

NJSLA-M

New Jersey Student Learning Assessment-Mathematics

2023 Test Administrator Script for Computer-Based Testing

Grades 3–8 and High School NJSLA-Mathematics

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

NJSLA-Math CBT 2023

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Grades 3–5 Math

Using the Test Administrator Script

The administration script in this document will be used for all units of the New Jersey Student Learning Assessment-Mathematics Test (NJSLA-Math). The script must be used with the *Spring 2023 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 3-5 Math Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1 Non-Calculator Unit	60 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
Unit 2 Non-Calculator Unit	60 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
Unit 3 Non-Calculator Unit	60 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.2** of the *Spring 2023 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 using text-to-speech 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 the STC. Refer to **Section 6.2** of the *Spring 2023 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

NJSLA Grades 3–5 Math CBT 2023

Test Administrator Script

Instructions for Preparing to Test

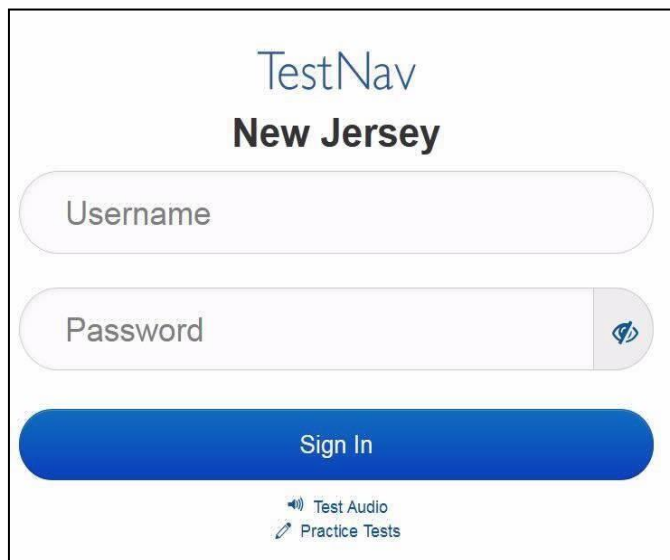
Say:	<p>Today, you will take the Mathematics Assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones and 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 accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Checking Audio (for Students Needing Text-to-Speech Only)

Say:	<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> <p>The Text-to-Speech settings are located inside the TTS box to the right of each test question in TestNav. The TTS box has buttons with options to control reading speed and volume.</p>
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A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



Instructions for Signing In

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

Distribute testing tickets, scratch paper, pencils, mathematics reference sheets (Grade 5 only, if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate calculator.

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.

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: STUDENT, NEW
 State ID#: 1234567890
 Session: SAMPLE SESSION
 Date of Birth: 2011-02-22
 Test: Mathematics

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 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.

NJSLA Grades 3–5 Math CBT 2023

Instructions for Administering Each Unit

Say:	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.
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	<p>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade ____ (fill in the appropriate grade level) New Jersey Student Learning Assessment-Mathematics Test. You will not be able to use a calculator.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response 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> <p>If a drawing box is provided with the question, you may use it to add a drawing to help (Grade 3: explain) (Grades 4 and 5: support) your answer(s). Any work or drawing that is entered in the drawing box will be scored.</p>
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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	<p>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade ____ (fill in the appropriate grade level) New Jersey Student Learning Assessment-Mathematics Test. You will not be able to use a calculator.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Please complete your work on scratch paper and then read what you have written to the teacher. The teacher will help you enter your answer into the test on the computer. Work on scratch paper will not be scored. 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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Say:	<p>This is the end of the directions on your screen. Do not go on until you are told to do so. (For Grade 5 say: A mathematics reference sheet is provided in the Exhibits tab.)</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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NJSLA Grades 3–5 Math CBT 2023

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

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

Instructions for Starting the Test

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

Regular time:

Say:	You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. 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 there are _____ minutes remaining. You may begin working now.
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NJSLA Grades 3–5 Math CBT 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**).
- 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.

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 *NJSLA and NJGPA Accessibility Features and Accommodations (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 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 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 above.

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.

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^{next} 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.

