NJSLA-ELA

New Jersey Student Learning Assessment-English Language Arts

2024 Test Administrator Script for Computer-Based Testing

Grades 3–9 NJSLA-English Language Arts

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

NJSLA–S CBT 2024

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Grade 3 ELA

Using the Test Administrator Script

The administration script in this document will be used for all units of the New Jersey Student Learning Assessment-English Language Arts Test (NJSLA-ELA). The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. 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.

Grade 3 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	75 minutes	• Student testing tickets • Pencils • Scratch paper • Headphones		
Unit 2	75 minutes	• 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 2024 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 the 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.

NJSLA-ELA Grade 3 CBT 2024

Test Administrator Script
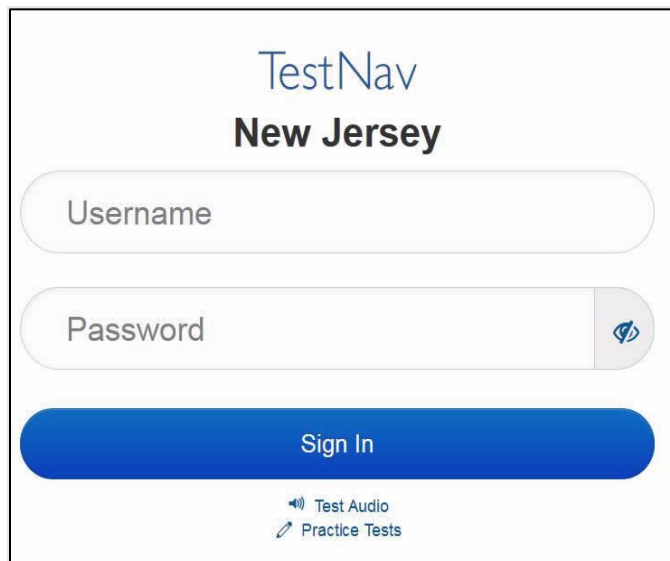
Instructions for Preparing to Test

Di konsa:	Jodi a, ou pral pran Evalyasyon Lang ak Literati Anglè a.
	Ou pa ka gen aparèy elektwonik ki pa apwouve sou biwo ou. Ou pa gen otorizasyon 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.

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)

Di konsa:	Asire kas ou yo ploge epi yo limen. Nan ekran ou ki anba bouton "Sign-In" (Konekte) gen yon lyen ki rele "Test Audio. (Tès Odyo)" Chwazi lyen an pou asire ou ou kapab tande nan kas la, epitou ajiste volim nan nan yon nivo konfòtab. Ou ka ajiste volim tès la apre ou fin kòmanse.

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

Instructions for Signing In

Di konsa:	Tanpri chita trankil pandan m ap distribiye tikè egzamen elèv yo, papye bouyon ak lòt materyèl. Pa konekte jouk lè mwen di ou pou fè sa.

Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Di konsa:	Kounye a, gade Tikè Egzamen Elèv ou an epi asire ou li gen non ou ak siyati ou sou li. Leve men ou si ou pa gen tikè pa ou a.

STUDENT TESTING TICKET

Student: STUDENT, NEW
State ID#: 1234567890
Session: SAMPLE SESSION
Date of Birth: 2011-02-22
Test: ELA

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 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.

Di konsa:	Kounye a, antre Non Itilizatè ou a jan ou wè li anba tikè ou a. (Yon ti pòz) Apresa, antre Mòdpas la jan ou wè li sou tikè ou. (Yon ti pòz) Kounye a, chwazi bouton "Sign In" (Konekte) nan. (Yon ti repo.)

Di konsa:	Chèche non ou anlè adwat paj ekran an. Si non ou wè a se pa non pa ou, tanpri leve men ou. Kounye a, ou ta dwe sou ekran "Available Tests" (Tès ki disponib yo). Chwazi bouton "Start" (Demare) a pou Inite____ (ranpli ak inite ki apwopriye a). **Ou ta dwe wè yon paj ekran "Welcome" (Byenvini).**

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.

