

NJSLA-S

New Jersey Student Learning
Assessment—Science

CBT
Science

Spring 2019 Test Administrator Manual

Computer-Based Testing – Science



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

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What's New for 2019?

- After a successful field test in 2018, the New Jersey Student Learning Assessment—Science (NJSLA-S) is now operational.
- The testing window for paper-based tests now begins on the same day as for computer-based tests.
- More time is now allowed to complete the grade 5 test. The standard testing time for grade 5 is now 45 minutes per unit, the same as for grade 8.
- American Sign Language videos will be available for students who require this accommodation.
- Human Reader scripts are no longer available. Human Readers may read aloud from the online test or from the test booklet instead. Read-aloud kits for paper-based testing will still include an extra test booklet for the Human Reader.
- A separate closed-captioned online form is no longer necessary. Any audio included in a regular online form will be closed-captioned for all students.
- Tactile graphics kits are no longer shipped automatically for students designated as using a screen reader in the Student Registration/Personal Needs Profile (SR/PNP) data. Districts must place an additional order for these if needed.
- Districts are encouraged to use FedEx Paks rather than cardboard boxes to return shipments of 25 or fewer documents.
- Districts should return materials for multiple schools in the same FedEx Pak or cardboard box to reduce the number of shipments. Scorable and nonscorable materials should still be packaged separately.
- There is no longer a browser-based version of TestNav.

Testing Window for NJSLA-S

2019 Administration

Computer-Based Tests: May 6 to June 7, 2019

Paper-Based Tests: May 6 to May 17, 2019

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**.

This manual refers to documents on the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science and also to documents on the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

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 on the [NJSLA-S website](http://www.measinc.com/nj/science), 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 District Test Coordinator (DTC)** is the individual at the district level who is responsible for the overall coordination of test administration. For the purpose of this manual, the term District 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. The STC is responsible for coordinating test administration and resolving testing issues at his or her school. The STC 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 general, the following individuals may serve as a Test Administrator:

- Individuals employed by the district as teachers
- District 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 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
- 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 for 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
- Tactile graphics (if applicable)

Note: Electronic periodic tables are available to grade 8 and 11 students in TestNav. However, NJSLA-S periodic tables may also be printed from the [NJSLA-S website](http://www.measinc.com/nj/science), 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 the School Test Coordinator and/or principal for the school. Contact the School Test Coordinator with any questions about the school security plan.

Make sure to follow the school 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 units.
 - 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 the [NJSLA-S website](http://www.measinc.com/nj/science), 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 testing, 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 about the room in a way that does not disturb students or attract attention.
 - Ensure that students are supervised during testing, including during breaks.
 - Ensure that students are working only on the unit being administered. If a Test Administrator observes a student working in the incorrect unit of the test or reviewing the incorrect unit of the test, this is a testing irregularity that must be reported to the STC. Refer to the following procedure to handle these situations.

- The incident must be reported to the School Test Coordinator immediately. The STC should then contact the DTC immediately.
 - The DTC should contact the NJSLA-S State Contact immediately.
 - At the discretion of the District Test Coordinator, the STC may complete the **New Jersey Testing Irregularity or Security Breach Form** (refer to **Appendix E**) documenting the situation. The District Test Coordinator uploads the completed form to PearsonAccess^{next} within five school days. An electronic version of the completed form must be sent to the NJSLA-S State Contact within five school days.
 - If follow-up documentation is required by your District Test Coordinator or NJSLA-S State Contact, complete any additional documentation.
4. **Ensure that students do not participate in any form of cheating.**
 - Ensure that students do not consult notes, textbooks, or other teaching materials.
 - Ensure that students do not share test questions with other students.
 - Ensure that students do not consult other students, school personnel, or anyone else during testing.
 - Ensure 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 or her answers.**
 - At any time during a test session, a Test Administrator may repeat a portion of the *TAM* 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 or 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 Individualized Education Program (IEP) or a 504 plan, or an English Learner (EL) plan for English learners.
 - Follow guidelines on proper administration of accommodations as prescribed in the *NJSLA Accessibility Features and Accommodations (AF&A) Manual* available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.
 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 the STC or District Test Coordinator (DTC) 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). School Test Coordinators must 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 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. Districts 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 *NJLSA 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 (proctors must be supervised by a Test Administrator at all times)
 - 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 and Breaches**
 - Losing a student testing ticket
 - Losing tactile graphics booklets
 - 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 that requires a Test Administrator to access the tests
 - Copying or reproducing (e.g., taking a picture of) any part of the test or any secure test materials or online test forms

- Revealing or discussing test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
- Removing secure test materials from the school building 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, or 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 the principal, monitors from the New Jersey Office of Assessments, district monitors, and New Jersey Department of Education (NJDOE)-authorized observers are allowed, as long as these individuals do not disturb the testing process. Refer to the 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 the 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 the District Test Coordinator, complete any additional documentation.

