

NJSLA–S

New Jersey Student Learning Assessment–Science

2024 Test Administrator Large-Print Script for Paper-Based Testing

Grade 5, 8, and 11 Science

The 2024 Test Administrator Large-Print Script for Paper-Based Testing must be used with the *Spring 2024 Test Administrator Manual*.

NJSLA–S Large Print 2024

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Grade 5 Science

General Information

- Students will circle their answers and write responses to constructed-response items in their Large-Print Test Booklets.
- Refer to **Sections 6.0** and **7.0** of the *Spring 2024 Test Administrator Manual* for more information on tasks to complete before, during, and after testing.
- Throughout the script, there are several instances that instruct Test Administrators (TAs) to indicate various signs. Ensure that this is done where it is visible for each student (e.g., on the board or near the student).

Reminders for Large-Print Testing

- Make sure you have a list of the accommodations for the students testing and have received the proper training from your School Test Coordinator (STC). Consult **Appendix A** of the *NJSLA and NJGPA Accessibility Features and Accommodations (AF&A) 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 *AF&A Manual*.
- 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 *AF&A Manual*.
- If one or more students require a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own. For more information, see the table entitled Accommodations for Multilingual Learners Taking the Paper-Based Assessments in **Appendix A** of the *AF&A Manual*.
- Also see **Appendix J**: NJSLA and NJGPA for Students with Visual Impairment, Including Blindness.

NJSLA–S Grade 5 Large Print 2024

Grade 5 Science

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read-through, TAs are required to adhere to this script for administering the NJSLA–S. 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. Text that is outside the “**Say**” boxes includes directions for Test Administrators to follow and should not be read to students.

Grade 5 Science Testing Times and Materials for Large-Print Testing — All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	45 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators	Write time	Write time
Unit 2	45 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators	Write time	Write time
Unit 3	45 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators	Write time	Write time
Unit 4	45 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators	Write time	Write time

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to the School or District Test Coordinator. Refer to **Section 6.1** and **Section 6.2** of the *Spring 2024 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 Science 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 and Bluetooth devices (headphones or microphones), 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 STC 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, calculators, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets.

Note: Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2024 Test Administrator Manual* and in the *Calculator Policy*, which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**.

Say:	<p>If Unit 1: Write your first and last name at the top of your test booklet.</p> <p>If Unit 2, 3, or 4: Check to make sure your first and last name is written at the top of your test booklet.</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 Each Unit

At the beginning of Unit 1 only, please have students review the sample items to become familiar with the types of questions on the test.

Say:	<p>Open your test booklet to pages 3 and 4 and review the sample items. This will help you become familiar with the types of items on the test. Do not go past the stop sign at the bottom of page 4. Raise your hand once you have reviewed the sample items.</p>
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NJSLA–S Grade 5 Large Print 2024

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 5 New Jersey Student Learning Assessment–Science (NJSLA–S) Test. You will be able to use a calculator.</p> <p>Read each question. Then, follow the directions to answer each question. Circle the answer or answers you have chosen 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. 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>
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Say:	<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:	<p>Option A:</p> <p>After I have collected your test materials, sit quietly until the test has ended.</p> <p>Option B:</p> <p>After I have collected your test materials, I will dismiss you.</p> <p>Option C:</p> <p>After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.</p>
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Say:	<p>Do you have any questions?</p>
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Answer any questions.

Regular time:

Say:	<p>You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p>
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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:	<p>Option A:</p> <p>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.</p> <p>Option B:</p> <p>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 there are _____ minutes remaining. You may begin working now.</p>
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Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2024 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 **Appendix A**, Administrative Considerations for All Students, in the *AF&A Manual*, which is available at the [New Jersey Assessments Resource Center](#), located under **Educator Resources > Test Administration Resources**).

TAs must adhere to the following security measures:

- Students must be supervised at all times during breaks.
- Test booklets 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 unauthorized electronic devices, play games, or engage in activities that may compromise the validity of the test.

NJSLA–S Grade 5 Large Print 2024

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.

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.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain (**Note:** Do not read the following text to students with an extended time accommodation.):

Say:

You have 10 minutes remaining.

