

NJGPA

New Jersey Graduation Proficiency Assessment

2023 Test Administrator Script for Paper-Based Testing

NJGPA Mathematics

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

Mathematics Component of NJGPA PBT 2023

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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. 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 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.

Mathematics Component of NJGPA Testing Times and Materials – Unit 1

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: 1. Non-Calculator Section 2. Students Go On 3. Calculator Section	90 minutes	<ul style="list-style-type: none">• Test booklets• Rulers• Mathematics reference sheets• Pencils• Scratch paper• Calculators (Calculator Section only)		

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 School Test Coordinator (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数学部分。 你的桌面上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。
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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 STC immediately if there are questions regarding electronic devices.

请注意：	在我分发考试材料时，请安静地坐在原位。
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets, rulers, and mathematics reference sheets. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate device at the appropriate time.

请注意：	请在试卷上部写上你的姓名。
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Make sure all students have written their names on the Unit 1 test booklet.

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Instructions for Administering Unit 1

<p>请注意：</p>	<p>使用页面边缘上的标签，将你的考试册翻到第1单元的第1页，然后在我阅读说明时跟随操作。</p> <p>今天，你将参加毕业能力评估的数学部分的第1单元。第1单元包括两个部分。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第1单元的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。在考试册中圈出你选择的答案。如果你需要更改答案，请务必完全擦除你的第一个答案。如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。只有写在所提供的空白处的答案才会计分。</p> <p>如果你不知道某个问题的答案，你可以继续做下一个问题。当你完成第一部分时，你只能审查本单元中的答案和没有回答的任何问题。你审查完自己的答案后，请继续进入计算器部分。当你准备好继续进行计算器部分时，请举手，收到你的计算器。</p> <p>在我继续阅读说明时，翻到下一页。</p>
<p>请注意：</p>	<p>完成答案网络的说明</p> <ol style="list-style-type: none">1. 解决问题并找到答案。2. 在网格顶部的框中写下你的答案。3. 每个框中只以印刷体书写一个数字或符号。请勿在答案的中间留下一个空白框。4. 答案网格不能输入分数，且不予计分。以小数形式输入分数。5. 有关如何正确完成答案网络的示例，请参见下文。 <p>(停顿。)</p>
<p>请注意：</p>	<p>你的考试册中的说明到此结束。</p> <p>当你看到考试册中的“GO ON”标志时，你可以进入下一页。当你到达考试手册中的某个“STOP”标志时，在被告知继续之前，请勿继续。</p> <p>如果你提前完成并全面检查了自己的答题，请举手，我会收回你的考试材料。一旦我收回了你的材料，你就不能再取回。</p>

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请注意：	当你准备好进入计算器部分时，请举手，收到你的计算器。
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Note: Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2023 Test Administrator Manual* and in the *Calculator Policy* which are available on the [New Jersey Assessments Resource Center](#) under Educator Resources > Test Administration Resources.

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

请注意：	选项A： 在我收回了你的材料后，请安静地坐在原位，直到本单元结束。 选项B： 在我收回你的材料后，我会让你离开。 选项C： 在我收回你的材料后，你可以阅读一本书或所允许的其他材料，直到本单位结束。
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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

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。转到下一页。现在，你可以开始答题了。
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For extended time students only:

If students are testing with extended time accommodations, it may be necessary to adjust the amount of time students will have to complete this unit. Refer to the 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).
- Collect test materials as students complete testing (Section 2.10).
- If students have questions about an item, tell them, “Do the best you can.” (Section 2.8)
- If students indicate that a test item seems irregular, refer to Section 7.3.1.

Instruction 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 \(AF&A\) Manual](#)).

TAs must adhere to the following security measures:

- Students must be supervised at all times during breaks.
- Test booklets must be closed or covered.
- 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。将你的草稿纸放在自己的考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

请注意：	打开你的考试册，然后继续考试。
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Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain (**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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Instructions for Ending the Unit

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

请注意：	停止答题。考试时间现已结束。请合上考试册。 请检查已在考试册上写了自己的姓名。我会收回你的考试材料。
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- Collect all test materials.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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.

