



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 30, 2023  
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  
From: Jordan Schiff, Ed.D., Assistant Commissioner  
Division of Teaching and Learning Services

## Fall 2023 New Jersey Graduation Proficiency Assessment Key Dates and Information

This memorandum provides local education agencies (LEAs) with key dates and information for the fall 2023 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 2024. The fall NJGPA will be administered in person from **October 10 through October 16, 2023**. Make-up testing will be administered in person from **October 17 through October 20, 2023**. 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 2023 but did not meet the minimum 725 cut-score on one or both components of the assessment.
- Students who did not take one or both components of the NJGPA during spring 2023, including but not limited to:
  - Newly arrived English learners who were exempt from taking the English language arts (ELA) component at the time of 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 twelfth grade credit status at the conclusion of the 2022-2023 regular school year.

Please note that a student must test in each component of the NJGPA in order to access the Second or Third Pathway for a specific component. Please see the [Graduation Assessment Requirements](#) webpage for more details.

Also note that students in grade eleven who are expected to graduate in the class of 2025 must wait until the spring 2024 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 2023 administration.

Prior to each administration, DTCs are required to familiarize themselves with the responsibilities associated with their roles, including training test administrators (TAs) 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<sup>next</sup>](#) (PAN) platform. The initial upload window for the fall administration will open on **September 5, 2023**. LEAs may continue to make updates to student data prior to and throughout the testing window until the district data clean-up window closes on **October 25, 2023**. Students taking the paper-based versions of the assessments must be included in the student registration upload.

Please take note of the following information:

- Students must be registered under the New Jersey > 2023-2024 > NJSLA/NJGPA-ELA/Math Fall Block 2023 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 18, 2023** and end on **October 13, 2023**. 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. Local educational agencies (LEAs) must specify the exact number of individual test kits required.

Beginning with the spring 2023 administration, answer documents will no longer be 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:**

- 2023 Spring Test Coordinator Manual.
- 2023 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 are not required to take the NJGPA using paper-based versions of the assessment. LEAs have the option of administering the computer-based assessment to students receiving homebound instruction by using a district-supplied portable electronic device and a 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**.

For more information regarding the fall 2023 NJGPA administration key dates, please review the complete list of Fall 2023 NJGPA key dates found on the [NJSLA/NJGPA Resources for Districts](#) webpage.

#### **Contact Information**

For questions regarding the fall NJGPA administration, please contact the Office of Assessments at (609) 376-3960 or [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).

#### **Additional Resources**

- [New Jersey Assessments Resource Center](#)
- [PearsonAccess<sup>next</sup> Online Support](#)

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