NJSLA–S

New Jersey Student Learning
Assessment—Science

Spring 2020
Test Administrator
Manual

Computer-Based Testing (CBT) – Science

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

TAM-C

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What's New for 2020 Administration?

New For 2020	Section Reference
The NJSLA Resource Center, https://nj.mypearsonsupport.com/, has been reorganized to make it easier for New Jersey Test Coordinators, Technology Coordinators, and Test Administrators to locate NJSLA information.	N/A
There is a single version of the *Test Coordinator Manual* (*TCM*) to be used for English Language Arts, math, and science test administrations in 2020.	**Section 1.1** *TCM*
The science testing window now coincides with the ELA/Math testing window.	N/A
Tactile Graphic Kits will be included in the initial shipment of test materials for NJSLA-Science, as they are for NJSLA-ELA/Math, based on the students registered by the deadline.	**Section 4.2**
If a student is inactive in TestNav for 20 minutes, an Inactivity Timer comes on by giving a 30-second pop-up warning. If the student does not interact with the testing device to restart the timer, the student test will be placed in Exited status. The test administrator will have to Resume the student, and the student must use their log in to re-enter TestNav.	**Section 4.9.1**
A new Zoom Tool is available in TestNav. It is not available in browser-based practice tests or on touch-screen devices. Students will still be able to use shortcuts to magnify.	N/A

Testing Window for NJSLA–S

2020 Administration

Computer-based tests: April 20 to May 29, 2020
Paper-based tests: April 20 to May 1, 2020

NJSLA Overview

Topic	Details
Platform for Test Coordinators and Test Administrators	PearsonAccess[next] (PAN) is the portal used for the registration, setup, preparation, and management of both the computer-based and paper-based formats of the NJSLA. PearsonAccess[next] is a secure site that requires a username and password. PearsonAccess[next] Live Site: https://nj.pearsonaccessnext.com/ PearsonAccess[next] Training Site: https://trng-nj.pearsonaccessnext.com/ Within PearsonAccess[next] the NJSLA administrations will appear as two different scopes (e.g., NJSLA–ELA/Math Spring 2020 and NJSLA–Science Spring 2020). Make sure you have the correct scope selected when working within PearsonAccess[next].
Testing Platform for Students	TestNav is the computer-based testing platform used by students to take the computer-based NJSLA.
Where to go for more Information	The NJSLA Resource Center, https://nj.mypearsonsupport.com/, is your one-stop shop to access all NJSLA resources. From practice tests and technology setup to downloadable forms, testing tools, and manuals, this website has you covered.
Assessment vendors	Distribution and processing of paper testing material is handled by two separate vendors. For NJSLA–Science, material is shipped from and returned to Measurement Incorporated. For NJSLA–ELA/Math, material is shipped from and returned to Pearson. Paper tests must be returned to the correct vendor to guarantee timely processing.

1.0 Overview

The New Jersey Student Learning Assessment–Science (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. Students will demonstrate their acquired skills and knowledge by answering selected-response items and technology-enhanced questions.

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 (TAs) necessary for the computer-based administration of the NJSLA–S. It includes the procedures and protocols for the TA to complete before, during, and after test administration. This manual also contains the protocols that TAs 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, www.measinc.com/nj/science, and also to documents in the NJSLA Resource Center, https://nj.mypearsonsupport.com.

When administering the computer-based NJSLA–S to students, the TAs should turn to the page that contains the script (i.e., student directions that are read aloud during testing) for the unit they are 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, www.measinc.com/nj/science.

Note: Districts will need to translate the directions themselves for students who have an accommodation for a TA to read test directions in a language other than English or Spanish. There are only prepared scripts for English and Spanish.

1.2 Roles of Individuals

The **District Test Coordinator (DTC)** is the individual at the district level who is responsible for the overall coordination of the test administration. When testing issues arise, the DTC is the main point of contact with the NJSLA Program Coordinators and the NJSLA Customer Support Center.

Your **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, such as an administrator, teacher, child study team member, or guidance counselor. The STC is responsible for coordinating test administration at their school. The STC is also responsible for all post-testing procedures (e.g., stopping all test sessions, returning of all secure materials to the DTC).

All DTCs and STCs must hold a valid New Jersey Teacher Certificate. Examples include, but are not limited to, the following: New Jersey Teacher Certification, New Jersey School Leader Certification, Educational Services Professional Certification, or Career and Technical Education Certification.

A **Test Administrator (TA)** is an individual at the school who is responsible for administering the assessment to students.

In general, the following individuals may serve as a TA:

- Individuals employed by the district as teachers
- District- and school-level administrators
- Other certified educational professionals, such as child study team members.

