

NJSLA and NJGPA

New Jersey Student Learning Assessment
New Jersey Graduation Proficiency Assessment

2022 Test Administrator Script for Computer-Based Testing

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

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

NJSLA and NJGPA ELA CBT 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"> • Student testing tickets • Pencils • Scratch paper • Headphones 		
Unit 2	75 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper • Headphones 		
Unit 3 (if applicable)	75 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper • Headphones 		

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 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.

NJSLA-ELA Grade 3 CBT 2022

Test Administrator Script

Instructions for Preparing to Test

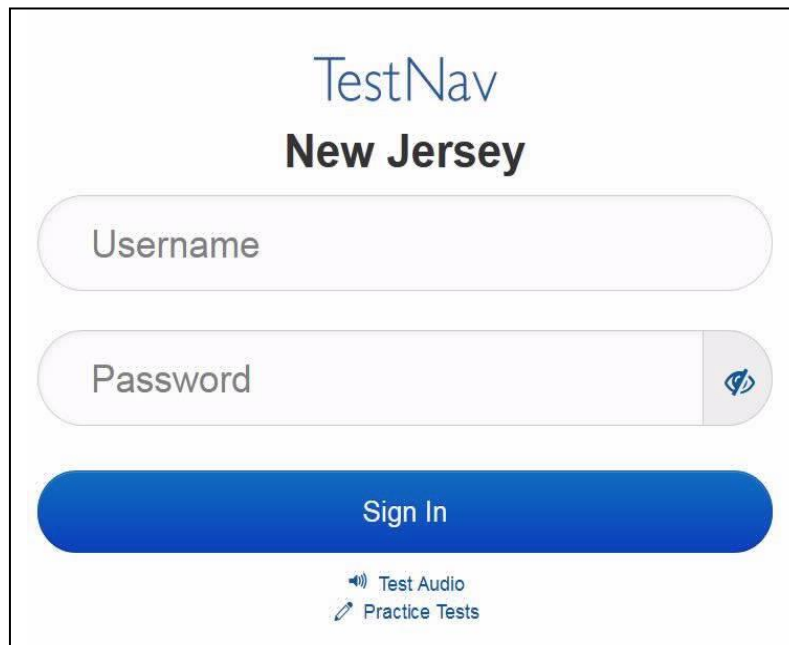
Say:	今天，你将参加英语语言艺术评估。 你的桌面上除了考试设备外不能有任何电子设备。不允许打电话，发短信，拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until 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 Test Coordinator immediately if there are questions regarding electronic devices.

Checking Audio (for all Students)

Say:	确保你的耳机已插入并将其戴上。在屏幕上的“Sign In”（登录）按钮下面有一个名为“Test Audio”（检测音频）的链接。选择该链接，确保你可以通过耳机收听，然后将音量调到最大。可以在考试开始后调节音量。
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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: 在我分发你们的准考证、草稿纸和其他材料时，请安静地坐在原位。在我告诉你登录之前，请勿登录。

Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Say: 现在，看看你的准考证，并确保上面有你的名字和姓氏。如果你没有收到准考证，请举手。

STUDENT TESTING TICKET	
Student:	SAMPLE STUDENT
State ID#:	1234567890
Session:	Sample
Session Date of Birth:	2010-01-01
Test:	Grade 03 Mathematics
<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 TestNav Application.</p> <p>Username: 1111111111 Password: ab1111</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: 现在，请输入你的准考证的底部显示的用户名。
 （暂停。）
 接下来，请输入你的准考证上显示的密码。
 （暂停。）
 现在，请选择“**Sign In**”（登录）按钮。
 （暂停。）

Say: 在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名，请举手。现在，你应该在“**Available Tests**”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“**Start**”（开始）按钮。你应该会看到一个“**Welcome**”（欢迎）屏幕。

