

# NJGPA

New Jersey Graduation Proficiency Assessment

## **2023 Test Administrator Script for Paper-Based Testing**

**NJGPA Mathematics**

**The 2023 Test Administrator Script for Paper-Based Testing must be used with the *Spring 2023 Test Administrator Manual*.**

# Mathematics Component of NJGPA PBT 2023

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# Mathematics Component of NJGPA PBT 2023

## Mathematics Component of NJGPA – Unit 1

### Using the Test Administrator Script

The administration script in this section will be used for Unit 1 for the Mathematics component of NJGPA. The script must be used with the *Spring 2023 Test Administration Manual*. On the first read, through Test Administrators (TAs) are required to adhere to the scripts provided in this manual for administering the Mathematics 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 the TAs to follow and should not be read to the students.

### Mathematics Component of NJGPA Testing Times and Materials – Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
<b>Unit 1:</b> 1. Non-Calculator Section 2. Students Go On 3. Calculator Section	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Rulers</li><li>• Mathematics reference sheets</li><li>• Pencils</li><li>• Scratch paper</li><li>• Calculators (Calculator Section only)</li></ul>		

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 School Test Coordinator (STC). Refer to **Section 6.2** of the *Spring 2023 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

# Mathematics Component of NJGPA PBT 2023

## Test Administrator Script

### Instructions for Preparing to Test

<b>Say:</b>	<b>Today, you will take the Mathematics component of the Graduation Proficiency Assessment. 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.</b>
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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 STC immediately if there are questions regarding electronic devices.

<b>Say:</b>	<b>Please sit quietly while I distribute the test materials.</b>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets, rulers, and mathematics reference sheets. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate device at the appropriate time.

<b>Say:</b>	<b>Write your first and last name at the top of your test booklet.</b>
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Make sure all students have written their names on the Unit 1 test booklet.

# Mathematics Component of NJGPA PBT 2023

## Instructions for Administering Unit 1

**Say:**

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

Today, you will take Unit 1 of the Mathematics component of the Graduation Proficiency Assessment. Unit 1 has two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator. You will not be allowed to return to the first section of the test after you start the calculator section. You must complete both the non-calculator and calculator sections of Unit 1 within the time allowed.

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.

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

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

**Say:**

Directions for Completing the Answer Grids

1. Work the problem and find an answer.
2. Write your answer in the boxes at the top of the grid.
3. Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.
4. Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.
5. See below for examples on how to correctly complete an answer grid.

(Pause.)

**Say:**

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

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

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

## Mathematics Component of NJGPA PBT 2023

<b>Say:</b>	Raise your hand to receive your calculator when you are ready to move onto the calculator section.
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**Note:** Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2023 Test Administrator Manual* and in the *Calculator Policy* which are available on the [New Jersey Assessments Resource Center](#) under Educator Resources > Test Administration Resources.

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

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

### Instructions for Starting the Test

**Regular time:**

<b>Say:</b>	<b>You will have 90 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</b> <b>Turn to the next page. You may begin working now.</b>
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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>	Option A: <b>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.</b>  Option B: <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.</b>
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## Mathematics Component of NJGPA PBT 2023

Write the starting time and stopping time in the timing box (Figure 2.0 of the *Spring 2023 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.

### Instruction 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 [Accessibility Features and Accommodations \(AF&A\) Manual](#)).

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 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:

<b>Say:</b>	<b>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.</b>
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	<b>Open your test booklet and continue testing.</b>
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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 (**Note:** Do not read the following text to students with an extended time accommodation.):

<b>Say:</b>	<b>You have 10 minutes remaining.</b>
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### Instructions for Ending the Unit

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

<b>Say:</b>	<b>Stop working. Testing time has now ended. Close your test booklet. Check that your name is written on your test booklet. I will collect your test materials.</b>
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## **Mathematics Component of NJGPA PBT 2023**

- Collect all test materials.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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



# Mathematics Component of NJGPA PBT 2023

## Mathematics Component of NJGPA – Unit 2

### Using the Test Administrator Script

The administration script in this section will be used for Unit 2 for Mathematics component of NJGPA. The script must be used with the *Spring 2023 Test Administration Manual*. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the Mathematics 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 the TAs to follow and should not be read to the students.

### Mathematics Component of NJGPA Testing Times and Materials – Unit 2

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Rulers and protractors</li><li>• Mathematics reference sheets</li><li>• Pencils</li><li>• Scratch paper</li><li>• Calculators</li></ul>		

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 6.2** of the *Spring 2023 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

# Mathematics Component of NJGPA PBT 2023

## Test Administrator Script

### Instructions for Preparing to Test

<b>Say:</b>	<p>Today, you will take the Mathematics component of the Graduation Proficiency 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 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 STC immediately if there are questions regarding electronic devices.

<b>Say:</b>	<p>Please sit quietly while I distribute the test materials.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets, answer documents, rulers, mathematics reference sheets, and calculators. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate device at the appropriate time. **Note:** Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2023 Test Administrator Manual* and in the *Calculator Policy* which are available on the [New Jersey Assessments Resource Center](#) under Educator Resources > Test Administration Resources.

<b>Say:</b>	<p>Check to make sure your first and last name is written at the top of your test booklet.</p>
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If necessary, assist students with making sure they are using the test booklet that belongs to them.

### Instructions for Administering Unit 2

<b>Say:</b>	<p>Using the labels on the edge of the page, open your test booklet to the first page of Unit 2 and follow along while I read the directions.</p> <p>Today, you will take Unit 2 of the Mathematics component of the Graduation Proficiency Assessment. 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> <p>Turn to the next page while I continue to read the directions.</p>
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## Mathematics Component of NJGPA PBT 2023

<b>Say:</b>	<b>Directions for Completing the Answer Grids</b> <ol style="list-style-type: none"><li>1. <b>Work the problem and find an answer.</b></li><li>2. <b>Write your answer in the boxes at the top of the grid.</b></li><li>3. <b>Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.</b></li><li>4. <b>Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.</b></li><li>5. <b>See below for examples on how to correctly complete an answer grid.</b></li></ol> <p>(Pause.)</p>
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<b>Say:</b>	<p>This is the end of the directions in your test booklet.</p> <p>When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until you are told to do so.</p> <p>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).

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

### Instructions for Starting the Test

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>Turn to the next page. You may begin working now.</p>
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## Mathematics Component of NJGPA PBT 2023

### 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>	Option A: <b>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.</b>
	Option B: <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.</b>

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2023 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
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TAs must adhere to the following security measures:

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- Students are **not permitted** to use unauthorized electronic devices, play games, or engage in activities that may compromise the validity of the test.

## Mathematics Component of NJGPA PBT 2023

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

<b>Say:</b>	<b>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.</b>
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	<b>Open your test booklet and continue testing.</b>
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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 (**Note:** Do not read the following text to students with an extended time accommodation.):

<b>Say:</b>	<b>You have 10 minutes remaining.</b>
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### Instructions for Ending the Unit

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

<b>Say:</b>	<b>Stop working. Testing time has now ended. Close your test booklet. Check that your name is written on your test booklet. I will collect your test materials.</b>
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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 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.