

NJSLA–S

New Jersey Student Learning Assessment–Science

2023 Test Administrator Script for Computer-Based Testing

Grade 5, 8, and 11 NJSLA-Science

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

Table of Contents

Grade 5 Science	2
Grade 8 Science	9
Grade 11 Science	16

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 2023 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.

Grade 5 Science Testing Times and Materials for Computer-Based Testing—All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	45 minutes	<ul style="list-style-type: none"> • Pencils • Scratch paper • Student testing tickets 	Write time	Write time
Unit 2	45 minutes	<ul style="list-style-type: none"> • Pencils • Scratch paper • Student testing tickets 	Write time	Write time
Unit 3	45 minutes	<ul style="list-style-type: none"> • Pencils • Scratch paper • Student testing tickets 	Write time	Write time
Unit 4	45 minutes	<ul style="list-style-type: none"> • Pencils • Scratch paper • Student testing tickets 	Write time	Write time

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

NJSLA–S Grade 5 CBT 2023

Test Administrator Script

Instructions for Preparing to Test

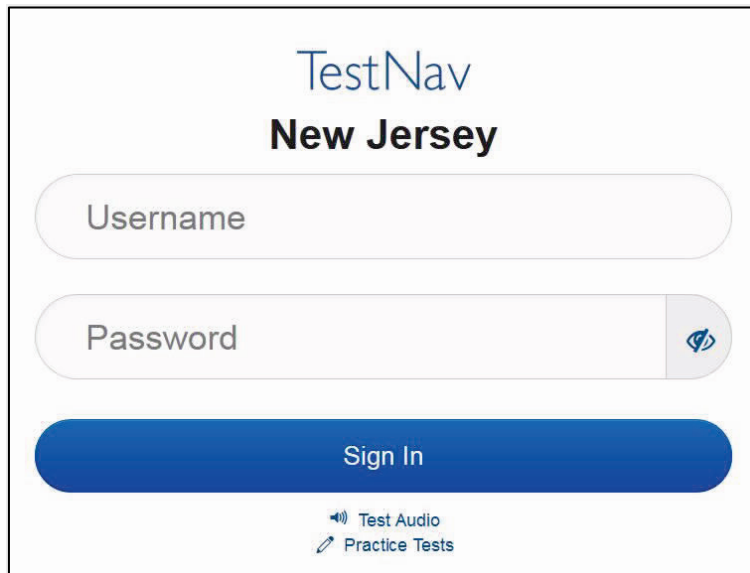
Say:	<p>Today, you will take the Science assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones and Bluetooth devices (headphones or microphones), please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until 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 School Test Coordinator (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 Logging in

Say:	Please sit quietly while I distribute your student testing tickets, scratch paper, and other materials. Do not log in until I tell you to do so.
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students. As an optional item for science, handheld calculators may be provided.

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.
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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.

Say:	<p>Now, enter your Username as shown on the bottom of your ticket.</p> <p>(Pause.)</p> <p>Next, enter the Password as shown on your ticket.</p> <p>(Pause.)</p> <p>Now, select the “Sign in” button.</p> <p>(Pause.)</p>
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Say:	<p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand.</p> <p>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.</p>
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NJSLA–S Grade 5 CBT 2023

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

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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Say:	<p>Today, you will take Unit _____ (fill in the appropriate unit) of the grade 5 New Jersey Student Learning Assessment–Science (NJSLA–S) Test. 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. 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. Some words or phrases may be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from Option A, B, or C based on local policy. (Contact your STC with any questions.)

Say:	<p>Option A: After you have logged out of the test, sit quietly until the test has ended.</p> <p>Option B: After you have logged out of the test, I will dismiss you.</p> <p>Option C: After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.</p>
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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.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(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 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p>
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For extended time students only:

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

Say:	<p>Option A:</p> <p>You will have _____ hours to complete this unit. I will let you know when you have _____ minutes of testing time left. You may begin working now.</p> <p>Option B:</p> <p>You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when there are _____ minutes remaining. You may begin working now.</p>
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Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 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.

NJSLA–S Grade 5 CBT 2023

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.
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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.
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Instructions for When 10 Minutes of Unit Time Remain

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

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

Instructions for Ending the Unit

When the unit time is finished, read the following (optional) “**Say**” box if there are students still actively testing. 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.
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NJSLA–S Grade 5 CBT 2023

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^{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 extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.

NJSLA–S Grade 8 CBT 2023

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 2023 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.

