



Date: October 18, 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

## **Spring 2024 New Jersey Student Learning Assessments for English Language Arts, Mathematics and Science and New Jersey Graduation Proficiency Assessment Key Dates and Information**

This memorandum provides local educational agencies (LEAs) with key dates and information for the spring 2024 administration of the New Jersey Student Learning Assessments (NJSLA) in English language arts (ELA), mathematics, and science, and the New Jersey Graduation Proficiency Assessment (NJGPA).

### **Who Must Test for NJSLA?**

For ELA, students in grades three through nine are expected to participate in the NJSLA based on current grade-level enrollment, not the level of instruction received during the current school year.

For mathematics, elementary school students in grades three through five are expected to participate in the NJSLA based on current grade-level. Middle school students in grades six through eight are expected to participate in the NJSLA based on current grade-level unless they are taking any of the high school mathematics courses (i.e., Algebra I, Geometry, or Algebra II). Note: Grade 6 students who are enrolled in a one-year Algebra I course must take the Algebra I assessment and the grade 6 NJSLA mathematics assessment. All high school students must take the Algebra I end-of-course assessment when enrolled in the course for the first time, except for those with qualified exceptions such as students who took the Algebra I end-of-course assessment in middle school. Students in grades 10, 11, or 12 may be required to take the test if they have not yet participated in a federal high school assessment requirement.

For science, all students in grades 5, 8 and 11 are expected to participate in the science assessment. For high school students, grade level is determined by credit total and not homeroom assignment.

For additional information regarding participation in the NJSLA, we strongly encourage LEAs to download and review the *State Assessment Registration Submission FAQ* which can be located at **NJ SMART Resources and Trainings > Documents for Download > State Assessment Registration Submission**.

The NJSLA/NJGPA 2024 Spring Test Coordinator Manual will include additional information about NJSLA testing requirements in **Section 1.3 Who Must Test**. Some topics in this section of the manual include but are not limited to:

- Middle School Mathematics – Testing requirements for students who will complete Algebra I, Geometry, and Algebra II prior to starting high school.
- High School Mathematics – Circumstances which may require a student in grade 10, 11, or 12 to take the NJSLA for mathematics.
- Students Exempt from Taking the NJSLA – Circumstances when a student may be exempt from taking one or more portions of the NJSLA, such as students who qualify for the Dynamic Learning Maps (DLM) assessment as specified in their Individualized Education Program (IEP) plan and will take the DLM assessment instead.

### **Who Must Test for NJGPA?**

All students in grade 11, including students with disabilities whose Individualized Education Program (IEP) states that they are not eligible for the alternative assessment (DLM), must take the ELA and mathematics component of the NJGPA to meet the high school graduation assessment requirement. **Section 1.3 Who Must Test** of the NJSLA/NJGPA 2024 Spring Test Coordinator Manual will include additional information about NJGPA testing requirements.

Students in grade 12 who have not taken one or both components of NJGPA and who are expected to graduate with the class of 2024 must take the NJGPA during the spring administration window. Please note that these students may not access second or third pathway assessment scores until after they have taken both components of NJGPA. LEAs are also encouraged to begin pursuing second and third pathway opportunities for students as needed.

### **PearsonAccess<sup>next</sup> (PAN) User Accounts**

Updating PAN user accounts regularly is essential to ensure the protection of confidential student information. District Test Coordinators are required to disable the accounts of individuals who no longer work in the LEA. LEAs are reminded to make updates in CDS Homeroom as staff changes occur. Please also contact the Office of Assessments when there are changes to Chief School Administrator (CSA) and District Test Coordinator (DTC) roles so the necessary updates to organization information can be made in PAN.

NJDOE will create accounts for CSAs who do not currently have accounts. On **January 12, 2024**, CSAs with new accounts will receive an email to setup a password for the PAN account.

### **Registration for District Test Coordinator and Technology Coordinator Training**

Each year, NJDOE requires all DTC and District Technology Coordinators to participate in training on the administration of the statewide assessment program in ELA, mathematics, and science. The Spring 2024 District Test and Technology Coordinator Training will consist of **in-person** and **virtual/on-demand training**.

In-person training is scheduled to begin **January 22, 2024** through **January 26, 2024**. Virtual/On-Demand training modules will be available starting **January 22, 2024**. Additionally, the Office of Assessments will hold online question and answer (Q&A) sessions during the training window from **January 29, 2024 through February 9, 2024**, to answer questions related to the spring 2024 administration of NJSLA and NJGPA. It is required that participants who register for the Q&A sessions will have completed either in-person or virtual and on-demand training prior to attendance. Additional information regarding Mandatory Training for the Spring 2024 NJSLA and NJGPA will be made available in due course including the criteria for who must attend in-person training.

### **NJ SMART State Assessment Registration Submission Data**

The NJDOE will upload the Student Registration/Personal Needs Profile (SR/PNP) into PAN based on the information submitted by LEAs through the NJ SMART State Assessment Registration submission in the fall of 2023. The NJ SMART State Assessment Registration window for LEAs begins **October 18, 2023** and ends **December 5, 2023**. For more information, visit the NJ SMART webpage under **Documents for Downloads**. Data can be updated as necessary in PAN throughout the assessment administration window until the LEA data clean-up window closes on **April 2, 2024** for NJGPA and **June 7, 2024** for NJSLA.

Schools in sending/receiving relationships must verify and confirm that any out-of-district placement sites receiving their students are state-approved testing sites. If the receiving school is not an approved testing site, the sending LEA must identify themselves as the testing site and must either send staff to the out-of-district placement site to test the student(s) or bring them back to their district for testing.

