

# NJSLA and NJGPA

New Jersey Student Learning Assessment  
New Jersey Graduation Proficiency Assessment

## 2022 Test Administrator Script for Computer-Based Testing

Grade 3-5, 6-7, 8, High School, and NJGPA Mathematics

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

# NJSLA and NJGPA Math CBT 2022

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## Grades 3-5 Math

### Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA-Math. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 3-5 Math 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"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 2	60 minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 3	60 minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. 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

<b>Say:</b>	<p>今天，你将参加数学评估。</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-Math Grades 3-5 CBT 2022

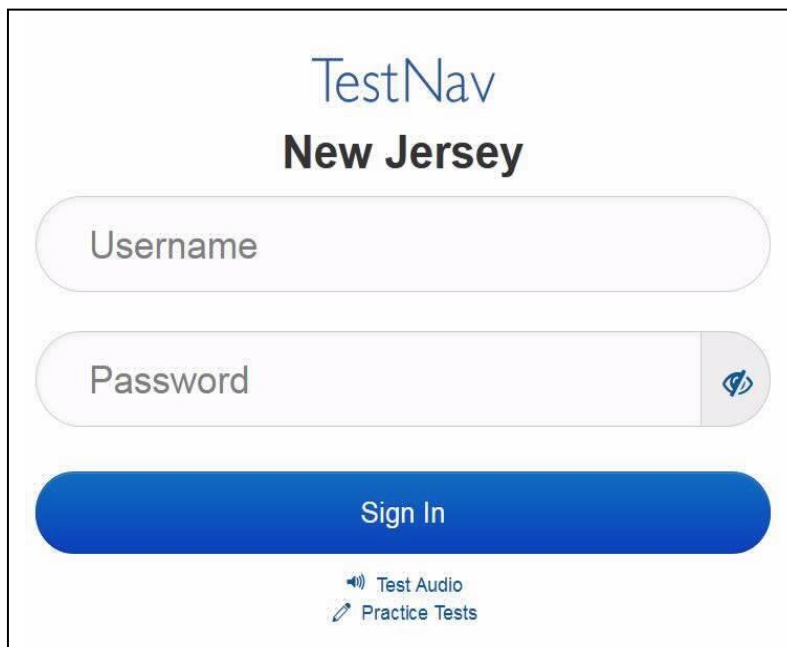
If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator immediately if there are questions regarding electronic devices.

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

**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。

对于文本到语音转换设置，在测试问题右侧的 TestNav 中有一个 TTS 方框。TTS 方框上有按钮，可控制阅读速度和音量。

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, mathematics reference sheets (Grade 5 only, if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device

**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 <b>New Jersey</b> 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.

<b>Say:</b>	<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“<b>Sign In</b>”（登录）按钮。 (暂停。)</p>
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<b>Say:</b>	<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“<b>Available Tests</b>”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“<b>Start</b>”（开始）按钮。你应该会看到一个“<b>Welcome</b>”（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**

<b>Say:</b>	<p>选择屏幕中间的“<b>Start Test Now</b>”（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“<b>Start Section</b>”（开始该部分）按钮之前，请勿选择。</p>
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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:**

## NJSLA-Math Grades 3-5 CBT 2022

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）____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。你将不能使用计算器。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。在屏幕上提供的方框中输入你的答案。只有输入到答案方框中的答案才能得分。</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> <p>如果该问题配有绘图方框，您可以使用它添加图形来帮助（3 年级：解释）（4 年级和 5 年级：支持）您的答案。在绘图方框中输入的任何作品或图形都将得分。</p>
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### Screen reader forms only:

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）____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。你将不能使用计算器。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。请在草稿纸上答题，然后把你写的答案读给老师听。老师会把你的答案输入到电脑上的试卷中。写在草稿纸上的内容不会被计分。</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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<b>Say:</b>	<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>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>一旦你核对完本单元的答案，请举手，我会指导你退出测试。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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## NJSLA-Math Grades 3-5 CBT 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。

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

### Instructions for Starting the Test

<b>Say:</b>	滚动至屏幕底部。 (暂停。) 请点击“ <b>Start Section</b> ”（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:

<b>Say:</b>	你将有 60 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.

<b>Say:</b>	选项 A 你将有 _____ 小时的时间完成本单元的考试。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。

## NJSLA-Math Grades 3-5 CBT 2022

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:

<b>Say:</b>	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.

<b>Say:</b>	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:

<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.

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.

<b>Say:</b>	<p>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“<b>Review</b>”（审阅）下拉菜单。</p> <p>从“<b>Review</b>”（审阅）菜单中，滚动到底部，然后选择“<b>End of Section</b>”（部分结束）。</p> <p>选择“<b>Submit Final Answers</b>”（提交最终答案）按钮。</p> <p>选择“<b>Yes</b>”（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<sup>next</sup> 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-Math Grades 6 & 7 PBT 2022

## Grades 6 and 7 Math – Unit 1

### Using the Test Administrator Script

The administration script in this section will be used for Unit 1 of the NJSLA-Math. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 the TAs to follow and should not be read to students.

