



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 27, 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: Jordan Schiff, Ed.D., Assistant Commissioner
 Division of Teaching and Learning Services
Deadline: View Key Dates Table for deadlines

Mandatory Training for Spring 2025 New Jersey Student Learning Assessments (NJSLA) and New Jersey Graduation Proficiency Assessment (NJGPA)

Annually, the New Jersey Department of Education (NJDOE) mandates that all District Test Coordinators (DTCs) and Technology Coordinators undergo training for the administration of statewide assessment programs. This encompasses the NJSLA for English language arts (ELA), mathematics, and science, as well as the NJGPA for ELA and mathematics. The NJDOE will provide two options for test coordinator training: in-person sessions and virtual/on-demand training modules.

Key Dates

Date	In-person Training Activities	Virtual/On-Demand Training and Question and Answer (Q&A) Activities
November 27, 2024	Registration website opens for in-person training registration.	LMS (Learning Management System) Training Portal opens for virtual training and Q&A sessions registration.
December 13, 2024	Last day to register for in-person training.	--
December 18, 2024	Confirmation emails sent to waitlisted attendees.	--
January 8, 2025	Training materials available to download from New Jersey Assessments Resource Center , located under Educator Resources > Test Administration Resources > Training Materials .	Training materials available to download from New Jersey Assessments Resource Center , located under Educator Resources > Test Administration Resources > Training Materials .
January 14, 2025	In-person training at Marriott Park Ridge	Virtual/On-Demand training modules are available.
January 15, 2025	In-person training at Westin Princeton at Forrestal	--
January 16, 2025	In-person training at Sheraton Atlantic City Convention Center Hotel	--
January 21, 2025	In-person training at Westin Mount Laurel	--
January 22, 2025	In-person training at Westin Princeton at Forrestal	--
January 23, 2025	In-person training at Marriott Park Ridge	--
By January 29, 2025	In-person training completion certificates emailed to participants	--
February 3, 2025	--	Q&A Activities begin

Date	In-person Training Activities	Virtual/On-Demand Training and Question and Answer (Q&A) Activities
February 7, 2025	--	Q&A Activities end Virtual/OnDemand training modules must be completed.

Training Format

There are two training formats offered: in-person and virtual/on-demand. Please refer to the table below to identify the training format based on your role.

Role	Training Format
<ul style="list-style-type: none"> • DTCs and Technology Coordinators of local education agencies (LEAs) with less than three consecutive years in coordinating statewide assessments; • DTCs for approved private schools for students with disabilities (APSSD); or • DTCs of any LEAs or APSSDs required to complete a Spring 2024 or Fall Block 2024 Corrective Action Plan (CAP). 	<p>Must attend in-person training. Register at In-Person Registration Instructions.</p> <p>In addition to the mandatory in-person training, DTCs and Technology Coordinators may also register for virtual, on-demand modules and Q&A sessions. Register at Virtual/On-Demand Training and Q&A Session Registration Instructions.</p>
DTCs and 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"> • Attend in-person training (pending availability). Register at In-Person Registration Instructions; and/or • Complete the virtual/on-demand training modules and may register for Q&A sessions. Register at Virtual/On-Demand Training and Q&A Session Registration Instructions.
School Test Coordinators (STCs) (STCs are not required by NJDOE to attend in-person training or complete virtual/on demand training modules. Please consult with your DTC for training requirements.)	<p>May complete one or more of the following:</p> <ul style="list-style-type: none"> • Attend in-person training (pending availability). Register at In-Person Registration Instructions; and/or • Complete the virtual/on-demand training modules. Register at Virtual/On-Demand Training and Q&A Session Registration Instructions.

In-Person Registration Instructions

In-person training is mandatory for coordinators who meet any of the following criteria:

- DTCs and Technology Coordinators of LEAs with less than three consecutive years in coordinating statewide assessments,
- DTCs for APSSDs, or
- DTCs for any LEAs or APSSDs who submitted a Spring 2024 or Fall Block 2024 CAP.

DTCs and Technology Coordinators who do not fall into the categories mentioned above may still request to attend in-person training either in addition to or in lieu of completing the virtual/on-demand training modules.

New: While DTCs are still required to train all school-level personnel, STCs will have the opportunity to register for in-person training (pending availability). **Note:** LEAs with up to five schools may register a single STC, while those with six or more schools can register up to two. **Please note** that priority for seating will be given to participants who are required to attend mandatory in-person training.

Participants who are not mandated to attend but wish to register for in-person training will be placed on a waitlist.

To register for in-person training, please visit [CVent Registration Website](#), starting **Wednesday, November 27, 2024**. The final date to complete your registration for in-person training is **Friday, December 13, 2024**.

After registering, notification about in-person training will be sent as follows:

- All participants who are required to attend mandatory in-person training will receive a confirmation email shortly after registering.
- All participants who are not required to attend in-person training and requested to attend will be notified via email by **Wednesday, December 18, 2024** if their request to attend in-person training is granted (based on availability and location). In cases where in-person training is at full capacity, those who requested attendance will be informed via email and are expected to complete the virtual/on-demand training instead.