NJSLA Grades 6 and 7 Math CBT 2023

Grades 6 and 7 Math – Unit 1

Using the Test Administrator Script

The administration script in this section will be used for Unit 1 of the New Jersey Student Learning Assessment-Mathematics Test (NJSLA-Math). The script must be used with the *Spring 2023 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 02415testing. 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 and 7 Math Testing Times and Materials – Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: 1. Non-Calculator Section 2. Students Submit Section 3. Calculator Section	60 minutes	<ul style="list-style-type: none">• Student testing tickets• Pencils• Scratch paper		

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.2** of the *Spring 2023 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 using text-to-speech 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 the STC. Refer to **Section 6.2** of the *Spring 2023 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 Mathematics 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 accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Checking Audio (for Students Needing Text-to-Speech Only)

Say:	<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> <p>The Text-to-Speech settings are located inside the TTS box to the right of each test question in TestNav. The TTS box has buttons with options to control reading speed and volume.</p>
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A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



NJSLA Grades 6 and 7 Math CBT 2023

Instructions for Signing In

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

Distribute testing tickets, scratch paper, pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate calculator 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.

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: STUDENT, NEW
State ID#: 1234567890
Session: SAMPLE SESSION
Date of Birth: 2011-02-22
Test: Mathematics

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 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 1. 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.

NJSLA Grades 6 and 7 Math CBT 2023

Instructions for Administering Unit 1

Say:	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.
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	<p>Today, you will take Unit 1 of the Grade ____ (fill in the appropriate grade level) New Jersey Student Learning Assessment-Mathematics Test. There are two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator which is provided in the toolbar. 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 within the time allowed.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored. If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the first section, you may review your answers and any questions you may bookmarked in this section only. Once you have reviewed your answers, continue to the calculator section by submitting the answers for the first section. Raise your hand if you need assistance continuing to the calculator section.</p>
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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	<p>Today, you will take Unit 1 of the Grade ____ (fill in the appropriate grade level) New Jersey Student Learning Assessment-Mathematics Test. There are two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator which is provided in the toolbar. 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 within the time allowed.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Please complete your work on scratch paper and then read what you have written to the teacher. The teacher will help you enter your answer into the test on the computer. Work on scratch paper will not be scored. If you do not know the answer to a question, you may bookmark it and go on to the next question. Once you have reviewed your answers, continue to the calculator section by submitting the answers for the first section.</p>
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Optional, if using handheld calculators

Say:	Raise your hand to receive your calculator when you are ready to move onto the calculator section.
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NJSLA Grades 6 and 7 Math CBT 2023

Say:	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>A mathematics reference sheet is provided in the Exhibits tab.</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 in the calculator section, 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).

Say:	<p>Option A:</p> <p>After you have logged out of the test, sit quietly until the unit has ended.</p> <p>Option B:</p> <p>After you have logged out of the test, I will dismiss you.</p> <p>Option C:</p> <p>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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Say:	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Say:	<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:

Say:	<p>You will have 60 minutes to complete both the non-calculator and calculator sections of this unit. When there is 20 minutes of testing time left, I will remind you to move on to the calculator section, if you have not already done so. I will also let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p>
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NJSLA Grades 6 and 7 Math CBT 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 student's accommodations.

Say:

Option A:

You will have ____ hours to complete both the non-calculator and calculator sections of 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 there are ____ minutes remaining. You may begin working now.

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**).
- 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.

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 *NJSLA and NJGPA Accessibility Features and Accommodations (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 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 and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.

NJSLA Grades 6 and 7 Math CBT 2023

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

Say: You may now resume testing.

Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain (**Note:** Do not read the following text to students with an extended time accommodation.):

Say: You have 20 minutes remaining. As a reminder, both the non-calculator and calculator sections must be completed within this time.

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 above.

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.

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^{next} 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.