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 the 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 (described on the next page in “Materials Prohibited in Testing Environment”) must 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
- Time of day
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture
- Frequent breaks

For more information on administrative considerations that are available for **all** students, refer to Table 2 of the *NJSLA Accessibility Features and Accommodations (AF&A) Manual* available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

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, eReaders, electronic pens, smart watches; refer to **Section 2.2.1** for exceptions)
 - 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 the School Test Coordinator for more information)*
 - *May be allowable if listed in the student’s IEP or 504 plan according to NJDOE policy
- The *Unique Accommodation Request Form* is available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

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 must 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 or her possession upon arrival for testing, the Test Administrator must instruct the student to hand in the materials. 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 the 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 Individualized Education Program (IEP), 504 plan, or English Learner (EL) plan. Refer to the *NJSLA Accessibility Features and Accommodations Manual* for details.

2.4 Scheduling and Testing Time

All test units, including make-up testing (refer to **Appendix A** for definitions of *session* and *unit*), must be completed during the NJSLA-S [testing window](#). Contact your School Test Coordinator if there are any questions about the testing dates.

Testing Time

NJSLA-S tests are strictly timed, and no additional time may be permitted (with the exception of an extended time accommodation specified in an approved IEP, 504 plan, or EL plan). Test Administrators are responsible for keeping time during testing.

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). Note that times vary by grade. In planning the school’s NJSLA-S administration schedule, School Test Coordinators should plan for the entire testing time for each unit.

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—Guidelines for Scheduling

Task	Administration Time
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 in Tables 2.1 to 2.3 (45 or 60 minutes)
4. End-of-unit activities, including logging students out of TestNav and collecting test materials	5 to 15 minutes

Unit Testing Time is the amount of time that must be provided to every student to complete the unit. Tables 2.1 to 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 the 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	45
Unit 2	45
Unit 3	45
Unit 4	45

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 the 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 district testing window.

Breaks

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

3.0 Before Testing

This section describes activities the Test Administrator (TA) must complete before the first day of testing. Since **Section 3.1** only provides a checklist of tasks, refer to **Sections 3.2 to 3.5** for more details.

3.1 Checklist of Tasks for Test Administrators to Complete before Testing

Completing tasks during the timelines in this checklist is strongly recommended.

Tasks to Complete before Testing

At Least One Week before Testing	Reference
<input type="checkbox"/> Review policies and instructions for test administration in this manual.	CBT TAM
<input type="checkbox"/> 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
<input type="checkbox"/> Complete recommended online or in-person training: <ul style="list-style-type: none"> • Introduction to Training—For All User Roles • PearsonAccess^{next} • Student Readiness Resources for NJSLA-S • Administration of Computer-Based Testing for Test Administrators • Accessibility Features & Accommodations (if applicable) 	Section 3.2 and the New Jersey Customer Support Portal , https://nj.mypearsonsupport.com
<input type="checkbox"/> Review the <i>Security Agreement</i> . Sign and submit it to the School Test Coordinator.	Appendix B
<input type="checkbox"/> Review all testing accommodations to be administered for the 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 that the PearsonAccess ^{next} login works and that access to the correct test session is available.	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., text-to-speech).	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 detailed information available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, on specific aspects of PearsonAccess^{next} and TestNav listed below.

- 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

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 a test with an accessibility feature or accommodation is being administered, be sure to receive 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. The Test Administrator may check students' accessibility features and accommodations by completing the steps in the *Personal Needs Profile Guidance: Managing Incorrect Accessibility Features and Accommodations PNP* data document at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>. Check with the 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 NJSLA-S tutorials available online at the New Jersey Customer Support Portal, <https://nj.mypearsonsupport.com>, which familiarize students and educators with the item types, testing tools, accessibility features, accommodations, and test format and navigation of TestNav. In addition, students in grades 8 and 11 should view the NJSLA-S periodic table, which is available in English and Spanish at the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science. 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), 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.

