

Supplemental Guidance

State Assessment Registration Submission FAQs

1. *Question: Who is reported to the State Assessment Registration Submission?*

Answer: The information below provides guidelines for which students need to be reported to the State Assessment Registration Submission:

- For NJSLA-ELA, students in grades 3-9 must be reported.
- For NJSLA-Mathematics, students in grades 3-9 must be reported.
 - Exceptions for grade 9 are:
 - Students enrolled in a non-tested course (i.e., Calculus, Statistics, etc.) will not be reported for mathematics.
 - Students enrolled in the first year of a two-year Algebra I or Geometry course will not be reported.
 - Students enrolled in an integrated mathematics course that is a prerequisite for an Algebra I course will not be reported for mathematics.
- For NJSLA-Mathematics, the only students in grades 10-12 that must be reported are:
 - Students who did not take Algebra I in middle school and are enrolled in Algebra I for the first time in high school must be reported.
 - Students who took Algebra I in middle school who are enrolled in either Geometry or Algebra II and have not previously been enrolled in either Geometry or Algebra II in high school must be reported.
 - Students who started a two-year Algebra I or Geometry course starting in grade 9 and are now enrolled in the second year of the course must be reported.
- For NJSLA-Science, students in grades 5, 8, and 11 must be reported.
- For NJGPA, students in grade 11 must be reported for ELA and mathematics, excluding students who are eligible for the DLM assessments.
- All students in K-12 that are taking ACCESS for ELLS and Alternate ACCESS for ELLs assessment must be reported.
- All students in grades 3-8 or 11 taking the DLM assessments must be reported.

2. *Question: Are Charter Schools responsible for submitting their own students?*

Answer: Yes.

3. *Question: Are Non-Public students reported to the State Assessment Registration Submission?*

Answer: No.

Supplemental Guidance

- 4. Question: Will Approved Private Schools for Students with Disabilities be able to submit State Assessment Registration Submission? If no, how may they register their students?**

Answer: Approved Private Schools for Students with Disabilities will not be able to submit to the State Assessment Registration Submission. The accountable school district must submit the students attending these schools to the State Assessment Registration Submission. Submitting districts will be responsible for obtaining the information necessary for the submission from the testing location.

- 5. Question: How can a receiving district register for students testing within the district for NJSLA/ACCESS And Alternate ACCESS for ELLs/DLM if those students are not the receiving district's reporting responsibility in SID Management?**

Answer: The district responsible for reporting these students to SID Management is responsible for reporting the students to the State Assessment Registration Submission. Submitting districts will be responsible for obtaining the information necessary for the submission from the location the student is testing.

- 6. Question: How are students experiencing homelessness reported to the State Assessment Registration?**

Answer: Students experiencing homelessness are reported by the district who is responsible for reporting their record to SID Management.

- 7. Question: How will I be able to submit students to the State Assessment Registration Submission that have entered later in the school year after the SID Snapshot but before the deadline of the Official State Assessment Registration submission?**

Answer: The State Assessment Registration Submission validates against your current SID Management data in the SID Management – All Student Records page to allow you to upload and update records for students who have recently entered or exited your district after the SID Snapshot and during official submission reporting periods.

- 8. Question: What does the Out of Sync status mean for the State Assessment Registration Submission?**

Answer: Out of Sync status indicates students who were submitted to SID Management as active with a grade level of 3-12 and English Language Learner students with a grade level of K-2 that were not uploaded to the State Assessment Registration Submission. These records can be found in the Out-Of-Sync tab within State Assessment Registration. To remove students from the Out of Sync status, perform a Partial File upload specifically for those Out of Sync students or perform a Full File upload that includes these students along with all other students that must be submitted to State Assessment Registration Submission.

Supplemental Guidance

9. Question: Why are my students Out of Sync even if they are not testing and what should I do?

Answer: Unlike some of NJ SMART's other submissions, an Out of Sync record does not always indicate a problem within the data. The LEA may very well have students, such as 12th graders, who will not be taking any assessments. The student will appear Out of Sync due to not being reported in the submission; however, Out of Sync records will not count against your district for the State Assessment Registration Submission and will **not** prevent you from being able to certify and release your data.

10. Question: Why is my district unable to see the State Assessment Registration Submission tab?

Answer: Only users/ LEAs with State Assessment Registration access permissions in NJ SMART, granted by your Homeroom Administrator, will be able to see the State Assessment Registration submission tab in the NJ SMART portal.