Grades 6 and 7 Math – Units 2 and 3

Using the Test Administrator Script

The administration script in this section will be used for Units 2 and 3 of the New Jersey Student Learning Assessment-Mathematics Test (NJSLA-Math). The script must be used with the *Spring 2023 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 and 7 Math Testing Times and Materials – Units 2 and 3

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2 Calculator Unit	60 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
Unit 3 Calculator Unit	60 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.2** of the *Spring 2023 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 using text-to-speech 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 the STC. Refer to **Section 6.2** of the *Spring 2023 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

NJSLA Grades 6 and 7 Math CBT 2023

Test Administrator Script

Instructions for Preparing to Test

Say:	<p>Today, you will take the Mathematics 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 accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Checking Audio (for Students Needing Text-to-Speech Only)

Say:	<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> <p>The Text-to-Speech settings are located inside the TTS box to the right of each test question in TestNav. The TTS box has buttons with options to control reading speed and volume.</p>
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A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



NJSLA Grades 6 and 7 Math CBT 2023

Instructions for Signing In

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

Distribute testing tickets, scratch paper, pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate calculator.

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.

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: STUDENT, NEW
State ID#: 1234567890
Session: SAMPLE SESSION
Date of Birth: 2011-02-22
Test: Mathematics

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 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.

NJSLA Grades 6 and 7 Math CBT 2023

Instructions for Administering Units 2 and 3

Say:	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.
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	<p>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade ____ (fill in with the appropriate grade level) New Jersey Student Learning Assessment-Mathematics Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored. 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 questions you may have bookmarked.</p>
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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	<p>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade ____ (fill in the appropriate grade level) New Jersey Student Learning Assessment-Mathematics Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Please complete your work on scratch paper and then read what you have written to the teacher. The teacher will help you enter your answer into the test on the computer. Work on scratch paper will not be scored. 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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Optional, if using handheld calculators

Say:	Raise your hand to receive your calculator.
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Say:	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>A mathematics reference sheet is provided in the Exhibits tab.</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 in the calculator section, 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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NJSLA Grades 6 and 7 Math CBT 2023

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

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

Instructions for Starting the Test

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

Regular time:

Say:	You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. 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 there are ____ minutes remaining. You may begin working now.
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NJSLA Grades 6 and 7 Math CBT 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**).
- 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.

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 *NJSLA and NJGPA Accessibility Features and Accommodations (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 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 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.

NJSLA Grades 6 and 7 Math CBT 2023

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 above.

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

NJSLA Grade 8 Math CBT 2023

Grade 8 Math – Unit 1

Using the Test Administrator Script

The administration script in this section will be used for Unit 1 of the New Jersey Student Learning Assessment-Mathematics Test (NJSLA-Math). The script must be used with the *Spring 2023 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 8 Math Testing Times and Materials – Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: Non-Calculator Unit	60 minutes	<ul style="list-style-type: none">• Student testing tickets• Pencils• Scratch paper		

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.2** of the *Spring 2023 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 using text-to-speech 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 the STC. Refer to **Section 6.2** of the *Spring 2023 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 Mathematics 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 accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Checking Audio (for Students Needing Text-to-Speech Only)

Say:	<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> <p>The Text-to-Speech settings are located inside the TTS box to the right of each test question in TestNav. The TTS box has buttons with options to control reading speed and volume.</p>
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A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



NJSLA Grade 8 Math CBT 2023

Instructions for Signing In

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

Distribute testing tickets, scratch paper, pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate calculator.

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.

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: STUDENT, NEW
State ID#: 1234567890
Session: SAMPLE SESSION
Date of Birth: 2011-02-22
Test: Mathematics

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 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 1. 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.

Instructions for Administering Unit 1

Say:	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.
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	<p>Today, you will take Unit 1 of the Grade 8 New Jersey Student Learning Assessment-Mathematics Test. You will not be able to use a calculator.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored. 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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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	<p>Today, you will take Unit 1 of the Grade 8 New Jersey Student Learning Assessment-Mathematics Test. You will not be able to use a calculator.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Please complete your work on scratch paper and then read what you have written to the teacher. The teacher will help you enter your answer into the test on the computer. Work on scratch paper will not be scored. 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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Say:	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>A mathematics reference sheet is provided in the Exhibits tab.</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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NJSLA Grade 8 Math CBT 2023

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

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

Instructions for Starting the Test

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

Regular time:

Say:	You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. 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 there are ____ minutes remaining. You may begin working now.
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NJSLA Grade 8 Math CBT 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**).
- 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.

