



WELCOME

2018 NJSLA-S

District Test Coordinator & District Technology Coordinator Training

**John Boczany, Gilbert Gonzalez, Veronica Orsi, Timothy Steele-Dadzie, and
Orlando Vadel**

**Office of Assessments
New Jersey Department of Education**

(Final February 20, 2018)



NJDOE Contact Information for NJSLA-S

Email is the **BEST** way to contact NJDOE: `firstname.lastname@doe.state.nj.us`

NJSLA-S Coordinator John.Boczany@doe.state.nj.us

Technology Coordinator Gilbert.Gonzalez@doe.state.nj.us

- Subject Line: Include the Name & CDS code of your School/District & 2 or 3 key words Describing Issue. **Never include identifiable student personnel information in an email.**
- Auto Signature: Include your name & phone number with extension. If an emergency, please provide cell phone number & flag “high importance”.



NJDOE Contact Information

New Phone Numbers

Test Coordinators

PARCC Grades 3 thru 5	Orlando Vadel	609-376-3470
PARCC Grades 6 thru 8	Timothy Steele-Dadzie	609-376-3469
PARCC High School	Veronica Orsi	609-376-3467
PARCC Technology	Gilbert Gonzalez	609-376-3464
PARCC Portfolio Appeals	Faye Ball	609-376-3458
Science	John Boczany	609-376-3460
DLM	Elizabeth Celentano	609-376-3461
NAEP	Tabitha McKinley	609-376-3466

**Voice Mail Messages: Speak slowly and leave name & phone number with extension first.
We must write down this information.**



NJDOE Contact Information

New Phone Numbers

PARCC Mathematics Grades 3 thru 5

Timothy Giordano 609-376-3463

PARCC Mathematics Grades 6 thru 8 and End of Course Mathematics

Michael Luke 609-376-3443

PARCC Language Arts Literacy

Cristin Geoghegan 609-376-3462

Science

John Boczany 609-376-3460



NJDOE Contact Information

New Phone Numbers

PARRC Measurement Specialist

Don White 609-376-3471

DLM Data Manager

Gilbert Gonzalez 609-376-3464

Office of Assessment Fax

609-984-6032 (do not fax unless instructed to do so)

Directions for Uploading Forms on PearsonAccessNext are available at the following link:

http://avocet.pearson.com/PARCC/Home#pdf=5063_10889#page=1



Additional NJDOE Contacts

Questions Regarding Annual Progress Targets, Student Accountability and Title I

Office of Supplemental Education Programs
Phone Number: 609-376-9080

Questions Regarding English Learners and ACCESS for ELLs 2.0

Office of Supplemental Education Programs
Bureau of Bilingual/ESL Education
Phone Number: 609-376-9080

Questions Regarding Students with Disabilities

Office of Special Education Policies and Procedures
Phone number: 609-376-9060



MI Support Contacts

Toll Free Phone Number:

888-705-9416 - select option '1' for Online (Pearson) or option 2 (MI) for Paper testing

NJSLA-S Online Support & Resources use this link:

www.measinc.com/nj/science

For NJSLA-S Email use this address:

NJScienceHelp@measinc.com



2018 NJSLA-S TEST DATES

Table 1: Testing Window for NJSLA-S

Spring 2018 Field Test Administration – Testing Window	
Computer-Based Tests – <i>Elementary School, Middle School and High School</i>	May 7 – June 8
Paper-Based Tests – <i>Elementary School, Middle School and High School</i>	May 14 – May 25



