Date: November 27, 2018

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

Route to: Local Educational Agency/District and School Test Coordinators, Test Administrators, Technology Coordinators, Curriculum and Instruction Supervisors, Principals

From: Michael Gaffigan, Project Director

Subject: 2019 Key Dates and Registration Information for New Jersey Student Learning Assessment for Science (NJSLA-S)

This memo is being sent by Measurement Incorporated (MI) on behalf of the New Jersey Department of Education (NJDOE). This memo provides a reference sheet of key dates associated with the New Jersey Student Learning Assessment for Science (NJSLA-S) Spring 2019 Administration. The reference sheet is at the end of this memo. This memo also includes information regarding the Student Registration/Personal Needs Profile (SR/PNP) data upload process and scheduling for the NJSLA-S Spring 2019 administration. Additional information regarding testing times, blueprints and practice tests will follow.

Student Registration
For the Spring 2019 NJSLA-S, districts will upload their SR/PNP directly to Pearson Access[next] (PAN) to register students for the assessment. 2019 is the first operational year of NJSLA-S and it is important to complete student registration during the timeframe provided below. We realize that there will be some registration changes due to new students, transferring students, etc., but during this window, it is important to have the most complete registration data possible.

Timeline for the SR/PNP process:
- November 29-30, 2018: The SR/PNP field definition guide and file upload template for the NJSLA-S will be available via PAN.
- December 3-18, 2018: The student data upload period. Districts must complete the initial SR/PNP upload between December 3, 2018 and December 18, 2018 for Science.

Districts must upload their Spring 2019 NJSLA-S SR/PNP files directly to PAN, **not** through NJ SMART.

Test administration
The NJSLA-S is a computer-based assessment, 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 Individualized Education Program (IEP), will take the assessment using paper and pencil. The NJDOE will review the SR/PNP uploads and may contact districts 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-S using paper-based versions of the assessments. Districts have the **option** of administering the computer-based assessment, using a district-supplied portable electronic device and mobile hotspot, to students receiving homebound instruction. The mode of testing should be based on individual student need and the content area/subject being assessed.

For detailed information regarding homebound test administration procedures, please refer to the New Homebound PARCC Test Administration Procedures, which is applicable to the NJSLA-S.

District test coordinators and technology coordinators must review the school staff that have access to PAN and determine if any modifications to the user accounts are needed. In addition, some user accounts may need to be deleted from PAN including accounts for staff that no longer work in the school or district, as well as staff members whose positions have changed and should no longer have access. As in past test administrations, users within PAN will receive email updates, so it is crucial to keep the user list up to date. Refer to the following online documents to explain how to modify, add, or delete users in the Pearson system:

- New Jersey User Role Matrix
- User File Field Definitions document
- PAN User Guide

Training Sessions
The NJDOE will conduct regional professional-development workshops and will provide regional training sessions for district test coordinators and technology coordinators. The regional district training sessions for the NJSLA-S will be incorporated with the NJSLA-ELA & NJSLA-M regional trainings.

Dates for the regional trainings are:
- Northern region: February 20-21
- Central region: February 25-27
- Southern region: February 28

The NJDOE will be providing districts information on how to register for the regional trainings in December.

Contact Information
If you have questions about policies for the NJSLA-S, or if you need to update the primary District Test Coordinator designation, please contact the Office of Assessments at (609) 376-3960 or John.Boczany@doe.nj.gov.

If you have specific questions regarding the navigation of PearsonAccess[next] or TestNav, any issues with your student registration file upload, or questions about paper-based testing, please contact NJSLA-S Customer Support directly at (888) 705-9416 or by clicking on the customer support link "Contact NJSLA-S Support" on the PAN home page, which also provides options for support via web form or online chat. Regarding paper-based testing, you may call also send an e-mail to NJScienceHelp@measinc.com. Districts should not contact NJ SMART regarding the NJSLA-S SR/PNP upload process.

New Jersey Student Learning Assessment for Science 2018-19
Test Administration Dates

2018-19 Activity	Who Completes Activity	2018-19 Key Date
NJDOE Loads Participation Data File in PAN	NJDOE	November 29-30
Import/Update Users in PAN	Districts	Begin December 3
Districts Upload SR/PNP Files in PAN	Districts	December 3-18
Parent, Student, and Teacher Information Guides Available	Districts	February 1 (online) February 4-6 (hard copies delivered) February 4-till supplies last (available by additional order via PAN)
New Practice Tests Available	NJSLA-S Vendor	February 15
District Test Coordinator/Technology Coordinator Regional Training	Districts/NJDOE	North – February 20-21 Central –February 25-27 South – February 28
Post Test Coordinator and Test Administrator Manuals	NJSLA-S Vendor	March 1
Materials Arrive in District	NJSLA-S Vendor	April 25-29
Additional Order Window	Districts	April 25-May 8 Test Materials May 9-June 13 Coordinator Kit Materials Only
Proctor Caching Available	Districts	April 29
Begin to Prepare Test Sessions	Districts	May 3
Computer-Based Testing Window	Districts/NJDOE	May 6-June 7
Paper-Based Testing Window	Districts/NJDOE	May 6-17
Deadline to Return Paper-Based Testing Scorable and Nonscorable Materials to Measurement Inc.	Districts	To arrive at Measurement Inc. no later than one week after the scheduled end-date of your LEA/District paper-based testing administration, no later than May 24
Deadline to Return Computer-Based Testing Nonscorable Materials to Measurement Inc. (i.e., Tactile Graphics Kits)	Districts	June 11