

# **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>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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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

**Say:** 在我分发考试材料时，请安静地坐在原位。

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.

**Say:** 如果是第 1 单元：在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。  
如果是第 2 单元：请检查以确保在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。

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

**Say:** 使用页面边缘上的标签，将你的考试册翻到第\_\_单元(填写适当的单元)的第 1 页，然后在我阅读说明时跟随操作。在我告诉你翻页之前，请勿翻页。

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。

按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。只有在答题文件中提供的答案才会被评分。请勿在圆圈之外用铅笔做任何标记。如果你需要更改答案，请务必完全擦除你的原有答案。

其中的一个问题将要求你写出答案。在你的答题文件上所提供的答题空间内写下你的答案。请务必将答案写在所提供的空间内。只有写在所提供的空白处的答案才会计分。

如果你不知道某个问题的答案，你可以跳过去该问题，继续做下一个问题。如果你提前完成，你仅可用余下的时间核对本单元中的答案，或回答你尚未回答的任何问题。请勿超过停止标志。

**Say:** 你的考试册中的说明到此结束。

当你看到考试册中的 **Go On**（继续）标志时，你可以进入下一页。当你到达考试手册中的某个 **Stop**（停止）标志时，在指导你继续之前，请勿继续。

板上贴有 **Go On**（继续）和 **Stop**（停止）标志的示例。

如果你提前完成了本单元并全面检查了自己的答案，请举手，我会收回你的考试材料。一旦我收回了你的考试材料，你就不能再取回。

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

<b>Say:</b>	选项 A 在我收回了你的考试材料后，要安静地坐着，直到本单元结束。
	选项 B 在我收回你的考试材料后，我会让你离开。
	选项 C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单元结束。

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

**Instructions for Starting the Test**

**Regular time:**

<b>Say:</b>	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。 转到下一页。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.

<b>Say:</b>	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**).
- 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>	请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。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, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	打开你的考试册和答题文件，然后开始进行考试。
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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>	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.

## 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>	停止答题。考试时间现已结束。合上你的考试册和答题文件。 检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。
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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>	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.

<b>Say:</b>	在我分发考试材料时，请安静地坐在原位。
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## NJSLA-ELA Grade 4 & 5 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>	如果是第 1 单元：在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。 如果是第 2 单元：请检查以确保在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。
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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>	使用页面边缘上的标签，将你的考试册翻到第__单元(填写适当的单元)的第 1 页，然后在我阅读说明时跟随操作。在我告诉你翻页之前，请勿翻页。 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。 按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。只有在答题文件中提供的答案才会被评分。请勿在圆圈之外用铅笔做任何标记。如果你需要更改答案，请务必完全擦除你的原有答案。 其中的一个问题将要求你写出答案。在你的答题文件上所提供的答题空间内写下你的答案。请务必将答案写在所提供的空间内。只有写在所提供的空白处的答案才会计分。 如果你不知道某个问题的答案，你可以跳过去该问题，继续做下一个问题。如果你提前完成，你仅可用余下的时间核对本单元中的答案，或回答你尚未回答的任何问题。请勿超过停止标志。
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<b>Say:</b>	你的考试册中的说明到此结束。 当你看到考试册中的 Go On（继续）标志时，你可以进入下一页。当你到达考试手册中的某个 Stop（停止）标志时，在指导你继续之前，请勿继续。 板上贴有 Go On（继续）和 Stop（停止）标志的示例。 如果你提前完成了本单元并全面检查了自己的答案，请举手，我会收回你的考试材料。一旦我收回了你的考试材料，你就不能再取回。
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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>	选项 A 在我收回了你的考试材料后，要安静地坐着，直到单元结束。
	选项 B 在我收回你的考试材料后，我会让你离开。
	选项 C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单元结束。

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

### Instructions for Starting the Test

#### Regular time:

<b>Say:</b>	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。 转到下一页。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.

<b>Say:</b>	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**).
- 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>	请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。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, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	打开你的考试册和答题文件，然后开始进行考试。
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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>	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.

## 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>	停止答题。考试时间现已结束。合上你的考试册和答题文件。 检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。
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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>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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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

**Say:** 在我分发考试材料时，请安静地坐在原位。

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.

**Say:** 如果是第 1 单元：在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。  
如果是第 2 单元：请检查以确保在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。

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

**Say:** 使用页面边缘上的标签，将你的考试册翻到第\_\_单元(填写适当的单元)的第 1 页，然后在我阅读说明时跟随操作。在我告诉你翻页之前，请勿翻页。

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。

按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。只有在答题文件中提供的答案才会被评分。请勿在圆圈之外用铅笔做任何标记。如果你需要更改答案，请务必完全擦除你的原有答案。

其中的一个问题将要求你写出答案。在你的答题文件上所提供的答题空间内写下你的答案。请务必将答案写在所提供的空间内。只有写在所提供的空白处的答案才会计分。

如果你不知道某个问题的答案，你可以跳过去该问题，继续做下一个问题。如果你提前完成，你仅可用余下的时间核对本单元中的答案，或回答你尚未回答的任何问题。请勿超过停止标志。

**Say:** 你的考试册中的说明到此结束。

当你看到考试册中的 **Go On**（继续）标志时，你可以进入下一页。当你到达考试手册中的某个 **Stop**（停止）标志时，在指导你继续之前，请勿继续。

板上贴有 **Go On**（继续）和 **Stop**（停止）标志的示例。

如果你提前完成了本单元并全面检查了自己的答案，请举手，我会收回你的考试材料。一旦我收回了你的考试材料，你就不能再取回。

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

<b>Say:</b>	选项 A 在我收回了你的考试材料后，要安静地坐着，直到单元结束。
	选项 B 在我收回你的考试材料后，我会让你离开。
	选项 C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单元结束。

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

### Instructions for Starting the Test

#### Regular time:

<b>Say:</b>	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。 转到下一页。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.

