

NJSLA–S

New Jersey Student Learning Assessment–Science

2025 Test Administrator Script for Paper-Based Testing

Grades 5, 8, and 11 NJSLA–Science

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

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Grade 5 Science

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. The script must be used with the *Spring 2025 Test Administrator Manual*. On the first read-through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA–S. 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 be read aloud **only** 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 Test Administrators to follow and should not be read to students.

Grade 5 Science Testing Times and Materials for Paper-Based Testing—All Units

| Unit | Unit Testing Time | Required Materials | Start Time | Stop Time |
|--------|-------------------|--|------------|------------|
| Unit 1 | 45 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators | Write time | Write time |
| Unit 2 | 45 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators | Write time | Write time |
| Unit 3 | 45 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators | Write time | Write time |
| Unit 4 | 45 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators | Write time | Write time |

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 the School or District Test Coordinator. 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

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performance accurately. Upholding rigorous standards to protect the assessment process ensures that the data used to inform educational initiatives are both valid and reliable.

All student responses recorded in the student’s 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*.

Test Administrator Script

Instructions for Preparing to Test

| | |
|-------------|--|
| 请读出： | <p>今天，你将参加科学评估。</p> <p>你的课桌上不得有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。如果你现在持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），请将其关闭，然后举手示意。如果在考试期间发现你持有未经批准的电子设备，你的考试可能不予计分。</p> |
|-------------|--|

If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your School Test Coordinator (STC) immediately if there are questions regarding electronic devices.

| | |
|-------------|---------------------|
| 请读出： | 在我分发考试材料时，请安静地坐在原位。 |
|-------------|---------------------|

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

Note: Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2025 Test Administrator Manual* and in the *Calculator Policy*, which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**.

| | |
|-------------|---|
| 请读出： | <p>如果是第 1 单元：请在试卷顶部写上姓名。</p> <p>如果是第 2、3 或 4 单元：请检查以确保已在试卷顶部写好姓名。</p> |
|-------------|---|

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

Instructions for Administering Each Unit:

At the beginning of Unit 1 only, please have students review the sample items to become familiar with the types of questions on the test.

| | |
|-------------|--|
| 请读出： | <p>打开试卷，翻到第 3 页和第 4 页，查看示例题项。这样有助于你熟悉考试中的各类题项。请勿超过第 4 页底部的停止标志。查看完示例题项后，请抬头。</p> |
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| 请读出： | <p>打开试卷，翻到第 _____ 单元（填写适当单元）的第 1 页，然后跟我一起阅读说明。在我提示你翻页之前，请勿翻页。</p> <p>今天，你将参加新泽西州学生学习评估-科学 (NJSLA-S) 5 年级第 _____ 单元（填写适当单元）的考试。</p> <p>请阅读每个问题。然后，按照说明回答各问题。圈出你在试卷上选择的一个或多个答案。如果你需要更改答案，请务必完全擦除第一个答案。</p> <p>如果某个问题要求你展示或解释你的答题，你必须按要求做才能获得完整分数。只有在提供的空间内作答才予以计分。</p> <p>如果你不知道某个问题的答案，你可以继续下一个问题。如果你提前完成作答，只能检查本单元中的答案以及未回答的问题。请勿超过停止标志。</p> |
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| | |
|-------------|--|
| 请读出： | <p>你的试卷说明到此结束。</p> <p>当你在试卷中看到“继续 (Go On)”标志时，可以继续下一页。当你达到试卷中的“停止 (Stop)”标志时，获知下一项指示之前，请勿继续。</p> |
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| 请读出： | <p>如果你提前完成作答并已检查完本单元的全部答题，请举手示意，我会收回你的考试材料。收回你的材料后，你就无法取回。</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： 收回你的考试材料后，请安静地坐在原位，直至考试结束。</p> <p>选项 B： 收回你的考试材料后，我会让你离开。</p> <p>选项 C： 收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直至该单元考试结束。</p> |
|-------------|--|

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|------|----------|
| 请读出： | 你有什么问题吗？ |
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Answer any questions.

