State Assessment Registration Submission
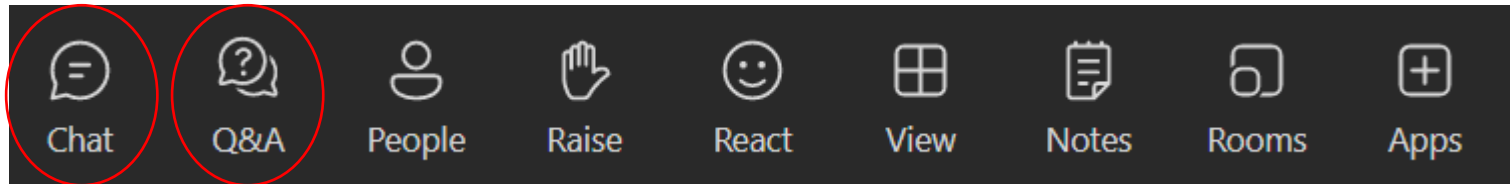
2024-2025 SY

- *NJ SMART*

PUBLIC CONSULTING GROUP

Solutions that Matter

NJ SMART Webinar Etiquette

We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.
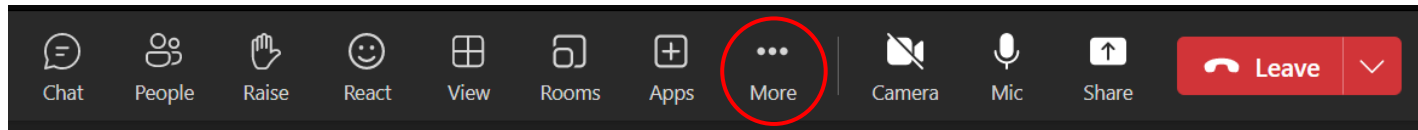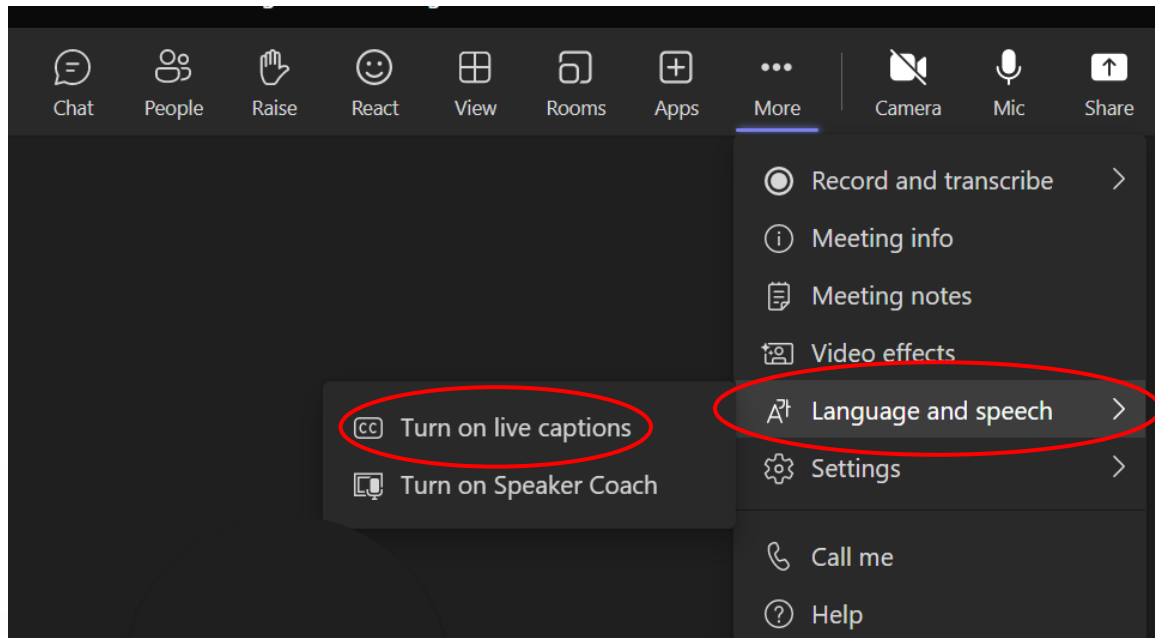
How can I ask a question?

