

# NJGPA

New Jersey Graduation Proficiency Assessment

## **2024 Test Administrator Script for Computer-Based Testing**

**NJGPA English Language Arts**

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

# ELA Component of NJGPA CBT 2024

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## ELA Component of NJGPA

### Using the Test Administrator Script

The administration script in this document will be used for all units of the English Language Arts (ELA) component of NJGPA. The script must be used with the *Spring 2024 Test Administration Manual*. 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"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Headphones</li> </ul>		
Unit 2	90 minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Headphones</li> </ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to **Section 4.2** of the *Spring 2024 Test Administrator Manual* for more information). Speak to your School Test Coordinator (STC) to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and have the TestNav app open. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio section. Make sure headphones are plugged in for all students and do an audio check prior to launching TestNav.

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 your STC. 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.

# ELA Component of NJGPA CBT 2024

## Test Administrator Script

### Instructions for Preparing to Test

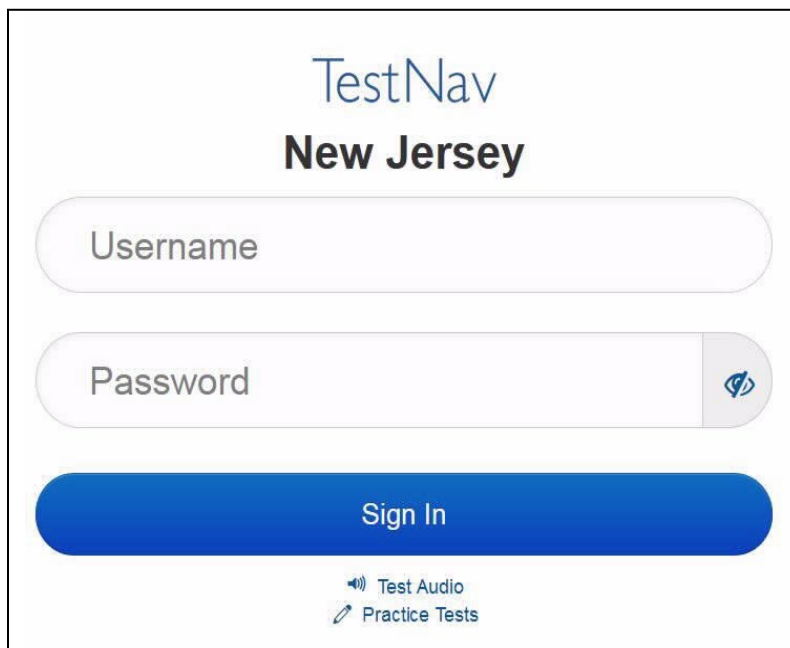
<b>Say:</b>	<p>Today, you will take the English Language Arts component of the Graduation Proficiency Assessment.</p> <p>You may not have any unapproved electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones 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 testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

### Checking Audio (for all Students)

<b>Say:</b>	<p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to a comfortable level. You can adjust the volume in the test after you begin.</p>
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A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



# ELA Component of NJGPA CBT 2024

## Instructions for Logging in

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

Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

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

### STUDENT TESTING TICKET

Student: SAMPLE STUDENT

State ID#: 1234567890

Session: Sample Session

Date of Birth: 2010-01 01

Test: ELA Graduation Proficiency

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **New Jersey** in the TestNav Application.

Username: 1111111111 Password: ab1111

(OPTIONAL) Local Testing Device ID: \_\_\_\_\_

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

**Say:** Now, enter your Username as shown on the bottom of your ticket.  
(Pause.)  
Next, enter the Password as shown on your ticket.  
(Pause.)  
Now, select the “Sign In” button.  
(Pause.)

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

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

# ELA Component of NJGPA CBT 2024

## Instructions for Administering Each Unit

<b>Say:</b>	<p>Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do not select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take Unit ___ (fill in the appropriate unit) 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. One of the questions will ask you to write a response. Enter your response in the box provided on your screen. There will be enough space for you to complete your response. If your response is longer than the space provided, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. Only responses entered in the box will be scored.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p>
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<b>Say:</b>	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>Some words or phrases may be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>During testing, raise your hand if you have any difficulties with your testing device so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

<b>Say:</b>	<p>Option A: After you have logged out of the test, sit quietly until the unit has ended.</p> <p>Option B: After you have logged out of the test, I will dismiss you.</p> <p>Option C: After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.</p>
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<b>Say:</b>	<p>Do you have any questions?</p>
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Answer any questions.

Instructions for Starting the Test

<b>Say:</b>	<p>Scroll to the bottom of the screen. (Pause.)</p> <p>Select the “Start Section” button. (Pause.)</p> <p>You should now be in the test.</p>
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Pause to make sure all students are in the correct unit.

Regular time:

<b>Say:</b>	<p>You will have 90 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>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 students’ accommodations.

<b>Say:</b>	<p>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.</p> <p>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 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).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.3, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (Section 4.4).
- 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 is not functioning appropriately, refer to Section 4.3.1.
- Ensure that any absent students are locked out of the unit.

## ELA Component of NJGPA CBT 2024

### 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 row 2f of Table 2, Administrative Considerations, 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.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other** during testing or during breaks.
- 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 and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.

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

**Say:** You may now resume testing.

### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain (**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. If a second unit will be administered after a short break, stop the directions after the students submit their final answers. Do not have students log out of TestNav. For the next unit, start at “Find your name...” at the end of the Instructions for Logging In section.

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



## ELA Component of NJGPA CBT 2024

Circulate throughout the room to make sure all students have successfully logged off. To log off, select the “User dropdown menu” at the top right corner and select “Sign out of TestNav.” Then, collect student testing tickets and scratch paper.

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

If more than one unit is being administered on the same day, allow students to take a short break (e.g., restroom break or stretch break) or an extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.