



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 6, 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

Deadline: View Key Dates Table for deadlines

## Mandatory Training for Spring 2024 New Jersey Student Learning Assessments (NJSLA) and New Jersey Graduation Proficiency Assessment (NJGPA)

Each year, the New Jersey Department of Education (NJDOE) requires that all District Test Coordinators (DTCs) and Technology Coordinators participate in training on the administration of the statewide assessment programs. This includes the NJSLA in English language arts (ELA), mathematics, and science, as well as the NJGPA. Beginning with the spring 2024 administrations, NJDOE will offer two pathways for test coordinator training – in-person training or virtual/on-demand training modules.

### Key Dates

Date	In-person Training Activities	Virtual/On-Demand Training and Question and Answer (Q&A) Activities
<b>December 6, 2023</b>	Registration website opens for in-person training registration.	LMS (Learning Management System) Training Portal opens for virtual training and Q&A sessions registration.
<b>January 12, 2024</b>	Last day to register for in-person training.	--
<b>January 16, 2024</b>	<ul style="list-style-type: none"> <li>Confirmation emails sent to waitlisted attendees.</li> <li>Training materials available to download from <a href="#">New Jersey Assessments Resource Center</a>, located under <b>Educator Resources &gt; Test Administration Resources &gt; Training Materials</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Training materials available to download from <a href="#">New Jersey Assessments Resource Center</a>, located under <b>Educator Resources &gt; Test Administration Resources &gt; Training Materials</b>.</li> </ul>
<b>January 22, 2024</b>	In-person training at Birchwood Manor.	Virtual/On-Demand training modules are available.
<b>January 23, 2024</b>	In-person training at Birchwood Manor.	Virtual/On-Demand training modules are available.
<b>January 24, 2024</b>	In-person training at Forsgate Country Club.	Virtual/On-Demand training modules are available.
<b>January 25, 2024</b>	In-person training at Forsgate Country Club.	Virtual/On-Demand training modules are available.
<b>January 26, 2024</b>	In-person training at Sheraton Atlantic City Convention Center Hotel.	Virtual/On-Demand training modules are available.

Date	In-person Training Activities	Virtual/On-Demand Training and Question and Answer (Q&A) Activities
February 10, 2024	N/A	Virtual/On-Demand training modules must be completed.

### Training Format

There are two training formats offered this year: in-person and virtual/on-demand. Use the table below to determine which training format is required by role.

Role	Training Format
<ul style="list-style-type: none"> <li>DTCs and Technology Coordinators with less than three consecutive years in coordinating statewide assessments;</li> <li>Test coordinators for approved private school for students with disabilities (APSSD); or</li> <li>Any local education agency (LEA) required to complete a Spring 2023 or Fall Block 2023 New Jersey Corrective Action Plan (CAP).</li> </ul>	<p>Must attend in-person training. <a href="#">Go to In-Person Registration Instructions.</a></p> <p>In addition to the mandatory, in-person training, DTCs and Technology Coordinators may also register for virtual, on-demand modules and Q&amp;A sessions. <a href="#">Go to Virtual/On-Demand Registration Instructions.</a></p>
DTCs or Technology Coordinators that do not meet the criteria listed above.	<p>Must complete at least one of the following:</p> <ul style="list-style-type: none"> <li>Attend in-person training (pending availability). <a href="#">Go to In-Person Registration Instructions;</a> and/or</li> <li>Complete the virtual/on-demand training modules. <a href="#">Go to Virtual/On-Demand Registration Instructions.</a></li> </ul>
School Test Coordinators (STCs)	<p>May access the virtual/on-demand training modules. <a href="#">Go to Virtual, On-Demand Registration Instructions.</a></p>

### In-Person Registration Instructions

In-person training is mandatory for all DTCs and Technology Coordinators who meet any of the criteria below:

- DTCs and Technology Coordinators with less than three consecutive years in coordinating statewide assessments;
- Test Coordinators for APSSD; or
- Any local education agency (LEA) who submitted a Spring 2023 or Fall Block 2023 New Jersey Corrective Action Plan (CAP).

