

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

请读出：	<p>今天，你将参加毕业能力评估的英语语言艺术部分考试。</p> <p>你的桌面上不能摆放任何未经批准的电子设备。不允许打电话、发短信、拍照和浏览互联网。如果你现在有任何未经批准的电子设备，包括手机和蓝牙设备（耳机或麦克风），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</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.

请读出：	<p>在我分发考试材料时，请安静坐好。</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.

请读出：	<p>如果第1单元：请在考试册上部写上你的姓名。</p> <p>如果第2单元：请检查，以确保在你的考试册顶部写下自己的姓名。</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

请读出：	<p>使用页面边缘上的标签，将你的考试册翻到第__单元（填写适当单元）的第1页，然后在我阅读说明时跟随操作。在我告诉你翻页之前，请勿翻页。</p> <p>今天，你将参加毕业能力评估的英语语言艺术部分的第__单元考试（填写适当单元）。</p> <p>请阅读每个段落和问题。然后，按照说明回答每个问题。圈出你在考试册中选择一个或多个答案。如果你需要更改答案，请务必完全擦除你的第一个答案。</p> <p>其中一个问题会要求你写一个答案。在考试册的方框内填写答案。请务必将答案写在所提供的空白处。只有写在所提供的空白处的答案才会予以计分。</p> <p>如果你不知道某个问题的答案，你可以继续做下一个问题。如果你提前完成，你只能检查本单元中的答案和没有回答的任何问题。请勿超过“Stop”（停止）标志。</p>
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请读出：	<p>你的考试册中的说明到此结束。</p> <p>当你看到考试册中的“Go On”（继续）标志时，你可以进入下一页。当你到达考试手册中的某个“Stop”（停止）标志时，在告诉你继续之前，请勿继续。</p> <p>如果你提前完成本单元并全面检查了自己的答题，请举手，我会收回你的考试材料。我收回了你的材料之后，你就不能再取回。</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

请读出：	<p>选项A：</p> <p>在我收回了你的材料后，请安静地坐在原位，直到本单元结束。</p> <p>选项B：</p> <p>在我收回考试材料后，我会让你离开。</p> <p>选项C：</p> <p>在我收回你的材料后，你可以阅读一本书或所允许的其他材料，直到本单元结束。</p>
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请读出：	<p>你有什么问题吗？</p>
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Answer any questions.

Instructions for Starting the Test

Regular time:

请读出：	<p>你将有90分钟时间完成本单元考试。当你的考试时间剩下10分钟时，我会告诉你。</p> <p>转到下一页。现在，你可以开始答题了。</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.

请读出：	选项A： 你将有____小时时间完成本单元考试。当你的考试时间剩下____分钟时，我会告诉你。现在，你可以开始答题了。 选项B： 你可以按照自己所需时间来完成本单元，直至放学。当时间剩下____分钟时，我会告诉你。现在，你可以开始答题了。
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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:

请读出：	请停止考试。请将你的草稿纸放在自己的考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

请读出：	打开你的考试册，然后继续考试。
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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.):

请读出：	你还剩下 10 分钟。
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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.

请读出：	停止答题。考试时间现已结束。请合上考试册。 请检查是否已在考试册上写上自己的姓名。我会收回你的考试材料。
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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.