

## State Assessment Registration Submission FAQs

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Throughout this document, the term “reported” refers to data submitted for the NJ SMART State Assessment Registration Submission. The term “registered” refers to actions taken for data submitted directly to PearsonAccess<sup>next</sup> (PAN).

### **1. Question: In grades 3 through 8, who is reported to the State Assessment Registration Submission for spring NJSLA-ELA and NJSLA-Mathematics?**

Answer: The information below provides guidelines for which elementary and middle school students need to be reported to the State Assessment Registration Submission for NJSLA-ELA and NJSLA-Mathematics so the Office of Assessments can register them in PAN:

- NJSLA-ELA – Students in **grades 3 through 8** must be reported based on their current grade level.
- NJSLA-Mathematics:
  - Elementary school students (**grades 3 through 5**) must be reported for their current grade level assessment.
  - Middle school students (**grades 6 through 8**) must be reported for their current grade level assessment unless they are taking any of the high school mathematics courses (i.e., Algebra I, Geometry, Algebra II). Use the following guidelines to report middle school students taking high school mathematics courses for the appropriate mathematics assessment:
    - Students in **grades 7 and 8** must be reported for the end-of-course assessment that matches their mathematics course enrollment.
    - For students in **grade 6** who are taking an Algebra I or Geometry course:
      - They must take **both** the NJSLA Mathematics Grade 6 assessment and the corresponding NJSLA high school end-of-course assessment.
      - Students will be reported for NJSLA Mathematics Grade 6 assessment in NJ SMART so the Office of Assessments can register them in PAN. For the high school NJSLA Mathematics (Algebra I or Geometry) assessment, students will need to be registered by the district in PAN.
    - Students enrolled in a two-year Algebra I, Geometry, or Algebra II course must take their grade-level mathematics assessment in the first year of the course and then take the Algebra I, Geometry, or Algebra II assessment in the second year of the two-year course.
    - Students enrolled in multiple high school-level mathematics courses (Algebra I, Geometry, or Algebra II) will take only one high school end-of-course mathematics assessment. They must take Algebra I if they are enrolled in Algebra I and Geometry, or Geometry if they are enrolled in Geometry and Algebra II.

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### **2. Question: In grades 9 through 12, who is reported to the State Assessment Registration Submission for spring NJSLA-ELA and NJSLA-Mathematics?**

Answer: The information below provides guidelines for which high school students need to be reported to the State Assessment Registration Submission for NJSLA-ELA and NJSLA-Mathematics so the Office of Assessments can register them in PAN:

- NJSLA-ELA – Students are reported when they are in **grade 9**. Please note the following:
  - Grade level, based on credit total and not homeroom assignment, determines participation in NJSLA-ELA.
  - Students taking a fall block ELA course who took or will take their federally required ELA assessment during the fall block NJSLA administration will not be reported. Instead, these students will be registered by the district in PAN.
  - Students who are repeating grade 9 and who have previously taken the NJSLA-ELA for grade 9 will not be reported.
  - Students in grades 10 through 12 who are taking a grade 9 ELA course will not be reported.
  - Students who meet the criteria to take the DLM ELA assessment will not be reported until grade 11. Do not report these students for NJSLA-ELA when they are in grade 9.
- NJSLA-Mathematics – Students must be reported at least once while in high school. Please note the following:
  - All students must take the Algebra I end-of-course state assessment (NJSLA) in high school when they take the Algebra I course, except for those with the following qualified exceptions:
    - Students who meet the criteria to take the DLM mathematics assessment in high school. These students will not be reported until grade 11. Do not report these students for an NJSLA mathematics assessment at any time during high school.
    - Students who took the Algebra I NJSLA in middle school:
      - Must be reported for Geometry or Algebra II, whichever they take first in high school, unless they previously took the Geometry or Algebra II assessment while in middle school.
      - Students who took the Algebra I NJSLA and the Mathematics Grade 6 NJSLA in grade 6 and who completed the entire tested high school mathematics course sequence prior to entering high school will not be reported for mathematics at any point in high school. Instead, the historic Algebra I NJSLA results from grade 6 will be used to meet the federal testing requirement for high school mathematics.
  - Please note, any high school end-of-course state assessment (Algebra I, Geometry, or Algebra II) that a student took while in middle school will not count for the federal testing requirement if the student takes it again while in high school. Students must take a more advanced assessment in high school to meet the federal testing requirement.

