NJSLA-Adaptive and NJGPA-Adaptive ELA-Reading and ELA-Writing

New Jersey Student Learning Assessment-Adaptive
New Jersey Graduation Proficiency Assessment-Adaptive
English Language Arts-Reading
English Language Arts-Writing

Fall 2025 Field Test Test Administrator Script for Computer-Based Testing

Grades 4–11 NJSLA-Adaptive and NJGPA-Adaptive ELA-Reading ELA-Writing



The Fall 2025 Test Administrator Script for Computer-Based Testing must be used with the *Fall 2025 Test Administration Manual*.

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Introduction

This document is used to administer the New Jersey Student Learning Assessment-Adaptive (NJSLA-Adaptive) and the New Jersey Graduation Proficiency Assessment-Adaptive (NJGPA-Adaptive) English Language Arts for Reading (ELA-Reading) and English Language Arts for Writing (ELA-Writing) units of the Fall 2025 Field Test for students currently enrolled in grades 4 through 11. Each student will receive questions and prompts aligned to the grade-level standards prior to their current enrollment. For example, a grade 4 student would receive items aligned to standards from grade 3.

How to use this document

The administration scripts in this document will be used for the NJSLA-Adaptive and the NJGPA-Adaptive ELA-Reading and ELA-Writing. Each script must be used with the *Fall 2025 Test Administration Manual (TAM)*. When administering each unit, Test Administrators (TAs) must first follow the script for "Instructions for Preparing to Administer the Test" then move on to the applicable unit script. Below is the sequence that should be followed within the document when administering each unit.

For the administration of ELA-Reading units, the sections within the document below are used in the following order:

- Instructions for Preparing to Administer the Test on page 6
- ELA-Reading Script on page 15

For the administration of ELA-Writing units, the sections within the document below are used in the following order:

- Instructions for Preparing to Administer the Test on page 6
- ELA-Writing Script on page 19

TAs are required to adhere to the scripts for administering the ELA-Reading and ELA-Writing assessments. Read word-for-word the bold instructions in each "Say" box to students. Do not modify or paraphrase the wording in the "Say" boxes. Some of the "Say" boxes are outlined with a dashed line and should only be read aloud if they are applicable to the students who are testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the "Say" boxes includes directions for TAs to follow and should not be read to students.

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ELA-Reading and ELA-Writing Testing Times and Materials-All Tests

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
ELA-Reading	60 minutes	Student test tickets Pencils Scratch paper Headphones		
ELA-Writing	120 minutes	Student test tickets Pencils Scratch paper		

Before students can begin testing, the test session must be started in the Test Delivery System (TDS) Test Administrator (TA) Interface. Please refer to the *Fall 2025 Test Delivery System Test Administrator Quick Guide (Fall 2025 TDS TA Quick Guide)* for more information on starting a test session. Speak to your School Test Coordinator (STC) if you have questions about completing this process.

Note: Be aware that a session ID must be kept secure. The script will provide directions on when to display the session ID. If the session ID is written on paper, it must be collected when the session is complete so it can be securely destroyed.

TAs must make sure all testing devices are turned on and have the Secure Browser installed. Make sure all testing devices display the **Sign In** screen for the operational testing site as shown below. Ensure that the switch in the right corner reflects Operational Site.



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It is critical to ensure that students have the appropriate testing attributes (e.g., accommodations and accessibility features) set in the Test Information Distribution Engine (TIDE) prior to testing. To verify student accessibility features and accommodations, reach out to the School Test Coordinator (STC). Refer to the *Fall 2025 Test Administration Manual* for further instructions on how to check accessibility features and accommodations.

According to New Jersey Administrative Code (N.J.A.C.) 6A:8–4.1(e), "District boards of education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district." Unauthorized electronic devices can significantly undermine the integrity of test results, thereby compromising a district's ability to evaluate and interpret student performance accurately. Upholding rigorous standards to protect the assessment process ensures that the data used to inform educational initiatives are both valid and reliable.

For any and all technology-related issues please refer to the *Technology Guide* in the <u>New Jersey Assessments Portal</u> under **Technology Coordinators > Prepare for Testing**.