Webinar Feature: Live Captioning

To use live captions during this webinar:

1. Click the "More" option along the Teams webinar control panel (top of your screen).

2. Click on "Language and speech" and then "Turn on live captions."

Available Resources

NJ SMART Help Desk

1-800-254-0295
njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources &
Trainings

Contacting the Help Desk – Secure Emails

Please call or email the Help Desk to request a Secure Email if your email to the Help Desk contains:

➢A file attachment

➢Personal Identifiable Information like a Staff Member's name, SMID Number, and/or DOB

Our email encryption process has been updated:

1. Open the email and click the blue "Read the message" button.

2. This will open your browser. Click "Sign in with a One-time passcode."

3. Reply to the secure email with your inquiry

State Assessment Registration Submission Agenda

Introduction	• Find resources to help you get started • Learn important dates and deadlines
Interpreting Reporting Responsibilities	• Recognize who needs to be reported
Review of Connected Submissions	• Learn how the State Assessment Registration Submission works in conjunction with SID Management
NJ SMART Overview	• General Overview of NJ SMART State Assessment Registration
State Assessment Registration Submission FAQs	• Review Frequently Asked Questions

State Assessment Registration Submission

The State Assessment Registration Submission collects data for prepopulating the NJSLA, NJGPA, ACCESS 2.0 and DLM vendor registration systems.

- For NJSLA-ELA and NJSLA-Mathematics, all students in grades 3-8 must be reported.
- For NJSLA-ELA, students in grade 9 must be reported.
- For NJSLA-Mathematics, all students in grades 9 through 12 must be reported at least once and must take Algebra I, except for those with the qualified exceptions:
  - Students who meet the participation criteria and will take the DLM mathematics assessment in high school
  - Students who took Algebra I in middle school
    - Must be reported for Geometry or Algebra II in high school, whichever they take first
- For NJSLA-Science, students in grade 5, 8, and 11 must be reported.
- For NJGPA, students in grade 11 must be reported for ELA and Mathematics.
- For ACCESS for ELLs or WIDA Alternate ACCESS, all students in grades K-12 who are taking the assessment must be reported.
- For DLM, all students who meet the participation criteria must be reported for:
  - ELA and Mathematics in grades 3-8 and 11
  - Science in grades 5, 8, and 11.

Please refer to questions #1 - #4 of the updated State Assessment Registration Submission FAQ for additional guidance and common scenarios.

Getting Started

It is **mandatory** for all districts to download the State Assessment Registration Submission Data Handbook for a full review of data elements, definitions, validation rules, additional notes, and common errors.

NJ SMART Resources & Trainings

About this Site

The NJ SMART Resources & Trainings website links users to important information occurring within NJ SMART, including downloadable resources and webinar and on demand trainings available to assist you throughout the data submission process.

Maintaining Security and Policy Compliance when working with Student and Staff Data

Users are reminded that NJ SMART is a secure data transfer and reporting site. By accessing this site you acknowledge that the work completed within NJ SMART is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records and the Federal Privacy Act regarding employee records collected by Federal agencies. Any suspected unauthorized use of this site should be reported immediately to NJ SMART at 800-254-0295.

Questions and Assistance

Questions about NJ SMART can be directed to the NJ SMART Help Desk by calling (800) 254-0295 or e-mailing NJSMART@pcgus.com.