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- Most students will be reported in grade 9 when they take Algebra I (or Geometry or Algebra II if Algebra I was taken in middle school).
- Students enrolled in year one of a two-year Algebra I course (or a two-year Geometry or Algebra II course if they took Algebra I while in middle school) will be reported during the second year of the two-year course. Do not report these students for NJSLA-Mathematics during the first year of the two-year course.
- Students enrolled in multiple high school-level mathematics courses (Algebra I, Geometry, or Algebra II) are only required to be reported for one assessment.
  - If Algebra I is one of the courses, then students should be reported for the Algebra I NJSLA.
  - If Algebra I was taken in middle school, the student should register for the Geometry NJSLA.
- Students taking a fall block mathematics course who took or will take their federally required mathematics assessment during the fall block NJSLA administration will not be reported, even if they will take another tested high school mathematics during the spring semester. Instead, these students will be registered by the district in PAN.

### 3. *Question: Who is reported to the State Assessment Registration Submission for NJSLA-Science, NJGPA, ACCESS for ELLs, Alternate ACCESS for ELLs, and DLM?*

Answer: The information below provides guidelines for which students need to be reported to the State Assessment Registration Submission for NJSLA-Science, NJGPA, ACCESS for ELLs, Alternate ACCESS for ELLs, and DLM so the Office of Assessments can register them in PAN:

- 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. Please note the following:
  - Students who are eligible for the DLM assessments do not take the NJGPA. Do not report these students for NJGPA.
  - For students in grade 11 who must also take NJSLA-Mathematics in the spring:
    - Report NJGPA mathematics in NJ SMART so the Office of Assessments can register them in PAN.
    - For the high school NJSLA Mathematics (Algebra I, Geometry, or Algebra II), students will need to be registered by the district in PAN.
- All students in **K-12** that are taking the ACCESS for ELLs or Alternate ACCESS for ELLs assessment must be reported.
- All students in **grades 3 through 8 and 11** taking the DLM assessments must be reported.

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**4. Question: Who should I contact if I have scenarios that are not addressed in the guidance for the previous questions?**

Answer: Any further questions related to whether a student must be reported for an assessment or which assessment the student must be reported for, contact the Office of Assessments:

- Email: [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov)
- Phone: 609-376-3960

Please note, students who do not take the required assessments may be counted as non-participants in school and district participation rates.

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

Answer: Yes. Charter schools are the accountable district and school for their students.

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

Answer: No.

**7. 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.

**8. 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.

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**9. 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.

**10. 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.

**11. 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 Multilingual 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.

**12. 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 12<sup>th</sup> 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.

**13. 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.

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**14. 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.

**15. 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. If students are taking an ELA, math, and NJSLA science assessment, three records for each student should be reported. Students only tested in one area, such as an 11<sup>th</sup> grade student taking the science assessment, will only have one record within the file.

**16. 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 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.

**17. 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.

**18. 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.

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**19. 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.

**20. Question: We have 12<sup>th</sup> grade students taking the DLM, yet their record is in error, why is this?**

Answer: For any student who is in 12<sup>th</sup> 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.

**21. 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.

**22. 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?**

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. It is essential that any data manually uploaded by districts to vendor's websites must be closely reviewed to ensure accuracy of information (e.g., accountable district and school).

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

- For NJSLA, DLM, ACCESS for ELLs and Alternate ACCESS for ELLs, contact the Office of Assessment at 609-376-3960 or via email at [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).

**23. 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

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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.

**24. Question: I uploaded my data, and some special characters are missing from my *ClassName*, *PaperTier*, and *SessionName* fields. Why?**

Answer: If data is uploaded into any NJ SMART submission with one of four special characters listed as the first character in a field, the special character will be removed after being uploaded. The four special characters are: + - @ =

For example, if your *ClassName* is *+Geometry*, after your file uploads into NJ SMART, the name of the class will appear as *Geometry* in your State Assessment Registration Submission records. **This new rule will apply to all NJ SMART fields in all submissions.** Please avoid using these special characters in the first position throughout any NJ SMART data collections to ensure that your local data system always matches what is reported to NJ SMART.