The School Test Coordinator will provide 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, periodic tables (grades 8 and 11), 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 appropriate seating configuration is not possible, physical and visual barriers between testing devices must be used to prevent students from viewing other testing devices. Schools may already have materials available that can be adapted for this purpose. For example:

- Tape card stock (e.g., manila folders) to the sides of monitors.
- Cut, fold, and tape flattened cardboard boxes to form a visual barrier between testing devices.
- Place free-standing tri-fold display boards (such as those used for science project exhibits) between testing devices.
- Use cardboard carrels.
- Use privacy screens to 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.

In the event that laptops or other modular devices are used, they must be monitored and may **not** be removed from the test setting during test administration.

Before students enter the testing room:

- Check to make sure your login to PearsonAccess^{next} works.
- Cover or remove from the testing room 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 being administered on the unit number line in the timing box on the board.
 - Using the unit testing time in Tables 2.1 to 2.3 of this manual for reference, write the unit testing time on the Unit Testing Time 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

<p>Unit Number: _____</p> <p>Unit Testing Time: _____</p> <p>Starting Time: _____</p> <p>Stopping Time: _____</p>

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.

Tasks to Complete During Testing

Day of Testing	Reference
<input type="checkbox"/> Receive test materials from the School Test Coordinator and track receipt using the <i>Computer-Based Chain-of-Custody Form</i> .	Section 4.2
<input type="checkbox"/> Manage test sessions and review each student’s status in PearsonAccess ^{next} : <ul style="list-style-type: none"> • Check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations; e.g., Text-to-Speech (TTS). • Test Administrators log in. • Confirm that test sessions have been prepared. • Start test sessions. • Unlock the applicable unit. • Lock the unit for absent students. • Resume students (as needed). • Ensure that 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

During Testing

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

The School Test Coordinator (STC) will distribute test materials to and collect materials from the Test Administrators each test administration day. To maintain the security of these materials, they 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 the materials are distributed to the Test Administrators.

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

- **Materials printed locally by the District or School Test Coordinator**
 - Student testing tickets are available from PearsonAccess^{next}.
 - If hard copies are desired, periodic tables (for grades 8 and 11 only) may be printed from the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science. Electronic periodic tables are available to grade 8 and 11 students in TestNav. Please note the instructions for magnification on page 32.
 - If needed, Test Administrator Scripts in Spanish may be printed from the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science.
- **NJSLA-S-supplied materials (shipped by vendor)**
 - Paper copies of the *Test Administrator Manuals (TAMs)* are shipped by the vendor. Electronic versions of the manuals can be viewed at the [NJSLA-S website](http://www.measinc.com/nj/science), www.measinc.com/nj/science.
 - Tactile graphics (if necessary)
- **School-supplied materials**
 - Wooden No. 2 pencils with eraser(s)
 - Blank scratch paper
 - Test Administrators must supply at least one sheet of unused scratch paper (blank or lined) to each student. Students can request more scratch paper during the unit, if needed.
 - Test Administrators are responsible for collecting all used and unused scratch paper, which is to be securely destroyed. Schools may reuse unused scratch paper (only if paper is completely blank).
 - Periodic tables (if locally printed)
 - Note: Periodic tables 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.
 - Testing devices that meet the minimum technology specifications described at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), https://nj.mypearsonsupport.com (note: a student cannot supply his or 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, see the list on the next page and page 36.
 - A 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 (a copy of the sign is available in **Appendix C** of this manual)

Accommodated Materials

See the list of accommodated materials below.

Computer-Based Testing

- Assistive Technology – Screen Reader
- Assistive Technology – Non-Screen Reader
- American Sign Language (ASL) Text-to-Speech (TTS)
- Human Reader
- Spanish
- Spanish Text-to-Speech
- Spanish Human Reader

Note: Human reader scripts are no longer provided for NJSLA-S. Human readers should read aloud from the one of the test booklets. If a Large Print Spanish or Spanish Read Aloud Test Kit is ordered, Spanish versions of each item will be included in the kit.

