



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 10, 2021
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: Science Supervisors, Science Teachers
From: Lisa J. Gleason, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services
Apply By: Wednesday, December 22, 2021

New Jersey Student Learning Assessment for Science (NJSLA-S) Committee Recruitment

The New Jersey Department of Education (NJDOE) annually convenes several science assessment committees to assist in maintaining the quality and integrity of the development of the science portion of the New Jersey Student Learning Assessment (NJSLA). To continue this effort, the NJDOE is seeking nominations from school districts for a diverse and experienced pool of educators and curriculum supervisors to participate on the science assessment committees for the NJSLA-Science program for grades 5, 8, and 11. The NJDOE asks that Chief School Administrators nominate qualified educators and/or curriculum supervisors by **Wednesday, December 22, 2021. Districts may request an extension to Friday, January 7, 2022 by emailing John.Boczany@doe.nj.gov.**

Since its pilot in the 2017-2018 school year, it has been standard practice that no assessment item is presented to a student on the NJSLA-S without the consent of the Science Advisory Committee, the Bias and Sensitivity Committee, and the NJDOE representatives supporting the committees. Through this process, New Jersey educators ensure all items are fair, free of bias, and relevant to providing feedback on the progress of student learning. The NJSLA-S is an assessment formed by New Jersey educators for New Jersey students. Through participation in the science assessment committees, members are provided the opportunity to collaborate and exchange ideas on lessons and how they may improve science education in their own classrooms, schools, and districts.

Committees and Committee Responsibilities

The NJDOE is recruiting for four different science assessment committees. An individual may only serve on one committee at a time. The science committees are tasked with multiple responsibilities over the course of the year. These include, but are not limited to:

1. Science Advisory Committee

a. Item Review (IR)

Each newly developed item is reviewed by the committee to ensure scientific accuracy, grade level appropriateness, content alignment, content appropriateness, reading load, and presentation. Prior to all item review meetings, the committee members will be responsible for completing an independent review of all items to be discussed during the meeting.

b. Statistics Review

The committee will review the statistics of the field-tested items to determine if they should continue into the available item bank, undergo revisions and be re-field-tested, or rejected and not utilized in the future.

c. Operational Test Range Finding (OTRF)

A subset of 3-4 members of the committee will score student responses for each of the Constructed Response (CR) items being utilized on the operational portion of the assessment. These scored responses are then used to train the scorers.

d. **Field-Test Range Finding (FTRF)**

A subset of 3-4 members of the committee will score student responses for each of the CR items being utilized on the field-test portion of the assessment. These scored responses are then used to train the scorers.

e. **Performance Level Descriptor (PLD) Review**

A subset of 5-8 members of the committee will review and edit the current PLDs with feedback from the results of the alignment study to ensure they are the best representation of the New Jersey Student Learning Standards for Science. The PLDs are extremely detailed and an assessment specific document meant to define the range of knowledge, skills, and abilities available for assessment to the content specialists, item writers, and committee members charged with either making the test items or providing guidance in their development.

2. Bias and Sensitivity Committee

The bias and sensitivity committee is tasked with reviewing all newly developed items to ensure they meet the standards for being considered bias free and adhere to industry accepted sensitivity guidelines. The committee also reviews all field-tested items that performed significantly differently between reporting groups to ensure the item does not possess traits that would have caused this discrepancy. Prior to all bias and sensitivity meetings, the committee members will be responsible for completing an independent review of all items to be discussed during the meeting.

3. Spanish Language Review Committee

All items selected to appear on the Spanish version of the assessments are reviewed for the appropriateness of the translation and adherence to the intent of the original item.

4. Alignment Study Committee

Committee members will help evaluate the concurrence of the test with the standards upon which it is based, its balance of representation, range of knowledge and cognitive complexity, along with the process through which it was developed to evaluate the appropriate alignment of the test. Individuals who participate in the alignment study will be the first contacted as seats become available on the other committees following the completion of this work.

Time Commitment

All meetings will take place from 8:30 a.m. to 4 p.m. on their scheduled dates. The dates and formats for each of the meetings are listed below:

Table 1 - Elementary school Science Advisory Committee meetings for 2022

Meeting Activity	Dates	Format
New committee member training	March 29-30	In-person
Item review meetings, summer	June 27-28, June 30-July 1	In-person
Statistical review meeting	August 24-25	In-person
Field-test range finding	June 6, 13	Virtual
Field-test range finding self-paced review	June 6-13	Virtual, self-paced
Performance level descriptor review	October/Early November, to be determined (2-3 days TBD)	In-person

Table 2 - Elementary school Science Advisory Committee meetings for 2023

Meeting Activity	Dates	Format
Item review meetings, spring	February 13-14, 16-17	Virtual
Item review meetings, summer	June 26-27, 29-30	In-person
Statistical review meeting	August 23-25	In-person
Operational range finding verification	January 4-6	TBD
Field-test range finding	June 5-12	TBD