DTCs and Technology Coordinators that do not meet the criteria listed above may also request to attend in-person training in addition to, or in lieu of completing the virtual/on-demand training modules. **Important Note: Seating priority will be given to new DTCs, APSSD Test Coordinators, or LEAs required to complete a CAP.**

Participants who are not required to attend, but register for in-person training, will be waitlisted. School Test Coordinators (STCs) should not attend in-person training. STCs are encouraged to access the virtual/on-demand training modules.

Registration for in-person training is available through the [CVent Registration Website](#) starting **December 6, 2023**. The deadline to register for in-person training is **January 12, 2024**.

After registering, an email confirmation will be sent to:

- New DTCs, APSSD Test Coordinators, and LEAs required to complete a CAP.
- DTCs and Technology Coordinators that requested in-person training and do not meet the criteria above will receive email notification by **January 16, 2024** if space is available. If in-person training is full, participants who requested to attend will receive email notification and must complete virtual/on-demand training.

In-person email confirmations will include the training location and date. Each participant is required to present a digital or printed copy of the emailed confirmation during check-in on the training date.

At the conclusion of that day for in-person training, participants will receive a certificate of completion of District Test and Technology Coordinator Training.

#### *In-Person Training Sessions*

<b>Date and Time</b>	<b>Location</b>	<b>Phone Number</b>
<b>January 22, 2024</b> Sign-in: 8:00 am Session: 8:30 am to 4 pm.	Birchwood Manor 111 North Jefferson Road Whippany, NJ 07981	(973) 887-1414
<b>January 23, 2024</b> Sign-in: 8:00 am Session: 8:30 am to 4 pm.	Birchwood Manor 111 North Jefferson Road Whippany, NJ 07981	(973) 887-1414
<b>January 24, 2024</b> Sign-in: 8:00 am Session: 8:30 am to 4 pm.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08331	(732) 521-0070
<b>January 25, 2024</b> Sign-in: 8:00 am Session: 8:30 am to 4 pm.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08331	(732) 521-0070
<b>January 26, 2024</b> Sign-in: 8:00 am Session: 8:30 am to 4 pm.	Sheraton Atlantic City Convention Center Hotel Two Convention Boulevard Atlantic city, NJ 08401	(609) 344-3535

#### *Day of In-person Training Check-In*

Check-in for registered participants will be from 8 a.m. to 8:30 a.m., and training will begin promptly at 8:30 a.m. Each participant is required to present the email confirmation (digital or printed copy) at the training check-in desk. Pending available seating, unregistered participants who request entrance to a training site for which they have not registered must wait until all registered participants for that specific location are checked in and seated. Seats for registered participants will be held for 20 minutes after the start of training and then will be released to individuals on standby. **Important Note:** Any person who registered for in-person training and is not able to attend for any reason may have someone from their district attend the training in their place. The alternate participant must bring the email confirmation. The participant that missed the training must complete the virtual/on-demand training modules.

#### *Training Materials*

Copies of the training materials **will not** be distributed at the training. Training materials will be available to download on **January 16, 2024** from the [New Jersey Assessments Resource Center](#), located under **Educator Resources > Test Administration Resources > Training Materials**. Due to limited Wi-Fi availability at the training sites, the presentation must be downloaded in advance and brought in digital or paper form to the in-person training session.

*Lunch and Refreshments*

Coffee, tea and water will be available. Participants will need to plan for a one-hour lunch break and are expected to provide their own meal. Lunch may be purchased on-site at the Forsgate Country Club and at the Sheraton Atlantic City Convention Center Hotel only. Participants who attend training at Birchwood Manor will need to provide their own meal.

*Severe Inclement Weather*

In the event of severe weather conditions, training may be cancelled. If training is cancelled at a location, an email will be sent to registered participants announcing the cancellation and options available to complete training.