NJSLA-ELA Grade 3 CBT 2024

Instructions for Administering Each Unit

Di konsa:	Chwazi kaz "Start Test Now" (Kòmanse Tès la Kounye a) ki nan mitan pajekran an. Suiv ansanm avè m pandan m ap li enstriksyon yo nan paj ekran an. Ou ka bezwen itilize badewoulan ki adwat la pou swiv ansanm. Pa seleksyone bouton "Start Section" (Lanse Seksyon) an jis mwen di ou fè sa.
	Jodi a, ou pral pran tès Inite____(mete tès ki apwopriye a) **pou Klas 3yèm ane <u>evalyasyon nan pwogram aprantisaj elèv nan New Jersey-Lang Anglè ak Literati a.</u>**
	Li chak paragraf ak kesyon yo. Epi, suiv konsiy yo bay pou reponn chak kesyon. Youn nan kesyon yo pral mande pou ou ekri yon repons. Mete repons ou nan kaz yo rezève pou sa nan ekran ou an. Y ap ba ou ase espas pou ou mete repons ou an. Si repons ou bay la pi long pase espas yo bay la, yon ba dewoulman ap afiche. Ou pral kapab sèvi ak ba dewoulman sa a pou ou ka egzamine tout repons ou bay la. W ap resevwa pwen sèlman pou repons ou antre nan kaz repons lan.
	Si ou pa konnen repons pou yon kesyon, ou ka mete yon mak bò kote l, epi pase nan kesyon ki vin annapre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou te note.

Di konsa:	Nou fini avèk enstriksyon yo sou paj ekran ou. Pa kòmanse jis lè mwen di ou pou ka fè sa.
	Gen kèk mo oswa ekspresyon k ap souliyen. Si ou wè nenpòt mo oswa ekspresyon ki souliyen, ou kapab ouvri lyen an pou montre ipètèks la pou afiche yon glosè ki ap ba ou definisyon lapoula pou mo oswa ekspresyon an.
	Pandan egzamen an, leve men ou si ou gen nenpòt difikilte avèk aparèy egzamen ou, pou m kapab ede ou. Mwen p ap kapab ede ou avèk kesyon egzamen an oswa avèk pwogram sou entènèt yo pandan egzamen an.
	Lè ou fin tcheke travay ou a, leve men ou epi m ap ba ou enstriksyon pou dekonekte nan egzamen an. Apresa, m ap pran tikè egzamen elèv ou a ak fèy bouyon ou. Depi ou soti nan egzamen an ou pa ka konekte ladan ankò.

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

Di konsa:	Chwa A:
	Apre ou fin dekonekte nan egzamen an, chita trankil jis lè egzamen an fini.
	Chwa B:
	Apre ou dekonekte nan egzamen an, m ap voye ou ale.
	Chwa C:
	Apre ou dekonekte nan egzamen an, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè tès la fini.

Di konsa:	Èske ou gen nenpòt kesyon?

Answer any questions.

Instructions for Starting the Test

Di konsa:	**Glise desann pou rive anba paj ekran an.** (Yon ti pòz) **Chwazi bouton "Start Section" (Kòmanse Seksyon an).** (Yon ti pòz) **Ou ta dwe nan egzamen an kounye a.**

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

Regular time:

Di konsa:	**W ap gen 75 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.** **Ou ka kòmanse travay kounye a.**

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.

Di konsa:	Chwa A: **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.** Chwa 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.**

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**).
- 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.

NJSLA-ELA Grade 3 CBT 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 row 2f of Table 2, Administrative Considerations, in the *AF&A Manual* which is available at the New Jersey Assessments Resource Center, located under **Educator Resources > Test Administration Resources**).
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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 breaks during testing.
- 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:

Di konsa:	**Tanpri kanpe tès la epi kache oswa etenn ekran ou. Nou pral pran yon pòz an silans pandan twa (3) minit. Li entèdi pou moun pale.**

After taking a classroom break, be sure students are seated and device screens are visible.

Di konsa:	**Kounye a ou ka rekòmanse fè egzamen an.**

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 gen 10 minit ki rete.**

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 above.

Di konsa:	Sispann travay. Kounye a, tan yo te bay pou fè tès la fini.
	Chwazi meni dewoulann "Review" (Verifye) ki nan kwen anlè agoch tès ou.
	Nan meni "Review" pou (Verifye), desann nan bouton an, epi chwazi "End of Section"(Fini Seksyon an).
	Klike sou bouton "Submit Final Answers" (Soumèt Repons Final).
	Chwazi bouton "Wi" pou soti nan inite a.
	Kounye a, m ap pran Tikè Egzamen Elèv ou a ak fèy bouyon w lan.