### Grades 6 & 7 Math Testing Times and Materials – Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
<b>Unit 1:</b> 1. Non-Calculator Section 2. Students Submit Section 3. Calculator Section	60 minutes	<ul style="list-style-type: none"><li>• Student testing tickets</li><li>• Pencils</li><li>• Scratch paper</li></ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. 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

<b>Say:</b>	今天，你将参加数学评估。  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 Students Needing Text-to-Speech Only)

**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。

对于文本到语音转换设置，在测试问题右侧的 TestNav 中有一个 TTS 方框。TTS 方框上有按钮，可控制阅读速度和音量。

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, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

**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。

## NJSLA-Math Grades 6 & 7 PBT 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.

<b>Say:</b>	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“ <b>Sign In</b> ”（登录）按钮。 (暂停。)
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<b>Say:</b>	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“ <b>Available Tests</b> ”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“ <b>Start</b> ”（开始）按钮。你应该会看到一个“ <b>Welcome</b> ”（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 Unit 1

<b>Say:</b>	选择屏幕中间的“ <b>Start Test Now</b> ”（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“ <b>Start Section</b> ”（开始该部分）按钮之前，请勿选择。
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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:**

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）测试 ____ 年级(填写适当的年级水平) 部分的第 1 单元的测试。有两个部分。在第一部分中，你不能使用计算器。在第二部分中，你可以使用工具栏中提供的计算器。你在开始进行计算器部分后，将不允许返回考试的第一部分。你必须在允许的的时间内完成非计算器和计算器两个部分。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。在屏幕上提供的方框中输入你的答案。只有输入到答案方框中的答案才能得分。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。在你完成第一部分时后，你仅可核对本部分的答案，或尝试回答先前已加书签的问题。在你核对完自己的答案后，就可提交第一部分的答案，此后就会进入计算器部分。如果你在进入计算器部分方面需要帮助，请举手。</p>
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Read these directions only to students who were assigned the screen reader test form.

**Screen reader forms only:**

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）测试 ____ 年级(填写适当的年级水平) 部分的第 1 单元的测试。有两个部分。在第一部分中，你不能使用计算器。在第二部分中，你可以使用工具栏中提供的计算器。你在开始进行计算器部分后，将不允许返回考试的第一部分。你必须在允许的的时间内完成非计算器和计算器两个部分。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。请在草稿纸上答题，然后把你写的答案读给老师听。老师会把你的答案输入到电脑上的试卷中。写在草稿纸上的内容不会被计分。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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**Optional, if using hand-held calculators**

<b>Say:</b>	<p>当你已准备好进入计算器部分时，请举手示意，以便把计算器分发给你。</p>
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<b>Say:</b>	<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>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>当你检查完计算器部分后，请举手，我会指导你退出测试。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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## NJSLA-Math Grades 6 & 7 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。

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

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.

### Instructions for Starting the Test

<b>Say:</b>	滚动至屏幕底部。 (暂停。) 请点击“ <b>Start Section</b> ”（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:

<b>Say:</b>	你将有 60 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.

<b>Say:</b>	选项 A 你将有____小时的时间完成本单元的考试。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:

<b>Say:</b>	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.

<b>Say:</b>	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:

## NJSLA-Math Grades 6 & 7 PBT 2022

<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.

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.

<b>Say:</b>	停止答题。考试时间现已结束。 选择考试左上角的“Review”（审阅）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.

- Ensure all students are in **Completed** status for the unit in PearsonAccess<sup>next</sup> 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 and 7 Math – Units 2 and 3

### Using the Test Administrator Script

The administration script in this section will be used for Unit 1 of the NJSLA-Math. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 the TAs to follow and should not be read to students.

### Grades 6 & 7 Math Testing Times and Materials – Units 2 and 3

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	60 minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 3	60 minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. 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

<b>Say:</b>	<p>今天，你将参加数学评估。</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.

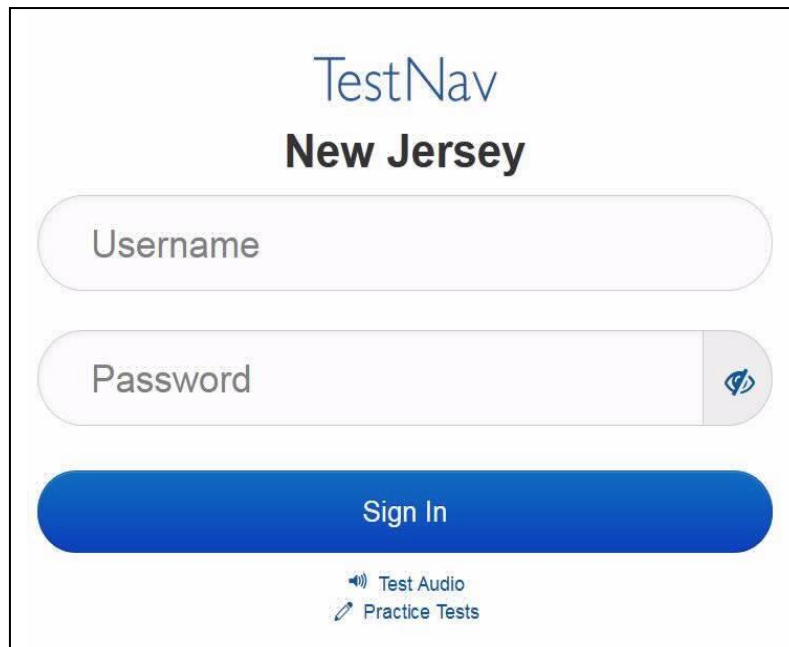
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### Checking Audio (for Students Needing Text-to-Speech Only)

**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。

对于文本到语音转换设置，在测试问题右侧的 TestNav 中有一个 TTS 方框。TTS 方框上有按钮，可控制阅读速度和音量。

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, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

**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。

<b>STUDENT TESTING TICKET</b>	
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 <b>New Jersey</b> 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.

