



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 24, 2019  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: District Test Coordinators, District Technology Coordinators, School Test Coordinators  
From: Linda P. Eno, Ed.D., Assistant Commissioner  
Division of Academics and Performance  
Deadline: Register by January 31, 2020

## Mandatory Training for 2020 New Jersey Student Learning Assessments (NJSLA)

Each year, the New Jersey Department of Education (NJDOE) requires that all District Test Coordinators and District Technology Coordinators attend one all-day training session focused on the New Jersey Student Learning Assessment (NJSLA) in English language arts, mathematics and science. All participants must be present for the entire training session. This memo provides districts with training dates and registration instructions for the mandatory training.

### Training Content

The training will focus on policies and procedures for administration of the NJSLA. Some of the topics will include:

- Scheduling and testing site requirements
- Updates to accessibility features and accommodations
- Updates to materials and tools
- Student registration and placement
- Securely handling materials and post-testing
- Resources and contacts

### Registration Instructions

District Test Coordinators and District Technology Coordinators may register through January 31, 2020 for the mandatory NJSLA training.

To ensure that representatives from every district and participating Approved Private Schools for Students with Disabilities have the opportunity to attend the training, the NJDOE will strictly enforce the following registration protocols:

1. The first registration period is only for **two individuals per district** – District Test Coordinator and District Technology Coordinator. These individuals must register by January 31, 2020.
2. School Test Coordinators, space permitting, will be able to register from February 1, 2020 through February 14, 2020 as indicated below:
  - a) Districts with up to five schools may register only **one** School Test Coordinator.
  - b) Districts with six or more schools may register **no more than three** School Test Coordinators.

Participants must [register online](#). Upon completing the online registration form, participants will receive a confirmation code, and must bring this code to the training.

Only confirmed registrants for a specific training session are guaranteed admission to that session.

This process will be enforced to ensure training sites do not exceed seating capacity and that all District Test Coordinators and District Technology Coordinators have the opportunity to register. Individuals serving in these roles must provide turn-key training to all school-level staff involved with testing who are not required to attend the regional training.

### Training Sessions

| Date and Time                         | Location   | Phone number   |
|---------------------------------------|--|----------------|
| February 26, 2020<br>8 a.m. to 3 p.m. | Birchwood Manor<br>11 North Jefferson Road<br>Whippany, NJ 07981   | (973) 887-1414 |
| February 27, 2020<br>8 a.m. to 3 p.m. | Birchwood Manor<br>11 North Jefferson Road<br>Whippany, NJ 07981   | (973) 887-1414 |
| March 2, 2020<br>8 a.m. to 3 p.m.     | Forsgate Country Club<br>375 Forsgate Drive<br>Monroe Township, NJ 08831                                 | (732) 521-0070 |
| March 3, 2020<br>8 a.m. to 3 p.m.     | Forsgate Country Club<br>375 Forsgate Drive<br>Monroe Township, NJ 08831                                 | (732) 521-0070 |
| March 4, 2020<br>8 a.m. to 3 p.m.     | Forsgate Country Club<br>375 Forsgate Drive<br>Monroe Township, NJ 08831                                 | (732) 521-0070 |
| March 5, 2020<br>8 a.m. to 3 p.m.     | Sheraton Atlantic City Convention<br>Center Hotel<br>Two Convention Boulevard<br>Atlantic City, NJ 08401 | (609) 344-3535 |

### Additional Important Information

#### *Training Materials:*

Copies of the training materials will not be distributed at the training. A link to the training materials will be sent to registered participants on February 3, 2020. The presentation must be downloaded in advance and either saved on a portable device or printed and brought in hardcopy format to the training session, as Wi-Fi connectivity will not be available.

#### *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.

#### *Severe Inclement Weather:*

In the event of severe weather conditions, a training may be cancelled. If a training is cancelled, an email will be sent to registered participants announcing the cancellation and the make-up session date.

#### *Lunch and Refreshments:*

Coffee, tea and water will be available at all sites. Participants will have a one-hour independent lunch break. Lunch may be purchased on-site at the Forsgate Country Club and at the Sheraton Atlantic City Convention Center Hotel, or at nearby restaurants at all sites.

### Contact Information

If you have any questions, please contact NJDOE's Office of Assessments at [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov) or (609) 376-3960.

c: Members, State Board of Education  
Lamont O. Repollet, Ed.D., Commissioner  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group