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A TA must hold one of the endorsements required for DTCs and STCs listed above. Paraprofessionals may only serve as TAs if they hold one of these endorsements. 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 the prescribed testing window for NJSLA.

Parents or legal guardians may not serve as a TA for their own child. In addition, a student teacher may not serve as a TA.

A **proctor** is an individual who may be called on to help a TA monitor a test unit under the supervision of the TA. A TA must be in the room at all times during testing if a proctor is used. Student teachers may serve as Proctors who assist the TAs. Proctors do not need to hold any endorsement; however, they must be under the direct supervision of a TA or STC at all times and they may not provide testing accommodations or handle secure materials at any time.

Proctor responsibilities include but are not limited to:

- Meeting with the STC to review test security and administration protocols
- Reviewing policies and instructions in the Test Administrator Manual (TAM)
- Assisting in the preparation of the testing environment
- Assisting in the supervision of test administration during each unit

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

A **Technology Coordinator** is an individual at the school or district level who is responsible for setting up testing devices for computer-based testing. The DTC or STC 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 TestNav in PearsonAccess[next]
- 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 STCs and TAs

1.3 Who Must Test

All students enrolled in grades 5, 8, and 11 must take a state science assessment, either the NJSLA–S or the Dynamic Learning Maps (DLM), regardless of whether they are enrolled in a science course. For high school students, grade level is determined by credit total and not homeroom assignment.

Students with Individual Education Programs

Individual Education Program (IEP) plans may specify that certain students be exempt from passing the NJSLA and still meet high school graduation requirements. These students are required to take the NJSLA, but are not required to pass the NJSLA, take alternate graduation assessments, or participate in the appeals process. Exemptions from passing the NJSLA apply only to ELA and mathematics, since passing NJSLA–Science is not required for graduation.

Homebound Students

Students receiving homebound or bedside instruction are required to take the NJSLA unless they are undergoing a medical emergency as described under **Students who are exempt from taking the NJSLA**. Districts have the option of administering either the paper- based tests or the computer-based tests using a district supplied portable electronic device and mobile hotspot to these students. The mode of testing should be based on individual student need and the content area being assessed. Detailed procedures and guidance are included in the *Homebound Testing Procedures* document available at the NJSLA Resource Center, https://nj.mypearsonsupport.com/, located under **Manuals and Resources > Testing Resources**.

Out-of-District Placements

Students attending an Out-of-District Placement (ODP) must take the NJSLA unless they are exempt due to one of the reasons listed under **Students who are exempt from taking the NJSLA**. If the Out-of-District Placement will not administer the NJSLA, either the student must return to their home district to be tested, or the home district must send a TA to the student's ODP site to test the student.

Adult High School Students

Adult high school students should not take the NJSLA–Science since it is not a graduation requirement.

Students who are exempt from taking the NJSLA

Students who fall into the following categories are exempt from taking the NJSLA.

1. English Language Learners (ELLs) who entered the United States after June 1 of the previous school year are exempt from the NJSLA-ELA, but not from NJSLA–Math and NJSLA–Science.

2. Students with the most significant cognitive disabilities who qualify for the Dynamic Learning Maps (DLM), as specified in their IEP plan, are exempt from taking the NJSLA. Detailed information and decision guidelines for DLM are available on the New Jersey Department of Education (NJDOE) website, http://www.state.nj.us/education/assessment/apa/dlm/, and the NJ DLM webpage, http://www.dynamiclearningmaps.org/newjersey.

3. Students undergoing a medical emergency are exempt from taking the NJSLA. A medical emergency is the occurrence of a severe medical or psychiatric condition or episode that requires medical attention or supervision during which time the student is not able to participate in state assessments.

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. Students with disabilities who attend an approved private school for the disabled and whose tuition is *not* the financial responsibility of the district are also not eligible to take any statewide assessment, including the NJSLA-S.

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 must not have access to secure test materials before testing. For a full list of test 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, 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 school security plan developed by your STC and/or principal. Contact your STC 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 TAM and all relevant test security requirements before administering test units.
   - Attend any training session(s) led by your STC or 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 NJSLA testing window and administer units in the prescribed order.
   - Follow the directions and read the scripts in the TAM verbatim to students. TAMs and translated scripts are available in the NJSLA Resource Center, https://nj.mypearsonsupport.com, located under **Manuals and Resources**. There are only prepared scripts for English and Spanish.
   - 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 students turn in their 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. **TAs may not review answers and/or confirm whether a student has responded to all test items.**
   - Ensure that students are supervised during testing, including during breaks.

- Ensure that students are working only on the unit being administered. If a TA 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 your STC. Refer to the following procedure to handle these situations. See **Section 2.2.2** for instructions on how to report these situations.

