



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 11, 2024
To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities
Route To: District Test Coordinators
From: Jorden Schiff, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services
Deadline: October 1, 2024

2024-2025 Statewide Assessment Schedule and Parental Notification of Standardized Assessments

This memo provides the 2024-2025 school year assessment schedule and reminds local educational agencies (LEAs) of statutory requirements ([N.J.S.A. 18A:7C-6.6](#)) to annually notify parents/guardians by October 1 of any state assessment¹ or commercially-developed standardized assessment² that will be administered over the course of the school year.

2024-2025 Statewide Assessment Schedule

The schedule for the statewide assessment program for the 2024-2025 school year is now available on the [NJSLA/NJGPA Resources](#) webpage under **Testing Schedule and Key Dates**. Information regarding the various assessment administrations will be shared with districts through separate broadcast memos when additional details are available.

To enable districts to receive student results earlier in the school year, the NJGPA administration is scheduled for October 2024 for students who need to take or retake one or more components of the assessment. Please refer to the August 14, 2024 Fall 2024 New Jersey Graduation Proficiency Assessment Key Dates and Information broadcast, which is available on the [NJDOE Broadcasts](#) webpage.

Parental Notification of Standardized Assessments

By October 1 of each year, LEAs must notify parents/guardians of any state assessment or commercially-developed standardized assessment that will be administered over the course of the school year. If, after the initial notification to parents/guardians occurs, an LEA decides to administer an additional commercially-developed standardized assessment, the LEA must communicate this decision as soon as possible and provide information about the additional assessment to parents/guardians within 30 days of making the determination. LEAs are required to provide the following information to parents/guardians:

- The subject area of the assessment.
- The grade levels covered by the assessment;
- The date or range of potential dates for the administration of the assessment;
- The time allotted for the student to take and complete the assessment;

¹ Per *N.J.S.A. 18A:7C-6.5*: "State assessment" means an assessment required pursuant to State or federal law and administered to all students in a specific grade level or subject area and whose results are aggregated for analysis at the district, school, or student subgroup level.

² Per *N.J.S.A. 18A:7C-6.5*: "Commercially-developed standardized assessment" means a State-required or district-mandated assessment that is administered by the school district or charter school that requires all students in a grade to answer the same questions, or a selection of questions from a common bank of questions, in the same manner, and is developed and scored by an entity under contract with a board of education.

- Any accommodations or accessibility options available to students;
- Information on how and when the student and their parents/guardians can access both sample questions and answers from the assessment, as well as the student's results; and
- Whether the assessment is required by the federal government, state government, or local district.

The New Jersey Department of Education's Office of Assessments has developed a sample template to support districts in implementing the provisions of this statute. This sample template can be accessed on the [NJSLA/NJGPA Resources](#) webpage under the heading **Forms and Templates**. It is not required that districts adopt the template, but it is required that the above-mentioned information is disseminated to parents/guardians by October 1 of each year or within 30 days of the decision to administer a standardized assessment after October 1.

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

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