Date: October 4, 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: Jorden Schiff, Ed.D., Assistant Commissioner
            Division of Teaching and Learning Services

Fall Block 2023 New Jersey Student Learning State Assessments: Key Dates and Information

This memorandum provides local education agencies (LEAs) with key dates and information for the fall block 2023 administration of the New Jersey Student Learning Assessment (NJSLA) in English language arts (ELA) and mathematics.

Participation in the Fall Administration of the NJSLA in ELA and Mathematics
The fall block NJSLA will be administered in person from **November 27 through December 15, 2023**. Make-up testing will be administered in person from **December 18 through December 22, 2023**. LEAs must administer fall block assessments to students in grade nine who are enrolled in a fall block course for ELA and math (Algebra I, Geometry, Algebra II). A fall block course is defined as a course that starts at the beginning of the academic year and completes instruction at the end of the fall semester.

There may be limited situations which would require a student in grade 10, 11, or 12 to take an NJSLA for math (i.e., first time enrollment in an Algebra I course). **Section 1.3 Who Must Test** of the Test Coordinator Manual provides specific guidance on who must test for NJSLA and is available on the New Jersey Assessments Resource Center under Educator Resources > Test Administration Resources > Test Coordinator Manual.

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) Upload
For fall block NJSLA, LEAs must upload student registration files directly to PearsonAccess^next (PAN). The initial upload window for the fall block administration is now open. LEAs may continue to make updates to student data prior to and throughout the testing window until the data clean-up window closes on **January 5, 2024**. 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 NJSLA-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.
    - Be sure 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 **November 6, 2023 and end on December 15, 2023**. LEAs must specify the exact number of individual student tests kits required. 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.

Beginning with the spring 2023 administration, answer documents are no longer 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/New Jersey Graduation Proficiency Assessment (NJGPA) Accommodated Paper-Tested Procedures (located under Testing Resources)

The NJSLA 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 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 NJSLA using paper-based versions of the assessments. 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 block 2023 NJSLA administration key dates, please review the complete list of fall block 2023 NJSLA key dates found on the NJSLA Resources for Districts webpage.

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
- PearsonAccess^{Next} Online Support
- NJDOE Assessment Resources for Districts
- Technology Setup

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

Fall Block 2023 Administration Key Dates
New Jersey Student Learning Assessments (NJSLA) for English Language Arts (ELA) and Mathematics

Activity	Who Completes Activity	NJSLA Dates
Import/Update Users in the Assessment Administration Platform	Districts	Starting September 5, 2023
Initial Upload of Student Registration/Personal Needs Profile (SR/PNP) Data in the Assessment Administration Platform	Districts	Starting September 5, 2023
Infrastructure Trial Begins	Districts	September 5, 2023
Additional Order Window for Paper-based and Computer-based paper Materials All paper assessment materials (i.e., large print test booklets, mathematics human reader scripts, etc.) must be ordered through the additional order process.	Districts	November 6, 2023 to December 15, 2023
Prepare and Start Sessions	Districts	Starting November 22, 2023
Paper-Based Testing Window	New Jersey Department of Education/Districts	November 27, 2023 to December 15, 2023 **Makeup:** December 18, 2023 to December 22, 2023
Computer-Based Testing Window	New Jersey Department of Education/Districts	November 27, 2023 to December 15, 2023 **Makeup:** December 18, 2023 to December 22, 2023
Deadline to Transcribe Paper Tests to TestNav	Districts	December 22, 2023
Deadline to Return Secure Paper-Based and Computer-Based Testing Materials to Assessment Vendors	Districts	No later than January 5, 2024
Deadline to: • **Mark Tests Complete;** • **Confirm Responsible/Accountable Organizations;** • **Update Not Tested Code/Reason;** • **Apply Void Codes/Reasons;** • **Resolve Duplicate Valid Attempts;** • **Update Demographic Information; and** • **Complete Additional Clean-up Activities.**	Districts	January 5, 2024