

NJGPA

New Jersey Graduation Proficiency Assessment

2023 Test Administrator Script for Computer-Based Testing

NJGPA English Language Arts

The 2023 Test Administrator Script for Computer-Based Testing must be used with the *Spring 2023 Test Administrator Manual*.

ELA Component of NJGPA CBT 2023

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ELA Component of NJGPA

Using the Test Administrator Script

The administration script in this document will be used for all units of the English Language Arts (ELA) component of NJGPA. The script must be used with the *Spring 2023 Test Administration Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the ELA component of NJGPA. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes. Some of the “**Say**” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “**Say**” boxes includes directions for TAs to follow and should not be read to students.

ELA Component of NJGPA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper • Headphones 		
Unit 2	90 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper • Headphones 		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper • Headphones 		

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to **Section 4.2** of the *Spring 2023 Test Administrator Manual* for more information). Speak to your School Test Coordinator (STC) to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and have the TestNav app open. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio section. Make sure headphones are plugged in for all students and do an audio check prior to launching TestNav.

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to your STC. Refer to **Section 6.2** of the *Spring 2023 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

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Test Administrator Script

Instructions for Preparing to Test

请注意：

今天，你将参加毕业能力评估的英语语言艺术部分。

你的桌面上除了考试设备外不能有任何未经批准的电子设备。不允许打电话，发短信，拍照和浏览互联网。如果你现在有任何未经批准的电子设备，包括手机和蓝牙设备（耳机或麦克风），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。

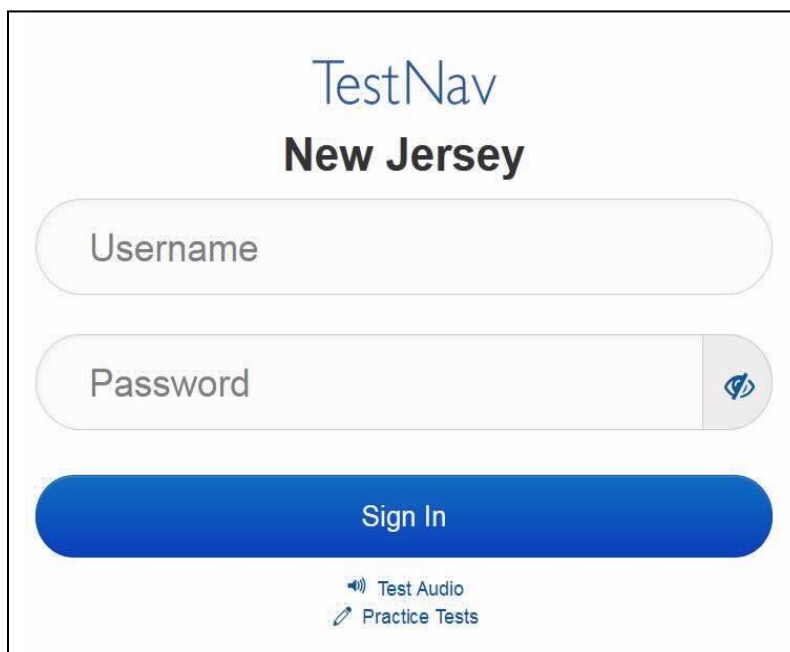
If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodation purposes only during testing. Please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

Checking Audio (for all Students)

请注意：

确保你的耳机已插入并戴上。在你屏幕上的“Sign In”按钮下面有一个名为“Test Audio”的链接。选择该链接，确保你可以通过耳机收听，然后调到舒适音量。可以在考试开始后调节音量。

A screenshot of the **Test Audio** function is provided. TAs should assist students with audio adjustments as needed.



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Instructions for Logging in

请注意：	在我分发你们的学生准考证、草稿纸和其他材料时，请安静地坐在原位。在我告诉你登录之前，请勿登录。
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Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

请注意：	现在，看看你的学生准考证，并确保上面有你的姓名。如果你没有收到自己的准考证，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:	ELA Graduation Proficiency
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.

