

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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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

Diga:	<p>Hoy harán el componente de Lengua y Literatura en Inglés de la Evaluación de Competencia para la Graduación.</p> <p>No pueden tener ningún dispositivo no aprobado en sus escritorios. No se permite hacer llamadas, enviar mensajes de texto, tomar fotos ni navegar por internet. Si en este momento tienen en su poder cualquier dispositivo electrónico no aprobado, como teléfonos celulares y dispositivos con Bluetooth (auriculares y micrófonos), por favor apáguelos y levanten la mano. Si se encuentra un dispositivo electrónico no aprobado en su poder durante la evaluación, es posible que no se califique su examen.</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.

Diga:	<p>Por favor, permanezcan sentados y en silencio mientras distribuyo los materiales de examen.</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.

Diga:	<p>Si se trata de la Unidad 1: Escriban su nombre y apellido(s) en la parte superior de su cuadernillo de examen.</p> <p>Si se trata de la Unidad 2: Verifiquen que su nombre y apellido(s) figuren en la parte superior de su cuadernillo de examen.</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

Diga:	<p>Usando los rótulos ubicados en el borde de la hoja, abran su cuadernillo de examen en la primera página de la Unidad ___ (indicar la unidad correspondiente) y sigan mi lectura de las instrucciones. No pasen la página hasta que yo les indique que lo hagan.</p> <p>Hoy harán la Unidad ___ (indicar la unidad correspondiente) del componente de Lengua y Literatura en Inglés de la Evaluación de Competencia para la Graduación.</p> <p>Lean cada pasaje y cada pregunta. A continuación, sigan las instrucciones para responder cada pregunta. En su cuadernillo de examen, encierren en un círculo la respuesta o las respuestas que hayan elegido. Si necesitan modificar una respuesta, asegúrense de borrar por completo la primera respuesta.</p> <p>Para una de las preguntas se les pedirá escribir una respuesta. Escriban su respuesta en el espacio proporcionado en el cuadernillo de examen. Asegúrense de que la respuesta no exceda el espacio proporcionado. Solamente se calificarán las respuestas escritas en el espacio proporcionado.</p> <p>Si no saben la respuesta a alguna pregunta, pueden pasar a la siguiente pregunta. Si terminan temprano, pueden revisar sus respuestas y cualquier pregunta que no hayan respondido en esta unidad únicamente. No continúen más allá de la señal de "Stop" (Parar).</p>
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Diga:	<p>Este es el final de las instrucciones de su cuadernillo de examen.</p> <p>Cuando vean una señal de “Go On” (Continuar) en su cuadernillo de examen, pueden pasar a la siguiente página. Cuando lleguen a una señal de “Stop” (Parar) en su cuadernillo de examen, no sigan hasta que se les indique que lo hagan.</p> <p>Si terminan temprano y han revisado completamente su trabajo en esta unidad, levanten la mano y recogeré sus materiales de examen. Una vez que haya recogido sus materiales, no podrán volver a pedirlos.</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Diga:	<p>Opción A:</p> <p>Una vez que haya recogido sus materiales de examen, permanezcan sentados y en silencio hasta que termine la unidad.</p> <p>Opción B:</p> <p>Una vez que haya recogido sus materiales de examen, los dejaré retirarse.</p> <p>Opción C:</p> <p>Una vez que haya recogido sus materiales de examen, podrán leer un libro u otros materiales permitidos hasta que haya terminado la unidad.</p>
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Diga:	¿Tienen alguna pregunta?
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Answer any questions.

Instructions for Starting the Test

Regular time:

Diga:	<p>Tendrán 90 minutos para completar esta unidad. Les avisaré cuando queden 10 minutos de tiempo de examen.</p> <p>Pasen a la siguiente página. Pueden comenzar a trabajar ahora.</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.

Diga:

Opción A:

Tendrán _____ horas para completar esta unidad. Les avisaré cuando queden _____ minutos de tiempo de examen. Pueden comenzar a trabajar ahora.

Opción B:

Pueden tomarse tanto tiempo como necesiten para completar esta unidad, hasta el final del día escolar. Les avisaré cuando queden _____ minutos. Pueden comenzar a trabajar ahora.

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:

Diga:

Detengan el examen. Coloquen el papel borrador en sus cuadernillos de examen y cierren sus cuadernillos de examen. Haremos una pausa de tres minutos para estirarnos en silencio.

No se permite hablar.

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

Diga:

Abran sus cuadernillos de examen y continúen el examen.

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.):

Diga: Les quedan 10 minutos.

Instructions for Ending the Unit

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

Diga: Dejen de trabajar. Ha terminado el tiempo de examen. Cierren sus cuadernillos de examen. Verifiquen que su nombre esté escrito en el cuadernillo de examen. Ahora recogeré sus materiales de examen.

- 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.