

# **NJSLA and NJGPA**

New Jersey Student Learning Assessment  
New Jersey Graduation Proficiency Assessment

## **2022 Test Administrator Script for Paper-Based Testing**

**Grade 3, 4-5, 6-8, 9, and NJGPA English Language Arts**

**The 2022 Test Administrator Script for Paper-Based Testing must be used  
with the *Spring 2022 Test Administrator Manual*.**

# **NJSLA and NJGPA ELA PBT 2022**

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## Grade 3 ELA

### Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA-ELA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. Read word-for-word the bold instructions in each “Say” box to students. Do not modify or paraphrase the wording in the “Say” boxes. Some of the “Say” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “Say” boxes includes directions for TAs to follow and should not be read to students.

### Grade 3 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	75 minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 2	75 minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 3 (if applicable)	75 minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

### Test Administrator Script

#### Instructions for Preparing to Test

<b>Say:</b>	<p><b>Today, you will take the English Language Arts Assessment.</b></p> <p><b>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</b></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 Test Coordinator immediately if there are questions regarding electronic devices.

## NJSLA-ELA Grade 3 PBT 2022

<b>Say:</b>	<b>Please sit quietly while I distribute the test materials.</b>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets and answer documents.

<b>Say:</b>	<b>If Unit 1: Write your first and last name at the top of your test booklet and answer document in Box A.</b> <b>If Unit 2: Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.</b>
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Make sure all students have written their names on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

### Instructions for Administering Each Unit

<b>Say:</b>	<b>Using the labels on the edge of the page, open your test booklet to the first page of Unit ____ (fill in the appropriate unit) and follow along while I read the directions. Do not turn the page until I tell you to do so.</b> <b>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade 3 New Jersey Student Learning Assessment-English Language Arts (NJSLA-ELA) Test.</b> <b>Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles. If you need to change an answer, be sure to erase your first answer completely.</b> <b>One of the questions will ask you to write a response. Write your response in the space provided in your answer document. Be sure to keep your response within the provided space. Only responses written within the provided space will be scored.</b> <b>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.</b>
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<b>Say:</b>	<b>This is the end of the directions in your test booklet.</b> <b>When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until you are told to do so.</b> <b>Examples of the “Go On” and “Stop” signs are posted on the board.</b> <b>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</b>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

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

<b>Say:</b>	<b>Do you have any questions?</b>
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Answer any questions.

**Instructions for Starting the Test**

**Regular time:**

<b>Say:</b>	<b>You will have 75 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. Turn to the next page. You may begin working now.</b>
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**For extended time students only:**

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

<b>Say:</b>	Option A: <b>You will have ____ hours to complete this unit. I will let you know when you have ____ minutes of testing time left. You may begin working now.</b>
	Option B: <b>You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when you have ____ minutes of testing time left. You may begin working now.</b>

Write the starting time and stopping time in the timing box (Figure 2.0 of the *Spring 2022 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (Section 2.9.1).
- Collect test materials as students complete testing (Section 2.10).
- If students have questions about an item, tell them, “Do the best you can.” (Section 2.8)
- If students indicate that a test item seems irregular, refer to Section 7.3.1.

# NJSLA-ELA Grade 3 PBT 2022

## 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 section 2f of the AF&A manual).

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 electronic devices, play games, or engage in activities that may compromise the validity of the test.

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

<b>Say:</b>	<b>Please stop testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.</b>
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	<b>Open your test booklet and answer document and continue testing.</b>
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Continue to actively proctor while students are testing.

## Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

<b>Say:</b>	<b>You have 10 minutes remaining.</b>
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**Note:** Do not read the preceding text to students with an extended time accommodation.

## Instructions for Ending the Unit

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

<b>Say:</b>	<b>Stop working. Testing time has now ended. Close your test booklet and answer document.</b> <b>Check that your name is written on your test booklet and answer document. I will collect your test materials.</b>
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- Collect all test materials.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

## **NJSLA-ELA Grade 3 PBT 2022**

If more than one unit is being administered in 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 script starting at the very beginning, and move on to the next unit.

# NJSLA-ELA Grade 4 & 5 PBT 2022

## Grades 4 and 5 ELA

### Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA-ELA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. Read word-for-word the bold instructions in each “Say” box to students. Do not modify or paraphrase the wording in the “Say” boxes. Some of the “Say” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “Say” boxes includes directions for TAs to follow and should not be read to students.