Regular time:

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| 请读出： | <p>你将有 45 分钟时间完成本单元的考试。当考试时间剩下 10 分钟时，我会提醒你。</p> <p>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 student’s accommodations.

| | |
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| 请读出： | <p>选项 A:</p> <p>你将有 _____ 小时的时间完成本单元的考试。当考试时间剩下 _____ 分钟时，我会提醒你。现在，你可以开始答题了。</p> <p>选项 B:</p> <p>你可以使用自己所需的时间来完成本单元的考试，直至放学时间。当剩下 _____ 分钟时，我会提醒你。现在，你可以开始答题了。</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 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**).

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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 breaks during testing.
- 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。请将草稿纸放在试卷中，然后合上试卷。我们将静默休息三分钟，做伸展运动。不允许说话。

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

请读出：

打开试卷，继续考试。

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：

考试时间还剩下 10 分钟。

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.

请读出：

请停止答题。考试时间现已结束。合上试卷。
检查你是否在试卷上写好姓名。我将收回你的考试材料。

- Collect all test materials. Collect any handheld calculators that were used and adhere to the policies outlined in the *Spring 2025 Test Administrator Manual* and in the *Calculator Policy*, which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**.
- 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 extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.

Grade 8 Science

Using the Test Administrator Script

The administration script in this document will be used for all units of the NJSLA–S. The script must be used with the *Spring 2025 Test Administrator Manual*. On the first read-through, Test Administrators (TAs) are required to adhere to this script for administering the NJSLA–S. 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 be read aloud **only** 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 Test Administrators to follow and should not be read to students.

Grade 8 Science Testing Times and Materials for Paper-Based Testing—All Units

| Unit | Unit Testing Time | Required Materials | Start Time | Stop Time |
|--------|-------------------|---|------------|------------|
| Unit 1 | 45 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators • Periodic tables | Write time | Write time |
| Unit 2 | 45 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators • Periodic tables | Write time | Write time |
| Unit 3 | 45 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators • Periodic tables | Write time | Write time |
| Unit 4 | 45 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators • Periodic tables | Write time | Write time |

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 the School or District Test Coordinator. 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.

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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 used to inform educational initiatives are both valid and reliable.

All student responses recorded in the student’s 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**.

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Test Administrator Script

Instructions for Preparing to Test

| | |
|-------------|--|
| 请读出： | <p>今天，你将参加科学评估。</p> <p>你的课桌上不得有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。如果你现在持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），请将其关闭，然后举手示意。如果在考试期间发现你持有未经批准的电子设备，你的考试可能不予计分。</p> |
|-------------|--|

If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your School Test Coordinator (STC) immediately if there are questions regarding electronic devices.

| | |
|-------------|----------------------------|
| 请读出： | <p>在我分发考试材料时，请安静地坐在原位。</p> |
|-------------|----------------------------|

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

Note: Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2025 Test Administrator Manual* and in the *Calculator Policy*, which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**.

| | |
|-------------|---|
| 请读出： | <p>如果是第 1 单元：请在试卷顶部写上姓名。</p> <p>如果是第 2、3 或 4 单元：请检查以确保已在试卷顶部写好姓名。</p> |
|-------------|---|

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

Instructions for Administering Each Unit:

At the beginning of Unit 1 only, please have students review the sample items to become familiar with the types of questions on the test.

| | |
|-------------|--|
| 请读出： | <p>打开试卷，翻到第 3 页和第 4 页，查看示例题项。这样有助于你熟悉考试中的各类题项。请勿超过第 4 页底部的停止标志。查看完示例题项后，请抬头。</p> |
|-------------|--|

