NJSLA-S

New Jersey Student Learning
Assessment for Science

PBT
Science

SPRING 2018
TEST ADMINISTRATOR
MANUAL

Paper-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	
Paper-Based Tests – Elementary School, Middle School, and High School	**May 14, 2018 – May 25, 2018**

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1.0 Overview

The NJSLA-S assessments 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 paper-based administration of the NJSLA-S assessment, 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**.

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 paper-based NJSLA-S assessment 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) District 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

Overview

Parents or legal guardians may NOT serve as a Test Administrator for their own child. In addition, student teachers may NOT serve as a Test Administrator in charge of administering the NJSLA-S assessment.

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.

Proctor responsibilities include but are not limited to:

- Meeting with the School Test Coordinator to review test security and administration protocols
- Reviewing policies and instructions in the *Test Administrator Manual*
- Assisting in the preparation of the testing environment
- Assisting in the supervision of test administration during each unit

If class size is larger than 25 students, a Proctor is recommended.

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 testing materials before testing. For a full list of testing materials, refer to Section 4.2. The following test materials are secure:

- Test booklets
- Answer documents
- Large print and braille test booklets
- Scratch paper or periodic tables written on by students
- Human Reader scripts (if applicable)
- Tactile graphics (if applicable)
- Spanish test booklets

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 and 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, and during a break (see exception listed in Section 2.2.1).

3. **Focus full attention on the testing environment at all times during testing.**

    - Monitor the testing process by continually moving unobtrusively about the room. While monitoring the classroom, a test administrator may view student test booklets for the sole purpose of confirming that students are working in the correct unit. **A Test Administrator may not review answer documents and/or confirm whether a student has marked all his or her responses.**

- 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** in 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 assisting 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: https://parcc.pearson.com/manuals-training/.

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
  - 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 test booklet or answer document
  - 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 passages 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 (on the next page) should be removed or covered.

Administration Considerations for Students

With the support of the school administration, 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: https://parcc.pearson.com/manuals-training/.

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., turns in his/her test booklet and answer document) 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 New Jersey policy.

Follow the general rule that if the material in question may help the student answer or find an answer, post or copy 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 – Elementary

	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 closing units 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 elapsed, 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 4.7.

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
❑ Review policies and instructions for test administration in this manual.	
❑ Complete any required training with the School Test Coordinator to review test security, administration protocols and plans, and day-of-test activities.	Section 3.2
❑ Complete recommended online training modules or in-person training: ➢ Introduction to PARCC Training Modules ➢ Administration of Paper-Based Testing for Test Administrators ➢ Accessibility Features and Accommodations (if applicable)	Section 3.2 and https://parcc.pearson.com/manuals-training/
❑ Review the Security Agreement. Sign and submit it to the School Test Coordinator.	**Appendix B**
❑ Review all testing accommodations to be administered for your students and develop a plan to monitor their use.	Section 3.3
❑ Strongly Recommended: Administer the PARCC Printable Paper-Based Student Tutorials and review sample items in the *Parent, Student, and Teacher Information Guides*.	Section 3.4
One Day before Testing	Reference
❑ Prepare the testing environment.	Section 3.5

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 the NJSLA-S administration listed below. These PARCC modules contain information that also applies to the NJSLA-S.

http://parcc.pearson.com/manuals-training/
Introduction to PARCC Training Modules
Administration of Paper-Based Testing for Test Administrators
Accessibility Features & Accommodations

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 Administrators 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 reviewing sample items in the *Parent, Student, and Teacher Information Guides* are important preparation steps for both administration staff and students. It is highly recommended that all students who will participate in the paper-based NJSLA-S first take the PARCC Printable Student tutorials, and review the sample items in the *Parent, Student, and Teacher Information Guides* with their teachers. In addition, students in grade 8 and 11 should view the NJSLA-S periodic table which is available in English and Spanish at http://www.measinc.com/nj/science.