NJSLA-ELA Grade 3 CBT 2022

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:	<p>选择屏幕中间的“Start Test Now”（现在开始答题）方框。当我阅读屏幕上的说明时，你可能需要使用右侧的滚动条来跟随。在我告诉你选择“Start Section”（开始该部分）按钮之前，请勿选择。</p> <p>今天，你将参加新泽西州学生学习评估-英语语言艺术（NJSLA-ELA）测试三年级部分的第 ___ 单元（填写适当的单元）的测试。</p> <p>阅读每个段落和问题。然后按照说明回答每个问题。其中的一个问题将要求你写出答案。在屏幕上提供的方框中输入你的答案。将有足够的空间让你填写自己的答案。如果你的答案比提供的空间要长，将出现一个滚动条。您可以使用该滚动条查看你的完整答案。只有输入方框中的答案才会计分。</p> <p>如果你暂时不知道某个问题的答案，可以给它加个书签，然后继续回答下一个问题。如果你提前完成，可以核对一下你的答案，并尝试回答你先前加了书签的问题。</p>
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Say:	<p>你的屏幕上的说明到此结束。在被告知继续之前，请勿继续。</p> <p>某些字词或短语会带下划线。如果你看到任何带下划线的字词或短语，均可以打开链接以显示一个弹出式词汇表，会为你提供字词或短语的定义。</p> <p>在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。</p> <p>一旦你检查完了本单元的答案，请举手，我会指导你退出考试。然后，我会收回你的准考证和草稿纸。你一旦退出测试，就无法再次登录。</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:	选项 A 在你退出测试后，请安静地坐在那里，直到本单元结束。
	选项 B 在你退出测试后，我会让你离开。
	选项 C 在你退出测试后，你可以阅读一本书或所允许的其他材料，直到本单元结束。

Say:	您是否有任何疑问？
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Answer any questions.

Instructions for Starting the Test

Say:	滚动至屏幕底部。 （暂停。） 请点击“ Start Section ”（开始该部分）按钮。 （暂停。） 你应该已进入考试环节。
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Pause to make sure all students are in the correct unit.

Regular time:

Say:	你将有 75 分钟时间完成本单元的考试。当你的考试时间剩下 10 分钟时，我会提示你。 现在，你可以开始答题了。
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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:	选项 A 你将有____小时的时间完成本单元考试。当考试时间剩下____分钟时，我会提示你。现在，你可以开始答题了。
	选项 B 你可以花尽可能多的时间来完成这个单元，直到放学时间。当考试时间剩下____分钟时，我会提示你。现在，你可以开始答题了。

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.

NJSLA-ELA Grade 3 CBT 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:

Say:	请停止答题，然后遮盖或关闭屏幕。我们将安静地休息三分钟，做伸展运动。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，你可以继续答题了。
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say:	考试时间还剩下最后 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 is finished, read the following “**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>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“Review”下拉菜单。</p> <p>从“Review”（审阅）菜单中，滚动到底部，然后选择“End of Section”（部分结束）。</p> <p>选择“Submit Final Answers”按钮。</p> <p>选择“Yes”（是）按钮进行确认。</p> <p>现在，我会收回你的准考证和草稿纸。</p>
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Circulate throughout the room to make sure all students have successfully logged off. To log off select the “User dropdown menu” at the top right corner and select “Sign out of TestNav.” Then, collect student testing tickets and scratch paper.

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

If more than one unit is being administered 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 CBT 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">• Student testing tickets• Pencils• Scratch paper• Headphones		
Unit 2	90 minutes	<ul style="list-style-type: none">• Student testing tickets• Pencils• Scratch paper• Headphones		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none">• Student testing tickets• Pencils• Scratch paper• Headphones		

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 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

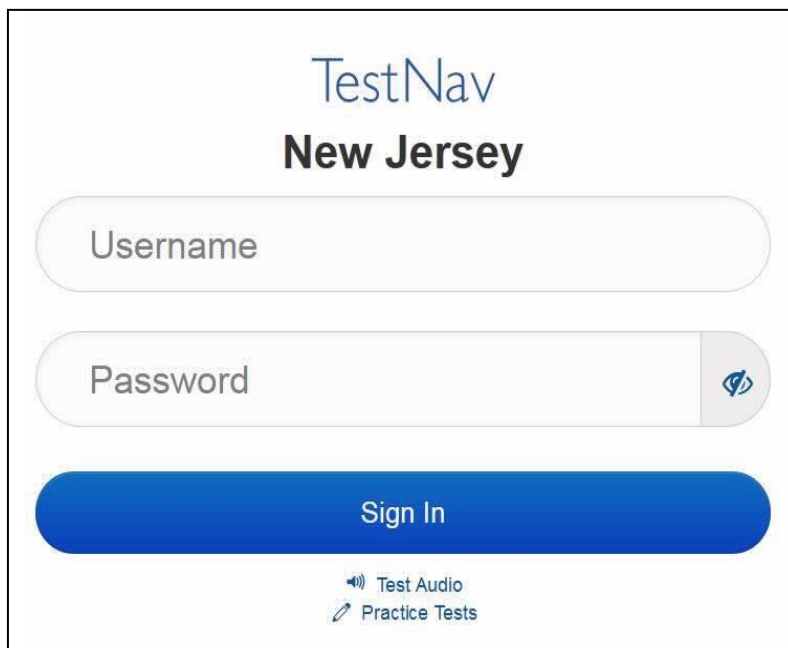
Say:	今天，你将参加英语语言艺术评估。 你的桌面上除了考试设备外不能有任何电子设备。不允许打电话，发短信，拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until 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 Test Coordinator immediately if there are questions regarding electronic devices.