<b>Say:</b>	<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“<b>Sign In</b>”（登录）按钮。 (暂停。)</p>
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<b>Say:</b>	<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“<b>Available Tests</b>”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“<b>Start</b>”（开始）按钮。你应该会看到一个“<b>Welcome</b>”（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 Units 2 and 3**

<b>Say:</b>	<p>选择屏幕中间的“<b>Start Test Now</b>”（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“<b>Start Section</b>”（开始该部分）按钮之前，请勿选择。</p>
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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.

## NJSLA-Math Grades 6 & 7 PBT 2022

All forms except screen reader:

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）____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。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。在屏幕上提供的方框中输入你的答案。只有输入到答案方框中的答案才能得分。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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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）____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。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。请在草稿纸上答题，然后把你写的答案读给老师听。老师会把你的答案输入到电脑上的试卷中。写在草稿纸上的内容不会被计分。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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Optional, if using hand-held calculators

<b>Say:</b>	请举手示意，以便把计算器分发给你。
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<b>Say:</b>	<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>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>当你检查完计算器部分后，请举手，我会指导你退出测试。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).

<b>Say:</b>	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。

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

### Instructions for Starting the Test

<b>Say:</b>	滚动至屏幕底部。 (暂停。)  请点击“ <b>Start Section</b> ”（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:

<b>Say:</b>	你将有 <b>60</b> 分钟时间完成本单元的考试。当你的考试时间剩下 <b>10</b> 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.

<b>Say:</b>	选项 A 你将有 ____ 小时的时间完成本单元的考试。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。

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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:

<b>Say:</b>	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.

<b>Say:</b>	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:

<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.

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

## NJSLA-Math Grades 6 & 7 PBT 2022

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.

<b>Say:</b>	<p>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“Review”（审阅）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.

- Ensure all students are in **Completed** status for the unit in PearsonAccess<sup>next</sup> 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-Math Grades 6 & 8 PBT 2022

## Grade 8 Math – Unit 1

### Using the Test Administrator Script

The administration script in this section will be used for Unit 1 for the NJSLA-Math. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 the TAs to follow and should not be read to students.

### Grade 8 Math Testing Times and Materials – Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: Non-Calculator Section	60 minutes	<ul style="list-style-type: none"><li>• Student testing tickets</li><li>• Pencils</li><li>• Scratch paper</li></ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. 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

<b>Say:</b>	今天，你将参加数学评估。  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.

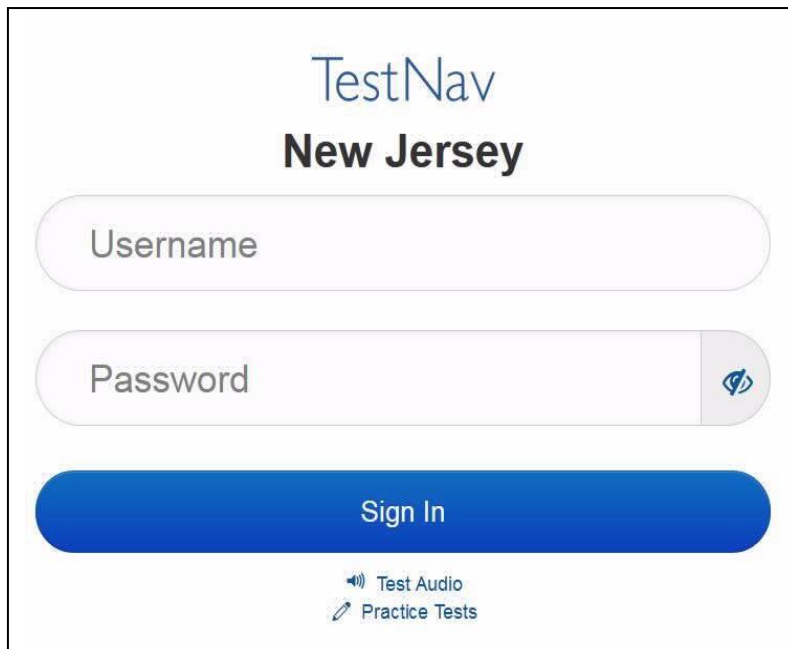


Checking Audio (for Students Needing Text-to-Speech Only)

**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。

对于文本到语音转换设置，在测试问题右侧的 TestNav 中有一个 TTS 方框。TTS 方框上有按钮，可控制阅读速度和音量。

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, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

**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

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.

<b>Say:</b>	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“ <b>Sign In</b> ”（登录）按钮。 (暂停。)
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<b>Say:</b>	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“ <b>Available Tests</b> ”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“ <b>Start</b> ”（开始）按钮。你应该会看到一个“ <b>Welcome</b> ”（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 Unit 1

<b>Say:</b>	选择屏幕中间的“ <b>Start Test Now</b> ”（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“ <b>Start Section</b> ”（开始该部分）按钮之前，请勿选择。
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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:

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）测试八年级部分的第 1 单元的测试。你将不能使用计算器。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。在屏幕上提供的方框中输入你的答案。只有输入到答案方框中的答案才能得分。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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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）测试八年级部分的第 1 单元的测试。你将不能使用计算器。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。请在草稿纸上答题，然后把你写的答案读给老师听。老师会把你的答案输入到电脑上的试卷中。写在草稿纸上的内容不会被计分。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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<b>Say:</b>	<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>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>当你检查完计算器部分后，请举手，我会指导你退出测试。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).