Key Dates Spring 2018 NJSLA-S

Event	Date
Initial Materials Arrive in Districts <i>no later than:</i> Manuals for all districts Accommodated forms Test Kits for CBT Regular Test Booklets for PBT Accommodated forms Test Kits for PBT	<p style="text-align: center;">April 24-26, 2018 May 3-4, 2018 May 3-4, 2018 May 10-11, 2018</p>
Additional Order Window: Test Materials <i>including Test Booklets & Answer Documents</i>	<p style="text-align: center;">April 27 – May 9, 2018 Accom. Kits: May 11-15</p>
Additional Order Window Closes: <i>only</i> Ancillary Materials for returning secure test materials may be ordered after this date	<p style="text-align: center;">May 15, 2018</p>
Deadline to Return Scorable & Nonscorable Materials to Measurement Incorporated	<p style="text-align: center;">No later than 1 week after PBT window closes</p>
Record Changes/Data Clean Up: in PearsonAccess ^{next}	<p style="text-align: center;">June 11-22, 2018</p>



Unit Times for NJSLA-S

Table 2: Testing times for NJSLA-S (Computer and paper-based assessments have the same unit times)

Assessment	Test Units	Test Time per unit	Total Testing Time
Elementary School	4	30 minute units	2 hours
Middle School	4	45 minute units	3 hours
High School	4	60 minute units	4 hours

Note: Does NOT include 25 to 30 minutes for logging on students, reading directions, & closing out students.



WHO MUST TAKE 2018 NJSLA-S

All students enrolled in grades 5, 8 and 11

- All General Education Students enrolled in a tested grade
- Students with Disabilities, except those with significant cognitive disabilities students who must take DLM as specified in their IEP
- All ELL students enrolled in a tested grade with appropriate accommodations and/or accessibility tools
 - NJSLA-S will following the same testing requirements as the PARCC Mathematics



Initial Material Shipment

List of Materials

- Packing List & Chain of Custody Forms
- Test Coordinator Manuals
- Test Administrator Manuals
- Paper Based Test Booklets & Answer Documents – arriving separately
- Periodic Table – Shipped with PBT test materials. Available online for CBT testers
- Manuals for CBT & PBT – arriving April 24-26, 2018
- Accommodated Test Kits for CBT and Regular Test Booklets for PBT – arriving May 3-4, 2018
- Accommodated Kits for PBT – arriving May 10-11, 2018



Test Materials Provided by School

Computer Based Test Materials -

- Student Testing Tickets printed by STC
- Periodic Tables (for CBT) printed by school
- Blank Scratch Paper: graph, lined or unlined paper
- Pencils: wooden #2 with erasers
- Calculators (if hand-held calculators are desired)



Test Materials

School And/Or Student Supplied

Headphones Or Ear Buds: Students Must Adjust Volume Before Start of Test

- Science: Text to Speech Accessibility Feature (plugged in)
- Science: Noise Buffering Accessibility Feature (not plugged in)

Headsets With Microphone: Students Must Adjust Volume Before Start of Test

- Only for Accommodated Students with Speech to Text
- Always delivered by an external device

Other Materials

- Blank Scratch Paper: graph, lined or unlined paper
- Pencils: wooden #2 with erasers
- Calculators



Calculators

Calculator Policy is available at the following link:

<http://avocet.pearson.com/PARCC/Home#11128>

- Permitted at all times on Science Units.
- Computer Based Testing: calculator automatically provided on TestNav platform during all units.
- Students must have prior experience with TestNav provided calculator. Practice tests & tutorials are available.
- Paper Based Testing: hand-held calculators must be used.
- All hand held calculators must meet grade/course specific calculator requirements.



Accommodations For Students with Disabilities Identified in SR/PNP Must Have IEP Or 504 Plan

- Please refer to the [PARCC Accessibility Features and Accommodations Manual \(Sixth Edition\)](#)
- **PLEASE NOTE:** American Sign Language (ASL) will not be available for the 2018 NJSLA-S Field Test



Chain of Custody Forms

District Chain of Custody Form for Initial Shipment of Materials

- A full list of materials within the district
- Form and security numbers
- Quantity sent
- Delivery information for each secure test material
- LTC and STC sign off for quantity received

School Chain of Custody Form

- Security numbers for each secure test material
- Student and Test Administrator assignment
- Date and time for checking out and checking in materials

District Chain of Custody Form for District Overage Materials

- Security numbers for each overage material
- Date and signature lines for the LTC and STC