Instructions for Preparing to Administer the Test

For each unit, TAs must first read the script for "Instructions for Preparing to Administer the Test." Once the script has been read for this section, the TA must then read the appropriate script for either the ELA-Reading or ELA-Writing, depending on the unit they plan to administer.

Welcome

Instructions for Preparing to Administer Each ELA Unit

Say:

Today, you will take the English Language Arts-____ (fill in the appropriate unit) Unit.

You may not have any unapproved electronic devices at your desk. Making calls, texting, taking pictures and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones and Bluetooth devices (headphones or microphones), please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might be voided.

If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Instructions for Signing In



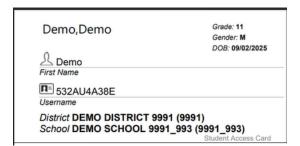
Please sit quietly while I distribute your student test ticket, scratch paper, and other materials. Do not sign in until I tell you to do so.

Distribute test tickets, scratch paper, pencils and approved accessibility and accommodations tools, if needed, for certain students.

Student Sign In



Now, look at your student test 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 test ticket to the student. If the correct student test ticket is missing, contact your STC.

On your computer, you will see the log-in screen.

Please type your first name as it appears on your test ticket in the first space. (pause)

Then type your username in the second space. (pause) Your username can be found on your test ticket.

Once you have entered your first name and username, click sign in. (pause)

Circulate throughout the room to make sure all students have successfully logged in. Retype the username for a student, if necessary.

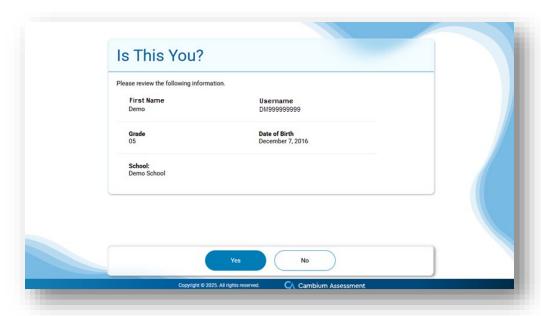


After you sign in, an "Is This You?" window will pop up. Read to ensure that the pop-up window has your first name, your username, your grade, your date of birth and the correct school name. (pause)

If all that information is correct, select Yes.

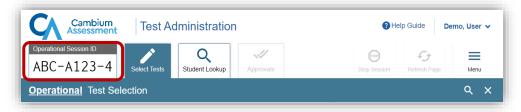
If the pop-up window does not appear or the information in the "Is This You?" window is not correct, raise your hand.

If the pop-up window does not appear or the information in the "Is This You?" window is not correct, contact your STC.



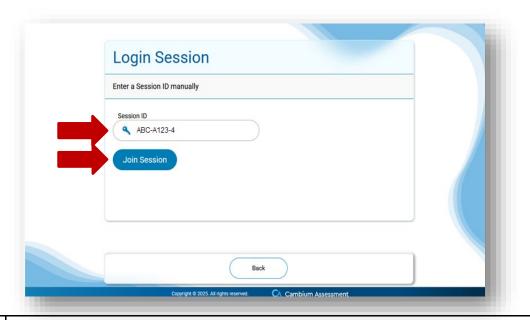
Prior to reading the next "**Say**" box, please write the session ID on a white board or display via a similar method. The session ID appears on the top left side of the Test Administration page within the Test Administrator Interface (TA Interface). The session ID should have automatically generated when you created the test session. Be aware that a session ID must be kept secure. If the session ID is written on paper, it must be collected when the session is complete so it can be securely destroyed.

Session Login



Next, you will see the Login Session screen. Here, you will enter the test Session ID. Please enter the Session ID exactly as it appears.

Once you have entered the Session ID, please select "Join Session."



