

NJSLA-S

New Jersey Student Learning
Assessment for Science

CBT
Science

SPRING 2018
TEST ADMINISTRATOR
MANUAL

Computer-Based Testing – Science



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

What's New for Spring 2018?

The New Jersey Student Learning Assessment for Science (NJSLA-S) replaces the New Jersey Assessment of Skills and Knowledge (NJ ASK) for Science and the New Jersey Biology Competency Test (NJBCT). More information about the NJSLA-S can be found in the *NJSLA-S Parent, Student and Teacher Guides* which will be shipped to districts prior to testing. To make the transition easier, the administration of the NJSLA-S will be similar to the administration of PARCC, with which districts are already familiar.

Testing Window for NJSLA-S

Spring 2018 Field Test Administration – Testing Window	
Computer-Based Tests – Elementary School, Middle School, and High School	May 7, 2018–June 8, 2018

Table of Contents

What’s New for Spring 2018?	ii
Testing Window for NJSLA-S	ii
1.0 Overview	1
1.1 About this Manual.....	1
1.2 Roles of Individuals	1
2.0 Test Security and Administration Policies	3
2.1 Maintaining the Security of Test Materials and Content	3
2.1.1 Test Administrator Responsibilities for Maintaining Security	3
2.1.2 Security Forms	4
2.2 Testing Irregularities and Security Breaches	4
2.2.1 Testing Irregularities and Security Breaches	5
2.2.2 Reporting Testing Irregularities and Security Breaches	6
2.3 Testing Environment	6
Administration Considerations for Students	6
Materials Prohibited in the Testing Environment	7
Exceptions for Test Accommodations.....	7
2.4 Scheduling and Testing Time	8
Testing Time	8
Administration Time	8
Unit Testing Time	8
Make-up Testing	9
Breaks	9
3.0 Before Testing	10
3.1 Checklist of Tasks for Test Administrators to Complete before Testing	10
3.2 Test Administrator Training and Preparation	10
3.3 Preparing to Administer Accessibility Features and Accommodations during the NJSLA-S	11
3.4 Administer Practice Tests and Tutorials	11
3.5 Prepare the Testing Environment	11
4.0 During Testing	13
4.1 Checklist of Tasks for Test Administrators to Complete during Testing	13
4.2 Receive Test Materials from the School Test Coordinator (Day of Testing).....	13
Headphones.....	14
4.3 Manage Test Sessions in PearsonAccess ^{next} (Day of Testing).....	15
4.4 Distribute Materials and Read Script (Day of Testing).....	15
4.5 Keep Time (Day of Testing).....	16
4.6 Maintain Test Security.....	16
4.7 Supervise Test Administration.....	16
4.7.1 Guidance for Troubleshooting Computer-Based Testing.....	16
4.7.2 Guidance for Clarifying Directions During Administration	18

4.7.3	Guidance for Redirecting Students.....	18
4.7.4	Dismissing Students for Misconduct	18
4.7.5	Item Irregularities during Testing.....	18
4.7.6	Procedures for Safety Threats and Severe Weather	19
4.8	Break Policy	19
4.8.1	Breaks during a Unit	19
4.8.2	Breaks between Units	20
4.9	Ending Each Unit.....	20
4.9.1	Log Students Out of TestNav and Lock Units/Sections	20
4.9.2	Collect Test Materials.....	20
4.9.3	Return Materials to School Test Coordinator	20
4.10	Make-up Testing	20
4.11	Script for Administering Science	21
4.11.1	Elementary, Middle, and High School School Science – All Units	21
5.0	After Completion of Each Day of Testing	28
5.1	Checklist of Tasks for Test Administrators to Complete after Testing.....	28
5.2	Return Materials to the School Test Coordinator.....	28
5.3	Lock Units and Stop Test Sessions in PearsonAccess^{next}	28
6.0	Accessibility Features and Accommodations	29
6.1	Test Administration of Accessibility Features and Accommodations	29
6.2	Before Testing: Preparing for Accessible Test Administration	31
6.3	During Testing: Test Administration of Accessibility Features and Accommodations.....	32
6.4	After Testing: Completing Accessible Test Administration	32
Appendix A – Glossary of Terminology.....		33
Appendix B – Security Agreement.....		37
Appendix C – Signs		39

1.0 Overview

The NJSLA-S will be administered in either computer-based (CBT) or paper-based (PBT) format. These assessments will focus on actively engaging students in scientific and engineering practices to apply crosscutting concepts of the core ideas in these fields.

The NJSLA-S is given in grades 5, 8, and 11. Each grade's assessment comprises four units of the same length, although that length varies by grade.

1.1 About this Manual

This manual provides instructions applicable to Test Administrators necessary for the computer-based administration of the NJSLA-S, as well as the procedures and protocols for the Test Administrator to complete before, during, and after test administration. This manual also contains the protocols that Test Administrators and Proctors must follow related to test security and test administration. Definitions for terms used in this manual can be found in **Appendix A**. For issues not addressed in this manual, consult your School Test Coordinator.

This manual refers to documents on the NJSLA-S website at www.measinc.com/nj/science and also to documents on Avocet, PARCC's Documentation Library. Some PARCC documents are applicable to NJSLA-S, but other documents are specific to this assessment. All Avocet documents can be found at <http://avocet.pearson.com/PARCC/Home>.

When administering the computer-based NJSLA-S to students, the Test Administrator should turn to the page that contains the script (i.e., student directions that are read aloud during testing) for the unit he or she is administering. All administration instructions are contained within each script. In addition to English, the scripts are translated into Spanish. The translated scripts are available at www.measinc.com/nj/science.

Note: For students who have an accommodation for a test administrator to read test directions in a language other than English or Spanish, districts will need to translate the directions themselves, as no prepared scripts exist for other languages.

1.2 Roles of Individuals

The **Local Education Agency (LEA) Test Coordinator (DTC)** is the individual at the LEA/district level who is responsible for the overall coordination of test administration. For the purpose of this manual, the term LEA Test Coordinator is used.

The **School Test Coordinator (STC)** is the individual at the school level who is responsible for the overall coordination of test administration. The role may be taken on by the principal or a designee based on established criteria. This individual is responsible for coordinating test administration and resolving testing issues at his or her school. This individual is also responsible for all post-testing procedures (e.g., stopping all online test sessions).

A **Test Administrator (TA)** is an individual at the school who is responsible for administering the assessment. Refer to your School Test Coordinator for qualifications. In previous state assessments, this role may have been called a Test Examiner.

In general, the following individuals may serve as a Test Administrator:

- Individuals employed by the LEA as teachers
- LEA- and school-level administrators
- Other certified educational professionals

Parents or legal guardians may NOT serve as a Test Administrator for their own child. In addition, student teachers may NOT serve as Test Administrators.

A **Proctor** is an individual who may be called on to help a Test Administrator monitor a testing session under the supervision of the Test Administrator. Student teachers may serve as Proctors who assist the Test Administrators. Refer to your School Test Coordinator for more information.

A Proctor is recommended for all classrooms due to the nature of computer-based testing.

A **Technology Coordinator (TC)** is an individual at the school or LEA/district level who is responsible for setting up testing devices for computer-based testing. The School Test Coordinator must designate an individual who will be on site to serve in this role during the administration.

Technology Coordinator responsibilities include but are not limited to:

- Ensuring each testing device meets technology requirements
- Ensuring the infrastructure (e.g., wireless access points, bandwidth) is adequate
- Installing ProctorCache
- Precaching test content
- Purging test content from ProctorCache
- Installing the TestNav application, if not using a browser-based TestNav
- Configuring PearsonAccess^{next}
- Helping with the Student Registration/Personal Needs Profile (SR/PNP) file
- Managing problems with firewalls
- Removing (or turning off) any software that would allow secure test material on testing devices to be viewed on another testing device during testing
- Providing technical support for School Test Coordinators and Test Administrators

2.0 Test Security and Administration Policies

2.1 Maintaining the Security of Test Materials and Content

The administration of the NJSLA-S is a secure testing event. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results.

Students may not have access to secure test materials before testing. For a full list of testing materials, refer to Section 4.2. The following test materials are secure:

- Student testing tickets
- Scratch paper or periodic tables written on by students
- Human Reader scripts (if applicable)
- Tactile graphics (if applicable)

Note: Electronic periodic tables are available to grade 11 students in TestNav. However, NJSLA-S periodic tables may also be printed from www.measinc.com/nj/science and distributed if hard copies are desired. Schools may make newly printed and unused copies of the periodic tables available to students for computer-based testing. These must be kept secure prior to testing. If written on by students, they must be securely destroyed.