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 *NJSLA and NJGPA Accessibility Features and Accommodations (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 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 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.

NJSLA Grade 8 Math CBT 2023

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 above.

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

Grade 8 Math – Units 2 and 3

Using the Test Administrator Script

The administration script in this section will be used for Units 2 and 3 of the New Jersey Student Learning Assessment-Mathematics Test (NJSLA-Math). The script must be used with the *Spring 2023 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 8 Math Testing Times and Materials – Units 2 and 3

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2: Calculator Unit	60 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
Unit 3: Calculator Unit	60 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.2** of the *Spring 2023 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 using text-to-speech 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 the STC. Refer to **Section 6.2** of the *Spring 2023 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

NJSLA Grade 8 Math CBT 2023

Test Administrator Script

Instructions for Preparing to Test

Say:	<p>Today, you will take the Mathematics 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 accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Checking Audio (for Students Needing Text-to-Speech Only)

Say:	<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> <p>The Text-to-Speech settings are located inside the TTS box to the right of each test question in TestNav. The TTS box has buttons with options to control reading speed and volume.</p>
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A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



Instructions for Signing In

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

Distribute testing tickets, scratch paper, pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate calculator.

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.

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: STUDENT, NEW
 State ID#: 1234567890
 Session: SAMPLE SESSION
 Date of Birth: 2011-02-22
 Test: Mathematics

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 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.

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Instructions for Administering Units 2 and 3

Say:	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.
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	<p>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade 8 New Jersey Student Learning Assessment-Mathematics Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored. 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 questions you may have bookmarked.</p>
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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	<p>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade 8 New Jersey Student Learning Assessment-Mathematics Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Please complete your work on scratch paper and then read what you have written to the teacher. The teacher will help you enter your answer into the test on the computer. Work on scratch paper will not be scored. 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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Optional, if using handheld calculators

Say:	Raise your hand to receive your calculator.
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Say:	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>A mathematics reference sheet is provided in the Exhibits tab.</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 in the calculator section, 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).

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

Instructions for Starting the Test

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

Regular time:

Say:	You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. 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 there are _____ minutes remaining. You may begin working now.
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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**).
- 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.

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 *NJSLA and NJGPA Accessibility Features and Accommodations (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 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 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 above.

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

NJSLA High School Math CBT 2023

High School Math: Algebra I, Geometry, Algebra II – Unit 1

Using the Test Administrator Script

The administration script in this section will be used for Unit 1 of the New Jersey Student Learning Assessment-Mathematics Test (NJSLA-Math). The script must be used with the *Spring 2023 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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.

High School Math Testing Times and Materials – Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: 1. Non-Calculator Section 2. Students Submit Section 3. Calculator Section	90 minutes	<ul style="list-style-type: none">• Student testing tickets• Pencils• Scratch paper		

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.2** of the *Spring 2023 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 using text-to-speech 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 the STC. Refer to **Section 6.2** of the *Spring 2023 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 Mathematics 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 accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Checking Audio (for Students Needing Text-to-Speech Only)

Say:	<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> <p>The Text-to-Speech settings are located inside the TTS box to the right of each test question in TestNav. The TTS box has buttons with options to control reading speed and volume.</p>
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A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



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Instructions for Signing In

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

Distribute testing tickets, scratch paper, pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate calculator 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.

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: STUDENT, NEW
State ID#: 1234567890
Session: SAMPLE SESSION
Date of Birth: 2011-02-22
Test: Mathematics

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 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 1. 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.