▸   ⓘ   Overview

▸   👔   Background

▸   👤   eLearning Videos & Webinars

▸   📖   Documents for Download

State Assessment Registration Submission

- State Assessment Registration Submission Student Data Handbook *Updated 10/4/24
- State Assessment Registration Submission FAQ *Updated 10/4/24
- State Assessment Registration Submission Training (Online Webinar) *Updated 10/8/24
- NJ SMART State Assessment Registration Submission Template A *Updated 10/4/24
- NJ SMART State Assessment Registration Submission Template B *Updated10/4/24
- State Assessment Registration Submission Guide *Updated 8/19/24
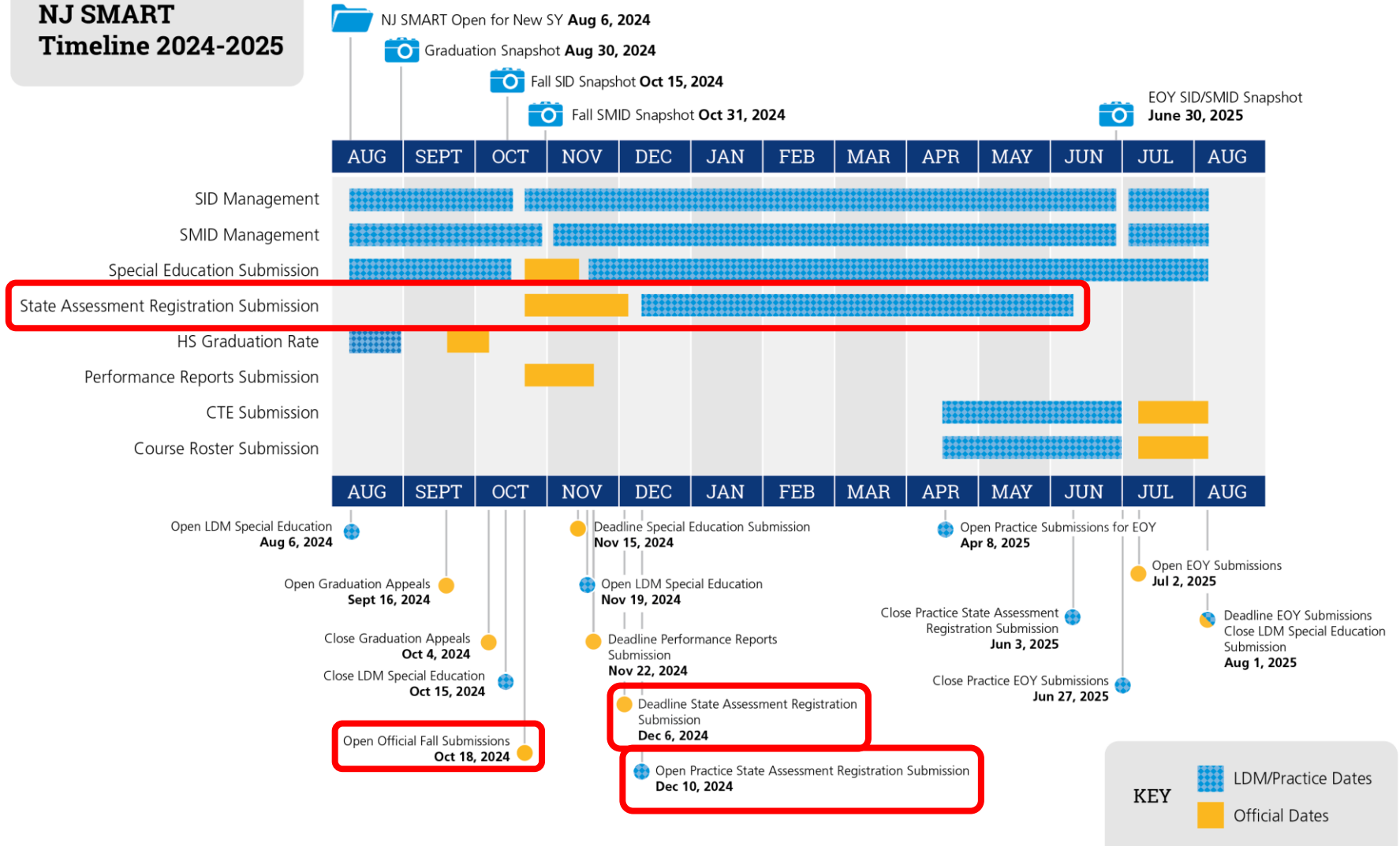
Updates for the 2024-2025 School Year

- References of English Language Learners (ELL) were updated to Multilingual Learners (ML).

- References to English Language Program Services or ELL Program Services were updated to LIEP.

Updates to existing data elements:

- **EnglishLearner** has been renamed to **MultilingualLearner.**

- **TitleIIIELLStatus** has been renamed **TitleIIIMLStatus.**

- **ELLAccommodation** has been renamed to **MLAccommodation.**

- **NJELLStatus** has been renamed to **NJMLStatus.**

- **EnglishLearnerAccommodatedResponse** has been renamed to **MultilingualLearnerAccommodatedResponse.**

- **ELLExemptFromTakingLAL** has been renamed to **MLExemptFromTakingELA.**

NJ SMART Timeline

NJ SMART Timeline 2024-2025

NJ SMART Open for New SY **Aug 6, 2024**
Graduation Snapshot **Aug 30, 2024**
Fall SID Snapshot **Oct 15, 2024**
Fall SMID Snapshot **Oct 31, 2024**
EOY SID/SMID Snapshot **June 30, 2025**

	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
SID Management													
SMID Management													
Special Education Submission													
State Assessment Registration Submission													
HS Graduation Rate													
Performance Reports Submission													
CTE Submission													
Course Roster Submission													