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.

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.

NJSLA-ELA Grades 4 and 5 CBT 2024

Grades 4 and 5 ELA

Using the Test Administrator Script

The administration script in this document will be used for all units of the New Jersey Student Learning Assessment-English Language Arts Test (NJSLA-ELA). The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. 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 4 and 5 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	• Student testing tickets • Pencils • Scratch paper • Headphones		
Unit 2	90 minutes	• 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 2024 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 the 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.

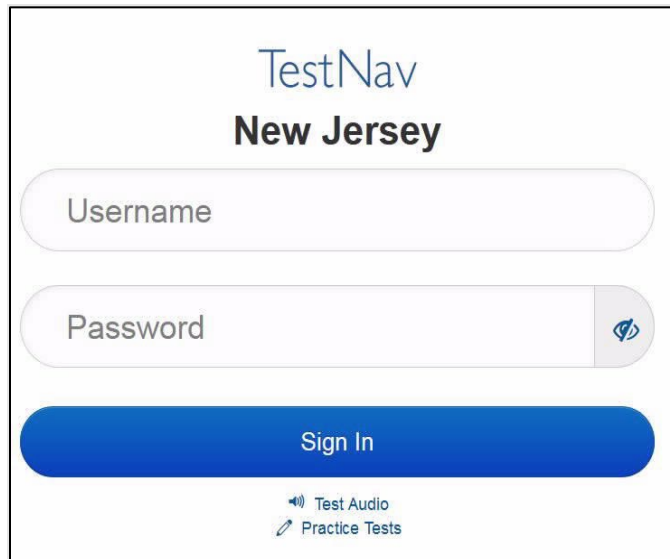## Test Administrator Script

Instructions for Preparing to Test

Di konsa:	Jodi a, ou pral pran Evalyasyon Lang ak Literati Anglè a.
	Ou pa ka gen aparèy elektwonik ki pa apwouve sou biwo ou. Ou pa gen otorizasyon 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.

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)

Di konsa:	Asire kas ou yo ploge epi yo limen. Nan ekran ou ki anba bouton "Sign-In" (Konekte) gen yon lyen ki rele "Test Audio. (Tès Odyo)" Chwazi lyen an pou asire ou ou kapab tande nan kas la, epitou ajiste volim nan nan yon nivo konfòtab. Ou ka ajiste volim tès la apre ou fin kòmanse.

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

Instructions for Signing In

Di konsa:	Tanpri chita trankil pandan m ap distribiye tikè egzamen elèv yo, papye bouyon ak lòt materyèl. Pa konekte jouk lè mwen di ou pou fè sa.

Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Di konsa:	Kounye a, gade Tikè Egzamen Elèv ou an epi asire ou li gen non ou ak siyati ou sou li. Leve men ou si ou pa gen tikè pa ou a.

STUDENT TESTING TICKET

Student: STUDENT, NEW
State ID#:   1234567890
Session: SAMPLE SESSION
Date of Birth: 2011-02-22
Test: ELA

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 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.

Di konsa:	Kounye a, antre Non Itilizatè ou a jan ou wè li anba tikè ou a. (Yon ti pòz) Apresa, antre Mòdpas la jan ou wè li sou tikè ou. (Yon ti pòz) Kounye a, chwazi bouton "Sign In" (Konekte) nan. (Yon ti pòz)

Di konsa:	Chèche non ou anlè adwat paj ekran an. Si non ou wè a se pa non pa ou, tanpri leve men ou. Kounye a, ou ta dwe sou ekran "Available Tests" (Tès ki disponib yo). Chwazi bouton "Start" (Demare) a pou Inite___ (ranpli ak inite ki apwopriye a). Ou ta dwe wè yon pajekran "Welcome" (Byenvini).

