

# NJSLA–S

New Jersey Student Learning Assessment–Science

## **2024 Test Administrator Script for Computer-Based Testing with Screen Reader**

Grade 5, 8, and 11 Science

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

# NJSLA–S CBT with Screen Reader 2024

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## Grade 5 Science

### Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read-through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA–S. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes. Some of the “**Say**” boxes are outlined with a dashed line and should be read aloud **only** if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “**Say**” boxes includes directions for Test Administrators to follow and should not be read to students. Before beginning each unit, write the student’s name on the top of the test booklet. The student will also sign their name on the test booklet for Unit 1.

### Grade 5 Science Testing Times and Materials — All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	45 minutes	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time
Unit 2	45 minutes	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time
Unit 3	45 minutes	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time
Unit 4	45 minutes	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time

## NJSLA–S Grade 5 CBT with Screen Reader 2024

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

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to the School or District Test Coordinator. Refer to **Section 6.1** and **Section 6.2** of the *Spring 2024 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

Please be aware that students must have room for the computer and monitor, and optionally a braille writing device (braille writer, electronic notetaker, or slate and stylus) and the braille test. This set-up may require several standard-sized desks set up in an L-shape.

Braille test booklets may be provided to students who use a screen reader with the computer-based test, so that they have access to tactile graphics, or to anything which may be easier to understand in braille, such as chemical equations. Braille pages are numbered sequentially in the lower right-hand corner. The corresponding print page numbers are in the upper right-hand corner of the braille test booklet. For assistance locating the stimulus for the item cluster or a specific item, refer to the braille index included in the Test Administrator Special Notes of the kit.

Before beginning each unit, write the student's name on the top of the test booklet. The student will also sign their name on the test booklet for Unit 1.

Braille test booklets may be disassembled during testing to make it easier for the student to access the pages. During breaks, pages should be clipped together before putting them inside the test booklet to mark the student's place. Braille test booklets that were disassembled for testing must be reassembled for return. To reassemble the test booklets, you may staple or binder clip all pages for return to Measurement Incorporated. It is critical that schools check the number of pages in the test booklet prior to disassembling the test booklets to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.

## Test Administrator Script

### Instructions for Preparing to Test

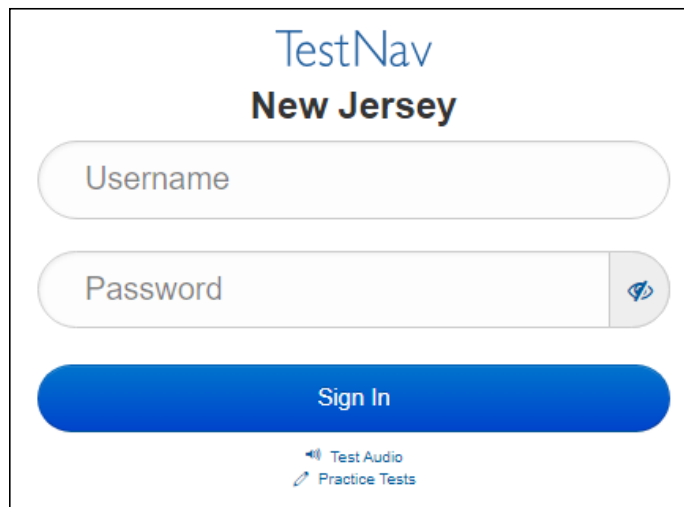
<b>Say:</b>	<p>Today, you will take the Science assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones and Bluetooth devices (headphones or microphones), please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

### Checking Audio

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



# NJSLA–S Grade 5 CBT with Screen Reader 2024

## Instructions for Logging In

<b>Say:</b>	<b>Please sit quietly while I distribute your student testing tickets, scratch paper, and other materials. Do not log in until I tell you to do so.</b>
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

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

**For students using a braille booklet for tactile graphics:**

Distribute the braille test booklet for this unit.

<b>Say:</b>	<b>Some test questions refer to graphics that may be easier to interpret by using a tactile version. A braille test booklet is provided so you can access these graphics or anything on the test where it is easier to understand the braille version.</b>
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**For Unit 1 only:**

<b>Say:</b>	<b>Sign your name at the top of the braille test booklet. If you need a signature guide or assistance with signing your name, please raise your hand.</b>
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Look at the student’s testing ticket and make sure it has the student’s first and last name on it.