Say:

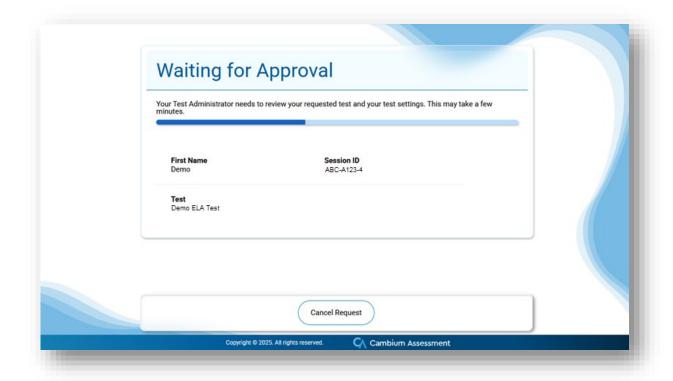
You should now see the "Your Tests" window.

Please select the _____(fill in with the appropriate name of the test).



You should now see a "Waiting for Approval" window.

Do not click anything here. In just a moment, the test will begin.



Approval

Review the list of students in the TA Interface to ensure the student as well as the assessment selected for this test session are correct by comparing the list of students in the TA Interface against the list of students provided by your STC. If correct, approve the request to enter the assessment. If it is not correct, deny the request to enter the assessment and contact your STC.

In the TA Interface, review the list of students on the Approvals tab, which will become active and flash red when students are waiting for approval. By approving students, you are ensuring the students have selected the appropriate test, the students' testing attributes are accurate, and the students are assigned to your session for testing by your STC.

Before approving students, you must review their testing attributes (e.g., accessibility features and accommodations). If testing attributes are incorrect, contact your STC before the student begins testing.

To do this, select the Eye icon in the See Details column next to each student in the Approvals tab.

If you have confirmed that all information is accurate (i.e., student has selected the appropriate test, student's testing attributes are accurate, and student is assigned to your session for testing by your STC), approve the request to enter the assessment. If any of the information is not correct, deny the request to enter the assessment and contact your STC.

For more information on approving students for a test session, please refer to the TDS TA Quick Guide on the New Jersey Assessments Portal.

Sound and Visual Checks

For the ELA-Reading unit, all students will have to complete the Sound and Video Playback Check, Additionally, students with Text-To-Speech accommodation will have to complete the Text-To-Speech Sound Check.

Only students receiving Text-to-Speech and/or Speech-to-Text will receive the sound and recording device checks. For example, students identified as receiving Text-to-Speech will complete the Text-to-Speech Sound Check. Students identified as receiving Speech-to-Text will complete the Speech-to-Text Recording Device Check. The following "Say" box applies to the ELA-Reading unit:

Say:

Make sure your headphones are plugged in and put them on.

Follow the directions on your screen to check audio (sounds) and videos are working correctly.

Do not continue until I tell you to do so.

Sound and Video Playback Check page appears after entering the assessment. The students will need to perform audio/video functionality checks to ensure that their testing devices are working properly.

For students with Text-to-Speech or Speech-to-Text accommodation during the unit, the following "Say" box applies:

Say: Make sure your headphones are plugged in and put them on.

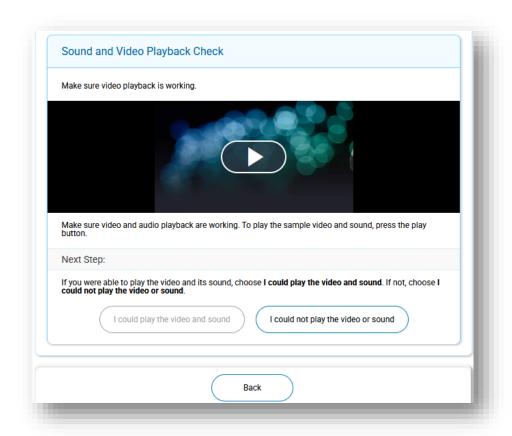
Follow the directions on your screen to check audio (sounds) and the recording device are working correctly.

Do not continue until I tell you to do so.

Below you will see the Sound and Video Playback Check which will be presented to all students taking the ELA-Reading unit, as well as the Text-to-Speech Sound Check, and Speech-to-Text Recording Device Check, which will only be displayed to students with those accommodations.