Charter schools, renaissance school projects, choice schools, and vocational-technical schools (for students whose NJ SMART enrollment type is full-time) are the accountable LEAs and accountable schools for their students. **Do not designate the accountable LEA or accountable school based on the student's residential address.**

After the initial upload of data by the NJDOE, sending LEAs will not be able to see their out-of-district placement students in PAN. Sending LEAs can review their out-of-district placement students by downloading the operational

reports located in PAN. Additionally, sending LEAs must communicate with receiving LEAs to ensure student records that were not captured in the initial data upload through NJ SMART are registered in PAN by the receiving schools. Receiving schools must review and update their students' information. LEAs will be able to review their data in PAN and make any necessary changes to student information starting **January 23, 2024**.

### **NJGPA Spring 2024 Administration Window**

Students in the class of 2025 will take the NJGPA in grade 11 to meet the state graduation assessment requirement. The NJGPA will be administered in person from **March 11, 2024 through March 15, 2024**. Make-up testing will be administered in person from **March 18, 2024 through March 22, 2024**.

NJGPA ELA and mathematics resources, including blueprints and practice tests, are available on the [New Jersey Assessments Resource Center](#) under **NJGPA**.

### **NJSLA Spring 2024 Administration Window**

In-person paper-based testing and computer-based testing is scheduled from **April 29, 2024 through May 24, 2024**. Make-up testing will be administered in person from **May 28, 2024 through May 31, 2024**. Make-up testing may occur at any point throughout the administration window. However, the make-up window may not be used to schedule regular testing.

Details regarding the 2023-2024 administration windows for all the New Jersey statewide assessments is available at the [NJSLA/NJGPA Resources for Districts](#) webpage under **Testing Schedule and Key Dates**.

### **Test Coordinator, Test Administrator, and Accessibility Features and Accommodations Manuals**

Electronic versions of the NJSLA/NJGPA Spring 2024 Test Coordinator Manual (TCM), NJSLA/NJGPA Spring 2024 Test Administrator Manual (TAM), and the NJSLA/NJGPA Accessibility Features and Accommodations – 12<sup>th</sup> Edition Manual will be posted in due course. These manuals, along with other helpful resources, can be found on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Administration Resources > Test Administration Manuals**. Note: LEAs will **not** receive paper copies of the test coordinator and test administrator manuals.

### **Paper Test Materials**

For NJGPA, all paper-based test materials must be ordered through the additional order process, which will begin **February 19, 2024** and ends **March 15, 2024**. 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. For NJSLA, student test registrations entered in PAN on or before Friday, **March 8, 2024** will be used to calculate quantities for an initial order for paper-based testing materials for NJSLA. LEAs will receive paper materials for testing for spring NJSLA (test booklets, mathematics reference sheets, periodic tables, large print and braille test booklets) **no later than April 15, 2024**.

Additional NJSLA paper test materials may be ordered for students enrolled after the initial registration of students in PAN. LEAs must specify the exact number of individual test kits required when requesting additional materials. LEAs must wait to receive the initial shipment of paper test materials before ordering additional materials through the additional order process. The window for ordering additional paper test materials for NJSLA opens **April 15, 2024** and closes **May 24, 2024**.

For the spring 2024 administration, answer documents will not be used for paper-based testing. Instead, students are expected to 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 instructions for the handling of physical test materials and the transcription of student responses are included in the spring 2024 TCM and TAM.

The NJSLA and NJGPA 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 IEP, will take the assessment using paper and pencil. The NJDOE will review the 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 or NJGPA 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 mobile hotspot.

Additional information can be found in the Homebound Test Administration Procedures document, which can be located on the [New Jersey Assessments Resource Center webpage](#) under **Educator Resources > Test Administration Resources > Testing Resources**.

For more information regarding the spring 2024 assessment administration key dates, please review the complete list of Spring 2024 NJSLA and NJGPA key dates found on the [NJSLA/NJGPA Resources for Districts](#) webpage under **Testing Schedule and Key Dates**.

### **NJSLA Test Content Resources**

NJSLA test content resources for ELA, mathematics and science are available on the [New Jersey Assessments Resource Center](#) under **Educator Resources > Test Content and Other Information**. Please note that updates to English language arts resources are being made and will be easily identifiable on the resource center website. LEAs are encouraged to review these resources annually and share them with district staff. Resources available on this webpage include, but are not limited to:

- Test Blueprints for ELA and Mathematics.
- Companion Guides for ELA and Mathematics.
- NJSLA-S Parent, Student, and Teacher Information Guide.
- New Jersey Student Learning Standards.
- ELA Writing Rubrics and Rubric Criteria Definitions.
- Mathematics Task Types.
- NJSLA-S Instructional Guide for Constructed Response Questions (Updated September 2023).
- ELA Claims Distribution Grades 3 through 9 (Updated September 2023)
- Released Items.

### **Tutorials and Practice Tests**

LEAs are strongly encouraged to use the tutorials and practice tests available on the [New Jersey Assessments Resource Center](#) under **Educator Resources**. Tutorials familiarize students and educators with the item types, testing tools, accessibility features, accommodations, and test format and/or navigation of TestNav (Computer-Based Testing only) that will be used for the NJSLA and NJGPA. Practice tests provide an opportunity to respond to test questions similar to the questions students will be asked to answer on the NJSLA and NJGPA in each grade/course and content area. **Section 3.5 Schedule Tutorials and Practice Tests** of the NJSLA/NJGPA 2024 Spring Test Coordinator Manual will include additional information related to the use of tutorials and practice tests prior to testing.

### **Contact Information**

For questions, 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](#)
- [NJSLA/NJGPA 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