Grade 8 Science Testing Times and Materials for Computer-Based Testing—All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	45 minutes	<ul style="list-style-type: none">• Pencils• Scratch paper• Student testing tickets	Write time	Write time
Unit 2	45 minutes	<ul style="list-style-type: none">• Pencils• Scratch paper• Student testing tickets	Write time	Write time
Unit 3	45 minutes	<ul style="list-style-type: none">• Pencils• Scratch paper• Student testing tickets	Write time	Write time
Unit 4	45 minutes	<ul style="list-style-type: none">• Pencils• Scratch paper• Student testing tickets	Write time	Write time

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 School or District Test Coordinator. 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

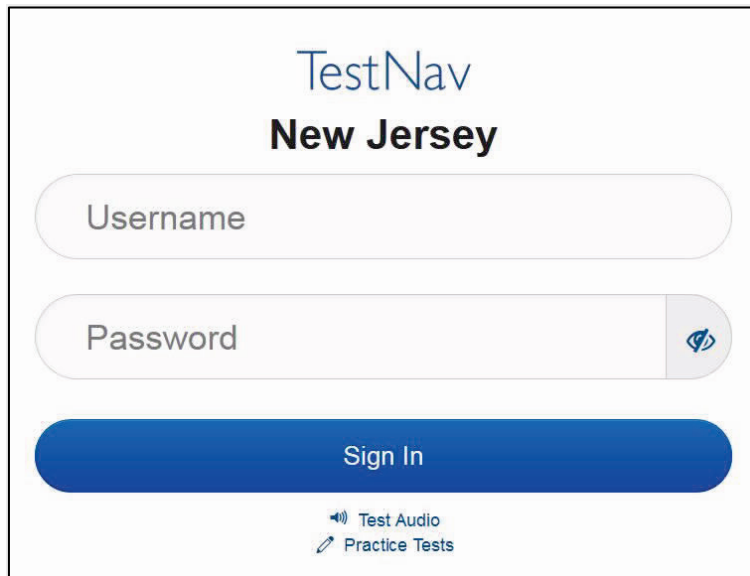
Say:	<p>Today, you will take the Science assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones and Bluetooth 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 School Test Coordinator (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–S Grade 8 CBT 2023

Instructions for Logging in

Say:	Please sit quietly while I distribute your student testing tickets, scratch paper, and other materials. Do not log in until I tell you to do so.
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students. As an optional item for science, handheld calculators may be provided. Periodic tables may also be distributed if the school has chosen to print them.

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.
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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.

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.)
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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.
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NJSLA–S Grade 8 CBT 2023

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

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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Say:	<p>Today, you will take Unit _____ (fill in the appropriate unit) of the grade 8 New Jersey Student Learning Assessment–Science (NJSLA–S) Test. You will be able to use a calculator and the periodic table. A calculator is provided in the toolbar for your use. A periodic table is provided in the Exhibits tab.</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>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. Some words or phrases may be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from Option A, B, or C based on local policy. (Contact your STC with any questions.)

Say:	<p>Option A: After you have logged out of the test, sit quietly until the test has ended.</p> <p>Option B: After you have logged out of the test, I will dismiss you.</p> <p>Option C: After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.</p>
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NJSLA–S Grade 8 CBT 2023

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.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(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 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p>
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For extended time students only:

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

Say:	<p>Option A:</p> <p>You will have _____ hours to complete this unit. I will let you know when you have _____ minutes of testing time left. You may begin working now.</p> <p>Option B:</p> <p>You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when there are _____ minutes remaining. You may begin working now.</p>
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Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 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**)
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- 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.
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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.
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Instructions for When 10 Minutes of Unit Time Remain

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

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

Instructions for Ending the Unit

When the unit time is finished, read the following (optional) “**Say**” box if there are students still actively testing. 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:	<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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NJSLA–S Grade 8 CBT 2023

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^{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 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

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Grade 11 Science Testing Times and Materials for Computer-Based Testing—All Units

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

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NJSLA–S Grade 11 CBT 2023

Test Administrator Script

Instructions for Preparing to Test

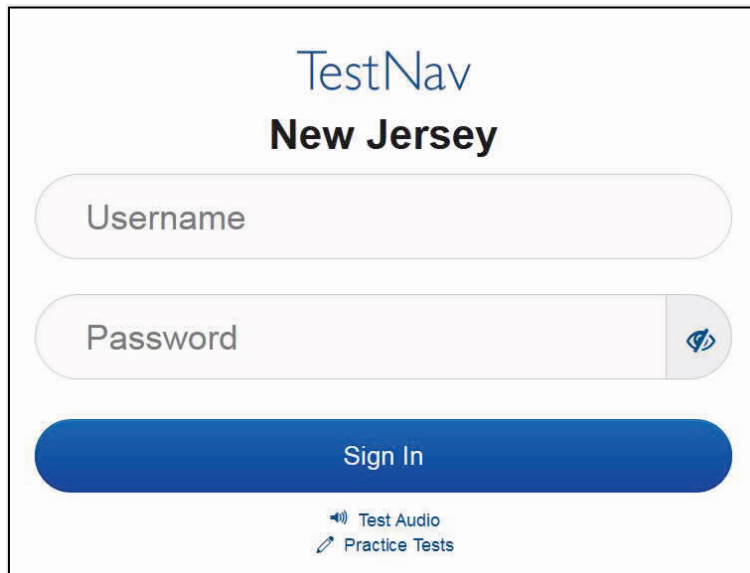
Say:	<p>Today, you will take the Science assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones and Bluetooth devices (headphones or microphones), please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until 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 School Test Coordinator (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.