PARCC tutorials familiarize students and educators with the same item types and test format that will be used for the NJSLA-S. They are available at https://parcc.pearson.com/tutorial/. Teachers should review the sample items in the *Parent, Student, and Teacher Information Guides* in conjunction with the Online Practice Test Answer and Alignment Document. The *Parent, Student, and Teacher Information Guides* contain selected items from the online practice test adapted to a paper-and-pencil format. The Online Practice Test Answer and Alignment Document shows which standards the items are aligned to. These documents are available at the NJSLA-S website at http://www.measinc.com/nj/science.

During the test, Test Administrators will NOT be allowed to assist students with responding to items. Therefore, it is important that these questions be answered during the tutorials.

Your School Test Coordinator will provide you with instructions for administering the tutorials. It will take up to 30 minutes to administer each tutorial. Throughout the school year, students should be provided access to the tutorials, periodic tables (if applicable) and *Parent, Student, and Teacher Information Guides*. Students with accommodations may need additional practice time to become familiar with all paper-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.

Before students enter the test environment:

- Cover or remove from the testing space all materials containing content in the subject area being tested, including any materials that might help students answer test questions. Refer to Section 2.3 for testing environment guidelines.

- 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.

- Post an example of the "Stop" and "Go On" signs (refer to **Appendix C** of this manual) on the board.

- Display a timing box on the board; refer to the example in Figure 3.0.
  - Write the name 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.

Figure 3.0 Timing Box Example

Unit Number: _____

Unit Testing Time: _____

Starting Time: _____

Stopping Time: _____

Before Testing

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
❑ Receive test materials from School Test Coordinator and track receipt using the Chain-of-Custody Form.	Section 4.2
❑ Distribute test materials to students and administer the NJSLA-S assessment according to the directions in this manual and using the appropriate administration script.	Section 4.3
❑ Monitor testing time.	Section 4.4
❑ Supervise test administration and provide breaks (if applicable).	Sections 4.6 and 4.7
❑ Return all testing materials to the School Test Coordinator.	Section 4.8.2
❑ 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. Keep all test materials in centrally located, locked storage with limited access until distributing them to the Test Administrators.

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

- **NJSLA-S-supplied materials (shipped by vendor)**
  - Test booklets
  - Answer documents
  - *Test Administrator Manual(s)*
  - Human Reader Scripts (if necessary)
  - Tactile Graphics (if necessary)
  - Periodic tables (for grades 8 and 11)
- **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 (if locally printed) (Note: cannot be re-used if written on; a new one should then be provided. If the initial supply from MI has been used before all days of testing are complete, the school may need to print additional copies.)
  - Calculators (See Calculators section for more information.)

During Testing

- 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)

Calculators

- For Grade 5, students will use four-function calculators.
- For Grade 8, students will use non-graphing scientific calculators.
- For Grade 11, students will use graphing scientific calculators.

Students must only use calculators that are allowable for their grade/course assessment. Only students with a specific calculator accommodation may use calculators outside of their grade level/course. NJSLA-S items were developed with the Calculator Policy in mind. Allowing for the use of a calculator that is not designated for the grade-level/course assessment may unfairly disadvantage or advantage students and is, therefore, not allowed. Speak with your School Test Coordinator for more information about the Calculator Policy. Only students with a specific calculator accommodation may use calculators outside of their grade level.

Test Administrators should not administer a unit requiring a calculator to a student for whom a grade appropriate calculator is not available. If a student does not have a grade-appropriate calculator and one cannot be obtained on that day, that student should test in a make-up unit with a grade-appropriate calculator. Test Administrators should have calculators available during testing. During units that are comprised of both a non-calculator section and a calculator section, students will be prompted to raise their hands to ask for a calculator.

Additionally, schools must adhere to the following additional guidance regarding calculators:

- No calculators with Computer Algebra System (CAS) features are allowed.
- No tablet, laptop (or PDA), or phone-based calculators are allowed during the NJSLA-S.
- Students are NOT allowed to share calculators with another student during a test unit.
- Test Administrators must confirm that the memory on all calculators has been cleared before and after the testing sessions.
- Calculators with "QWERTY" keyboards are NOT permitted.
- School Test Coordinators or Test Administrators must confirm that the calculators meet NJSLA-S requirements as defined above.