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| | |
|-------------|--|
| 请读出： | <p>打开试卷，翻到第 _____ 单元（填写适当单元）的第 1 页，然后跟我一起阅读说明。在我提示你翻页之前，请勿翻页。</p> <p>今天，你将参加新泽西州学生学习评估-科学 (NJSLA-S) 8 年级第 _____ 单元（填写适当单元）的考试。</p> <p>请阅读每个问题。然后，按照说明回答各问题。圈出你在试卷上选择的一个或多个答案。如果你需要更改答案，请务必完全擦除第一个答案。</p> <p>如果某个问题要求你展示或解释你的答题，你必须按要求做才能获得完整分数。只有在提供的空间内作答才予以计分。</p> <p>如果你不知道某个问题的答案，你可以继续下一个问题。如果你提前完成作答，只能检查本单元中的答案以及未回答的问题。请勿超过停止标志。</p> |
|-------------|--|

| | |
|-------------|--|
| 请读出： | <p>你的试卷说明到此结束。</p> <p>当你在试卷中看到“继续 (Go On)”标志时，可以继续下一页。当你达到试卷中的“停止 (Stop)”标志时，获知下一项指示之前，请勿继续。</p> |
|-------------|--|

| | |
|-------------|--|
| 请读出： | <p>如果你提前完成作答并已检查完本单元的全部答题，请举手示意，我会收回你的考试材料。收回你的材料后，你就无法取回。</p> |
|-------------|--|

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

| | |
|-------------|--|
| 请读出： | <p>选项 A： 收回你的考试材料后，请安静地坐在原位，直至考试结束。</p> <p>选项 B： 收回你的考试材料后，我会让你离开。</p> <p>选项 C： 收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直至该单元考试结束。</p> |
|-------------|--|

| | |
|------|----------|
| 请读出： | 你有什么问题吗？ |
|------|----------|

Answer any questions.

Regular time:

| | |
|------|--|
| 请读出： | <p>你将有 45 分钟时间完成本单元的考试。当考试时间剩下 10 分钟时，我会提醒你。</p> <p>现在，你可以开始答题了。</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 student’s accommodations.

| | |
|------|--|
| 请读出： | <p>选项 A:</p> <p>你将有 _____ 小时的时间完成本单元的考试。当考试时间剩下 _____ 分钟时，我会提醒你。现在，你可以开始答题了。</p> <p>选项 B:</p> <p>你可以使用自己所需的时间来完成本单元的考试，直至放学时间。当剩下 _____ 分钟时，我会提醒你。现在，你可以开始答题了。</p> |
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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:

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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.
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TAs must adhere to the following security measures:

- Students must be supervised at all times during breaks.
- Test booklets must be closed or covered.

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- Students are **not permitted to talk to each other** during testing or breaks during testing.
- 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，将草稿纸放在试卷中，然后合上试卷。我们将静默休息三分钟，做伸展运动。不允许说话。

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

请读出：

打开试卷，继续考试。

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请读出：

考试时间还剩下 10 分钟。

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.

请读出：

请停止答题。考试时间现已结束。合上试卷。
检查你是否在试卷上写好姓名。我将收回你的考试材料。

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Grade 11 Science

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Grade 11 Science Testing Times and Materials for Paper-Based Testing—All Units

| Unit | Unit Testing Time | Required Materials | Start Time | Stop Time |
|--------|-------------------|---|------------|------------|
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| Unit 2 | 60 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators • Periodic tables | Write time | Write time |
| Unit 3 | 60 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators • Periodic tables | Write time | Write time |
| Unit 4 | 60 minutes | <ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculators • Periodic tables | Write time | Write time |

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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 used to inform educational initiatives are both valid and reliable.

All student responses recorded in the student’s 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*.