Computer Based Chain of Custody Form

- Materials Moved from Locked Central Storage Area to Classroom
- Materials Moved from Classroom to Locked Central Storage Area
- Materials Securely Destroyed by Shredding



The NJSLA-Science Shipping Carrier is FedEx

Test Materials are received from and returned to MI ONLY via FedEx

Please do not return NJSLA-Science Materials to Pearson via UPS



Preparing Materials For Return Shipments

- District Test Coordinator receives materials from School Test Coordinator.
- Answer Documents must include a Student ID Label or hand gridded student demographic data.
- Large Print and Braille responses must be transcribed into answer documents.
- Complete School Header Sheets for each grade level.
- Scorable and Nonscorable Materials must be packaged separately in the boxes in which they were delivered or in FedEx Paks for small shipments.
- Do not overfill boxes or FedEx Paks.
- Place one return shipping label on the top of each box.
- Indicate sequence of boxes on the Scorable/Nonscorable labels of each box.



Scorable Materials That Must Be Returned

- Used by Student: Grade 5, 8, and 11 Answer Documents
- Transcribed by Scribe: Grade 5, 8, and 11 Answer Documents

Reminder: All responses from Large Print and Braille forms must be transcribed by staff into a “regular” version answer document.



Nonscorable Materials That Must Be Returned

- Unused Answer Documents for Grades 5, 8 and 11
- Test Booklets for all tested Grades
- All Large Print Test Booklets
- All Braille Test Booklets
- All Human Reader Scripts
- All Tactile Graphics



Packing Materials For Return Shipments

- Band test booklets and headers by grade.
- Place materials in the shipping boxes.
- One school, per box. Do not combine two school's test materials in one box.
- Once all materials are in boxes, indicate the sequence of boxes being returned (e.g., Box 1 of 3, Box 2 of 3, and Box 3 of 3) on the shipping labels.
- Do not mix Scorable and Nonscorable materials in the same box.
- If you need more return materials, please place an Additional Order via PAN.



Return Test Materials

SCORABLE

Ship to: Measurement Incorporated
2700 Angier Avenue
Durham, NC 27703

Box _____ of _____

225

NON-SCORABLE

Ship to: Measurement Incorporated
2700 Angier Avenue
Durham, NC 27703

Box _____ of _____

96

Place a **YELLOW SCORABLE** or **GREEN NONSCORABLE** Label as appropriate to return Test Materials. Place this label on the **SIDE** of each box.



Place a FedEx Return Shipping Label on the TOP of the box. Be sure to cover or remove the previous FedEx shipping label to avoid shipping confusion.

Invoice:	Date: 14Feb17	SHIPPING:	0.00
Customer:	Wgt: 1.00 LBS	SPECIAL:	0.00
Dept: AZ (Air)	COD:	HANDLING:	0.00
PO Number:	DV:	0.00	TOTAL: 0.00

Svcs: GND PPD RMGR
TRCK: 010974840147133

From: NEW JERSEY NEW JERSEY 970 DRUMMOND ST NEWARK, NJ 07102 (888) 888-8888	CAD: 0385610/CAFE3011
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TO **JOE MARTIN** (919) 683-2413
MEASUREMENT INCORPORATED **FedEx**
2700 ANGIER AVE. Ground
DURHAM, NC 27703 (US) **G**
Dept: AZ (Air)
RMA: ||| ||| |||

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of
1

(9612137) 0109748 40147133
GND RETURN MGR
Prepaid

Part #: 154250-354 TRTR EXP 01/17



Arrange For Pickups

- Pickups must be scheduled at least 24 hours in advance and no later than one week after the completion of testing.
- Contact FedEx at 1-800-GOFEDEx (1-800-463-3339) to schedule pickup.
- FedEx customer service is available 24/7. Tell FedEx you are calling about a pickup request for Measurement Incorporated and will be using their “Return Service.”
- Once pickup is confirmed, keep a record of the confirmation number you receive from FedEx in case a question arises.