Headphones

Headphones are needed for students who receive the text-to-speech accessibility feature. There are two ways to control the volume: the volume control on the testing device and the volume control in the text-to-speech settings. Students will be prompted to check the volume levels on their headphones at the start of each unit. In the text-to-speech setting, the volume setting will reset to the default between items.

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 for this purpose, Test Administrators are responsible for ensuring that the headphones are **not** plugged into any device.

Schools have several options for ensuring they have a sufficient number of headphones. First, schools can instruct students to bring their own headphones. Second, if schools have fewer headphones than students testing at the same time, schools can separate classes into a smaller number of students for administration. Third, schools can purchase additional device-compatible headphones.

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

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

Before students can begin testing, Test Coordinators or Test Administrators (TAs) will need to log in to PearsonAccess^{next}, prepare each test session, start each test session, check accommodated form assignments, and unlock the appropriate unit for students. After a session is started, Test Administrators can monitor the real-time status of students by refreshing their browsers. 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 test responses. The student cannot resume testing unless authorized by a 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 the student is intended 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.

During Testing

Students must **Submit** each unit upon completion. When the next unit begins, the Test Administrator 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 the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com> 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 and take 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. Do 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 the students being tested. 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. Test Administrators may repeat any part of the scripted directions as many times as needed while 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 to 2.3 for guidance on unit testing times.

Note: A student with the extended-time accommodation specified in his or her approved Individualized Education Program (IEP), 504 plan, or English Learner (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 the 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 the New Jersey Department of Education (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, Test Administrators must actively proctor and focus their full attention on students at all times to confirm that students 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 Troubleshooting Computer-Based Testing

Technology Coordinators or their designees should be on hand to help address any technology issues. They should be mindful of test security procedures. 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 must follow the procedures outlined below and on the next page.

- 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 must 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 the school on whom to contact or for troubleshooting guidance.
 - Guidance for troubleshooting common errors is available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.
 - 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 the School Test Coordinator for information about reporting a testing irregularity.
- When a technology disruption affecting **multiple students** occurs, Test Administrators must 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 the school on whom to contact or troubleshooting guidance.
 - Guidance for troubleshooting common errors is available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.
 - 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 the *PearsonAccess^{next} Online User Guide* or at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.
 - 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 the student resumes on the same testing device.

4.7.2 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 there are questions, consult the 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 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 Student Misconduct

The Test Administrator (TA) has the authority to dismiss any student for misconduct according to 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 district must submit a *Form to Report a Testing Irregularity or Security Breach* within two school days unless otherwise directed by the District Test Coordinator (DTC) or the NJSLA-S Coordinator. Refer to the School Test Coordinator (STC) 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 must collect the prohibited materials and immediately report the incident to the STC. The school or district must complete the *Form to Report a Testing Irregularity or Security Breach* in **Appendix E** of this manual and submit the form according to the following procedure.

The STC **must** contact the District Test Coordinator to **immediately** report student misconduct (i.e., refusing to test, disruptive behavior, unauthorized electronics, or cheating). The District Test Coordinator **must** contact the Office of Assessments **immediately** upon receiving a call from the STC. At the discretion of the District Test Coordinator, the STC may complete the ***New Jersey Testing Irregularity and Security Breach Form*** documenting the situation. The District Test Coordinator **must** upload the completed form to PearsonAccess^{next} within five school days. An electronic version of the completed form **must** be sent to the appropriate NJSLA-S State Coordinator within five school days.

Cell Phone & Unauthorized Electronics

All incidents involving student possession of a cell phone or other unauthorized electronic device **must be immediately** reported via email to the NJSLA-S State Contact.

4.7.5 Item Irregularities during Testing

If a student alerts a Test Administrator to a possible unanswerable or misworded test item, follow these 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 item by contacting the Technology Coordinator or by using the troubleshooting guidance available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>. If troubleshooting does not resolve the issue, the 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 do the following:
 - 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.
 - School personnel may **not** read or review a test item, except when necessary to provide a student accommodation.

4.7.6 Procedures for Safety Threats and Severe Weather

In all instances of safety and severe weather threats, consult the local evacuation policy. In the event that 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 the School Test Coordinator for information about reporting a testing irregularity.

In the event that a building evacuation, lockdown, or school closure 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 for the unit.
 - Write the updated start time and stop time of the unit on the board.
 - Students may need to be Resumed in PearsonAccess^{next}.
- Document the situation using the *Form to Report a Testing Irregularity or Security Breach*.