Follow the security plan developed by your School Test Coordinator and/or principal for your school. Contact your School Test Coordinator with any questions about your school's security plan.

Make sure to follow your school's chain-of-custody protocol at all times. Failure to follow proper chain-of-custody requirements may result in test invalidations. The handling of test materials must be documented before, during, and after test administration in order to maintain their security.

2.1.1 Test Administrator Responsibilities for Maintaining Security

1. Receive training in administering test sessions properly and securely.

- Review the *Test Administrator Manual (TAM)* and all relevant test security requirements before administering test sessions.
- Attend any training session(s) led by the STC/designee before test administration.
- Understand and follow the protocols related to administering accessibility features and accommodations, if applicable.

2. Administer all tests according to appropriate protocols.

- Administer tests during the [testing window](#), and administer units in the prescribed order.
- Follow the directions and read the scripts in the *TAM* verbatim to students. Translated scripts are available in Spanish at www.measinc.com/nj/science.
- Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (refer to Section 2.3).
- Provide students with all required test materials as listed in the *TAM*.
- Prevent the use of prohibited materials (refer to Section 2.3) during testing units. Note that results may be invalidated for students who use cell phones or other prohibited electronic devices during a test unit, including after a student turns in his or her test materials, or during a break (see exception listed in Section 2.2.1).
- Manage test sessions in PearsonAccess^{next}.

3. **Focus full attention on the testing environment at all times during testing.**
 - Monitor the testing process by continually moving unobtrusively about the room.
 - Ensure that students are supervised during testing, including during breaks.
 - Ensure students are working only on the unit being administered. If a Test Administrator observes a student working in the incorrect unit, this can be a testing irregularity that must be reported to the STC. Refer to **Appendix C** of the *Test Coordinator Manual* for guidance on how to handle these situations.
4. **Ensure that students do NOT participate in any form of cheating.**
 - Ensure that students do not consult notes, textbooks, or other teaching materials; do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing. Test Administrators are responsible for ensuring that students are not able to see content on other students' test materials or on other students' testing devices.
5. **Do NOT provide unauthorized assistance to a student that could impact his/her answers.**
 - At any time during a test session, a Test Administrator may repeat a portion of the *Test Administrator Manual* script if necessary for clarification.
 - However, Test Administrators must not assist a student during testing or alter or interfere with a student's response in any way that would impact his/her answers. Examples of unauthorized assistance include, but are not limited to:
 - Providing answers to a student
 - Indicating that a student has answered a question incorrectly or left a question blank
 - Defining words or providing synonyms
 - Spelling words
 - Influencing a student's responses by offering verbal or non-verbal hints, clues, or cues
 - Altering, explaining, simplifying, or paraphrasing any test question, stimulus, prompt, or answer option
 - Suggesting that a student write more on a question, check his or her work, or review or reconsider a response to a question
6. **Follow proper test security procedures for providing accessibility features or accommodations.**
 - Ensure that students are ONLY provided accommodations that are listed specifically for use during NJSLA-S testing in an approved IEP or a 504 plan, or an EL plan for English learners.
 - Follow guidelines on proper administration of accommodations as prescribed in the *PARCC Accessibility Features and Accommodations (AF&A) Manual* available at: http://avocet.pearson.com/PARCC/Home#pdf=4900_10616.
7. **Follow chain-of-custody requirements to return all test materials after testing each day.**

2.1.2 Security Forms

In the event of a testing irregularity or a test security breach, Test Administrators should be prepared to provide their STC or LTC with information needed to complete the security forms.

2.2 Testing Irregularities and Security Breaches

Any action that compromises test security or score validity is prohibited. These may be classified as testing irregularities or security breaches. Section 2.2.1 contains examples of activities that compromise test security or score validity. (Note that these lists are not exhaustive.) It is highly recommended that School Test Coordinators discuss these and other possible testing irregularities and security breaches with Test Administrators during training. Refer to Section 2.2.2 for information on reporting testing irregularities and security breaches.

2.2.1 Testing Irregularities and Security Breaches

Examples of test security breaches and irregularities include but are not limited to:

- **Electronic Devices Irregularities**
 - Using a cell phone or other prohibited handheld electronic device (e.g., smartphone, iPod®, smart watch, personal scanner, eReader) while secure test materials are still distributed, while students are testing, after a student turns in his or her test materials, or during a break.
 - Exception: Test Coordinators, Technology Coordinators, Test Administrators, and Proctors are permitted to use cell phones in the testing environment ONLY in cases of emergencies or when timely administration assistance is needed. LEAs may set additional restrictions on allowable devices as needed.
 - Exception: Certain electronic devices may be allowed for medical or audiological purposes during testing. Refer to the *PARCC Accessibility Features and Accommodations Manual* for specific information.

- **Test Supervision Irregularities**
 - Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
 - Engaging in activities (e.g., grading papers, reading a book, newspaper, or magazine) that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
 - Leaving students unattended without a Test Administrator for any period of time while secure test materials are still distributed or while students are testing
 - Deviating from testing time procedures as outlined in Section 2.4
 - Allowing cheating of any kind
 - Providing unauthorized persons with access to secure materials
 - Unlocking a test in PearsonAccess^{next} during non-testing times without NJDOE approval
 - Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate
 - Allowing students to test before or after the test administration window without NJDOE approval

- **Test Materials Irregularities**
 - Losing a student testing ticket
 - Losing Human Reader scripts or Tactile graphics
 - Leaving test materials unattended or failing to keep test materials secure at all times
 - Reading or viewing the stimuli or test items before, during, or after testing
 - Exception: Administration of a Human Reader/Signer accessibility feature or accommodation which requires a Test Administrator to access stimuli or test items.
 - Copying or reproducing (e.g., taking a picture of) any part of the stimuli or test items or any secure test materials or online test forms
 - Revealing or discussing stimuli or test items with anyone, including students and school staff, through verbal exchange, e-mail, social media, or any other form of communication
 - Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than for administering the test

- **Testing Environment Irregularities**
 - Failing to follow administration directions exactly as specified in the *Test Administrator Manual*
 - Displaying any resource (e.g., posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing
 - Allowing preventable disruptions such as talking, making noises, or excessive student movement around the classroom
 - Allowing unauthorized visitors in the testing environment
 - Unauthorized Visitors—Visitors, including parents/guardians, school board members, reporters, and school staff not authorized to serve as Test Administrators or Proctors, are prohibited from entering the testing environment.
 - Authorized Visitors—Visits by monitors from the New Jersey Office of Assessments, LEA monitors, and NJDOE-authorized observers are allowed, as long as these individuals do not disturb the testing process. Refer to your School Test Coordinator for details about observation visits.

2.2.2 Reporting Testing Irregularities and Security Breaches

For a list of testing irregularities and security breaches that must be reported and documented, refer to Section 2.2.1 and your School Test Coordinator. If an incident must be reported, follow the protocol outlined below:

- The incident must be reported to the School Test Coordinator immediately.
- If follow-up documentation is required by your LEA Test Coordinator or the NJSLA-S Coordinator (John Boczany, john.boczany@doe.state.nj.us or 609-376-3460), complete any additional documentation required.

2.3 Testing Environment

The testing environment is defined as the location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet testing environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

- Some students may finish testing before others, and the expectations for what those students may do must be determined and established in advance of the testing day. Refer to your School Test Coordinator for information on what students may do after testing.
- Unauthorized visitors are prohibited from entering the testing environment as described in the list of Testing Environment Irregularities in Section 2.2.1.
- The testing sign in **Appendix C** should be posted on the outside of the room door.
- Prohibited classroom resources (see below for more information) should be removed or covered.

Administration Considerations for Students

The School Test Coordinator has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, School Test Coordinators may determine that any student may require one or more of the following test administration considerations, regardless of the student's status as a student with a disability or as an English learner:

- Small-group testing
- Frequent breaks
- Time of day
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture

For more information on administrative considerations that are available for ALL students, refer to Table 2 of the *PARCC Accessibility Features and Accommodations Manual* available at: http://avocet.pearson.com/PARCC/Home#pdf=4900_10616.

Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials must be covered or removed from the testing room.

The following are materials that may not be used at any time during a unit, including after a student has completed testing (e.g., submits section) or during a break. Students, Test Administrators, Proctors or other authorized persons in the test environment may not possess these or any other materials.