Open LDM Special Education **Aug 6, 2024**
Open Graduation Appeals **Sept 16, 2024**
Close Graduation Appeals **Oct 4, 2024**
Close LDM Special Education **Oct 15, 2024**
Open Official Fall Submissions **Oct 18, 2024**
Deadline Special Education Submission **Nov 15, 2024**
Open LDM Special Education **Nov 19, 2024**
Deadline Performance Reports Submission **Nov 22, 2024**
Deadline State Assessment Registration Submission **Dec 6, 2024**
Open Practice State Assessment Registration Submission **Dec 10, 2024**
Open Practice Submissions for EOY **Apr 8, 2025**
Close Practice State Assessment Registration Submission **Jun 3, 2025**
Close Practice EOY Submissions **Jun 27, 2025**
Open EOY Submissions **Jul 2, 2025**
Deadline EOY Submissions Close LDM Special Education Submission **Aug 1, 2025**

KEY
LDM/Practice Dates
Official Dates

Determining Who To Submit

A student should appear in the State Assessment Registration Submission if the following requirements are met:

Student is Active in your SID Management

NonPublic field in SID Management is blank
ReportedSharedVoc field in SID Management is N

Student is participating in NJSLA, NJGPA, ACCESS, or DLM Assessments

# Reporting Responsibilities - Validations

All files uploaded will be cross validated against the SID Management **All Records** page.

- Any records in error in SID Management for students who are being reported to your State Assessment Registration Submission at any time before or at the 5PM State Assessment Registration Submission Deadline will also be considered State Assessment Registration Errors.

- Records captured in Error will still be pulled and provided to the NJDOE.

Reporting Criteria

- **SID Management criteria:**
  - Student must be successfully issued a SID number on the All Records page
  - Student must be listed in SID Management with a School Status of Active
  - Student must <u>not</u> be in Error, Unresolved, Sync, or Conflict

- Each record submitted to the State Assessment Registration Submission will undergo exact matching with your **current** SID Management data.

Record submitted to SID Management **+** SID Management Record is Active **+**

Not in Error, Unresolved, Sync or Conflict Status within SID Management **=** Successful State Assessment Registration Submission
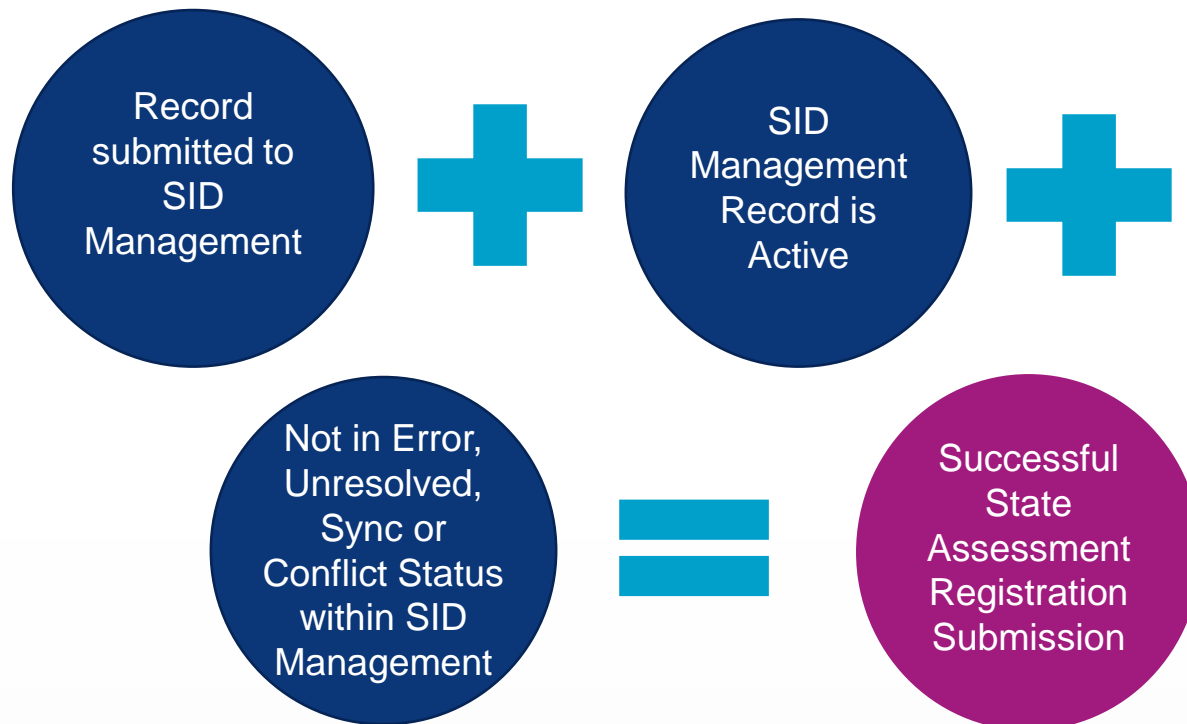
Reporting New Students