### Grades 4 and 5 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Answer documents</li><li>• Pencils</li><li>• Scratch paper</li></ul>		
Unit 2	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Answer documents</li><li>• Pencils</li><li>• Scratch paper</li></ul>		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Answer documents</li><li>• Pencils</li><li>• Scratch paper</li></ul>		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

### Test Administrator Script

#### Instructions for Preparing to Test

<b>Say:</b>	<p>Today, you will take the English Language Arts Assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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 Test Coordinator immediately if there are questions regarding electronic devices.

<b>Say:</b>	<b>Please sit quietly while I distribute the test materials.</b>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets and answer documents.

<b>Say:</b>	<p>If Unit 1: <b>Write your first and last name at the top of your test booklet and answer document in Box A.</b></p> <p>If Unit 2: <b>Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.</b></p>
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Make sure all students have written their names on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

**Instructions for Administering Each Unit**

<b>Say:</b>	<p><b>Using the labels on the edge of the page, open your test booklet to the first page of Unit ____ (fill in the appropriate unit) and follow along while I read the directions. Do not turn the page until I tell you to do so.</b></p> <p><b>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade ____ (fill in the appropriate grade) New Jersey Student Learning Assessment-English Language Arts (NJSLA-ELA) Test.</b></p> <p><b>Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles. If you need to change an answer, be sure to erase your first answer completely.</b></p> <p><b>One of the questions will ask you to write a response. Write your response in the space provided in your answer document. Be sure to keep your response within the provided space. Only responses written within the provided space will be scored.</b></p> <p><b>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.</b></p>
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<b>Say:</b>	<p><b>This is the end of the directions in your test booklet.</b></p> <p><b>When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until you are told to do so.</b></p> <p><b>Examples of the “Go On” and “Stop” signs are posted on the board.</b></p> <p><b>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</b></p>
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## NJSLA-ELA Grade 4 & 5 PBT 2022

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

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

<b>Say:</b>	<b>Do you have any questions?</b>
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Answer any questions.

### Instructions for Starting the Test

Regular time:

<b>Say:</b>	<b>You will have 90 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</b> <b>Turn to the next page. You may begin working now.</b>
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For extended time students only:

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

<b>Say:</b>	Option A: <b>You will have ____ hours to complete this unit. I will let you know when you have ____ minutes of testing time left. You may begin working now.</b>
	Option B: <b>You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when you have ____ minutes of testing time left. You may begin working now.</b>

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2022 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, "Do the best you can." (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

## 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 section 2f of the AF&A manual).

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 electronic devices, play games, or engage in activities that may compromise the validity of the test.

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

<b>Say:</b>	<b>Please stop testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.</b>
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	<b>Open your test booklet and answer document and continue testing.</b>
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Continue to actively proctor while students are testing.

## Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

<b>Say:</b>	<b>You have 10 minutes remaining.</b>
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**Note:** Do not read the preceding text to students with an extended time accommodation.

## Instructions for Ending the Unit

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

<b>Say:</b>	<b>Stop working. Testing time has now ended. Close your test booklet and answer document.</b> <b>Check that your name is written on your test booklet and answer document. I will collect your test materials.</b>
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- Collect all test materials.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

## **NJSLA-ELA Grade 4 & 5 PBT 2022**

If more than one unit is being administered in 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 script starting at the very beginning, and move on to the next unit.

## Grades 6, 7, and 8 ELA

### Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA-ELA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. Read word-for-word the bold instructions in each “Say” box to students. Do not modify or paraphrase the wording in the “Say” boxes. Some of the “Say” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “Say” boxes includes directions for TAs to follow and should not be read to students.

### Grades 6, 7, and 8 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 2	90 minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

### Test Administrator Script

#### Instructions for Preparing to Test

<b>Say:</b>	<p>Today, you will take the English Language Arts Assessment.</p> <p><b>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</b></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 Test Coordinator immediately if there are questions regarding electronic devices.

## NJSLA-ELA Grade 6, 7, & 8 PBT 2022

<b>Say:</b>	Please sit quietly while I distribute the test materials.
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets and answer documents.

