

# NJGPA

New Jersey Graduation Proficiency Assessment

## 2024 Test Administrator Script for Paper-Based Testing

NJGPA Mathematics

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

# Mathematics Component of NJGPA PBT 2024

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# Mathematics Component of NJGPA PBT 2024

## 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 2024 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
<b>Unit 1:</b> 1. Non-Calculator Section 2. Students Go On 3. Calculator Section	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Rulers</li><li>• Mathematics reference sheets</li><li>• Pencils</li><li>• Scratch paper</li><li>• Calculators (Calculator Section only)</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.

# Mathematics Component of NJGPA PBT 2024

## Test Administrator Script

### Instructions for Preparing to Test

<b>Di konsa:</b>	<p>Jodi a, ou pral pase pati Matematik nan evalyasyon konpetans gradyasyon an.</p> <p>Ou pa ka gen aparèy elektwonik ki pa apwouve sou biwo ou. Ou pa gen pèmasyon ni pou fè koutfil, 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>
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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.

<b>Di konsa:</b>	<p>Tanpri chita trankil pandan m ap distribye materyèl tès yo ak fèy referans matematik yo.</p>
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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.

<b>Di konsa:</b>	<p>Ekri non ou ak siyati ou anlè ti liv egzamen an.</p>
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Make sure all students have written their names on the test booklet.

# Mathematics Component of NJGPA PBT 2024

## Instructions for Administering Unit 1

<b>Di konsa:</b>	<p>Sèvi ak etikèt sou arebò paj la, louvri ti liv egzamen an nan premye paj Inite 1 an epi suiv toupandan m ap li konsiy yo.</p> <p>Jodi a, ou pral pase Inite 1 nan pati Matematik nan evalyasyon konpetans gradyasyon an. Inite 1 an gen de seksyon. Nan premye seksyon an, ou p ap ka itilize yon kalkilatris. Nan dezyèm seksyon an, ou ka itilize yon kalkilatris. Ou p ap gen pèmasyon pou retounen nan premye seksyon tèl la apre ou fin kòmanse seksyon kote ou ka itilize yon kalkilatris la. W ap bezwen konplete ni seksyon ki p ap bezwen kalkilatris la ni seksyon ou bezwen kalkilatris nan Inite 1 an nan tan yo ba ou la.</p> <p>Tanpri li chak kesyon. 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. Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. 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. Lè ou fini ak premye seksyon an, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn nan seksyon sa a sèlman. Depi ou revize repons ou yo, kontinye nan seksyon kote ou ka itilize yon kalkilatris. Lè ou bezwen ale nan seksyon kalkilatris la, leve men ou pou ou resevwa kalkilatris ou.</p> <p>Ale nan paj apre a pandan m ap kontinye li enstriksyon yo.</p>
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<b>Di konsa:</b>	<p>Enstriksyon pou Ranpli Griy Repons lan</p> <ol style="list-style-type: none"><li>1. Travay sou pwoblèm nan epi jwenn yon repons.</li><li>2. Ekri repons ou nan kaz ki anlè griy la.</li><li>3. Ekri sèlman yon nonb oswa senbòl nan chak kaz. Pa kite yon kaz vid nan mitan yon repons.</li><li>4. Ou pa kapab antre fraksyon nan yon griy repons epi si ou fè sa ou p ap resevwa pwèn. Antre fraksyon yo kòm nonb desimal.</li><li>5. Gade anba la a pou jwenn egzanp sou fason pou ranpli yon griy repons kòrèkteman.</li></ol> <p>(Yon ti pòz)</p>
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<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, leve men ou epi m ap pran materyèl egzamen ou yo. Depi mwen pran materyèl egzamen ou, ou pa kapab genyen yo ankò.</p>
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<b>Di konsa:</b>	<p>Leve men ou pou ou resevwa kalkilatris ou lè ou bezwen ale nan seksyon kalkilatris la.</p>
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# Mathematics Component of NJGPA PBT 2024

**Note:** Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2024 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).

<b>Di konsa:</b>	Chwa A: <b>Apres mwen fin ranmase materyèl egzamen yo, tanpri chita trankil jouk lè evalyasyon an fini.</b> Chwa B: <b>Apres mwen fin pran materyèl egzamen ou yo, m ap voye ou ale.</b> Chwa C: <b>Apres mwen fin pran materyèl egzamen ou yo, ou ka li yon liv oswa lòt materyèl ki otorize jouk lè evalyasyon an fini.</b>
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<b>Di konsa:</b>	Èske ou gen nenpòt kesyon?
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Answer any questions.

## Instructions for Starting the Test

Regular time:

<b>Di konsa:</b>	<b>W ap gen 90 minit pou ou konplete ni seksyon ki p ap bezwen kalkilatri la ni seksyon ou bezwen kalkilatri nan inite sa a. Lè tès la rete 45 minit pou fini, m ap fè w sonje pou w ale nan seksyon kalkilatri la si w poko fè sa. M ap fè ou konnen tou lè ou gen 10 minit ki rete pou fini egzamen an.</b> <b>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</b>
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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.

<b>Di konsa:</b>	Chwa A: <b>W ap gen _____ èdtan pou ou konplete ni seksyon ki p ap bezwen kalkilatri la ni seksyon ou bezwen kalkilatri nan inite sa a. M ap fè ou konnen lè ou gen _____ minit ki rete pou fini egzamen an. Ou ka kòmanse travay kounye a.</b> Chwa B: <b>Ou ka pran tout tan ou gen bezwen pou ou konplete ni seksyon ki p ap bezwen kalkilatri la ni seksyon ou bezwen kalkilatri nan inite sa a jiskaske jounen lekòl la fini. M ap fè ou konnen lè ou gen _____ minit ki rete. Ou ka kòmanse travay kounye a.</b>
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## Mathematics Component of NJGPA PBT 2024

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.