If a student needs a specific calculator (e.g., large key, talking), the student may also bring his or her own, provided it is specified in his or her approved IEP or 504 plan. For more clarification and complete guidance, refer to Section 3 (4D and 4E) of the PARCC AF&A Manual and the Calculator FAQ's under the Calculator Policy at http://avocet.pearson.com/PARCC/Home.

4.3 Distribute Materials and Read Script (Day of Testing)

After students are seated, verify student roster/attendance and note absent students for make-up testing. Then, read the appropriate administration script and distribute test booklets, answer documents, and scratch paper when instructed to do so. Ensure that each student has a wooden no. 2 pencil and scratch paper.

Test Administrators are required to adhere to the scripts provided in this manual for administering the NJSLA-S assessment. 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 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 4.6.1. 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.

4.4 Keep Time (Day of Testing)

Keep accurate time for each test unit. 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.

4.5 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 4.5.1, 4.5.2, and 4.6.

4.5.1 Contaminated Test Materials

If any test materials (e.g., test booklets, answer documents) become contaminated with bodily fluids (e.g., student becomes ill on a test booklet or answer document) the following procedures must be followed.

1. The Test Administrator must immediately:
   a. Stop testing for the student or group, as needed.
   b. Record the amount of time remaining.
   c. If possible, record the item number and page number where the student stopped testing.
   d. Follow your school procedure for medical emergencies.
2. Qualified school personnel must safely handle the soiled test booklet or answer document and place it in a resealable plastic bag with the security barcode label visible from the exterior. Handling materials must be done in accordance with procedures outlined in OSHA regulations.
3. After the testing area is cleaned and the students have returned, the Test Administrator must remind students of the amount of time remaining for the unit prior to the disruption. Testing may then resume.
   a. If the ill student returns to resume testing, and the completed responses can be transcribed into a replacement answer document, the Test Administrator must provide the student with a new test booklet or answer document. The Test Administrator must ensure the student's name is recorded on the front of the replacement test booklet or answer document for proper identification.
   b. If the ill student returns to resume testing and the completed responses cannot be transcribed into a replacement answer document, the student may be given the opportunity to retake those units, using a replacement test booklet and/or answer document, during make-up testing. Contact NJDOE for further guidance if necessary.

During Testing

4. Your School Test Coordinator will take care of the contaminated materials.

4.5.2 Torn or Damaged Test Materials

If any test materials are damaged (e.g., ripped pages, incorrectly applied labels), the following procedures must be followed.

1. The test booklet or answer document must be replaced. After testing but within the test window, the student's answers must be transcribed into a replacement answer document. Answers must be transcribed following the guidelines for transcribing student responses in the *Test Coordinator Manual*.
2. Your School Test Coordinator will take care of the damaged materials.

4.6 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 working in the correct unit and that they are NOT involved in questionable activities. Circulate around the room and check to see that students are recording their answers in their answer document. 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.

4.6.1 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 when providing clarifications in a student's native language.

4.6.2 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.

4.6.3 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 NJSLA-S Coordinator. Refer to your School Test Coordinator for additional guidance on dismissing students for misconduct.

If a student is observed with any of the 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*.

During Testing

4.6.4 Item Irregularities during Testing

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

- Instruct the student to proceed with the test.

- Note the content area, course/grade level, item number, test format (paper), 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].

4.6.5 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.

- 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.

- 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.

4.7 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. NJSLA-S policies for breaks are below. Refer to your School Test Coordinator for additional requirements regarding breaks.

During Testing

4.7.1 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 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.

The Test Administrator should ensure the security of students' test booklets, answer documents, and scratch paper.

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

4.7.2 Breaks Between Units

If your School Test Coordinator scheduled 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.

4.8 Ending Each Unit

4.8.1 Collect Test Materials

Collect test booklets, answer documents, scratch paper, periodic tables (if applicable), and accessibility/accommodations tools (as needed) from students. Make sure all students have written their names on their test booklets and answer documents. Count the materials to make sure each student has returned his or her test booklet, answer document, scratch paper, and testing tools.

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

4.8.2 Return Materials to School Test Coordinator

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

- Test booklets
- Answer documents
- Accommodated test materials (inform the School Test Coordinator of any tests needing transcription)
- Calculators
- Used and unused scratch paper and periodic tables

Test booklets and answer documents are considered used in any instance where a student has tested, including incomplete or partially complete test booklets and answer documents.

