

NJGPA

New Jersey Graduation Proficiency Assessment

2025 Test Administrator Script for Paper-Based Testing

NJGPA English Language Arts

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

ELA Component of NJGPA PBT 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"> • Test booklets • Pencils • Scratch paper 		
Unit 2	90 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		

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 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.

All student responses recorded in the student paper test booklet must be transcribed into TestNav by the posted deadline based on the NJSLA/NJGPA Accommodated Paper-Tests Procedures document available at the [New Jersey Assessments Resource Center](#) located under **Educator Resources > Test Administration Resources > Testing Resources**.

For student responses that must first be transcribed into the paper test booklet, follow the steps in Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses in the New Jersey Accessibility Features and Accommodations (AF&A) Manual.

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Test Administrator Script

Instructions for Preparing to Test

Di konsa:	<p>Jodi a, nou pral pase pati Lang Anglè ak Literati nan evalyasyon konpetans gradyasyon.</p> <p>Nou pa ka gen aparèy elektwonik ki pa otorize sou biwo nou an. 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.</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 accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Di konsa:	<p>Tanpri chita trankil pandan m ap distribye materyèl egzamen an.</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.

Di konsa:	<p>Si se Seksyon 1: Ekri non n ak siyati n nan tèt ti dokiman tès la.</p> <p>Pou Seksyon 2: Verifye pou asire n non n ak siyati n ekri nan tèt dokiman pou tès la.</p>
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Make sure all students have written their names on the Unit 1 test booklet. If necessary, assist students with making sure they are using the test booklet that belongs to them.

Instructions for Administering Each Unit

Di konsa:	<p>Sèvi ak etikèt sou arebò paj la, ouvri dokiman tès la nan premye paj Seksyon an____(ranpli seksyon ki apwopriye a) epi suiv pandan m ap li konsiy yo. Pa vire paj la jiskaske mwen di nou 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 paragaf ak kesyon yo. Epi, suiv konsiy yo bay pou reponn chak kesyon. Antoure repons lan oswa repons nou te chwazi nan dokiman egzamen ou. Si n vle chanje repons nou an, asire n nou efase premye repons nou te mete a nèt.</p> <p>Youn nan kesyon yo pral mande pou nou ekri yon repons. Ekri repons nou nan espas yo ba nou nan dokiman egzamen an. Veye pou repons nou pa depase espas yo bay la. Se sèlman repons ki ekri nan espas yo bay pou sa k ap resevwa pwen.</p> <p>Si nou pa konnen repons pou yon kesyon, nou ka pase nan kesyon ki vin annapre a. Si nou fini bonè, nou ka revize repons nou yo ak nenpòt kesyon nou pa t reponn sèlman nan evalyasyon sa a. Pa depase siy ki di “Stop” (Kanpe) a.</p>
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Di konsa:	<p>Se kote enstriksyon yo fini nan dokiman tès nou a.</p> <p>Lè nou wè siy “Go On” (Avanse) nan dokiman tès nou a, nou ka avanse nan pwochen paj la. Lè nou rive nan siy “Stop” nan dokiman egzamen ou, pa kontinye jiskaske lè nou mande nou pou fè sa.</p> <p>Si n fini bonè epi nou tcheke travay nou an nan seksyon sa a nèt, leve men n epi m ap ranmase materyèl tès nou an. Depi mwen fin ranmase materyèl nou yo, nou pap kapab jwenn yo ankò.</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:</p> <p>Aprè mwen fin ranmase materyèl egzamen yo, tanpri chita trankil jouk lè evalyasyon an fini.</p> <p>Opsyon B:</p> <p>Aprè mwen fin pran materyèl egzamen nou yo, m ap voye nou anle.</p> <p>Opsyon C:</p> <p>Aprè mwen fin pran materyèl egzamen nou yo, nou ka li yon liv oswa lòt materyèl ki otorize jouk lè evalyasyon an fini.</p>
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Di konsa:	Èske nou gen kesyon?
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Answer any questions.

Instructions for Starting the Test

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.</p> <p>Ale nan paj apre a. Nou ka kòmanse kounye a.</p>
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For extended time students only:

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

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

Instructions for Taking a Break during Testing

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

- One stretch break of up to three minutes is allowed for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks are allowed during testing (do not adjust stop time except for students who have frequent breaks in accordance with Appendix A, Administrative Considerations for All Students, in the *NJSLA and NJGPA Accessibility Features and Accommodations (AF&A) Manual* which is available at the [New Jersey Assessments Resource Center](#), located under **Educator Resources > Test Administration Resources**.

TAs must adhere to the following security measures:

- Students must be supervised at all times during breaks.
- Test booklets must be closed or covered.
- Students are **not permitted to talk to each other** during testing or during breaks.
- Students are **not permitted** to use unauthorized electronic devices, play games, or engage in activities that may compromise the validity of the test.

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

Di konsa:	Tanpri sispann ekri. Mete papye bouyon nou an nan dokiman tès la, epi fèmen dokiman tès 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, ensure students open their test booklets and continue testing where they left off.

Di konsa:	Ouvri dokiman egzamen nou epi kontinye tès la.
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Continue to actively proctor while students are testing.

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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.
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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.

Di konsa:	Sispann ekri. Tan pou n fè tès la fini kounye a. Fèmen dokiman tès nou an. Verifye pou wè si non n ekri nan dokiman tès nou an. M ap ranmase materyèl tès nou 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.