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

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

Say:

Stop working. Testing time has now ended. Put a bookmark in your test booklet at the end of the unit. Close your test booklet.

Check that your name is written on your test booklet. 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 extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.

Grade 8 Science

General Information

- Students will circle their answers and write responses to constructed-response items in their Large-Print Test Booklets.
- Refer to **Sections 6.0** and **7.0** of the *Spring 2024 Test Administrator Manual* for more information on tasks to complete before, during, and after testing.
- Throughout the script, there are several instances that instruct Test Administrators (TAs) to indicate various signs. Ensure that this is done where it is visible for each student (e.g., on the board or near the student).

Reminders for Large-Print Testing

- Make sure you have a list of the accommodations for the students testing and have received the proper training from your School Test Coordinator (STC). Consult **Appendix A** of the *NJSLA and NJGPA Accessibility Features and Accommodations (AF&A) 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 *AF&A Manual*.
- 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 *AF&A Manual*.
- If one or more students require a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own. For more information, see the table entitled Accommodations for Multilingual Learners Taking the Paper-Based Assessments in **Appendix A** of the *AF&A Manual*.
- Also see **Appendix J**: NJSLA and NJGPA for Students with Visual Impairment, Including Blindness.

NJSLA–S Grade 8 Large Print 2024

Grade 8 Science

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read-through, TAs are required to adhere to this script for administering the NJSLA–S. 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. Text that is outside the “**Say**” boxes includes directions for Test Administrators to follow and should not be read to students.

Grade 8 Science Testing Times and Materials for Large-Print Testing — All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	45 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators• Periodic tables	Write time	Write time
Unit 2	45 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators• Periodic tables	Write time	Write time
Unit 3	45 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators• Periodic tables	Write time	Write time
Unit 4	45 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators• Periodic tables	Write time	Write time

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to the School or District Test Coordinator. Refer to **Section 6.1** and **Section 6.2** of the *Spring 2024 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 Science 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 and Bluetooth devices (headphones or microphones), 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 STC 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, calculators, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets.

Note: Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2024 Test Administrator Manual* and in the *Calculator Policy*, which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**.

Say:	<p>If Unit 1: Write your first and last name at the top of your test booklet.</p> <p>If Unit 2, 3, or 4: Check to make sure your first and last name is written at the top of your test booklet.</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 Each Unit

At the beginning of Unit 1 only, have students review the sample items to become familiar with the types of questions on the test.

Say:	<p>Open your test booklet to pages 3 and 4 and review the sample items. This will help you become familiar with the types of items on the test. Do not go past the stop sign at the bottom of page 4. Raise your hand once you have reviewed the sample items.</p>
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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 8 New Jersey Student Learning Assessment–Science (NJSLA–S) Test. You will be able to use a calculator and a periodic table.</p> <p>Read each question. Then, follow the directions to answer each question. Circle the answer or answers you have chosen 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. 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>
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Say:	<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:	<p>Option A:</p> <p>After I have collected your test materials, sit quietly until the test has ended.</p> <p>Option B:</p> <p>After I have collected your test materials, I will dismiss you.</p> <p>Option C:</p> <p>After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.</p>
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Say:	<p>Do you have any questions?</p>
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Answer any questions.

Regular time:

Say:	<p>You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p>
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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:	<p>Option A:</p> <p>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.</p> <p>Option B:</p> <p>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 there are _____ minutes remaining. You may begin working now.</p>
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Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2024 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 **Appendix A**, Administrative Considerations for All Students, in the *AF&A Manual*, which is available at the [New Jersey Assessments Resource Center](#), located under **Educator Resources > Test Administration Resources**).

TAs must adhere to the following security measures:

- Students must be supervised at all times during breaks.
- Test booklets 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 unauthorized electronic devices, play games, or engage in activities that may compromise the validity of the test.

NJSLA–S Grade 8 Large Print 2024

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.

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.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain (**Note:** Do not read the following text to students with an extended time accommodation.):

Say:

You have 10 minutes remaining.

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

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

Say:

Stop working. Testing time has now ended. Put a bookmark in your test booklet at the end of the unit. Close your test booklet.

