

NJSLA–S

New Jersey Student Learning
Assessment–Science

2022 Test Administrator Script for Computer-Based Testing

Grade 5, 8, and 11 Science

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

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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. 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 – 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** for more information). Speak to your 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. 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

Say:	<p>今天，你将参加科学评估。</p> <p>除了考试设备外，桌子上不能有其它的电子设备。不允许打电话、发短信、拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请把它们关掉并举手。如果你在考试期间被发现有任何未经批准的电子设备，你的考试可能不会被评分。</p>
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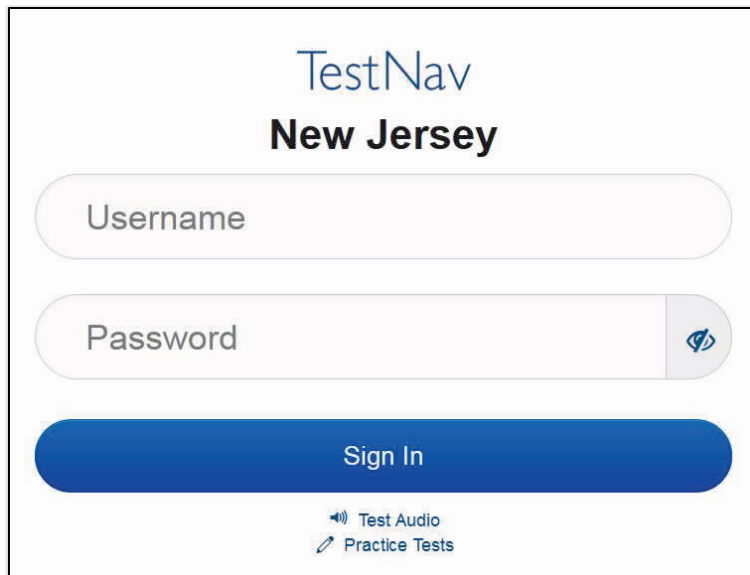
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed 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>请确保你的耳机已经插好并戴上。在你的屏幕上，“登录”按钮下面有一个名为“考试音频”的链接。选择这个链接，确保你能通过耳机听到声音，并调到最大音量。你可以在考试开始后调整音量。</p> <p>对于文字转语音的设置，在 TestNav 里面，考试问题的右边有一个 TTS 方框，可以使用。TTS 方框里有一些按钮，可以控制阅读速度和音量。</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:	<p>在我分发学生测试卷、草稿和其他材料时，请安静地坐下。请不要登录。我会通知大家何时可以登录。</p>
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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.

Say:	<p>现在，请查看学生测试卷，确保上面有你的姓名。如果你没有拿到测试卷，请举手。</p>
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STUDENT TESTING TICKET	
Student:	ALG I, ASL I
State ID#:	CSS2000002
Session:	ALG01 ASL
Date of Birth:	1990-07-14
Test:	Algebra I
<p>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.</p> <p>Select New Jersey in the application.</p> <p>Username: 1234567890 Password: a12b3c</p> <p>(OPTIONAL) Local Testing Device ID: _____</p>	

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>现在，请输入用户名，用户名在票据底部可以看到。</p> <p>(Pause.)</p> <p>接下来，输入票面上显示的密码。</p> <p>(Pause.)</p> <p>现在，选择“登录”按钮。</p> <p>(Pause.)</p>
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Say:	<p>在屏幕的右上角检查你的姓名。如果你看到的名字不是自己的，请举起手。</p> <p>你现在应该在“可用考试”屏幕上。选择单元_____(fill in the appropriate unit number)的“开始”按钮。你应该看到一个“欢迎”屏幕。</p>
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Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If any students do not see their correct name on the login screen, close TestNav, reopen it, and log the students back in with the correct student testing ticket.

