

NJGPA

New Jersey Graduation Proficiency Assessment

2025 Test Administrator Script for Computer-Based Testing

NJGPA English Language Arts

The 2025 Test Administrator Script for Computer-Based Testing must be used with the *Spring 2025 Test Administrator Manual*.

ELA Component of NJGPA CBT 2025

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ELA Component of NJGPA

Using the Test Administrator Script

The administration script in this document will be used for all units of the English Language Arts (ELA) component of NJGPA. The script must be used with the *Spring 2025 Test Administration Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the ELA component of NJGPA. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes. Some of the “**Say**” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “**Say**” boxes includes directions for TAs to follow and should not be read to students.

ELA Component of NJGPA Testing Times and Materials – All Units

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

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 2025 Test Administrator Manual* for more information). Speak to your School Test Coordinator (STC) to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and have the TestNav app open. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio section. Make sure headphones are plugged in for all students and do an audio check prior to launching TestNav.

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to your STC. Refer to **Section 6.1** and **Section 6.2** of the *Spring 2025 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

According to New Jersey Administrative Code (N.J.A.C.) 6A:8-4.1(e), “District boards of education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district.” Unauthorized electronic devices can significantly undermine the integrity of test results, thereby compromising a district’s ability to evaluate and interpret student performance accurately. Upholding rigorous standards to protect the assessment process ensures that the data are used to inform educational initiatives is both valid and reliable.

For any and all technology related issues please refer to **Section 4.3** and **4.3.1** of the *Spring 2025 Test Administrator Manual*.

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Test Administrator Script

Instructions for Preparing to Test

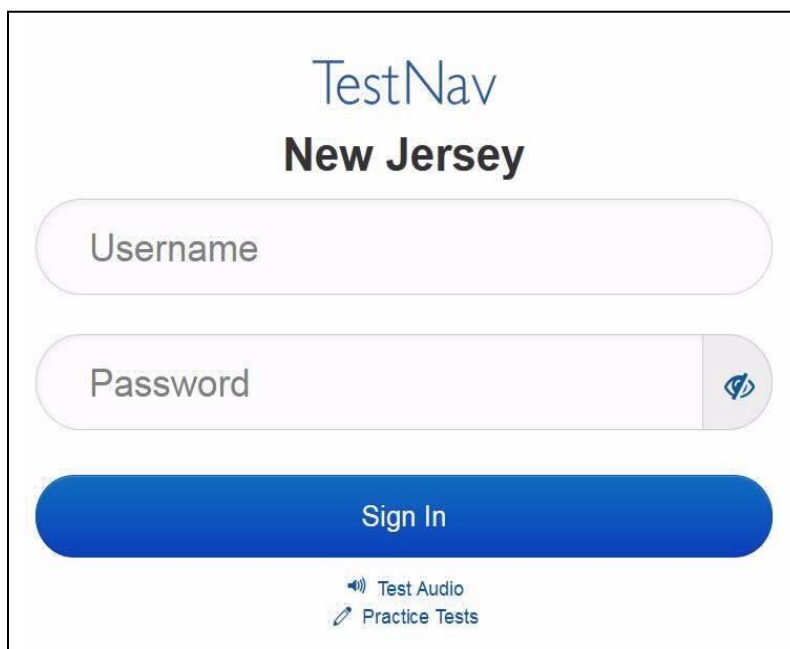
| | |
|------------------|---|
| Di konsa: | Jodi a, nou pral pase pati Lang Anglè ak Literati nan evalyasyon konpetans gradyasyon. Nou pa ka gen okenn aparèy elektwonik ki pa otorize sou biwo ou, sof aparèy pou fè egzamen n yo. Nou pa gen pèmasyon ni pou fè apèl, ni pou voye tèks, ni pou fè foto ni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

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 n kas nou yo plige epi yo limen. Sou ekran nou ann anba bouton “Sign In” (Konekte) n ap wè yon lyen ki rele “Test Audio” (Tès Odyo).” Chwazi lyen an pou asire n nou kapab tande atravè kas nou yo, epi ajiste volim lan nan yon nivo ki konfòtab. Nou kapab ajiste volim lan nan tès la aprè nou kòmanse. |
|------------------|--|

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



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Instructions for Logging in

Di konsa:

Tanpri chita byen trankil pandan m ap distribye tikè elèv pou fè tès nou an, papye bouyon, ak lòt materyèl. Pa konekte jiskaske mwen mande n 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 nou epi asire nou li gen non nou ank siyati nou sou li. Leve men nou si nou pa gen tikè pa nou.

STUDENT TESTING TICKET

Student: SAMPLE STUDENT

State ID#: 1234567890

Session: Sample Session

Date of Birth: 2010-01 01

Test: ELA Graduation Proficiency

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **New Jersey** in the TestNav Application.

Username: 1111111111 Password: ab1111

(OPTIONAL) Local Testing Device ID: _____

If a student has the wrong ticket, provide the correct student testing ticket to the student. If the correct student testing ticket is missing, contact your STC.

Di konsa:

Kounye a, antre Non-Itilizatè nou an jan nou wè li anba tikè nou an.

(Poz.)

Aprè sa, antre Modpas la jan nou wè li sou tikè nou.

(Poz.)

Kounye a, seleksyone bouton "Sign In" (Konekte) an.

(Poz.)

Di konsa:

Chèche non nou an lè adwat ekran an. Si non ou wè a se pa non w, tanpri leve men w. Kounye a nou dwe nan ekran "Available Tests" (Tès ki Disponib). Chwazi bouton "Start" la (Demare) pou Seksyon ____ (ranpli seksyon 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.

