



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 15, 2025

To: Local Educational Agency Leads, Directors of Approved Private Schools
for Students with Disabilities

Route To: Principals, Content Supervisors, District Test Coordinators, Teachers

From: Jorden Schiff, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services

Apply By: November 5, 2025

Statewide Assessment Advisory Committee Recruitment

The New Jersey Department of Education (NJDOE) has established several committees to uphold the quality and integrity of our statewide assessment programs – New Jersey Student Learning Assessment for Science (NJSLA-S), New Jersey Student Learning Assessments-Adaptive (NJSLA-A), and New Jersey Graduation Proficiency Assessment-Adaptive (NJGPA-A). To support these assessment efforts, the NJDOE is asking local education agency leads (LEAs), charter school and renaissance school project leads, and directors of approved private schools for students with disabilities (APSSDs) to nominate staff members to participate in a variety of key committees. These committees include the Content Development and Review Committee, Bias and Sensitivity Committee, Spanish Language Review Committee, Accessibility Features and Accommodations Committee, and District Test Coordinator Committee. Participation in these committees will play a vital role in ensuring the continued success and fairness of our assessment programs. Each individual may only serve on one committee.

Committee Descriptions

1. Content Development and Review Committee

Committees will be assembled for grades three through high school for English language arts (ELA) and mathematics, and grades 5, 8, and 11 for science. These committees are tasked with multiple responsibilities over the course of the calendar year. Some of the major tasks include the following:

a. Passage Review (ELA Only)

The ELA committee will review passages to ensure the texts contain appropriate content, support alignment to the standards, and are appropriately complex for the intended grade level. Once approved, the existing passages will be updated accordingly.

b. Item Review

Each newly developed item is reviewed by the committee to ensure content accuracy, grade level appropriateness, New Jersey Student Learning Standards (NJSLS) alignment, reading load, and presentation.

c. Statistics Review

The committee will review the statistics of the field-tested items to determine if they should continue into the operational item bank, undergo revisions and be re-field-tested, or be rejected and not utilized in the future.

d. Rangefinding

The committee will score student responses for each of the constructed response items field tested in that administration. These scored responses are then used to train the scorers. Rangefinding is also conducted for the operational constructed response items to identify additional student responses to train the scoring team.

2. Bias and Sensitivity Committee

The Bias and Sensitivity Committee will be responsible for reviewing all developed test items and passages to ensure they meet established standards for fairness and sensitivity. This review process is essential to confirm that assessment content is culturally appropriate, respectful of the diverse backgrounds and experiences of students, and free from bias. By adhering to recognized sensitivity guidelines, the committee helps ensure that no group of students is disadvantaged or excluded from the opportunity to demonstrate their knowledge and skills. This work plays a critical role in upholding the validity, reliability, and equity of the statewide assessment program.

3. Spanish Language Review Committee

All items selected for inclusion in the Spanish versions of the mathematics and science assessments undergo a rigorous review process to ensure both the accuracy of the translation and its alignment with the intent of the original English content. The Spanish Language Review Committee will be responsible for overseeing this process, carefully evaluating each item to confirm that linguistic adaptations preserve the meaning and integrity of the assessment. Through this work, the committee ensures that students participating in the Spanish versions of statewide assessments have equal access to content that is valid, reliable, and reflective of the original assessment design.

4. Testing Attributes Committee

The Testing Attributes Committee will be charged with the critical responsibility of reviewing and updating the current *Testing Attributes Reference Manual*, as well as evaluating the full range of accessibility features and accommodations available within the state's assessment programs (e.g., Braille, American Sign Language, Large Print, and other supports). Accessibility features are tools or preferences that are either built into the assessment system or provided externally by Test Administrators. Accessibility features are intended for all students, as they are not classified as testing accommodations. Accommodations, by contrast, are intended to provide equitable access for students with disabilities, multilingual learners, or multilingual learners with disabilities. Through this work, the committee will play a vital role in promoting access across statewide assessments by ensuring that every student—regardless of need—can demonstrate their knowledge and skills under appropriate testing conditions.

5. District Test Coordinator Committee

The District Test Coordinator Committee will be responsible for reviewing and providing feedback on all test administration materials, including manuals, forms, and presentations. The committee's input is integral to ensure these resources are clear, comprehensive, and practical for use in the field. By identifying areas for improvement and offering recommendations, the committee helps strengthen the quality and usability of these deliverables. This collaborative process will ensure that test administration materials are not only effective and user-friendly but also aligned with the needs of district and school personnel, thereby supporting consistent, accurate, and successful implementation of statewide assessments.

Time Commitment and Term of Service

The time commitment for the prospective committee members will vary depending on the committee and meeting activity, with most activities occurring over 3-5 consecutive days. Committee members may be asked to participate in one or more of these activities held during both the school year and the summer months as their availability permits. All committee members will receive appropriate, necessary training.

Honorarium/Stipend

The participant's district will receive a stipend of \$200 for substitute teacher and administration costs for both in-person and virtual meetings; all participants under contract will be reimbursed for mileage and tolls. Participants not under contract with their district, or on personal leave time, will receive a \$200 honorarium per day and reimbursement for mileage and tolls. Committee members in attendance will also receive professional development hours for their time and commitment to these important activities.

Location

While many of the meetings will occur virtually, the in-person meetings will be held at a central location in New Jersey that can be easily accessed by major highways and will include lunch.

Considerations for Candidates

Participation in committees requires a combination of expert judgment and an operational understanding of summative assessments. This crucial involvement will contribute to maintaining the quality, integrity, and effectiveness of the development and implementation of New Jersey's statewide assessment program, ensuring that it meets high standards of accuracy, impartiality, and educational value. As the NJDOE is assembling the committees for grades three through high school, Chief School Administrators and Charter/Renaissance Leads are encouraged to nominate educators from differing grade bands (elementary, middle, and high school).

Application and Nomination Forms

All application and nomination forms must be submitted no later than **Wednesday, November 5, 2025**. The applicant should complete the [Application Form](#) online. They will also be directed to upload their resume with the application. The Chief School Administrator (CSA) [Nomination Form](#) is also to be completed online.

Contact Information

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

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