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

Di konsa:	**Chwazi kaz "Start Test Now" (Kòmanse Tès la Kounye a) ki nan mitan pajekran an. Swiv ansanm pandan m ap li enstriksyon yo nan pajekran an. Ou ka bezwen itilize badewoulan ki adwat la pou swiv ansanm. Pa seleksyone bouton "Start Section" (Lanse Seksyon) an jis mwen di ou fè sa.** **Jodi a, ou pral pran tès Inite___**(mete tès ki apwopriye a) pou **Klas___ ane**(mete klas ki apwopriye a) **evalyasyon nan pwogram aprantisaj elèv nan New Jersey-Lang Anglè ak Literati a.** **Li chak paragraf ak kesyon yo. Epi, suiv konsiy yo bay pou reponn chak kesyon. Youn nan kesyon yo pral mande pou ou ekri yon repons. Mete repons ou nan kaz yo rezève pou sa nan ekran ou an. Y ap ba ou ase espas pou ou mete repons ou an. Si repons ou bay la pi long pase espas yo bay la, yon ba dewoulman ap afiche. Ou pral kapab sèvi ak ba dewoulman sa a pou ou ka egzamine tout repons ou bay la. W ap resevwa pwen sèlman pou repons ou antre nan kaz repons lan.** **Si ou pa konnen repons pou yon kesyon, ou ka mete yon mak bò kote l, epi pase nan kesyon ki vin annapre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou te note.**

Di konsa:	**Nou fini avèk enstriksyon yo sou pajekran ou. Pa kòmanse jouk lè mwen di ou pou ka fè sa.** **Gen kèk mo oswa ekspresyon k ap souliyen. Si ou wè nenpòt mo oswa ekspresyon ki souliyen, ou kapab ouvri lyen an pou montre ipètèks la pou afiche yon glosè ki ap ba ou definisyon lapoula pou mo oswa ekspresyon an.** **Pandan egzamen an, leve men ou si ou gen nenpòt difikilte avèk aparèy egzamen ou, pou m kapab ede ou. Mwen p ap kapab ede ou avèk kesyon egzamen an oswa avèk pwogram sou entènèt yo pandan egzamen an.** **Lè ou fin tcheke travay ou a, leve men ou epi m ap ba ou enstriksyon pou dekonekte nan egzamen an. Apresa , m ap pran tikè egzamen elèv ou a ak fèy bouyon ou. Depi ou soti nan egzamen an ou pa ka konekte ladan ankò.**

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

Di konsa:	Chwa A: **Apre ou fin dekonekte nan egzamen an, chita trankil jouk lè egzamen an fini.** Chwa B: **Apre ou dekonekte nan egzamen an, m ap voye ou ale.** Chwa C: **Apre ou dekonekte nan egzamen an, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè tès la fini.**

Di konsa:	**Èske ou gen nenpòt kesyon?**

NJSLA-ELA Grades 4 and 5 CBT 2024

Answer any questions.

Instructions for Starting the Test

Di konsa:	**Defile desann pou rive anba paj-ekran an.** (Yon ti pòz) **Chwazi bouton "Start Section" (Kòmanse Seksyon an).** (Yon ti pòz) **Ou ta dwe nan egzamen an kounye a.**

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

Regular time:

Di konsa:	**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.** **Ou ka kòmanse travay kounye a.**

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.

Di konsa:	Chwa A: **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.** Chwa 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.**

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**).
- 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 *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.
- 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 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:

Di konsa:	**Tanpri kanpe tès la epi kache oswa etenn ekran ou. Nou pral pran yon pòz an silans pandan twa (3) minit. Li entèdi pou moun pale.**

After taking a classroom break, be sure students are seated and device screens are visible.

Di konsa:	**Kounye a ou ka rekòmanse fè egzamen an.**

Instructions for When 10 Minutes of Unit Time Remain

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

Di konsa:	**Ou gen 10 minit ki rete.**

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 above.

NJSLA-ELA Grades 4 and 5 CBT 2024

Di konsa:	Sispann travay. Kounye a, tan yo te bay pou fè tès la fini.
	Chwazi meni dewoulann "Review" (Verifye) ki nan kwen anlè agoch tès ou.
	Nan meni "Review" pou (Verifye), desann nan bouton an, epi chwazi "End of Section"(Fini Seksyon an).
	Klike sou bouton "Submit Final Answers" (Soumèt Repons Final).
	Chwazi bouton "Wi" pou soti nan inite a.
	Kounye a, m ap pran Tikè Egzamen Elèv ou a ak fèy bouyon w lan.

