



Date: December 20, 2019

To: Chief School Administrators, Charter School and Renaissance School Lead Persons, Approved Private Schools for Students with Disabilities

Route To: District Test Coordinators, District Technology Coordinators

From: Michael Gaffigan, Project Director

Subject: **Urgent – Your District is not registered** for the New Jersey Student Learning Assessment – Science (NJSLA-Science) Spring 2020

The initial import window for the SR/PNP into PearsonAccess^{next} (PAN) has been extended to **Friday, January 3, 2020**. However, as of December 20, 2019, your district has not registered and/or assigned tests to students for the New Jersey Student Learning Assessment – Science (NJSLA-Science) that begins on April 20, 2020.

Failure to register and assign tests to students by Friday, January 3, 2020, will result in NJSLA-Science materials not being automatically shipped to your district. The materials include *NJSLA-Science Parent, Student, and Teacher Information Guides*, which will be delivered to districts in February, and NJSLA-Science testing materials, which will be delivered no later than two weeks prior to testing. These shipments will be based on students registered in PAN and assigned to a specific NJSLA-Science test. As quantities of the *Parent, Student, and Teacher Information Guides* are limited, additional orders will be filled until the supply has been exhausted.

Troubleshooting

If you have already imported an SR/PNP data file to PAN but are receiving this memo:

1. Within PAN, go to **Setup>Import/Export Data** and review imported SR/PNPs. Check the **Status** field, **Total Records** field, and **Error Records** field to verify the file and all records uploaded successfully. If a message of “Complete with issues” is displayed, select the uploaded file, select **View File Details** from the Task menu, and then select **Start**. The **View File Details** screen will show the number of **Total Records**, **Successful Records**, and **Error Records** processed. If there are errors, the error messages will be displayed at the bottom of the screen. The *Student Registration/Personal Needs Profile Field Definitions* document (located under the Secure Support page within PAN) can be referenced to help troubleshoot error messages.
2. If all records imported successfully, check to see if the “Don’t modify student tests” option was selected. This can be viewed under **Parameters** on the **View**

File Details screen. If the “Don’t modify student tests” option appears with the value as “true”, then re-upload the SR/PNP without the parameter checked.

- a. **Note:** The “Don’t modify student tests” parameter should **not** be selected when performing initial SR/PNP imports. Selecting this option directs PAN to ignore test-level data fields in the SR/PNP, which results in students being enrolled and registered under the administration, but **not** being assigned tests with associated PNP values.
3. To verify you have successfully registered and assigned tests to students, export an SR/PNP data file or run the *Student Test Count Operational Report* (Reports>Operational Reports>Students & Registrations).

If you already manually entered your students in PAN but are receiving this memo:

You may have neglected to assign tests to the student records. Within PAN, go to **Setup>Students**, and perform the “Manage Student Tests” task to add a test. To verify you have successfully registered and assigned tests to students, export an SR/PNP data file or run the *Student Test Count Operational Report* (Reports>Operational Reports>Students & Registrations).

Additional Reminders:

Using the NJ SMART State Assessment Registration Submission: If you have successfully registered students for NJSLA-ELA/Math in NJ SMART, you may be able to use that data as the starting point for your NJSLA-Science registration. Use the NJ SMART State Assessment Registration Submission, delete students who are not taking the science assessment from the file, clear out fields that do not apply to science, and make any necessary changes to fields such as Session Name or Class Name. The *Student Registration/Personal Needs Profile Field Definitions* document can be found in PAN under Support > Documentation. This document encompasses ELA, Mathematics, and Science.

Dynamic Learning Maps (DLM): All students in grades 5, 8 and 11 who are not participating in the DLM for science must be administered the NJSLA-Science, regardless of what science course they are enrolled in or whether they are enrolled in any science course. If your district has students currently registered in NJ SMART for New Jersey Student Learning Assessment for ELA and Mathematics testing in grades 5, 8 and 11, then they must also be registered separately for the NJSLA-Science in PAN.

Out-of-District/Out-of-Residence Placements:

- **When the accountable district or school differs from that of the testing site, the testing site must register students for the NJSLA-Science.** This is different from the student registration process in NJ SMART that is used for NJSLA-ELA/Math. Approved private schools for students with disabilities and other institutions which are not accountable schools are not responsible for registering students for NJSLA-ELA/Math in NJ SMART. However, they are

responsible for registering students and providing accountable district and school information for NJSLA-S in PAN. Make sure to provide accountable district and school codes for your students.

- If you use an NJ SMART State Assessment Registration Submission file as a starting point, you must add any out-of-district students testing at your location to the file. All out-of-district student records **must** be imported in a file rather than entered directly into PAN. Student records entered directly into PAN cannot have an accountable school in another district, so in order to provide the correct accountable school information, they must be imported. If you have already entered these student records in PAN, you can update the accountable school information by exporting the SR/PNP, updating the Accountable District and Accountable School Code fields, and importing the SR/PNP.

If you feel that you are receiving this memo in error because you have already registered your students for testing, or if you have specific questions regarding the navigation of [PearsonAccess^{next} or any issues with your student registration file import](#), please contact NJSLA-Science Customer Support directly at (888) 705-9416 (Monday-Friday, 8 a.m. to 5 p.m. ET) or by email at NJScienceHelp@measinc.com. Select the 'Online Testing' option when calling for assistance with PAN. You may also contact NJSLA-Science Customer Support via web form or online chat within PAN. Users must be logged into PAN to use online chat. Please note, Measurement Incorporated (MI) will be closed on December 24-25, 2019 and January 1, 2020. Districts should not contact NJ SMART regarding the NJSLA-Science SR/PNP import process.