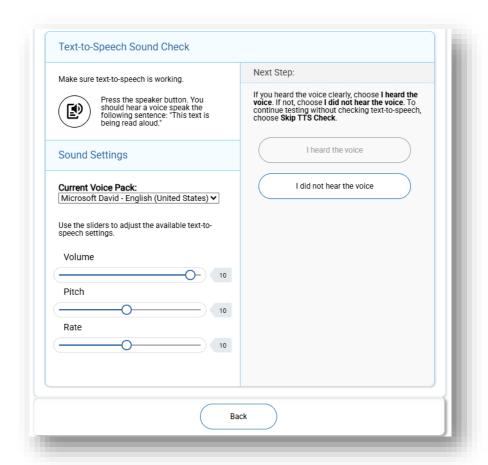
The Sound and Video Playback Check prompts students to play the sample video and sound by pressing the play button. Then the student is prompted to choose "I could play the video and sound" button if they were able to see and hear the sample video, or to choose "I could not play the video or sound" button if they were not able to play the video or sound.

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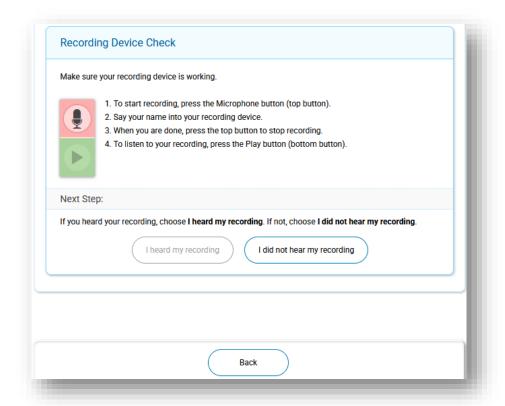


The Text-to-Speech Sound Check will only be displayed to students with the Text-to-Speech accommodation and prompts students to press the speaker button to confirm they are able to hear a voice speak a sentence. Then the student is prompted to choose either the "I heard the voice" if they did hear the sentence read aloud or the "I did not hear the voice" button if they were not able to hear the sentence read aloud.

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The Recording Device Check will only be displayed to students with the Speech-to-Text accommodation and prompts students to make sure their recording device is working. To check this tool, the student is prompted to press the Microphone button to record themselves saying their name. Then they are prompted to listen to the recording to ensure their microphone is working. Then the student is prompted to choose either the "I heard my recording" button if they did hear their voice recording or the "I did not hear my recording" button if they were not able to hear their voice recording.



End of Section for Preparing to Administer the Test

This ends the section "Instructions for Preparing to Administer the Test." After reading the script in this section, TAs must then read the appropriate script for either the ELA-Reading starting on page 15 or ELA-Writing starting on page 19, depending on the unit they plan to administer. Please locate the appropriate unit in the document and continue reading.

ELA-Reading Script

The script in this section is used to administer the ELA-Reading unit. It should be used after following the script in "Instructions for Preparing to Administer the Test" section.

Instructions for Administering the ELA-Reading Unit

Say:

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 "Begin Test Now" button until I tell you to do so.

Today, you will take the ELA-Reading unit. The purpose of this test is to try different types of questions that might be used in future statewide assessments. You will receive an assessment based on what you learned prior to this school year.

Read each passage and question. Then, follow the directions to answer each question.

You must select an answer for each question before moving to the next question, however, if you finish early, you may review your answers and any questions you may have bookmarked.

Say:

This is the end of the directions on your screen. Do not go on until you are told to do so.

Some words or phrases may be bolded or contain a footnote. If you see any bolded words or footnotes, at the end of the passage you will find the definition of the word or phrase or the informational footnote.

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.

Once you have checked your work, raise your hand, and I will instruct you to submit the test. I will then collect your student test ticket and scratch paper. Once you have submitted the test, you may not log back in.

Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:

Option A:

After you have submitted the test, sit quietly until the test has ended.

Option B:

After you have submitted the test, I will dismiss you.

Option C:

After you have submitted the test, you may read a book or other allowable materials until the test has ended.

Say: Do you have any questions?

Answer any questions.

Instructions for Starting the ELA-Reading Unit

Say:

Scroll to the bottom of the screen. (Pause.)

Select the "Begin Test Now" button. (Pause.)

You should now be in the test.

