

# NJGPA

New Jersey Graduation Proficiency Assessment

## **2024 Test Administrator Script for Paper-Based Testing**

**NJGPA English Language Arts**

**The 2024 Test Administrator Script for Paper-Based Testing must be used with the *Spring 2024 Test Administrator Manual*.**

# ELA Component of NJGPA PBT 2024

## Table of Contents

|                |     |
|----------------|-----|
| NJGPA-ELA..... | 3—7 |
|----------------|-----|

## 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 2024 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"> <li>• Test booklets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul> |            |           |
| Unit 2 | 90 minutes        | <ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul> |            |           |

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to your School Test Coordinator (STC). Refer to **Section 6.1** and **Section 6.2** of the *Spring 2024 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

# ELA Component of NJGPA PBT 2024

## Test Administrator Script

### Instructions for Preparing to Test

|                  |  |
|------------------|--|
| <b>Di konsa:</b> | <p>Jodi a, ou pral pase pati Lang Anglè ak Literati nan evalyasyon konpetans gradyasyon.</p> <p>Ou pa ka gen aparèy elektwonik ki pa apwouve sou biwo ou. Ou pa gen pèmasyon ni pou fè apèl , ni pou voye tèks, ni pou fè foto ni pou fè rechèch sou entènèt. Si ou gen nenpòt aparèy elektwonik ki pa apwouve nan men ou kounye a, tankou telefòn selilè ak aparèy Bluetooth (kas oswa mikwofòn), tanpri etenn yo epi leve men ou. Si yo jwenn ou ak aparèy elektwonik ki pa apwouve pandan tès la, yo ka pa korije tès ou a.</p> |
|------------------|--|

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.

|                  |   |
|------------------|---|
| <b>Di konsa:</b> | <p>Tanpri chita tranquil pandan m ap distribye materyèl egzamen an.</p> |
|------------------|---|

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets.

|                  |   |
|------------------|---|
| <b>Di konsa:</b> | <p>Pou Inite 1: <b>Ekri non ou ak siyati ou anlè ti liv egzamen an.</b></p> <p>Pou Inite 2: <b>Verifye pou asire ou non ou ak siyati ou ekri anlè ti liv egzamen ou an.</b></p> |
|------------------|---|

Make sure all students have written their names on the Unit 1 test booklet. If necessary, assist students with making sure they are using the test booklet that belongs to them.

### Instructions for Administering Each Unit

|                  |  |
|------------------|--|
| <b>Di konsa:</b> | <p>Sèvi ak etikèt sou arebò paj la, louvri ti liv tès la nan premye paj evalyasyon an____(mete evalyasyon ki apwopriye a) epi swiv pandan m ap li konsiy yo. Pa vire paj la jouk lè mwen di ou pou fè sa.</p> <p>Jodi a, ou pral pase tès ____ (mete tès ki apwopriye a) nan pati Lang Anglè ak Literati nan evalyasyon konpetans gradyasyon.</p> <p>Li chak paragaf ak kesyon yo. Epi, suiv konsiy yo bay pou reponn chak kesyon. Antoure repons lan oswa repons ou te chwazi nan ti liv egzamen ou. Si ou bezwen chanje yon repons, sonje pou efase premye repons ou a nèt.</p> <p>Youn nan kesyon yo pral mande pou ou ekri yon repons. Ekri repons ou nan espas yo ba ou nan ti liv egzamen an. Veye pou repons ou pa depase espas yo bay la. Y ap korije sèlman repons ki ekri nan espas yo bay la.</p> <p>Si ou pa konnen repons pou yon kesyon, ou ka pase nan kesyon ki vin annapre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn sèlman nan evalyasyon sa a. Pa fè anyen lè yo mande kanpe.</p> |
|------------------|--|

## ELA Component of NJGPA PBT 2024

|                  |   |
|------------------|---|
| <b>Di konsa:</b> | <p>Nou fini avèk enstriksyon yo nan ti liv egzamen ou.</p> <p>Lè ou wè siy “Go on” (Kontinye) nan ti liv egzamen ou, ou ka ale nan paj apre a. Lè ou rive nan siy “STOP” (KANPE) nan ti liv egzamen ou, pa kontinye jouk lè nou mande ou pou fè sa.</p> <p>Si ou fini bonè epi ou tcheke travay ou nèt nan inite sa a, leve men ou epi m ap pran materyèl egzamen ou an. Depi mwen pran materyèl egzamen ou an, ou pa kapab genyen yo ankò.</p> |
|------------------|---|

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

|                  |   |
|------------------|---|
| <b>Di konsa:</b> | <p>Chwa A:</p> <p>Apre mwen fin ranmase materyèl egzamen yo, tanpri chita trankil jouk lè evalyasyon an fini.</p> <p>Chwa B:</p> <p>Apre mwen fin pran materyèl egzamen ou yo, m ap voye ou ale.</p> <p>Chwa C:</p> <p>Apre mwen fin pran materyèl egzamen ou yo, ou ka li yon liv oswa lòt materyèl ki admisib jouk lè evalyasyon an fini.</p> |
|------------------|---|

|                  |                                   |
|------------------|-----------------------------------|
| <b>Di konsa:</b> | <p>Èske ou gen nenpòt kesyon?</p> |
|------------------|-----------------------------------|

Answer any questions.

### Instructions for Starting the Test

Regular time:

|                  |   |
|------------------|---|
| <b>Di konsa:</b> | <p>W ap gen 90 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</p> <p>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</p> |
|------------------|---|

## ELA Component of NJGPA PBT 2024

### 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.

|                      |  |
|----------------------|--|
| <b>Di<br/>konsa:</b> | Chwa A:<br><b>W ap gen _____ èdtan pou fini tès sa a. M ap fè ou konnen lè ou gen _____ minit ki rete pou fini egzamen an. Ou ka kòmanse travay kounye a.</b><br><br>Chwa B:<br><b>Ou ka pran tout tan ou gen bezwen pou ou fini inite sa a, jiskaske jounen lekòl la fini. M ap fè ou konnen lè gen _____ minit ki rete. Ou ka kòmanse travay kounye a.</b> |
|----------------------|--|

Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2024 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 Appendix A**, Administrative Considerations for All Students, in the *NJSLA and NJGPA Accessibility Features and Accommodations (AF&A) Manual* which is available at the [New Jersey Assessments Resource Center](#), located under **Educator Resources > Test Administration Resources**).

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:

|                      |  |
|----------------------|--|
| <b>Di<br/>konsa:</b> | <b>Tanpri sispann egzamen an. Mete fèy bouyon ou nan ti liv egzamen ou an, epi fèmen ti liv egzamen an. Nou pral pran yon pòz an silans pandan twa (3) minit. Li entèdi pou moun pale.</b> |
|----------------------|--|

After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

## ELA Component of NJGPA PBT 2024

**Di  
konsa:**

Louvri ti liv egzamen ou epi kontinye tès la.

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.):

**Di  
konsa:**

Ou rete 10 minit.

### Instructions for Ending the Unit

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

**Di  
konsa:**

Sispann travay. Kounye a, tan yo te bay pou fè tès la fini. Fèmen ti liv egzamen w lan.

Tcheke si non ou ekri nan ti liv egzamen an. Mwen pral ranmase materyèl egzamen an.

- 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.