



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: November 7, 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

## **Updated: Spring 2020 New Jersey Student Learning Assessments English Language Arts and Mathematics: Important Dates and Activities**

This memorandum provides districts with [key dates](#)<sup>1</sup>, reminders and updates to assist with preparations for administering statewide assessments in spring 2020.

### **2020 English Language Arts (ELA) Field Test**

A sample of districts has been randomly selected to participate in the field-test component of the spring 2020 state assessment in ELA. Letters were mailed to districts on September 25, 2019. Field testing is considered part of the statewide assessment program and will be embedded in the operational assessment for districts selected to participate. The primary purpose of the ELA field test is to evaluate test questions and tasks among different sample groups of students. Districts that participated in the spring 2018 or spring 2019 field test will not be required to participate in the spring 2020 ELA field test.

The field test session is embedded into the [NJTRAx](#) state assessment readiness rating calculation, so district schedules and readiness should already incorporate a third unit and the time needed for field testing. Therefore, if districts used the NJTRAx tool to gauge their technology readiness and their rating is green, they should be able to administer the assessment within the testing window.

### **NJ SMART State Assessments Registration Submission Data**

The New Jersey Department of Education (NJDOE) will upload Student Registration/Personal Needs Profile (SR/PNP) data into the PearsonAccess<sup>Next</sup> (PAN) platform based on the information submitted by districts through the NJ SMART State Assessment Registration Submission. Districts will then review the data in PAN and make any necessary changes to student information **starting January 22, 2020**. For more information, please visit the [NJ SMART State Assessment Registration FAQ](#).

Schools in sending/receiving relationships must verify and confirm that any out-of-district placement sites receiving their students are state-approved testing sites before identifying them in the NJ SMART submission. If the receiving school is not an approved testing site, the sending district must identify itself as the testing site and must either send staff to the out-of-district placement site to test the student(s) or bring them back to their district for testing.

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<sup>1</sup> The key dates document was updated on November 4, 2019.

### **Test Coordinator and Test Administrator Manuals**

Electronic versions of the spring 2020 test coordinator manual and spring 2020 test administrator manual are scheduled to be posted on the [NJSLA-ELA and NJSLA-Mathematics Resource Center](#) webpage **no later than February 21, 2020.**<sup>2</sup> Please note that the spring 2020 manuals are different from the fall 2019-20 manuals.

### **Paper Materials**

Student test registrations entered in the assessment administration platform **on or before Friday, March 6, 2020** will be used to calculate quantities for an initial order for paper-based testing materials.

Districts will receive paper materials for testing (manuals, test booklets and answer folders, mathematics reference sheets, large print and Braille test booklets) **no later than April 3, 2020**. Additional paper materials may be ordered for students enrolled after the initial registration of students in the assessment administration platform. Districts must specify the exact number of individual test booklets required when requesting additional orders and select “Field Test” when placing additional orders for ELA materials. Districts must wait to receive the initial order of paper materials before ordering additional materials through the “Additional Orders” process. The Additional Order window opens on **April 6, 2020**.

The NJSLA-ELA and Mathematics are computer-based assessments, and most students should take the assessment on a computer. Students who are unable to use a computer, based on a need documented in a valid Section 504 Plan or Individualized Education Program (IEP), will 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 anomalies are detected.

Students receiving homebound instruction are not required to take the NJSLA-ELA and Mathematics 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. The mode of testing should be based on individual student need and the content area/subject being assessed. Additional information can be found in the [Homebound Test Administration Procedures](#) document.

### **Contact Information**

If you have any questions, please contact the 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

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<sup>2</sup> This document was updated on November 4, 2019 because the 2020 ELA and mathematics test coordinator manual will be combined with the science test coordinator manual and released no later than February 21, 2019.