4. **Ensure that students do not participate in any form of cheating.**
   - Ensure that students do not consult notes, textbooks, or other teaching materials.
   - 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.
   - If a TA observes a student participating in any form of cheating, refer to the following procedure to handle the situation.
     - The incident must be reported to your STC immediately.
     - If follow-up documentation is required by your DTC or NJSLA Program Coordinator, complete any additional documentation.

5. **Do not provide unauthorized assistance to students that could impact their answers.**
   - At any time during a test session, a TA may repeat a portion of the TAM script if necessary for clarification.
   - However, TAs must not assist a student during testing or alter or interfere with students' responses in any way that would impact their 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 students write more on a question, check their work, or review or reconsider a response to a question

6. **Follow proper test security procedures for providing accessibility features or accommodations.**
   - Ensure that students are **only** provided accommodations that are listed specifically for use during NJSLA–S testing in an approved IEP or a 504 plan, or an ELL plan for English language learners.
   - Follow guidelines on proper administration of accommodations or accessibility features as prescribed in the *NJSLA Accessibility Features and Accommodations Manual* available at the NJSLA Resource Center, https://nj.mypearsonsupport.com, located under **Manuals and Resources > Accessibility Features and Accommodations.**

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, TAs must be prepared to provide their STC or DTC with information needed to complete the security forms.

2.1.3　Security Agreement
After training and before each testing window, DTCs, STCs, Technology Coordinators, TAs, proctors, and authorized observers must complete the *Security Agreement* found in **Appendix B** or at the NJSLA Resource Center, https://nj.mypearsonsupport.com, located under **Manuals and Resources > Forms** and keep a copy for their records. STCs must collect the original forms for their schools and submit them to the DTC. Districts must keep the signed forms for three years. Do not submit *Security Agreement* forms to PearsonAccess^next and do not include them when returning secure test materials.

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). STCs must discuss these and other possible testing irregularities and security breaches with TAs during training. Refer to **Section 2.2.2** for information on reporting testing irregularities and security breaches.

2.2.1　Examples of 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, scanner, eReader) while secure test materials are still distributed, while students are testing, after students turn in their test materials, or during a break
    - Exception: Test Coordinators, Technology Coordinators, TAs, 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 *NJSLA 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 TA for any period of time while secure test materials are still distributed or while students are testing (proctors must be supervised by a TA 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 New Jersey Department of Education (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 TA 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 stimuli or 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 TAM
  - 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 TAs or proctors, are prohibited from entering the testing environment.
    - Authorized Visitors: Observation visits by the principal, monitors from the NJDOE Office of Assessments, monitors from the district, and NJDOE-authorized observers are allowed as long as these individuals do not disturb the testing process. Contact your STC 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 contact your STC with any questions. If an incident must be reported, follow the procedure outlined below:

- The incident must be reported to your STC immediately.

- If follow-up documentation is required by the DTC, 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. Contact your STC 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** must be posted on the outside of the room door.

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- Prohibited classroom resources (described below in "Materials Prohibited in Testing Environment") must be removed or covered.

Administration Considerations for Students

With the support of the school administration, the STC 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, STCs 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 Language Learner (ELL):

- 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 AF&A Manual* available at the NJSLA Resource Center, 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 students have completed testing (e.g., submitted section) or during a break. Students, TAs, 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®, eReaders, electronic pens, or smart watches; refer to **Section 2.2.1** for exceptions)
  - Any resource (e.g., books, posters, models, displays, teaching aids) that defines, explains, or 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 Language Learner)
  - Any manipulative not approved through a unique accommodation request prior to testing (contact your STC 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 NJSLA Resource Center, 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, TAs must instruct students to place all prohibited materials out of reach during testing (e.g., locker, or book bag). No coats, backpacks, or purses are permitted in the testing rooms. If a student is found to possess any prohibited materials upon arrival for testing, the TA 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.

The only time that students are permitted to read recreational books (unrelated to content being assessed) is after a student has completed testing (e.g., submits the computer-based test or turns in the test booklet and answer document). Contact your STC for specifics.

Exceptions for Test Accommodations

A student with a disability or who is an English Language Learner (ELL) may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student's IEP, 504 plan, or ELL plan. Refer to the *NJSLA AF&A Manual* for details.

2.4   Scheduling and Testing Time

Administration Dates

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 STC with 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 ELL plan). TAs 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, STCs 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. TAs 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. Contact your STC 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 your STC 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.

If any student starts a unit and leaves the testing environment (e.g., due to illness, family emergency) without finishing that unit, they may be allowed to complete that unit on a different day. TAs must note the exact place in the unit where the student stopped and the amount of time remaining. Students are not allowed to alter any previously entered or written responses. They must resume testing exactly where they left off and be provided with the remaining time noted at the time testing was interrupted.