<b>STUDENT TESTING TICKET</b>	
Student:	SAMPLE STUDENT
State ID#:	1234567890
Session:	Sample
SessionDate of Birth:	2010-01-01
Test:	Grade 03 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 thetest on the device. Please wait for the instructions from the test monitor before proceeding.	
Select <b>New Jersey</b> in the TestNav Application.	
Username:	1111111111
Password:	ab1111
(OPTIONAL) Local Testing Device ID: _____	

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

## NJSLA–S Grade 5 CBT with Screen Reader 2024

Enter the student’s Username as shown on the bottom of the ticket. Next, enter the Password as shown on the ticket. Now, select the “Sign in” button. Find the student’s name in the upper right corner of the screen. You should now be on the “Available Tests” screen. Select the “Start” button for 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.

### Instructions for Administering Each Unit

Select the “Start Test Now” box in the middle of the screen.

<b>Say:</b>	<p><b>Today, you will take Unit _____ (fill in the appropriate unit) of the grade 5 New Jersey Student Learning Assessment–Science (NJSLA–S) Test. In this unit, an external handheld calculator can be used.</b></p> <p><b>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.</b></p> <p><b>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.</b></p>
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<b>Say:</b>	<p><b>This is the end of the directions on your screen. Do not go on until you are told to do so.</b></p> <p><b>If you want to disassemble the test for access to the graphics, please raise your hand and the Test Administrator will assist you.</b></p> <p><b>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.</b></p> <p><b>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.</b></p>
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## NJSLA–S Grade 5 CBT with Screen Reader 2024

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

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

### Instructions for Starting the Test:

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

### Regular time:

<b>Say:</b>	<b>You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</b>  <b>You may begin working now.</b>
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### For extended time students only:

If students are testing with extended time accommodations, it may be necessary to adjust the amount of time students will have to complete this unit. Refer to the student’s accommodations.



## NJSLA–S Grade 5 CBT with Screen Reader 2024

**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.**

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2024 Test Administrator Manual* Timing Box Example). Actively proctor while students are testing.

- Redirect students as necessary (**Section 2.9.1**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.3**, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (**Section 4.4**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, “Do the best you can.” (**Section 2.8**)
- If students indicate that a test item is not functioning appropriately, refer to **Section 4.3.1**.
- Ensure that any absent students are locked out of the unit.

### Instructions for Taking a Break during Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks are allowed during testing (do not adjust; stop time except for students who have frequent breaks in accordance with **Appendix A**, Administrative Considerations for All Students, in the *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.**

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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 10 Minutes of Unit Time Remain

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

**Say:**

You have 10 minutes remaining.

Continue to actively proctor while students are testing.

### Instructions for Ending the Unit

When the unit time is finished, read the following (optional) “**Say**” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after the students submit their final answers. Do not have students log out of TestNav. For the next unit, start at “Find your name...” at the end of the Instructions for Logging In section.

**Say:**

**Stop working. Testing time has now ended.**

**Select the “Review” drop-down menu at the top left corner of your test.**

**From the “Review” menu, scroll to the bottom and select “End of Section.**

**Select the “Submit Final Answers” button.**

**Select the “Yes” button to exit the unit.**

**I will now collect your student testing ticket and scratch paper.**

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. Also, collect any handheld calculators that were used.

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

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

## Grade 8 Science

### Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read-through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA–S. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes. Some of the “**Say**” boxes are outlined with a dashed line and should be read aloud **only** if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “**Say**” boxes includes directions for Test Administrators to follow and should not be read to students. Before beginning each unit, write the student’s name on the top of the test booklet. The student will also sign their name on the test booklet for Unit 1.

### Grade 8 Science Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	45 minutes	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Periodic table</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time
Unit 2	45 minutes	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Periodic table</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time
Unit 3	45 minutes	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Periodic table</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time
Unit 4	45 minutes	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Periodic table</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time

## NJSLA–S Grade 8 CBT with Screen Reader 2024

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

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to the School or District Test Coordinator. Refer to **Section 6.1** and **Section 6.2** of the *Spring 2024 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

Please be aware that students must have room for the computer and monitor, and optionally a braille writing device (braille writer, electronic notetaker, or slate and stylus) and the braille test. This set-up may require several standard-sized desks set up in an L-shape.

Braille test booklets may be provided to students who use a screen reader with the computer-based test, so that they have access to tactile graphics, or to anything which may be easier to understand in braille, such as chemical equations. Braille pages are numbered sequentially in the lower right-hand corner. The corresponding print page numbers are in the upper right-hand corner of the braille test booklet. For assistance locating the stimulus for the item cluster or a specific item, refer to the braille index included in the Test Administrator Special Notes of the kit.

