



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 14, 2024
To: Local Education Agency Leads, Directors of Approved Private Schools for Students with Disabilities
Route To: District Test Coordinators, District Technology Coordinators, School Test Coordinators
From: Jorden Schiff Ed.D., Assistant Commissioner
Division of Teaching and Learning Services

Fall 2024 New Jersey Graduation Proficiency Assessment Key Dates and Information

This memorandum provides local education agencies (LEAs) with key dates and information for the fall 2024 administration of the New Jersey Graduation Proficiency Assessment (NJGPA).

Participation in the NJGPA Fall Administration

The fall administration of NJGPA provides a retake or initial testing opportunity for students who are scheduled to graduate in the class of 2025. The fall NJGPA will be administered in person from **October 7 through October 11, 2024**. Make-up testing will be administered in person from **October 15 through October 18, 2024**. Any student who did not meet the minimum cut-score on one or both components of the assessment during a previous attempt **must be offered** a retake opportunity. LEAs must offer targeted support prior to any student retaking one or both components of the assessment.

Students who are eligible to participate in the fall administration of NJGPA include:

- Students who took the NJGPA in spring or summer 2024 but did not meet the minimum 725 cut-score on one or both components of the assessment.
- Students in grade 12 who have not yet taken one or both components of the NJGPA are **required** to test. This includes but is not limited to:
 - Multilingual learners who utilized the one-time English language arts (ELA) exemption at the time of spring testing;
 - Students who were absent from school on all testing dates or unable to test due to medical reasons;
 - Students who enrolled in New Jersey public schools after the administration window closed; and,
 - Students who were tenth graders based on credit status at the time of spring testing but attained enough credits to transition to 12th grade credit status at the conclusion of the 2023-2024 regular school year.

Please note that students, including newly arrived multilingual learners, must receive a valid score in each component of the NJGPA prior to accessing the second and/or third pathway for that specific component. Newly arrived grade 12 multilingual learners who are eligible may utilize the one-time exemption for the ELA component during the current fall administration. However, if these students will not test during the fall administration, they are required to test during the spring administration in order to meet the state graduation assessment requirement and gain access to the second and/or third pathways.

Please also note that students in grade eleven who are expected to graduate in the class of 2026 must wait until the spring 2025 administration to take the NJGPA for the first time.

Training, Manuals, and Resources

District Test and Technology Coordinators (DTCs) should visit the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources** for access to the training materials, test coordinator and test administrator manuals, and other associated resources that were posted for the spring 2024 administration. Prior to each administration, DTCs are required to familiarize themselves with the responsibilities associated with their roles, including training test administrators on the proper administration of state assessments and ensuring the appropriate technology requirements are in place.

Student Registration/Personal Needs Profile (SR/PNP) Data Upload

For the fall administration, LEAs must import student data directly to the [PearsonAccess^{next}](#) (PAN) platform. The initial upload window for the fall administration will open on **September 3, 2024**. LEAs may continue to update student data prior to and throughout the testing window until the district data clean-up window closes on **October 23, 2024**. Students taking the paper-based versions of the assessments must be included in the student registration upload.

Please note the following:

- Students must be registered under the New Jersey > 2024—2025 > NJSLA/NJGPA-ELA/Math Fall Block 2024 scope in PAN.
- For students who attend an out-of-district placement, the testing site, not the accountable school, must register out-of-district students in PAN. It is essential that the correct Accountable District Code and Accountable School Code are used, which will be different from the Testing Site District Code and the Testing Site School Code.
- Charter schools, renaissance school projects, choice schools, and vocational-technical schools (for students who attend full time) are the accountable districts and accountable schools for their students.

Paper Test Materials

All paper-based test materials must be ordered through the additional orders process, which will begin on **September 16, 2024** and end on **October 11, 2024**. After an additional order has been reviewed and approved, it will take approximately four to five business days for materials to be delivered. Tracking information can be found in PAN once materials have been shipped. LEAs must specify the exact number of individual test kits required.

Answer documents are no longer used for paper-based testing. Instead, students will write their answers in their test booklet. LEAs will set up a transcription session in PAN and transcribe these student responses directly into TestNav by the established deadline. Additional guidance and instructions for the handling of physical test materials and the transcription of student responses are included in the following resources located on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources**:

- 2024 Spring Test Coordinator Manual.
- 2024 Spring Test Administrator Manual.
- NJSLA/NJGPA Accommodated Paper-Tested Procedures (located under Testing Resources).

The NJGPA is a computer-based assessment, 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 New Jersey Department of Education (NJDOE) will review the Student Registration/Personal Needs Profile (SR/PNP) uploads and may contact LEAs to verify the accuracy of the student counts and test delivery modes if anomalies are detected.

Students receiving homebound instruction may be tested using computer-based assessments or paper-based assessments. The mode of testing should be based on individual student needs. Computer-based assessments must be administered using a district-supplied portable electronic device and mobile hotspot. Please review the NJSLA/NJGPA Homebound Test Administration Procedures document for additional information which can be found on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources > Testing Resources**. LEAs are encouraged to contact the appropriate state assessment coordinator with questions regarding testing students on homebound/bedside instruction.

For more information regarding the fall 2024 NJGPA administration key dates, please review the complete list of Fall 2024 NJGPA key dates found on the [NJSLA/NJGPA Resources for Districts](#) webpage under the heading **Testing Schedule and Key Dates**.

Contact information

For any questions regarding the fall NJGPA administration, 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](#)

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