’s work must be returned to the School Test Coordinator after testing.
- Refer to **Sections 6.0 and 7.0** of the *Spring 2022 Test Administrator Manual* for more information on tasks to complete before, during, and after testing.
- The words “Go On” are omitted at the bottom of the page. The word “Stop” is retained at the bottom of the page.

Reminders for Test Administrators before Braille Testing

- Make sure you have the correct test booklets for your group to be tested.
- Write the student’s name on the top of the test booklet.
- Verify you have the correct picture descriptions for English language arts.
- Make sure you have a list of the accommodations for the students testing and have received the proper training from your School Test Coordinator. Consult **Appendix A** of the *Accessibility Features and Accommodations Manual* for the list of available accessibility features and accommodations for paper-based testing.
 - If the students in your group require a Human Reader, follow the protocol outlined in **Appendix B** of the *Accessibility Features and Accommodations Manual*. Please note that the text in the regular-print test booklet may differ from the braille test booklet. These instances are listed in the Additional Notes section of the Transcriber’s Notes document. Image descriptions should be read aloud, too.
 - If one or more students are testing with extended-time accommodations, you will need to adjust the amount of time each student will have to complete each unit. Refer to each student’s accommodations for information on extended time, and follow the guidelines outlined in **Appendix E** of the *Accessibility Features and Accommodations Manual*.
 - If one or more students in your unit needs a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own. For more information, see **Appendix A, Table A7** of the *Accessibility Features and Accommodations Manual*.

Reminders for Test Administrators during Braille Testing

- Refer to **Sections 2.9.1 and 2.8** of the *Spring 2022 Test Administrator Manual* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify only scripted administration instructions after reading the script word-for-word. No charts, graphics, prompts, or test items may be clarified.
- Braille test booklets may be disassembled during testing to make it easier for the student to access previous pages. For example, an item may refer to a table or graphic on a previous page. Sometimes a single item may take up multiple pages.
- The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document. If an item has multiple parts, they should label each part clearly.
- During the test, a student who is recording their responses electronically may emboss a copy of their answers to review. A final copy of the student's responses must then be printed for transcription purposes. Both the embossed and final copies of the student's work must be given to the School Test Coordinator (STC) after testing.
- For breaks during test units, have students place a bookmark in their test booklet to help them identify their place in the exam when they return.

Reminders for Test Administrators after Braille Testing

- If the student recorded their answers electronically, Test Administrators should print out a copy of the student's answer sheet or ink print the student's answers in braille.
- If the student recorded their answers using a computer or braille note-taker, be sure to delete the student's answer sheet file completely from the device after the student has printed.
- If the student used any electronic scratch paper or made any electronic notes, ensure that these files are deleted.
- Braille test booklets may be disassembled for testing but must be reassembled for return. To reassemble the test booklets, you may staple or binder clip all pages for return to Pearson. It is critical that schools check the number of pages in the test booklet prior to disassembling the test booklets to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.

NJSLA-ELA Grades 4 & 5 Braille 2022

Grades 4 and 5 ELA

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA-ELA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. 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. Text that is outside the “Say” boxes includes directions for TAs to follow and should not be read to students.

Grades 4 and 5 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none">• Test booklets• Pencils• Scratch paper		
Unit 2	90 minutes	<ul style="list-style-type: none">• Test booklets• Pencils• Scratch paper		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none">• Test booklets• Pencils• Scratch paper		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

Test Administrator Script

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>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. 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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NJSLA-ELA Grades 4 & 5 Braille 2022

Distribute scratch paper, braille writing device, (e.g., braillewriter, braille note-taker, slate and stylus), and approved accessibility/accommodations tools, if needed, for certain students. Then, distribute test booklets. Note: Some students may require the use of a signature guide to write their name on the test booklets. In these cases, have signature guides available.