4.9 Make-up Testing

If a student starts a unit and leaves the testing environment (e.g., due to illness, family emergency, natural disaster) without finishing that unit, he or she may be allowed to complete that test 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, and then contact the School Test Coordinator.

Students are NOT allowed to alter any previously recorded responses. They must pick up exactly where they left off. Test Administrators must closely monitor make-up testing to ensure students do not alter any previously written 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.

4.10 Script for Administering Science

The administration script under Section 4.10.1 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.

4.10.1 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**	• Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only)		
End of Unit 1 – Students **Stop**				
Unit 2	Grade 5: **30 Minutes** Grade 8: **45 Minutes** Grade 11: **60 Minutes**	• Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only)		
End of Unit 2 – Students **Stop**				
Unit 3	Grade 5: **30 Minutes** Grade 8: **45 Minutes** Grade 11: **60 Minutes**	• Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only)		
End of Unit 3 – Students **Stop**				
Unit 4	Grade 5: **30 Minutes** Grade 8: **45 Minutes** Grade 11: **60 Minutes**	• Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only)		
End of Unit 4 – Students **Stop**				

Instructions for Preparing to Test

Say:	**Today, you are going to take the Science assessment.** **You may not have any unapproved 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.**

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.

Say:	**Please sit quietly while I distribute the test materials.**

Science
All Units

NJSLA-S

Distribute scratch paper, wooden No. 2 pencils, calculators, and approved accessibility/ accommodations tools, if needed for certain students. Then, distribute test booklets and answer documents. For Grade 8 and Grade 11, also distribute periodic tables.

| **Say:** | If Unit 1: **Write your first and last name at the top of your test booklet and answer document in Box A.** |
| | If Unit 2, 3, or 4: **Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.** |

Make sure each student has written his or her name on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering Each Unit

<u>NOTE</u>**: At the beginning of Unit 1, on pages 3 and 4 in the test booklets, are sample items. Have students review these sample items to become familiar with the types of questions on the test.**

| **Say:** | **Open your test booklet to pages 3 and 4 and review the sample items. This will help you become familiar with the types of items on the test. Do not go past the stop sign at the bottom of page 4. Look up once you've reviewed the sample items.** |

Say:	**Open your test booklet to the first page of Unit __** (fill in the appropriate unit) **and follow along while I read the directions. Do NOT turn the page until I tell you to do so.**
	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.**
	Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do not make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely.
	If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided in your answer document. Only responses written within the provided space will be scored.
	If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit ONLY. Do not go past the stop sign.

Say:	**This is the end of the directions in your test booklet.**
	When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the STOP sign in your test booklet, do NOT go on until you are told to do so.
	Examples of the GO ON and STOP signs are posted on the board.
	If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.

Science All Units

Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

Say:	OPTION A **After I have collected your test materials, sit quietly until the unit has ended.**
	OPTION B **After I have collected your test materials, I will dismiss you.**
	OPTION C **After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.**

Say:	**Do you have any questions?**

Answer student 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.

Say: Elementary School	Grade 5 Units: **You will have 30 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.**

Say: Middle School	Grade 8 Units: **You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.**

Say: High School	Grade 11 Units: **You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.**

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 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

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 is allowed 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).

Science All Units

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Test booklets and answer documents must be closed or covered.
- Students are **not permitted to talk to each other** during testing or breaks during testing.
- Students are not permitted to use 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 testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.**

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

Say: | **Open your test booklets and answer documents and continue 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.

Say: | **Stop working. Testing time has now ended. Close your test booklet and answer document.**

Check that your name is written on your test booklet and answer document. I will collect your test materials.

- Collect all test materials.
- 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
❑ Ensure all materials have been returned after testing.	Section 5.2
❑ Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2

5.2 Return Materials to the School Test Coordinator

Upon returning test materials to the School Test Coordinator, make sure that each student has written his or her name on his or her test booklet and answer document. The following materials must be returned to the School Test Coordinator:

- *Test Administrator Manual* (after all units are completed)
- Test booklets
- Answer documents
- Accommodated test materials
- Calculators
- Used and unused scratch paper and periodic tables, if applicable

Notify School Test Coordinator of any students who will need to make up the unit(s) tested that day.