For regular time:

Say:

You will have 60 minutes to complete this test. I will let you know when you have 10 minutes of testing time left.

You may begin working now.

For extended time students only:

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.

Say: | Option A:

You will have hours to complete this test. I will let you know when you have minutes of testing time left. You may begin working now.

Option B:

You may take as much time as you need to complete this test, up to the end of the school day. I will let you know when there are__minutes remaining. You may begin working now.

Write the starting time and stopping time in the timing box. (Refer to the Fall 2025 Test Administration *Manual.*) Actively monitor while students are testing:

- Redirect students as necessary.
- If technology issues occur during testing, assist students as needed. Follow the protocol in the Fall 2025 Test Administration Manual, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of the Student Interface as they complete the unit.
- Collect test materials as students complete testing.
- 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 Fall 2025 Test Administration Manual.
- Ensure that any absent student is not approved to enter the test session. If a student appears in the test session who should not be, please contact your STC immediately.

Instructions for Taking a Break During the ELA-Reading Unit

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 the ELA-Reading 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 the stop time except for students who have frequent breaks in accordance with the Fall 2025 NJSLA-Adaptive and NJGPA-Adaptive Testing Attributes Reference Guide (TARG) which is available at the New Jersey Assessments Portal, located under Resources).

TAs must adhere to the following security measures:

- 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 unauthorized 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.

Continue to actively monitor while students are testing.

Instructions for When 10 Minutes of Unit Test Time Remain

When 10 minutes of unit test time remain (Note: Do not read the following text to students with an extended time accommodation.):

Say: You have 10 minutes remaining.

Continue to actively monitor while students are testing.

Instructions for Ending the ELA-Reading Unit

When the unit test time is finished, read the following (optional) "Say" box if there are students still actively testing.

Say: Stop working. Testing time has now ended.

If you have answered all questions, please navigate to the Review Screen and select the "Submit Test" button at the bottom of the screen.

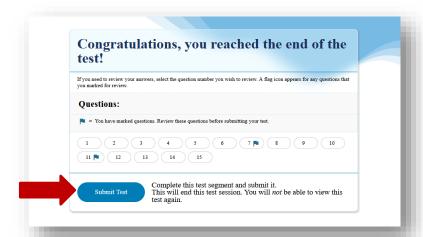
You will now see an Attention pop-up box. Select "Yes," then "Log Out."

If you have not answered all questions, please pause your test by selecting the pause button in the top right corner.

I will now end the test session, if you have not paused or submitted your test, it will be automatically paused. I will now collect your student test ticket and scratch paper.

To complete the testing process, click the Stop Session button in the TA Interface. Students who have not paused or submitted their tests will now be automatically paused. The "Submit Test" button is only visible on the review screen after the student reaches the last question on the unit and selects Next. Units that are automatically paused will be automatically submitted.

Please note that once students submit their test, they cannot return to the test or modify their responses.



Circulate throughout the room to make sure all students have successfully submitted their unit. Then, collect student test tickets and scratch paper.

- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

Districts may administer up to a maximum of two units per day for a student. If more than one unit is being administered on the same day, allow students to take a short break (e.g., restroom break or stretch break) or an extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.

ELA-Writing Script

The script in this section is used to administer the ELA-Writing unit. It should be used after following the script in "Instructions for Preparing to Administer the Test" section.

Instructions for Administering the ELA-Writing Unit

Sav:

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 "Begin Test Now" button until I tell you to do so.

Today, you will take the ELA-Writing unit. The purpose of this test is to try different types of questions that might be used in future statewide assessments. You will receive an assessment based on what you learned prior to this school year.

Read the passage and writing prompt. When writing your response, manage your time carefully so you can read the sources, plan and write your response, and revise or edit your response in the space provided.

If you finish early, you may review your writing.

Say:

This is the end of the directions on your screen. Do not go on until you are told to do

Some words or phrases may be bolded or contain a footnote. If you see any bolded words or footnotes, at the end of the passage you will find the definition of the word or phrase or the informational footnote.

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.

Once you are done with your writing, raise your hand, and I will instruct you to submit the test. I will then collect your student test ticket and scratch paper. Once you have submitted the test, you may not log back in.