**Virtual/On-Demand Registration Instructions**

DTCs and Technology Coordinators who do not attend in-person training must register and complete virtual/on-demand training by accessing the Learning Management System (LMS) portal. DTCs and Technology Coordinators may register for virtual/on-demand training and Q&A sessions through the [LMS Training Portal](#) starting **December 6, 2024**. The training modules will be available in the Training Portal starting **January 22, 2024** and must be completed by **February 10, 2024**. STCs are welcome to register for virtual/ on-demand training modules through the [LMS Training Portal](#). Following registration, participants will have access to presentation materials, resources, and training modules through the [LMS Training Portal](#) beginning **January 22, 2024**. All training modules must be completed by **February 10, 2024**. The completion of the training modules with your registration credentials will serve as confirmation of your completed training. Once all training modules have been completed, a notification of completion will be sent to individual participants via email for record keeping purposes.

*Question and Answer Sessions*

Date	Q&A Sessions	Time
<b>January 29, 2024</b>	Federal Accountability and Testing Requirements	10 a.m. to 11 a.m.
	Graduation Assessment Requirement and NJGPA Overview	1 p.m. to 2 p.m.
<b>January 30, 2024</b>	Scheduling and Student Registration	10 a.m. to 11 a.m.
	Technology and PearsonAccess <sup>next</sup> (PAN) Overview	1 p.m. to 2 p.m.
<b>January 31, 2024</b>	Accessibility Features and Accommodations	10 a.m. to 11 a.m.
	Student Data Management	1 p.m. to 2 p.m.
<b>February 1, 2024</b>	Test and Information Security	10 a.m. to 11 a.m.
	Online Test Management	1 p.m. to 2 p.m.
<b>February 2, 2024</b>	Test Booklet and Other Materials	10 a.m. to 11 a.m.
	Post-Test Management	1 p.m. to 2 p.m.

Date	Q&A Sessions	Time
<b>February 6, 2024</b>	Federal Accountability and Testing Requirements	10 a.m. to 11 a.m.
	Graduation Assessment Requirement and NJGPA Overview	1 p.m. to 2 p.m.
<b>February 7, 2024</b>	Scheduling and Student Registration	10 a.m. to 11 a.m.
	Technology and PearsonAccess <sup>next</sup> (PAN) Overview	1 p.m. to 2 p.m.
<b>February 8, 2024</b>	Accessibility Features and Accommodations	10 a.m. to 11 a.m.
	Student Data Management	1 p.m. to 2 p.m.
<b>February 9, 2024</b>	Test and Information Security	10 a.m. to 11 a.m.
	Online Test Management	1 p.m. to 2 p.m.
<b>February 10, 2024</b>	Test Booklet and Other Materials	10 a.m. to 11 a.m.
	Post-Test Management	1 p.m. to 2 p.m.

Live, virtual question and answer (Q&A) sessions regarding training topics will be available for both in-person and virtual/on-demand participants from **January 29, 2024 through February 10, 2024**. The complete list of session dates and times are available through the [LMS Training Portal](#). These sessions are available to participants as an optional support resource. However, there will be capacity limits on Q&A sessions, and they will be first come, first served. Due to capacity limits, only the District Test and Technology Coordinator may register for the live Q&A sessions through the [LMS Training Portal](#). NJDOE will make every effort to ensure that DTCs with questions are accommodated.

### Training Content

The training for both in-person and virtual/on-demand will focus on policies and procedures for administration of the NJSLA and NJGPA. Some of the topics will include:

- NJGPA and the graduation assessment requirement
- Accountability, scheduling, and testing requirements
- Accessibility features and accommodations
- Materials and tools
- Test and information security
- Student registration and placement
- Managing secure test materials
- Technology overview, planning, and setup
- Assessment administration platform
- Resources and contacts

### Email Communication Troubleshooting

In-person training registration and communication is handled through the [Cvent Registration Website](#). Please make sure to whitelist email domain @pearson.com and check your junk folder for missed emails. If you are not

receiving communication regarding in-person training post registration, please contact [NJMeetings@pearson.com](mailto:NJMeetings@pearson.com).

Virtual/on-demand training and Q&A sessions are accessed through the [LMS Training Portal](#). Please make sure to whitelist the email address [admin@adobelearningmanager.com](mailto:admin@adobelearningmanager.com) and check your junk folder for missed emails. If you are not receiving communication regarding virtual/on-demand training and Q&A sessions post registration, please contact the Customer Support Center at 1-888-705-9416.

**Contact Information**

If you have any questions, please contact the Office of Assessments at (609) 376-3960 or [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).

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