



State of New Jersey

DEPARTMENT OF EDUCATION

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Acting Commissioner

December 23, 2014

TO: Chief School Administrators  
Charter School Lead Persons

FROM: Jeffrey B. Hauger, Director  
Office of Assessments  
Division of Data, Research, Evaluation and Reporting

SUBJECT: Partnership for Assessment of Readiness for College and Careers (PARCC) Test Administration and District Test Coordinators Manuals

The New Jersey Department of Education is pleased to announce the release of the Partnership for Assessment of Readiness for College and Careers (PARCC) test administration and district test coordinator manuals. The manuals are located at the following link: <http://avocet.pearson.com/PARCC/Home> and will be posted by the close of business today. The test administration manual is a comprehensive document for all states within the PARCC consortium that contains all the information needed to administer a PARCC assessment at each grade level. Therefore, **not all the information within the test administration manual will be pertinent to test administrators (TAs) in New Jersey.** Attached is an outline of the test administrator manual by topics and the number of pages that are applicable for TAs based on the grade level, subject area and unit in which they will be testing students.

The District Coordinator Manual should be read and understood by all district test coordinators (DTCs). New Jersey is providing regional trainings for test administration for district test coordinators to ensure the proper policies and procedures are understood and appropriately implemented. Districts can sign up for the regional trainings here: <http://education.state.nj.us/events/>

Furthermore, training modules on the manuals that can be viewed independently are available here: <http://parcc.pearson.com/manuals-training/>. These modules can be viewed by DTCs and TAs anytime and can be incorporated into your district's turnkey trainings.

If you have any questions, feel free to contact one of our three testing coordinators:

- Veronica Orsi, High School PARCC Coordinator at 609-292-8739 or [veronica.orsi@doe.state.nj.us](mailto:veronica.orsi@doe.state.nj.us)
- Timothy Steele-Dadzie, Middle School PARCC Coordinator at 609-777-2087 or [timothy.steele.dadzie@doe.state.nj.us](mailto:timothy.steele.dadzie@doe.state.nj.us)
- Orlando Vadel, Elementary School PARCC Coordinator at 609-341-3456 or [orlando.vadel@doe.state.nj.us](mailto:orlando.vadel@doe.state.nj.us)

Thank you.

JBH/parctrainingmanuals

Attachment

c:	Members, State Board of Education	Acting Commissioner David C. Hespe
	Bari Erlichson	Senior Staff
	Amy Ruck	Veronica Orsi
	Timothy Steele-Dadzie	Orlando Vadel
	Executive County Superintendents	Executive Directors for Regional Achievement Centers
	Executive County Business Official	County Test Coordinators
	District Test Coordinators	NJ LEE Group
	Garden State Coalition of Schools	