Tests will automatically resume at the exact point where a student exited. TAs must closely monitor make-up testing to ensure students do **not** alter any previously entered responses.

For security purposes, each unit (e.g., Unit 1, Unit 2) must be completed by all students within the same grade/course **on the same school day**—with the exceptions of make-up testing and students with an extended time accommodation (refer to **Section 6.2**).

If a student is **not** tested during the regular administration, he or she may be moved into a new make-up test session in PearsonAccess[next]. However, if the student will rejoin the regular administration for any remaining units, it is recommended that you leave that student in the original test session in PearsonAccess[next]. 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. The test session should not be stopped until all students in the test session have completed testing.

Note: Make-up test sessions must reflect the original test session (e.g., a test session with a Human Reader will need a make-up test session with a Human Reader).

For more information, refer to **Manage Students in Sessions** training module available on the [PearsonAccess^next User Guide](https://support.assessment.pearson.com/x/H4BIAQ), https://support.assessment.pearson.com/x/H4BIAQ.

Breaks

Speak with your STC 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 TA must complete before the first day of testing. Since **Section 3.1** provides only 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
❑ Review policies and instructions for test administration in this manual.	*CBT TAM*
❑ Complete any required training with your STC to review test security, administration protocols and plans, and testing day activities.	**Section 3.2**
❑ Complete recommended online or in-person training: • Introduction to Training—For All User Roles • PearsonAccess^next • Student Readiness Resources for NJSLA–S • Administration of Computer-Based Testing for TAs • Accessibility Features and Accommodations (if applicable)	**Section 3.2** and the NJSLA Resource Center, https://nj.mypearsonsupport.com
❑ Review the *Security Agreement*. Sign and submit it to your STC.	**Appendix B**
❑ Review all testing accommodations to be administered for students and develop a plan to monitor their use.	**Section 3.3**
❑ Strongly Recommended: Administer the *NJSLA–S Computer-Based Testing Practice Tests and Tutorial*.	**Section 3.4**

One Day Before Testing	Reference
❑ Ensure that the PearsonAccess^next login works and that access to the correct test session is available.	**Section 4.3**
❑ 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**
❑ Prepare the testing environment.	**Section 3.5**

3.2 Test Administrator Training and Preparation

TAs must meet with their STC to prepare for test administration and review responsibilities. In addition to this document, review the detailed information available at the NJSLA Resource Center, 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 STC will provide TAs 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 TA may check students' accessibility features and accommodations by completing the steps in the *Personal Needs Profile Guidance: Managing Incorrect Accessibility Features and Accommodation PNP Data* document at the NJSLA Resource Center, https://nj.mypearsonsupport.com. Check with your STC for additional information.

3.4 Administer Tutorials and Practice Tests

Reviewing sample items in the *Parent, Student, and Teacher Information Guides* 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 review the sample items in the *Parent, Student, and Teacher Information Guides* with their teachers. 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, www.measinc.com/nj/science, or at the NJSLA Resource Center, https://nj.mypearsonsupport.com. The *Parent, Student, and Teacher Information Guides* contain selected items from the online practice test adapted to a paper-and-pencil format. These documents are available at the NJSLA Resource Center, https://nj.mypearsonsupport.com.

During the test, TAs 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.

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.

Before Testing

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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 test environment:

- 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

Unit Number: _____

Unit Testing Time: _____

Starting Time: _____

Stopping Time: _____

4.0 During Testing

4.1 Checklist of Tasks for Test Administrators to Complete During Testing
This section describes activities TAs must complete during the day of testing.

Tasks to Complete During Testing

Day of Testing	Reference
❑ Receive test materials from your STC and track receipt using the Computer-Based Chain-of-Custody form.	**Section 4.2**
❑ Manage test sessions and review each student's status in PearsonAccess^{next}: • Check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations; e.g., Text-to-Speech (TTS). • TAs 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**
❑ 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**
❑ Help students log in to TestNav, https://nj.testnav.com.	**Section 4.4**
❑ Monitor testing time.	**Section 4.5**
❑ Supervise test administration and provide breaks (if applicable).	**Sections 4.7 and 4.8**
❑ Troubleshoot computer-based testing issues as needed.	**Section 4.7.1**
❑ Return all testing materials to your STC.	**Section 4.9.3**
❑ Complete any documentation necessary for reporting any testing irregularity or security breach.	**Section 2.2.2**

Note: If any students have been assigned and/or started a test without their proper accommodation, refer to the *NJSLA Personal Needs Profile (PNP) Guidance—Managing Incorrect Accessibility Features and Accommodation PNP Data* (available at the NJSLA Resource Center, https://nj.mypearsonsupport.com, under **Manuals and Resources** > **PAN Resources**) and enlist the Technology Coordinator to help if necessary.