Students who enter your district at any time during the State Assessment Registration Submission who meet the criteria for inclusion in this submission must be:

- Submitted to SID Management
    - **Tip:** Resolve in SID Management first if their record is in Error, Unresolved, Sync, or Conflict!

Questions?

Any questions on what we have reviewed thus far?

State Assessment Registration Home Page

File Upload

Note: Your first file must be a Full File.

Out-of-Sync

Note: Unlike other NJ SMART Submissions, the Out-of-Sync status does not always indicate a problem with your data. Your LEA may very well have students, such as twelfth graders, who will not be taking any assessments, and they will appear in Out-of-Sync.

While Out-of-Sync records will not count against your district and will not prevent you from certifying your Official Submission, **you must verify that these students are truly not participating in testing.**

Certify/Certify with Errors

Step 1

Home

Upload

History

All Records

Out-of-Sync

Errors

Release ⬅️

Step 2

Errors

Release

Release Official State Assessment Snapshot Data

You have reached the final step to release your data to the NJ Deparment of Education. By certifying your data as official for submitting to the NJDOE, you are acknowledging that the submitted data has been reviewed for accuracy and approved by all appropriate district and local staff.

Certify: If you have corrected all errors and are ready to submit your data to NJDOE, the Certify button will be enabled for you to select. By clicking this button, you are certifying that the data submitted has been reviewed and verified by appropriate district and local staff and is ready for official use by the NJDOE.

Certify Submission with Errors: This button will not become enabled until the only errors that remain are related to SID Management matching and cannot be corrected. If the Certify Submission with Errors button is disabled, this indicates that correctable errors remain in your submission and must be resolved. Districts that have corrected all errors should continue to use the Certify button.

Retract: Once you have released your file, you have until the State Assessment Submission deadline to retract your data.

➡️ [Certify]   [Certify Submission with Errors]   [Retract]

Release History

SUBMISSION	ACTION	TIME STAMP ⌄	USER	TOTAL RECORDS	TOTAL ERRORS	SCHOOL YEAR
				No data		

Certify/Certify with Errors Cont.

Certify	Certify with Errors
Enabled for districts that have uploaded and corrected all errors in the NJ SMART Portal.	Enabled for districts that have uploaded and only remaining errors are due to records being in Conflict Claiming status in SID Management. **All other errors must be resolved.**

Certify and Certify with Errors will be enabled even if there are records in the Out-of-Sync records page.

Out-of-Sync records indicate an active student in SID Management in grade levels 3-12 or ML students in grades K-2 who was not reported to the State Assessment Registration Submission.

Records in Conflict Claiming in SID Management will still allow the LEA to Certify with Errors. No other error (including combination errors due to records in Error in SID Management) will allow for the enabling of the Certify with Errors button.

Re-opening of the State Assessment Registration Submission Practice Period

On December 10th, the State Assessment Registration Submission will re-open for a practice period until June 3rd, 2025.

- Records submitted by the December 6th deadline will be reviewed and uploaded to the vendor assessment systems by the NJDOE.
- Records can still be managed directly through the vendor websites once released.
- The practice period will open to allow LEAs to add new students who enter the LEA, and correct any errors from the December 6th file, while using the extra validations that can be found in NJ SMART. During the practice period, changes made to the Submission should then be uploaded to vendor assessment systems when possible.

Caution: Data uploaded or updated directly through the vendor sites will NOT undergo the same level of validation as it did when uploaded through NJ SMART.

Questions?

Any questions on what we have reviewed thus far?

LEA Reporting Responsibilities

Which district should report a student to the State Assessment Registration Submission?

- The district responsible for reporting a student to SID Management is responsible for reporting the student to the State Assessment Registration Submission
  - Shared-time vocational students are reported by the non-vocational district only
- Submitting districts will be responsible for obtaining the information necessary for registration from the testing location.

LEA Reporting Responsibilities

We are a receiving district and do not report student data to SID Management and are therefore not responsible for uploading students to the State Assessment Registration Submission. However, we have students taking spring assessments. What is the responsibility of the sending and receiving districts for this submission in this situation?