Test Administrator Script

Instructions for Preparing to Test

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|-------------|--|
| 请读出： | <p>今天，你将参加科学评估。</p> <p>你的课桌上不得有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。如果你现在持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），请将其关闭，然后举手示意。如果在考试期间发现你持有未经批准的电子设备，你的考试可能不予计分。</p> |
|-------------|--|

If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your School Test Coordinator (STC) immediately if there are questions regarding electronic devices.

| | |
|-------------|---------------------|
| 请读出： | 在我分发考试材料时，请安静地坐在原位。 |
|-------------|---------------------|

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

Note: Handheld calculators must be handled in accordance with the policies outlined in the *Spring 2025 Test Administrator Manual* and in the *Calculator Policy*, which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**.

| | |
|-------------|---|
| 请读出： | <p>如果是第 1 单元：请在试卷顶部写上姓名。</p> <p>如果是第 2、3 或 4 单元：请检查以确保已在试卷顶部写好姓名。</p> |
|-------------|---|

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

Instructions for Administering Each Unit:

At the beginning of Unit 1 only, please have students review the sample items to become familiar with the types of questions on the test.

| | |
|-------------|--|
| 请读出： | <p>打开试卷，翻到第 3 页和第 4 页，查看示例题项。这样有助于你熟悉考试中的各类题项。请勿超过第 4 页底部的停止标志。查看完示例题项后，请抬头。</p> |
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| 请读出： | <p>打开试卷，翻到第 _____ 单元（填写适当单元）的第 1 页，然后跟我一起阅读说明。在我提示你翻页之前，请勿翻页。</p> <p>今天，你将参加新泽西州学生学习评估-科学 (NJSLA-S) 11 年级第 _____ 单元（填写适当单元）的考试。</p> <p>请阅读每个问题。然后，按照说明回答各问题。圈出你在试卷上选择的一个或多个答案。如果你需要更改答案，请务必完全擦除第一个答案。</p> <p>如果某个问题要求你展示或解释你的答题，你必须按要求做才能获得完整分数。只有在提供的空间内作答才予以计分。</p> <p>如果你不知道某个问题的答案，你可以继续下一个问题。如果你提前完成作答，只能检查本单元中的答案以及未回答的问题。请勿超过停止标志。</p> |
|-------------|---|

| | |
|-------------|--|
| 请读出： | <p>你的试卷说明到此结束。</p> <p>当你在试卷中看到“继续 (Go On)”标志时，可以继续下一页。当你达到试卷中的“停止 (Stop)”标志时，获知下一项指示之前，请勿继续。</p> |
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| | |
|-------------|--|
| 请读出： | <p>如果你提前完成作答并已检查完本单元的全部答题，请举手示意，我会收回你的考试材料。收回你的材料后，你就无法取回。</p> |
|-------------|--|

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

| | |
|-------------|--|
| 请读出： | <p>选项 A： 收回你的考试材料后，请安静地坐在原位，直至考试结束。</p> <p>选项 B： 收回你的考试材料后，我会让你离开。</p> <p>选项 C： 收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直至该单元考试结束。</p> |
|-------------|--|

| | |
|-------------|-----------------|
| 请读出： | <p>你有什么问题吗？</p> |
|-------------|-----------------|

Answer any questions.

Regular time:

| | |
|-------------|--|
| 请读出: | 你将有 60 分钟时间完成本单元考试。当考试时间剩下 10 分钟时，我会提醒你。 现在，你可以开始答题了。 |
|-------------|--|

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 student’s accommodations.

| | |
|-------------|---|
| 请读出: | 选项 A: 你将有 _____ 小时的时间完成本单元的考试。当考试时间剩下 _____ 分钟时，我会提醒你。现在，你可以开始答题了。 选项 B: 你可以使用自己所需的时间来完成本单元的考试，直至放学时间。当剩下 _____ 分钟时，我会提醒你。现在，你可以开始答题了。 |
|-------------|---|

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 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**).

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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 breaks during testing.
- 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。请将草稿纸放在试卷中，然后合上试卷。我们将静默休息三分钟，做伸展运动。不允许说话。

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

请读出:

打开试卷，继续考试。

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:

考试时间还剩下 10 分钟。

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.

请读出:

请停止答题。考试时间现已结束。合上试卷。
检查你是否在试卷上写好姓名。我将收回你的考试材料。

- Collect all test materials. Collect any handheld calculators that were used and adhere to the policies outlined in the *Spring 2025 Test Administrator Manual* and in the *Calculator Policy*, which are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**.
- 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 extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.