Read from Option A, B, or C based on local policy (contact your STC with any questions).

Say:

Option A:

After you have submitted the test, sit quietly until the test has ended.

Option B:

After you have submitted the test, I will dismiss you.

Option C:

After you have submitted the test, you may read a book or other allowable materials until the test has ended.

Say: Do you have any questions?

Answer any questions.

Instructions for Starting the ELA-Writing Unit

Say:

Scroll to the bottom of the screen. (Pause.)

Select the "Begin Test Now" button. (Pause.)

You should now be in the test.

For regular time:

I You will have 120 minutes to complete this test. I will let you know when you have 10 minutes of testing time left.

You may begin working now.

For extended time students only:

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.

Say: |Option A:

You will have____hours to complete this test. I will let you know when you have _ minutes of testing time left. You may begin working now.

Option B:

You may take as much time as you need to complete this test, up to the end of the school day. I will let you know when there are__minutes remaining. You may begin working now.

Write the starting time and stopping time in the timing box. (Refer to the Fall 2025 Test Administration Manual.) Actively monitor while students are testing:

- Redirect students as necessary.
- If technology issues occur during testing, assist students as needed. Follow the protocol in the Fall 2025 Test Administration Manual, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of the Student Interface as they complete the unit.
- Collect test materials as students complete testing.
- 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 Fall 2025 Test Administration Manual.
- Ensure that any absent student is not approved to enter the test session. If a student appears in the test session who should not be, please contact your STC immediately.

Instructions for Taking a Break During the ELA-Writing Unit

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

- For ELA-Writing, at the test administrator's discretion, students may be provided one 10-minute break for the entire classroom during the ELA-Writing unit. The stopping time should be adjusted by no more than 10 minutes if there is break.
- Individual restroom breaks are allowed during testing (do not adjust the stop time except for students who have frequent breaks in accordance with the Fall 2025 NJSLA-Adaptive and NJGPA-Adaptive Testing Attributes Reference Guide (TARG) which is available at the New Jersey Assessments Portal, located under Resources).

TAs must adhere to the following security measures:

- 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 unauthorized electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a 10-minute break during the ELA-Writing unit:

Say: Please stop testing and cover or turn off your screen. We will take a silent 10-minute 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.

Continue to actively monitor while students are testing.

Instructions for When 10 Minutes of Unit Test Time Remain

When 10 minutes of unit test time remain (Note: Do not read the following text to students with an extended time accommodation.):

Say: You have 10 minutes remaining.

Continue to actively monitor while students are testing.

Instructions for Ending the ELA-Writing Unit

When the unit test time is finished, read the following (optional) "Say" box if there are students still actively testing.

Say:

Stop working. Testing time has now ended.

If you have completed your writing, please click Next to navigate to the Review Screen and select the "Submit Test" button at the bottom of the screen.

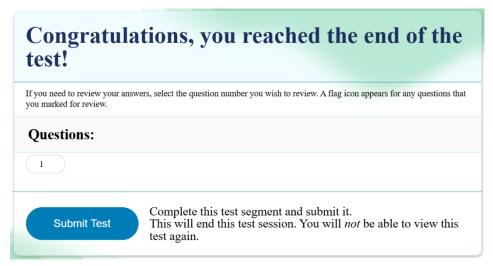
You will now see an Attention pop-up box. Select "Yes," then "Log Out."

If you have not completed your writing, please pause your test by selecting the pause button in the top right corner.

I will now end the test session, if you have not paused or submitted your test, it will be automatically paused. I will now collect your student test ticket and scratch paper.

To complete the testing process, click the Stop Session button in the TA Interface. Students who have not paused or submitted their tests will now be automatically paused. The "Submit Test" button is only visible on the review screen after the student completes their writing then clicks "Next."

Please note that once students submit their tests, they cannot return to the test or modify their responses.



Circulate throughout the room to make sure all students have successfully submitted their unit. Then, collect student test tickets and scratch paper.

- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

Districts may administer up to a maximum of two units per day for a student. If more than one unit is being administered on the same day, allow students to take a short break (e.g., restroom break or stretch break) or an extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.