Checking Audio (for all Students)

Say:	确保你的耳机已插入并将其戴上。在屏幕上的“Sign In”（登录）按钮下面有一个名为“Test Audio”（检测音频）的链接。选择该链接，确保你可以通过耳机收听，然后将音量调到最大。可以在考试开始后调节音量。
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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:	在我分发你们的准考证、草稿纸和其他材料时，请安静地坐在原位。在我告诉你登录之前，请勿登录。
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Say:	现在，看看你的准考证，并确保上面有你的名字和姓氏。如果你没有收到准考证，请举手。
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NJSLA-ELA Grade 4 & 5 CBT 2022

STUDENT TESTING TICKET	
Student:	SAMPLE STUDENT
State ID#:	1234567890
Session:	Sample
Session Date 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:	现在，请输入你的准考证的底部显示的用户名。 (暂停。) 接下来，请输入你的准考证上显示的密码。 (暂停。) 现在，请选择“ Sign In ”（登录）按钮。 (暂停。)
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Say:	在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名，请举手。现在，你应该在“ Available Tests ”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“ Start ”（开始）按钮。你应该会看到一个“ Welcome ”（欢迎）屏幕。
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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:	<p>选择屏幕中间的“Start Test Now”（现在开始答题）方框。当我阅读屏幕上的说明时，你可能需要使用右侧的滚动条来跟随。在我告诉你选择“Start Section”（开始该部分）按钮之前，请勿选择。</p> <p>今天，你将参加新泽西州学生学习评估-英语语言艺术（NJSLA-ELA）测试__年级（填写适当的年级）部分的第__单元（填写适当的单元）的测试。</p> <p>阅读每个段落和问题。然后按照说明回答每个问题。其中的一个问题将要求你写出答案。在屏幕上提供的方框中输入你的答案。将有足够的空间让你填写自己的答案。如果你的答案比提供的空间要长，将出现一个滚动条。您可以使用该滚动条查看你的完整答案。只有输入方框中的答案才会计分。</p> <p>如果你暂时不知道某个问题的答案，可以给它加个书签，然后继续回答下一个问题。如果你提前完成，可以核对一下你的答案，并尝试回答你先前加了书签的问题。</p>
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Say:	<p>你的屏幕上的说明到此结束。在被告知继续之前，请勿继续。</p> <p>某些字词或短语会带下划线。如果你看到任何带下划线的字词或短语，均可以打开链接以显示一个弹出式词汇表，会为你提供字词或短语的定义。</p> <p>在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。</p> <p>一旦你检查完了本单元的答案，请举手，我会指导你退出考试。然后，我会收回你的准考证和草稿纸。你一旦退出测试，就无法再次登录。</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:	<p>选项 A</p> <p>在你退出测试后，请安静地坐在那里，直到本单元结束。</p>
	<p>选项 B</p> <p>在你退出测试后，我会让你离开。</p>
	<p>选项 C</p> <p>在你退出测试后，你可以阅读一本书或所允许的其他材料，直到本单元结束。</p>

Say:	您是否有任何疑问？
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Answer any questions.

NJSLA-ELA Grade 4 & 5 CBT 2022

Instructions for Starting the Test

Say:	滚动至屏幕底部。 (暂停。) 请点击“ Start Section ”(开始该部分)按钮。 (暂停。) 你应该已进入考试环节。
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Pause to make sure all students are in the correct unit.

