



## New Jersey Student Learning Assessments (NJSLA) Homebound Test Administration Procedures

Students receiving homebound instruction are no longer required to take state assessments via paper-based tests. Districts have the option of administering the computer-based assessments to homebound students using a district supplied portable electronic device and mobile hotspot. The paper-based version of the assessment will still be available to districts. The mode of testing should be based on individual student need.

### Test Administration Window

Students on homebound instruction that test on-line will use the 30-day online testing window established by their district.

**Please note:** Students taking the paper-based assessments must be tested during the New Jersey Department of Education (NJDOE) established 10-day paper-based testing window.

### Test Administration Policy and Procedures

The following test administration procedures must always be adhered to:

1. Homebound test administration must follow all security protocols, test administration policies and procedures, and testing accommodation and accessibility features as specified in the Test Coordinator Manual (TCM), Test Administrator Manual (TAM), and the Accessibility Features and Accommodations (AFA) Manual.
2. The administration of homebound testing should occur during the hours the student typically receives instruction.
  - a. Exception: If homebound instruction occurs after regular school hours and after-hours testing is required, the District Test Coordinator must submit a request for a schedule override to the appropriate NJSLA State Coordinator with the official test session name(s) so the test schedule for the specified sessions can be overridden.
3. Homebound Test Administrators must be afforded the same level of test administration and technology support as Test Administrators administering the test in a school setting. The District Technology Coordinator and District Test Coordinator must be accessible during homebound testing.
4. Districts electing to offer homebound computer-based testing must establish secure internet connectivity via the use of a cellular broadband hotspot to ensure test security and maintain control of all internet usage. **The use of internet connectivity and testing devices other than those issued by the school district are not permitted.**

It is important to note that the district's proctor cache will not be accessible during homebound testing. Students must be placed into a dedicated test session for homebound testing that is configured to connect directly to Pearson's servers. District Technology Coordinators can accomplish this by creating a new TestNav configuration in PearsonAccess<sup>next</sup> without an IP address specified and then utilizing the TestNav configuration specific to homebound test sessions.

For additional details regarding the creation of TestNav configurations, please visit the Pearson page [Configure TestNav for Proctor Caching](#).



## **Technology Requirements**

For homebound computer-based testing, districts must complete the following in advance of testing:

1. Confirm that all district-issued testing devices meet the [requirements](#) needed to administer computer-based testing.
2. Confirm that headphones are available for the student taking the ELA test or for use in relation to accommodations/accessibility features purposes only.
3. Complete an infrastructure trial with the equipment (i.e. hotspot, testing device, headphones, etc.) that will be used for homebound testing to verify functionality of the testing device and hotspot.
4. Create dedicated test sessions for homebound students in PearsonAccess<sup>next</sup>. Use "homebound" in the naming configuration of these sessions.
5. Confirm that correct grade-level/content-area test forms are assigned and that accessibility features and/or testing accommodations are assigned (if applicable).
6. Confirm that session preparation activities are complete.
7. Print student testing tickets.