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Instructions for Administering Each Unit

| | |
|------------------|---|
| Di konsa: | <p>Chwazi bwat “Start Test Now” (Kòmanse Tès La Kounye a) nan mitan ekran an. Suiv ansanm avèk mwen pandan m ap li enstriksyon yo nan paj ekran an. Nou ka bezwen itilize kote pou desann ekran an, ki adwat la, pou nou suiv ansanm. Pa chwazi bouton “Start Section” (Seksyon Kòmanse) jiskaske mwen mande pou fè sa.</p> <p>Jodi a, nou pral pase tès Seksyon ____ (ranpli seksyon ki apwopriye a) nan pati Lang Anglè ak Literati nan evalyasyon konpetans gradyasyon.</p> <p>Li chak paragraf ak kesyon yo. Epi suiv konsiy yo bay pou reponn chak kesyon. Youn nan kesyon yo pral mande pou nou ekri yon repons. Mete repons nou nan kare yo rezève pou sa nan ekran pa n la. Y ap ba nou ase espas pou nou mete repons nou an. Si repons nou bay la pi long pase espas yo bay la, kote pou desann paj la ap afiche. Nou pral kapab sèvi ak kote pou desann paj la pou nou ka revizie tout repons nou bay la. N ap resevwa pwèn sèlman pou repons nou antre nan kare repons lan.</p> <p>Si n pa konnen repons yon kesyon, nou ka make li pou n tounen sou li epi ale nan pwochen kesyon an. Si n fini bonè, nou ka regade repons nou yo ak nenpòt kesyon nou te make pou n tounen sou li.</p> |
|------------------|---|

| | |
|------------------|---|
| Di konsa: | <p>Nou fini avèk enstriksyon sou ekran nou yo. Pa kòmanse jis lè mwen di nou pou fè sa. Gen kèk mo oswa fraz ki ka souliye. Si nou wè nenpòt mo oswa fraz ki souliye, nou ka ouvè lye an pou afiche yon ti fenèt sou ekran an ki ba nou definisyon mo oswa fraz la.</p> <p>Pandan tès la, leve men n si n gen nenpòt difikilte avèk aparèy tès nou an konsa m ap kapab ede nou. Mwen pap kapab ede n reponn kesyon egzamen an ni ede nou ak zouti sou entènèt yo pandan egzamen an.</p> <p>Depi n fin verifeye travay nou an, leve men n epi m ap di n fason pou dekonekte sou tès la. Apre sa, m ap pran tikè egzamen elèv nou an ak fèy bouyon nou. Depi n fin soti sou tès la, nou pap ka rekonekte ladan.</p> |
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

| | |
|------------------|---|
| Di konsa: | <p>Opsyon A: Apre nou fin dekonekte nan egzamen an, chita trankil jiskaske lè egzamen an fini.</p> <p>Opsyon B: Aprè nou fin dekonekte sou tès la, m ap voye nou anle.</p> <p>Opsyon C: Aprè nou fin dekonekte sou tès la, nou ka li yon liv oswa lòt materyèl ki otorize jiskaske seksyon an fini.</p> |
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| | |
|------------------|----------------------|
| Di konsa: | Èske nou gen kesyon? |
|------------------|----------------------|

Answer any questions.

Instructions for Starting the Test

| | |
|------------------|--|
| Di konsa: | <p>Defile pou rive anba paj ekran an. (Poz.) Chwazi bouton “Start Section” (Seksyon Kòmanse). (Poz.) Nou ta dwe nan tès la kounye a.</p> |
|------------------|--|

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

Regular time:

| | |
|------------------|--|
| Di konsa: | <p>N ap gen 90 minit pou konplete seksyon sa a. M ap fè nou konnen lè nou gen 10 minit ki rete pou fini egzamen an. Nou ka kòmanse kounye a.</p> |
|------------------|--|

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.

| | |
|------------------|---|
| Di konsa: | <p>Opsyon A: N ap gen _____ èdtan pou fini tès sa a. M ap fè nou konnen lè nou gen _____ minit ki rete pou fini egzamen an. Nou ka kòmanse kounye a.</p> <p>Opsyon B: Nou ka pran valè tan nou bezwen pou konplete seksyon sa a, jiskaske jounen lekòl la fini. M ap fè nou konnen lè gen _____ minit ki rete. Nou ka kòmanse kounye a.</p> |
|------------------|---|

Write the starting time and stopping time in the timing box (Figure 2.0 of the *Spring 2025 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.

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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 *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.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other** during testing or during breaks.
- Students are **not permitted** to use unauthorized electronic devices, play games, or engage in activities that may compromise the validity of the test.

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

| | |
|------------------|---|
| Di konsa: | Tanpri kanpe ak tès la epi kouvri oswa etenn ekran nou an. Nou pral pran yon ti poz an silans pandan twa minit pou nou detire kò nnou. Nou pa otorize pou pale. |
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After taking a classroom break, be sure students are seated and device screens are visible.

| | |
|------------------|--------------------------------|
| Di konsa: | Kounye a nou ka rebran tès la. |
|------------------|--------------------------------|

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: | Nou rete 10 minit. |
|------------------|--------------------|

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.

| | |
|------------------|---|
| Di konsa: | Sispann ekri. Tan pou n fè tès la fini kounye a. Chwazi “Review” (Verifye) nan kwen agoch ki anwo tès nou an. Nan meni “Review” (Verifye), desann nan bouton an, epi chwazi “End of Section”(Fini Seksyon an).” Chwazi bouton “Submit Final Answers” (Soumèt Repons Final la). Chwazi bouton “Yes” (Wi) pou soti nan seksyon an. Kounye a, m pral ranmase tikè tès ak papye bouyon nou an. |
|------------------|---|

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Circulate throughout the room to make sure all students have successfully logged off. To log off, select the “User dropdown menu” at the top right corner and select “Sign out of TestNav.” Then, collect student testing tickets and scratch paper.

- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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.