Instructions for Administering Unit 1

Say:	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.
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	<p>Today, you will take Unit 1 of the ____ (fill in the appropriate course) New Jersey Student Learning Assessment-Mathematics Test. There are two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator which is provided in the toolbar. 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 within the time allowed.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored. If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the first section, you may review your answers and any questions you may bookmarked in this section only. Once you have reviewed your answers, continue to the calculator section by submitting the answers for the first section. Raise your hand if you need assistance continuing to the calculator section.</p>
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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	<p>Today, you will take Unit 1 of the ____ (fill in the appropriate course) New Jersey Student Learning Assessment-Mathematics Test. There are two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator which is provided in the toolbar. 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 within the time allowed.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Please complete your work on scratch paper and then read what you have written to the teacher. The teacher will help you enter your answer into the test on the computer. Work on scratch paper will not be scored. If you do not know the answer to a question, you may bookmark it and go on to the next question. Once you have reviewed your answers, continue to the calculator section by submitting the answers for the first section.</p>
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Optional, if using handheld calculators

Say:	Raise your hand to receive your calculator when you are ready to move onto the calculator section.
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Say:	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>A mathematics reference sheet is provided in the Exhibits tab.</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 in the calculator section, 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).

Say:	<p>Option A:</p> <p>After you have logged out of the test, sit quietly until the unit has ended.</p> <p>Option B:</p> <p>After you have logged out of the test, I will dismiss you.</p> <p>Option C:</p> <p>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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Say:	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Say:	<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:

Say:	<p>You will have 90 minutes to complete both the non-calculator and calculator sections of this unit. When there is 45 minutes of testing time left, I will remind you to move on to the calculator section, if you have not already done so. I will also 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: You will have _____ hours to complete both the non-calculator and calculator sections of 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 2023 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.

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 *NJSLA and NJGPA Accessibility Features and Accommodations (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 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:	<p>Please stop testing and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.</p>
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After taking a classroom break, be sure students are seated and device screens are visible.

Say: You may now resume testing.

Instructions for When 45 Minutes of Unit Time Remain

When 45 minutes of unit time remain (**Note:** Do not read the following text to students with an extended time accommodation.):

Say: You have 45 minutes remaining. As a reminder, both the non-calculator and calculator sections must be completed within this time.

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 above.

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.

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^{next} 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.

High School Mathematics: Algebra I, Geometry, Algebra II – Unit 2

Using the Test Administrator Script

The administration script in this section will be used for Unit 2 of the New Jersey Student Learning Assessment-Mathematics Test (NJSLA-Math). The script must be used with the *Spring 2023 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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.

High School Math Testing Times and Materials – Unit 2

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2: Calculator Unit	90 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.2** of the *Spring 2023 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 using text-to-speech 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 the STC. Refer to **Section 6.2** of the *Spring 2023 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

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Test Administrator Script

Instructions for Preparing to Test

Say:	<p>Today, you will take the Mathematics 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 accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Checking Audio (for Students Needing Text-to-Speech Only)

Say:	<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> <p>The Text-to-Speech settings are located inside the TTS box to the right of each test question in TestNav. The TTS box has buttons with options to control reading speed and volume.</p>
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A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



Instructions for Signing In

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

Distribute testing tickets, scratch paper, pencils, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate calculator.

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.

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: STUDENT, NEW
 State ID#: 1234567890
 Session: SAMPLE SESSION
 Date of Birth: 2011-02-22
 Test: Mathematics

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 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 2. 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.

NJSLA-High School Math CBT 2023

Instructions for Administering Unit 2

Say:	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.
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	Today, you will take Unit 2 of the ____ (fill in the appropriate course) New Jersey Student Learning Assessment-Mathematics Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use. Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored. 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 questions you may have bookmarked.
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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	Today, you will take Unit 2 of the ____ (fill in the appropriate course) New Jersey Student Learning Assessment-Mathematics Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use. Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Please complete your work on scratch paper and then read what you have written to the teacher. The teacher will help you enter your answer into the test on the computer. Work on scratch paper will not be scored. 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.
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Optional, if using handheld calculators

Say:	Raise your hand to receive your calculator.
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Say:	This is the end of the directions on your screen. Do not go on until you are told to do so. A mathematics reference sheet is provided in the Exhibits tab. 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. Once you have checked your work in the calculator section, 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.
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NJSLA High School Math CBT 2023

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

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

Instructions for Starting the Test

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

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. 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 there are ____ minutes remaining. You may begin working now.
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NJSLA-High School Math CBT 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**).
- 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.

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 *NJSLA and NJGPA Accessibility Features and Accommodations (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 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 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 above.

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.

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^{next} 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.