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.

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.

Grades 6, 7, and 8 ELA

Using the Test Administrator Script

The administration script in this document will be used for all units of the New Jersey Student Learning Assessment-English Language Arts (NJSLA-ELA). The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. 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 6, 7, and 8 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	• Student testing tickets • Pencils • Scratch paper • Headphones		
Unit 2	90 minutes	• 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 2024 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 the 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.

NJSLA-ELA Grades 6, 7, and 8 CBT 2024

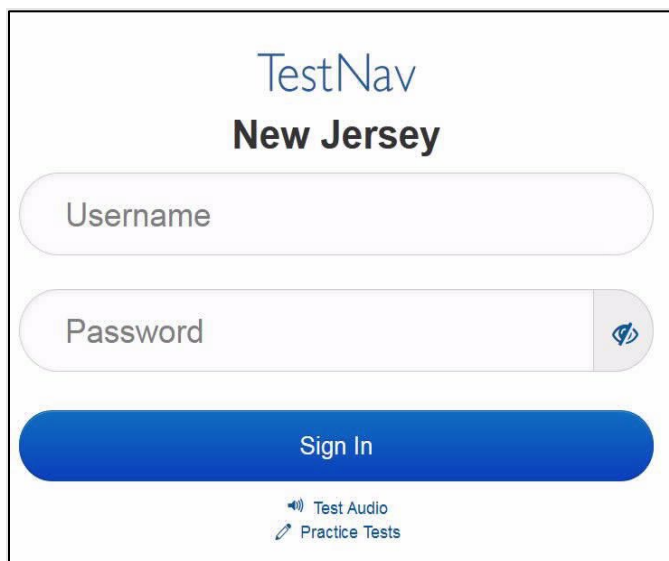## Test Administrator Script

Instructions for Preparing to Test

Di konsa:	Jodi a, ou pral pran Evalyasyon Lang ak Literati Anglè a.
	Ou pa ka gen aparèy elektwonik ki pa apwouve sou biwo ou. Ou pa gen pèmisyon 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.

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)

Di konsa:	Asire kas ou yo ploge epi yo limen. Nan ekran ou ki anba bouton "Sign-In" (Konekte) gen yon lyen ki rele "Test Audio. (Tès Odyo)" Chwazi lyen an pou asire ou ou kapab tande nan kas la, epitou ajiste volim nan nan yon nivo konfòtab. Ou ka ajiste volim tès la apre ou fin kòmanse.

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

Instructions for Signing In

Di konsa:	Tanpri chita trankil pandan m ap distribiye tikè egzamen elèv yo, papye bouyon ak lòt materyèl. Pa konekte jouk lè mwen di ou pou fè sa.

Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Di konsa:	Kounye a, gade Tikè Egzamen Elèv ou an epi asire ou li gen non ou ak siyati ou sou li. Leve men ou si ou pa gen tikè pa ou a.

STUDENT TESTING TICKET

Student: STUDENT, NEW
State ID#: 1234567890
Session: SAMPLE SESSION
Date of Birth: 2011-02-22
Test: ELA

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 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.

Di konsa:	Kounye a, antre Non Itilizatè ou a jan ou wè li anba tikè ou a. (Yon ti pòz) Apresa, antre Mòdpas la jan ou wè li sou tikè ou. (Yon ti pòz) Kounye a, chwazi bouton "Sign In" (Konekte) nan. (Yon ti pòz)

Di konsa:	Chèche non ou anlè adwat paj ekran an. Si non ou wè a se pa non pa ou, tanpri leve men ou. Kounye a, ou ta dwe sou ekran "Available Tests" (Tès ki disponib yo). Chwazi bouton "Start" (Demare) a pou Inite___ (ranpli ak inite ki apwopriye a). Ou ta dwe wè yon pajekran "Welcome" (Byenvini).

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.