11. Question: Is Personal Needs Profile (PNP) data related to the NJSLA collected in the State Assessment Registration Submission?

Answer: Yes, PNP data is a part of the State Assessment Registration Submission. The State Assessment Registration Submission details all of the elements that will be collected to support both the registration and PNP data needed for each student depending on assessment.

12. Question: How do we report data for students who are testing in both ELA and math for assessments like NJSLA?

Answer: Two records for each student should be submitted to the State Assessment Registration Submission for students taking an ELA and mathematics assessment. This means that within the file submitted to the State Assessment Registration Submission, students will need to appear twice, one row detailing the ELA assessment and one detailing the mathematics assessment. Students only tested in one area, such as an 11th grade student taking the science assessment, will only have one record within the file.

If students are taking an ELA, math, and NJSLA science assessment, three records for each student should be reported.

13. Question: My data is uploaded to the State Assessment Registration Submission, and I have a few errors for the State Identification Number, but NJ SMART won't let me Certify with Errors, why is this?

Answer: The Certify with Errors button will not become enabled until a file has been submitted and the only errors that exist correspond to the State Identification Number data element due to the record

Supplemental Guidance

being in **Conflict Claiming in SID Management**. No other State Identification Number errors, (including combination errors due to records in Error in SID Management) will allow for the enabling of the Certify with Errors button. The user will be able to make corrections to remedy these errors unlike other submissions which rely on Snapshot records that at times cannot be corrected by the user.

14. Question: What should be reported for the State Assessment Identifier data element?

Answer: This data field is considered a place holder and should be left blank for each student record, even if the State Assessment Identifier is known by the district. The State Assessment Identifier will be populated through the NJSLA vendor site.

15. Question: Will Staff Member Assigned affect mSGP?

Answer: The data collected for Staff Member Assigned has no bearing on mSGPs for staff members, which is based on the End of Year Course Roster Submission. The SMID numbers sent into the State Assessment Registration Submission file for Staff Member Assigned is designed to be the “teacher of record” for test results reporting at the district level.

16. Question: Does this submission require Fall Block data, Spring data, or both?

Answer: The State Assessment Registration Submission only collects data for the Spring NJSLA. It does **not** collect information for students participating in the Fall Block testing.

17. Question: We have 12th grade students taking the DLM, yet their record is in error, why is this?

Answer: For any student who is in 12th grade, but is taking the DLM, please report their Grade Level within the State Assessment Registration Submission’s DLM record as “11”. This is due to how validations are processed for the assessment vendor. This will not create a mismatched Grade Level error with SID Management.

18. Question: Why am I receiving an error for a DLM student who has Ethnicity set to “Y”, but all race codes set to “N”?

Answer: For any student who is taking the DLM assessment and has an Ethnicity set to “Y”, the vendor also requires at least one race code to be marked as a “Y”. If there is no race code that best fits the student, please report a “Y” for Race White. For our reporting purposes, if ethnicity=‘Y’, this places the student in the Hispanic subgroup no matter what a race field may reflect.

19. Question: How do I register or edit a student’s record for the NJSLA, ACCESS/Alternate ACCESS for ELLs, or DLM assessments after the State Assessment Registration Submission deadline?

Supplemental Guidance

Answer: Because the submission is closed, you must visit the specific vendor's website for more information on how to register new students. As a reminder, the data does not undergo the same level of validation in the vendor websites as it does within NJ SMART.

For additional questions specific to New Jersey's statewide assessments, please contact the New Jersey Department of Education:

- For NJSLA and DLM, call Office of Assessment at 609-376-3960 or via email at assessment@doe.nj.gov
- For ACCESS and Alternate ACCESS, call the Office of Supplemental Education at 609-376-9080 or email at ell@doe.nj.gov.

20. Question: Why does the Practice Period open after the Official Period closes for State Assessment Registration Submission?

Answer: The Practice Period for State Assessment Registration Submission opens after the official submission deadline to allow LEAs the opportunity to make use of the extra validations built into NJ SMART before adding new test registrations or making edits to test registrations directly through the test vendor's website. LEAs can use the Practice Period to upload test registrations, resolve any Errors, then export the records from NJ SMART and upload to the test vendor. Data that was submitted to State Assessment Registration Official Submission will be reviewed and uploaded to the test vendor by the NJDOE.