



State of New Jersey

DEPARTMENT OF EDUCATION

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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: Security Visits for October 2011 High School Proficiency Assessment (HSPA);
March 2012 High School Proficiency Assessment (HSPA);
New Jersey Assessment of Skills and Knowledge (NJ ASK 3-8)
New Jersey Biology Competency Test (NJBCT)

The New Jersey Department of Education will be observing the above test administration at selected sites. Announcements of the visits will not be made in advance. Visits may occur after test materials have been delivered, during the test administration itself, or when the used and unused materials are being returned to the district test coordinator.

Department staff assigned to observe the test administrations are carefully trained to perform their tasks unobtrusively so as not to disturb testing sites or other school activities. All observers will check in with appropriate school personnel at the beginning of their visit.

If your district is selected for an observation, please ensure that your staff cooperates fully with the observers. Your cooperation is greatly appreciated.

JBH/DK:security visits 2011-2012

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