NJSLA-ELA Grades 6, 7, and 8 CBT 2024

Instructions for Administering Each Unit

Di konsa:	Chwazi kaz "Start Test Now" (Kòmanse Tès la Kounye a) ki nan mitan pajekran an. Swiv ansanm pandan m ap li enstriksyon yo nan pajekran an. Ou ka bezwen itilize badewoulan ki adwat la pou swiv ansanm. Pa seleksyone bouton "Start Section" (Lanse Seksyon) an jis mwen di ou fè sa.
	Jodi a, ou pral pran tès Inite___(mete tès ki apwopriye a) Klas___ ane(mete klas ki apwopriye a) evalyasyon nan pwogram aprantisaj elèv nan New Jersey-Lang Anglè ak Literati a.
	Li chak paragraf ak kesyon yo. Epi, swiv konsiy yo bay pou reponn chak kesyon. Youn nan kesyon yo pral mande pou ou ekri yon repons. Mete repons ou nan kaz yo rezève pou sa nan ekran ou an. Y ap ba ou ase espas pou ou mete repons ou an. Si repons ou bay la pi long pase espas yo bay la, yon ba dewoulman ap afiche. Ou pral kapab sèvi ak ba dewoulman sa a pou ou ka egzamine tout repons ou bay la. W ap resevwa pwen sèlman pou repons ou antre nan kaz repons lan.
	Si ou pa konnen repons pou yon kesyon, ou ka mete yon mak bò kote l, epi pase nan kesyon ki vin annapre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou te note.

Di konsa:	**Nou fini avèk enstriksyon yo sou pajekran ou. Pa kòmanse jouk lè mwen di ou pou ka fè sa.**
	Gen kèk mo oswa ekspresyon k ap souliyen. Si ou wè nenpòt mo oswa ekspresyon ki souliyen, ou kapab ouvri lyen an pou montre ipètèks la pou afiche yon glosè ki ap ba ou definisyon lapoula pou mo oswa ekspresyon an.
	Pandan egzamen an, leve men ou si ou gen nenpòt difikilte avèk aparèy egzamen ou, pou m kapab ede ou. Mwen pap kapab ede ou avèk kesyon egzamen an oswa avèk pwogram sou entènèt yo pandan egzamen an.
	Lè ou fin tcheke travay ou a, leve men ou epi m ap ba ou enstriksyon pou dekonekte nan egzamen an. Apresa , m ap pran tikè egzamen elèv ou a ak fèy bouyon ou. Depi ou soti nan egzamen an ou pa ka konekte ladan ankò.

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

Di konsa:	Chwa A:
	Apre ou fin dekonekte nan egzamen an, chita trankil jouk lè egzamen an fini.
	Chwa B:
	Apre ou dekonekte nan egzamen an, m ap voye ou ale.
	Chwa C:
	Apre ou dekonekte nan egzamen an, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè tès la fini.

Di konsa:	**Èske ou gen nenpòt kesyon?**

Answer any questions.

Instructions for Starting the Test

Di konsa:	**Defile desann pou rive anba paj-ekran an.** (Yon ti pòz) **Chwazi bouton "Start Section" (Kòmanse Seksyon an).** (Yon ti pòz) **Ou ta dwe nan egzamen an kounye a.**

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

Regular time:

Di konsa:	**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.** **Ou ka kòmanse travay kounye a.**

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.

Di konsa:	Chwa A: **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.** Chwa 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.**

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**).
- 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.

NJSLA-ELA Grades 6, 7, and 8 CBT 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 row 2f of Table 2, Administrative Considerations, in the *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.
- 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 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:

Di konsa:	**Tanpri kanpe tès la epi kache oswa etenn ekran ou. Nou pral pran yon pòz an silans pandan twa (3) minit. Li entèdi pou moun pale.**

After taking a classroom break, be sure students are seated and device screens are visible.

Di konsa:	**Kounye a ou ka rekòmanse fè egzamen an.**

Instructions for When 10 Minutes of Unit Time Remain

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

Di konsa:	**Ou gen 10 minit ki rete.**

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 above.

Di konsa:	Sispann travay. Kounye a, tan yo te bay pou fè tès la fini.
	Chwazi meni dewoulann "Review" (Verifye) ki nan kwen anlè agoch tès ou.
	Nan meni "Review" pou (Verifye), desann nan bouton an, epi chwazi "End of Section"(Fini Seksyon an).
	Klike sou bouton "Submit Final Answers" (Soumèt Repons Final).
	Chwazi bouton "Wi" pou soti nan inite a.
	Kounye a, m ap pran Tikè Egzamen Elèv ou a ak fèy bouyon w lan.

