

NJSLA-S

**New Jersey Student Learning
Assessment–Science**

**2019 Test Administrator Large-Print Script
for Paper-Based Testing**

Science

**The 2019 Test Administrator Large-Print Script must be used with the
Spring 2019 Test Administrator Manual
*Paper-Based Testing–Science***

Tasks for Test Administrators to Complete before Large-Print Testing

Refer to Section 3.0 of the *Spring 2019 Test Administrator Manual, Paper-Based Testing—Science* for more information on tasks to complete before testing.

Note:

- Students will not record their answers in standard-print test booklets. Rather, students will circle their answers in the Large-Print Test Booklets. For constructed-response items, students will write their answers in their Large-Print Test Booklets.
- Throughout the script, there are several instances which instruct Test Administrators to indicate various signs. Ensure that this is done where it is visible for each student (e.g., on the board or near the student).

Before students arrive for each unit, do the following:

- Ensure that the testing room is prepared as described in Sections 2.3 and 3.5 of the *Spring 2019 Test Administrator Manual, Paper-Based Testing—Science*.
- Verify you have the schedule of times for the test units to be tested.
- Make sure you have the correct test booklets for your group to be tested.
- As appropriate, draw a timing box on the board, similar to the example in the *Spring 2019 Test Administrator Manual, Paper-Based Testing—Science*.
 - Write the number of the test unit you are administering on the Unit Number line in the timing box on the board.
 - Using the Unit Testing Time Tables in Section 2.4 of the *Spring 2019 Test Administrator Manual, Paper-Based Testing—Science* for reference, write the Unit Time on the correct line in the timing box on the board.
 - Do not fill in the Starting Time or Stopping Time lines until instructed to do so in the script.
 - If one or more students are testing with extended-time accommodations, you will need to adjust the amount of time each student will have to complete each unit. Refer to each student's accommodations for information on the extended time, and follow the guidelines outlined in Appendix E of the *NJSLA Accessibility Feature and Accommodations Manual*.
- For science units, ensure that you have sufficient calculators and periodic tables for students.
- Make sure you have a list of accommodations for students testing; consult the plan established in Appendix A of the *NJSLA Accessibility Feature and Accommodations Manual*.
 - If the students in your group require a Human Reader, follow the protocol outlined in Appendix B of the *NJSLA Accessibility Feature and Accommodations Manual*.
 - If the students in your group require an extended-time accommodation, follow the guidelines outlined in Appendix E of the *NJSLA Accessibility Feature and Accommodations Manual*.
 - If the students in your unit need a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own. For more information, see Section 6.0.

Post a copy of the “Stop” and “Go On” signs in Appendix C of the *Spring 2019 Test Administrator Manual, Paper-Based Testing—Science* on the board to show students what the signs in the book look like.

Reminders for Test Administrators during Large-Print Testing

Refer to Sections 4.0 and 5.0 of the *Spring 2019 Test Administrator Manual, Paper-Based Testing–Science* for information on tasks to complete during and after testing.

When announcing the amount of time students will have to complete each unit, be sure to adjust the amount of time available to all students who have approved extended-time accommodations.

During testing, you must focus your full attention on the students at all times to confirm that they are working independently. Ensure that all student desks are free of any prohibited materials, and that all prohibited aids in the classroom have been removed or covered. Refer to Sections 2.2 and 2.3 of the *Spring 2019 Test Administrator Manual, Paper-Based Testing–Science* for information on prohibited activities and prohibited materials.

If a student starts a test unit and leaves school without finishing (e.g., due to illness, family emergency), he or she may be allowed to complete that test on a different day. If you have concerns about a student completing a unit before the end of the school day, you should not allow the student to begin. If a student leaves during a unit, contact the School Test Coordinator.

If you have questions regarding policy, security breaches, or irregularities, consult your School Test Coordinator.

