



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 4, 2023
To: Local Educational Agency Leads
Route To: District Test Coordinators, District Technology Coordinators, School Test Coordinators
From: Jordan Schiff, Ed.D., Acting Assistant Commissioner
Division of Teaching and Learning Services
Deadline: Registration Required by February 15, 2023

Mandatory Training for 2023 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 and 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 Coordinators identified through NJDOE Homeroom have been preregistered for the mandatory on-demand training modules.

District Test and Technology Coordinator Training Window

The mandatory Spring 2023 DTC Training will be **virtual and on-demand**. Training modules will be available from **January 17, 2023 to February 17, 2023** and must be completed within that timeframe. Districts who will be administering the NJGPA in March are encouraged to complete training by **February 10, 2023** 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 2023 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
- Accountability, scheduling, and testing requirements
- Accessibility features and accommodations
- Materials and tools
- Test and information security
- Student registration and placement
- 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 6 through February 17, 2023**. The complete list of session dates and times are available through the virtual training platform. 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 and Technology Coordinator may register for the live Q&A sessions

through the virtual training platform. The NJDOE will make every effort to ensure that DTCs with questions are accommodated.

Registration Instructions

District Test and Technology Coordinators identified through NJDOE Homeroom have been preregistered for the mandatory on-demand training modules. On **January 13, 2023**, all pre-registered District Test and Technology Coordinators will receive an email with additional information to verify and login to their account. If a District Test or Technology Coordinator and does not receive an email on **January 13, 2023**, they should visit the [registration website](#) to submit their registration.

To ensure access to the virtual training platform by the first day of the training window, additional participants (i.e., school coordinators) are strongly encouraged to register no later than **January 12, 2023**. Registration for training will remain open until **February 15, 2023** and all District Test and Technology Coordinators must be registered no later than this date. Please note that registrations occurring after **January 12, 2023** will take approximately 24 hours to process. As a reminder, all school coordinators are welcome to register for the 2023 virtual training modules.

Registration is available through the Spring 2023 District Test and Technology Coordinator [registration website](#). Following registration, participants will have access to presentation materials and resources through the training platform beginning on **January 17, 2023**. The completion of the training modules with your registration credentials will serve as confirmation of your completed training. Once all training modules have been completed, a notification of completion will be sent to individual participants via email for record keeping purposes.

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
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group