Say:	<p>If Unit 1: Sign your name at the top of your test booklet. If you need assistance with signing your name, please raise your hand.</p> <p>(Pause.)</p> <p>Write your name at the beginning of your answer sheet.</p> <p>If Unit 2: Confirm with the Test Administrator that you have the test booklet with your name on it.</p>
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Make sure all students have written their names on the test booklet and answer sheet. If necessary, assist students with making sure they are using the test booklet that belong to them.

Instructions for Administering Each Unit

Say:	<p>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 the appropriate unit) 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. To change an answer when using a braillewriter or slate and stylus, full cell over the answer to cross it out. To change an answer when using a Braille note-taker, delete the answer that was inserted by backspacing and replacing it with your new answer.</p> <p>One of the questions will ask you to write a response. Write your response.</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 word "Stop."</p>
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Say:	<p>This is the end of the directions in your test booklet.</p> <p>When you reach the word "Stop" in your test booklet, do not go on until directed to do so.</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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NJSLA-ELA Grades 4 & 5 Braille 2022

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

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

Say:	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Regular time:

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.
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For extended time students only:

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:	Option A: You will have ____ hours to complete this unit. I will let you know when you have ____ minutes of testing time left. You may begin working now.
	Option B: You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when you have ____ minutes of testing time left. You may begin working now.

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2022 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, "Do the best you can." (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

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 except for students who have frequent breaks in accordance with section 2f of the AF&A manual).

TAs must adhere to the following security measures:

- 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 testing, place your testing materials under your workstation, 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 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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Note: Do not read the preceding text to students with an extended time accommodation.

Instructions for Ending the Unit

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

Say:	Stop working. Testing time has now ended. When using a braillewriter or slate and stylus, remove your answer sheet and place it in your test booklet. Close 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 starting at the very beginning, and move on to the next unit.

NJSLA-ELA Grades 6, 7, & 8 Braille 2022

Grades 6, 7, and 8 ELA

General Information

- Directions for filling in a circle, making marks, and erasing do not apply. The student will write answers using a braille writing device (e.g., braillewriter, braille note-taker, slate and stylus) or other method identified in their Individualized Education Program (IEP). These will be referred to as answer sheets in the scripts. The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document.
- Braille pages are numbers sequentially in the lower right-hand corner. The corresponding print page numbers are in the upper right-hand corner.
- A Special Symbols page is included to provide the student with information about the dot information of special braille characters. A Transcriber’s Note page is included within the test to explain special format and layout of this information.
- Paragraphs are numbered in braille as they are shown in print.
- During the test, a student taking the test electronically may emboss a copy of their answers to review. A final copy of the student’s responses must then be printed for transcription purposes. Both the embossed and final copies of the student’s work must be returned to the School Test Coordinator after testing.
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- The words “Go On” are omitted at the bottom of the page. The word “Stop” is retained at the bottom of the page.

Reminders for Test Administrators before Braille Testing

- Make sure you have the correct test booklets for your group to be tested.
- Write the student’s name on the top of the test booklet.
- Verify you have the correct picture descriptions for English language arts.
- Make sure you have a list of the accommodations for the students testing and have received the proper training from your School Test Coordinator. Consult **Appendix A** of the *Accessibility Features and Accommodations Manual* for the list of available accessibility features and accommodations for paper-based testing.
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- The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document. If an item has multiple parts, they should label each part clearly.
- During the test, a student who is recording their responses electronically may emboss a copy of their answers to review. A final copy of the student's responses must then be printed for transcription purposes. Both the embossed and final copies of the student's work must be given to the School Test Coordinator (STC) after testing.
- For breaks during test units, have students place a bookmark in their test booklet to help them identify their place in the exam when they return.

Reminders for Test Administrators after Braille Testing

- If the student recorded their answers electronically, Test Administrators should print out a copy of the student's answer sheet or ink print the student's answers in braille.
- If the student recorded their answers using a computer or braille note-taker, be sure to delete the student's answer sheet file completely from the device after the student has printed.
- If the student used any electronic scratch paper or made any electronic notes, ensure that these files are deleted.
- Braille test booklets may be disassembled for testing but must be reassembled for return. To reassemble the test booklets, you may staple or binder clip all pages for return to Pearson. It is critical that schools check the number of pages in the test booklet prior to disassembling the test booklets to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.