Before beginning each unit, write the student's name on the top of the test booklet. The student will also sign their name on the test booklet for Unit 1.

Braille test booklets may be disassembled during testing to make it easier for the student to access the pages. During breaks, pages should be clipped together before putting them inside the test booklet to mark the student's place. Braille test booklets that were disassembled for testing must be reassembled for return. To reassemble the test booklets, you may staple or binder clip all pages for return to Measurement Incorporated. It is critical that schools check the number of pages in the test booklet prior to disassembling the test booklets to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.

## Test Administrator Script

### Instructions for Preparing to Test

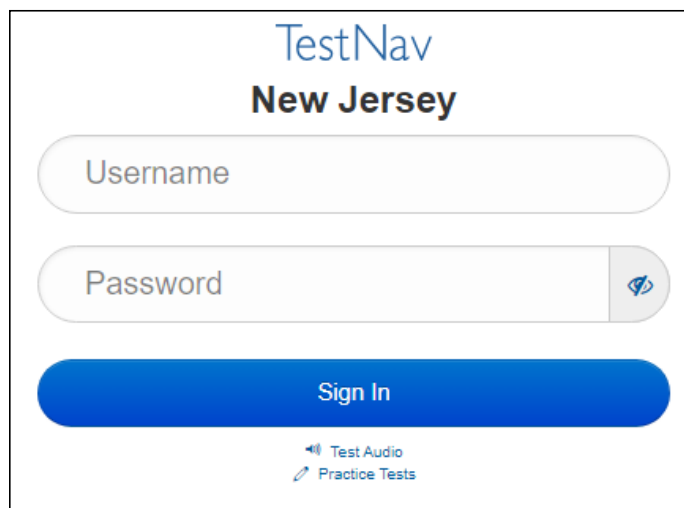
<b>Say:</b>	<p>Today, you will take the Science assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones and Bluetooth devices (headphones or microphones), please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

### Checking Audio

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



# NJSLA–S Grade 8 CBT with Screen Reader 2024

## Instructions for Logging In

<b>Say:</b>	<b>Please sit quietly while I distribute your student testing tickets, scratch paper, and other materials. Do not log in until I tell you to do so.</b>
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Distribute testing tickets, scratch paper, pencils, calculators, periodic tables, and approved accessibility and accommodations tools, if needed, for certain students.

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

### For students using a braille booklet for tactile graphics:

Distribute the braille test booklet for this unit.

<b>Say:</b>	<b>Some test questions refer to graphics that may be easier to interpret by using a tactile version. A braille test booklet is provided so you can access these graphics or anything on the test where it is easier to understand the braille version.</b>
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### For Unit 1 only:

<b>Say:</b>	<b>Sign your name at the top of the braille test booklet. If you need a signature guide or assistance with signing your name, please raise your hand.</b>
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Look at the student’s testing ticket and make sure it has the student’s first and last name on it.

<b>STUDENT TESTING TICKET</b>	
Student:	SAMPLE STUDENT
State ID#:	1234567890
Session:	Sample
SessionDate of Birth:	2010-01-01
Test:	Grade 03 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 thetest on the device. Please wait for the instructions from the test monitor before proceeding.	
Select <b>New Jersey</b> in the TestNav Application.	
Username:	1111111111
Password:	ab1111
(OPTIONAL) Local Testing Device ID:	_____

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

## NJSLA–S Grade 8 CBT with Screen Reader 2024

Enter the student’s Username as shown on the bottom of the ticket. Next, enter the Password as shown on the ticket. Now, select the “Sign in” button. Find the student’s name in the upper right corner of the screen. You should now be on the “Available Tests” screen. Select the “Start” button for the appropriate unit. You should see a “Welcome” screen.

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

### Instructions for Administering Each Unit

Select the “Start Test Now” box in the middle of the screen.

<b>Say:</b>	<p><b>Today, you will take Unit _____ (fill in the appropriate unit) of the grade 8 New Jersey Student Learning Assessment–Science (NJSLA–S) Test. In this unit, an external handheld calculator and a printed periodic table can be used.</b></p> <p><b>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.</b></p> <p><b>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.</b></p>
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<b>Say:</b>	<p><b>This is the end of the directions on your screen. Do not go on until you are told to do so. If you want to disassemble the test for access to the graphics, please raise your hand and the Test Administrator will assist you.</b></p> <p><b>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.</b></p> <p><b>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.</b></p>
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## NJSLA–S Grade 8 CBT with Screen Reader 2024

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

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

### Instructions for Starting the Test:

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

### Regular time:

<b>Say:</b>	<b>You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</b> <b>You may begin working now.</b>
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### For extended time students only:

If students are testing with extended time accommodations, it may be necessary to adjust the amount of time students will have to complete this unit. Refer to the student’s accommodations.