Refer to the 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 and on the next page. Refer to the 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:
Restroom breaks during a unit: 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.

Classroom stretch break during a unit: 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 three minutes at the end of this break.

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

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

4.8.2 Breaks between Units

If the School Test Coordinator schedules units back-to-back, breaks between units for the entire classroom are highly recommended for students to stretch, go to the restroom, or have a water break. 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 the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, to help them log out of TestNav. Test Administrators may provide navigational guidance as students click through the logout 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}.

Ensure TestNav Logout and Lock Units/Sections

As students complete each unit, Test Administrators will use the instructions at the end of the administration script or in the *TestNav Login and Logout Instructions* available at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>, to help students log out of TestNav. Test Administrators may provide navigational guidance as students click through the logout steps and may reference a printed copy of the *TestNav Login and Logout Instructions* to do so.

Test Coordinators must ensure that all students have logged out of TestNav by reviewing student statuses on the **Testing > Students in Sessions** page in PearsonAccess^{next}. Students logged into TestNav will appear in an **Active** status. Those student testing devices should be checked to make sure TestNav has been exited after testing.

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 the 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 there are concerns about a student completing a unit, do **not** allow the student to begin. If a student leaves during a unit, note the exact place in the unit 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 and be provided with the time remaining. 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 *NJSLA Guidance on Testing Multiple Grades* at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.

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. Do not modify or paraphrase the wording in the “**Say**” boxes. Some of the “**Say**” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script.

4.11.1 Grades 5, 8, and 11 Science – All Units

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

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 will take the Science assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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 the school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact the Test Coordinator if there are questions regarding electronic devices.

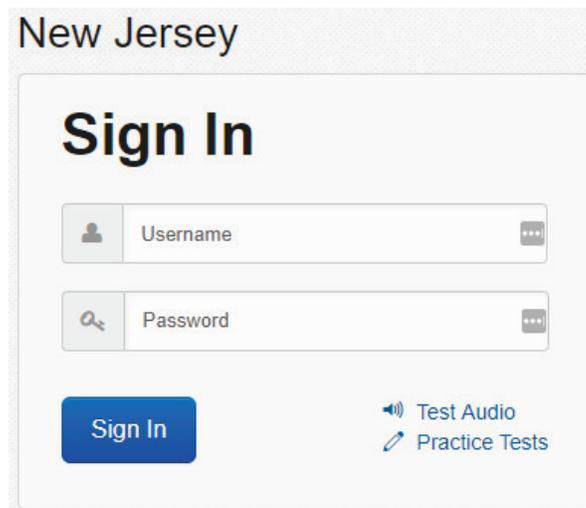
NJSLA-S

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 the 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 in to [TestNav](http://nj.testnav.com/), <http://nj.testnav.com/> (or follow the school/district 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.

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 called “Click to Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.
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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.
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. As an optional item for Grade 8 and Grade 11, periodic tables may also be distributed 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.
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If a student has the wrong ticket, provide the correct student testing ticket to the student. If the correct student testing ticket is missing, contact the School Test Coordinator.

STUDENT TESTING TICKET	
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> <p>Username: 9007496196 Password: 792954</p> <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). You should see a “Welcome” 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 Test Now” 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 Section” button until I tell you to do so.</p> <p>Today, you will take Unit _____ (fill in the appropriate unit) of the Grade ____ (5, 8, or 11—select the appropriate grade level) New Jersey Student Learning Assessment—Science (NJSLA-S) Test. 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 testing directions. Do not go on until you are told to do so. 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>
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Read from Option A, B, or C below based on local policy (refer to the School Test Coordinator).

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

Say:	<p>Do you have any questions?</p>
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Answer any questions.

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

Instructions for Starting the Test

Say:	<p>Scroll to the bottom of the screen. (Pause.)</p> <p>Select the “Start Section” button. (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.

Grade 5 Say:	<p>Grade 5 Units:</p> <p>You will have 45 minutes to complete this unit. I will also let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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Grade 8 Say:	<p>Grade 8 Units:</p> <p>You will have 45 minutes to complete this unit. I will also let you know when you have 10 minutes of testing time left. You may begin working now.</p>
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Grade 11 Say:	<p>Grade 11 Units:</p> <p>You will have 60 minutes to complete this unit. I will also let you know when you have 10 minutes of testing time left. You may begin working now.</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 is allowed for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks are allowed during testing (do not adjust stop time).

