WELCOME

2018 NJSLA-S

District Test Coordinator &
District Technology Coordinator Training

John Boczany, Gilbert Gonzalez, Veronica Orsi, Timothy Steele-Dadzie, and
Orlando Vadel
Office of Assessments
New Jersey Department of Education

(Final February 20, 2018)
NJDOE Contact Information for NJSLA-S

Email is the **BEST** way to contact NJDOE:  firstname.lastname@doe.state.nj.us

NJSLA-S Coordinator  John.Boczany@doe.nj.gov
Technology Coordinator  Gilbert.Gonzalez@doe.nj.gov

- **Subject Line:** Include the Name & CDS code of your School/District & 2 or 3 key words Describing Issue. **Never include identifiable student personnel information in an email.**

- **Auto Signature:** Include your name & phone number with extension. If an emergency, please provide cell phone number & flag “high importance”.

# NJDOE Contact Information

## New Phone Numbers

### Test Coordinators

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARCC Grades 3 thru 5</td>
<td>Orlando Vadel</td>
<td>609-376-3470</td>
</tr>
<tr>
<td>PARCC Grades 6 thru 8</td>
<td>Timothy Steele-Dadzie</td>
<td>609-376-3469</td>
</tr>
<tr>
<td>PARCC High School</td>
<td>Veronica Orsi</td>
<td>609-376-3467</td>
</tr>
<tr>
<td>PARCC Technology</td>
<td>Gilbert Gonzalez</td>
<td>609-376-3464</td>
</tr>
<tr>
<td>PARCC Portfolio Appeals</td>
<td>Faye Ball</td>
<td>609-376-3458</td>
</tr>
<tr>
<td>Science</td>
<td>John Boczany</td>
<td>609-376-3460</td>
</tr>
<tr>
<td>DLM</td>
<td>Elizabeth Celentano</td>
<td>609-376-3461</td>
</tr>
<tr>
<td>NAEP</td>
<td>Tabitha McKinley</td>
<td>609-376-3466</td>
</tr>
</tbody>
</table>

**Voice Mail Messages:** Speak slowly and leave name & phone number with extension first. We must write down this information.
NJDOE Contact Information

New Phone Numbers

PARCC Mathematics Grades 3 thru 5
Timothy Giordano 609-376-3463

PARCC Mathematics Grades 6 thru 8 and End of Course Mathematics
Michael Luke 609-376-3443

PARCC Language Arts Literacy
Cristin Geoghegan 609-376-3462

Science
John Boczany 609-376-3460
NJDOE Contact Information

New Phone Numbers

PARRC Measurement Specialist
Don White  609-376-3471

DLM Data Manager
Gilbert Gonzalez  609-376-3464

Office of Assessment Fax
609-984-6032 (do not fax unless instructed to do so)

Directions for Uploading Forms on PearsonAccessNext are available at the following link:
http://avocet.pearson.com/PARCC/Home#pdf=5063_10889#page=1
Additional NJDOE Contacts

Questions Regarding Annual Progress Targets, Student Accountability and Title I
Office of Supplemental Education Programs
Phone Number: 609-376-9080

Questions Regarding English Learners and ACCESS for ELLs 2.0
Office of Supplemental Education Programs
Bureau of Bilingual/ESL Education
Phone Number: 609-376-9080

Questions Regarding Students with Disabilities
Office of Special Education Policies and Procedures
Phone number: 609-376-9060
MI Support Contacts

Toll Free Phone Number:
888-705-9416 - select option ‘1’ for Online (Pearson) or option 2 (MI) for Paper testing

NJSLA-S Online Support & Resources use this link: www.measinc.com/nj/science

For NJSLA-S Email use this address: NJScienceHelp@measinc.com
# Table 1: Testing Window for NJSLA-S

<table>
<thead>
<tr>
<th>Spring 2018 Field Test Administration – Testing Window</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer-Based Tests</strong> – Elementary School, Middle School and High School</td>
</tr>
<tr>
<td><strong>Paper-Based Tests</strong> – Elementary School, Middle School and High School</td>
</tr>
</tbody>
</table>
## Key Dates Spring 2018 NJSLA-S

