



Date: January 18, 2023
To: Local Educational Agency Leads
Route To: District Test Coordinators, District Technology Coordinators, School Test Coordinators
From: Jorden Schiff, Ed.D., Acting Assistant Commissioner
Division of Teaching and Learning Services

Spring 2023 New Jersey Student Learning Assessments for English Language Arts, Mathematics and Science and New Jersey Graduation Proficiency Assessment Key Dates and Information

This memorandum provides districts with key dates and information for the spring 2023 administration of the New Jersey Student Learning Assessments (NJSLA) in English language arts (ELA), mathematics, and science, and the New Jersey Graduation Proficiency Assessment (NJGPA).

Spring 2023 ELA Field Test

A sample of districts has been randomly selected to participate in the field test components of the spring 2023 State assessment in ELA for NJSLA and NJGPA. Letters were sent to districts on **December 2, 2022**. 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. Field test questions do not count toward student scores on the assessment.

Last year (spring 2022), the New Jersey Department of Education (NJDOE) sampled a representative group made up of 50% of districts with a goal of refreshing the ELA item bank, after two years with no opportunity to add new content to the bank as a result of the cancellation of the NJSLA in Spring 2020 and Spring 2021 due to the COVID-19 pandemic. The remaining 50% of districts that did not field test in 2022 were divided into two representative groups. One group will field test in spring 2023 and the other will field test in spring 2024. Districts selected to participate last year (spring 2022) are not included in the spring 2023 field test sample and will also not be included in the spring 2024 sample. There will be no changes to protocol for field testing of mathematics and science items. For NJSLA-Mathematics and NJSLA-Science, the NJDOE will continue to implement the census field testing model, under which field test questions are embedded in all mathematics and science assessments and all New Jersey students participate in field testing annually for these two content areas.

Who Must Test for NJSLA?

For ELA, students in grades three through nine are expected to participate in the NJSLA based on their current grade-level enrollment, not the level of instruction received during the current school year.

For mathematics, students in grades three through nine are expected to participate in the NJSLA based on their current grade-level/course enrollment. Middle school students who are taking any of the high school mathematics courses (Algebra I, Geometry, or Algebra II) are expected to take the mathematics assessment that matches their current mathematics course enrollment (i.e., a grade seven student enrolled in a one-year Algebra I course must take the Algebra I assessment). All high school students must take the Algebra I end-of-course assessment when they are enrolled in the course for the first time, except for those with qualified exceptions such as students who took the Algebra I end-of-course assessment in middle school. Students in grades 10, 11, or 12 may be required to test if they have not yet participated in their federal high school assessment requirement.

For science, all students in grades 5, 8 and 11 are expected to participate in the science assessment. For high school students, grade level is determined by credit total and not homeroom assignment.

The NJSLA/NJGPA 2023 Spring Test Coordinator Manual includes additional information about NJSLA testing requirements in **Section 1.3 Who Must Test**. Some topics in this section of the manual include but are not limited to:

- Middle School Mathematics – Testing requirements for students who will complete Algebra I, Geometry, and Algebra II prior to starting high school.
- High School Mathematics – Circumstances which may require a student in grade 10, 11, or 12 to take the NJSLA for mathematics.
- Students Exempt from Taking the NJSLA – Circumstances when a student may be exempt from taking one or more portions of the NJSLA, such as students who qualify for the Dynamic Learning Maps (DLM) assessment as specified in their Individualized Education Program (IEP) plan and will take the DLM assessment instead.

Who Must Test for NJGPA?

All students in grade 11, including students with disabilities whose IEP states that they are not eligible for the alternative assessment (DLM), must take the ELA and mathematics component of the NJGPA to meet the high school graduation assessment requirement. **Section 1.3** of the NJSLA/NJGPA 2023 Spring Test Coordinator Manual includes additional information about NJGPA testing requirements.

PearsonAccess^{next} (PAN) User Accounts

Updating PAN user accounts regularly is essential to ensure the protection of confidential student information. District Test Coordinators must disable the accounts of individuals who no longer work in the district.

Districts are reminded to make updates in CDS Homeroom as staff changes occur. Please also reach out to the Office of Assessments when there are changes to Chief School Administrator (CSA) and District Test Coordinator roles so the necessary updates to organization information can be made in PAN.

NJDOE will create accounts for CSAs who do not currently have accounts. On **January 25, 2023**, CSAs with new accounts will receive an email to setup a password for their PAN account.

Registration for District Test Coordinator and Technology Coordinator Training

Each year, the New Jersey Department of Education (NJDOE) requires all District Test Coordinators and District Technology Coordinators to participate in training on the administration of the statewide assessment program in ELA, mathematics, and science. The Spring 2023 District Test and Technology Coordinator Training will be **virtual and on-demand**. Training modules are available from **January 17 through February 17, 2023** and must be completed within that timeframe. Additionally, the Office of Assessments will hold online question and answer (Q&A) sessions during the training window from **February 6 through February 17, 2023**, to answer questions related to the spring 2023 administration of NJSLA and NJGPA. It is required that participants who register for the Q&A sessions will have completed training prior to attendance. Additional information about the mandatory training was shared in the [Mandatory Training for 2023 New Jersey Student Learning Assessments \(NJSLA\) and New Jersey Graduation Proficiency Assessment \(NJGPA\) broadcast](#) that was released on January 4, 2023.