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
1s	**Human Reader or Human Signer** *(SR/PNP Reference CE)*	**Before Testing:** • Identification for SR/PNP: 　○ Student's SR/PNP must have Human Reader/Human Signer selected. For the Human Reader/Human Signer, students must be placed in a Read Aloud session type when creating test sessions. • Materials: Read Aloud Kits, which include one copy of the student test booklet and answer document and a Human Reader Script. • Test Administrator Training: Human Readers and Human Signers providing this accessibility feature must review: 　○ Read Aloud Kits, including the Human Reader Script, at least two school days prior to testing. Review of the Human Reader Script must occur in a SECURE ENVIRONMENT. 　○ Appendix B: Test Administration Protocol for the Human Reader Accommodation and the Human Reader Accessibility Feature. 　○ Appendix L: Human Signer Guidelines (signers only). 　○ Appendix M: Assessments for Students with Visual Impairment, Including Blindness. **During Testing:** A Test Administrator (Human Reader or Human Signer) reads aloud to a student using the provided Human Reader Script. The student must be tested in an individual or small group setting. Small groups should only be used if all students are able to work at approximately the same pace. The number of students in a small group is determined at the state level. **After Testing:** Human Reader Scripts are secure, and Test Coordinators are responsible for returning the Human Reader Scripts with the non-scorable materials.

Accommodations Example from Section 3

Accommodation	Administration Guidelines
3f **Large-Print Edition**[12] *(SR/PNP Reference BM)*	**Before Testing:** • Identification for SR/PNP: Student's SR/PNP must have Large Print Edition selected. • Materials: Large Print Test Kit includes a large print assessment booklet, standard test booklet or answer document for transcription, and Test Administrator large print scripts when appropriate. • Test Administrator Training: Test Administrators of students with visual impairments must review: 　○ Appendix M: NJSLA-S Assessments for Students with Visual Impairment, Including Blindness. 　○ Appendix A: Accessibility Features and Accommodations for Students Taking the Paper-Based Assessments. **During Testing:** A large print paper-based form of each assessment is available for a student with a visual impairment who is unable to take a computer-based assessment. The font size for the large-print edition will be 18 point on paper sized 14" x 18". Students will not record their answers in standard print test booklets or answer documents. Instead, students will circle their answers in a large-print test booklet. For constructed response items, students will write their answers on the lines provided in their large print test booklets. Test Administrators should refer to the TAM Scripts for instances where they should demonstrate an activity or display information. Demonstrations should be conducted where they are visible for each student (e.g., on the board, near the student). **After Testing:** • Responses must be transcribed verbatim by a Test Administrator in a standard student test booklet or answer document, which is included in the Large Print Test Kit. Only transcribed responses will be scored. At least two persons must be present during transcription of student responses (one transcriber and one observer confirming accuracy). It is recommended that one of the individuals be an LEA or School Test Coordinator. • Refer to **Appendix C**: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses.

[12]Distribution quantities for any paper-based accommodations and accessibility feature are derived from the student registration process. Any materials required for paper-based accommodations and accessibility features for students registered after the deadline for paper registration must be ordered via Additional Orders.

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 on the next page, review the corresponding documentation.

Accommodation	*AF&A Manual* References
Human Reader	**Appendix B**: Test Administration Protocol for the Human Reader Accommodation and the Human Reader Accessibility Feature
	Appendix J: Audio Guidelines for Mathematics, used to ensure consistency in how Science items are read
	Human reader scripts: Human Reader must be indicated in the SR/PNP in order to be shipped in the initial order with secure test materials. Scripts are required to ensure that assessments are read consistently.
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 gives guidance to signers to ensure consistency in administration
Extended Time	**Appendix E**: Guidance for Selecting and Administering the Extended Time Accommodation
Large Print and Braille	**Appendix M**: Assessments and Students with Visual Impairment including Blindness
Assistive Technology (Screen Reader and Non-Screen Reader)	**Assistive Technology Guidance:** available at https://parcc.pearson.com/technology-setup/

See a list of accommodated materials below:

What is included in a Spanish Test Kit?