<b>Say:</b>	If Unit 1: <b>Write your first and last name at the top of your test booklet and answer document in Box A.</b>  If Unit 2: <b>Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.</b>
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Make sure all students have written their names on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

### Instructions for Administering Each Unit

<b>Say:</b>	<p>Using the labels on the edge of the page, open your test booklet to the first page of Unit ____ (fill in the appropriate unit) and follow along while I read the directions. Do not turn the page until I tell you to do so.</p> <p>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade ____ (fill in the appropriate grade) New Jersey Student Learning Assessment-English Language Arts (NJSLA-ELA) Test.</p> <p>Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles. If you need to change an answer, be sure to erase your first answer completely.</p> <p>One of the questions will ask you to write a response. Write your response in the space provided in your answer document. Be sure to keep your response within the provided space. Only responses written within the provided space will be scored.</p> <p>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.</p>
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<b>Say:</b>	<p>This is the end of the directions in your test booklet.</p> <p>When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until you are told to do so.</p> <p>Examples of the “Go On” and “Stop” signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
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## NJSLA-ELA Grade 6, 7, & 8 PBT 2022

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

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

<b>Say:</b>	<b>Do you have any questions?</b>
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Answer any questions.

### Instructions for Starting the Test

**Regular time:**

<b>Say:</b>	<b>You will have 90 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</b> <b>Turn to the next page. You may begin working now.</b>
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**For extended time students only:**

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

<b>Say:</b>	Option A: <b>You will have ____ hours to complete this unit. I will let you know when you have ____ minutes of testing time left. You may begin working now.</b>
	Option B: <b>You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when you have ____ minutes of testing time left. You may begin working now.</b>

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2022 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, "Do the best you can." (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

# NJSLA-ELA Grade 6, 7, & 8 PBT 2022

## 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 section 2f of the AF&A manual).

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 electronic devices, play games, or engage in activities that may compromise the validity of the test.

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

<b>Say:</b>	<b>Please stop testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.</b>
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	<b>Open your test booklet and answer document and continue testing.</b>
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Continue to actively proctor while students are testing.

## Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

<b>Say:</b>	<b>You have 10 minutes remaining.</b>
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**Note:** Do not read the preceding text to students with an extended time accommodation.

## Instructions for Ending the Unit

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

<b>Say:</b>	<b>Stop working. Testing time has now ended. Close your test booklet and answer document.</b> <b>Check that your name is written on your test booklet and answer document. I will collect your test materials.</b>
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- Collect all test materials.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

## **NJSLA-ELA Grade 6, 7, & 8 PBT 2022**

If more than one unit is being administered in 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 script starting at the very beginning, and move on to the next unit.

# NJSLA-ELA Grade 9 PBT 2022

## Grade 9 ELA

### Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA-ELA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. Read word-for-word the bold instructions in each “Say” box to students. Do not modify or paraphrase the wording in the “Say” boxes. Some of the “Say” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “Say” boxes includes directions for TAs to follow and should not be read to students.

### Grade 9 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Answer documents</li><li>• Pencils</li><li>• Scratch paper</li></ul>		
Unit 2	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Answer documents</li><li>• Pencils</li><li>• Scratch paper</li></ul>		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Answer documents</li><li>• Pencils</li><li>• Scratch paper</li></ul>		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

### Test Administrator Script

#### Instructions for Preparing to Test

<b>Say:</b>	<p>Today, you will take the English Language Arts Assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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 Test Coordinator immediately if there are questions regarding electronic devices.

<b>Say:</b>	<b>Please sit quietly while I distribute the test materials.</b>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets and answer documents.

<b>Say:</b>	<p>If Unit 1: <b>Write your first and last name at the top of your test booklet and answer document in Box A.</b></p> <p>If Unit 2: <b>Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.</b></p>
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Make sure all students have written their names on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

**Instructions for Administering Each Unit**

<b>Say:</b>	<p><b>Using the labels on the edge of the page, open your test booklet to the first page of Unit ____ (fill in the appropriate unit) and follow along while I read the directions. Do not turn the page until I tell you to do so.</b></p> <p><b>Today, you will take Unit ____ (fill in the appropriate unit) of the Grade 9 New Jersey Student Learning Assessment-English Language Arts (NJSLA-ELA) Test.</b></p> <p><b>Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles. If you need to change an answer, be sure to erase your first answer completely.</b></p> <p><b>One of the questions will ask you to write a response. Write your response in the space provided in your answer document. Be sure to keep your response within the provided space. Only responses written within the provided space will be scored.</b></p> <p><b>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.</b></p>
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<b>Say:</b>	<p><b>This is the end of the directions in your test booklet.</b></p> <p><b>When you see a “Go On” sign in your test booklet, you may go on to the next page. When you reach a “Stop” sign in your test booklet, do not go on until you are told to do so.</b></p> <p><b>Examples of the “Go On” and “Stop” signs are posted on the board.</b></p> <p><b>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</b></p>
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# NJSLA-ELA Grade 9 PBT 2022

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

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

<b>Say:</b>	<b>Do you have any questions?</b>
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Answer any questions.