During Testing

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

The STC will distribute test materials to and collect materials from the TAs 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 TAs.

- **Materials printed locally by the DTC or STC**
    - 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 Resource Center, https://nj.mypearsonsupport.com. Electronic periodic tables are available to grade 8 and 11 students in TestNav. Please note the instructions for magnification on page 37.
    - If needed, TA Scripts in Spanish may be printed from the NJSLA Resource Center, https://nj.mypearsonsupport.com.

- **Vendor-supplied materials**
    - TAMs; electronic versions of the manuals can be viewed at the NJSLA Resource Center, https://nj.mypearsonsupport.com, as well as the NJSLA–S website, www.measinc.com/nj/science.
    - Tactile graphics (if necessary)

- **School-supplied materials**
    - Wooden No. 2 pencils with eraser(s)
    - Blank scratch paper
        - TAs 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.
        - TAs 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 NJSLA Resource Center, https://nj.mypearsonsupport.com (note: students cannot supply their own devices 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 for 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.

What is included in a Tactile Graphics Kit (to support students using Assistive Technology Screen Reader)?

Science Tactile Graphics Kit

- Tactile Graphics booklet
- Braille paper
- Braille periodic table for grades 8 and 11

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, TAs 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.

During Testing

4.3 Manage Test Sessions in PearsonAccess[next] (Day of Testing)

Before students can begin testing, Test Coordinators or 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, TAs 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 TA.
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 TA or STC must mark a unit complete when a student has exited TestNav and will not return.

Students must **Submit** each unit upon completion. When the next unit begins, the TA or the STC 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 NJSLA Resource Center, 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.

TAs 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 TAs and should **not** be read to students. TAs 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: Students with the extended-time accommodation specified in their approved IEP, 504 plan, or ELL plan may be provided more time to complete each unit.

4.6   Maintain Test Security

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

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

4.7   Supervise Test Administration

During testing, TAs must always actively proctor and focus their full attention on students to confirm that students are working independently. This means ensuring that students are working in the correct unit and that they are **not** involved in any form of cheating. 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 TA 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 your STC.

- When a technology disruption affecting **a single student** occurs, TAs 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 NJSLA Resource Center, https://nj.mypearsonsupport.com.
    - Technology Coordinators and TAs 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. Consult your STC for information about reporting a testing irregularity.

- When a technology disruption affecting **multiple students** occurs, TAs 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 NJSLA Resource Center, https://nj.mypearsonsupport.com.
    - Technology Coordinators and TAs must not take photos of error screens.
  - Once the issues are resolved, prepare students to resume testing for the continuation of the unit:
    - TAs 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 NJSLA Resource Center, https://nj.mypearsonsupport.com.
    - TAs must inform students how many minutes remain in the unit.
    - TAs must write on the board the updated start time and stop time of the unit.
  - Document the situation in writing. Consult your STC for information about reporting a testing irregularity. During testing, TAs 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

- TAs 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 your STC.

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

During Testing

4.7.3   Redirecting Students

The TA 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

TAs and proctors may not individually remind or encourage a student to answer all questions. TAs 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 TA has the authority to dismiss any student for misconduct according to school and/or district 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 *Testing Irregularity and Security Breach Form* in **Appendix B** of this manual within five school days unless otherwise directed by the DTC or the NJSLA–S Coordinator. Contact your STC for additional guidance on dismissing students for misconduct.

If a student is dismissed, the TA 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 TA must collect the prohibited materials and immediately report the incident to your STC. The school or district must complete the *Testing Irregularity and Security Breach Form*.

Cell Phone and 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 Program Coordinator.

4.7.5   Item Irregularities During Testing

If a student alerts a TA to a possible unanswerable or misworded test item, follow these steps:

- If the issue being experienced is with a particular item, the TA should instruct the student to bookmark the item and continue testing. At the end of testing, the TA should try to troubleshoot the issue with the item by contacting the Technology Coordinator or by using the troubleshooting guidance available at the NJSLA Resource Center, https://nj.mypearsonsupport.com. If troubleshooting does not resolve the issue, the Technology Coordinator or STC should call the NJSLA–S Support Center to report the issue.
- If a timely solution cannot be found, the TA 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 your STC to complete the *Testing Irregularity and Security Breach Form*. 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.
- Report the event or incident to your STC immediately. Contact your STC 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 *Testing Irregularity and Security Breach Form*.
- Report the event or incident to your STC immediately. Contact your STC for information about reporting a testing irregularity.

