



State of New Jersey

DEPARTMENT OF EDUCATION

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March 17, 2015

TO: Chief School Administrators
Charter School Lead Persons

FROM: Jeffrey B. Hauger, Ed.D., Director
Office of Assessments
Division of Data, Research, Evaluation and Reporting

SUBJECT: Partnership for Assessment of Readiness for College and Careers (PARCC) Quick
Pointers and Thank You

This memo provides districts with quick pointers to help with the administration of PARCC, and offers a thank-you to local district officials for their hard work on making the first couple of weeks of PARCC testing successful.

Over the past few weeks, the Office of Assessments has dealt with issues regarding seal codes, students using cell phones while taking the test, and make-up testing for students who take the units out of order. [Attached](#) is a document that includes suggestions for addressing these situations, as well as others that may arise during testing. Please remember to refer back to the [March 3, 2015](#) memo regarding the protocol on un-submits.

Finally, the Department of Education would like to thank all of the districts, schools, and district and school/technology coordinators, as well as the test administrators, for doing an outstanding job the last few weeks. Some districts have experienced a few technical glitches that have added to our knowledge of computer-based testing, but overall the assessment and the administration of PARCC has been successful. As with any large-scale test administration, present or past, unexpected issues arise during the test administration. The majority of the time, it is not the issue itself that can be problematic, but it is the response time to the issue that matters. Over the course of the last couple of weeks, I have seen issues resolved much faster, along with an improved understanding from everyone involved. As we all get thoroughly familiar with TestNav and Pearson Access Next, our response time to issues will continually improve and our knowledge will grow. For a state that has never administered a large-scale assessment online, and with only 25 percent of its test administrators ever having administered an assessment online prior to the field test, I think you should be applauded for your successes and efforts.

The Department of Education would like to thank you again for all of your hard work, and we are here to continue to support your administration of PARCC.

JBH/parcc:quickpointers/thankyou

Attachment

c: Members, State Board of Education
 Commissioner David C. Hespe
 Senior Staff
 Amy Ruck
 Peggy McDonald
 Lori Ramella
 Executive County Superintendents
 Executive Directors for Regional Achievement Centers
 Executive County Business Officials
 County Test Coordinators
 District Test Coordinators
 Bilingual /ESL Coordinators
 Directors of Approved Private Schools for the Disabled
 Directors of College-Operated Programs
 Directors of a State Facility
 NJ LEE Group
 Garden State Coalition of Schools