## Instructions for Starting the Test

**Regular time:**

<b>Say:</b>	<b>You will have 90 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</b> <b>Turn to the next page. You may begin working now.</b>
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**For extended time students only:**

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

<b>Say:</b>	Option A: <b>You will have ____ hours to complete this unit. I will let you know when you have ____ minutes of testing time left. You may begin working now.</b>
	Option B: <b>You may take as much time as you need to complete this unit, up to the end of the school day. I will let you know when you have ____ minutes of testing time left. You may begin working now.</b>

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2022 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, “Do the best you can.” (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

**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 section 2f of the AF&A manual).

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 electronic devices, play games, or engage in activities that may compromise the validity of the test.

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

<b>Say:</b>	<b>Please stop testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.</b>
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	<b>Open your test booklet and answer document and continue testing.</b>
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Continue to actively proctor while students are testing.

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

When 10 minutes of unit time remain:

<b>Say:</b>	<b>You have 10 minutes remaining.</b>
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**Note:** Do not read the preceding text to students with an extended time accommodation.

**Instructions for Ending the Unit**

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

<b>Say:</b>	<b>Stop working. Testing time has now ended. Close your test booklet and answer document.</b> <b>Check that your name is written on your test booklet and answer document. I will collect your test materials.</b>
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- Collect all test materials.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

## **NJSLA-ELA Grade 9 PBT 2022**

If more than one unit is being administered in 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 script starting at the very beginning, and move on to the next unit.

## ELA Component of NJGPA

### Using the Test Administrator Script

The administration script in this document will be used for all units of the ELA component of NJGPA. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the ELA component of NJGPA. Read word-for-word the bold instructions in each “Say” box to students. Do not modify or paraphrase the wording in the “Say” boxes. Some of the “Say” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “Say” boxes includes directions for TAs to follow and should not be read to students.

### ELA Component of NJGPA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 2	90 minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to **Section 6.2** of the *Spring 2022 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

### Test Administrator Script

#### Instructions for Preparing to Test

<b>Say:</b>	<p>Today, you will take the English Language Arts component of the Graduation Proficiency Assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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 Test Coordinator immediately if there are questions regarding electronic devices.

<b>Say:</b>	Please sit quietly while I distribute the test materials.
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## ELA Component of NJGPA PBT 2022

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets and answer documents.

<b>Say:</b>	<p>If Unit 1: <b>Write your first and last name at the top of your test booklet and answer document in Box A.</b></p> <p>If Unit 2: <b>Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.</b></p>
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Make sure all students have written their names on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

### Instructions for Administering Each Unit

<b>Say:</b>	<p><b>Using the labels on the edge of the page, open your test booklet to the first page of Unit ____ (fill in the appropriate unit) and follow along while I read the directions. Do not turn the page until I tell you to do so.</b></p> <p><b>Today, you will take Unit ____ (fill in with the appropriate unit) of the English Language Arts component of the Graduation Proficiency Assessment.</b></p> <p><b>Follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Only answers you provide in your answer document will be scored. Do not make any pencil marks outside the circles. If you need to change an answer, be sure to erase your first answer completely.</b></p> <p><b>One of the questions will ask you to write a response. Write your response in the space provided in your answer document. Be sure to keep your response within the provided space. Only responses written within the provided space will be scored.</b></p> <p><b>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the stop sign.</b></p>
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## ELA Component of NJGPA PBT 2022

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<b>Say:</b>	Option A <b>After I have collected your materials, sit quietly until the unit had ended.</b>
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	Option C <b>After I have collected your materials, you may read a book or other allowable materials until the unit has ended.</b>

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# ELA Component of NJGPA PBT 2022

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<b>Say:</b>	<b>Please stop testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.</b>
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	<b>Open your test booklet and answer document and continue testing.</b>
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<b>Say:</b>	<b>You have 10 minutes remaining.</b>
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## Instructions for Ending the Unit

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

<b>Say:</b>	<b>Stop working. Testing time has now ended. Close your test booklet and answer document.</b> <b>Check that your name is written on your test booklet and answer document. I will collect your test materials.</b>
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- Collect all test materials.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

## ELA Component of NJGPA PBT 2022

If more than one unit is being administered in 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 script starting at the very beginning, and move on to the next unit.