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Materials Arrive in Districts <em>no later than:</em></td>
<td></td>
</tr>
<tr>
<td>Manuals for all districts</td>
<td>April 24-26, 2018</td>
</tr>
<tr>
<td>Accommodated forms Test Kits for CBT</td>
<td>May 3-4, 2018</td>
</tr>
<tr>
<td>Regular Test Booklets for PBT</td>
<td>May 3-4, 2018</td>
</tr>
<tr>
<td>Accommodated forms Test Kits for PBT</td>
<td>May 10-11, 2018</td>
</tr>
<tr>
<td>Additional Order Window: Test Materials <em>including Test Booklets &amp; Answer Documents</em></td>
<td>April 27 – May 9, 2018 Accom. Kits: May 11-15</td>
</tr>
<tr>
<td>Additional Order Window Closes: <em>only</em> Ancillary Materials for returning secure test materials may be ordered after this date</td>
<td>May 15, 2018</td>
</tr>
<tr>
<td>Deadline to Return Scorable &amp; Nonscorable Materials to Measurement Incorporated</td>
<td>No later than 1 week after PBT window closes</td>
</tr>
<tr>
<td>Record Changes/Data Clean Up: in PearsonAccess*next</td>
<td>June 11-22, 2018</td>
</tr>
</tbody>
</table>
Unit Times for NJSLA-S

Table 2: Testing times for NJSLA-S (Computer and paper-based assessments have the same unit times)

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Test Units</th>
<th>Test Time per unit</th>
<th>Total Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td>4</td>
<td>30 minute units</td>
<td>2 hours</td>
</tr>
<tr>
<td>Middle School</td>
<td>4</td>
<td>45 minute units</td>
<td>3 hours</td>
</tr>
<tr>
<td>High School</td>
<td>4</td>
<td>60 minute units</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

Note: Does NOT include 25 to 30 minutes for logging on students, reading directions, & closing out students.
WHO MUST TAKE 2018 NJSLA-S

All students enrolled in grades 5, 8 and 11

- All General Education Students enrolled in a tested grade
- Students with Disabilities, except those with significant cognitive disabilities who must take DLM as specified in their IEP
- All ELL students enrolled in a tested grade with appropriate accommodations and/or accessibility tools
  - NJSLA-S will following the same testing requirements as the PARCC Mathematics
Initial Material Shipment

List of Materials

• Packing List & Chain of Custody Forms
• Test Coordinator Manuals
• Test Administrator Manuals
• Paper Based Test Booklets & Answer Documents – arriving separately
• Periodic Table – Shipped with PBT test materials. Available online for CBT testers
• Manuals for CBT & PBT – arriving April 24-26, 2018
• Accommodated Test Kits for CBT and Regular Test Booklets for PBT – arriving May 3-4, 2018
• Accommodated Kits for PBT – arriving May 10-11, 2018
Test Materials Provided by School

Computer Based Test Materials -

• Student Testing Tickets printed by STC
• Periodic Tables (for CBT) printed by school
• Blank Scratch Paper: graph, lined or unlined paper
• Pencils: wooden #2 with erasers
• Calculators (if hand-held calculators are desired)
Test Materials
School And/Or Student Supplied

Headphones Or Ear Buds: Students Must Adjust Volume Before Start of Test
• Science: Text to Speech Accessibility Feature (plugged in)
• Science: Noise Buffering Accessibility Feature (not plugged in)

Headsets With Microphone: Students Must Adjust Volume Before Start of Test
• Only for Accommodated Students with Speech to Text
• Always delivered by an external device

Other Materials
• Blank Scratch Paper: graph, lined or unlined paper
• Pencils: wooden #2 with erasers
• Calculators
Calculators

Calculator Policy is available at the following link:
http://avocet.pearson.com/PARCC/Home#11128

