



State of New Jersey  
DEPARTMENT OF EDUCATION  
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CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

KIMBERLEY HARRINGTON  
Acting Commissioner

December 6, 2016

TO: Chief School Administrators  
Charter School and Renaissance School Project Leads  
Directors of Approved Private Schools for the Disabled

FROM: Jeffrey B. Hauger, Ed.D., Director  
Office of Assessments  
Division of Talent and Performance

SUBJECT: Mandatory Training for District Test Coordinators and District Technology Coordinators for  
2017 Partnership for Assessment of Readiness for College and Careers (PARCC)

As has been done in past years with previous statewide assessments, the New Jersey Department of Education (NJDOE) will host mandatory training programs for key district personnel to prepare for the 2017 administration of the PARCC assessments. All district test coordinators and district technology coordinators must attend an in-person training session.

The training is a single all-day program devoted to policies and procedures regarding the administration of the PARCC assessments. Some of the major topics will include testing windows, scheduling test units, accessibility features and accommodations, and test security. In addition, the use of the PearsonAccess<sup>next</sup> (PAN) website will be covered in detail. The PAN information will cover topics such as technology set-up, infrastructure trials, using PAN to coordinate testing, and providing appropriate accessibility features and accommodations. There will be the opportunity to ask questions about issues that would impact student testing in their schools that would otherwise not be addressed through online guidance.

### Registration Instructions

To ensure that every district (including private schools for students with disabilities that administer PARCC) attends the training and that all required district test coordinators and all district technology coordinators can register for the training, the NJDOE will implement strict attendance procedures including two registration cycles:

1. The first registration period is only for two individuals per district: Your district test coordinator and your district technology coordinator **must register from December 15, 2016 through January 13, 2017.**

2. For the second registration period, school test coordinators, space permitting, **will be able to register from January 14 through January 29, 2017** as indicated below:

- Districts with up to five schools may register only one school test coordinator.
- Districts with six or more schools may register one to three school test coordinators.

School test coordinators are not required to attend, but district test coordinators and district technology coordinators must provide turn-key training to all school level staff who do not attend the regional training.

Participants must register online at: <http://www.cvent.com/d/0vq3k52>. Upon completing the online registration form, participants will receive a confirmation email that must be printed and brought to the training. **Only registrants with a printed confirmation ticket for a designated training session are guaranteed admission to that session.**

### Training Sessions

Date & Time	Location	Phone
February 9, 2017 8 a.m. to 3 p.m.	Birchwood Manor 111 North Jefferson Road Whippany, NJ 07981	(973) 887-1414
February 10, 2017 8 a.m. to 3 p.m.	Birchwood Manor 111 North Jefferson Road Whippany, NJ 07981	(973) 887-1414
February 13, 2017 8 a.m. to 3 p.m.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08831	(732) 521-0070
February 14, 2017 8 a.m. to 3 p.m.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08831	(732) 521-0070
February 15, 2017 8 a.m. to 3 p.m.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08831	(732) 521-0070
February 16, 2017 8 a.m. to 3 p.m.	The Hotel ML 915 Route 73 Mt. Laurel, NJ 08054	(856) 234-7300

### Additional Important Information

**Training Materials:** Attendees must download training materials in advance; copies of the training materials will not be distributed at the program. Due to limited Wi-Fi availability at the training sites, the presentation needs to be downloaded in advance and saved on a portable device or printed as a hard copy and brought to the presentation. A link to the training materials will be sent to registered participants on January 30, 2017.

**Day of Training Sign-In:** Sign-in for registered participants will be from 8 a.m. to 8:30 a.m. and training will begin promptly at 8:30 a.m. Each attendee is required to print his/her emailed confirmation ticket and bring it to the training. The confirmation ticket will be collected by NJDOE staff at the sign-in tables. Attendees who arrive without a confirmation ticket will not be allowed entrance until all confirmed attendees are seated. Attendees who request entrance to a training site for which they have not registered must wait until all registered attendees for that location are signed-in and seated. If the maximum seating

capacity is not reached, non-registered participants may be allowed entrance. Seats for registered attendees will be held for 20 minutes after the start of training and then will be released to standbys.

**Severe Inclement Weather:** In case of severe weather conditions, training will be cancelled if the district in which the training site is located cancels school for that day. If there is a delayed opening in that district, the training will take place as scheduled. An email will be sent to registered participants if a session is cancelled; please do not call the Office of Assessments.

**Lunch and Refreshments:** Participants will need to plan for a one hour independent lunch break, as lunch will not be provided at the training. However, coffee, tea and water will be available.

If you have any questions or concerns regarding PARCC training, please contact one of the following PARCC coordinators in the NJDOE's Office of Assessments:

Grades 3-5, Orlando Vadel, PARCC Elementary School Coordinator,  
(609) 341-3456 or [orlando.vadel@doe.state.nj.us](mailto:orlando.vadel@doe.state.nj.us)

Grades 6-8, Timothy Steele-Dadzie, PARCC Middle School Coordinator,  
(609) 292-4363 or [timothy.steele-dadzie@doe.state.nj.us](mailto:timothy.steele-dadzie@doe.state.nj.us)

High School, Veronica Orsi, PARCC High School Coordinator,  
(609) 292-8739 or [veronica.orsi@doe.state.nj.us](mailto:veronica.orsi@doe.state.nj.us)

Gilbert Gonzalez, PARCC Technology Coordinator,  
(609) 777-2080 or [gilbert.gonzalez@doe.state.nj.us](mailto:gilbert.gonzalez@doe.state.nj.us)

Thank you for helping to ensure a successful testing program for the students in your schools.

JBH/VO

c: Acting Commissioner Kimberley Harrington  
Senior Staff  
Donald Mitchell  
Peggy McDonald  
Colleen Schulz-Eskow  
Katherine Czehut  
Veronica Orsi  
Gilbert Gonzalez  
Timothy Steele-Dadzie  
Orlando Vadel  
Executive Directors for Regional Achievement Centers  
Executive County Superintendents  
Executive County Business Officials  
County Test Coordinators  
District Test Coordinators  
Directors of Special Education Services  
Directors of College-Operated Programs  
Directors of a State Facility  
NJ LEE Group  
Garden State Coalition of Schools