NJSLA-ELA Grades 6, 7, & 8 Braille 2022

Grades 6, 7, and 8 ELA

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA-ELA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. 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. Text that is outside the “Say” boxes includes directions for TAs to follow and should not be read to students.

Grades 6, 7, and 8 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none">• Test booklets• Pencils• Scratch paper		
Unit 2	90 minutes	<ul style="list-style-type: none">• Test booklets• Pencils• Scratch paper		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none">• Test booklets• Pencils• Scratch paper		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

Test Administrator Script

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>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. 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, braille writing device, (e.g., braillewriter, braille note-taker, slate and stylus), and

NJSLA-ELA Grades 6, 7, & 8 Braille 2022

approved accessibility/accommodations tools, if needed, for certain students. Then, distribute test booklets. Note: Some students may require the use of a signature guide to write their name on the test booklets. In these cases, have signature guides available.

Say:	<p>If Unit 1: Sign your name at the top of your test booklet. If you need assistance with signing your name, please raise your hand.</p> <p>(Pause.)</p> <p>Write your name at the beginning of your answer sheet.</p> <p>If Unit 2: Confirm with the Test Administrator that you have the test booklet with your name on it.</p>
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Make sure all students have written their names on the test booklet and answer sheet. If necessary, assist students with making sure they are using the test booklet that belong to them.

Instructions for Administering Each Unit

Say:	<p>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 the appropriate unit) 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. To change an answer when using a braillewriter or slate and stylus, full cell over the answer to cross it out. To change an answer when using a Braille note-taker, delete the answer that was inserted by backspacing and replacing it with your new answer.</p> <p>One of the questions will ask you to write a response. Write your response.</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 word "Stop."</p>
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Say:	<p>This is the end of the directions in your test booklet.</p> <p>When you reach the word "Stop" in your test booklet, do not go on until directed to do so.</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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NJSLA-ELA Grades 6, 7, & 8 Braille 2022

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

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

Say:	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Regular time:

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.
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For extended time students only:

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:	Option A: You will have ____ hours to complete this unit. I will let you know when you have ____ minutes of testing time left. You may begin working now.
	Option B: You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when you have ____ minutes of testing time left. You may begin working now.

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2022 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, "Do the best you can." (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

NJSLA-ELA Grades 6, 7, & 8 Braille 2022

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 except for students who have frequent breaks in accordance with section 2f of the AF&A manual).

TAs must adhere to the following security measures:

- 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 testing, place your testing materials under your workstation, 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 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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Note: Do not read the preceding text to students with an extended time accommodation.

Instructions for Ending the Unit

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

Say:	Stop working. Testing time has now ended. When using a braillewriter or slate and stylus, remove your answer sheet and place it in your test booklet. Close 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 starting at the very beginning, and move on to the next unit.

NJSLA-ELA Grade 9 Braille 2022

Grade 9 ELA

General Information

- Directions for filling in a circle, making marks, and erasing do not apply. The student will write answers using a braille writing device (e.g., braillewriter, braille note-taker, slate and stylus) or other method identified in their Individualized Education Program (IEP). These will be referred to as answer sheets in the scripts. The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document.
- Braille pages are numbers sequentially in the lower right-hand corner. The corresponding print page numbers are in the upper right-hand corner.
- A Special Symbols page is included to provide the student with information about the dot information of special braille characters. A Transcriber’s Note page is included within the test to explain special format and layout of this information.
- Paragraphs are numbered in braille as they are shown in print.
- During the test, a student taking the test electronically may emboss a copy of their answers to review. A final copy of the student’s responses must then be printed for transcription purposes. Both the embossed and final copies of the student’s work must be returned to the School Test Coordinator after testing.
- Refer to **Sections 6.0 and 7.0** of the *Spring 2022 Test Administrator Manual* for more information on tasks to complete before, during, and after testing.
- The words “Go On” are omitted at the bottom of the page. The word “Stop” is retained at the bottom of the page.

