



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 15, 2021  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: Secondary English Language Arts and Mathematics Supervisors  
From: Gilbert E. Gonzalez, Acting Assistant Commissioner  
Division of Teaching and Learning Services  
Apply By: **Wednesday, January 5, 2022**

## **New Jersey Graduation Proficiency Assessment: English Language Arts and Mathematics Standards Validation Advisory Committee Recruitment**

The New Jersey Department of Education (NJDOE) is seeking nominations from school districts, charter schools, and renaissance school projects for diverse groups of teachers and/or curriculum supervisors to participate on the New Jersey Graduation Proficiency Assessment (NJGPA) Standards Validation Advisory Committees. Two separate committees will be established, one for English language arts (ELA) and one for mathematics, with each committee consisting of 20 individuals. The NJGPA will be administered to grade 11 students for the first time in March 2022. Please see the NJDOE's [2021-2022 Statewide Assessment Testing Schedule](#) and September 8, 2021 [broadcast memo](#) for additional information regarding the NJGPA.

### **Committee Background**

During the development of a new assessment, NJDOE forms committees of educators to provide feedback on the performance expectations for students. Committees, consisting of New Jersey educators, support this important work by contributing content area expertise to the development of New Jersey's state assessments. This critical work will assist in informing the quality and integrity of the development of New Jersey's statewide assessment program.

### **Committee Responsibilities**

Two Standards Validation Advisory Committees (SVAC), one for ELA and one for mathematics, will meet virtually on **Tuesday, February 1** and **Wednesday, February 2, 2022** and will be tasked with the following responsibilities:

1. **Day One–Training** – SVAC members will complete a nondisclosure agreement, review reference materials and tutorials, complete preparatory activities for the standards validation process, and complete the secure ELA or mathematics component of the NJGPA assessment.
2. **Day Two–Bookmark Placement** – The Bookmark Standard Setting procedure is an iterative process involving independent work and group discussions. Through this process, SVAC members will evaluate the items on the NJGPA through the lens of the performance level descriptors (PLDs) to validate the conversion of the written PLDs into the numeric cut score of 725, as previously presented to the State Board of Education at their December 1, 2021 meeting. The subject matter experts (SMEs) will be instructed to place a bookmark where they see the point of alignment between item difficulty and PLD language. Through robust discussion of these “bookmark placements,” as the process is called, members will build shared understanding of the item difficulty level that represents “Graduation Ready” knowledge, skills, and abilities.

Key activities for the NJGPA standards validation will include:

- Group discussion of PLDs and the performance threshold for graduation proficiency
- Individual SME examination of the test items
- Group discussion of each item
- Individual SME bookmark placement and group discussion of results

### **Time Commitment**

Committee members will be responsible for participating in **both days of meetings, each from 8:30 a.m. to 3 p.m., with:**

- A computer with stable internet connection.
- A quiet and secure work area.
- Their webcam turned on for the entirety of the session.
- Access to required software and specific URLs such as Zoom, Microsoft SharePoint, and Smartsheet. Login credentials and passwords will be provided in advance of the meeting.
- The current version of Pearson TestNav installed on their computers prior to participation.

### **Committee Considerations**

Participation in committees requires expert judgment, knowledge, and expertise in New Jersey's ELA or mathematics standards. Previous members of New Jersey Student Learning Assessment (NJSLA) committee members are ineligible to be nominated. Nominators are encouraged to exclusively recommend candidates who meet the following criteria:

- Active state-certified teachers or supervisors of ELA or mathematics who are currently teaching in New Jersey public high schools and have exhibited exemplary performance for at least three years; and
- Knowledge of item types and scoring of NJSLA-ELA and NJSLA-M.

The work of the committees is enriched by diverse representation. To ensure that these committees reflect the diversity of our State, nominators are encouraged to recommend candidates who represent a cross-section of the district's staff, with special emphasis on candidates with special education experience and candidates with experience working with English language learners.

### **How to Nominate Candidates**

A district may nominate one candidate for participation or consideration in the ELA committee and/or the mathematics committee. The Chief School Administrator (CSA) is required to complete the [Chief School Administrator Nomination Verification Form](#), and each candidate(s) is required to complete the [Committee Member Nomination Form](#). All nomination forms and résumés are to be submitted **no later than Wednesday, January 5, 2022**. NJDOE understands that candidates may need to secure approvals from their district to participate. All candidates are encouraged to begin the approval process upon application, in advance of selection notification. Approvals should be secured no later than **January 21, 2022**. Approval by the Local Educational Agency (LEA) does not guarantee a candidate's selection to participation. NJDOE will individually notify candidates of participation status by the end of January.

### **Honorarium**

The LEA of participants will receive an honorarium of \$120 per day for the purposes of substitute teacher and administrative costs for meetings. SVAC members will be awarded professional development hours for committee meetings.

### **Contact information**

If you have questions, please contact the Office of Assessments at [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).

c: Members, State Board of Education  
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
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