<b>Say:</b>	<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>

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

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.

### Instructions for Starting the Test

<b>Say:</b>	滚动至屏幕底部。 (暂停。) 请点击“ <b>Start Section</b> ”（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:

<b>Say:</b>	你将有 <b>60</b> 分钟时间完成本单元的考试。当你的考试时间剩下 <b>10</b> 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.

<b>Say:</b>	选项 A 你将有 _____ 小时的时间完成本单元的考试。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:

<b>Say:</b>	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.

<b>Say:</b>	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:

<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.

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.

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<b>Say:</b>	<p>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“Review”（审阅）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.

- Ensure all students are in **Completed** status for the unit in PearsonAccess<sup>next</sup> 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 to move on to the next unit.

## Grade 8 Math – Units 2 and 3

### Using the Test Administrator Script

The administration script in this section will be used for Units 2 and 3 for the NJSLA-Math. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-Math. 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 the TAs to follow and should not be read to students.

### Grade 8 Math Testing Times and Materials – Units 2 and 3

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	60 minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 3	60 minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. 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

<b>Say:</b>	<p>今天，你将参加数学评估。</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.

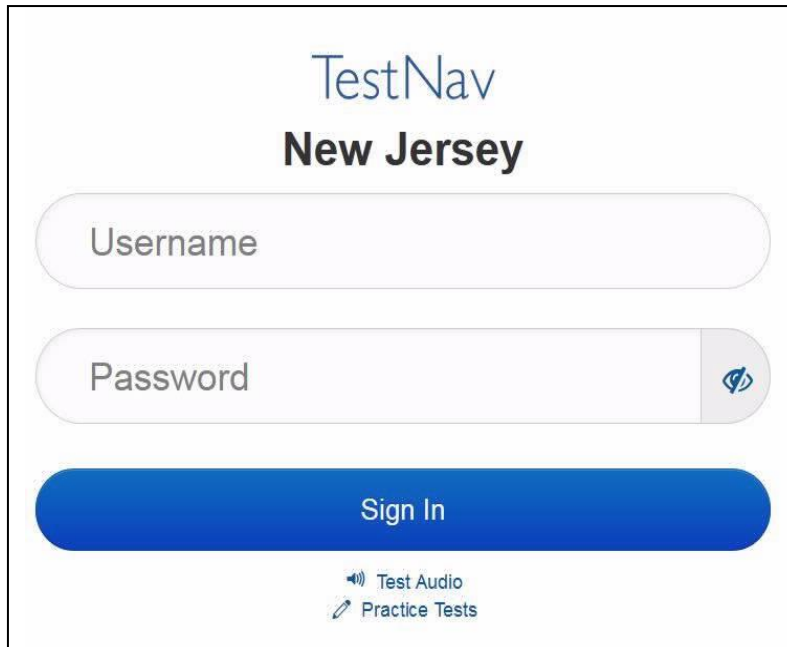
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## Checking Audio (for Students Needing Text-to-Speech Only)

**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。

对于文本到语音转换设置，在测试问题右侧的 TestNav 中有一个 TTS 方框。TTS 方框上有按钮，可控制阅读速度和音量。

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和草稿纸时，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, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

**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。



<b>STUDENT TESTING TICKET</b>	
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 <b>New Jersey</b> 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.

<b>Say:</b>	<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“<b>Sign In</b>”（登录）按钮。 (暂停。)</p>
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<b>Say:</b>	<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“<b>Available Tests</b>”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“<b>Start</b>”（开始）按钮。你应该会看到一个“<b>Welcome</b>”（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**

<b>Say:</b>	<p>选择屏幕中间的“<b>Start Test Now</b>”（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“<b>Start Section</b>”（开始该部分）按钮之前，请勿选择。</p>
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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.

## NJSLA-Math Grade 8 CBT 2022

All forms except screen reader:

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）____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。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。在屏幕上提供的方框中输入你的答案。只有输入到答案方框中的答案才能得分。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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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）____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。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。请在草稿纸上答题，然后把你写的答案读给老师听。老师会把你的答案输入到电脑上的试卷中。写在草稿纸上的内容不会被计分。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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Optional, if using hand-held calculators

<b>Say:</b>	请举手示意，以便把计算器分发给你。
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<b>Say:</b>	<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>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>一旦你核对完本单元的答案，请举手，我会指导你退出测试。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).

<b>Say:</b>	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。

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

**Instructions for Starting the Test**

<b>Say:</b>	滚动至屏幕底部。 (暂停。)
	请点击“ <b>Start Section</b> ”（开始该部分）按钮。 (暂停。)
	你应该已进入考试环节。

Pause to make sure all students are in the correct unit.

**Regular time:**

<b>Say:</b>	你将有 60 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.

<b>Say:</b>	选项 A 你将有____小时的时间完成本单元的考试。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。

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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:

<b>Say:</b>	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.

<b>Say:</b>	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:

<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.

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.

<b>Say:</b>	<p>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“<b>Review</b>”（审阅）下拉菜单。</p> <p>从“<b>Review</b>”（审阅）菜单中，滚动到底部，然后选择“<b>End of Section</b>”（部分结束）。</p> <p>选择“<b>Submit Final Answers</b>”（提交最终答案）按钮。</p> <p>选择“<b>Yes</b>”（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<sup>next</sup> 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 to move on to the next unit.