Reminders for Test Administrators before Braille Testing

- Make sure you have the correct test booklets for your group to be tested.
- Write the student’s name on the top of the test booklet.
- Verify you have the correct picture descriptions for English language arts.
- Make sure you have a list of the accommodations for the students testing and have received the proper training from your School Test Coordinator. Consult **Appendix A** of the *Accessibility Features and Accommodations Manual* for the list of available accessibility features and accommodations for paper-based testing.
 - If the students in your group require a Human Reader, follow the protocol outlined in **Appendix B** of the *Accessibility Features and Accommodations Manual*. Please note that the text in the regular-print test booklet may differ from the braille test booklet. These instances are listed in the Additional Notes section of the Transcriber’s Notes document. Image descriptions should be read aloud, too.
 - If one or more students are testing with extended-time accommodations, you will need to adjust the amount of time each student will have to complete each unit. Refer to each student’s accommodations for information on extended time, and follow the guidelines outlined in **Appendix E** of the *Accessibility Features and Accommodations Manual*.
 - If one or more students in your unit needs a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own. For more information, see **Appendix A, Table A7** of the *Accessibility Features and Accommodations Manual*.

Reminders for Test Administrators during Braille Testing

- Refer to **Sections 2.9.1 and 2.8** of the *Spring 2022 Test Administrator Manual* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify only scripted administration instructions after reading the script word-for-word. No charts, graphics, prompts, or test items may be clarified.
- Braille test booklets may be disassembled during testing to make it easier for the student to access previous pages. For example, an item may refer to a table or graphic on a previous page. Sometimes a single item may take up multiple pages.
- The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document. If an item has multiple parts, they should label each part clearly.
- During the test, a student who is recording their responses electronically may emboss a copy of their answers to review. A final copy of the student's responses must then be printed for transcription purposes. Both the embossed and final copies of the student's work must be given to the School Test Coordinator (STC) after testing.
- For breaks during test units, have students place a bookmark in their test booklet to help them identify their place in the exam when they return.

Reminders for Test Administrators after Braille Testing

- If the student recorded their answers electronically, Test Administrators should print out a copy of the student's answer sheet or ink print the student's answers in braille.
- If the student recorded their answers using a computer or braille note-taker, be sure to delete the student's answer sheet file completely from the device after the student has printed.
- If the student used any electronic scratch paper or made any electronic notes, ensure that these files are deleted.
- Braille test booklets may be disassembled for testing but must be reassembled for return. To reassemble the test booklets, you may staple or binder clip all pages for return to Pearson. It is critical that schools check the number of pages in the test booklet prior to disassembling the test booklets to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.

NJSLA-ELA Grade 9 Braille 2022

Grade 9 ELA

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA-ELA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. 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. Text that is outside the “Say” boxes includes directions for TAs to follow and should not be read to students.

Grade 9 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none">• Test booklets• Pencils• Scratch paper		
Unit 2	90 minutes	<ul style="list-style-type: none">• Test booklets• Pencils• Scratch paper		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none">• Test booklets• Pencils• Scratch paper		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

Test Administrator Script

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>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. 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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NJSLA-ELA Grade 9 Braille 2022

Distribute scratch paper, braille writing device, (e.g., braillewriter, braille note-taker, slate and stylus), and approved accessibility/accommodations tools, if needed, for certain students. Then, distribute test booklets. Note: Some students may require the use of a signature guide to write their name on the test booklets. In these cases, have signature guides available.

Say:	<p>If Unit 1: Sign your name at the top of your test booklet. If you need assistance with signing your name, please raise your hand.</p> <p>(Pause.)</p> <p>Write your name at the beginning of your answer sheet.</p> <p>If Unit 2: Confirm with the Test Administrator that you have the test booklet with your name on it.</p>
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Make sure all students have written their names on the test booklet and answer sheet. If necessary, assist students with making sure they are using the test booklet that belong to them.