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>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 the School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to the School Test Coordinator.

If more than one unit is being administered 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.

After-Testing Activities

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 the 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 the 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 *NJSLA Accessibility Features and Accommodations Manual (AF&A Manual)* is available online at the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>. Schools/districts 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

Number	Accessibility Feature	Administration Guidelines
1r	Text-to-Speech for the Science Assessments <i>(SR/PNP Reference CG)</i>	<p>Before Testing:</p> <ul style="list-style-type: none"> • Identification for Student Registration/Personal Needs Profile (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. • Test Administrator Training: Refer to the Text-to-Speech Tutorial at the New Jersey Customer Support Portal, https://nj.mypearsonsupport.com for full training on tool functionality. • Differences Between Text Only and Text Plus Graphics: <ul style="list-style-type: none"> ◦ Text Plus Graphics: This function reads all printed text and the hidden alternate text descriptions for images. ◦ Text Only: This function 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. The student must be tested in a separate setting if unable to wear headphones.</p>

Accessibility Features and Accommodations

Accommodations Example from Section 3

Number	Accommodation	Administration Guidelines
4f 4g 4h 4i	Selected Response Options¹⁸ Speech-to-Text Human Scribe Human Signer Assistive Technology Device <i>(SR/PNP Reference BX)</i>	<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 devices should be 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 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 third-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 New Jersey Customer Support Portal, https://nj.mypearsonsupport.com

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

Accommodations Example from Section 3, continued

Number	Accommodation	Administration Guidelines
4f 4g 4h 4i	Selected Response Options¹⁸ Speech-to-Text Human Scribe Human Signer Assistive Technology Device <i>(SR/PNP Reference BX)</i>	<p>During Testing: Student dictates responses either verbally, using an external speech-to-text device, using an augmentative/assistive communication device (e.g., picture or 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.</p> <p>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 or signed (e.g., the human scribe or 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 any accessibility features or accommodations will be administered, be sure to receive the proper training and materials from the School Test Coordinator. Ask the School Test Coordinator for a list of any students who will be receiving accessibility features and/or accommodations.

If any of the accommodations or accessibility features below are to be administered, review the corresponding documentation.

Accommodation References

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 the NJSLA-S)</p> <p>Appendix J: Audio Guidelines for ELA/Literacy, used to ensure consistency in how items are read (note: this appendix also applies to the NJSLA-S)</p> <p>Appendix J: Audio Guidelines for Mathematics, used to ensure consistency in how items are read (note: this appendix also applies to the NJSLA-S)</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: NJSLA Assessments and Students with Visual Impairment, Including Blindness (note: this appendix also applies to the NJSLA-S)
Assistive Technology (Screen Reader and Non-Screen Reader)	NJSLA-S Assistive Technology Guidance available at the New Jersey Customer Support Portal , https://nj.mypearsonsupport.com

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})
- Human Signer (identified in advance in PearsonAccess^{next})

Test Administrators may need to provide the following accommodations to a student with an Individualized Education Program (IEP) or 504 plan during testing:

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

Magnification/Enlargement Device during Testing:

Periodic tables may be enlarged with the following procedure.

- **Browser or Device Magnification:** The student can use keyboard shortcuts (e.g., Ctrl+) for PCs or pinch and zoom for tablets to magnify what’s displayed on the screen (while preserving clarity, contrast, and color).
- **Magnifier:** The student can also select “Enable Magnifier” in the user drop-down menu. The student enlarges text and graphics on screen via a magnification square (200%). The student may disable this feature by selecting “Disable Magnifier” in the user drop-down menu.

Note: Magnifying beyond 300% may affect heading formatting and may cause text-wrapping, and therefore it is not recommended.

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 the [New Jersey Customer Support Portal](https://nj.mypearsonsupport.com), <https://nj.mypearsonsupport.com>.
- **Appendix H: *Student Accommodation Refusal Form***
 - If a student refuses the accommodation(s) listed in his or her IEP, 504 plan, or English Learner (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 the 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, the School Test Coordinator may ask Test Administrators to assist with transcription of student responses or other after-testing activities for accessibility features and accommodations. Accommodated student responses (e.g., assistive technology or scribe) are secure and must be treated as secure test materials.