Regular time:

Say:	你将有 90 分钟时间完成本单元的考试。当你的考试时间剩下 10 分钟时，我会提示你。 现在，你可以开始答题了。
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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:	选项 A 你将有_____小时的时间完成本单元考试。当考试时间剩下_____分钟时，我会提示你。现在，你可以开始答题了。
	选项 B 你可以花尽可能多的时间来完成这个单元，直到放学时间。当考试时间剩下_____分钟时，我会提示你。现在，你可以开始答题了。

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:	请停止答题，然后遮盖或关闭屏幕。我们将安静地休息三分钟，做伸展运动。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，你可以继续答题了。
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say:	考试时间还剩下最后 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 is finished, read the following “**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.

NJSLA-ELA Grade 4 & 5 CBT 2022

Say:	<p>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“Review”下拉菜单。</p> <p>从“Review”（审阅）菜单中，滚动到底部，然后选择“End of Section”（部分结束）。</p> <p>选择“Submit Final Answers”按钮。</p> <p>选择“Yes”（是）按钮进行确认。</p> <p>现在，我会收回你的准考证和草稿纸。</p>
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Circulate throughout the room to make sure all students have successfully logged off. To log off select the “User dropdown menu” at the top right corner and select “Sign out of TestNav.” Then, collect student testing tickets and scratch paper.

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

If more than one unit is being administered 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"> • Student testing tickets • Pencils • Scratch paper • Headphones 		
Unit 2	90 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper • Headphones 		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper • Headphones 		

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 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，你将参加英语语言艺术评估。</p> <p>你的桌面上除了考试设备外不能有任何电子设备。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），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</p>
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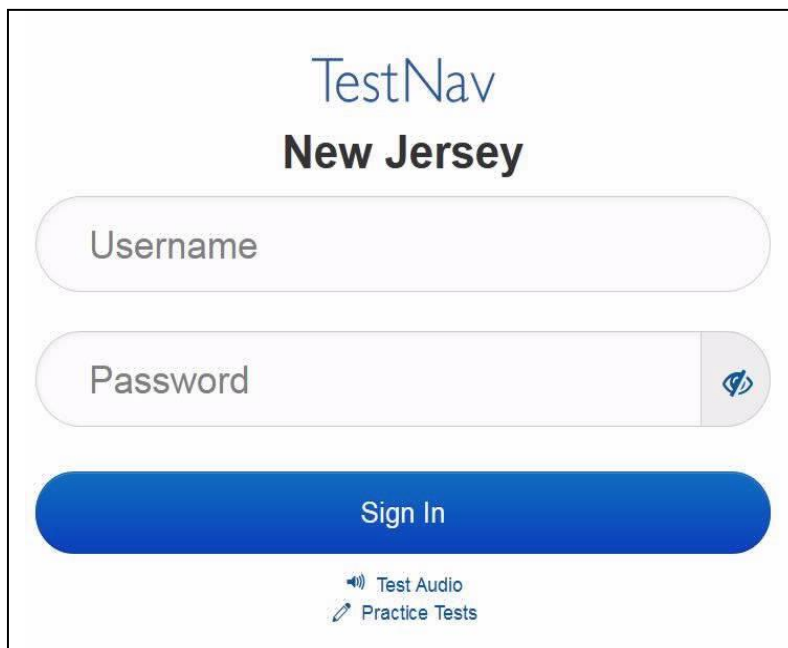
NJSLA-ELA Grade 6, 7, & 8 CBT 2022

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 Test Coordinator immediately if there are questions regarding electronic devices.

Checking Audio (for all Students)

Say:	确保你的耳机已插入并将其戴上。在屏幕上的“Sign In”（登录）按钮下面有一个名为“Test Audio”（检测音频）的链接。选择该链接，确保你可以通过耳机收听，然后将音量调到最大。可以在考试开始后调节音量。
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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:	在我分发你们的准考证、草稿纸和其他材料时，请安静地坐在原位。在我告诉你登录之前，请勿登录。
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Say:	现在，看看你的准考证，并确保上面有你的名字和姓氏。如果你没有收到准考证，请举手。
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STUDENT TESTING TICKET	
Student:	SAMPLE STUDENT
State ID#:	1234567890
Session:	Sample
Session Date of Birth:	2010-01-01
Test:	Grade 03 Mathematics
<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 TestNav Application.</p>	
Username:	1111111111 Password: ab1111
<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，请输入你的准考证的底部显示的用户名。 (暂停。)</p> <p>接下来，请输入你的准考证上显示的密码。 (暂停。)</p> <p>现在，请选择“Sign In”（登录）按钮。 (暂停。)</p>
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Say:	<p>在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名，请举手。现在，你应该在“Available Tests”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“Start”（开始）按钮。你应该会看到一个“Welcome”（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.