4.8 Break Policy

STCs must determine and discuss procedures for breaks with TAs prior to testing day. For breaks during testing, 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 short breaks between units.

TAs 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. Contact your STC for additional requirements regarding breaks.

4.8.1 Breaks During a Unit

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

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, TAs should **not** "stop the clock" for students with frequent breaks.

The TA must ensure the security of students' testing devices, testing materials, 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 TA should also ensure the security of students' scratch paper and periodic tables (if locally printed).

4.8.2 Breaks Between Units

If the STC 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 each unit, TAs will use the instructions at the end of the administration script or in the *TestNav Login and Logout Instructions* available at the NJSLA Resource Center, https://nj.mypearsonsupport.com, to help students log out of TestNav. TAs 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.

After all students are logged out of TestNav, the TA or STC should lock the units in PearsonAccess^next.

TestNav Auto-Time Out

If a student is inactive in TestNav for 20 minutes, an Inactivity Timer comes on by giving a 30-second pop-up warning. If the student does not interact with the testing device to restart the timer, the student test will be placed in Exited status. The test administrator will have to Resume the student and the student must use their log in to re-enter TestNav.

4.9.2 Collect Test Materials

Collect student testing tickets and scratch paper. Count the number of items to ensure all students have returned their student testing tickets, scratch paper, tactile graphics, and periodic tables (if applicable). If any student loses or destroys their student testing ticket, contact your STC.

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 your STC:

- Student testing tickets
- Accommodated test materials (inform your STC 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, the student 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 your STC.

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 resume testing exactly where they left off and be provided with the remaining time noted at the time testing was interrupted. Tests will automatically resume at the exact point where a student exited. TAs 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 NJSLA Resource Center, https://nj.mypearsonsupport.com.

During Testing

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, TAs 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 be read aloud **only** if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script.

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**	• 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**	• 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**	• Pencils • Scratch paper • Student testing tickets	Write time	Write time
Unit 4 End of Unit 4 – Students **Stop**	Grade 5: **45 minutes** Grade 8: **45 minutes** Grade 11: **60 minutes**	• 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:	Today, you will take the Science assessment. 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.

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

Science – All Units

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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 STC to determine who will complete these two tasks prior to testing. TAs must make sure all testing devices are turned on and logged in to TestNav, https://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.

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

Instructions for Logging in

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

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility 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.

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 your STC.

STUDENT TESTING TICKET

Student: STUDENT, NEW
State ID#: 2026288334
Session: TESTSPRING
Date of Birth: 2006-01-15
Test: Science

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.

Select **NJSLA-S** in the application or go to **https://nj.testnav.com**.

Username: 9007496196   Password: 792954

(OPTIONAL) Local Testing Device ID: _____

Say:	**Now, enter your Username as shown on the bottom of your ticket.**
	(Pause.)
	Next, enter the Password as shown on your ticket.
	(Pause.)
	Now, select the "Sign in" button.
	(Pause.)
	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.

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 any students do not see their correct name on the login screen, close the browser, open a new browser window, and log the students back in with the correct student testing ticket.

Science — All Units

NJSLA–S

Instructions for Administering Each Unit

Say:	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.
	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.**
	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.
	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.

Say:	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.

Read from Option A, B, or C below based on local policy (refer to the STC).

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

Say:	Do you have any questions?

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.

Science – All Units

Instructions for Starting the Test

Say:	Scroll to the bottom of the screen. (Pause.) Select the "Start Section" button. (Pause.) You should now be in the test.

Pause to make sure all students are in the correct unit.

Grade 5 Say:	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.**

Grade 8 Say:	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.**

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

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example). Actively proctor while students are testing.

- Redirect students as necessary (**Section 4.7.3**).
- 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 TA:

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

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 testing 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:	**Stop working. Testing time has now ended.**
	Select the "Review" drop-down menu at the top left corner of your test.
	From the "Review" menu, scroll to the bottom and select "End of Section."
	Select the "Submit Final Answers" button.
	Select the "Yes" button to exit the unit.
	I will now collect your student testing ticket and scratch paper.

Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.

- Ensure all students are in **Completed** status for the unit in PearsonAccess[next] at the end of the unit.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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

Science – All Units

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 TAs must complete after testing.

After-Testing Activities

Day of Testing	Reference
❑ Ensure all materials have been returned after testing.	**Section 5.2**
❑ Complete any documentation necessary for reporting any testing irregularity or security breach.	**Section 2.2.2**
❑ Lock units and stop test sessions in PearsonAccess^{next} (this task may be completed by the STC).	**Section 5.3**

5.2   Return Materials to the School Test Coordinator

The following materials must be returned to your STC:

- TAM (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 your STC 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 STC). 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 NJSLA Resource Center, 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 TAs on before-testing, during-testing, and after-testing activities necessary for successful administration of each accessibility feature and accommodation.