Table 3 - Middle school level Science Advisory Committee meetings for 2022

Meeting Activity	Dates	Format
New committee member training	March 29-30	In-person
Item review meetings, summer	July 11-12, 14-15	In-person
Statistical review meeting	August 23-25	In-person
Field-test range finding	June 8, 15	TBD
Field-test range finding self-paced review	June 8-15	Virtual, self-paced
Performance level descriptor review	October/Early November, to be determined (2-3 days TBD)	In-person

Table 4 - Middle school Science Advisory Committee meetings for 2023

Meeting Activity	Dates	Format
Item review meetings, spring	February 27-28, March 2-3	Virtual
Item review meetings, summer	July 10-11, 13-14	In-person
Statistical review meeting	August 22-25	In-person
Operational range finding verification	January 6, 9-10	TBD
Field-test range finding	June 7-15	TBD

Table 5 - High school Science Advisory Committee meetings for 2022

Meeting Activity	Dates	Format
New committee member training	March 29-30	In-person
Item review meetings, summer	July 25-26, 28-29	In-person
Statistical review meeting	August 22-25	In-person
Field-test range finding	June 13-17, 20	Virtual
Field-test range finding self-paced review	June 13-17, 20	Virtual, self-paced
Performance level descriptor review	October/Early November, to be determined (2-3 days TBD)	In-person

Table 6 - High school Science Advisory Committee meetings for 2023

Meeting Activity	Dates	Format
Item review meetings, spring	March 13-14, 17-18	Virtual
Item review meetings, summer	July 25-26, 28-29	In-person
Statistical review meeting	August 21-24	In-person
Operational range finding verification	January 9-11	TBD
Field-test range finding	June 12-19	TBD

Table 7 - Bias and Sensitivity Committee meetings for 2022

Meeting Activity	Dates	Format
New committee member training	March 29-30	In-person
Item review meeting	April 20	Virtual
Item review meeting, summer	July 13, 27, August 26	In-Person

Table 8 - Bias and Sensitivity Committee meetings for 2023

Meeting Activity	Dates	Format
Item review meeting	April 19	Virtual
Item review meeting, summer	July 12, 26, August 25	In-Person

Table 9 - Spanish Language Review Committee meetings for 2022

Meeting Activity	Dates	Format
New committee member training	March 29-30	In-person
Spanish review, high school	November 8-9	Virtual
Spanish review, middle school	November 15-16	Virtual
Spanish review, elementary school	November 29-30	Virtual

Table 10 - Spanish Language Review Committee meetings for 2023

Meeting Activity	Dates	Format
Spanish review, high school	November 7-8	Virtual
Spanish review, middle school	November 14-15	Virtual
Spanish review, elementary school	November 28-29	Virtual

Table 11 - Alignment Study committee meeting for 2022

Meeting Activity	Dates	Format
Alignment study	August 3-4	In-person

Term of Service

The term of service includes a one (1) year term or a two (2) year term. Each nominee is asked to select his or her preference when completing the application. While a member of a committee, one would be expected to be in attendance for at least 75% of all scheduled meetings and complete all pre-meeting virtual reviews.

Honorarium

An honorarium of \$120 per day will be provided to all committee members. If a committee member is in attendance while on professional development time from their district, then their district shall receive the honorarium to cover substitute teacher and administrative costs instead. Honorariums awarded for completing required pre-meeting work will be paid directly to the committee member and are based on the workload assigned. Mileage and tolls will be reimbursed, and lunch will be provided for all in-person meetings. Professional development hours will be awarded for committee meetings.

How to Nominate Candidates

Have your candidate(s) complete a [Committee Member Nomination Form](#) and submit the form along with a copy of the [Chief School Administrator Nomination Verification Form](#). All nomination forms and Nomination Verification Forms are to be submitted **no later than Wednesday, December 22, 2021**. **Districts may request an extension until January 7, 2022 by emailing John.Boczany@doe.nj.gov**. A follow-up email will be sent by the end of January to notify the nominees if they have been selected. Each district may nominate up to five individuals across all committees.

Committee Nomination Considerations

Participation in these committees requires expert judgment. Nominators are encouraged to recommend candidates who meet any of the criteria listed below:

- Have taught science in grades three through twelve in New Jersey public schools for at least three years or supervise teachers of science in New Jersey public schools;
- Possess a standard teaching license in a field of science (middle school and high school) or a standard teaching license for elementary education (elementary school); or
- Possess strong knowledge of the New Jersey Student Learning Standards for Science.

In addition to the above listed criteria, the committees are in particular need of individuals who possess certification or specialty in the area of Earth and Space Science.

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.

Contact information

If you have questions please contact John Boczany, Science Content Coordinator, at John.Boczany@doe.nj.gov.

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