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Instructions for Administering Each Unit

Say:	选择屏幕中间的“立即开始考试”方框。当我阅读屏幕上的指示时，请跟进。大家可能需要使用右边的滚动条来跟进。不要选择“开始部分”按钮，直到我告诉大家才可以。
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	今天，大家将参加五年级新泽西州学生学习评估-科学（NJSLA-S）考试的单元 _____ (fill in the appropriate unit number)。工具栏中有一个计算器，供你使用。 阅读每一个问题。然后，请按照指示回答每个问题。如果有问题要求你展示或解释你的工作内容，必须如实回答，才能得到学分。如果你不知道某个问题的答案，你可以做好标记，然后继续做下一个问题。如果你提前完成，你可以检查自己的答案，也可以检查之前标记好的问题。
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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	今天，大家将参加五年级新泽西州学生学习评估-科学（NJSLA-S）考试的单元 _____ (fill in the appropriate unit number)。在这个单元中，可以使用外部手持计算器。 阅读每一个问题。然后，请按照指示回答每个问题。如果有问题要求你展示或解释你的工作内容，必须如实回答，才能得到学分。请在草稿上完成作业，然后把你写的内容读给老师听。老师会在电脑上为你输入考试的答案。草稿上的内容将不被计分。 如果你不知道某个问题的答案，你可以做好标记，然后继续做下一个问题。如果你提前完成，你可以检查自己的答案，也可以检查之前标记好的问题。
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Say:	屏幕上的指示就到此为止了。请暂停，直到大家收到通知再继续。 部分单词或短语可能有下划线。如果看到带下划线的单词或短语，可以打开链接，显示一个弹出词汇表。该表会解释该单词或短语的定义。 在考试过程中，如果考试设备有什么问题，请举手，我可以帮助大家。在考试过程中，我无法帮助大家处理考试问题或在线工具。 当你检查完自己的作业时，请举手，我会引导你退出考试屏幕。然后，我会收取学生测试卷和草稿。当你退出了考试，就不能再登录了。
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:	Option A: 在退出考试后，请安静地坐着，直到考试结束。
	Option B: 在退出考试后，我将会让大家离开。
	Option C: 在退出考试后，你可以阅读书本内容或其他允许的材料，直到本单元结束为止。

Say:	有什么问题吗？
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Answer any questions.

Instructions for Starting the Test

Say:	滚动到屏幕的底部。 (Pause.) 选择“开始部分”按钮。 (Pause.) 你现在应该在考试中了。
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Pause to make sure all students are in the correct unit.

Regular time:

Say:	大家将有45分钟时间来完成这个单元。当还有10分钟的剩余时间时，我会提醒大家。 大家现在可以开始了。
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For extended time students only:

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

Say:	Option A: 大家将有____个小时来完成这个单元。在剩余 ____分钟的时候，我会提醒大家。 大家现在可以开始了。
	Option B: 大家有充足的时间来完成这个单元，直到放学为止。当剩余____分钟时，我会提醒大家。 大家现在可以开始了。

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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**).
- 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 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:

Say:	请停止考试，盖上或关掉屏幕。我们将进行三分钟安静的拉伸放松环节。不允许说话。
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After taking a classroom break, be sure students are seated and device screens are visible.

Say:	现在可以继续考试了。
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say:	大家还有10分钟。
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Note: Do not read the preceding text to students with an extended time accommodation.

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>请停止考试。考试时间现在已经结束。</p> <p>选择考试左上角的“检查”下拉菜单。从“检查”菜单中，滚动到底部，选择“本节结束”。选择“提交最终答案”按钮。</p> <p>选择“是”按钮来确认。</p> <p>现在，我会收取学生测试卷和草稿。</p>
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Circulate throughout the room to make sure all students have successfully logged off. To log off select the “User dropdown menu” at the top right corner and select “Sign out of TestNav.” Then, collect student testing tickets and scratch paper. 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 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–S Grade 8 CBT 2022

Grade 8 Science

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. On the first read through, 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 – 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** for more information). Speak to your 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. 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