Instructions for Administering Each Unit

Say:	<p>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 the appropriate unit) of the Grade 9 New Jersey Student Learning Assessment-English Language Arts (NJSLA-ELA) Test.</p> <p>Red each passage and question. Then, follow the directions to answer each question. To change an answer when using a braillewriter or slate and stylus, full cell over the answer to cross it out. To change an answer when using a Braille note-taker, delete the answer that was inserted by backspacing and replacing it with your new answer.</p> <p>One of the questions will ask you to write a response. Write your response.</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 word "Stop."</p>
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Say:	<p>This is the end of the directions in your test booklet.</p> <p>When you reach the word "Stop" in your test booklet, do not go on until directed to do so.</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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NJSLA-ELA Grade 9 Braille 2022

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

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

Say:	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Regular time:

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.
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For extended time students only:

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:	Option A: You will have ____ hours to complete this unit. I will let you know when you have ____ minutes of testing time left. You may begin working now.
	Option B: You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when you have ____ minutes of testing time left. You may begin working now.

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2022 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, "Do the best you can." (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

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 except for students who have frequent breaks in accordance with section 2f of the AF&A manual).

TAs must adhere to the following security measures:

- 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 testing, place your testing materials under your workstation, 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 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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Note: Do not read the preceding text to students with an extended time accommodation.

Instructions for Ending the Unit

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

Say:	Stop working. Testing time has now ended. When using a braillewriter or slate and stylus, remove your answer sheet and place it in your test booklet. Close 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.

NJSLA-ELA Grade 9 Braille 2022

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 starting at the very beginning, and move on to the next unit.

ELA Component of NJGPA

General Information

- Directions for filling in a circle, making marks, and erasing do not apply. The student will write answers using a braille writing device (e.g., braillewriter, braille note-taker, slate and stylus) or other method identified in their Individualized Education Program (IEP). These will be referred to as answer sheets in the scripts. The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document.
- Braille pages are numbers sequentially in the lower right-hand corner. The corresponding print page numbers are in the upper right-hand corner.
- A Special Symbols page is included to provide the student with information about the dot information of special braille characters. A Transcriber’s Note page is included within the test to explain special format and layout of this information.
- Paragraphs are numbered in braille as they are shown in print.
- During the test, a student taking the test electronically may emboss a copy of their answers to review. A final copy of the student’s responses must then be printed for transcription purposes. Both the embossed and final copies of the student’s work must be returned to the School Test Coordinator after testing.
- Refer to **Sections 6.0 and 7.0** of the *Spring 2022 Test Administrator Manual* for more information on tasks to complete before, during, and after testing.
- The words “Go On” are omitted at the bottom of the page. The word “Stop” is retained at the bottom of the page.

Reminders for Test Administrators before Braille Testing

- Make sure you have the correct test booklets for your group to be tested.
- Write the student’s name on the top of the test booklet.
- Verify you have the correct picture descriptions for English language arts.
- Make sure you have a list of the accommodations for the students testing and have received the proper training from your School Test Coordinator. Consult **Appendix A** of the *Accessibility Features and Accommodations Manual* for the list of available accessibility features and accommodations for paper-based testing.
 - If the students in your group require a Human Reader, follow the protocol outlined in **Appendix B** of the *Accessibility Features and Accommodations Manual*. Please note that the text in the regular-print test booklet may differ from the braille test booklet. These instances are listed in the Additional Notes section of the Transcriber’s Notes document. Image descriptions should be read aloud, too.
 - If one or more students are testing with extended-time accommodations, you will need to adjust the amount of time each student will have to complete each unit. Refer to each student’s accommodations for information on extended time, and follow the guidelines outlined in **Appendix E** of the *Accessibility Features and Accommodations Manual*.
 - If one or more students in your unit needs a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own. For more information, see **Appendix A, Table A7** of the *Accessibility Features and Accommodations Manual*.