- **Materials Prohibited During All Units**
 - All personal electronic equipment not related to testing (e.g., cell phones, iPods®, personal document scanners, eBooks, electronic pens, smart watches; refer to Section 2.2.1 for one exception)
 - Any resource (e.g., books, posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing. Refer to the *AF&A Manual* for additional information on approved resources for a student with a disability or an English learner.
 - Any manipulative not approved through a unique accommodation request prior to testing (refer to your School Test Coordinator for more information)* The Unique Accommodation Request Form is available at http://avocet.pearson.com/PARCC/Home#pdf=4635_9770#page=1.

*May be allowable if listed in the student's IEP or 504 plan according to NJDOE policy.

Follow the general rule that if the material in question may help the student answer or find an answer, or to post or copy secure materials, it is NOT allowed in the testing environment.

Prior to testing, Test Administrators should instruct students to place all prohibited materials out of reach during testing (e.g., locker, book bag). If a student is found to have any prohibited materials in his/her possession upon arrival for testing, instruct the student to hand the materials to the Test Administrator, or follow your local policy. As a reminder, if a student is found to have prohibited materials (including cell phones) during live testing, the test may be invalidated.

Other materials may be permitted after a student has completed testing. Refer to your School Test Coordinator for specifics.

Exceptions for Test Accommodations

A student with a disability or who is an English learner may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student's IEP, 504, plan or EL plan. Remember, the Human Reader script must be used if a Human Reader is administering the assessment, and Human Reader scripts are secure test materials.

2.4 Scheduling and Testing Time

All test units, including make-up testing, must be completed during the appropriate [testing window](#). Units may be scheduled at any time during your testing window. Contact your School Test Coordinator if you have any questions about your testing dates.

Testing Time

NJSLA-S tests are strictly timed. Testing time is limited to the unit testing times listed in Tables 2.1–2.3 (with the exception of an extended-time accommodation specified in an approved IEP, 504 plan, or EL plan).

Administration Time is the total time that schools should schedule for each unit. It includes the unit testing time and the approximate times for administrative tasks such as reading directions, answering questions, distributing materials, closing units, and collecting test materials (shown in Table 2.0 below).

Example: When the unit testing time is 60 minutes, schools might schedule a total of 85 minutes: 15 minutes for reading directions + 60 minutes of testing + 10 minutes for closing the unit.

Table 2.0 Administration Time

	Task	Administration Time
Guidelines for Scheduling	1. Pre-administration tasks, including reading instructions to students and answering questions.	10 minutes
	2. Distribution of test materials to students.	5 minutes
	3. Administration of unit.	Refer to Unit Testing Time below (30, 45, or 60 minutes)
	4. End-of-unit activities, including logging students out of TestNav and collecting test materials.	5–15 minutes

Unit Testing Time is the amount of time that must be provided to any student who needs it to complete the unit. Tables 2.1–2.3 show the amount of time for each unit. Test Administrators are responsible for keeping track of time during testing.

If **all** students have completed testing before the end of the unit testing time, the unit may end. Once the unit testing time has been reached, the unit must end, except for students with extended time accommodations. Refer to your School Test Coordinator for information on what students may do if they complete a unit prior to the end of the unit testing time.

Table 2.1 Unit Testing Times for Grade 5

Unit	Unit Testing Time (Minutes)
Unit 1	30
Unit 2	30
Unit 3	30
Unit 4	30

Table 2.2 Unit Testing Times for Grade 8

Unit	Unit Testing Time (Minutes)
Unit 1	45
Unit 2	45
Unit 3	45
Unit 4	45

Table 2.3 Unit Testing Times for Grade 11

Unit	Unit Testing Time (Minutes)
Unit 1	60
Unit 2	60
Unit 3	60
Unit 4	60

Make-Up Testing

Ensure that your School Test Coordinator knows who is absent on testing day, so that make-up testing can be scheduled. Students must complete all units within the LEA testing window.

Breaks

Speak with your School Test Coordinator to clarify local procedures for breaks. For more information about breaks, refer to Section 4.8.

3.0 Before Testing

3.1 Checklist of Tasks for Test Administrators to Complete before Testing

This section describes activities the Test Administrator (TA) must complete before the first day of testing. It is highly recommended that you complete these tasks no later than the timeline suggested.

At Least One Week before Testing	Reference
<input type="checkbox"/> Review policies and instructions for test administration in this manual.	
<input type="checkbox"/> Complete any required training with the SchoolTest Coordinator to review test security, administration protocols and plans, and day of test activities.	Section 3.2
<input type="checkbox"/> Complete recommended online training modules or in-person training: <ul style="list-style-type: none"> ➤ Welcome to PearsonAccess^{next} ➤ Session Management ➤ Preparing and Starting Sessions ➤ Accessibility Features & Accommodations (if applicable) 	Section 3.2 and https://parcc.pearson.com/manuals-training/ https://parcc.pearson.com/training-modules
<input type="checkbox"/> Review the Security Agreement. Sign and submit it to the School Test Coordinator.	Appendix B
<input type="checkbox"/> Review all testing accommodations to be administered for your students and develop a plan to monitor their use.	Section 3.3
<input type="checkbox"/> Strongly Recommended: Administer the Computer-Based Testing Practice Tests and Tutorial.	Section 3.4
One Day before Testing	Reference
<input type="checkbox"/> Ensure your PearsonAccess ^{next} login works and that you have access to the correct test session.	Section 4.3
<input type="checkbox"/> In the correct test session, check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations (i.e., TTS).	Section 3.3
<input type="checkbox"/> Prepare the testing environment.	Section 3.5

Before Testing

3.2 Test Administrator Training and Preparation

Test Administrators must meet with the School Test Coordinator to prepare for test administration and review responsibilities. In addition to this document, review the training modules that provide more detailed information on specific aspects of PearsonAccess^{next} and TestNav listed below.

<https://parcc.pearson.com/manuals-training/>
 Welcome to PearsonAccess^{next}
 Session Management
 Monitor Student Test Status And Item Progress
 Make-Up Testing And Undo Student Test Submission
 Not Tested And Void Test Score Codes
 Students in Session
 Accessibility Features & Accommodations

<https://parcc.pearson.com/training-modules/>
 Welcome to PearsonAccess^{next}
 Session Management
 Preparing and Starting Sessions
 Void Test/Void Unit
 Resources

3.3 Preparing to Administer Accessibility Features and Accommodations during the NJSLA-S

The School Test Coordinator will provide Test Administrators with a list of all required accessibility features and accommodations for applicable students. If you are administering a test with an accessibility feature or accommodation, be sure you have received the proper training. Refer to Section 6.0 for additional information about accessibility features and accommodations. It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. If a Human Reader is administering the assessment, the Human Reader Script must be used; it is a secure test material. Test Administrator may check students' accessibility features and accommodations by completing the steps in the *Personal Needs Profile Guidance Managing Incorrect Accessibility Features and Accommodation PNP* data document at http://avocet.pearson.com/PARCC/Home#pdf=4852_10522#page=1. Check with your School Test Coordinator for additional information.

3.4 Administer Practice Tests and Tutorials

Administering the tutorials and practice tests is an important preparation step for both administration staff and students. It is highly recommended that all students who will participate in the NJSLA-S first take the PARCC tutorials and NJSLA-S practice tests available online. They help familiarize students with computer-based testing tools, and the process for identifying and responding to different item types on the testing devices. PARCC tutorials familiarize students and educators with the same item types, testing tools, accessibility features, accommodations, and test format and/or navigation of TestNav that will be used for NJSLA-S assessments. They are available at <https://parcc.pearson.com/tutorial/>. NJSLA-S practice tests provide a more realistic testing experience for each grade. In addition, answer keys are available. Practice Tests are available at the [NJSLA-S website](http://www.measinc.com/nj/science) at <http://www.measinc.com/nj/science>.

During the test, Test Administrators will NOT be allowed to assist students with TestNav functionality and navigation. Therefore, it is important that these questions be answered during tutorials and practice tests. Note that there may be changes in TestNav from year to year. Therefore, it is important to administer the current tutorials and practice tests each year, so that students have an opportunity to practice with any new functionality.

Your School Test Coordinator will provide you with instructions for administering the practice tests and tutorials. It will take up to 30 minutes to administer each tutorial. Throughout the school year, students should be provided access to the tutorials and practice tests. Students with accommodations may need additional practice time to become familiar with all computer-based testing features.