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

In-Person Training Sessions

Date and Time	Location	Phone Number
January 14, 2025 Sign-in: 8:00 a.m. Session: 8:30 a.m. to 4 p.m.	Marriott Park Ridge 300 Brae Boulevard Park Ridge, New Jersey 07656	201-307-0800
January 15, 2025 Sign-in: 8:00 a.m. Session: 8:30 a.m. to 4 p.m.	The Westin Princeton at Forrestal 201 Village Boulevard Princeton, New Jersey 08540	609-452-7900
January 16, 2025 Sign-in: 8:00 a.m. Session: 8:30 a.m. to 4 p.m.	Sheraton Atlantic City Convention Center Hotel Two Convention Boulevard Atlantic City, New Jersey 08401	609-344-3535
January 21, 2025 Sign-in: 8:00 a.m. Session: 8:30 a.m. to 4 p.m.	The Westin Mount Laurel 555 Fellowship Road Mount Laurel, New Jersey 08054	856-778-7300
January 22, 2025 Sign-in: 8:00 a.m. Session: 8:30 a.m. to 4 p.m.	The Westin Princeton at Forrestal 201 Village Boulevard Princeton, New Jersey 08540	609-452-7900
January 23, 2025 Sign-in: 8:00 a.m. Session: 8:30 a.m. to 4 p.m.	Marriott Park Ridge 300 Brae Boulevard Park Ridge, New Jersey 07656	201-307-0800

Day of In-person Training Check-In

Check-in for registered participants will be from 8:00 a.m. to 8:30 a.m., with training commencing promptly at 8:30 a.m. Participants must present their email confirmation (either digital or printed) at the check-in desk. Unregistered individuals seeking entry to a training site may only be admitted if seating is available after all registered participants have checked in and been seated. Seats for registered participants will be held for 20 minutes past the start time and will then be released to those on standby. **Important Note:** If a registered participant is unable to attend, they may designate a substitute from their district to attend in their place. The substitute must bring the email confirmation. The original registrant who missed the training will be required to 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 **Wednesday, January 8, 2025** 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. Participants are expected to bring their own writing utensils and paper, as these will not be provided.

Lunch and Refreshments

Coffee, tea, and water will be provided. Participants should plan for a one-hour lunch break and are expected to arrange for their own lunch.

Severe Inclement Weather

Severe weather conditions may necessitate the cancellation of training sessions. If a training session is canceled, registered participants will receive an email notification detailing the cancellation and outlining alternative options for completing the training.

Virtual/On-Demand Training and Q&A Session Registration Instructions

DTCs and Technology Coordinators who are unable to attend in-person training are required to register for and complete virtual/on-demand training through the Learning Management System (LMS) portal. Registration for virtual/on-demand training and Q&A sessions can be done via [LMS Training Portal](#), starting **Wednesday, November 27, 2024**. The training modules will be accessible in the Training Portal beginning **Tuesday, January 14, 2025**, and must be completed by **Friday, February 7, 2025**.

As noted above in the section titled **In-Person Registration Instructions**, STCs may register for virtual/on-demand training modules. **Note: STC participation in virtual/on-demand training may not serve as a substitute for local training delivered by your DTC.** STCs should contact their DTC for guidance. Successful completion of the training modules using your registration credentials will confirm your training. Upon completion, users may download a certificate of completion from the Learning Management System (LMS) portal for record-keeping purposes.

The [Learning Management System \(LMS\) Sign-in Guide](#) is available if you experience issues signing into the LMS portal.

Question and Answer Sessions

Date	Q&A Sessions	Time
February 3, 2025	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.
February 4, 2025	Scheduling and Student Registration	10 a.m. to 11 a.m.
	Technology and PearsonAccess ^{next} (PAN) Overview	1 p.m. to 2 p.m.
February 5, 2025	Accessibility Features and Accommodations	10 a.m. to 11 a.m.
	Student Data Management	1 p.m. to 2 p.m.
February 6, 2025	Test and Information Security	10 a.m. to 11 a.m.
	Online Test Management	1 p.m. to 2 p.m.
February 7, 2025	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 on training topics will be offered **Monday, February 3, 2025** through **Friday, February 7, 2025**. A complete schedule of session dates and times can be found at [LMS Training Portal](#). These sessions are optional and intended as an additional support resource. Please note that due to capacity limits, participation in the Q&A sessions will be on a first-come, first-served basis. **Only District Test Coordinators and Technology Coordinators may register for these sessions.** The NJDOE will make every effort to accommodate all DTCs and Technology Coordinators with questions.

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 communications are managed through [Cvent Registration Website](#). To ensure you receive all relevant emails, please whitelist the domain [@pearson.com](#) and check your junk folder for any missed messages. If you do not receive communication regarding in-person training after registering, please contact NJMeetings@pearson.com.

For virtual/on-demand training and Q&A sessions, access is available via [LMS Training Portal](#). Make sure to whitelist the email address admin@adobelearningmanager.com and check your junk folder for any missed emails. If you encounter issues with communication about virtual/on-demand training and Q&A sessions after registration, please reach out to the Customer Support Center at 1-888-705-9416.

Contact Information

For any questions, please 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