NJSLA-ELA Grade 6, 7, & 8 CBT 2022

Instructions for Administering Each Unit

Say:	<p>选择屏幕中间的“Start Test Now”（现在开始答题）方框。当我阅读屏幕上的说明时，你可能需要使用右侧的滚动条来跟随。在我告诉你选择“Start Section”（开始该部分）按钮之前，请勿选择。</p> <p>今天，你将参加新泽西州学生学习评估-英语语言艺术（NJSLA-ELA）测试__年级（填写适当的年级）部分的第__单元（填写适当的单元）的测试。</p> <p>阅读每个段落和问题。然后按照说明回答每个问题。其中的一个问题将要求你写出答案。在屏幕上提供的方框中输入你的答案。将有足够的空间让你填写自己的答案。如果你的答案比提供的空间要长，将出现一个滚动条。您可以使用该滚动条查看你的完整答案。只有输入方框中的答案才会计分。</p> <p>如果你暂时不知道某个问题的答案，可以给它加个书签，然后继续回答下一个问题。如果你提前完成，可以核对一下你的答案，并尝试回答你先前加了书签的问题。</p>
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Say:	<p>你的屏幕上的说明到此结束。在被告知继续之前，请勿继续。</p> <p>某些字词或短语会带下划线。如果你看到任何带下划线的字词或短语，均可以打开链接以显示一个弹出式词汇表，会为你提供字词或短语的定义。</p> <p>在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。</p> <p>一旦你检查完了本单元的答案，请举手，我会指导你退出考试。然后，我会收回你的准考证和草稿纸。你一旦退出测试，就无法再次登录。</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:	选项 A 在你退出测试后，请安静地坐在那里，直到本单元结束。
	选项 B 在你退出测试后，我会让你离开。
	选项 C 在你退出测试后，你可以阅读一本书或所允许的其他材料，直到本单元结束。

Say:	您是否有任何疑问？
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Answer any questions.

Instructions for Starting the Test

Say:	<p>滚动至屏幕底部。 (暂停。)</p> <p>请点击“Start Section”(开始该部分)按钮。 (暂停。)</p> <p>你应该已进入考试环节。</p>
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Pause to make sure all students are in the correct unit.

Regular time:

Say:	<p>你将有 90 分钟时间完成本单元的考试。当你的考试时间剩下 10 分钟时，我会提示你。</p> <p>现在，你可以开始答题了。</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:	<p>选项 A 你将有____小时的时间完成本单元考试。当考试时间剩下____分钟时，我会提示你。现在，你可以开始答题了。</p> <hr/> <p>选项 B 你可以花尽可能多的时间来完成这个单元，直到放学时间。当考试时间剩下____分钟时，我会提示你。现在，你可以开始答题了。</p>
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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.

NJSLA-ELA Grade 6, 7, & 8 CBT 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:

Say:	请停止答题，然后遮盖或关闭屏幕。我们将安静地休息三分钟，做伸展运动。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，你可以继续答题了。
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say:	考试时间还剩下最后 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 is finished, read the following “**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:	停止答题。考试时间现已结束。 选择考试左上角的“ Review ”下拉菜单。 从“ Review ”（审阅）菜单中，滚动到底部，然后选择“ End of Section ”（部分结束）。 选择“ Submit Final Answers ”按钮。 选择“ Yes ”（是）按钮进行确认。 现在，我会收回你的准考证和草稿纸。
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NJSLA-ELA Grade 6, 7, & 8 CBT 2022

Circulate throughout the room to make sure all students have successfully logged off. To log off select the “User dropdown menu” at the top right corner and select “Sign out of TestNav.” Then, collect student testing tickets and scratch paper.