### 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 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 konsa:</b>	Tanpri sispann egzamen an. Mete fèy bouyon ou nan ti liv egzamen ou, epi fèmen ti liv egzamen an. Nou pral pran yon pòz an silans pandan twa minit. Li entèdi pou moun pale.
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

<b>Di konsa:</b>	Louvri ti liv egzamen ou epi kontinye tès la.
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Continue to actively proctor while students are testing.

### Instructions for When 45 Minutes of Unit Time Remain

When 45 minutes of unit time remain (**Note:** Do not read the following text to students with an extended time accommodation.):

<b>Di konsa:</b>	Ou gen 45 minit ki rete. Kòm rapèl, ni seksyon ki pa bezwen kalkilatrè la ni seksyon ki bezwen kalkilatrè yo dwe ranpli nan tan sa a.
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# Mathematics Component of NJGPA PBT 2024

## 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.):

<b>Di konsa:</b>	Ou rete 10 minit.
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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.

<b>Di konsa:</b>	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.
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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 2024

## 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 2024 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: Calculator Unit	90 minutes	<ul style="list-style-type: none"><li>• Test booklets</li><li>• Rulers and protractors</li><li>• Mathematics reference sheets</li><li>• Pencils</li><li>• Scratch paper</li><li>• Calculators</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 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.

# Mathematics Component of NJGPA PBT 2024

## Test Administrator Script

### Instructions for Preparing to Test

<b>Di konsa:</b>	<b>Jodi a, ou pral pase pati Matematik nan evalyasyon konpetans gradyasyon an.</b> <b>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.</b>
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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.

<b>Di konsa:</b>	<b>Tanpri chita trankil pandan m ap distribye materyèl tès yo ak fèy referans matematik yo.</b>
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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 2024 Test Administrator Manual* and in the *Calculator Policy* which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**.

<b>Di konsa:</b>	<b>Verifye pou asire ou non ou ak siyati ou ekri anlè ti liv egzamen ou.</b>
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If necessary, assist students with making sure they are using the test booklet that belongs to them.

# Mathematics Component of NJGPA PBT 2024

## Instructions for Administering Unit 2

<b>Di konsa:</b>	<p>Sèvi ak etikèt sou arebò paj la, louvri ti liv egzamen an nan premye paj Inite 2 an epi suiv pandan m ap li konsiy yo.</p> <p>Jodi a, ou pral pase Inite 2 nan pati Matematik nan evalyasyon konpetans gradyasyon an. W ap ka itilize kalkilatris.</p> <p>Tanpri li chak kesyon. Epi, suiv konsiy yo bay pou reponn chak kesyon. Antoure repons lan oswa repons ou te chwazi nan tiliv egzamen ou. Si ou bezwen chanje yon repons, sonje pou efase premye repons ou a nèt. Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. 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 pou kanpe.</p> <p>Ale nan paj apre a pandan m ap kontinye li enstriksyon yo.</p>
<b>Di konsa:</b>	<p>Enstriksyon pou Ranpli Griy Repons lan</p> <ol style="list-style-type: none"><li>1. Travay sou pwoblèm nan epi jwenn yon repons.</li><li>2. Ekri repons ou nan kaz ki anlè griy la.</li><li>3. Ekri sèlman yon nonb oswa senbòl nan chak kaz. Pa kite yon kaz vid nan mitan yon repons.</li><li>4. Ou pa kapab antre fraksyon nan yon griy repons epi si ou fè sa ou p ap resevwa pwèn. Antre fraksyon yo kòm nonb desimal.</li><li>5. Gade anba la a pou jwenn egzanp sou fason pou ranpli yon griy repons kòrèkteman.</li></ol> <p>(Yon ti pòz)</p>
<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” 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. Depi mwen pran materyèl egzamen ou, ou pa kapab genyen yo ankò.</p>

# Mathematics Component of NJGPA PBT 2024

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

<b>Di konsa:</b>	Chwa A: <b>Apri mwèn fin ranmase materyèl egzamen yo, tanpri chita trankil jouk lè evalyasyon an fini.</b> Chwa B: <b>Apri mwèn fin pran materyèl egzamen ou yo, m ap voye ou ale.</b> Chwa C: <b>Apri mwèn fin pran materyèl egzamen ou yo, ou ka li yon liv oswa lòt materyèl ki otorize jouk lè evalyasyon an fini.</b>
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<b>Di konsa:</b>	Èske ou gen nenpòt kesyon?
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Answer any questions.

## Instructions for Starting the Test

Regular time:

<b>Di konsa:</b>	<b>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.</b> <b>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</b>
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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.

<b>Di konsa:</b>	Chwa A: <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> Chwa B: <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 ou gen _____ minit ki rete. Ou ka kòmanse travay kounye a.</b>
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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.

# Mathematics Component of NJGPA PBT 2024

## 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 konsa:</b>	<b>Tanpri sispann egzamen an. Mete fèy bouyon ou nan ti liv egzamen ou, epi fèmen ti liv egzamen an. Nou pral pran yon pòz an silans pandan twa (3) minit. Li entèdi pou moun pale.</b>
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

<b>Di konsa:</b>	<b>Llouvri ti liv egzamen ou epi kontinye tès la.</b>
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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.):

<b>Di kons a:</b>	<b>Ou gen 10 minit ki rete.</b>
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# Mathematics Component of NJGPA PBT 2024

## Instructions for Ending the Unit

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

<b>Di kons a:</b>	<b>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.</b>
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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.