- Permitted at all times on Science Units.
- Computer Based Testing: calculator automatically provided on TestNav platform during all units.
- Students must have prior experience with TestNav provided calculator. Practice tests & tutorials are available.
- Paper Based Testing: hand-held calculators must be used.
- All hand held calculators must meet grade/course specific calculator requirements.
Accommodations For Students with Disabilities Identified in SR/PNP Must Have IEP Or 504 Plan

• Please refer to the PARCC Accessibility Features and Accommodations Manual (Sixth Edition)

• PLEASE NOTE: American Sign Language (ASL) will not be available for the 2018 NJSLA-S Field Test
Chain of Custody Forms

District Chain of Custody Form for Initial Shipment of Materials
- A full list of materials within the district
- Form and security numbers
- Quantity sent
- Delivery information for each secure test material
- LTC and STC sign off for quantity received

School Chain of Custody Form
- Security numbers for each secure test material
- Student and Test Administrator assignment
- Date and time for checking out and checking in materials

District Chain of Custody Form for District Overage Materials
- Security numbers for each overage material
- Date and signature lines for the LTC and STC

Computer Based Chain of Custody Form
- Materials Moved from Locked Central Storage Area to Classroom
- Materials Moved from Classroom to Locked Central Storage Area
- Materials Securely Destroyed by Shredding
The NJSLA-Science Shipping Carrier is FedEx

Test Materials are received from and returned to MI ONLY via FedEx

Please do not return NJSLA-Science Materials to Pearson via UPS
Preparing Materials For Return Shipments

• District Test Coordinator receives materials from School Test Coordinator.
• Answer Documents must include a Student ID Label or hand gridded student demographic data.
• Large Print and Braille responses must be transcribed into answer documents.
• Complete School Header Sheets for each grade level.
• Scorable and Nonscorable Materials must be packaged separately in the boxes in which they were delivered or in FedEx Paks for small shipments.
• Do not overfill boxes or FedEx Paks.
• Place one return shipping label on the top of each box.
• Indicate sequence of boxes on the Scorable/Nonscorable labels of each box.
Scorable Materials That Must Be Returned

- Used by Student: Grade 5, 8, and 11 Answer Documents
- Transcribed by Scribe: Grade 5, 8, and 11 Answer Documents

Reminder: All responses from Large Print and Braille forms must be transcribed by staff into a “regular” version answer document.
Nonscorable Materials That Must Be Returned

- Unused Answer Documents for Grades 5, 8 and 11
- Test Booklets for all tested Grades
- All Large Print Test Booklets
- All Braille Test Booklets
- All Human Reader Scripts
- All Tactile Graphics
Packing Materials For Return Shipments

• Band test booklets and headers by grade.
• Place materials in the shipping boxes.
• One school, per box. Do not combine two school’s test materials in one box.
• Once all materials are in boxes, indicate the sequence of boxes being returned (e.g., Box 1 of 3, Box 2 of 3, and Box 3 of 3) on the shipping labels.
• Do not mix Scorables and Nonscorables materials in the same box.
• If you need more return materials, please place an Additional Order via PAN.
Return Test Materials

**SCORABLE**

Ship to: Measurement Incorporated  
2700 Angier Avenue  
Durham, NC 27703  
Box _____of_____

225

**NON-SCORABLE**

Ship to: Measurement Incorporated  
2700 Angier Avenue  
Durham, NC 27703  
Box _____of_____  
96

Place a YELLOW **SCORABLE** or GREEN **NONSCORABLE** Label as appropriate to return Test Materials. Place this label on the SIDE of each box.
Place a FedEx Return Shipping Label on the TOP of the box. Be sure to cover or remove the previous FedEx shipping label to avoid shipping confusion.
Arrange For Pickups

- Pickups must be scheduled at least 24 hours in advance and no later than one week after the completion of testing.
- Contact FedEx at 1-800-GOFEDEx (1-800-463-3339) to schedule pickup.
- FedEx customer service is available 24/7. Tell FedEx you are calling about a pickup request for Measurement Incorporated and will be using their “Return Service.”
- Once pickup is confirmed, keep a record of the confirmation number you receive from FedEx in case a question arises.