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

If more than one unit is being administered 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 CBT 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">• Student testing tickets• Pencils• Scratch paper• Headphones		
Unit 2	90 minutes	<ul style="list-style-type: none">• Student testing tickets• Pencils• Scratch paper• Headphones		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none">• Student testing tickets• Pencils• Scratch paper• Headphones		

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 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

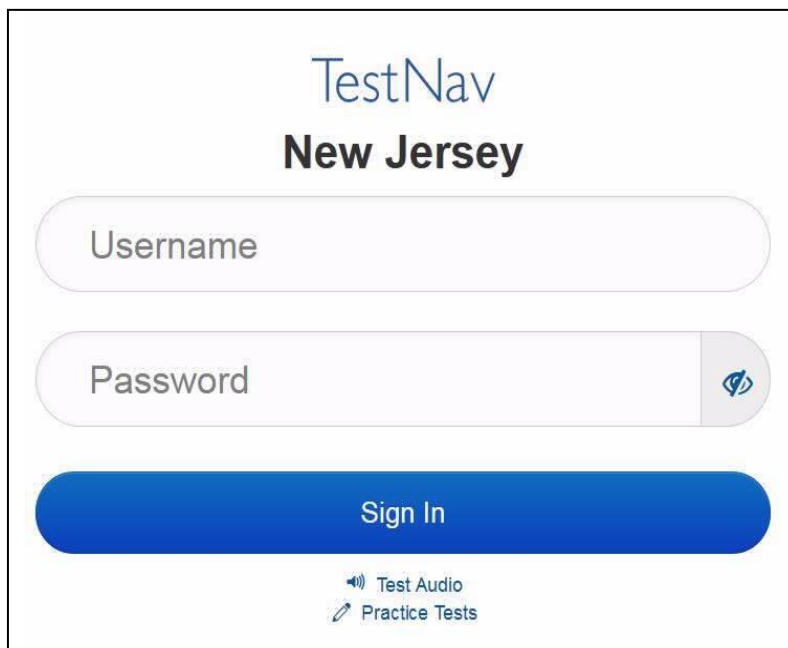
Say:	今天，你将参加英语语言艺术评估。 你的桌面上除了考试设备外不能有任何电子设备。不允许打电话，发短信，拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until 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 Test Coordinator immediately if there are questions regarding electronic devices.

Checking Audio (for all Students)

Say:	确保你的耳机已插入并将其戴上。在屏幕上的“Sign In”（登录）按钮下面有一个名为“Test Audio”（检测音频）的链接。选择该链接，确保你可以通过耳机收听，然后将音量调到最大。可以在考试开始后调节音量。
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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:	在我分发你们的准考证、草稿纸和其他材料时，请安静地坐在原位。在我告诉你登录之前，请勿登录。
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Say:	现在，看看你的准考证，并确保上面有你的名字和姓氏。如果你没有收到准考证，请举手。
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NJSLA-ELA Grade 9 CBT 2022

STUDENT TESTING TICKET	
Student:	SAMPLE STUDENT
State ID#:	1234567890
Session:	Sample
Session Date 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:	现在，请输入你的准考证的底部显示的用户名。 (暂停。) 接下来，请输入你的准考证上显示的密码。 (暂停。) 现在，请选择 “Sign In” (登录) 按钮。 (暂停。)
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Say:	在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名，请举手。现在，你应该在 “Available Tests” (可用考试) 屏幕上。选择第__单元 (填写适当的单元) 的 “Start” (开始) 按钮。你应该会看到一个 “Welcome” (欢迎) 屏幕。
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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:	<p>选择屏幕中间的“Start Test Now”（现在开始答题）方框。当我阅读屏幕上的说明时，你可能需要使用右侧的滚动条来跟随。在我告诉你选择“Start Section”（开始该部分）按钮之前，请勿选择。</p> <p>今天，你将参加新泽西州学生学习评估-英语语言艺术（NJSLA-ELA）测试九年级部分的第__单元（填写适当的单元）的测试。</p> <p>阅读每个段落和问题。然后按照说明回答每个问题。其中的一个问题将要求你写出答案。在屏幕上提供的方框中输入你的答案。将有足够的空间让你填写自己的答案。如果你的答案比提供的空间要长，将出现一个滚动条。您可以使用该滚动条查看你的完整答案。只有输入方框中的答案才会计分。</p> <p>如果你暂时不知道某个问题的答案，可以给它加个书签，然后继续回答下一个问题。如果你提前完成，可以核对一下你的答案，并尝试回答你先前加了书签的问题。</p>
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Say:	<p>你的屏幕上的说明到此结束。在被告知继续之前，请勿继续。</p> <p>某些字词或短语会带下划线。如果你看到任何带下划线的字词或短语，均可以打开链接以显示一个弹出式词汇表，会为你提供字词或短语的定义。</p> <p>在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。</p> <p>一旦你检查完了本单元的答案，请举手，我会指导你退出考试。然后，我会收回你的准考证和草稿纸。你一旦退出测试，就无法再次登录。</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:	<p>选项 A</p> <p>在你退出测试后，请安静地坐在那里，直到本单元结束。</p>
	<p>选项 B</p> <p>在你退出测试后，我会让你离开。</p>
	<p>选项 C</p> <p>在你退出测试后，你可以阅读一本书或所允许的其他材料，直到本单元结束。</p>