Mathematics Component of NJGPA PBT 2023

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. The script must be used with the *Spring 2023 Test Administration Manual*. On the first read through, 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.

Mathematics 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">• Test booklets• Rulers and protractors• Mathematics reference sheets• Pencils• Scratch paper• Calculators		

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数学部分。 你的桌面上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。
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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 STC immediately if there are questions regarding electronic devices.

请注意：	在我分发考试材料时，请安静地坐在原位。
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets, answer documents, rulers, mathematics reference sheets, and calculators. If a student has a calculator accommodation in an approved IEP or 504 plan, make sure the student receives the appropriate device at the appropriate time. **Note:** Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2023 Test Administrator Manual* and in the *Calculator Policy* which are available on the [New Jersey Assessments Resource Center](#) under Educator Resources > Test Administration Resources.

请注意：	请检查以确保在你的考试册上部写下自己的姓名。
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If necessary, assist students with making sure they are using the test booklet that belongs to them.

Instructions for Administering Unit 2

请注意：	使用页面边缘上的标签，将你的考试册翻到第2单元的第1页，然后在我阅读说明时跟随操作。 今天，你将参加毕业能力评估的数学部分的第2单元。你将能够使用计算器。 阅读每个问题。然后，按照说明回答每个问题。在考试册中圈出你选择的答案。如果你需要更改答案，请务必完全擦除你的第一个答案。如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。只有写在所提供的空白处的答案才会计分。 如果你不知道某个问题的答案，你可以继续做下一个问题。如果你提前完成，你只能审查本单元中的答案和没有回答的任何问题。请勿超过停止标志。 在我继续阅读说明时，翻到下一页。
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请注意：	<p>完成答案网格的说明</p> <ol style="list-style-type: none">1. 解决问题并找到答案。2. 在网格顶部的框中写下你的答案。3. 每个框中只以印刷体书写一个数字或符号。请勿在答案的中间留下一个空白框。4. 答案网格不能输入分数，且不予计分。以小数形式输入分数。5. 有关如何正确完成答案网格的示例，请参见下文。 <p>(停顿。)</p>
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请注意：	<p>你的考试册中的说明到此结束。</p> <p>当你看到考试册中的“GO ON”标志时，你可以进入下一页。当你到达考试手册中的某个“STOP”标志时，在被告知继续之前，请勿继续。</p> <p>如果你提前完成本单元并全面检查了自己的答题，请举手，我会收回你的考试材料。一旦我收回了你的材料，你就不能再取回。</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： 在我收回了你的材料后，请安静地坐在原位，直到本单元结束。</p> <p>选项B： 在我收回你的材料后，我会让你离开。</p> <p>选项C： 在我收回你的材料后，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：	<p>你有什么问题吗？</p>
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Answer any questions.

Instructions for Starting the Test

Regular time:

请注意：	<p>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。</p> <p>转到下一页。现在，你可以开始答题了。</p>
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For extended time students only:

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

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**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, "Do the best you can." (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

Instructions for Taking a Break during Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks are allowed during testing (do not adjust stop time except for students who have frequent breaks in accordance with row 2f of Table 2, Administrative Considerations, in the [AF&A Manual](#)).

TAs must adhere to the following security measures:

- Students must be supervised at all times during breaks.
- Test booklets must be closed or covered.
- 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.

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If taking a three-minute stand-and-stretch break during the unit:

请注意：	请停止考试。将你的草稿纸放在自己的考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

请注意：	打开你的考试册，然后继续考试。
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Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain (**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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Instructions for Ending the Unit

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

请注意：	停止答题。考试时间现已结束。请合上考试册。 请检查已在考试册上写了自己的姓名。我会收回你的考试材料。
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- Collect all test materials.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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.