Appendix A

Glossary of Terminology

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 Individualized Education Program (IEP), 504 plan, or English Learner (EL) plan. More information on accommodations is available at the New Jersey Customer Support Portal, https://nj.mypearsonsupport.com.</p>
Accessibility Feature	<p>Accessibility features are tools or preferences that are either built into the assessment platform or provided externally by Test Administrators. Accessibility features can be used by any student taking the NJSLA-S. A selection of accessibility features available to all students needs 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>The IEP plan refers to the 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>
District Test Coordinator	<p>The District Test Coordinator is the individual at the local education agency or district level responsible for the overall coordination of test administration.</p>
Nonsecure	<p>Nonsecure test materials include manuals and user guides. The availability of nonsecure materials does not compromise test security or score validity.</p>
PearsonAccess^{next}	<p>PearsonAccess^{next} is 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> at the New Jersey Customer Support Portal, https://nj.mypearsonsupport.com.</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 secure test item, prompt, graphic, or test is not made available to the public. This also includes scratch paper and periodic tables written on by students and any student responses. For computer-based testing, student testing tickets and tactile graphics are secure. For the paper-based administration, secure materials also include test booklets and answer documents.
SR/PNP	The Student Registration File and Personal Needs Profile have been combined into one file layout: Student Registration/Personal Needs Profile (SR/PNP). This is the data file for registering students for testing, including a student’s testing condition, materials, or accessibility features and accommodations that are needed to take the NJSLA-S.
Testing Environment	The Testing Environment refers to all aspects of the test surroundings immediately before, during, and immediately after testing, including what a student can see, hear, or access.
TestNav	TestNav is the online test delivery platform used to administer the computer-based NJSLA-S. It is available as a standalone application. Support is available at the New Jersey Customer Support Portal , https://nj.mypearsonsupport.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.

Appendix B

Security Agreement

NJSLA-S ²⁰¹⁹ Security Agreement

The content of the NJSLA-S 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 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.

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 *Test Administrator Manual [TAM]*).
- I will follow the procedures as specified in the *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 (TA).
- 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 or at any other time while in the testing room.
 - 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	
<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

NJSLSA-S

TESTING

**Please
Do Not Disturb**

Appendix D

New Jersey Policy

Addendum

Appendix D New Jersey Policy Addendum

NJSLSA-S policies are summarized below, along with the corresponding section number of this manual. For policies that are not included here, follow the protocols as outlined elsewhere in this manual, and if necessary, District Test Coordinators (DTCs) may contact the NJSLSA-S State Contact with questions.

New Jersey Policy

Section	Issue	Policy
1.1	Qualifications for Test Administrators and Proctors	Supervisors, guidance counselors, teachers, and child study team members may serve as a Test Administrator (TA). All TAs must hold a valid New Jersey Teacher Certificate. Examples include, but are not limited to: New Jersey Teacher Certification, Educational Services Professional Certification, New Jersey School Leader Certification, or Career and Technical Education Certification. Paraprofessionals may only serve as TAs if they hold one of the endorsements listed above. Long-term substitutes may only serve as TAs if they hold one of the endorsements listed above and have had contractual employment at the testing site for more than 20 consecutive school days prior to the start of the testing window and will have additional continual uninterrupted employment at the school during New Jersey’s prescribed testing window. Proctors do not need to hold any endorsement; however, they must be under the direct supervision of a TA at all times and they may not provide testing accommodations or handle secure materials at any time.
2.1.2	Steps for Submitting Security Forms	The <i>New Jersey Testing Irregularity and Security Breach Form</i> must be submitted online through PearsonAccess ^{next} . This form is available as an appendix in this manual. The <i>New Jersey Testing Irregularity and Security Breach Form</i> is also available as a fillable PDF form at the NJDOE Office of Assessment website : https://www.state.nj.us/education/assessment/district .
2.3	Materials Allowed Only after a Student’s Test Has Been Submitted	Recreational books are permitted, provided that the subject matter of recreational books is unrelated to content being assessed.
4.9.1	Instructions for Students after a Student’s Test Has Been Submitted	After the student has checked his/her work, as established by district policy, the Test Administrator may either dismiss the student (if feasible) or permit the student to silently read a recreational book.