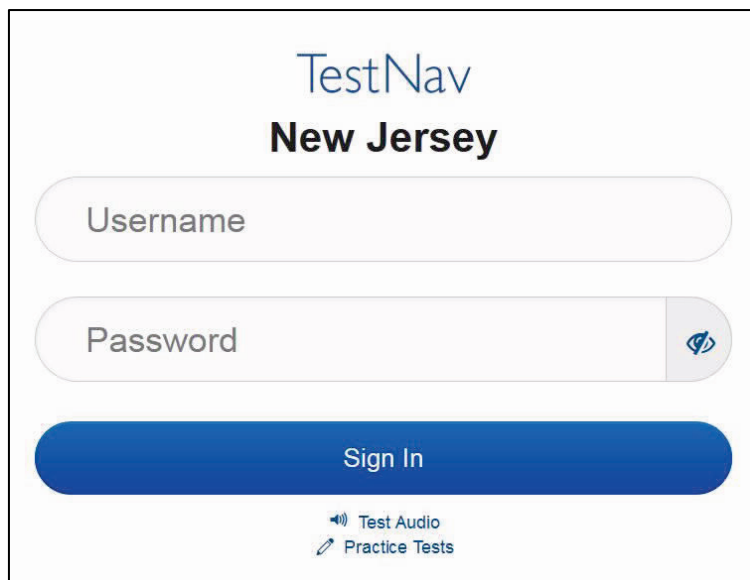
Say:	今天，你将参加科学评估。 除了考试设备外，桌子上不能有其它的电子设备。不允许打电话、发短信、拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请把它们关掉并举手。如果你在考试期间被发现有未经批准的电子设备，你的考试可能不会被评分。
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until 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 immediately if there are questions regarding electronic devices.

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

Say:	<p>请确保你的耳机已经插好并戴上。在你的屏幕上，“登录”按钮下面有一个名为“考试音频”的链接。选择这个链接，确保你能通过耳机听到声音，并调到最大音量。你可以在考试开始后调整音量。</p> <p>对于文字转语音的设置，在 TestNav 里面，考试问题的右边有一个 TTS 方框，可以使用。TTS 方框里有一些按钮，可以控制阅读速度和音量。</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:	<p>在我分发学生测试卷、草稿和其他材料时，请安静地坐下。请不要登录。我会通知大家何时可以登录。</p>
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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.

Say:	<p>现在，请查看学生测试卷，确保上面有你的姓名。如果你没有拿到测试卷，请举手。</p>
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STUDENT TESTING TICKET	
Student:	ALG I, ASL I
State ID#:	CSS2000002
Session:	ALG01 ASL
Date of Birth:	1990-07-14
Test:	Algebra I
<p>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.</p>	
<p>Select New Jersey in the application.</p>	
Username:	1234567890
Password:	a12b3c
<p>(OPTIONAL) Local Testing Device ID: _____</p>	

