



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

December 5, 2017

To: Chief School Administrators, Charter School and Renaissance School Project Leads,
Directors of Approved Private Schools for Students with Disabilities

Route To: District Test Coordinators, District Technology Coordinators

From: Jeffrey B. Hauger, Ed.D, Director
Office of Assessments
Division of Talent and Performance

Registration: December 11, 2017 through January 16, 2018

2018 PARCC Mandatory District Test Coordinator and District Technology Coordinator Training

District test coordinators and district technology coordinators may register December 11, 2017 through January 16, 2018 for the Partnership for Assessment of Readiness for College and Careers (PARCC) mandatory training.

The New Jersey Department of Education (NJDOE) requires that all district test coordinators and district technology coordinators attend a single, all-day training session. While some online training modules will be available following the training, all participants must be present for the entire day.

Training content: The focus of the training will be on the policies and procedures regarding the appropriate administration of the PARCC assessments. The trainings, which in past years typically had one section for test administrators and another for technology, will now be integrating into one fluid presentation. Participants will be able to ask questions. Topics may include:

- Administration topics such as testing windows, scheduling test units, accessibility features and accommodations, and test security; and
- Use of the PearsonAccess^{next} (PAN) website, including topics such as technology set-up, infrastructure trials, using PAN to coordinate testing, and ensuring appropriate accessibility features and accommodations.

Registration Instructions: To ensure that representatives from every district and participating Approved Private School for Students with Disabilities has the opportunity to attend the mandatory training, the NJDOE will strictly enforce the following registration rules:

1. The first registration period is only **for two individuals per district**. The district test coordinator and district technology coordinator **must** register between December 11, 2017 and January 16, 2018.
2. School test coordinators, **space permitting**, will be able to register January 17, 2018 through February 2, 2018 as indicated below:
 - Districts with up to five schools may register only one school test coordinator.
 - Districts with six or more schools may register one to three school test coordinators.

Participants must [register online](#); the online registration link will be activated on December 11. Upon completing the online registration form, participants will receive a confirming email that must be printed and brought to the training. Upon completing the online registration form, participants will receive a confirming email that **must** be printed and brought to the training.

Only registrants with a printed confirmation ticket for a designated training session are guaranteed admission to that session. This process will be enforced to ensure training sites do not exceed seating capacity and that all district test coordinators and all district technology coordinators have the opportunity to register, as they must provide turn-key training to all school level staff that do not attend the regional training. School test coordinators are not required to attend the mandatory training.

Training Sessions

Date & Time	Location	Phone
February 28, 2018 8 a.m. to 3 p.m.	Birchwood Manor 111 North Jefferson Road Whippany, NJ 07981	(973) 887-1414
March 1, 2018 8 a.m. to 3 p.m.	Birchwood Manor 111 North Jefferson Road Whippany, NJ 07981	(973) 887-1414
March 5, 2018 8 a.m. to 3 p.m.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08831	(732) 521-0070
March 6, 2018 8 a.m. to 3 p.m.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08831	(732) 521-0070
March 7, 2018 8 a.m. to 3 p.m.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08831	(732) 521-0070
March 8, 2018 8 a.m. to 3 p.m.	Sheraton Atlantic City Convention Center Hotel 2 Convention Boulevard Atlantic City, NJ 08401	(609) 344-3535

Additional Important Information

Training Materials: Copies of the training materials will not be distributed at the training. A link to the training materials will be sent to registered participants on February 2, 2018. Due to limited Wi-Fi availability at the training sites, the presentation must be downloaded in advance and saved on a portable device or printed as a hard copy and brought to the presentation.

Day of Training Sign-In: Sign-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 attendee is required to print or save an electronic version of his/her confirmation ticket and bring it to the training. The confirmation ticket must be presented to NJDOE staff at the sign-in tables. Attendees who appear without a confirmation ticket will not be allowed entrance until all confirmed attendees are seated. Attendees, who request entrance to a training site for which they have not registered, must wait until all registered attendees for that location are signed-in and seated. If maximum seating capacity is not reached, non-registered participants may be allowed entrance. Seats for registered attendees will be held for 20 minutes after the start of training and then will be released to standbys.

Severe Inclement Weather: In case of severe weather conditions, training will be canceled if the district in which the training site is located cancels school for that day. If there is a delayed opening in that district, the training will take place as scheduled. *An email will be sent to registered participants if a session is cancelled. Please do not call the Office of Assessments.*

Lunch and Refreshments: Participants will need to plan for a one-hour independent lunch break, although coffee, tea and water will be available. Lunch may be purchased on site at the Forsgate Country Club and at the Sheraton Atlantic City Convention Center Hotel.

If you have questions, please contact one of the NJDOE's PARCC coordinators in the Office of Assessments:

Grades 3-5, Orlando Vadel, PARCC Elementary School Coordinator,
(609) 376-3470 or orlando.vadel@doe.state.nj.us

Grades 6-8, Timothy Steele-Dadzie, PARCC Middle School Coordinator,
(609) 376-3469 or timothy.steele-dadzie@doe.state.nj.us

High School, Veronica Orsi, PARCC High School Coordinator,
(609) 376-3467 or veronica.orsi@doe.state.nj.us

Gilbert Gonzalez, PARCC Technology Coordinator,
(609) 376-3464 or gilbert.gonzalez@doe.state.nj.us

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