## NJSLA–S Grade 8 CBT with Screen Reader 2024

**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.**

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2024 Test Administrator Manual Timing Box Example*). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.3**, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (**Section 4.4**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, “Do the best you can.” (**Section 2.8**)
- If students indicate that a test item is not functioning appropriately, refer to **Section 4.3.1**.
- Ensure that any absent students are locked out of the unit.

### Instructions for Taking a Break during Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks are allowed during testing (do not adjust; stop time except for students who have frequent breaks in accordance with **Appendix A**, Administrative Considerations for All Students, in the *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–S Grade 8 CBT with Screen Reader 2024

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

**Say:**

You may now resume testing.

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

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

**Say:**

You have 10 minutes remaining.

Continue to actively proctor while students are testing.

### Instructions for Ending the Unit

When the unit time is finished, read the following (optional) “**Say**” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after the students submit their final answers. Do not have students log out of TestNav. For the next unit, start at “Find your name...” at the end of the Instructions for Logging In section.

**Say:**

Stop working. Testing time has now ended.

Select the “Review” drop-down menu at the top left corner of your test.

From the “Review” menu, scroll to the bottom and select “End of Section.

Select the “Submit Final Answers” button.

Select the “Yes” button to exit the unit.

I will now collect your student testing ticket and scratch paper.

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. Also, collect any handheld calculators and printed periodic tables that were used.

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

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

## Grade 11 Science

### Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read-through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA–S. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes. Some of the “**Say**” boxes are outlined with a dashed line and should be read aloud **only** if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “**Say**” boxes includes directions for Test Administrators to follow and should not be read to students. Before beginning each unit, write the student’s name on the top of the test booklet. The student will also sign their name on the test booklet for Unit 1.

### Grade 11 Science Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	<b>60 minutes</b>	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Periodic table</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time
Unit 2	<b>60 minutes</b>	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Periodic table</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time
Unit 3	<b>60 minutes</b>	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Periodic table</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time
Unit 4	<b>60 minutes</b>	<ul style="list-style-type: none"> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Student testing tickets</li> <li>• Headphones</li> <li>• Calculator</li> <li>• Periodic table</li> <li>• Braille test booklet (optional)</li> <li>• Signature guide (optional)</li> </ul>	Write time	Write time

## NJSLA–S Grade 11 CBT with Screen Reader 2024

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

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to the School or District Test Coordinator. Refer to **Section 6.1** and **Section 6.2** of the *Spring 2024 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

Please be aware that students must have room for the computer and monitor, and optionally a braille writing device (braille writer, electronic notetaker, or slate and stylus) and the braille test. This set-up may require several standard-sized desks set up in an L-shape.

Braille test booklets may be provided to students who use a screen reader with the computer-based test, so that they have access to tactile graphics, or to anything which may be easier to understand in braille, such as chemical equations. Braille pages are numbered sequentially in the lower right-hand corner. The corresponding print page numbers are in the upper right-hand corner of the braille test booklet. For assistance locating the stimulus for the item cluster or a specific item, refer to the braille index included in the Test Administrator Special Notes of the kit.

Before beginning each unit, write the student's name on the top of the test booklet. The student will also sign their name on the test booklet for Unit 1.

Braille test booklets may be disassembled during testing to make it easier for the student to access the pages. During breaks, pages should be clipped together before putting them inside the test booklet to mark the student's place. Braille test booklets that were disassembled for testing must be reassembled for return. To reassemble the test booklets, you may staple or binder clip all pages for return to Measurement Incorporated. It is critical that schools check the number of pages in the test booklet prior to disassembling the test booklets to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.