3.5 Prepare the Testing Environment

Every assessment setting should have good lighting and ventilation and a comfortable room temperature, and should be as free as possible from noise and other interruptions. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good working condition.

To maintain security in a computer-based testing environment, NJSLA-S recommends the following ideal configurations for seating students (unless local policy and procedures do not allow):

- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely spaced rows or in every other row.

If an ideal seating configuration is not possible, physical and visual barriers between testing devices should be used to prevent students from viewing other testing devices. Schools may already have one or more of the following materials available that can be adapted for this purpose:

- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Tri-fold display boards (such as those used for science project exhibits) that can stand freely between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible only to someone sitting directly in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

Before students enter the test environment:

- Check to make sure your login to PearsonAccess^{next} works.
- Cover or remove from the testing environment all materials containing science content, including any prohibited materials listed in Section 2.3.
- Post a “Testing — Please Do Not Disturb” sign (refer to **Appendix C** of this manual) on the outside of the door of the testing room.
- Display a timing box on the board; refer to the example in Figure 3.0.
 - Write the number of the unit you are administering on the unit name line in the timing box on the board.
 - Using the unit testing time in Tables 2.1–2.3 of this manual for reference, write the unit testing time on the correct line in the timing box on the board.
 - Do not fill in the Starting Time or Stopping Time lines until instructed to do so in the scripts.

Before Testing

Figure 3.0 Timing Box Example

Unit Number: _____
Unit Testing Time: _____
Starting Time: _____
Stopping Time: _____

4.0 During Testing

4.1 Checklist of Tasks for Test Administrators to Complete during Testing

This section describes activities Test Administrators must complete during the day of testing.

Day of Testing	Reference
<input type="checkbox"/> Receive test materials from School Test Coordinator and track receipt using the Computer-Based Chain-of-Custody Form.	Section 4.2
<input type="checkbox"/> Start test sessions and review each student’s status in PearsonAccess ^{next} : <ul style="list-style-type: none"> ➤ Log in to PearsonAccess^{next}. ➤ Confirm test sessions have been prepared. ➤ Check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations (e.g., TTS) ➤ Start test sessions. ➤ Unlock the applicable unit. ➤ Lock the unit for absent students. ➤ Resume students (as needed). ➤ Ensure students have submitted completed test units. 	Section 4.3
<input type="checkbox"/> Distribute test materials to students, and administer the NJSLA-S according to the directions in this manual and using the appropriate administration script.	Section 4.4
<input type="checkbox"/> Help students log in to TestNav (http://nj.testnav.com).	Section 4.4
<input type="checkbox"/> Monitor testing time.	Section 4.5
<input type="checkbox"/> Supervise test administration and provide breaks (if applicable).	Sections 4.7 and 4.8
<input type="checkbox"/> Troubleshoot computer-based testing issues as needed.	Section 4.7.1
<input type="checkbox"/> Return all testing materials to the School Test Coordinator.	Section 4.9.3
<input type="checkbox"/> Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2



4.2 Receive Test Materials from the School Test Coordinator (Day of Testing)

The School Test Coordinator will distribute test materials to and collect materials from the Test Administrators each test administration day. Test materials must not be stored in classrooms prior to or following the day of administration. Refer to your School Test Coordinator for additional guidance.

NJSLA-S

Test materials that must be distributed by School Test Coordinators to Test Administrators for computer-based test administration include:

- **NJSLA-S-supplied materials (printed locally)**
 - Student testing tickets (printed from PearsonAccess^{next} at the LEA or school)
 - If desired, periodic tables for the grade 11 assessment (printed from www.measinc.com/nj/science). Electronic periodic tables are available to grade 11 students in TestNav. However, NJSLA-S periodic tables may also be printed and distributed if hard copies are desired.
- **NJSLA-S-supplied materials (shipped by vendor)**
 - *Test Administrator Manual(s)*
 - Human Reader Scripts (if necessary)
 - Tactile Graphics (if necessary)
- **School-supplied materials**
 - Wooden No. 2 pencil(s) with eraser(s)
 - Blank scratch paper
 - Test Administrators must supply at least one sheet of unused scratch paper (blank or lined) for each student. Students can request more scratch paper during the unit, if needed.
 - Test Administrators are responsible for collecting all used scratch paper to be securely destroyed. Schools may reuse unused scratch paper (only if paper is completely blank).
 - Periodic tables (may be locally printed) (**Note:** cannot be re-used if written on; a new one should then be provided.)
 - Testing devices that meet the minimum technology specifications set forth by NJSLA-S (**Note:** Student should not supply his/her own device for testing.)
 - Headphones (see Headphones section for more information)
 - Materials necessary for the administration of accommodations or accessibility features (For a full list of materials included in accommodated kits, refer to Section 6.2 of the *Test Coordinator Manual*.)
 - Timing device such as a clock or watch, to keep track of time during testing (if one is not clearly visible within the testing room)
 - “Testing — Please Do Not Disturb” sign to post on the doors of the testing rooms or the board (a copy of the sign is available in **Appendix C** of this manual)

Headphones

Headphones are needed for students who receive the text-to-speech accessibility feature.

Students cannot adjust the volume level once the test begins. Therefore, students will be prompted to check the volume levels on their headphones at the start of each unit.

Stand-alone headphones (i.e., headphones not connected to a device) are also an accessibility feature; therefore, some students may use headphones as noise buffers to minimize distractions or filter external noise during testing. If students use headphones just as noise buffers, Test Administrators are responsible for ensuring that the headphones are not plugged into any device.

Note: Music programs on all testing devices are to be closed and not running in the background.

4.3 Manage Test Sessions in PearsonAccess^{next} (Day of Testing)

Before students can begin testing, the School Test Coordinator will need to validate that accommodations have been assigned as appropriate and “Prepare” the test session in PearsonAccess^{next}. Then, you or your School Test Coordinator will need to log in to PearsonAccess^{next} to start the test session and unlock the appropriate unit for students. After a session is started, you can monitor the real-time status of students by refreshing your browser. Table 4.1 describes the possible statuses for a student during each unit.

Table 4.1 Student Statuses in PearsonAccess^{next}

Status	Description
Ready	The student has not yet started the unit.
Active	The student has logged in and started the unit.
Exited	The student has exited TestNav but has not submitted unit responses. (Student cannot resume testing unless authorized by Test Administrator.)
Resumed	The student has been authorized to resume the unit. Resume a unit when a student exits a unit (either intentionally or unintentionally), before finishing the unit and you want the student to continue the same unit. Only students in Exited status can be resumed. Students in Ready , Completed , or Marked Complete statuses cannot be resumed.
Resume Upload	Resume Upload should only be used in rare circumstances when TestNav cannot locate the Student Response File (SRF) and an error code appears on the student testing device. Resume Upload will force the user to browse for an SRF on the testing device.
Completed	The unit has been submitted by the student through TestNav and has been processed.
Marked Complete	The Test Administrator or School Test Coordinator must mark a unit complete when a student has exited TestNav and will not return.

Students should **Submit** each unit upon completion. When the next unit begins, you or the School Test Coordinator will need to unlock the unit.

Refer to the PearsonAccess^{next} Students in Session training module or the *PearsonAccess^{next} Online User Guide* at <https://support.assessment.pearson.com/display/PAsup> for instructions on logging into PearsonAccess^{next}, unlocking and locking units, and performing the tasks described in this section.

Note: Ensure students do not have any programs or apps running prior to launching TestNav. These programs may interrupt testing or cause a testing irregularity or security breach.

4.4 Distribute Materials and Read Script (Day of Testing)

After students are seated, verify student roster/attendance and note absent students for make-up testing. Lock the unit for any absent students in PearsonAccess^{next}. Then, read the appropriate administration script and distribute student testing tickets and scratch paper when instructed to do so.

Test Administrators are required to adhere to the scripts provided in this manual for administering the NJSLA-S. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes the first time through the directions. Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. If after the first reading students still have questions, refer to Section 4.7.2. Text that is outside the SAY boxes includes directions meant for Test Administrators and should NOT be read to students. You may repeat any part of the scripted directions as many times as needed while you are delivering the script.

4.5 Keep Time (Day of Testing)

Keep accurate time for each test unit. TestNav will not automatically log off at the end of unit testing time. Remember that failure to provide the correct amount of time may result in test invalidation. Refer to Tables 2.1–2.3 for guidance on unit testing times.

Note: A student with the extended time accommodation specified in his or her approved IEP, 504 plan, or EL plan may be provided more time to complete each unit.

