



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 6, 2024
To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities
Route To: District Test Coordinators, District Technology Coordinators, School Test Coordinators
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Division of Teaching and Learning Services

Spring 2025 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 local educational agencies (LEAs) and directors of approved private schools for students with disabilities (APSSDs) with key dates and information for the spring 2025 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) for ELA and mathematics.

Who Must Test for NJSLA?

For ELA, students in grades three through nine are expected to participate in the NJSLA based on current grade-level enrollment, not the level of instruction received during the current school year. Please note, students in grades 10, 11 or 12 may not be assigned the grade nine ELA assessment.

For mathematics, elementary school students in grades three through five are expected to participate in the NJSLA based on current grade-level. Middle school students in grades six through eight are expected to participate in the NJSLA based on current grade-level unless they are taking any of the high school mathematics courses (i.e., Algebra I, Geometry, or Algebra II). Please note the following:

- Grade six students who are enrolled in a one-year Algebra I course must take the Algebra I assessment and the grade six NJSLA mathematics assessment.
- All high school students must take the Algebra I end-of-course assessment when 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 take the test for mathematics if they have not yet participated in a federal high school assessment requirement.

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

For additional information regarding participation in the NJSLA, we strongly encourage LEAs to download and review the State Assessment Registration Submission FAQ which can be located at NJ SMART Resources and Trainings > Documents for Download > State Assessment Registration Submission.

The NJSLA/NJGPA 2025 Spring Test Coordinator Manual will include 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 meet the eligibility requirements for and will be taking 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 Who Must Test of the NJSLA/NJGPA 2025 Spring Test Coordinator Manual will include additional information about NJGPA testing requirements.

Students in grade 12 who have not taken one or both components of NJGPA and who are expected to graduate with the class of 2025 (i.e., between September 1, 2024 and August 31, 2025) must take the NJGPA during the spring administration window. Please note that these students may not access second or third pathway assessment scores until after they have taken both components of NJGPA. LEAs are also encouraged to begin pursuing second and third pathway opportunities for students as needed.

PearsonAccessnext (PAN) User Accounts

Updating PAN user accounts regularly is essential to ensure the protection of confidential student information. District Test Coordinators (DTC) are required to disable the accounts of individuals who no longer work in the LEA. LEAs are reminded to make updates in [NJDOE Homeroom](#) as staff changes occur. Please also contact the Office of Assessments when there are changes to Chief School Administrator (CSA) and DTC 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. Once the accounts have been created, CSAs with new accounts will receive an email to setup a password for the PAN account.

Registration for District Test Coordinator and Technology Coordinator Training

Each year, NJDOE requires all DTCs and District Technology Coordinators to participate in training on the administration of the statewide assessment program in ELA, mathematics, and science. The Spring 2025 District Test and Technology Coordinator Training will consist of in-person and virtual/on-demand training.

In-person training is scheduled to begin Tuesday, January 14, 2025 through Thursday, January 23, 2025.

Virtual/On-Demand training modules will be available starting Tuesday, January 14, 2025. Additionally, the Office of Assessments will hold online question and answer (Q&A) sessions during the training window from Monday, February 3, 2025 through Friday, February 7, 2025, to answer questions related to the spring 2025 administration of NJSLA and NJGPA. It is required that participants who register for the Q&A sessions will have completed either in-person or virtual/on-demand training prior to attendance. Additional information regarding mandatory training for the spring 2025 NJSLA and NJGPA will be made available in due course including the criteria for who must attend in-person training.

NJ SMART State Assessment Registration (SAR) Submission Data

The NJDOE will upload the Student Registration/Personal Needs Profile (SR/PNP) into PAN based on the information submitted by LEAs, in the fall of 2024, through the NJ SMART State Assessment Registration submission. The NJ SMART State Assessment Registration window for LEAs begins Friday, October 18, 2024 and

ends Friday, December 6, 2024. For more information, visit the NJ SMART webpage under Documents for Downloads. Data can be updated as necessary in PAN throughout the assessment administration window until the LEA data clean-up window closes on Friday, March 28, 2025 for NJGPA and Friday, June 6, 2025 for NJSLA.

Schools in sending/receiving relationships must verify and confirm that any out-of-district placement sites receiving their students are state-approved APSSDs. If the receiving school is not an approved testing site, the sending LEA must identify themselves as the testing site and create a plan to ensure the student is afforded the opportunity to participate in testing (i.e., send staff to the out-of-district placement site to test the student(s) or bring the student(s) 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 LEAs and accountable schools for their students. Do not designate the accountable LEA or accountable school based on the student's residential address. After the initial upload of data by the NJDOE, sending LEAs will not be able to see their out-of-district placement students in PAN. Sending LEAs can review their out-of-district placement students by downloading the operational reports located in PAN. Additionally, sending LEAs must communicate with receiving LEAs 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. LEAs can review their data in PAN and make any necessary changes to student information starting Tuesday, January 21, 2025.