## Test Administrator Script

### Instructions for Preparing to Test

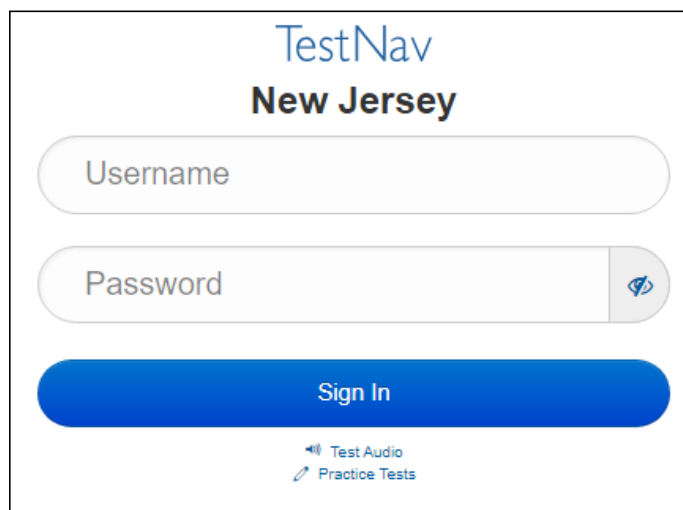
<b>Say:</b>	<p>Today, you will take the Science assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones and Bluetooth devices (headphones or microphones), please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

### Checking Audio

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



# NJSLA–S Grade 11 CBT with Screen Reader 2024

## Instructions for Logging in

<b>Say:</b>	<b>Please sit quietly while I distribute your student testing tickets, scratch paper, and other materials. Do not log in until I tell you to do so.</b>
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

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

**For students using a braille booklet for tactile graphics:**

Distribute the braille test booklet for this unit.

<b>Say:</b>	<b>Some test questions refer to graphics that may be easier to interpret by using a tactile version. A braille test booklet is provided so you can access these graphics or anything on the test where it is easier to understand the braille version.</b>
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**For Unit 1 only:**

<b>Say:</b>	<b>Sign your name at the top of the braille test booklet. If you need a signature guide or assistance with signing your name, please raise your hand.</b>
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Look at the student’s testing ticket and make sure it has the student’s first and last name on it.

**STUDENT TESTING TICKET**

Student:      SAMPLE STUDENT

State ID#:    1234567890

Session:      Sample

SessionDate of Birth: 2010-01-01

Test:          Grade 03 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 TestNav Application.

Username: 1111111111      Password: ab1111

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

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

## NJSLA–S Grade 11 CBT with Screen Reader 2024

Enter the student’s Username as shown on the bottom of the ticket. Next, enter the Password as shown on the ticket. Now, select the “Sign in” button. Find the student’s name in the upper right corner of the screen. You should now be on the “Available Tests” screen. Select the “Start” button for the appropriate unit. You should see a “Welcome” screen.

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

### Instructions for Administering Each Unit

<b>Say:</b>	<p>Today, you will take Unit _____ (fill in the appropriate unit) of the grade 11 New Jersey Student Learning Assessment–Science (NJSLA–S) Test. In this unit, an external handheld calculator and a printed periodic table can be used.</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.</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.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p>
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<b>Say:</b>	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>If you want to disassemble the test for access to the graphics, please raise your hand and the Test Administrator will assist you.</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–S Grade 11 CBT with Screen Reader 2024

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

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

### Instructions for Starting the Test

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

### Regular time:

<b>Say:</b>	<b>You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</b> <b>You may begin working now.</b>
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### For extended time students only:

If students are testing with extended time accommodations, it may be necessary to adjust the amount of time students will have to complete this unit. Refer to the student’s accommodations.



## NJSLA–S Grade 11 CBT with Screen Reader 2024

**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.**

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2024 Test Administrator Manual Timing Box Example*). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- If technology issues occur during testing, assist students as needed. Follow the protocol in **Section 4.3**, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (**Section 4.4**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, “Do the best you can.” (**Section 2.8**)
- If students indicate that a test item is not functioning appropriately, refer to **Section 4.3.1**.
- Ensure that any absent students are locked out of the unit.

### Instructions for Taking a Break during Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks are allowed during testing (do not adjust; stop time except for students who have frequent breaks in accordance with **Appendix A**, Administrative Considerations for All Students, in the *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–S Grade 11 CBT with Screen Reader 2024

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

**Say:**

You may now resume testing.

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

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

**Say:**

You have 10 minutes remaining.

Continue to actively proctor while students are testing.

### Instructions for Ending the Unit

When the unit time is finished, read the following (optional) “**Say**” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after the students submit their final answers. Do not have students log out of TestNav. For the next unit, start at “Find your name...” at the end of the Instructions for Logging In section.

**Say:**

**Stop working. Testing time has now ended.**

**Select the “Review” drop-down menu at the top left corner of your test.**

**From the “Review” menu, scroll to the bottom and select “End of Section.**

**Select the “Submit Final Answers” button.**

**Select the “Yes” button to exit the unit.**

**I will now collect your student testing ticket and scratch paper.**

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. Also, collect any handheld calculators and printed periodic tables that were used.

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

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