



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500


CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

July 15, 2011

TO: Chief School Administrators  
Charter School Lead Persons

FROM: Jeffrey B. Hauger, Ed.D., Director   
Office of Student Learning Assessments  
Division of Academic Standards, Curriculum and Assessments

SUBJECT: 2011-2012 Bearer Memo for:  
High School Proficiency Assessment (HSPA-October and March)  
New Jersey Biology Competency Test (NJBCT)  
New Jersey Assessment of Skills and Knowledge (NJ ASK 6-8)  
New Jersey Assessment of Skills and Knowledge (NJ ASK 3-5)

The bearer of this memorandum is authorized by the Commissioner of Education to observe all test administration procedures, including the distribution and return of the materials to authorized personnel, and the actual testing of students. The observers have been carefully trained to perform their tasks unobtrusively so as not to disturb the testing environment or other school activities.

Please ensure that all members of your staff cooperate fully with this observer. If you have any questions, you may call your executive county superintendent or:

Veronica Orsi, HSPA Coordinator at (609) 292-8739  
Diane Kubinski, NJBCT Coordinator at (606) 292-3226  
JoAnne Tubman, NJ ASK 6-8 Coordinator at (609) 777-2087  
Orlando Vadel, NJ ASK 3-5 Coordinator at (609) 341-3456

Thank you for your continued cooperation.

JBH//DK: Bearer Memo 2011-2012

c: Acting Commissioner Christopher D. Cerf  
Andrew R. Smarick  
Kenneth Figs  
Diane Kubinski  
Veronica Orsi  
JoAnne Tubman  
Orlando Vadel  
Executive County Superintendents