May 13, 2014

TO: District Test Coordinators
Charter School Lead Persons
Bilingual/ESL Coordinators

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

SUBJECT: Pick-up Answer Documents for the Third Alternative High School Assessment (AHSA) Testing Window (June 16 – 27, 2014) from your County Offices of Education

The Third Alternative High School Assessment (AHSA) Testing Window is for students who did not meet their state testing requirement in the first two AHSA testing windows or via the AHSA Appeal Process and/or those students who recently transferred into the district and are expected to complete all state and local high school graduation requirements for a June or summer 2014 graduation.

During the week of June 9, 2014, the answer documents and any ancillary return shipping materials must be picked-up from your county office of education. Please contact your county office to arrange a mutually convenient time to pick-up the exact number of answer documents needed to administer the AHSA. If you are testing ELLs in languages other than Spanish, you will also need to pick-up a yellow return envelope. The answer documents are packaged in groups of five. The quantities represent our best estimate of the number of answer documents for testing.

There are NO High School Proficiency Assessment (HSPA) ID Bar-Code Labels for this AHSA administration. Therefore, students must grid their answer documents prior to testing. Also, if students are testing the AHSA at a host school, it is important that the student grids his/her home district’s County-District-School (CDS) code so that the E-report will be available to the home district.

For mathematics, districts may submit up to five AHSA mathematics PATs for each student. For Language Arts Literacy (LAL), districts may submit up to four AHSA LAL PATs for each student. If a student needs only certain content clusters, please maximize the student’s opportunity to pass by administering all available PATs in that cluster(s) as long as it stays within the guidelines of five PATs for mathematics and four PATs for LAL.
The schedule for the third AHSA administration window is as follows:

**June 16-27, 2014**

Monday, June 9, 2014  Download the secure AHSA test materials, the HSPA mathematics reference sheet, the Writer’s Checklist from the AHSA website at www.measinc.com/nj

During the week of June 9, 2014  Districts pick-up answer documents and return shipping materials from their county offices of education. No HSPA ID Bar-Code labels available.

Monday, June 16, 2014  Testing begins

Friday, June 27, 2014  Testing ends and all used answer documents must be sent via FedEx to Measurement Incorporated (MI)

Friday, August 1, 2014  E-reports available only online

If you need more answer documents, please contact Dr. Faye Ball, AHSA coordinator, in the Office of Assessments, at 609-984-1970, or faye.ball@doe.state.nj.us.

Thank you.

JBH/fafb/Pick-up AHSA A/D.doc.

c: Members, State Board of Education
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