4.6 Maintain Test Security

Adhere to the test security protocols at all times and report violations or concerns to your School Test Coordinator immediately. It is essential to follow security measures at all times in order to ensure the validity, reliability, and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in this manual and the assessment security instructions and procedures provided by NJDOE.

If testing is interrupted at any time during the unit (e.g., safety threat, fire emergency, student becoming ill), follow the procedures in Sections 4.7.1 and 4.7.6.

4.7 Supervise Test Administration

During testing, you are expected to actively proctor and focus your full attention on students at all times to confirm they are working independently. This means ensuring students are NOT involved in questionable activities. Ensure that all student desks are free of any prohibited materials and that all prohibited aids have been removed or covered. Refer to Sections 2.2 and 2.3 for information on prohibited activities and prohibited materials.

4.7.1 Guidance for Troubleshooting Computer-Based Testing

If student testing devices are experiencing technical problems during a test, such as freezing, error messages, or blank screens, that prevent the student(s) from normal continuation of testing, the Test Administrator should follow the procedures outlined below.

- If an assigned accommodation is not appearing correctly for a student, instruct the student to exit the test immediately and contact the School Test Coordinator.
- When a technology disruption affecting **a single student** occurs, Test Administrators should follow these steps:
 - Note the time of the disruption so that the remaining time for the unit can be calculated. Follow the procedures outlined by your school on whom to contact or for troubleshooting guidance.
 - Guidance for troubleshooting common errors is available at:
<https://parcc.pearson.com/technology-setup> and
<https://support.assessment.pearson.com/display/TN/Troubleshooting>.
 - Technology Coordinators and Test Administrators must NOT take photos of error screens.

- If the issue cannot be resolved in a timely manner without disruption to the other students testing, the student should be moved to another testing device, and given time to account for any delay caused by the error and the switch in devices. Make a note of any device the student uses.
- If no alternate device is available, the student should be dismissed from the testing environment and resume the test on a functioning device as soon as possible on the same day. The student may not alter any previously entered response and must be given the amount of time remaining in the test unit when the technical problem occurred.
- Document the situation in writing. Refer to your School Test Coordinator for information about reporting a testing irregularity.
- When a technology disruption affecting **multiple students** occurs, Test Administrators should follow these steps:
 - Pause testing in the room until the problem is resolved.
 - Note the time of the disruption so that the remaining time for the unit can be calculated.
 - Follow the procedures outlined by your school on whom to contact or troubleshooting guidance.
 - Guidance for troubleshooting common errors is available at: <https://parcc.pearson.com/technology-setup> and <https://support.assessment.pearson.com/display/TN/Troubleshooting>.
 - Technology Coordinators and Test Administrators must NOT take photos of error screens.
 - Once the issues are resolved, prepare students to resume testing for the continuation of the unit:
 - Test Administrators must resume students' tests in PearsonAccess^{next} before the students can continue with the same test; refer to resuming a test in *PearsonAccess^{next} Online User Guide* or at <https://support.assessment.pearson.com/display/PAsup/Resume+a+Test>.
 - Test Administrators must inform students how many minutes remain in the unit.
 - Test Administrators must write on the board the updated start time and stop time of the unit.
 - Document the situation in writing. Refer to your School Test Coordinator for information about reporting a testing irregularity. During testing, Test Administrators are not permitted to help students navigate or use the functionalities within TestNav.
- If a student exits TestNav (either unintentionally or intentionally) before completing a test:
 - Verify that TestNav is shut down for the student.
 - Resume the student's test in PearsonAccess^{next}.
 - The student's test will resume from the point at which the test was interrupted.
 - The system will upload any test responses that the student entered after the interruption if resuming on the same testing device.

4.7.2 Guidance for Clarifying Directions during Administration

Test Administrators are permitted to clarify ONLY general administration instructions after reading the script word-for-word. **No stimuli or test items may be read or clarified.**

If you have questions, consult your School Test Coordinator.

If a Test Administrator is providing the **General Administration Directions Clarified in Student's Native Language (by Test Administrator)** accommodation to an English Learner (EL), then these guidelines must also be followed in providing clarifications in a student's native language.

4.7.3 Guidance for Redirecting Students

The Test Administrator or Proctor may redirect the student's attention to the test without coaching or assisting the student in any way. Examples may include:

- Providing reminders to stay on task and focused during the assessments
- Providing a visual cue to the student to remain on task

Test Administrators and Proctors may not individually remind or encourage a student to answer all questions. Test Administrators and Proctors may not point or gesture to the student to complete a specific test item or encourage a student to select an answer choice.

4.7.4 Dismissing Students for Misconduct

The Test Administrator has the authority to dismiss any student for misconduct according to your local policy. If student misconduct warrants dismissal, collect the student's test materials. The student will then be dismissed from the testing environment. The student may be eligible to continue testing in another location (e.g., guidance counselor's office) according to local policy. The school or LEA must submit a Form to Report a Testing Irregularity or Security Breach within two school days unless otherwise directed by your LEA Test Coordinator or the NJSLA-S Coordinator. Refer to your School Test Coordinator for additional guidance on dismissing students for misconduct.

If a student is dismissed, the Test Administrator must exit the student's test in TestNav and ensure the student's unit is locked in PearsonAccess^{next}. If a student is observed with any of the prohibited items listed in Section 2.3 during testing or during breaks, the Test Administrator should collect the prohibited materials. The school or LEA should complete the Form to Report a Testing Irregularity or Security Breach in **Appendix D** of the *Test Coordinator Manual* and submit the form according to **Appendix C** in the *Test Coordinator Manual*.

4.7.5 Item Irregularities during Testing

If during testing, a student alerts a Test Administrator to a possible unanswerable or misworded test item, use the following steps:

- If the issue being experienced is with a particular item, the Test Administrator should instruct the student to bookmark the item and continue testing. At the end of testing, the Test Administrator should try to troubleshoot the issue with the remaining item by contacting their Technology Coordinator or by using troubleshooting guidance available at Avocet (<http://avocet.pearson.com/PARCC/Home>) If troubleshooting does not resolve the issue, the Test Administrator, Technology Coordinator, or School Test Coordinator should call the NJSLA-S Support Center to report the issue.
- If a timely solution cannot be found, the Test Administrator should:
 - Instruct the student to proceed with the test.
 - Note the grade level, form ID, unit number, test format (online), and a brief description of the issue and provide that information to the School Test Coordinator to complete the Form to Report a Testing Irregularity or Security Breach. Actual wording from the question should never be included either verbally or in writing.

- Remember, school personnel may NOT read or review a test item [Exception: Accommodations that require review of items].

4.7.6 Procedures for Safety Threats and Severe Weather

In all instances of safety and severe weather threats, consult your local evacuation policy. In the event there is a building evacuation, lockdown, or school closure that occurs **before** the start of a unit, follow the protocol outlined below:

- Proceed with testing only if the unit can be completed that day.
 - If the unit cannot be completed, schedule the unit during make-up testing.
- Document the situation, noting the event, date and time, students affected, and any other specific details regarding the situation.
- Refer to your School Test Coordinator for information about reporting a testing irregularity.

In the event there is a building evacuation, lockdown, or school closure that occurs **during** the unit, follow the protocol outlined below:

- If possible, note the time of the disruption so that the remaining time for the unit can be calculated.
- If leaving the test environment, take necessary steps to ensure the security of the test materials, if time permits. For example, lock the test units in PearsonAccess^{next}.
- Upon returning to the testing room, prepare students for the continuation of the unit:
 - Inform students how many minutes remain in the unit.
 - Write on the board the updated start time and stop time of the unit.
 - Students may need to be Resumed in PearsonAccess^{next}.
- Using the Form to Report a Testing Irregularity or Security Breach, document the situation.
- Refer to your School Test Coordinator for information about reporting a testing irregularity.

4.8 Break Policy

During a break, there should NOT be conversations among students, and students are NOT permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test. Students must be supervised at all times during breaks, including breaks between units.

Test Administrators are responsible for ensuring that students are not able to see the content on other students' test materials or on other students' testing devices. NJSLA-S policies for breaks are below. Refer to your School Test Coordinator for additional requirements regarding breaks.

4.8.1 Breaks during a Unit

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

- One stretch break of up to three minutes for the entire classroom is allowed during testing for each unit. The end of unit time can be adjusted up to 3 minutes at the end of this break.
- Individual restroom breaks are allowed. It is recommended that no more than one student at a time be allowed to use the restroom and that students be supervised. Unit time may NOT be adjusted for restroom breaks, and students should be encouraged to use the restroom prior to beginning unit time.
- Students are NOT permitted to talk.