Read only the bold instructions within each “Say” box to students. Text that is outside the “Say” boxes includes directions for Test Administrators to follow and should not be read to students. Refer to Section 4.6 of the *Spring 2019 Test Administrator Manual, Paper-Based Testing–Science* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify only scripted administration instructions after reading the script word-for-word. No charts, graphics, prompts, or test items may be clarified.

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4.10 Script for Administering Large Print Science

The administration script under Section 4.10.1 will be used for all units for the NJSLA-S.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the NJSLA-S. Read word-for-word the bold instructions in each “Say” box to students. You may not modify or paraphrase the wording in the “Say” boxes. Some of the “Say” boxes are outlined with a dashed line and should only be read aloud if they are applicable to your students. Some directions may differ slightly by unit and are noted within the administration script.

4.10.1 Elementary, Middle, and High School Large Print 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"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 	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"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 	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"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 	Write time	Write time
Unit 4 End of Unit 4 – Students Stop	Grade 5: 45 minutes Grade 8: 45 minutes Grade 11: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper • Calculators • Periodic tables (Grades 8 and 11 only) 	Write time	Write time

Instructions for Preparing to Test

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

Say:	Please sit quietly while I distribute the test materials.
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Distribute scratch paper, wooden No. 2 pencils, calculators, and approved accessibility and accommodations tools, if needed for certain students. Then, distribute test booklets. For Grade 8 and Grade 11, also distribute periodic tables.

Say:	<p>If Unit 1: Write your first and last name at the top of your test booklet.</p> <p>If Unit 2, 3, or 4: Check to make sure your first and last name is written at the top of your test booklet.</p>
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Make sure each student has written his or her name on the test booklet. If necessary, assist students with making sure they are using the test booklet that belongs to them.

Instructions for Administering Each Unit

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

Say:	<p>Open your test booklet to pages 3 and 4 and review the sample items. This will help you become familiar with the types of items on the test. Do not go past the stop sign at the bottom of Page 4. Look up once you've reviewed the sample items.</p>
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Say:	<p>Open your test booklet to the first page of Unit (fill in the appropriate unit number) and follow along while I read the directions. Do NOT turn the page until I tell you to do so.</p> <p>Today, you will take unit (fill in the appropriate unit number) of the Grade (fill in the appropriate grade) Science Test. You will be able to use a calculator.</p> <p>Read each question. Then, follow the directions to answer each question. Circle the answer or answers you have chosen in your test booklet. If you need to change an answer, be sure to erase your first answer completely.</p> <p>If a question asks you to show or explain your work, you must do so to receive full credit. Only answers written within the provided space will be scored.</p> <p>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this unit only. Do not go past the "Stop" sign.</p>
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Say:	<p>This is the end of the directions in your test booklet.</p> <p>When you see a "Go On" sign in your test booklet, you may go on to the next page. When you reach the "Stop" sign in your test booklet, do not go on until you are told to do so.</p> <p>Examples of the "Go On" and "Stop" signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
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Read from Option A, B, or C below based on local policy (refer to your School Test Coordinator).

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

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

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

Say: Grade 5	Grade 5 Units: You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.
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Say: Grade 8	Grade 8 Units: You will have 45 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.
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Say: Grade 11	Grade 11 Units: You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left. You may begin working now.
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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 4.6.2**).
- Collect test materials as students complete testing (**Section 4.8.1**).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item seems irregular, refer to **Section 4.6.4**.

Instructions for Taking a Break during Testing

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

- One stretch break of up to three minutes for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Test booklets must be closed or covered.
- Students are **not permitted to talk to each other** during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand-and-stretch break during the unit:

Say:	Please stop testing, place your scratch paper in the test booklet, and close your test booklet. We will take a silent three-minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

Say:	Open your test booklets and continue testing.
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Instructions for when 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Say:	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional “Say” box if there are students still actively testing.

Say:	Stop working. Testing time has now ended. Put a bookmark in your test booklet at the end of the unit. Close your test booklet. Check that your name is written on your test booklet. I will collect your test materials.
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- Collect all test materials.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

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