



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 19, 2022
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Directors of Approved Private Schools for Students with Disabilities
Route To: District Test Coordinators, District Technology Coordinators, School Test Coordinators
From: Gilbert E. Gonzalez, Acting Assistant Commissioner
Division of Teaching and Learning Services
Deadline: Register by February 14, 2022

Mandatory Training for 2022 New Jersey Student Learning Assessments (NJSLA) and New Jersey Graduation Proficiency Assessment (NJGPA)

Each year, the New Jersey Department of Education (NJDOE) requires that all District Test Coordinators and District Technology Coordinators (DTCs) participate in training on the administration of the statewide assessment programs. This includes the NJSLA in ELA, mathematics, and science, as well as the NJGPA. All participants must complete all training modules within the required timeframe.

District Test and Technology Coordinator Training Window

The mandatory Spring 2022 DTC Training will be **virtual and on-demand**. Training modules will be available from **January 31, 2022 to February 25, 2022** and must be completed within that timeframe. Districts who will be administering the NJGPA in March are encouraged to complete training by **February 11, 2022** to have sufficient time to prepare for the administration window and participate in the optional NJGPA office hour sessions. Limits on attendance are lifted for the 2022 virtual training modules, and all school and district coordinators are welcome to register.

Training Content

The training will focus on policies and procedures for administration of the statewide assessments (NJSLA and NJGPA). Some of the topics will include:

- NJGPA and the graduation assessment requirement.
- Scheduling and testing requirements.
- Accessibility features and accommodations.
- Test and information security.
- Student registration.
- Materials and tools.
- Managing secure test materials.
- Technology overview, planning and setup.
- Assessment administration platform.
- Resources and contacts.

Question and Answer Sessions

Live, virtual question and answer (Q&A) sessions regarding DTC training topics will be available following the training window from **February 14 through 25, 2022**. The complete list of session dates and times are available through the [registration website](#). These sessions are available to participants as an *optional* support resource. However, there will be capacity limits on Q&A sessions, and they will be first come, first served. Due to these

capacity limits, only the District Test Coordinator and District Technology Coordinator may register for the live Q&A sessions through the training platform. The NJDOE will make every effort to ensure that DTCs with questions are accommodated.

Registration Instructions

District Test Coordinators and District Technology Coordinators must register for mandatory training by **February 14, 2022**. As a reminder, all school coordinators are welcome to register for the 2022 virtual training modules.

Registration for the mandatory on-demand training modules is available through the Spring 2022 District Test and Technology Coordinator [registration website](#). Following registration, you will have access to presentation materials and resources through the training platform beginning on **January 31, 2022**. The completion of the training modules with your registration credentials will serve as confirmation of your completed training. The completion of the training modules with your registration credentials will serve as confirmation of your completed training.

Contact Information

If you have questions, please contact the Office of Assessments at (609) 376-3960 or 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
Garden State Coalition of Schools
NJ LEE Group