Say:	<p>您是否有任何疑问？</p>
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Answer any questions.

NJSLA-ELA Grade 9 CBT 2022

Instructions for Starting the Test

Say:	滚动至屏幕底部。 (暂停。) 请点击“ Start Section ”(开始该部分)按钮。 (暂停。) 你应该已进入考试环节。
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Pause to make sure all students are in the correct unit.

Regular time:

Say:	你将有 90 分钟时间完成本单元的考试。当你的考试时间剩下 10 分钟时，我会提示你。 现在，你可以开始答题了。
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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:	选项 A 你将有____小时的时间完成本单元考试。当考试时间剩下____分钟时，我会提示你。现在，你可以开始答题了。
	选项 B 你可以花尽可能多的时间来完成这个单元，直到放学时间。当考试时间剩下____分钟时，我会提示你。现在，你可以开始答题了。

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:	请停止答题，然后遮盖或关闭屏幕。我们将安静地休息三分钟，做伸展运动。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，你可以继续答题了。
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say:	考试时间还剩下最后 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 is finished, read the following “**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>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“Review”下拉菜单。</p> <p>从“Review”（审阅）菜单中，滚动到底部，然后选择“End of Section”（部分结束）。</p> <p>选择“Submit Final Answers”（提交最终答案）按钮。</p> <p>选择“Yes”（是）按钮进行确认。</p> <p>现在，我会收回你的准考证和草稿纸。</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.

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- 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.

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"> • Student testing tickets • Pencils • Scratch paper • Headphones 		
Unit 2	90 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper • Headphones 		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper • Headphones 		

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 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，你将参加毕业水平评估的英语语言艺术部分的测试。</p> <p>你的桌面上除了考试设备外不能有任何电子设备。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），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</p>
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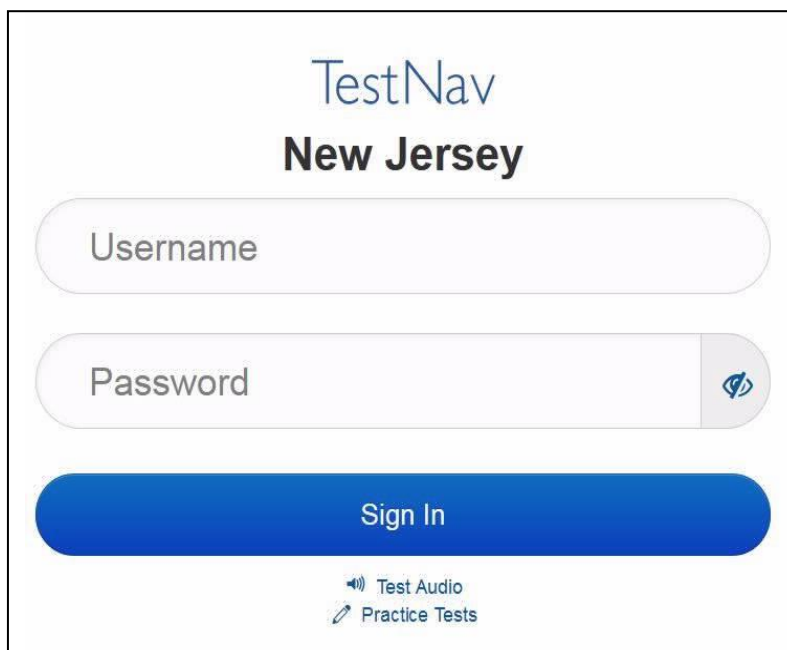
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator immediately if there are questions regarding electronic devices.