# NJSLA-Math High School CBT 2022

## High School Math: Algebra I, Geometry, Algebra II – Unit 1

### Using the Test Administrator Script

The administration script in this section will be used for Unit 1 for the NJSLA-Math. On the first read through Test Administrators (TAs) are required to adhere to the scripts provided in this manual for administering the NJSLA-Math. 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 the TAs to follow and should not be read to the students.

### High School Math Testing Times and Materials – Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
<b>Unit 1:</b> 1. Non-Calculator Section 2. Students Submit Section 3. Calculator Section	90 minutes	<ul style="list-style-type: none"><li>• Student testing tickets</li><li>• Pencils</li><li>• Scratch paper</li></ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. 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

<b>Say:</b>	今天，你将参加数学评估。  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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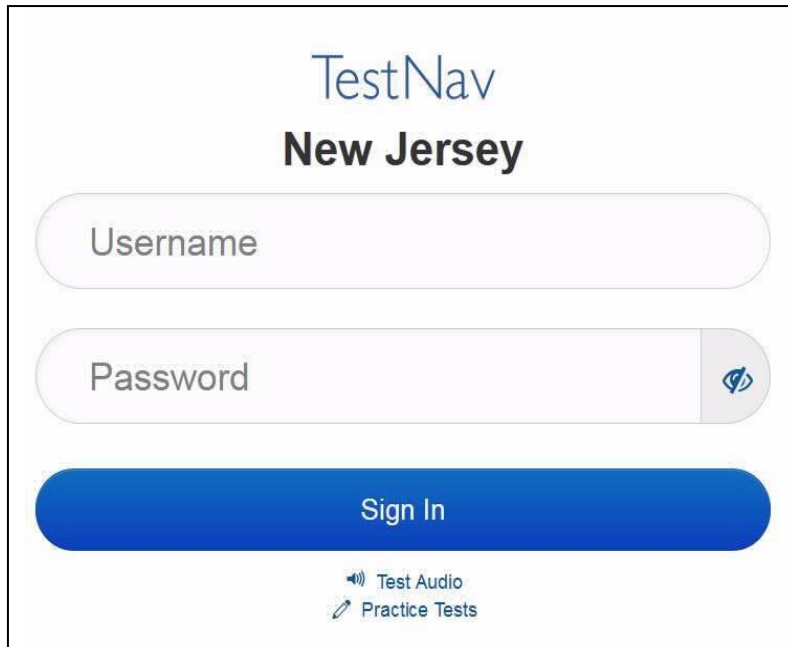
If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator immediately if there are questions regarding electronic devices.

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

**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。

对于文本到语音转换设置，在测试问题右侧的 TestNav 中有一个 TTS 方框。TTS 方框上有按钮，可控制阅读速度和音量。

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和草稿纸时，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, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

**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。

# NJSLA-Math High School CBT 2022

<b>STUDENT TESTING TICKET</b>	
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 <b>New Jersey</b> 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.

<b>Say:</b>	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“ <b>Sign In</b> ”（登录）按钮。 (暂停。)
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<b>Say:</b>	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“ <b>Available Tests</b> ”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“ <b>Start</b> ”（开始）按钮。你应该会看到一个“ <b>Welcome</b> ”（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 Unit 1

<b>Say:</b>	选择屏幕中间的“ <b>Start Test Now</b> ”（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“ <b>Start Section</b> ”（开始该部分）按钮之前，请勿选择。
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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，你将参加新泽西州学生学习评估-数学（NJSLA-Math）测试的 \_\_\_\_ (填写适当的课程) 第 1 单元的测试。有两个部分。在第一部分中，你不能使用计算器。在第二部分中，你可以使用工具栏中提供的计算器。你在开始进行计算器部分后，将不允许返回考试的第一部分。你必须在允许的时间内完成非计算器和计算器两个部分。

阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。在屏幕上提供的方框中输入你的答案。只有输入到答案方框中的答案才能得分。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。在你完成第一部分时后，你仅可核对本部分的答案，或尝试回答先前已加书签的问题。在你核对完自己的答案后，就可提交第一部分的答案，此后就会进入计算器部分。如果你在进入计算器部分方面需要帮助，请举手。

Read these directions only to students who were assigned the screen reader test form.

**Screen reader forms only:**

**Say:** 今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）测试的 \_\_\_\_ (填写适当的课程) 第 1 单元的测试。有两个部分。在第一部分中，你不能使用计算器。在第二部分中，你可以使用工具栏中提供的计算器。你在开始进行计算器部分后，将不允许返回考试的第一部分。你必须在允许的时间内完成非计算器和计算器两个部分。

阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。请在草稿纸上答题，然后把你写的答案读给老师听。老师会把你的答案输入到电脑上的试卷中。写在草稿纸上的内容不会被计分。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。在你核对完自己的答案后，就可提交第一部分的答案，此后就会进入计算器部分。如果你在进入计算器部分方面需要帮助，请举手。

**Optional, if using hand-held calculators**

**Say:** 当你已准备好进入计算器部分时，请举手示意，以便把计算器分发给你。

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<b>Say:</b>	<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>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>当你检查完计算器部分后，请举手，我会指导你退出测试。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).