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.

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.

NJSLA-ELA Grade 9 CBT 2024

Grade 9 ELA

Using the Test Administrator Script

The administration script in this document will be used for all units of the New Jersey Student Learning Assessment-English Language Arts Test (NJSLA-ELA). The script must be used with the *Spring 2024 Test Administrator Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA-ELA. 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.

Grade 9 ELA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	• Student testing tickets • Pencils • Scratch paper • Headphones		
Unit 2	90 minutes	• 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 2024 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 the 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.

Test Administrator Script
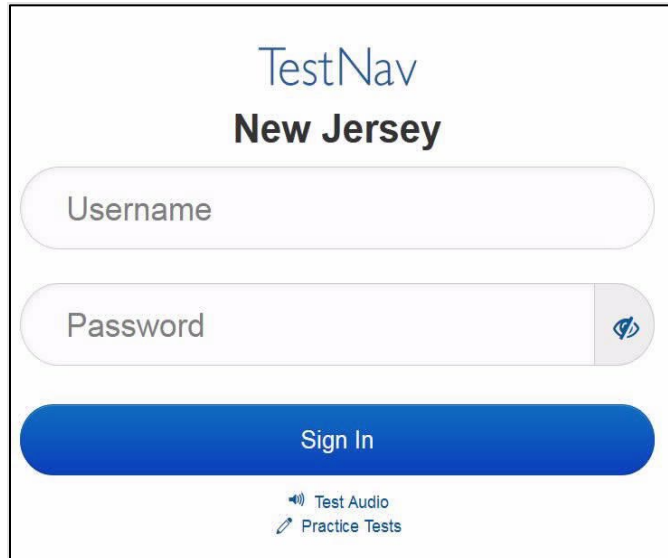
Instructions for Preparing to Test

Di konsa:	Jodi a, ou pral pran Evalyasyon Lang ak Literati Anglè a.
	Ou pa ka gen aparèy elektwonik ki pa apwouve sou biwo ou. Ou pa gen pèmisyon 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.

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)

Di konsa:	Asire ke kas ou yo ploge epi yo limen. Nan ekran ou ki anba bouton "Sign-In" (Konekte) gen yon lyen ki rele "Test Audio. (Tès Odyo)" Chwazi lyen an pou asire ou ou kapab tande nan kas la, epitou ajiste volim nan nan yon nivo konfòtab. Ou ka ajiste volim tès la apre ou fin kòmanse.

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

Instructions for Signing In

Di konsa:	Tanpri chita trankil pandan m ap distribiye tikè egzamen elèv yo, papye bouyon ak lòt materyèl. Pa konekte jouk lè mwen di ou pou fè sa.

Distribute testing tickets, scratch paper, pencils, and approved accessibility and accommodations tools, if needed, for certain students.

Di konsa:	Kounye a, gade Tikè Egzamen Elèv ou an epi asire ou li gen non ou ak siyati ou sou li. Leve men ou si ou pa gen tikè pa ou a.

STUDENT TESTING TICKET

Student: STUDENT, NEW
State ID#: 1234567890
Session: SAMPLE SESSION
Date of Birth: 2011-02-22
Test: ELA

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 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.

Di konsa:	Kounye a, antre Non Itilizatè ou a jan ou wè li anba tikè ou a. (Yon ti repo) Apresa, antre Mòdpas la jan ou wè li sou tikè ou. (Yon ti repo) Kounye a, chwazi bouton "Sign In" (Konekte) nan. (Yon ti repo)

Di konsa:	Chèche non ou anlè adwat paj ekran an. Si non ou wè a se pa non pa ou, tanpri leve men ou. Kounye a, ou ta dwe sou ekran "Available Tests" (Tès ki disponib yo). Chwazi bouton "Start" (Demare) a pou Inite___ (ranpli ak inite ki apwopriye a). Ou ta dwe wè yon pajekran "Welcome" (Byenvini).