Check that your name is written on your test booklet. 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 extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.

Grade 11 Science

General Information

- Students will circle their answers and write responses to constructed-response items in their Large-Print Test Booklets.
- Refer to **Sections 6.0** and **7.0** of the *Spring 2024 Test Administrator Manual* for more information on tasks to complete before, during, and after testing.
- Throughout the script, there are several instances that instruct Test Administrators (TAs) to indicate various signs. Ensure that this is done where it is visible for each student (e.g., on the board or near the student).

Reminders for Large-Print Testing

- Make sure you have a list of the accommodations for the students testing and have received the proper training from your School Test Coordinator (STC). Consult **Appendix A** of the *NJSLA and NJGPA Accessibility Features and Accommodations (AF&A) 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 *AF&A Manual*.
- 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 *AF&A Manual*.
- If one or more students require a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own. For more information, see the table entitled Accommodations for Multilingual Learners Taking the Paper-Based Assessments in **Appendix A** of the *AF&A Manual*.
- Also see **Appendix J**: NJSLA and NJGPA for Students with Visual Impairment, Including Blindness.

NJSLA–S Grade 11 Large Print 2024

Grade 11 Science

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read-through, TAs are required to adhere to this script for administering the NJSLA–S. 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. Text that is outside the “Say” boxes includes directions for Test Administrators to follow and should not be read to students.

Grade 11 Science Testing Times and Materials for Large-Print Testing — All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	60 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators• Periodic tables	Write time	Write time
Unit 2	60 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators• Periodic tables	Write time	Write time
Unit 3	60 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators• Periodic tables	Write time	Write time
Unit 4	60 minutes	<ul style="list-style-type: none">• Large-Print test booklets• Pencils• Scratch paper• Calculators• Periodic tables	Write time	Write time

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to the School or District Test Coordinator. Refer to **Section 6.1** and **Section 6.2** of the *Spring 2024 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 Science 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 and Bluetooth devices (headphones or microphones), 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 STC 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, calculators, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets.

Note: Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2024 Test Administrator Manual* and in the *Calculator Policy*, which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**.

Say:	<p>If Unit 1: Write your first and last name at the top of your test booklet.</p> <p>If Unit 2, 3, or 4: Check to make sure your first and last name is written at the top of your test booklet.</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 Each Unit

At the beginning of Unit 1 only, please have students review the sample items to become familiar with the types of questions on the test.

Say:	<p>Open your test booklet to pages 3 and 4 and review the sample items. This will help you become familiar with the types of items on the test. Do not go past the stop sign at the bottom of page 4. Raise your hand once you have reviewed the sample items.</p>
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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 11 New Jersey Student Learning Assessment–Science (NJSLA–S) Test. You will be able to use a calculator and a periodic table.</p> <p>Read each question. Then, follow the directions to answer each question. Circle the answer or answers you have chosen 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. 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>
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Say:	<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:	<p>Option A:</p> <p>After I have collected your test materials, sit quietly until the test has ended.</p> <p>Option B:</p> <p>After I have collected your test materials, I will dismiss you.</p> <p>Option C:</p> <p>After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.</p>
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Say:	<p>Do you have any questions?</p>
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Answer any questions.

Regular time:

Say:	<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>You may begin working now.</p>
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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:	<p>Option A:</p> <p>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.</p> <p>Option B:</p> <p>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 there are _____ minutes remaining. You may begin working now.</p>
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Write the starting time and stopping time in the timing box (Figure 2.0 of the *Spring 2024 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 Appendix A, Administrative Considerations for All Students, in the *AF&A Manual*, which is available at the [New Jersey Assessments Resource Center](#), located under Educator Resources > Test Administration Resources).

TAs must adhere to the following security measures:

- Students must be supervised at all times during breaks.
- Test booklets 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 unauthorized 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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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain (**Note:** Do not read the following text to students with an extended time accommodation.):

Say:	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

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

Say:	Stop working. Testing time has now ended. Put a bookmark in your test booklet at the end of the unit. Close your test booklet.
	Check that your name is written on your test booklet. 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 extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.