<b>Say:</b>	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。

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

### Instructions for Starting the Test

<b>Say:</b>	<p>滚动至屏幕底部。 (暂停。)</p> <p>请点击“<b>Start Section</b>”（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:

<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。 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的考试。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:

<b>Say:</b>	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.

<b>Say:</b>	现在，你可以继续答题了。
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## NJSLA-Math High School CBT 2022

### 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.

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.

<b>Say:</b>	停止答题。考试时间现已结束。 选择考试左上角的“ <b>Review</b> ”（审阅）下拉菜单。 从“ <b>Review</b> ”（审阅）菜单中，滚动到底部，然后选择“ <b>End of Section</b> ”（部分结束）。 选择“ <b>Submit Final Answers</b> ”（提交最终答案）按钮。 选择“ <b>Yes</b> ”（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.

- Ensure all students are in **Completed** status for the unit in PearsonAccess<sup>next</sup> 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 to move on to the next unit.

## High School Mathematics: Algebra I, Geometry, Algebra II – Unit 2

### Using the Test Administrator Script

The administration script in this section will be used for Unit 2 for the NJSLA-Math. On the first read through Test Administrators (TAs) are required to adhere to the scripts provided in this manual for administering the NJSLA-Math. 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 the TAs to follow and should not be read to the students.

### High School Math Testing Times and Materials – Unit 2

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	90 minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. 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

<b>Say:</b>	<p>今天，你将参加数学评估。</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.

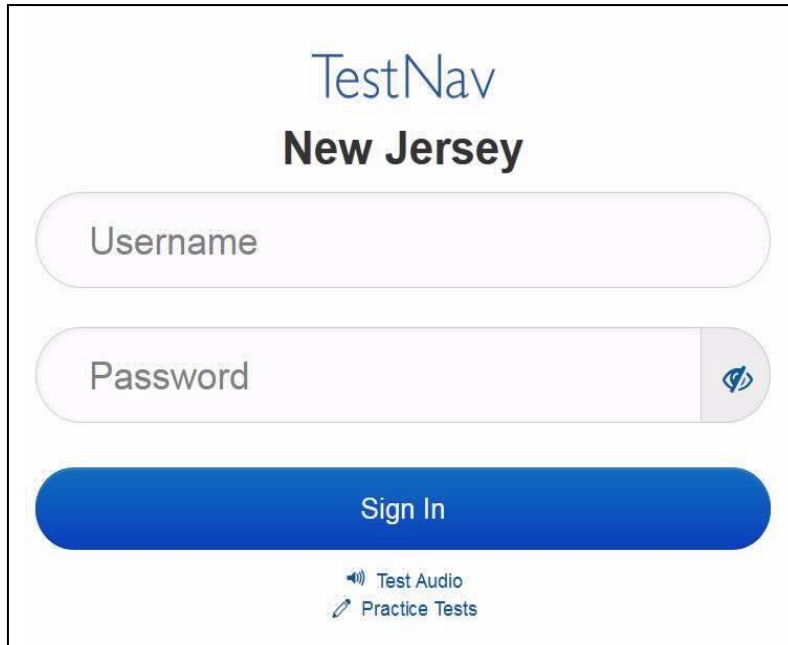
# NJSLA-Math High School CBT 2022

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

**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。

对于文本到语音转换设置，在测试问题右侧的 TestNav 中有一个 TTS 方框。TTS 方框上有按钮，可控制阅读速度和音量。

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, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

**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。

<b>STUDENT TESTING TICKET</b>	
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 <b>New Jersey</b> 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.

<b>Say:</b>	<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“<b>Sign In</b>”（登录）按钮。 (暂停。)</p>
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<b>Say:</b>	<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“<b>Available Tests</b>”（可用考试）屏幕上。选择第__单元（填写适当的单元）的“<b>Start</b>”（开始）按钮。你应该会看到一个“<b>Welcome</b>”（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**

<b>Say:</b>	<p>选择屏幕中间的“<b>Start Test Now</b>”（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“<b>Start Section</b>”（开始该部分）按钮之前，请勿选择。</p>
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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.

# NJSLA-Math High School CBT 2022

All forms except screen reader:

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）测试的 ____ (填写适当的课程) 第 2 单元的测试。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。在屏幕上提供的方框中输入你的答案。只有输入到答案方框中的答案才能得分。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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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

<b>Say:</b>	<p>今天，你将参加新泽西州学生学习评估-数学（NJSLA-Math）测试的 ____ (填写适当的课程) 第 2 单元的测试。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。请在草稿纸上答题，然后把你写的答案读给老师听。老师会把你的答案输入到电脑上的试卷中。写在草稿纸上的内容不会被计分。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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Optional, if using hand-held calculators

<b>Say:</b>	请举手示意，以便把计算器分发给你。
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<b>Say:</b>	<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>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>一旦你核对完本单元的答案，请举手，我会指导你退出测试。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).

<b>Say:</b>	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。

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

### Instructions for Starting the Test

<b>Say:</b>	滚动至屏幕底部。 (暂停。) 请点击“ <b>Start Section</b> ”（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:

<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。 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的考试。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。

## NJSLA-Math High School CBT 2022

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:

<b>Say:</b>	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.

<b>Say:</b>	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:

<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.

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.

