



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 8, 2023
To: Local Educational Agency Leads
Route To: Science Supervisors, Science Teachers
From: Jorden Schiff, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services
Apply By: Tuesday, December 5, 2023

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 Local Education Agencies (LEAs) 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 five, eight, and eleven. The NJDOE asks that Chief School Administrators nominate qualified educators and/or curriculum supervisors by **Tuesday, December 5, 2023**.

Committees and Committee Responsibilities

The NJDOE is recruiting for three distinct 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 (SR)

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 three to four 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 scorers.

d. Field-Test Range Finding (FTRF)

A subset of three to four 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 scorers.

2. Bias and Sensitivity Committee

The bias and sensitivity committee is tasked with reviewing all 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.

Time Commitment

All meetings will take place from 8:30 a.m. to 4:00 p.m. on their scheduled dates. The dates and formats for each of the meetings for 2024 are listed below:

Table 1 - Elementary School Science Advisory Committee Meetings for 2024

Meeting Activity	Dates	Format
New committee member training	February 7	In-person
Item review meetings, spring	February 26–27, 29 and March 1	Virtual
Item review meetings, summer	June 24–25, 27–28	In-person on Monday and Tuesday Virtual on Thursday and Friday
Statistical review meeting	August 21–23	In-person
Field-test range finding	June 5–7, 10–12	Virtual

Table 2 - Middle School Science Advisory Committee Meetings for 2024

Meeting Activity	Dates	Format
New committee member training	February 7	In-person
Item review meetings, spring	March 11–12, 14–15	Virtual
Item review meetings, summer	July 8–9, 11–12	In-person on Monday and Tuesday Virtual on Thursday and Friday
Statistical review meeting	August 20–23	In-person
Field-test range finding	June 13–14, 17–20	Virtual

Table 3 - High School Science Advisory Committee Meetings for 2024

Meeting Activity	Dates	Format
New committee member training	February 7	In-person
Item review meetings, spring	March 18–19, 21–22	Virtual
Item review meetings, summer	July 22–23, 25–26	In-person on Monday and Tuesday Virtual on Thursday and Friday
Statistical review meeting	August 19–23	In-person
Field-test range finding	June 20–21, 24–27	Virtual

Table 4 - Bias and Sensitivity Committee Meetings for 2024

Meeting Activity	Dates	Format
New committee member training	February 7	In-person
Item review meeting	April 17	Virtual
Item review meeting, summer	July 17, 31	Virtual
Item review meeting, summer	August 22–23	In-person

Table 5 - Spanish Language Review Committee Meetings for 2024

Meeting Activity	Dates	Format
Spanish review, high school	November 13 (Tentative)	Virtual
Spanish review, middle school	November 19 (Tentative)	Virtual
Spanish review, elementary school	December 4 (Tentative)	Virtual

*2025 meeting dates for all committees are to be determined.

Term of Service

The term of service includes a one-year term or a two-year term. Each nominee is asked to select their 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 LEA, then their LEA 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

Candidates are to 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 Tuesday, December 5, 2023**. A follow-up email will be sent by the end of December 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 have supervised teachers of science in a New Jersey LEA;
- 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 a specialty in the areas of Physical Science and/or 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 LEA's staff, with special emphasis on candidates with special education experience and candidates with experience working with multilingual learners.

Contact Information

For any questions, please contact the Office of Assessments at science@doe.nj.gov.

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