



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

December 1, 2017

To: Chief School Administrators, Charter School and Renaissance School Project Leads,
Approved Private Schools for Students with Disabilities

Route To: District Test Coordinators, District Technology Coordinators

From: Jeffrey B. Hauger, Ed.D., Director
Office of Assessments

Deadline: **Middle school and high school data** - January 18, 2018 through February 2, 2018
Elementary school (grade 4 or 5) data - extended through March 9, 2018

New Jersey Student Learning Assessment – Science (NJSLA-S) Spring 2018 Field Test Administration

The purpose of this memo is to provide districts with preliminary information regarding the Student Registration/Personal Needs Profile (SR/PNP) data upload process and scheduling for the New Jersey Student Learning Assessments for Science (NJSLA-S) Spring 2018 Field Test Administration.

The New Jersey Department of Education (NJDOE) will complete preparations for the Spring Field Test administration by January 17, 2018, after which districts will be able to upload their SR/PNP files directly to the PearsonAccess^{next} system. Districts must complete the initial SR/PNP upload between January 18, 2018 and February 2, 2018 for middle school (grade 8) and high school (grade 11). The upload timeframe for elementary school data submissions (grade 4 or 5 pending State Board of Education review and approval) has been extended until March 9, 2018.

Districts must upload their Spring 2018 Science Field Test SR/PNP files directly to PearsonAccess^{next}, **not** through NJ SMART. Please review the [NJSLA-S Spring 2018 Administration Student Registration/Personal Needs Profile Field Definitions](#) for information regarding the SR/PNP upload process. If you have any issues with your student registration file upload, please contact the Pearson NJ Science helpline directly at (888) 705-9416 or by clicking on the Web Support Form on the PearsonAccess^{next} home page. Districts should not contact NJ SMART regarding the Spring 2018 Science Field Test SR/PNP upload process.

Testing Window for NJSLA-S Spring 2018 Field Test Administration

All students in grade 8, grade 11, and grade 4 or 5 must be administered the NJSLA-Science field test. The test administration windows for the 2017-18 Science Field Test are as follows:

Computer-Based Tests – Elementary School, Middle School and High School - May 7 – June 8, 2018

Paper-Based Tests – Elementary School, Middle School and High School - May 14 – May 25, 2018

The NJSLA-S assessment is a computer-based assessment, and the majority of students should be administered the assessment using a computer. In limited circumstances, based on a need documented in a valid Section 504 Plan or Individualized Education Program (IEP), students who are unable to use a computer will need to take the

assessment using paper and pencil. The NJDOE will review the SR/PNP uploads and may contact districts to verify the accuracy of the student counts and test delivery modes if any anomalies are detected.

Students receiving homebound instruction are not required to take the NJSLA-Science assessment using paper-based versions of the assessments. Districts have the **option** of administering the computer-based assessment to students receiving homebound instruction by using a district-supplied portable electronic device and mobile hotspot. Paper-based versions of the assessment will still be available. The mode of testing should be based on individual student need and the subject material area being assessed. For detailed information regarding homebound test administration procedures, please refer to the [New Homebound PARCC Test Administration Procedures](#), which is also applicable to the NJSLA-S assessment.

District Test Coordinators and Technology Coordinators must review the school staff who have access to PearsonAccess^{next} and determine if any modifications to the user accounts are needed with regard to NJSLA-S testing. In addition, some user accounts may need to be deleted or updated in PearsonAccess^{next}, including staff who no longer work in the school or district, as well as staff whose positions have changed and should no longer have access. As in past test administrations using the PearsonAccess^{next} system, users will receive email updates, so it is crucial to keep the user list up to date. Refer to the online document, [How to Export and Save a Copy of Users in PearsonAccess^{next}](#), which explains how to modify, add, or delete user accounts in PearsonAccess^{next}.

Key steps/actions

Review the NJSLA-S Student Registration/Personal Needs Profile Field Definitions documentation and submit the completed SR/PNP template directly to PearsonAccess^{next} between January 18, 2018 and February 2, 2018 for middle school (grade 8) and high school (grade 11). The timeframe has been extended through March 9, 2018 for elementary school (grade 4 or 5 pending State Board of Education review and approval).

Contact information

If you have questions regarding the NJSLA-Science Field Test for spring 2018, please contact John Boczany, NJSLA-Science coordinator, at (609) 376-3460 or via e-mail at John.Boczany@doe.state.nj.us.

For questions related to technology implementation and planning, please contact Gilbert Gonzalez, Coordinator of Assessment Technology and Data, at (609) 376-3464 or via e-mail at Gilbert.Gonzalez@doe.state.nj.us.

If you have questions regarding PearsonAccess^{next}, the formatting and creation of student data files, or uploading the files once created, please contact Pearson's NJSLA-S Customer Support Center: 1-888-705-9416 (Monday-Friday, 8:00am to 5:00pm ET).

c: Members, State Board of Education
 NJDOE Staff
 Statewide Parent Advocacy Network
 Garden State Coalition of Schools
 NJ LEE Group