<b>Say:</b>	<p>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“<b>Review</b>”（审阅）下拉菜单。</p> <p>从“<b>Review</b>”（审阅）菜单中，滚动到底部，然后选择“<b>End of Section</b>”（部分结束）。</p> <p>选择“<b>Submit Final Answers</b>”（提交最终答案）按钮。</p> <p>选择“<b>Yes</b>”（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<sup>next</sup> 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 to move on to the next unit.

# Mathematics Component of NJGPA CBT 2022

## Mathematics Component of NJGPA – Unit 1

### Using the Test Administrator Script

The administration script in this section will be used for Unit 1 for the Mathematics component of NJGPA. On the first read through Test Administrators (TAs) are required to adhere to the scripts provided in this manual for administering the Mathematics 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 the TAs to follow and should not be read to the students.

### Math Component of NJGPA Testing Times and Materials – Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
<b>Unit 1:</b> 1. Non-Calculator Section 2. Students Submit Section 3. Calculator Section	90 minutes	<ul style="list-style-type: none"><li>• Student testing tickets</li><li>• Pencils</li><li>• Scratch paper</li></ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. 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

<b>Say:</b>	今天，你将参加毕业水平评估的数学部分的测试。 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.

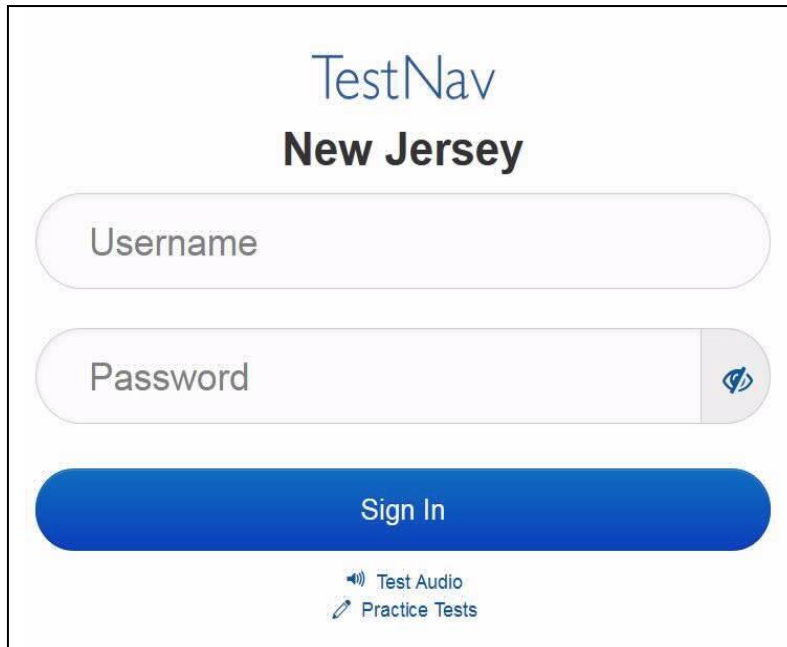
# Mathematics Component of NJGPA CBT 2022

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

**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。

对于文本到语音转换设置，在测试问题右侧的 TestNav 中有一个 TTS 方框。TTS 方框上有按钮，可控制阅读速度和音量。

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, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

**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。

# Mathematics Component of NJGPA CBT 2022

<b>STUDENT TESTING TICKET</b>	
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 <b>New Jersey</b> 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.

<b>Say:</b>	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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<b>Say:</b>	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 Unit 1

<b>Say:</b>	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。
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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.

## Mathematics Component of NJGPA CBT 2022

All forms except screen reader:

**Say:** 今天，你将参加毕业水平评估中的数学部分的第 1 单元的测试。有两个部分。在第一部分中，你不能使用计算器。在第二部分中，你可以使用工具栏中提供的计算器。你在开始进行计算器部分后，将不允许返回考试的第一部分。你必须在允许的时间内完成非计算器和计算器两个部分。

阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。在屏幕上提供的方框中输入你的答案。只有输入到答案方框中的答案才能得分。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。在你完成第一部分时后，你仅可核对本部分的答案，或尝试回答先前已加书签的问题。在你核对完自己的答案后，就可提交第一部分的答案，此后就会进入计算器部分。如果你在进入计算器部分方面需要帮助，请举手。

Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

**Say:** 今天，你将参加毕业水平评估中的数学部分的第 1 单元的测试。有两个部分。在第一部分中，你不能使用计算器。在第二部分中，你可以使用工具栏中提供的计算器。你在开始进行计算器部分后，将不允许返回考试的第一部分。你必须在允许的时间内完成非计算器和计算器两个部分。

阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。请在草稿纸上答题，然后把你写的答案读给老师听。老师会把你的答案输入到电脑上的试卷中。写在草稿纸上的内容不会被计分。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。在你核对完自己的答案后，就可提交第一部分的答案，此后就会进入计算器部分。如果你在进入计算器部分方面需要帮助，请举手。

Optional, if using hand-held calculators

**Say:** 当你已准备好进入计算器部分时，请举手示意，以便把计算器分发给你。

## Mathematics Component of NJGPA CBT 2022

<b>Say:</b>	你的屏幕上的说明到此结束。在被告知继续之前，请勿继续。 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。 当你检查完计算器部分后，请举手，我会指导你退出测试。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。
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

<b>Say:</b>	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。

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

### Instructions for Starting the Test

<b>Say:</b>	滚动至屏幕底部。 (暂停。) 请点击“ <b>Start Section</b> ”（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:

<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。 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.



## Mathematics Component of NJGPA CBT 2022

<b>Say:</b>	选项 A 你将有____小时的时间完成本单元的考试。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).