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

Accessibility Feature Example From Section 2

Accessibility Feature	Administration Guidelines

Text-to-Speech for the Science Assessments *(SR/PNP Reference CG)*	**Before Testing:**
	• 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.
	• TA Training: Refer to the Text-to-Speech Tutorial at the NJSLA Resource Center, https://nj.mypearsonsupport.com for full training on tool functionality.
	• Differences Between Text Only and Text Plus Graphics:
	  ◦ 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.
	
	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.

Accommodations Example From Section 3

Accommodation	Administration Guidelines
Selected Response Options[*] 　**Speech-to-Text** 　**Human Scribe** 　**Human Signer** 　**Assistive Technology** 　**Device** *(SR/PNP Reference BX)*	**Before Testing:** • 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. • TA Training: TAs providing the scribe accommodation must review: 　◦ **Appendix C**: Protocol for the Use of the Scribe Accommodation and for Transcribing Student Responses 　◦ **Appendix L**: Human Signer Guidelines (signers only) **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. • 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 NJSLA Resource Center, https://nj.mypearsonsupport.com.

[*] This accommodation applies to Selected Response and Technology Enhanced items on the Science assessments.

Accessibility Features and Accommodations

Accommodations Example From Section 3, continued

Accommodation	Administration Guidelines

Selected Response Options[*]
   Speech-to-Text
   Human Scribe
   Human Signer
   Assistive Technology Device
(SR/PNP Reference BX)
	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.
	
	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).
	
	After Testing:
	
	• 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.
	
	• TAs 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.

[*] This accommodation applies to Selected Response and Technology Enhanced items on the Science assessments.

Accessibility Features and Accommodations

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 your STC. Ask your STC 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.

<div style="writing-mode: vertical-rl; text-orientation: mixed;">**Accessibility Features and Accommodations**</div>

Accommodation	*AF&A Manual* References
Human Reader	**Appendix B**: Test Administration Protocol for the Human Reader Accommodation for English Language Arts (ELA) Assessments, and the Human Reader Accessibility Feature for Mathematics/Science Assessments **Appendix I**: NJSLA–ELA Audio Guidelines, used to ensure consistency in how items are read (note: this appendix also applies to the NJSLA–S) **Appendix J**: NJSLA-Mathematics Audio Guidelines, used to ensure consistency in how items are read (note: this appendix also applies to the NJSLA–S)
Human Scribe	**Appendix C**: Protocol for the Use of the Scribe Accommodation and for Transcribing Human Responses, used to ensure consistency of scribing and transcription
Human Signer	**Appendix L:** Human Signer Guidelines (used to give guidance to signers to ensure consistency in administration)
Extended Time	**Appendix E**: Guidance for Selecting and Administering the Extended Time Accommodation
Braille	**Appendix M**: NJSLA for 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 NJSLA Resource Center, 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 directions for each accessibility feature and accommodation. The following accessibility features and accommodations require actions by the TA during testing.

TAs 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])

TAs may need to provide the following accommodations to a student with an 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 an arm and needs a scribe). The *Use of an Emergency Accommodation on the NJSLA* is available at the NJSLA Resource Center, https://nj.mypearsonsupport.com.

- **Appendix H**: *Student Accommodation Refusal Form*
  - If any students refuse the accommodation(s) listed in their IEP, 504 plan, or ELL 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 STC 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 STC may ask TAs 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.

Accessibility Features and Accommodations

NJSLA–S

Appendix A

Glossary of Terminology

Glossary of Terminology

Term	Definition
Accommodations	An accommodation is an assessment practice or procedure that changes the presentation, response, setting, and/or timing and scheduling of assessments. Accommodations are intended to remove barriers that may exist due to a student's disability or level of English proficiency.
	Accommodations must be listed in the student's approved Individualized Education Program (IEP), 504 plan, or English Language Learner (ELL) plan. More information on accommodations is available at the NJSLA Resource Center, https://nj.mypearsonsupport.com, located under **Manuals and Resources > Accessibility Features and Accommodations**.
Accessibility Feature	Accessibility features are tools or preferences that are either built into the assessment platform or provided externally by TAs. 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.
Administration Time	Administration time is the total time schools should schedule for each unit, including the unit testing time and the approximate times shown in Table 2.0 for reading directions, answering questions, distributing materials, closing units, and collecting test materials.
IEP, 504 Plan, or ELL Plan	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.
	The 504 plan refers to a plan developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.
	An English Language Learner (ELL) 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.
Nonsecure	Nonsecure test materials include manuals and user guides. The availability of nonsecure materials does not compromise test security or score validity.
PearsonAccess^next	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.
	More information about setup and operation for the NJSLA is available in the *PearsonAccess^next Online User Guide*, https://support.assessment.pearson.com/display/PAsup.