- It is the responsibility of the **sending district** to register the students for any spring assessments, NJSLA, NJGPA, ACCESS, and DLM, even though those students may be taking these assessments at the receiving district location.
- It is the responsibility of the **receiving district** to monitor the student records being submitted, and to notify the sending district of any issues.

Student Reporting Responsibilities

How do we report data for students who are taking multiple assessments?

- All students who are being reported for the State Assessment Registration Submission should have **two records**:
  - One for the ELA assessment
  - One for the Math assessment

- If a student is taking the science assessment (NJSLA or DLM), a **third record** should be reported.

- For students taking more than one assessment for a single subject, only one record is required.
  - For example, when reporting the ELA record for a student that is taking an ELA assessment for both NJSLA and ACCESS, report the value of 5 on **StateAssessmentName** to indicate both NJSLA and ACCESS in the single record.

Student Reporting Responsibilities

Do we need to report students that are not testing? Why do I see these students in Out-of-Sync?

- No, students not taking an NJSLA, NJGPA, ACCESS 2.0, or DLM assessment are excluded from this submission

- Out-of-Sync indicates active students in grades 3-12 and Multilingual Learners in grades PK-2 who have not been uploaded to the State Assessment Registration Submission
  - Unlike other Submissions, Out-of-Sync records do not always indicate a problem
  - Out-of-Sync records do not count against your district and will not prevent you from certifying your data
  - **If students are testing and appear Out-of-Sync:** Complete a file upload with each assessment record

Identifying Elements

Why am I receiving a combination error?

- Local Identification Number (LID)

- State Identification Number (SID)

- First Name

- Last Name

- Date of Birth

- These elements should already be established for the student in SID Management

- These elements will cross validate between SID Management and the State Assessment Registration Submission. When in error, check all five fields against **SID Management > All Records** to make sure all five elements match.

- The SID Management record must be free of Error, Unresolved, Sync, and Conflict when validating.

Cross Validation Rule

When submitting a student to the State Assessment Registration Submission, values for the following data elements must match exactly as they are submitted to SID Management, or an error will occur: Local ID, State ID, First Name, Last Name, and Date of Birth.

⚠ **Errors: 13** ▲

DATA ELEMENT	ERROR DESCRIPTION
Ethnicity	Field does not match to value reported to SID Management.
Gender	Field does not match to value reported to SID Management.
GradeLevel	Field must match student's Grade Level in current SID Management.
RaceAmericanIndian	Field must match student's race in current SID Management.
RaceAsian	Field must match student's race in current SID Management.
RaceBlack	Field must match student's race in current SID Management.
RacePacific	Field must match student's race in current SID Management.
RaceWhite	Field must match student's race in current SID Management.
StateAssessmentAccountableSchool	Combination of District and School Code is not valid.
StateAssessmentTestingSiteSchool	Combination of District and School Code is not valid.
StateAssessmentTestingSiteSchool	The testing site school submitted does not offer the Grade Level submitted for this student in SID Management.
StateIdentificationNumber	Combination of Local ID, State ID, First Name, Last Name, and Date of Birth does not match data submitted during SID Management, or SID Management record is in error.
StateIdentificationNumber	Number is not a valid issued SID.

Although only the SID number will be highlighted in State Assessment Registration as an error, **all five fields** should be cross validated against the values submitted to SID Management.

Cancel ✏Edit

State

State Name Abbreviation	State Assessment Testing Site District	State Assessment Testing Site School
NJ	000000	000 ⚠

State Assessment Accountable District	State Assessment Accountable School	State Identification Number
000000	000 ⚠	1234567890 ⚠

Ethnicity

Why am I receiving an error for a DLM student who has Ethnicity set to "Y", but all race codes set to "N"?

- The DLM vendor requires at least one race code to be marked as "Y"
- If there is no race code that fits best, please report "Y" for Race White
  - As long as Ethnicity is "Y", the student will reflect in the Hispanic subgroup

Staff Member Assigned

Will Staff Member Assigned affect mSGP?

- No, this field has no bearing on mSGPs. It is used for reporting test results at the LEA-level

- mSGP data is based on the **End of Year Course Roster Submission**, where the student-teacher link is made

Questions?

Any remaining questions before we adjourn the meeting?

Available Resources

NJ SMART Help Desk

1-800-254-0295
njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources &
Trainings

Please Provide your Feedback

We'd love to hear from you!

Solutions that Matter