During these breaks, visual blocks should be applied to students' testing devices (e.g., turn off the monitor, tape folders to the screen) instead of having students use online functions to exit and resume the test. The Test Administrator should also ensure the security of students' scratch paper and periodic tables (if locally printed).

Frequent breaks: Frequent breaks may be offered as an administration consideration. However, Test Administrators should **not** “stop the clock” for students with frequent breaks.

4.8.2 Breaks Between Units

If your School Test Coordinator schedules units back-to-back for students, breaks are highly recommended between units to stretch, go to the restroom, or have a water break for the entire classroom. All students in the session must break at the same time between units.

4.9 Ending Each Unit

4.9.1 Log Students Out of TestNav and Lock Units/Sections

As students complete testing, Test Administrators will use the instructions at the end of the administration script or in the TestNav Logout Instructions (posted at <http://avocet.pearson.com/PARCC/Home>) to help them log out of TestNav. Test Administrators may provide navigational guidance as students click through the log-out steps and may reference a printed copy of the *TestNav Logout Instructions* during testing.

After all students are logged out of TestNav, the Test Administrator or School Test Coordinator should lock the units in PearsonAccess^{next}. Refer to Section 4.1.5 in the *Test Coordinator Manual* for more information.

4.9.2 Collect Test Materials

Collect student testing tickets and scratch paper. Count the number of items to ensure each student has returned his or her student testing ticket, scratch paper, and periodic table (if applicable). If a student loses or destroys his or her student testing ticket, contact your School Test Coordinator.

Note: Follow your local chain-of-custody procedure to ensure all materials have been collected.

4.9.3 Return Materials to School Test Coordinator

The following are materials that must be returned to the School Test Coordinator:

- Student testing tickets
- Accommodated test materials (inform the School Test Coordinator of any tests needing transcription)
- Used and unused scratch paper and periodic tables

4.10 Make-up Testing

If a student starts a unit and leaves the testing environment (e.g., due to illness, family emergency, or natural disaster) without finishing that unit, he or she may be allowed to complete that unit on a different day. If you have concerns about a student completing a unit, you should NOT allow the student to begin. If a student leaves during a unit, note the exact place in the test where the student stopped and the time remaining, lock the unit in PearsonAccess^{next}, and then contact the School Test Coordinator.

For students taking a make-up test, unlock the appropriate unit in PearsonAccess^{next} to allow the student to log in to the missed unit. Students are NOT allowed to alter any previously entered responses. They must pick up exactly where they left off. Tests will automatically resume at the exact point where a student exited. Test Administrators must closely monitor make-up testing to ensure students do not alter any previously entered responses.

Multiple test sessions and/or units may be tested together as long as the testing time and administration script are the same. It may be useful to review the PARCC Guidance on *Testing Multiple Grades* at http://avocet.pearson.com/PARCC/Home#pdf=4919_10640.

4.11 Script for Administering Science

The administration script under Section 4.11.1 will be used for all units for the NJSLA-S. On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the NJSLA-S. Read word-for-word the bold instructions in each SAY box to students. You may 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 your students. Some directions may differ slightly by unit and are noted within the administration script.

4.11.1 Elementary, Middle, and High School Science – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 5: 30 Minutes Grade 8: 45 Minutes Grade 11: 60 Minutes	<ul style="list-style-type: none"> • Pencils • Scratch paper • Student testing tickets 		
End of Unit 1 – Students Stop				
Unit 2	Grade 5: 30 Minutes Grade 8: 45 Minutes Grade 11: 60 Minutes	<ul style="list-style-type: none"> • Pencils • Scratch paper • Student testing tickets 		
End of Unit 2 – Students Stop				
Unit 3	Grade 5: 30 Minutes Grade 8: 45 Minutes Grade 11: 60 Minutes	<ul style="list-style-type: none"> • Pencils • Scratch paper • Student testing tickets 		
End of Unit 3 – Students Stop				
Unit 4	Grade 5: 30 Minutes Grade 8: 45 Minutes Grade 11: 60 Minutes	<ul style="list-style-type: none"> • Pencils • Scratch paper • Student testing tickets 		
End of Unit 4 – Students Stop				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations.

Say:	<p>Today, you are going to take the Science assessment.</p> <p>You may not have any electronic devices at your desk. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices, including cell phones, with you right now, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises his or her hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

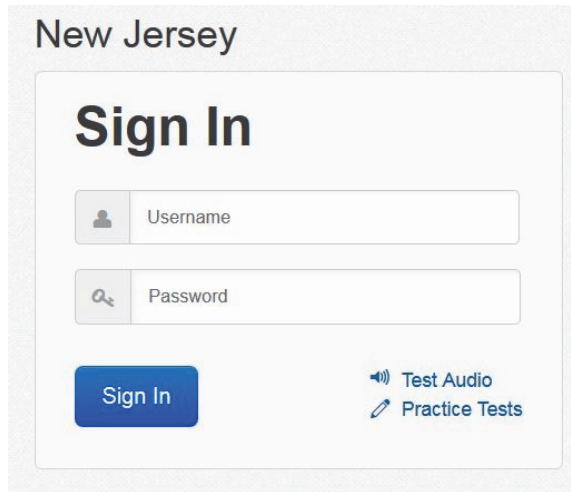
Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the <http://nj.testnav.com/> site (or follow your school/LEA instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section). Make sure all headphones are plugged in prior to launching TestNav.

If a student raises his or her hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Accessibility Features Only)

Say: Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link that reads “Test Audio.” Click the link to make sure you can hear through your headphones and adjust the volume as needed. Once the test begins, the volume level cannot be changed.

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



Instructions for Logging in

Say: Please sit quietly while I distribute your student testing tickets and scratch paper. Do NOT log in until I tell you to do so.

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. As an optional item for Grade 8 and Grade 11, you may also distribute periodic tables if the school has chosen to print them.

Say: Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.

<h3>STUDENT TESTING TICKET</h3>	
Student:	STUDENT, NEW
State ID#:	2026288334
Session:	TESTSPRING
Date of Birth:	2006-01-15
Test:	Science
<p>You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.</p>	
<p>Select NJSLA-S in the application or go to https://nj.testnav.com.</p>	
Username:	9007496196
Password:	792954
<p>(OPTIONAL) Local Testing Device ID: _____</p>	

Say:	<p>Now, enter your Username as shown on the bottom of your ticket. (Pause.)</p> <p>Next, enter the Password as shown on your ticket. (Pause.)</p> <p>Now, select the “Sign in” button. (Pause.)</p> <p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Unit _ (fill in the appropriate unit number). You should see a “Unit _ ” (fill in the appropriate unit number) screen.</p>
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Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in with the correct student testing ticket.

Instructions for Administering Each Unit

Say:	<p>Select the “Start” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start” button until I tell you to do so.</p> <p>Today, you will take Unit _ (fill in the appropriate unit number) of the Grade _ (fill in the appropriate grade) Science Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p>
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Say:	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

Say:	<p>OPTION A</p> <p>After you have logged out of the test, sit quietly until the unit has ended.</p>
	<p>OPTION B</p> <p>After you have logged out of the test, I will dismiss you.</p>
	<p>OPTION C</p> <p>After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.</p>

Say:	Do you have any questions?
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Answer any questions.

If students are testing with extended time accommodations, you may need to adjust the amount of time students will have to complete this unit. Refer to the student’s accommodations.

Instructions for Starting the Test

Say:	<p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p>
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Pause to make sure all students are in the correct unit.

Say: Elementary School	<p>Grade 5 Units:</p> <p>You will have 30 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p>
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Say: Middle School	<p>Grade 8 Units:</p> <p>You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p>
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Say: High School	<p>Grade 11 Units:</p> <p>You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.</p>
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Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.
- Ensure that any absent students are locked out of the unit (Section 4.3).

Instructions for Taking a Break during Testing

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

- One stretch break of up to three minutes 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 during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other** during testing or breaks during testing.
- Students are not permitted to use 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:

Say: Please stop and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.

After taking a classroom break, be sure students are seated and device screens are visible.

Say: You may now resume testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Say: You have 10 minutes remaining.

