

# 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

## Table of Contents

NJGPA-ELA.....	3-7
----------------	-----

Copyright © 2025 by the New Jersey Department of Education.  
All rights reserved.

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

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

# ELA Component of NJGPA PBT 2025

## Test Administrator Script

### Instructions for Preparing to Test

<b>말하세요:</b>	오늘은 졸업능력평가의 영어부문 시험을 볼 것입니다. 허락되지 않은 전자기기는 책상에 없어야 합니다. 전화 걸기, 문자 보내기, 사진 찍기 및 인터넷 검색은 허용되지 않습니다. 휴대폰 및 블루투스 기기(헤드폰 또는 마이크)를 포함하여 현재 허가되지 않은 전자기기를 소지하고 계신 분은 전원을 끄고 손을 들어주세요. 시험 중 허락되지 않은 전자기기를 소지한 것이 발각되면 시험 점수를 받지 못할 수도 있습니다.
--------------	--

If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

<b>말하세요:</b>	시험 자료를 나눠 드릴 동안 조용히 앉아 계시기 바랍니다.
--------------	----------------------------------

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

<b>말하세요:</b>	1단원의 경우: 이름과 성을 시험 책자 상단에 기입하세요. 2단원의 경우: 자신의 이름과 성이 시험 책자 상단에 기입되어 있는지 확인하세요.
--------------	---

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

### Instructions for Administering Each Unit

<b>말하세요:</b>	페이지 가장자리의 라벨을 이용하여 시험 책자의 ___단원(해당 단원을 기재) 첫 페이지를 열고 제가 지시 사항을 읽는 동안 속으로 따라 읽으세요. 시험지를 넘기라고 말하기 전까지는 시험지를 넘기지 마세요. 오늘은 졸업능력평가의 영어부문 시험의 ___단원(해당 단원을 기재)을 볼 것입니다. 각 지문과 질문을 읽으세요. 그런 다음 지시에 따라 각 질문에 답하세요. 시험 책자에서 선택한 답에 동그라미를 쳐주세요. 답을 변경해야 할 경우 처음 작성한 답을 완전히 지우세요. 한 문제는 답을 작성해야 합니다. 시험 책자에 제공된 공간 안에 답을 작성하세요. 답은 제공된 공간 내에 작성하세요. 제공된 공간 내에 적힌 답만 점수가 매겨집니다. 질문에 대한 답을 모르겠다면, 다음 질문으로 이동할 수 있습니다. 시험을 빨리 끝내신 경우, 해당 단원에 한하여 자신의 답과 답을 하지 못했던 질문들을 검토하실 수 있습니다. Stop(멈추기) 표시를 넘기지 마세요.
--------------	--

<b>말하세요:</b>	<p>이것으로 여러분의 시험 책자에 있는 지시 사항이 끝났습니다.</p> <p>시험 책자에 "Go On(계속)" 표시가 나타나면 다음 페이지로 넘어가실 수 있습니다. 시험 책자에서 "Stop(멈추기)" 표시에 도달하시면, 계속하라는 지시가 있을 때까지 다음으로 넘어가지 마세요.</p> <p>시험을 빨리 끝내고 해당 단원의 답을 모두 검토하시면 손을 들어주세요. 그러면 시험 자료를 수거하겠습니다. 시험 자료는 한번 수거되면 다시는 돌려 받으실 수 없습니다.</p>
--------------	--

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

<b>말하세요:</b>	<p>선택 A:</p> <p>시험 자료를 수거한 뒤, 단원이 끝날 때까지 조용히 앉아 계십시오.</p> <p>선택 B:</p> <p>시험 자료를 수거한 뒤, 퇴장하실 수 있게 해드리겠습니다.</p> <p>선택 C:</p> <p>시험 자료를 수거한 뒤에는 단원이 끝날 때까지 책을 읽거나 허락받은 자료를 읽으셔도 좋습니다.</p>
--------------	---

<b>말하세요:</b>	질문 있으십니까?
--------------	-----------

Answer any questions.

**Instructions for Starting the Test**

Regular time:

<b>말하세요:</b>	<p>이 단원을 마치는 데 90분이 주어집니다. 시험 종료 시간이 10분 남았을 때 알려드리겠습니다.</p> <p>다음 페이지로 넘기십시오. 지금부터 시험을 시작하세요.</p>
--------------	--

## ELA Component of NJGPA PBT 2025

### 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>말하세요:</b>	<p>선택 A:</p> <p>이 단원을 마치는 데 ____ 시간이 주어집니다. 시험 종료 시간이 ____ 분 남았을 때 알려드리겠습니다. 지금부터 시험을 시작하세요.</p> <p>선택 B:</p> <p>이 단원을 완료하는 데 학교 종료시간까지 필요한 만큼의 시간을 사용하셔도 됩니다. ____ 분 남았을 때 여러분께 알려드리겠습니다. 지금부터 시험을 시작하세요.</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**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, "Do the best you can." (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

### Instructions for Taking a Break during Testing

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

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

TAs must adhere to the following security measures:

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

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

<b>말하세요:</b>	<p>시험을 멈추세요. 연습 용지를 시험 책자에 넣은 뒤 시험 책자를 닫아 주세요. 3분간 조용히 스트레칭 휴식을 취하겠습니다. 말씀하시면 안 됩니다.</p>
--------------	--

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

**말하세요:** 시험 책자를 여시고 시험을 계속 진행하세요.

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.):

**말하세요:** 시험 종료까지 10분 남았습니다.

### Instructions for Ending the Unit

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

**말하세요:** 시험을 중지하세요. 시험 시간이 종료되었습니다. 시험 책자를 닫아 주세요.  
자신의 이름이 시험 책자에 기입되어 있는지 확인하세요. 시험 자료를  
수거하겠습니다.

- 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.