Section	Issue	Policy, continued
4.8.1	Extended Time and/or Frequent Breaks Policies	Test Administrators should not “stop the clock” for students with frequent breaks. For students with disabilities or English learners who may require frequent breaks, it is highly recommended that schools consider the extended time accommodation.
3.3 6.1	Requirements for Completing Student Registration/Personal Needs Profile Import	Districts will have already uploaded the NJSLA-S Student Registration/Personal Needs Profile in PearsonAccess ^{next} . Students enrolled in districts after the closing of the initial student registration import window must be registered by the testing site district in PearsonAccess ^{next} .
2.2 4.7.6	Irregularity or Security Breach and Safety Threat/Severe Weather	If an incident must be reported, follow the protocol outlined below: <ul style="list-style-type: none"> • The incident must be reported to the School Test Coordinator immediately. • If follow-up documentation is required by the District Test Coordinator, complete any additional documentation.
N/A	Steps for Missing, Damaged and/or Contaminated Materials	TAs contact the STC immediately to report contaminated, damaged, or missing materials.
3.2	Void/Not Tested Instructions	The process for refusals and other voids is as follows: Test Administrators must meet with the School Test Coordinator to prepare for test administration and review responsibilities. In addition to this document, review the detailed information available at the New Jersey Customer Support Portal , https://nj.mypearsonsupport.com , on specific aspects of PearsonAccess ^{next} and TestNav including voids.
4.7.4	Procedures for Student Misconduct	<p>The Test Administrator (TA) has the authority to dismiss any student for misconduct according to 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 district must submit a <i>Form to Report a Testing Irregularity or Security Breach</i> within two school days unless otherwise directed by the District Test Coordinator (DTC) or the NJSLA-S Coordinator. Refer to the School Test Coordinator (STC) for additional guidance on dismissing students for misconduct.</p> <p>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 must collect the prohibited materials and immediately report the incident to the STC. The school or district must complete the <i>Form to Report a Testing Irregularity or Security Breach</i> in Appendix E of this manual and submit the form according to the following procedure.</p> <p>Cell Phone & Unauthorized Electronics</p> <p>All incidents involving student possession of a cell phone or other unauthorized electronic device must be immediately reported via email to the NJSLA-S State Contact.</p>

Section	Issue	Policy, continued
1.1 2.1 3.4 4.2	Translation Policy	Spanish versions of the test are available for all grades. Computer-Based Testing (CBT) test administrator scripts are also provided in Spanish.
6.2	Braille	Braille will be provided in the Unified English Braille (UEB) language.
n/a	Additional Considerations	<p>Students Required to Take the NJSLA-S: All grade 5, 8, and 11 students are required to take the NJSLA-S regardless of course enrollment or previous testing history.</p> <p>Home-Schooled, Private, and Parochial School Students: Students who are full-time home-schooled or full-time at a private or parochial school are not eligible to take any statewide assessment, including the NJSLA-S. This excludes special education students who attend an approved private school for the disabled in which tuition is the financial responsibility of the local education agency.</p> <p>Homebound and Bedside Test Administration Procedures: Students receiving homebound or bedside instruction are no longer required to take the NJSLA-S using paper-based tests. Districts have the option of administering either the paper-based tests or the computer-based tests <i>using a district supplied portable electronic device and mobile hotspot</i> for these students. The mode of testing should be based on individual student need. Detailed procedures and guidance are available at the NJDOE Office of Assessment website: https://www.state.nj.us/education/assessment/district/.</p>

Appendix E

Form to Report a Testing Irregularity or Security Breach

Computer-Based Testing: Are You Ready?

- Manage test sessions and review each student's status in Pearson Access^{next}.
- Check for an accommodation indicator next to the State Student Identifier to conform accommodations (e.g., TTS).
- Make sure Test Administrators can log in.
- Prepare 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.
- Monitor testing rooms.
- Supervise test administration and answer questions from Test Administrators.
- Return all testing materials to the District Test Coordinator.
- Complete any documentation necessary for reporting any testing irregularity or security breach.

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
ASL	American Sign Language
SR	Assistive Technology— Screen Reader
Non-SR	Assistive Technology— Non-Screen Reader
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 until you correct the form assignment.

Computer-Based Testing: After You're Done

Recycle or destroy

- Test Administrator Manuals*
- Used scratch paper and periodic tables