- Spanish test booklet
- Spanish answer document
- Spanish periodic table (if applicable)
- English test booklet

What is included in a Large-Print Test Kit?

- Large Print Test Administrator script
- Large Print test booklet
- Large Print periodic table (if applicable)
- Answer document

What is included in a Human Reader Test Kit?

- Human Reader script
- 2 standard test booklets
- Periodic table (if applicable)
- Answer document

Note: If you order a Large-Print Spanish or Spanish Human Reader Test Kit, you will receive Spanish versions of each item in the kit.

What is included in a Braille Test Kit?

- Braille Test Administrator script
- Braille notes/special instructions
- Braille test booklet
- Standard test booklet
- Braille periodic table (if applicable)
- Standard answer document
- Additional Braille paper
- Duplicate pages (when appropriate)

6.3 During Testing: Test Administration of Accessibility Features and Accommodations

Appendix A in the *AF&A Manual* outlines 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

Test Administrators may need to provide the following accommodations to an English Learner during testing:

- Extended Time
- Human Scribe
- General Administration Directions Read Aloud, Repeated, or Clarified as needed in Student's Native Language
- Human Reader in Spanish or other languages as needed *(identified in advance)* must be administered using the Human Reader script

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 assessment window (e.g., a student breaks his or her arm and needs a scribe). The Emergency Accommodation Request 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, 5, and 7, and **Appendix A** 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

Glossary of Terminology

Term	Definition
Accommodations	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. 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/.
Accessibility Feature	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 NJLSA-S. A small selection of accessibility features available to all students need to be identified in advance.
Administration Time	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.
IEP, 504 Plan, or EL Plan	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. 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. 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.
Local Education Agency (LEA)	Commonly referred to as a school district, an LEA oversees local schools.
LEA Test Coordinator	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.
Non-secure	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.
PearsonAccess[next]	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. More information about setup and operation for the NJSLA-S is available in the *PearsonAccess[next] Online User Guide*.

Term	Definition
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 tactile graphics and Human Reader scripts. For both the paper-based and computer-based administrations, secure materials also refer 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 a student's accessibility features and accommodations that are needed to take the NJSLA-S
Testing Environment	All aspects of the test surroundings during testing, including what a student can see, hear, or access.
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 unit are finished or until unit testing time has expired.

Appendices

Appendices

Appendix B
Security Agreement

Appendices

NJSLA-S

Security Agreement

The content of the NJSLA-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 NJSLA-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 NJSLA-S security plan.
- I will provide training in NJSLA-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 NJSLA-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 computer screen, 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 NJSLA-S Security Agreement and understand my role in this test administration.

First Name (print)	Last Name (print)

Role
❑ School Test Coordinator ❑ Technology Coordinator ❑ Test Administrator ❑ Proctor ❑ 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

NJSLA-S

TESTING

Please
Do Not Disturb

Appendices

GO ON ▶

STOP

DO NOT GO ON

Paper-Based Testing:
Are You Ready?

- ☐ Receive test materials from School Test Coordinator and track receipt using the Chain-of-Custody Form.
- ☐ Distribute test materials to students and administer the NJSLA-S assessment according to the directions in this manual and using the appropriate administration script.
- ☐ Monitor testing time.
- ☐ Supervise test administration and provide breaks (if applicable).
- ☐ Return all testing materials to the School Test Coordinator.
- ☐ Complete any documentation necessary for reporting any testing irregularity or security breach.

Paper-Based Testing:
After You're Done

Transcribe accommodated responses
(Braille, Large Print, and other Response Accommodations)

Return Materials to the School Test Coordinator

- ☐ Test Administrator Manual
- ☐ Used and unused scratch paper

Secure materials that must be returned to Measurement Incorporated (scorable or nonscorable)

- ☐ Test booklets (all grades)
- ☐ Answer documents (Grades 5–11)
- ☐ Human Reader scripts
- ☐ Braille Test Booklets
- ☐ Large Print Test Booklets
- ☐ Tactile Graphics

TAM-P