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>现在，请输入用户名，用户名在票据底部可以看到。</p> <p>(Pause.)</p> <p>接下来，输入票面上显示的密码。</p> <p>(Pause.)</p> <p>现在，选择“登录”按钮。</p> <p>(Pause.)</p>
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Say:	<p>在屏幕的右上角检查你的姓名。如果你看到的名字不是自己的，请举起手。</p> <p>你现在应该在“可用考试”屏幕上。选择单元_____(fill in the appropriate unit number)的“开始”按钮。你应该看到一个“欢迎”屏幕。</p>
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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:	选择屏幕中间的“立即开始考试”方框。当我阅读屏幕上的指示时，请跟进。大家可能需要使用右边的滚动条来跟进。不要选择“开始部分”按钮，直到我告诉大家才可以。
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	<p>今天，大家将参加八年级新泽西州学生学习评估-科学（NJSLA-S）考试的单元_____（fill in the appropriate unit number）。大家可以使用计算器和周期表。工具栏中有一个计算器，供你使用。在“展览”选项卡中会提供周期表。</p> <p>阅读每一个问题。然后，请按照指示回答每个问题。如果有问题要求你展示或解释你的工作内容，必须如实回答，才能得到学分。</p> <p>如果你不知道某个问题的答案，你可以做好标记，然后继续做下一个问题。如果你提前完成，你可以检查自己的答案，也可以检查之前标记好的问题。</p>
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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	<p>今天，大家将参加八年级新泽西州学生学习评估-科学（NJSLA-S）考试的单元_____（fill in the appropriate unit number）。在这个单元中，学生可以使用外部手持计算器和已经打印的周期表。</p> <p>阅读每一个问题。然后，请按照指示回答每个问题。如果有问题要求你展示或解释你的工作内容，必须如实回答，才能得到学分。请在草稿上完成作业，然后把你写的内容读给老师听。老师会在电脑上为你输入考试的答案。草稿上的内容将不被计分。</p> <p>如果你不知道某个问题的答案，你可以做好标记，然后继续做下一个问题。如果你提前完成，你可以检查自己的答案，也可以检查之前标记好的问题。</p>
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Say:	<p>屏幕上的指示就到此为止了。请暂停，直到大家收到通知再继续。</p> <p>部分单词或短语可能有下划线。如果看到带下划线的单词或短语，可以打开链接，显示一个弹出词汇表。该表会解释该单词或短语的定义。</p> <p>在考试过程中，如果考试设备有什么问题，请举手，我可以帮助大家。在考试过程中，我无法帮助大家处理考试问题或在线工具。</p> <p>当你检查完自己的作业时，请举手，我会引导你退出考试屏幕。然后，我会收取学生测试卷和草稿。当你退出了考试，就不能再登录了。</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:	Option A: 在退出考试后，请安静地坐着，直到考试结束。
	Option B: 在退出考试后，我将会让大家离开。
	Option C: 在退出考试后，你可以阅读书本内容或其他允许的材料，直到本单元结束为止。

Say:	有什么问题吗？
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Answer any questions.

Instructions for Starting the Test

Say:	滚动到屏幕的底部。 (Pause.) 选择“开始部分”按钮。 (Pause.) 你现在应该在考试中了。
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Pause to make sure all students are in the correct unit.

Regular time:

Say:	大家将有45分钟时间来完成这个单元。当还有10分钟的剩余时间时，我会提醒大家。 大家现在可以开始了。
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For extended time students only:

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

Say:	Option A: 大家将有____个小时来完成这个单元。在剩余____分钟的时候，我会提醒大家。 大家现在可以开始了。
	Option B: 大家有充足的时间来完成这个单元，直到放学为止。当剩余____分钟时，我会提醒大家。 大家现在可以开始了。

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**).
- 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 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:

Say:	请停止考试，盖上或关掉屏幕。我们将进行三分钟安静的拉伸放松环节。不允许说话。
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After taking a classroom break, be sure students are seated and device screens are visible.

Say:	现在可以继续考试了。
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say:	大家还有10分钟。
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Note: Do not read the preceding text to students with an extended time accommodation.

Continue to actively proctor while students are testing.

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Instructions for Ending the Unit

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

请停止考试。考试时间现在已经结束。

选择考试左上角的“检查”下拉菜单。从“检查”菜单中，滚动到底部，选择“本节结束”。选择“提交最终答案”按钮。

选择“是”按钮来确认。

现在，我会收取学生测试卷和草稿。

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 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.

