



Date: October 13, 2021
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: District Test Coordinators, District Technology Coordinators, School Test Coordinators
From: Lisa J. Gleason, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services

Spring 2022 New Jersey Student Learning Assessments for English Language Arts, Mathematics and Science and New Jersey Graduation Proficiency Assessment Key Dates and Information

This memorandum provides districts with key dates and information for the Spring 2022 administration of the New Jersey Student Learning Assessments (NJSLA) in English language arts (ELA), mathematics, and science, and the New Jersey Graduation Proficiency Assessment (NJGPA).

Spring 2022 ELA Field Test

A sample of districts has been randomly selected to participate in the field test components of the Spring 2022 State assessment in ELA for NJSLA and NJGPA. Letters were mailed to selected districts on **October 13, 2021**. Field testing is considered part of the statewide assessment program and will be embedded in the operational assessment for districts selected to participate. The primary purpose of the ELA field test is to evaluate test questions and tasks among different sample groups of students. Field test questions do not count toward student scores on the assessment. Districts selected to participate in Spring 2022 ELA field testing will not be chosen to participate in Spring 2023 ELA field testing.

The cancelation of the NJSLA in Spring 2020 and Spring 2021 due to the COVID-19 pandemic – specifically, the inability to field test ELA assessment items as would typically occur during the Spring NJSLA administration – has resulted in deficits in key areas of the NJSLA ELA item bank, as items that have not been field tested may not be used operationally. To make up for this deficit, the NJDOE will increase, for the Spring 2022 and Spring 2023 NJSLA ELA administrations only, the sample size for field testing from the typical 33% of districts to 50% of districts. There will be no changes to protocol for field testing of mathematics items. For NJSLA Mathematics, the NJDOE will continue to implement the census field testing model, under which field test questions are embedded in all mathematics assessments and all New Jersey students participate in mathematics field testing annually.

Registration for District Test Coordinator and Technology Coordinator Training

Each year, the New Jersey Department of Education (NJDOE) requires all District Test Coordinators and District Technology Coordinators to participate in training on the administration of the statewide assessment program in ELA, mathematics, and science. The Spring 2022 District Test and Technology Coordinator Training will be **virtually and on-demand**. Training modules will be available from **January 24 through February 4, 2022** and must be completed within that timeframe. Additionally, the Office of Assessments will hold online office hours from **February 7 through February 18, 2022** to answer questions related to the Spring 2022 administration of NJSLA and NJGPA. Additional information, including the office hours schedule, will be shared in a separate memorandum. District Test and Technology Coordinators identified in PearsonAccess^{next} (PAN) will also receive the information via email when it becomes available.

NJ SMART State Assessment Registration Submission Data

The NJDOE will upload the Student Registration/Personal Needs Profile (SR/PNP) into PAN based on the information submitted by districts through the NJ SMART State Assessment Registration submission in the Fall of 2021. The NJ SMART State Assessment Registration window for districts opens on **October 19, 2021** and closes on **December 3, 2021**. Data submitted during the NJ SMART State Assessment Registration submission will be

uploaded to PAN where the data can be reviewed and edited starting **January 25, 2022**. Data can be updated as necessary in PAN throughout the assessment administration window until the district data clean-up window closes on **June 24, 2022**. For more information, visit the [NJ SMART](#) webpage.

Schools in sending/receiving relationships must verify and confirm that any out-of-district placement sites receiving their students are state-approved testing sites before identifying them in the NJ SMART submission. If the receiving school is not an approved testing site, the sending district must identify themselves as the testing site and must either send staff to the out-of-district placement site to test the student(s) or bring the student(s) back to their district for testing.

Charter schools, renaissance school projects, choice schools, and vocational-technical schools (for students who attend full time) are the accountable districts and accountable schools for their students. Do not designate the accountable district or accountable school based on the student's residential address.

After the initial upload of data by the NJDOE, sending districts will not be able to see their out-of-district placement students in PAN. Sending districts can review their out-of-district placement students by downloading the operational reports located in PAN. Additionally, sending districts must communicate with receiving districts to ensure student records that were not captured in the initial data upload through NJ SMART are registered in PAN by the receiving schools. Receiving schools must review and update their students' information.

NJSLA Spring 2022 Administration Window

The regular spring administration of NJSLA will be administered in-person from **April 25 through June 3, 2022**. Students in grades 3 through 9 are required to participate in the ELA and mathematics assessments, and students in grades 5, 8, and 11 will also participate in science during the regular spring administration window.

Details regarding the administration windows for all of the New Jersey statewide assessments are provided in the [2021-2022 statewide assessment schedule](#).

NJGPA Spring 2022 Administration Window

Students in the class of 2023 will take the NJGPA in grade 11 to meet the state graduation assessment requirement. The NJGPA will be administered in-person from **March 14 through March 18, 2022**. Make-up testing will be administered in person from **March 21 through March 25, 2022**.

Additional information and resources about the NJGPA are forthcoming.

Test Coordinator and Test Administrator Manuals

Electronic versions of the spring 2022 test coordinator manual and spring 2022 test administrator manuals are scheduled to be posted no later than **January 19, 2022**. These manuals, with other helpful resources, will be located on the [Test Administration Resources](#) webpage of the [NJSLA Resource Center](#) under Educator Resources. Please note that districts will not receive paper copies of the test coordinator and test administrator manuals.

Paper Test Materials

Student test registrations entered in PAN on or before **March 4, 2022** will be used to calculate quantities for an initial order for paper-based testing materials for NJSLA.

Districts will receive paper materials for testing for spring NJSLA (test booklets and answer folders, mathematics reference sheets, periodic tables, large print and braille test booklets) **no later than April 11, 2022**. Additional paper materials may be ordered for students enrolled after the initial registration of students in PAN. Districts must specify the exact number of individual test booklets required when requesting additional orders and select "Field Test," if appropriate, when placing additional orders for ELA materials. Districts must wait to receive the initial shipment of paper materials before ordering additional materials through the additional orders process. The window for ordering additional paper materials for NJSLA opens on **April 11, 2022**.

For NJGPA, all paper-based test materials must be ordered through the additional orders process, which will begin on **February 21, 2022**. Districts must specify the exact number of individual test booklets required.

The NJSLA and NJGPA are computer-based assessments, 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 or NJGPA using paper-based versions of the assessments. Districts have the option of administering the computer-based assessment to students receiving homebound instruction by using a district-supplied portable electronic device and mobile hotspot. Additional information can be found in the [Homebound Test Administration Procedures](#) document, which can be found on the [NJSLA Resources for Districts](#) webpage under the heading Policies.

For more information regarding the spring 2022 assessment administration key dates, please review the complete list of spring 2022 NJSLA and NJGPA key dates located on the NJSLA [Resources for Districts webpage](#).

Contact information

If you have questions, please contact the Office of Assessments at (609) 376-3960 or assessment@doe.nj.gov.

Additional Resources

- [NJSLA Resource Center](#)
- [NJSLA Resources for Districts \(NJDOE\)](#)
- [PearsonAccess^{Next} Online Support](#)
- [Technology Setup](#)

c: Members, State Board of Education
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