Checking Audio (for all Students)

Say:	确保你的耳机已插入并将其戴上。在屏幕上的“Sign In”（登录）按钮下面有一个名为“Test Audio”（检测音频）的链接。选择该链接，确保你可以通过耳机收听，然后将音量调到最大。可以在考试开始后调节音量。
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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:	在我分发你们的准考证、草稿纸和其他材料时，请安静地坐在原位。在我告诉你登录之前，请勿登录。
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Say:	现在，看看你的准考证，并确保上面有你的名字和姓氏。如果你没有收到准考证，请举手。
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STUDENT TESTING TICKET	
Student:	SAMPLE STUDENT
State ID#:	1234567890
Session:	Sample
Session Date of Birth:	2010-01-01
Test:	Grade 03 Mathematics
<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 TestNav Application.</p>	
Username:	1111111111 Password: ab1111
<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，请输入你的准考证的底部显示的用户名。 (暂停。)</p> <p>接下来，请输入你的准考证上显示的密码。 (暂停。)</p> <p>现在，请选择“Sign In”（登录）按钮。 (暂停。)</p>
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Say:	<p>在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名，请举手。现在，你应该在“Available Tests”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“Start”（开始）按钮。你应该会看到一个“Welcome”（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:	<p>选择屏幕中间的“Start Test Now”（现在开始答题）方框。当我阅读屏幕上的说明时，你可能需要使用右侧的滚动条来跟随。在我告诉你选择“Start Section”（开始该部分）按钮之前，请勿选择。</p> <p>今天，你将参加毕业水平评估的英语语言艺术部分第__单元（填写相应的单元）的测试。</p> <p>阅读每个段落和问题。然后按照说明回答每个问题。</p> <p>其中的一个问题将要求你写出答案。在屏幕上提供的方框中输入你的答案。将有足够的空间让你填写自己的答案。如果你的答案比提供的空间要长，将出现一个滚动条。您可以使用该滚动条查看你的完整答案。只有输入方框中的答案才会计分。</p> <p>如果你暂时不知道某个问题的答案，可以给它加个书签，然后继续回答下一个问题。如果你提前完成，可以核对一下你的答案，并尝试回答你先前加了书签的问题。</p>
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Say:	<p>你的屏幕上的说明到此结束。在被告知继续之前，请勿继续。</p> <p>某些字词或短语会带下划线。如果你看到任何带下划线的字词或短语，均可以打开链接以显示一个弹出式词汇表，会为你提供字词或短语的定义。</p> <p>在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。</p> <p>一旦你检查完了本单元的答案，请举手，我会指导你退出考试。然后，我会收回你的准考证和草稿纸。你一旦退出测试，就无法再次登录。</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:	选项 A	在你退出测试后，
	请安静地坐在那里，直到本单元结束。	
	选项 B	
	在你退出测试后，我会让你离开。	
	选项 C	
	在你退出测试后，你可以阅读一本书或所允许的其他材料，直到本单元结束。	

Say:	您是否有任何疑问？
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Answer any questions.

Instructions for Starting the Test

Say:	<p>滚动至屏幕底部。 (暂停。)</p> <p>请点击“Start Section”(开始该部分)按钮。 (暂停。)</p> <p>你应该已进入考试环节。</p>
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Pause to make sure all students are in the correct unit.

Regular time:

Say:	<p>你将有 90 分钟时间完成本单元的考试。当你的考试时间剩下 10 分钟时，我会提示你。</p> <p>现在，你可以开始答题了。</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:	<p>选项 A: 你将有____小时的时间完成本单元考试。当考试时间剩下____分钟时，我会提示你。现在，你可以开始答题了。</p> <hr/> <p>选项 B: 你可以花尽可能多的时间来完成这个单元，直到放学时间。当考试时间剩下____分钟时，我会提示你。现在，你可以开始答题了。</p>
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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).

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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:	请停止答题，然后遮盖或关闭屏幕。我们将安静地休息三分钟，做伸展运动。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，你可以继续答题了。
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain:

Say:	考试时间还剩下最后 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 is finished, read the following “**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:	停止答题。考试时间现已结束。 选择考试左上角的“Review”下拉菜单。 从“Review”（审阅）菜单中，滚动到底部，然后选择“End of Section”（部分结束）。 选择“Submit Final Answers”（提交最终答案）按钮。 选择“Yes”（是）按钮进行确认。 现在，我会收回你的准考证和草稿纸。
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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.

ELA Component of NJGPA CBT 2022

- 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.