



State of New Jersey

DEPARTMENT OF EDUCATION
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Acting Governor

LUCILLE E. DAVY
Acting Commissioner

January 12, 2006

TO: District Test Coordinators

FROM: Brian D. Robinson, Ed.D., Director
Office of Evaluation and Assessment
Division of Educational Programs and Assessment

SUBJECT: Mandatory Test Coordinators' Training for the New Jersey Assessment of Skills and Knowledge 2006 – Grades 5, 6, and 7

The New Jersey Department of Education (NJDOE) recently announced plans for implementing statewide assessments at grades 5, 6, and 7 in the spring of 2006 through a contract with the Riverside Publishing Company. These assessments will be administered under the program name, "New Jersey Assessment of Skills and Knowledge 2006 (NJ ASK 2006)." To familiarize district test coordinators with the NJ ASK Grades 5, 6, and 7 procedures, the department will conduct required regional training sessions in conjunction with the Grade Eight Proficiency Assessment (GEPA) Test Coordinators' training, which will be held January 30 – February 2, 2006, and the NJ ASK Grades 3 and 4 Test Coordinators' training, which will be held February 6 – 10, 2006. At these sessions, district and school test administrators will be trained in security measures, coding student demographic information, preparing examiners and proctors to administer the test, returning test materials, and other important aspects of the testing program. District personnel will have ample opportunity to ask questions regarding the upcoming administration of the NJ ASK 2006 Grades 5, 6, and 7.

Please note that while administration procedures for NJ ASK 2006 5-7 will be very consistent with those for GEPA and NJ ASK 3-4, there will be some unique features to the grade 5-7 assessments. Therefore, **attendance at one of the sessions is mandatory for test coordinators.** Many districts may already have staff members registered to attend one of these sessions. District staff who would normally attend the NJ ASK 3-4 or GEPA training sessions should complete their online registrations, if they have not already done so. However, if districts have grade 5-7 buildings that are not listed on either the GEPA or NJ ASK pre-registration site, or if they need to register one additional staff person assigned to coordinate these new grade 5-7 assessments, they must call the Pearson Educational Measurement Help Line to register them. Pearson is the contractor for the GEPA program and has kindly agreed to process the additional coordinator training registrations on behalf of the DOE and Riverside.

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The Pearson Help Line number is 1-800-627-7990, state code 831 for assistance. The dates and locations for the training sessions are attached. Due to space limitations, your district will be assigned to a session and should attend only the session scheduled for your district. Sign-in for the day of your session will be conducted from 8:30 – 9:00 AM for the morning sessions and from 12:30 – 1:00 PM for the afternoon sessions. Training will begin promptly at 9:00 AM for the morning sessions and at 1:00 PM for the afternoon sessions. Due to space limitations, we may not be able to accommodate walk-ins.

Finally, a reminder regarding test administration dates: as previously announced, regular testing is scheduled for April 4 (LAL Day 1), April 5 (LAL Day 2), and April 6 (Mathematics), with make-up testing the following week, April 10-13. For districts that have a school break during the week of April 10, make-ups may be given the week of April 17, and no later than April 21. We encourage you to administer testing on the regular testing dates whenever possible; however, **if your district requires an alternate schedule due to calendar conflicts, please contact Riverside Publishing Company at 800-767-8420 Ext. 6310 to register your alternate testing dates. All testing must be completed no later than April 21, 2006, including make-up testing.**

Thank you for your cooperation with this important activity. If you have any questions regarding the training, please contact JoAnne Tubman, NJ ASK 5-7 coordinator at 609-777-2087 in the Office of Evaluation and Assessment.

Attachment

BDR/JT

c: Jay Doolan
Regional Assistant Commissioners
Rochelle Hendricks
Timothy Peters
Roxanna Menson
Stacy Shack
Orlando Vadel
County Superintendents
County Test Coordinators
Chief School Administrators
Charter School Lead Persons
NJ LEE Group
Garden State Coalition of Schools