<b>Say:</b>	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**).
- 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>	请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。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, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	打开你的考试册和答题文件，然后开始进行考试。
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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>	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.

## 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>	停止答题。考试时间现已结束。合上你的考试册和答题文件。 检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。
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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>	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.

<b>Say:</b>	在我分发考试材料时，请安静地坐在原位。
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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>如果是第 1 单元：在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。</p> <p>如果是第 2 单元：请检查以确保在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。</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>使用页面边缘上的标签，将你的考试册翻到第__单元(填写适当的单元)的第 1 页，然后在我阅读说明时跟随操作。在我告诉你翻页之前，请勿翻页。</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>按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。只有在答题文件中提供的答案才会被评分。请勿在圆圈之外用铅笔做任何标记。如果你需要更改答案，请务必完全擦除你的原有答案。</p> <p>其中的一个问题将要求你写出答案。在你的答题文件上所提供的答题空间内写下你的答案。请务必将答案写在所提供的空间内。只有写在所提供的空白处的答案才会计分。</p> <p>如果你不知道某个问题的答案，你可以跳过去该问题，继续做下一个问题。如果你提前完成，你仅可用余下的时间核对本单元中的答案，或回答你尚未回答的任何问题。请勿超过停止标志。</p>
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<b>Say:</b>	<p>你的考试册中的说明到此结束。</p> <p>当你看到考试册中的 <b>Go On</b>（继续）标志时，你可以进入下一页。当你到达考试手册中的某个 <b>Stop</b>（停止）标志时，在指导你继续之前，请勿继续。</p> <p>板上贴有 <b>Go On</b>（继续）和 <b>Stop</b>（停止）标志的示例。</p> <p>如果你提前完成了本单元并全面检查了自己的答案，请举手，我会收回你的考试材料。一旦我收回了你的考试材料，你就不能再取回。</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>	选项 A 在我收回了你的考试材料后，要安静地坐着，直到单元结束。
	选项 B 在我收回你的考试材料后，我会让你离开。
	选项 C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单元结束。

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

### Instructions for Starting the Test

#### Regular time:

<b>Say:</b>	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。 转到下一页。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.

<b>Say:</b>	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**).
- 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>	请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。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, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	打开你的考试册和答题文件，然后开始进行考试。
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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>	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.

### 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>	停止答题。考试时间现已结束。合上你的考试册和答题文件。 检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。
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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>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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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.

## ELA Component of NJGPA PBT 2022

**Say:** 在我分发考试材料时，请安静地坐在原位。

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.

**Say:** 如果是第 1 单元：在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。  
如果是第 2 单元：请检查以确保在你的考试册和答题文件顶部的方框 A 中写下自己的名和姓。

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

**Say:** 使用页面边缘上的标签，将你的考试册翻到第\_\_单元(填写适当的单元)的第 1 页，然后在我阅读说明时跟随操作。在我告诉你翻页之前，请勿翻页。

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。

按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。只有在答题文件中提供的答案才会被评分。请勿在圆圈之外用铅笔做任何标记。如果你需要更改答案，请务必完全擦除你的原有答案。

其中的一个问题将要求你写出答案。在你的答题文件上所提供的答题空间内写下你的答案。请务必将答案写在所提供的空间内。只有写在所提供的空白处的答案才会计分。

如果你不知道某个问题的答案，你可以跳过去该问题，继续做下一个问题。如果你提前完成，你仅可用余下的时间核对本单元中的答案，或回答你尚未回答的任何问题。请勿超过停止标志。

**Say:** 你的考试册中的说明到此结束。

当你看到考试册中的 **Go On**（继续）标志时，你可以进入下一页。当你到达考试手册中的某个 **Stop**（停止）标志时，在指导你继续之前，请勿继续。

板上贴有 **Go On**（继续）和 **Stop**（停止）标志的示例。

如果你提前完成了本单元并全面检查了自己的答案，请举手，我会收回你的考试材料。一旦我收回了你的考试材料，你就不能再取回。



## ELA Component of NJGPA PBT 2022

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

<b>Say:</b>	选项 A 在我收回了你的考试材料后，要安静地坐着，直到单元结束。
	选项 B 在我收回你的考试材料后，我会让你离开。
	选项 C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单元结束。

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

### Instructions for Starting the Test

#### Regular time:

<b>Say:</b>	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。 转到下一页。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.

<b>Say:</b>	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**).
- 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**.

# ELA Component of NJGPA 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>	请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。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, ensure students open their test booklets and continue testing where they left off.

<b>Say:</b>	打开你的考试册和答题文件，然后开始进行考试。
-------------	------------------------

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>	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.

## 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>	停止答题。考试时间现已结束。合上你的考试册和答题文件。 检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。
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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.