



Pearson

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TO: District Test Coordinators and/or those responsible for administering the New Jersey Algebra I End-of-Course Exam

FROM: Pearson, on behalf of the New Jersey Department of Education (NJDOE)

DATE: March 26, 2010

SUBJECT: Algebra I End-of-Course Exam: Training and Scheduling Update

As a reminder, all students taking Algebra I or the course equivalent in 2009-2010, regardless of grade level, are required to take the ADP Algebra I End-of-Course Exam. The deadline for submitting pre-ID files (also known as student data upload or SDU files) to the PearsonAccess system was March 18. We thank New Jersey districts for their cooperation in registering students for the Algebra I Exam and in submitting pre-ID files through the PearsonAccess online system. Note that although the window for submitting SDU files to receive pre-ID labels has closed, you still will be required to submit a SDU file or manually enter each student's information to receive reports.

As of this date, over 116,000 New Jersey students are registered for the Algebra I End-of-Course Exam. Any school that has failed to register eligible students to participate in the Algebra I test program should contact Pearson immediately at ADP@support.pearson.com or by calling their Customer Service Center at 866-688-9555.

Here is some additional information to assist you in implementing the Algebra I test successfully.

Test Administration Manuals/Training

Test Administration Manuals were posted to PearsonAccess on March 19th, 2010. To access the manuals, log on to www.PearsonAccess.com/adp. Click the Support tab and the User Documentation link under Resource Categories. Click the Training link under Resource Categories to access a flash-based training module that includes the information in the manual. The module is called ADP Test Training. District staff familiar with New Jersey's other assessments will find the Algebra I test administration manual easy to understand and to follow. If you have questions, contact Pearson at ADP@support.pearson.com or by calling their Customer Service Center at 866-688-9555.

Scheduling

The Algebra I End-of-Course Exam is scheduled for May 24, 2010, (regular) and May 27, 2010, (make-up). In order to accommodate calculator supply issues and to facilitate online testing, the department will allow some additional flexibility in the scheduling of the test. Districts may choose to administer the Algebra I Exam to a portion of their eligible students on one day, and administer it to the other half the next day. Likewise, districts may choose to administer Part 1 on one day, and Part 2 the next. The Exam consists of two parts, one calculator active, and the second part calculator inactive. While the department recommends testing in the morning, districts may also administer the test in the afternoon, if necessary. All paper and pencil testing must be completed within the May 24-28, 2010, period; all online Algebra I testing must be completed within the May 24-June 2 period. Districts must maintain strict test security throughout the testing period. Scorable materials must be packaged and shipped within 24 hours of the completion of testing. Non-scorable materials must be packaged and shipped within a week after testing. Please promptly contact FedEx at the number printed on the FedEx return labels to schedule pickups. Please note that Pearson is committed to posting Algebra I student score rosters to PearsonAccess within 16 days of receipt of a school's complete Algebra I Exam answer documents; for this reason, districts are urged to return answer documents as soon as possible following completion of all testing



CDS Code Information for Receiving Schools

We understand that many schools in New Jersey test students from other schools or districts. In 2010, both testing materials and reports will be sent to the receiving school where students will be tested. If your school acts as a receiving school, please include your school's CDS code in the SDU file rather than that of the sending school. If you have uploaded a file and included the sending school CDS codes, please re-upload the file with your school's SDU code. This will place the students in the correct school, and the materials will be delivered to the correct location.

Overage

New Jersey testing materials will be packaged by school and shipped to the district. School boxes will include 5% overage. The district will receive an additional 10% overage based on the total district order quantity. The overage is for regular materials only and is calculated according to the participation counts entered into PearsonAccess. Districts do not need to order overage of regular test materials. Actual order quantities if entered will be used to determine shipping quantities for large print, Braille, and audio test material quantities (overage is not automatically added to the order for these specialty items).

This information will be posted on the DOE web site at www.nj.gov/education/assessment/hs/alg/. If you have further questions about how to prepare for administering the Algebra I End-of-Course Exam, contact Pearson at ADP@support.pearson.com or by calling their Customer Service Center at 866-688-9555. If you have questions about New Jersey assessment policy, please contact Timothy Peters, director, Office of State Assessments at timothy.peters@doe.state.nj.us or by telephone at (609) 984-7761.