Grade 11 Science

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. On the first read through, 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 11 Science Testing Times and Materials – 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
Unit 3	60 minutes	<ul style="list-style-type: none"> • Pencils • Scratch paper • Student testing tickets 	Write time	Write time
Unit 4	60 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** for more information). Speak to your 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. 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

Say:	<p>今天，你将参加科学评估。</p> <p>除了考试设备外，桌子上不能有其它的电子设备。不允许打电话、发短信、拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请把它们关掉并举手。如果你在考试期间被发现有未经批准的电子设备，你的考试可能不会被评分。</p>
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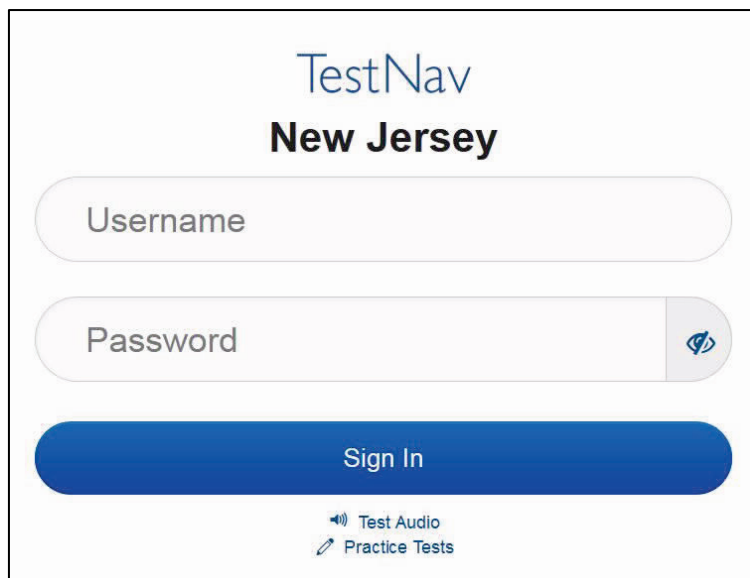
NJSLA–S Grade 11 CBT 2022

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 immediately if there are questions regarding electronic devices.

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

Say:	<p>请确保你的耳机已经插好并戴上。在你的屏幕上，“登录”按钮下面有一个名为“考试音频”的链接。选择这个链接，确保你能通过耳机听到声音，并调到最大音量。你可以在考试开始后调整音量。</p> <p>对于文字转语音的设置，在 TestNav 里面，考试问题的右边有一个 TTS 方框，可以使用。TTS 方框里有一些按钮，可以控制阅读速度和音量。</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:	<p>在我分发学生测试卷、草稿和其他材料时，请安静地坐下。请不要登录。我会通知大家何时可以登录。</p>
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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.

Say:	<p>现在，请查看学生测试卷，确保上面有你的姓名。如果你没有拿到测试卷，请举手。</p>
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STUDENT TESTING TICKET	
Student:	ALG I, ASL I
State ID#:	CSS2000002
Session:	ALG01 ASL
Date of Birth:	1990-07-14
Test:	Algebra I
<p>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.</p> <p>Select New Jersey in the application.</p> <p>Username: 1234567890 Password: a12b3c</p> <p>(OPTIONAL) Local Testing Device ID: _____</p>	

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>现在，请输入用户名，用户名在票据底部可以看到。</p> <p>(Pause.)</p> <p>接下来，输入票面上显示的密码。</p> <p>(Pause.)</p> <p>现在，选择“登录”按钮。</p> <p>(Pause.)</p>
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Say:	<p>在屏幕的右上角检查你的姓名。如果你看到的名字不是自己的，请举起手。</p> <p>你现在应该在“可用考试”屏幕上。选择单元____ (fill in the appropriate unit number) 的“开始”按钮。你应该看到一个“欢迎”屏幕。</p>
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Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If any students do not see their correct name on the login screen, close TestNav, reopen it, and log the students back in with the correct student testing ticket.

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Instructions for Administering Each Unit

Say:	选择屏幕中间的“立即开始考试”方框。当我阅读屏幕上的指示时，请跟进。大家可能需要使用右边的滚动条来跟进。不要选择“开始部分”按钮，直到我告诉大家才可以。
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The directions in TestNav may vary according to the test form that was assigned to the student. Read these directions to students who were assigned any test form other than the screen reader test form.