Term	Definition
Precache	Precache is the action of downloading and storing test content to the local ProctorCache computer.
ProctorCache	ProctorCache software pulls and stores test content from Pearson to a local ProctorCache computer. This stored or "cached" test content is then distributed to TestNav clients during testing sessions.
Secure	A test item, reading passage, or test that has not been made available to the public. It also includes test items and student responses. For the paper-based administration, secure materials refer to test booklets and answer documents. For both the paper-based and computer-based administrations, secure materials also refer to printed ancillary testing materials written on by students, including used scratch paper and periodic tables. For computer-based testing, tactile graphics are also secure materials.
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 NJSLA Resource Center, https://nj.mypearsonsupport.com, located under **Technology Setup**.
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.

Appendices

NJSLA–S

Appendix B
Forms

Note: Fillable PDF versions are available in the NJSLA Resource Center, https://nj.mypearsonsupport.com, located under **Manuals and Resources > Forms.**

- **NJSLA Security Agreement**
- **Testing Irregularity and Security Breach Form**

New Jersey Student Learning Assessment (NJSLA) Security Agreement

The content of the NJSLA 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 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 including (but not limited to) score invalidation or employment and licensure consequences.

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

For STCs, 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, or photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns (as specified in the *TCM* and *Test Administrator Manual* [*TAM*]).
- I will follow the procedures as specified in the *TCM* and *TAM* regarding the disposition of all test materials.

For Test Administrators and Proctors
- I will complete training necessary to understand NJSLA test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or computer screen, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
  - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
  - Not allow students to access cell phones or other unapproved electronic devices during testing.
  - Not allow students to access notes, books, or any instructional materials during testing.
  - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
  - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the TAM and by my STC.
- 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 TAM and the NJSLA Security Agreement, and understand my role in this test administration.

_____   _____
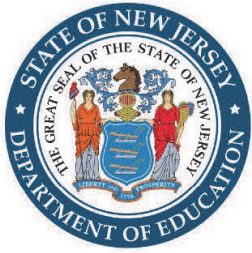First Name (print)   Last Name (print)

Role: ❑DTC ❑STC ❑Technology Coordinator ❑Test Administrator ❑Proctor ❑Other: _____

_____   _____
Signature   Date

Submit this signed form to your STC or DTC, and keep a copy for your records.
The signed agreement must be retained by the district at least three years, unless otherwise directed.

New Jersey Student Learning Assessment
Testing Irregularity and Security Breach Form

Purpose:

This form is to be completed and uploaded by the District Test Coordinator (DTC) or School Test Coordinator (STC). Please follow the steps outlined below:

1. Call the appropriate NJSLA program coordinator immediately to report a testing irregularity or security breach.
2. The DTC, or at the discretion of the DTC, the STC must complete this form with all the required fields completed.
3. Save the file and use file name formatted "DistrictName_SchoolName_Administration_Cycle Date"; for example, "**AnyDistrict_AnySchool_SP2020_042720**".
4. The DTC must upload the completed form to Pearsonaccess^next (PAN) within five school days. See directions in Section 2.1.6 of the Test Coordinator Manual.
5. After a successful upload, email the Support Request ID only to the NJSLA program coordinator. Include the name of the form, CDS code, and district and school name in the subject line. Do not include any student personally identifiable information (PII) in the email.
6. Districts are required to retain a record of this completed form for three years.

When completing this form, you must provide a detailed description of the incident; name of the device; investigation steps taken; and actions taken by staff to resolve the incident. Use additional paper, if necessary.

District Name:

School Name: Organization Code:

Contact Name:

Phone Number and Extension: Role:

Test Administration:

Type of Issue:

Date of Incident: Grade: Assessment:

Test Format: Testing Device Type: Test Form:

Unit: Item Number(s):

Test Administrator Name: Test Administrator SMID:

Student Name: DOB:

Student State ID Number (NJSMART ID):

Provide detailed description on the next page.

Detailed Description*:

*When completing this form, please ensure you provide a detailed description of the incident, name of the device, investigation steps taken, and actions taken by staff to resolve the incident. Attach additional pages, if necessary.

Appendix C
Signs

NJSLA-S

TESTING

Please
Do Not Disturb

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 confirm accommodations (e.g., Text to Speech).
- ❑ 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