NJ SMART State Assessment Registration Submission Data

The NJDOE will upload the Student Registration/Personal Needs Profile (SR/PNP) into PAN based on the information submitted by districts through the NJ SMART State Assessment Registration submission in the fall of 2022. Districts can review the data in PAN and make any necessary changes to student information starting on **January 24, 2023**. Data can be updated as necessary in PAN throughout the assessment administration window until the district data clean-up window closes on **March 31, 2023** for NJGPA and **June 15, 2023** for NJSLA.

Schools in sending/receiving relationships must verify and confirm that any out-of-district placement sites receiving their students are state-approved testing sites. If the receiving school is not an approved testing site, the

sending district must identify themselves 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.

Charter schools, renaissance school projects, choice schools, and vocational-technical schools (for students whose NJ SMART enrollment type is full-time) are the accountable districts and accountable schools for their students. Do not designate the accountable district or accountable school based on the student's residential address.

After the initial upload of data by the NJDOE, sending districts will not be able to see their out-of-district placement students in PAN. Sending districts can review their out-of-district placement students by downloading the operational reports located in PAN. Additionally, sending districts must communicate with receiving districts to ensure student records that were not captured in the initial data upload through NJ SMART are registered in PAN by the receiving schools. Receiving schools must review and update their students' information.

NJSLA Spring 2023 Administration Window

The regular spring administration of NJSLA will be administered in person from **May 1 through May 26, 2023**. Make-up testing will be administered in person from **May 30 through June 2, 2023**. Make-up testing may occur at any point throughout the administration window. However, the make-up window may not be used to schedule regular testing.

Details regarding the administration windows for all the New Jersey statewide assessments are provided in the [2022-2023 statewide assessment schedule](#).

NJGPA Spring 2023 Administration Window

Students in the class of 2024 will take the NJGPA in grade 11 to meet the state graduation assessment requirement. The NJGPA will be administered in person from **March 13 through March 17, 2023**. Make-up testing will be administered in person from **March 20 through March 24, 2023**.

NJGPA ELA and mathematics resources, including blueprints and practice tests, are available on the New Jersey Assessments Resource Center under [NJGPA](#).

Test Coordinator and Test Administrator Manuals

Electronic versions of the NJSLA/NJGPA Spring 2023 Test Coordinator Manual (TCM) and NJSLA/NJGPA Spring 2023 Test Administrator Manual (TAM) have been posted. These manuals, with other helpful resources, can be found on the [New Jersey Assessments Resource Center](#) under Educator Resources > Test Administration Resources > Test Administration Manuals. Please note that districts will **not** receive paper copies of the test coordinator and test administrator manuals.

Paper Test Materials

Student test registrations entered in PAN on or before Friday, **March 10, 2023** will be used to calculate quantities for an initial order for paper-based testing materials for NJSLA.

Districts will receive paper materials for testing for spring NJSLA (test booklets, mathematics reference sheets, periodic tables, large print and braille test booklets) **no later than April 17, 2023**. Additional paper materials may be ordered for students enrolled after the initial registration of students in PAN. Districts must specify the exact number of individual test kits required when requesting additional materials. Districts must wait to receive the initial shipment of paper materials before ordering additional materials through the additional orders process. The window for ordering additional paper materials for NJSLA opens on **April 17, 2023**.

For NJGPA, all paper-based test materials must be ordered through the additional orders process, which will begin on **February 20, 2023**. Districts must specify the exact number of individual test kits required.

New for spring 2023, answer documents will no longer be used for paper-based testing. Instead, students will write their answers in their test booklet. Districts will set up a transcription session in PAN and transcribe these student responses directly into TestNav by the established deadline. Additional instructions for the handling of physical test materials and the transcription of student responses are included in the spring 2023 TCM and TAM.

The NJSLA and NJGPA 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 or NJGPA 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. Additional information can be found in the Homebound Test Administration Procedures document, which can be found on the [New Jersey Assessments Resource Center webpage](#) under Educator Resources > Test Administration Resources > Testing Resources.

For more information regarding the spring 2023 assessment administration key dates, please review the complete list of [Spring 2023 NJSLA and NJGPA Key Dates](#) found on the [NJSLA/NJGPA Resources for Districts webpage](#).

NJSLA Test Content Resources

NJSLA test content resources for ELA, mathematics and science are available on the [New Jersey Assessments Resource Center](#) under Educator Resources > [Test Content and Other Information](#). Districts are encouraged to review these resources annually and share them with district staff. Resources available on this webpage include but are not limited to:

- Test Blueprints for ELA and Mathematics.
- Companion Guides for ELA and Mathematics.
- NJSLA-S Parent, Student, and Teacher Information Guide.
- New Jersey Student Learning Standards.
- ELA Writing Rubrics and Rubric Criteria Definitions.
- Mathematics Task Types.
- NJSLA-S Instructional Guide for Constructed Response Questions.
- Released Items.

Contact information

If you have any questions, please contact the Office of Assessments at (609) 376-3960 or assessment@doe.nj.gov.

Additional Resources

- [New Jersey Assessments Resource Center](#)
- [PearsonAccess^{Next} Online Support](#)
- [NJSLA/NJGPA Resources for Districts](#)
- [Technology Setup](#)

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group