All forms except screen reader:

Say:	今天，大家将参加十一年级新泽西州学生学习评估-科学 (NJSLA–S) 考试的单元 _____(fill in the appropriate unit number)。大家可以使用计算器和周期表。工具栏中有一个计算器，供你使用。在“展览”选项卡中会提供周期表。 阅读每一个问题。然后，请按照指示回答每个问题。如果有问题要求你展示或解释你的工作内容，必须如实回答，才能得到学分。 如果你不知道某个问题的答案，你可以做好标记，然后继续做下一个问题。如果你提前完成，你可以检查自己的答案，也可以检查之前标记好的问题。
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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

Say:	今天，大家将参加十一年级新泽西州学生学习评估-科学 (NJSLA–S) 考试的单元 _____(fill in the appropriate unit number)。在这个单元中，学生可以使用外部手持计算器和已经打印的周期表。 阅读每一个问题。然后，请按照指示回答每个问题。如果有问题要求你展示或解释你的工作内容，必须如实回答，才能得到学分。请在草稿上完成作业，然后把你写的内容读给老师听。老师会在电脑上为你输入考试的答案。草稿上的内容将不被计分。 如果你不知道某个问题的答案，你可以做好标记，然后继续做下一个问题。如果你提前完成，你可以检查自己的答案，也可以检查之前标记好的问题。
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Say:	屏幕上的指示就到此为止了。请暂停，直到大家收到通知再继续。 部分单词或短语可能有下划线。如果看到带下划线的单词或短语，可以打开链接，显示一个弹出词汇表。该表会解释该单词或短语的定义。 在考试过程中，如果考试设备有什么问题，请举手，我可以帮助大家。在考试过程中，我无法帮助大家处理考试问题或在线工具。 当你检查完自己的作业时，请举手，我会引导你退出考试屏幕。然后，我会收取学生测试卷和草稿。当你退出了考试，就不能再登录了。
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:	Option A: 在退出考试后，请安静地坐着，直到考试结束。
	Option B: 在退出考试后，我将会让大家离开。
	Option C: 在退出考试后，你可以阅读书本内容或其他允许的材料，直到本单元结束为止。

Say:	有什么问题吗？
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Answer any questions.

Instructions for Starting the Test

Say:	<p>滚动到屏幕的底部。</p> <p>(暂停。)</p> <p>选择“开始部分”按钮。</p> <p>(暂停。)</p> <p>你现在应该在考试中了。</p>
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Pause to make sure all students are in the correct unit.

Regular time:

Say:	<p>大家将有60分钟时间来完成这个单元。当还有10分钟的剩余时间时，我会提醒大家。</p> <p>大家现在可以开始了。</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:	Option A: 大家将有____个小时来完成这个单元。当还有____分钟的剩余时间时，我会提醒大家。大家现在可以开始了。
	Option B: 大家有充足的时间来完成这个单元，直到放学为止。当剩余____分钟时，我会提醒大家。大家现在可以开始了。

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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**).
- 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 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:

Say:

请停止考试，盖上或关掉屏幕。我们将进行三分钟安静的拉伸放松环节。不允许说话。

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

Say:

现在可以继续考试了。

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say:

大家还有10分钟。

Note: Do not read the preceding text to students with an extended time accommodation.

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>请停止考试。考试时间现在已经结束。</p> <p>选择考试左上角的“检查”下拉菜单。从“检查”菜单中，滚动到底部，选择“本节结束”。选择“提交最终答案”按钮。</p> <p>选择“是”按钮来确认。</p> <p>现在，我会收取学生测试卷和草稿。</p>
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Circulate throughout the room to make sure all students have successfully logged off. To log off select the “User dropdown menu” at the top right corner and select “Sign out of TestNav.” Then, collect student testing tickets and scratch paper. 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 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.