NJGPA Spring 2024 Administration Window

Students in the class of 2026 will take the NJGPA in grade 11 to meet the state graduation assessment requirement. The NJGPA will be administered in person from Monday, March 10, 2025 through Friday, March 14, 2025. Make-up testing will be administered in person from Monday, March 17, 2025 through Friday, March 21, 2025.

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

NJSLA Spring 2024 Administration Window

In-person paper-based testing and computer-based testing are scheduled from Monday, April 28, 2025 through Friday, May 23, 2025. Make-up testing will be administered in person from Tuesday, May 27, 2025 through Friday, May 30, 2025. 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 2024-2025 administration windows for all the New Jersey statewide assessments are available at the [NJSLA/NJGPA Resources for Districts](#) webpage under **Testing Schedule and Key Dates**.

Test Coordinator, Test Administrator, and Accessibility Features and Accommodations Manuals
Electronic versions of the NJSLA/NJGPA Spring 2024 Test Coordinator Manual (TCM), NJSLA/NJGPA Spring 2025 Test Administrator Manual (TAM), and the NJSLA/NJGPA Accessibility Features and Accommodations – 13th Edition Manual will be posted no later than Wednesday, January 8, 2025. These manuals, along with other helpful resources, can be found on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources > Test Administration Manuals**. Note: LEAs will not receive paper copies of these manuals.

Paper Test Materials

For NJGPA, all paper-based test materials must be ordered through the additional order process, which will begin Monday, February 17, 2025 through Friday, March 14, 2025. 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. For NJSLA, student test registrations entered in PAN on or before Friday, March 7, 2025 will be used to calculate quantities for an initial order for paper-based testing materials for NJSLA. LEAs 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 Monday, April 14, 2025.

Additional NJSLA paper test materials may be ordered for students enrolled after the initial registration of students in PAN or a change in SR/PNP that now requires paper-based materials. LEAs must specify the exact number of individual test kits required when requesting additional materials. LEAs must wait to receive the initial shipment of paper test materials before ordering additional materials through the additional order process. The window for ordering additional paper test materials for NJSLA opens Monday, April 14, 2025 and goes through Friday, May 23, 2025.

Answer documents are no longer used for paper-based testing. Instead, students are expected to 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. For additional guidance and instructions for the handling of physical test materials and the transcription of student responses, please refer to the NJSLA/NJGPA Accommodated Paper-Test Procedures located on the New Jersey Assessments Resource Center under Educator Resources > Test Administration Resources > Testing Resources, and in the Spring 2025 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, IEP, or as part of the accommodations defined for multilingual learners will take the assessment using paper and pencil. The NJDOE will review the SR/PNP uploads and may initiate contact to verify the accuracy of the student counts and test delivery modes if anomalies are detected. For additional guidance on paper-based testing, please refer to Appendix A: Accessibility Features and Accommodations for Students Taking the Paper-Based NJSLA and NJGPA which can be found on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources > Accessibility Features and Accommodations (AF&A) Resources > Resources**.

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 spring 2025 assessment administration key dates, please review the complete list of spring 2025 NJSLA and NJGPA key dates found on the [NJSLA/NJGPA Resources](#) webpage under **Testing Schedule and Key Dates**.

NJSLA Test Content Resources

For ELA, mathematics and science, test content resources are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Content and Other Information**. LEAs 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

- ELA Reading and Writing Evidence Tables
- 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
- Mathematics Evidence Statements and Performance Level Descriptors
- NJSLA-S Instructional Guide for Constructed Response Questions (Updated October 2024).
- NJSLA-S Overview Presentation
- ELA Claims Distribution (Grades 3 through 9)
- Released Items.

Tutorials and Practice Tests

LEAs are strongly encouraged to use the tutorials and practice tests available on the New Jersey Assessments Resource Center under Educator Resources. Tutorials familiarize students and educators with the item types, testing tools, accessibility features, accommodations, and test format and/or navigation of TestNav (Computer-Based Testing only) that will be used for the NJSLA and NJGPA.

Practice tests provide an opportunity for students to become familiar with the types of items and to respond to test questions similar to the questions students will be asked to answer on the NJSLA and NJGPA in each grade/course and content area. Section 3.5 Schedule Tutorials and Practice Tests of the NJSLA/NJGPA 2025 Spring Test Coordinator Manual will include additional information related to the use of tutorials and practice tests prior to testing.

Contact Information

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

Additional Resources

- [New Jersey Assessments Resource Center](#)
- [PearsonAccessNext Online Support](#)
- [NJSLA/NJGPA Resources](#)
- [Technology Setup](#)

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