

Date: December 4, 2019

To: Chief School Administrators, Charter School and Renaissance School Project Leads, Directors of Approved Private Schools for Students with Disabilities

Route to: District Test Coordinators and Technology Coordinators

From: Michael Gaffigan, Project Director

Subject: Registration Information for the 2020 New Jersey Student Learning Assessment - Science (NJSLA-Science) Spring Administration

On behalf of the New Jersey Department of Education (NJDOE), Measurement Incorporated is sending you this memo which contains information regarding the Student Registration/Personal Needs Profile (SR/PNP) data import process for the NJSLA-Science Spring 2020 administration. All students in grades 5, 8 and 11 who are not participating in the Dynamic Learning Maps for science must be registered for the NJSLA-Science regardless of whether they are currently enrolled in a science class.

Student Registration

For NJSLA-Science, districts will enter or import their SR/PNP data directly into [PearsonAccess^{next}](#) (PAN) to register students for the assessment instead of using NJ SMART. It is important to provide the most complete registration data possible during the dates below so the correct number of Parent, Student, and Teacher Information Guides, test manuals and test materials can be made available to districts when registration data is used to create orders for these materials early in 2020. We realize that there will be some registration changes afterwards due to new students, transferring students, etc., so you may still make updates prior to and throughout the testing window.

When importing a file, **do not** select the '**Don't modify student tests**' option. This option should only be selected when updating existing student demographic data without updating test registration data. If this option is selected, students will be enrolled and registered for the science administration, but no tests will be assigned and orders for test materials will not be generated.

Timeline for the SR/PNP process:

- Beginning December 5, 2019, the SR/PNP Field Definitions Guide and File Upload Template for the NJSLA-Science will be available in PAN under Support > Documentation.
- Districts **must** complete the initial SR/PNP import for the NJSLA-Science **by December 20, 2019**.

Out-of-District Placements

Please note that when the accountable district differs from that of the testing site, **the testing site must register students for the NJSLA-Science. This is different from the student registration process in NJ SMART.** Approved private schools for students with disabilities and

other institutions which are not accountable schools are not responsible for registering students for NJSLA-ELA/Math in NJ SMART. However, they are responsible for registering students for NJSLA-Science in PAN.

If you use an NJ SMART State Assessment Registration Submission file as a starting point, you must add any out-of-district students testing at your location to the file. All out-of-district student records **must** be imported in a file rather than entered manually into PAN. Student records entered manually into PAN cannot have an accountable school in another district, so in order to provide the correct accountable school information, they must be imported. If you have already entered these student records in PAN, you can update the accountable school information by exporting the SR/PNP, updating the Accountable District and Accountable School Code fields, and importing the SR/PNP.

Contact Information

If you have questions regarding the NJSLA-Science policies, please contact the New Jersey Department of Education Office of Assessments at assessment@doe.nj.gov or 609-376-3960.

If you have specific questions regarding the navigation of [PearsonAccess^{next}](#) or any issues with your student registration file import, please contact NJSLA-Science Customer Support directly at (888) 705-9416 or by email at NJScienceHelp@measinc.com.

Please note that when calling NJSLA-Science Customer Support, you must select the 'Online Testing' option for assistance with PAN. You may also contact NJSLA-Science Customer Support via web form or online chat within PAN. Users must be logged into PAN to use online chat. Districts should not contact NJ SMART regarding the NJSLA-Science SR/PNP import process.