请注意：	现在，请输入你考试单底部显示的用户名。 (停顿。) 接下来，请输入你考试单上显示的密码。 (停顿。) 现在，请选择“Sign In”按钮。 (停顿。)
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请注意：	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。你现在看到的应该是“Available Tests”屏幕。选择第__单元（填写适当的单元）的“Start”按钮。你应该看到“Welcome”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.

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Instructions for Administering Each Unit

请注意：	<p>选择屏幕中间的“Start Test Now”框。在我阅读屏幕上的说明时跟随操作。你可能需要使用右侧的滚动条跟随操作。在我告诉你选择之前，请勿选择“Start Section”按钮。</p> <p>今天，你将参加毕业能力评估的英语语言艺术部分的第__单元（填写适当的单元）。</p> <p>阅读每个段落和问题。然后，按照说明回答每个问题。其中一个问题会要求你写一个答案。在屏幕上提供的框中输入你的答案。将有足够的空白让你来完成自己的答案。如果你的答案比提供的空白长，将出现一个滚动条。你可以使用滚动条查看完整答案。只有输入框中的答案才会计分。</p> <p>如果你不知道某个问题的答案，你可以给它加书签，然后继续下一个问题。如果你提前完成，可以审查你的答案以及你可能已加书签的任何问题。</p>
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请注意：	<p>你的屏幕上说明到此结束。在被告知继续之前，请勿继续。</p> <p>某些字词或短语可能会带下划线。如果你看到任何带下划线的字词或短语，均可以打开链接以显示一个弹出式词汇表，会为你提供字词或短语的定义。</p> <p>在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。</p> <p>一旦你检查完了答题，请举手，我会指导你退出考试。然后，我会收回你的学生准考证和草稿纸。你一旦退出考试，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).

请注意：	<p>选项A： 在你退出考试后，请安静地坐在那里，直到本单元结束。</p> <p>选项B： 在你退出考试后，我会让你离开。</p> <p>选项C： 在你退出考试后，你可以阅读一本书或所允许的其他材料，直到本单位结束。</p>
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请注意：	你有什么问题吗？
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Answer any questions.

Instructions for Starting the Test

请注意：	滚动到屏幕底部。 （停顿。） 选择“Start”按钮。 （停顿。） 现在，你应该在参加考试。
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Pause to make sure all students are in the correct unit.

Regular time:

请注意：	你将有90分钟时间完成本单元考试。当你的考试时间剩下10分钟时，我会告诉你。 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 students’ accommodations.

请注意：	选项A: 你将有____小时时间完成本单元考试。当你的考试时间剩下____分钟时，我会告诉你。现在，你可以开始答题了。 选项B: 放学后，你可以按照自己所需时间来完成本单元。当剩下____分钟时，我会告诉你。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 2023 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 row 2f of Table 2, Administrative Considerations, in the [Accessibility Features and Accommodations Manual](#)).

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TAs must adhere to the following security measures:

- Students must be supervised at all times during breaks.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other** during testing or during breaks.
- Students are **not permitted** to use unauthorized 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:

请注意：	请停止考试，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.

请注意：	现在，你们可以恢复考试了。
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain (**Note:** Do not read the following text to students with an extended time accommodation.):

请注意：	你还剩下10分钟。
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following (optional) “**Say**” box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after the students submit their final answers. Do not have students log out of TestNav. For the next unit, start at “Find your name...” at the end of the Instructions for Logging In section.

请注意：	停止答题。考试时间现已结束。 选择考试左上角的“Review”下拉菜单。 从“Review”菜单中，滚动到底部，然后选择“End of Section”。 选择“Submit Final Answers”按钮。 选择“Yes”按钮，退出本单元。 现在，我会收回你的学生准考证和草稿纸。
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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^{next} at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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If more than one unit is being administered on the same day, allow students to take a short break (e.g., restroom break or stretch break) or an extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.