ELA Component of NJGPA Braille 2022

Reminders for Test Administrators during Braille Testing

- Refer to **Sections 2.9.1 and 2.8** of the *Spring 2022 Test Administrator Manual* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify only scripted administration instructions after reading the script word-for-word. No charts, graphics, prompts, or test items may be clarified.
- Braille test booklets may be disassembled during testing to make it easier for the student to access previous pages. For example, an item may refer to a table or graphic on a previous page. Sometimes a single item may take up multiple pages.
- The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document. If an item has multiple parts, they should label each part clearly.
- During the test, a student who is recording their responses electronically may emboss a copy of their answers to review. A final copy of the student's responses must then be printed for transcription purposes. Both the embossed and final copies of the student's work must be given to the School Test Coordinator (STC) after testing.
- For breaks during test units, have students place a bookmark in their test booklet to help them identify their place in the exam when they return.

Reminders for Test Administrators after Braille Testing

- If the student recorded their answers electronically, Test Administrators should print out a copy of the student's answer sheet or ink print the student's answers in braille.
- If the student recorded their answers using a computer or braille note-taker, be sure to delete the student's answer sheet file completely from the device after the student has printed.
- If the student used any electronic scratch paper or made any electronic notes, ensure that these files are deleted.
- Braille test booklets may be disassembled for testing but must be reassembled for return. To reassemble the test booklets, you may staple or binder clip all pages for return to Pearson. It is critical that schools check the number of pages in the test booklet prior to disassembling the test booklets to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.

ELA Component of NJGPA

Using the Test Administrator Script

The administration script in this document will be used for all units of the ELA component of NJGPA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the ELA component of NJGPA. 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. Text that is outside the “**Say**” boxes includes directions for TAs to follow and should not be read to students.

ELA Component of NJGPA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
Unit 2	90 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

Test Administrator Script

Instructions for Preparing to Test

Say:	<p>Today, you will take the English Language Arts component of the Graduation Proficiency 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>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. 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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ELA Component of NJGPA Braille 2022

Distribute scratch paper, braille writing device, (e.g., braillewriter, braille note-taker, slate and stylus), and approved accessibility/accommodations tools, if needed, for certain students. Then, distribute test booklets.

Note: Some students may require the use of a signature guide to write their name on the test booklets. In these cases, have signature guides available.

Say:	<p>If Unit 1: Sign your name at the top of your test booklet. If you need assistance with signing your name, please raise your hand.</p> <p>(Pause.)</p> <p>Write your name at the beginning of your answer sheet.</p> <p>If Unit 2: Confirm with the Test Administrator that you have the test booklet with your name on it.</p>
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Make sure all students have written their names on the test booklet and answer sheet. If necessary, assist students with making sure they are using the test booklet that belong to them.

Instructions for Administering Each Unit

Say:	<p>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 with the appropriate unit) of the English Language Arts component of the Graduation Proficiency Assessment.</p> <p>Read each passage and question. Then, follow the directions to answer each question. To change an answer when using a braillewriter or slate and stylus, full cell over the answer to cross it out. To change an answer when using a Braille note-taker, delete the answer that was inserted by backspacing and replacing it with your new answer.</p> <p>One of the questions will ask you to write a response. Write your response.</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 word "Stop."</p>
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Say:	<p>This is the end of the directions in your test booklet.</p> <p>When you reach the word "Stop" in your test booklet, do not go on until directed to do so.</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 local policy (contact your STC with any questions).

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

Say:	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Regular time:

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.
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For extended time students only:

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:	Option A: You will have ____ hours to complete this unit. I will let you know when you have ____ minutes of testing time left. You may begin working now.
	Option B: You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when you have ____ minutes of testing time left. You may begin working now.

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2022 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, "Do the best you can." (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

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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 except for students who have frequent breaks in accordance with section 2f of the AF&A manual).

TAs must adhere to the following security measures:

- 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 testing, place your testing materials under your workstation, 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 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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Note: Do not read the preceding text to students with an extended time accommodation.

Instructions for Ending the Unit

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

Say:	Stop working. Testing time has now ended. When using a braillewriter or slate and stylus, remove your answer sheet and place it in your test booklet. Close 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.

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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 starting at the very beginning, and move on to the next unit.