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.

<b>Say:</b>	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:

<b>Say:</b>	考试时间还剩下最后 10 分钟。
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## Mathematics Component of NJGPA CBT 2022

**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.

<b>Say:</b>	停止答题。考试时间现已结束。 选择考试左上角的“ <b>Review</b> ”（审阅）下拉菜单。 从“ <b>Review</b> ”（审阅）菜单中，滚动到底部，然后选择“ <b>End of Section</b> ”（部分结束）。 选择“ <b>Submit Final Answers</b> ”（提交最终答案）按钮。 选择“ <b>Yes</b> ”（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.

- Ensure all students are in **Completed** status for the unit in PearsonAccess<sup>next</sup> 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 to move on to the next unit.

## Mathematics Component of NJGPA – Unit 2

### Using the Test Administrator Script

The administration script in this section will be used for Unit 2 for Mathematics component of NJGPA. On the first read through Test Administrators (TAs) are required to adhere to the scripts provided in this manual for administering the Mathematics 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 the TAs to follow and should not be read to the students.

### Math Component of NJGPA Testing Times and Materials – Unit 2

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	90 minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. 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

<b>Say:</b>	<p>今天，你将参加毕业水平评估的数学部分的测试。</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.

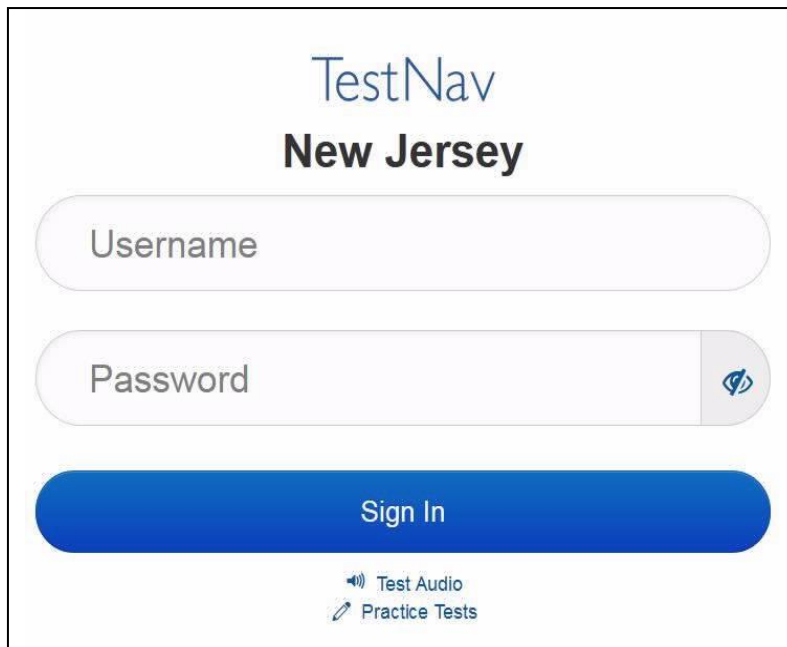
# Mathematics Component of NJGPA CBT 2022

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

**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。

对于文本到语音转换设置，在测试问题右侧的 TestNav 中有一个 TTS 方框。TTS 方框上有按钮，可控制阅读速度和音量。

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, mathematics reference sheets (if locally printed), and approved accessibility and accommodations tools, if needed, for certain students. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

**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

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.

<b>Say:</b>	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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<b>Say:</b>	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

<b>Say:</b>	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。
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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.

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All forms except screen reader:

<b>Say:</b>	<p>今天，你将参加毕业水平评估中的数学部分的第 2 单元的测试。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。在屏幕上提供的方框中输入你的答案。只有输入到答案方框中的答案才能得分。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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Read these directions only to students who were assigned the screen reader test form.

Screen reader forms only:

<b>Say:</b>	<p>今天，你将参加毕业水平评估中的数学部分的第 2 单元的测试。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。</p> <p>阅读每个问题，然后按照说明回答每个问题。如果某个问题要求你展示或解释你的答案，你必须这样做才能获得完整分数。请在草稿纸上答题，然后把你写的答案读给老师听。老师会把你的答案输入到电脑上的试卷中。写在草稿纸上的内容不会被计分。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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Optional, if using hand-held calculators

<b>Say:</b>	请举手示意，以便把计算器分发给你。
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<b>Say:</b>	<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>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>一旦你核对完本单元的答案，请举手，我会指导你退出测试。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).

<b>Say:</b>	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。

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

### Instructions for Starting the Test

<b>Say:</b>	滚动至屏幕底部。 (暂停。)
	请点击“ <b>Start Section</b> ”（开始该部分）按钮。 (暂停。)
	你应该已进入考试环节。

Pause to make sure all students are in the correct unit.

### 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。 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的考试。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。

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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:

<b>Say:</b>	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.

<b>Say:</b>	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:

<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.

Continue to actively proctor while students are testing.



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### Instructions for Ending the Unit

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

<b>Say:</b>	<p>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“<b>Review</b>”（审阅）下拉菜单。</p> <p>从“<b>Review</b>”（审阅）菜单中，滚动到底部，然后选择“<b>End of Section</b>”（部分结束）。</p> <p>选择“<b>Submit Final Answers</b>”（提交最终答案）按钮。</p> <p>选择“<b>Yes</b>”（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<sup>next</sup> 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 to move on to the next unit.