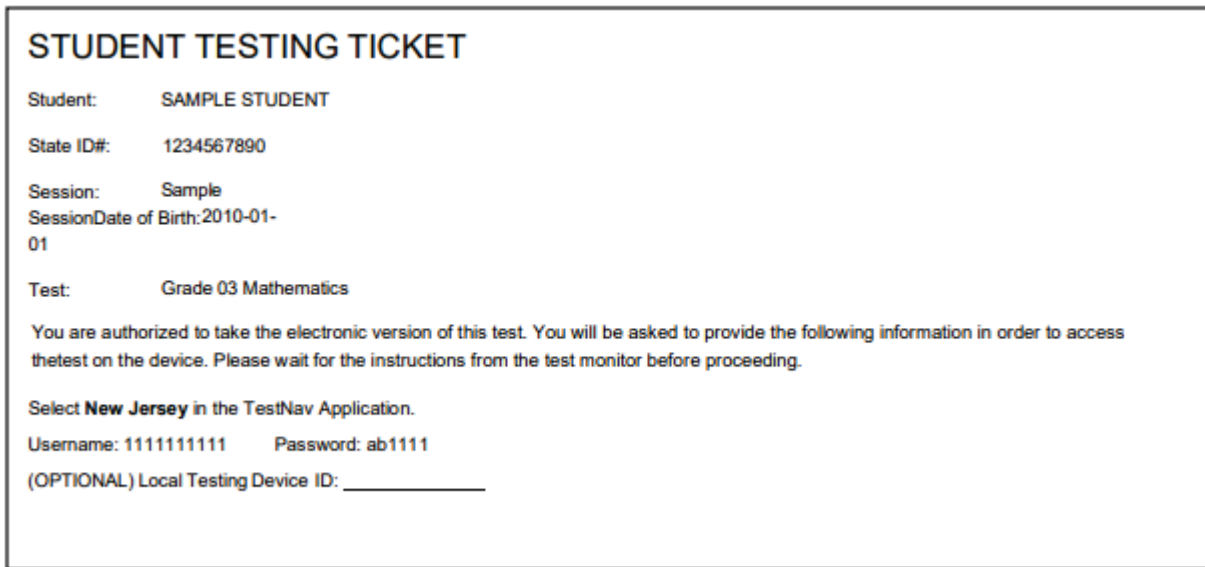
Instructions for Logging in

Say:	Please sit quietly while I distribute your student testing tickets, scratch paper, and other materials. Do not log in until I tell you to do so.
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students. As an optional item for science, handheld calculators may be provided. Periodic tables may also be distributed if the school has chosen to print them.

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.
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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:	<p>Now, enter your Username as shown on the bottom of your ticket.</p> <p>(Pause.)</p> <p>Next, enter the Password as shown on your ticket.</p> <p>(Pause.)</p> <p>Now, select the “Sign in” button.</p> <p>(Pause.)</p>
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Say:	<p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand.</p> <p>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.</p>
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NJSLA–S Grade 11 CBT 2023

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

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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Say:	<p>Today, you will take Unit _____ (fill in the appropriate unit) of the grade 11 New Jersey Student Learning Assessment–Science (NJSLA–S) Test. You will be able to use a calculator and the periodic table. A calculator is provided in the toolbar for your use. A periodic table is provided in the Exhibits tab.</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>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. Some words or phrases may be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from Option A, B, or C based on local policy. (Contact your STC with any questions.)

Say:	<p>Option A: After you have logged out of the test, sit quietly until the test has ended.</p> <p>Option B: After you have logged out of the test, I will dismiss you.</p> <p>Option C: After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.</p>
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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.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(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 this unit. I will let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p>
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For extended time students only:

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

Say:	<p>Option A:</p> <p>You will have _____ hours to complete this unit. I will let you know when you have _____ minutes of testing time left. You may begin working now.</p> <p>Option B:</p> <p>You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when there are _____ minutes remaining. You may begin working now.</p>
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Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 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.

NJSLA–S Grade 11 CBT 2023

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.
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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.
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Instructions for When 10 Minutes of Unit Time Remain

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

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

Instructions for Ending the Unit

When the unit time is finished, read the following (optional) “**Say**” box if there are students still actively testing. 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.
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NJSLA–S Grade 11 CBT 2023

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^{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 extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.