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. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

Say:	<p>Stop working. Testing time has now ended.</p> <p>Select the “Review” drop-down menu at the top left corner of your test.</p> <p>From the “Review” menu, scroll to the bottom and select “End of Section.”</p> <p>Select the “Submit Final Answers” button.</p> <p>Select the “Yes” button to exit the unit.</p> <p>If this is the last unit of the day:</p> <p>Click the “Sign Out” button.</p> <p>I will now collect your student testing ticket and scratch paper.</p>
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- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering more than one unit in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.

5.0 After Completion of Each Day of Testing

5.1 Checklist of Tasks for Test Administrators to Complete after Testing

This section describes activities Test Administrators must complete after testing.

Day of Testing	Reference
<input type="checkbox"/> Ensure all materials have been returned after testing.	Section 5.2
<input type="checkbox"/> Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2
<input type="checkbox"/> Lock units and stop test sessions in PearsonAccess ^{next} (this task may be completed by your School Test Coordinator).	Section 5.3

5.2 Return Materials to the School Test Coordinator

The following materials must be returned to the School Test Coordinator:

- *Test Administrator Manual* (after all units are completed)
- Student testing tickets
- Accommodated test materials
- Used and unused scratch paper and periodic tables, if applicable

5.3 Lock Units and Stop Test Sessions in PearsonAccess^{next}

At the end of each testing day, ensure that all units are locked. To lock units for all students in a session, slide the indicator for the unit to lock in the session box at the top of the screen. To lock units for individual students, click the appropriate unit by the student’s name. Notify School Test Coordinators of any units that need to be marked complete, and any students who need to make up units.

After students have completed all units of the test and submitted their responses, or have been marked complete, make sure test sessions have been stopped (this task may be completed by your School Test Coordinator). Refer to the *PearsonAccess^{next} Online User Guide* for specific instructions. This can only be done if all students in the testing session are in completed or marked complete status.

6.0 Accessibility Features and Accommodations

The *PARCC Accessibility Features and Accommodations Manual, 6th Edition (AF&A Manual)* is available online at: <https://parcc.pearson.com/manuals-training/>. Schools/LEAs must refer to the *AF&A Manual* for full information about identifying and administering accessibility features and accommodations.

6.1 Test Administration of Accessibility Features and Accommodations

In Sections 2 and 3 of the *AF&A Manual*, guidance is provided for Test Coordinators and Test Administrators on before-testing, during-testing, and after-testing activities necessary for successful administration of each accessibility feature and accommodation.

The examples below are excerpted and adapted from the *AF&A Manual*.

Accessibility Feature Example from Section 2

Accessibility Feature		Administration Guidelines
1r	<p>Text-to-Speech for the Science Assessments (<i>SR/PNP Reference CG</i>)</p>	<p>Before Testing:</p> <ul style="list-style-type: none"> • Identification for SR/PNP: The student’s SR/PNP must have text-to-speech selected to activate the feature on the platform. Once a student is placed into a test session, the student will be assigned a form with embedded text-to-speech. Proctor caching is strongly encouraged. If this content is not cached, it may present challenges for the student during testing. Volume level must be determined prior to testing; once the test session begins, the volume level cannot be changed. The student will not have access to volume control in the secure TestNav environment. • Test Administrator Training: Refer to the Text-to-Speech Tutorial on https://parcc.pearson.com/tutorial for full training on tool functionality. https://parcc.pearson.com/resources/tutorial/parcc-text-to-speech-functionality.pdf • Differences Between Text Only and Text Plus Graphics: <ul style="list-style-type: none"> ◦ Text Plus Graphics—Reads all printed text and the hidden alternate text descriptions for images. ◦ Text Only—Reads printed text but does not read any alternate text descriptions for images. <p>During Testing: The student selects the “Text-to-Speech Player” icon on the toolbar on the right side of the screen. The test is read aloud to the student using embedded text-to-speech software. The student may pause and resume the audio. To choose a speed (slow, normal, fast), select the “Text-to-Speech Settings” icon. Once the test begins, the volume level cannot be changed. The student must be tested in a separate setting if unable to wear headphones.</p>

Accommodations Example from Section 3

Accessibility
Features and
Accommodations

	Accommodation	Administration Guidelines
4f 4g 4h 4i	<p>Selected Response Options¹⁸</p> <p>Speech-to-Text</p> <p>Human Scribe</p> <p>Human Signer</p> <p>Assistive Technology Device</p> <p><i>(SR/PNP Reference BX)</i></p>	<p>Before Testing:</p> <ul style="list-style-type: none"> • Identification for SR/PNP: Student’s SR/PNP must have Speech-to-Text, Human Scribe, Human Signer, or Assistive Technology Device selected. • Materials: External device provided by the student, if needed. If the student uses speech-to-text software, such as Dragon® Naturally Speaking, then a separate computer must be provided; one to run the assessment on TestNav and a second computer to run the software. TestNav 8 does not contain embedded speech-to-text software. • Test Administrator Training: Test Administrators providing the scribe accommodation must review: <ul style="list-style-type: none"> ◦ Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses. ◦ Appendix L: Human Signing Guidelines (signers only). <p>Note: If a student is using an allowable 3rd party external Assistive Technology that provides speech-to-text functionality that will interact with TestNav, the student must also be registered for Assistive Technology Non Screen-reader to allow the assistive technology to work.</p> <ul style="list-style-type: none"> • Assistive technology, including speech-to-text software, should be tested during an Infrastructure Trial. If during the Infrastructure Trial the specific device will not interact with TestNav, a secondary testing device to run the external device software will be needed. Some speech-to-text software will not interact with TestNav, and users should set up a separate, adjacent testing station; the student will use two testing stations, one device with the test and one device with the familiar software. • Reference the Assistive Technology Guidelines available at the following link in the Technology Guidelines drop-down menu: https://parcc.pearson.com/technology-setup/. <p>During Testing: Student dictates responses either verbally, using an external speech-to-text device, an augmentative/assistive communication device (e.g., picture/word board), or by dictating, signing, gesturing, pointing, or eye-gazing. The student must be tested in a separate setting. The student must be familiar with any assistive technology external device used for test administration. Note: TestNav does not have embedded Speech-to-Text functionality—students must use allowable Assistive Technology or an external third party device (responses must be transcribed).</p> <p>After Testing:</p> <ul style="list-style-type: none"> • Responses must be transcribed exactly as dictated/signed (e.g., the human scribe/signer may not change, embellish, or interpret a student’s responses when transcribing) into the student’s standard test booklet or answer document. Only transcribed responses will be scored. • Refer to Appendix C: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses for protocol. • Test Administrators are responsible for collecting all paper nonscorable student work created using assistive technology devices. Test-related content must be deleted from all devices. Nonscorable student work must be securely shredded.

¹⁸ This accommodation applies to Selected Response and Technology Enhanced items on the Science assessments.

6.2 Before Testing: Preparing for Accessible Test Administration

If you will be administering any accessibility features or accommodations, be sure you receive the proper training and materials from your School Test Coordinator. Ask your School Test Coordinator for a list of any students in your group receiving accessibility features and/or accommodations.

If you will be administering any of the accommodations/accessibility features below, review the corresponding documentation.

Accommodation	AF&A Manual References
Human Reader	<p>Appendix B: Test Administration Protocol for the Human Reader Accommodation for English Language Arts/Literacy Assessments, and the Human Reader Accessibility Feature for Mathematics Assessments. Note: This appendix also applies to NJSLA-S assessments.</p> <p>Appendix J: Audio Guidelines for ELA/Literacy, used to ensure consistency in how items are read. Note: This appendix also applies to NJSLA-S assessments.</p> <p>Appendix J: Audio Guidelines for Mathematics, used to ensure consistency in how items are read. Note: This appendix also applies to NJSLA-S assessments.</p> <p>Human reader scripts: Secure materials (shipped with test materials) used to ensure assessments are read consistently. Note: This appendix also applies to NJSLA-S assessments.</p>
Human Scribe	Appendix C: Protocol for the Use of the Scribe Accommodation, used to ensure consistency of scribing and transcription
Human Signer	Appendix L: Human Signer Guidelines.
Extended Time	Appendix E: Guidance for Selecting and Administering the Extended Time Accommodation
Braille	Appendix M: PARCC Assessments and Students with Visual Impairment including Blindness contains information that also applies to the NJSLA-S.
Assistive Technology (Screen Reader and Non-Screen Reader)	NJSLA-S Assistive Technology Guidance available at https://parcc.pearson.com/technology-setup/

Accessibility
Features and
Accommodations

6.3 During Testing: Test Administration of Accessibility Features and Accommodations

Tables 1, 3, 4, 5, and 7, and **Appendix A** in the *AF&A Manual* outline post-administration directions for each accessibility feature and accommodation. The following accessibility features and accommodations require actions by the Test Administrator during testing.

