Date: October 2, 2024

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 2024 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 2024 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 **December 2 through December 13, 2024**. Make-up testing will be administered in person from **December 16 through December 20, 2024**. LEAs must administer fall block assessments to students in grade nine who are enrolled in a fall block course for ELA and mathematics (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 some situations which would require a student in grade 10, 11, or 12 to take an NJSLA for mathematics (i.e., first time enrollment in an Algebra I course). **Please note,** students in grade 10, 11 and 12 may not be assigned the grade 9 ELA assessment. **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 Coordinators (DTCs) and Technology Coordinators (TCs) 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 2024 administration. Prior to each administration, DTCs and TCs are required to familiarize themselves with the responsibilities associated with their roles, including training test administrators 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 district data clean-up window closes on **January 6, 2025**. 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 > 2024 – 2025 > NJSLA-ELA/Math Fall Block 2024 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 12, 2024 and end on December 13, 2024**. 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.

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**:

- 2024 Spring Test Coordinator Manual.
- 2024 Spring Test Administrator Manual.
- NJSLA/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, Individualized Education Program (IEP), or as part of the accommodations defined for multilingual learners will take the assessment using paper and pencil. The New Jersey Department of Education (NJDOE) will review the SR/PNP uploads and may initiate contact to verify the accuracy of the student counts and test delivery modes if anomalies are detected. For additional guidance on paper-based testing, please refer to Appendix A: Accessibility Features and Accommodations for Students Taking the Paper-Based NJSLA and NJGPA which can be found on the New Jersey Assessments Resource Center under **Educator Resources > Test Administration Resources > Accessibility Features and Accommodations (AF&A) Resources > Accessibility Features and Accommodations (AF&A) Resources > Resources**.

Students receiving homebound instruction may be tested using computer-based assessments or paper-based assessments. The mode of testing should be based on individual student needs. Computer-based assessments must be administered using a district-supplied portable electronic device and 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**. LEAs are encouraged to contact the appropriate state assessment coordinator with questions regarding testing students on homebound/bedside instruction. LEAs are encouraged to contact the appropriate state assessment coordinator with questions regarding testing students on homebound/bedside instruction.

For more information regarding the fall block 2024 NJSLA administration key dates, please review the complete list of fall block 2024 NJSLA key dates found on the NJSLA/NJGPA Resources webpage under the heading **Testing Schedule and Key Dates**.

Contact Information
For any 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
- NJSLA/NJGPA Resources
- Technology Setup

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