



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 17, 2018
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: District Test Coordinators, District Technology Coordinators, School Test Coordinators
From: Linda P. Eno, Ed.D., Assistant Commissioner
Division of Academics and Performance
Register by: January 15, 2019

Mandatory Training for 2019 New Jersey Student Learning Assessments (NJSLA)

Each year, the New Jersey Department of Education (NJDOE) requires that all District Test Coordinators and District Technology Coordinators attend one all-day training session focused on the NJSLA in English language arts, mathematics and science. While some online training modules will be available following the training, all participants must be present for the entire training session. This memo provides districts with training dates and registration instructions for the mandatory training.

Training Content

The training will focus on policies and procedures for administration of the NJSLA. Some of the topics will include:

- Ensuring appropriate accessibility features and testing accommodations
- Testing windows
- Test unit scheduling
- Test security
- Use of the PearsonAccess^{next} (PAN) website
- Technology set-up
- Infrastructure trials
- Test coordination

Registration Instructions

District Test Coordinators and District Technology Coordinators may register through January 15, 2019 for the mandatory NJSLA training.

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

1. The first registration period is only for **two individuals per district** – District Test Coordinator and District Technology Coordinator. These individuals **must** register by January 15, 2019.
2. School Test Coordinators, space permitting, will be able to register January 17, 2019 through February 1, 2019 as indicated below:
 - a. Districts with up to five schools may register only **one** School Test Coordinator.
 - b. Districts with six or more schools may register **no more than three** School Test Coordinators.

Participants can [register online](#). Upon completing the online registration form, participants will receive a confirmation email that **must** be printed or saved in electronic form and brought to the training.

Only registrants with a confirmation email for a specific 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 District Technology Coordinators have the opportunity to register. Individuals serving in these roles must provide turn-key training to all school-level staff involved with testing who are not required to attend the regional training.

Training Sessions

Date and Time	Location	Phone number
February 20, 2019 8 a.m. to 3 p.m.	Birchwood Manor 11 North Jefferson Road Whippany, NJ 07981	(973) 887-1414
February 21, 2019 8 a.m. to 3 p.m.	Birchwood Manor 11 North Jefferson Road Whippany, NJ 07981	(973) 887-1414
February 25, 2019 8 a.m. to 3 p.m.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08831	(732) 521-0070
February 26, 2019 8 a.m. to 3 p.m.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08831	(732) 521-0070
February 27, 2019 8 a.m. to 3 p.m.	Forsgate Country Club 375 Forsgate Drive Monroe Township, NJ 08831	(732) 521-0070
February 28, 2019 8 a.m. to 3 p.m.	Sheraton Atlantic City Convention Center Hotel Two 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 4, 2019. Due to limited Wi-Fi availability at the training sites, the presentation must be downloaded in advance and either saved on a portable device or printed and brought in hardcopy format to the training session.

Day of Training Sign-In

Sign-in for registered participants will be from 8 a.m. to 8:30 a.m. and the training will begin promptly at 8:30 a.m. Each attendee is required to present the confirmation email (printed or saved in electronic form) to NJDOE staff at the sign-in tables. Attendees who appear without a confirmation email 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 specific 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 the event of severe weather conditions, a training may be cancelled. If a training is cancelled, an email will be sent to registered participants announcing the cancellation and the make-up session date.

Lunch and Refreshments

Coffee, tea and water will be available. Participants will need to plan for a one-hour lunch break and are expected to provide their own meal. Lunch may be purchased on-site at the Forsgate Country Club and at the Sheraton Atlantic City Convention Center Hotel.

Contact Information

If you have any questions, please contact:

- Orlando Vadel, Statewide Assessment Coordinator for Elementary and Middle School, at (609) 376-3470 or orlando.vadel@doe.nj.gov, or
- Timothy Steele-Dadzie, Statewide Assessment Coordinator for High School, at (609) 376-3469 or timothy.steeledadzie@doe.nj.gov.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group