Test Administrators may provide the following accessibility features to a student during testing:

- General Administration Directions Read Aloud, Repeated, or Clarified as needed
- Redirect Student to the Test
- Human Reader (*identified in advance in PearsonAccess^{next}*)—must be administered using the Human Reader script
- Human Signer (*identified in advance in PearsonAccess^{next}*)

Test Administrators may need to provide the following accommodations to a student with an IEP/504 plan during testing:

- Human Signer for Test Directions
- Human Scribe for Dictated Responses
- Human Scribe for Signed Responses
- Extended Time
- Monitor Test Response

Special Accommodations Circumstances during Testing

Reference the following appendices of the *AF&A Manual* for special circumstances regarding accommodations:

- **Appendix G:** Emergency Accommodation Form
 - An emergency accommodation may be appropriate for a student who incurs a temporary disabling condition that interferes with test performance shortly before or within the NJSLA-S testing window (e.g., a student breaks his or her arm and needs a scribe). The Emergency Accommodation Form is available at http://avocet.pearson.com/PARCC/Home#pdf=4633_9766#page=1.
- **Appendix H:** Student Accommodation Refusal Form
 - If a student refuses the accommodation(s) listed in his or her IEP, 504 plan, or EL plan, the school must document in writing that the student refused the accommodation(s). However, the accommodation(s) must be offered and remain available to the student during the test administration.

Contact your School Test Coordinator if either of these circumstances occurs.

6.4 After Testing: Completing Accessible Test Administration

Tables 1, 3, 4 and 5 in the *AF&A Manual* outline post-administration directions for each accessibility feature and accommodation.

After testing, your School Test Coordinator may ask you to assist with transcription of student responses or other after testing activities for accessibility features and accommodations. Remember, accommodated student responses (e.g., AT, scribe) are secure and must be treated as secure test materials.

Appendix A

Glossary of Terminology

Appendices

Glossary of Terminology

Term	Definition
Accommodations	<p>An accommodation is an assessment practice or procedure that changes the presentation, response, setting, and/or timing and scheduling of assessments. Accommodations are intended to remove barriers that may exist due to a student’s disability or level of English proficiency.</p> <p>Accommodations must be listed in the student’s approved IEP, 504 plan, or EL plan. More information on accommodations is available at http://parcc.pearson.com/manuals-training/.</p>
Accessibility Feature	<p>Accessibility features are tools or preferences that are either built into the assessment system or provided externally by Test Administrators. Accessibility features can be used by any student taking the NJSLA-S. A small selection of accessibility features available to all students need to be identified in advance.</p>
Administration Time	<p>Administration time is the total time schools should schedule for each unit, including the unit testing time and the approximate times shown in Table 2.0 for reading directions, answering questions, distributing materials, closing units, and collecting test materials.</p>
IEP, 504 Plan, or EL Plan	<p>IEP plan refers to Individualized Education Program plan. It is a program developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives specialized instruction and related services.</p> <p>The 504 plan refers to a plan developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.</p> <p>An English Learner (EL) plan refers to a plan developed to ensure that a student who is learning English has equal rights and access to a high-quality education.</p>
Local Education Agency (LEA)	<p>Commonly referred to as a school district, an LEA oversees local schools.</p>
LEA Test Coordinator	<p>The LEA Test Coordinator is the individual at the local education agency/district level responsible for the overall coordination of test administration. This person may also have be called the District Test Coordinator. For the purpose of this manual, the term LEA Test Coordinator is used.</p>
Non-secure	<p>Test materials that have been made available to the public, including manuals and user guides. The availability of non-secure materials does not compromise test security or score validity.</p>
PearsonAccess^{next}	<p>The website used for the registration, setup, preparation, and management of both the paper-based and computer-based formats of the NJSLA-S. PearsonAccess^{next} requires username and password setup.</p> <p>More information about setup and operation for the NJSLA-S is available in the <i>PearsonAccess^{next} Online User Guide</i>.</p>

Term	Definition
Precache	Precache is the action of downloading and storing test content to the local ProctorCache computer.
ProctorCache	ProctorCache software pulls and stores test content from Pearson to a local ProctorCache computer. This stored or “cached” test content is then distributed to TestNav clients during testing sessions.
Secure	A test item, stimulus, prompt, or test that has not been made available to the public. It also includes student responses. For the paper-based administration, secure materials refer to test booklets, answer documents and any accommodated materials provided by Measurement Incorporated, such as Human Reader scripts and Tactile graphics. For both the paper-based and computer-based administrations, “secure materials” also refers to scratch paper and periodic tables written on by students.
SR/PNP	The Student Registration File and Personal Needs Profile have been combined into one file layout: Student Registration/Personal Need Profile (SR/PNP). This is the data file for registering students for testing, including the accessibility features and accommodations that are needed to take the NJSLA-S.
Testing Environment	This refers to all aspects of the test surroundings during testing, including what a student can see, hear, or access.
TestNav	The application used to administer the computer-based NJSLA-S assessment is available at http://nj.testnav.com
Test Session	In PearsonAccess ^{next} , a session is the group of students registered to test together (at the same time and location).
Unit	The NJSLA-S is composed of four units. Each unit has a set administration time within a session and is typically administered all at once. The tables in Section 2.4 of this manual provide unit details.
Unit Testing Time	Unit testing time is the amount of time any student who needs it must be provided to complete the unit. As such, it is the amount of testing time schools must schedule for each unit. A new unit cannot be started until all students in the current unit are finished or until unit testing time has expired.



Appendices

Appendix B

Security Agreement



NJSLSA-S 2018–2019 NJSLSA-S Assessment Security Agreement

The content of the NJSLSA-S assessment is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the NJSLSA-S assessment or have access to test materials, including Technology Coordinators, or those authorized to observe administration, must sign this security agreement and agree to the statements below. Failure to abide by the terms of the agreement may result in sanctions by NJDOE including (but not limited to) score invalidation or employment and licensure consequences.

For School Test Coordinators

- I will establish and carry out a NJSLSA-S security plan.
- I will provide training in NJSLSA-S’s test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure test materials, and I will keep all test materials locked in a secure storage area with limited access when they are **not** in use.
- I will follow all security policies and test administration protocols described in the *Test Coordinator Manual (TCM)*.

For School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers

- I will not view test content or student responses except if necessary to administer certain accommodations.
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns (as specified in the *TCM* and *Test Administrator Manual [TAM]*).
- I will follow the procedures as specified in the *TCM* and *TAM* regarding the disposition of all test materials.

For Test Administrators and Proctors

- I will complete training necessary to understand NJSLSA-S’s test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student’s test materials or testing device, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
 - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
 - Not allow students to access cell phones or other unapproved electronic devices during testing.
 - Not allow students to access notes, books, or any instructional materials during testing.
 - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
 - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the *TAM* and by my School Test Coordinator.
- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocols described in the *TAM*.

I have read the NJSLSA-S Security Agreement and understand my role in this test administration.

_____	_____
First Name (print)	Last Name (print)
Role	
<input type="checkbox"/> School Test Coordinator	<input type="checkbox"/> Technology Coordinator
<input type="checkbox"/> Test Administrator	<input type="checkbox"/> Proctor
<input type="checkbox"/> Other: _____	
_____	_____
Signature	Date

Submit this form (signed) to your School Test Coordinator, and keep a copy for your records.
The signed agreement must be maintained by the school at least three consecutive assessment cycles.

Appendix C

Signs

Appendices

Appendices

NJSLA-S

TESTING

Please
Do Not Disturb

Computer-Based Testing: Are You Ready?

- Test Administrator logs in.
- Manage test sessions and review each student's status in PearsonAccess^{next}.
- Check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations (e.g., TTS).
- Confirm that the Test Coordinator has prepared the test sessions.
- Start test sessions and unlock the applicable unit (lock the unit for absent students).
- Resume students (as needed).
- Ensure students have submitted completed test units.

Confirming Accessibility Features and Accommodations

Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

Indicator	Accommodation
SR	Assistive Technology— Screen Reader
Non-SR	Assistive Technology— Non-Screen Reader
CC	Closed Captioning
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

Note: Students utilizing a Human Reader must be placed in a Human Reader session.

If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.