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

Di konsa:	Chwazi kaz "Start Test Now" (Kòmanse Tès la Kounye a) ki nan mitan pajekran an. Swiv ansanm pandan m ap li enstriksyon yo nan pajekran an. Ou ka bezwen itilize badewoulan ki adwat la pou swiv ansanm. Pa seleksyone bouton "Start Section" (Lanse Seksyon) an jis mwen di ou fè sa.
	Jodi a, ou pral pran tès Inite___(mete tès ki apwopriye a) Klas 9yèm ane evalyasyon nan pwogram aprantisaj elèv nan New Jersey-Lang Anglè ak Literati a.
	Li chak paragraf ak kesyon yo. Epi, swiv konsiy yo bay pou reponn chak kesyon. Youn nan kesyon yo pral mande pou ou ekri yon repons. Mete repons ou nan kaz yo rezève pou sa nan ekran ou an. Y ap ba ou ase espas pou ou mete repons ou an. Si repons ou bay la pi long pase espas yo bay la, yon ba dewoulman ap afiche. Ou pral kapab sèvi ak ba dewoulman sa a pou ou ka egzamine tout repons ou bay la. W ap resevwa pwen sèlman pou repons ou antre nan kaz repons lan.
	Si ou pa konnen repons pou yon kesyon, ou ka mete yon mak bò kote l, epi pase nan kesyon ki vin annapre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou te note.

Di konsa:	**Nou fini avèk enstriksyon yo sou pajekran ou. Pa kòmanse jouk lè mwen di ou pou ka fè sa.**
	Gen kèk mo oswa ekspresyon k ap souliyen. Si ou wè nenpòt mo oswa ekspresyon ki souliyen, ou kapab ouvri lyen an pou montre ipètèks la pou afiche yon glosè ki ap ba ou definisyon lapoula pou mo oswa ekspresyon an.
	Pandan egzamen an, leve men ou si ou ta gen nenpòt difikilte avèk aparèy egzamen ou, pou m kapab ede ou. Mwen pap kapab ede ou avèk kesyon egzamen an oswa avèk pwogram sou entènèt yo pandan egzamen an.
	Lè ou fin tcheke travay ou a, leve men ou epi m ap ba ou enstriksyon pou dekonekte nan egzamen an. Apresa , m ap pran tikè egzamen elèv ou a ak fèy bouyon ou. Depi ou soti nan egzamen an ou pa ka konekte ladan ankò.

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

Di konsa:	Chwa A:
	Apre ou fin dekonekte nan egzamen an, chita trankil jouk lè egzamen an fini.
	Chwa B:
	Apre ou dekonekte nan egzamen an, m ap voye ou ale.
	Chwa C:
	Apre ou dekonekte nan egzamen an, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè tès la fini.

Di konsa:	**Èske ou gen nenpòt kesyon?**

Answer any questions.

NJSLA-ELA Grade 9 CBT 2024

Instructions for Starting the Test

Di konsa:	**Defile desann pou rive anba paj-ekran an.**
	(Yon ti repo.)
	Chwazi bouton "Start Section" (Kòmanse Seksyon an).
	(Yon ti repo)
	Ou ta dwe nan egzamen an kounye a.

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

Regular time:

Di konsa:	**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.**
	Ou ka kòmanse travay kounye a.

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.

Di konsa:	Chwa A:
	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.
	Chwa 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.

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**).
- 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 *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.
- 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 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:

Di konsa:	**Tanpri kanpe tès la epi kache oswa etenn ekran ou. Nou pral pran yon pòz an silans pandan twa (3) minit. Li entèdi pou moun pale.**

After taking a classroom break, be sure students are seated and device screens are visible.

Di konsa:	**Kounye a ou ka rekòmanse fè egzamen an.**

Instructions for When 10 Minutes of Unit Time Remain

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

Di konsa:	**Ou gen 10 minit ki rete.**

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 above.

Di konsa:	**Sispann travay. Kounye a, tan yo te bay pou fè tès la fini.**
	Chwazi meni dewoulann "Review" (Verifye) ki nan kwen anlè agoch tès ou.
	Nan meni "Review" pou (Verifye), desann nan bouton an, epi chwazi "End of Section"(Fini Seksyon an).
	Klike sou bouton "Submit Final Answers" (Soumèt Repons Final).
	Chwazi bouton "Wi" pou soti nan inite a.
	Kounye a, m ap pran Tikè Egzamen Elèv ou a ak fèy bouyon w lan.

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.

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.