



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 2, 2020

To: Chief School Administrators, Charter School and Renaissance School Project Leads, Directors of Approved Private Schools for Students with Disabilities

Route To: High School Principals, Directors of Guidance, Bilingual/ESL Coordinators, District Test Coordinators

From: Linda P. Eno, Ed.D., Assistant Commissioner
Division of Academics and Performance

Deadline: Friday, May 8, 2020 (to ensure processing in time for graduation ceremony)

Portfolio Appeals Process for Students Who Have Not Yet Met the Graduation Assessment Requirement

This memo explains the portfolio appeals process for students scheduled to graduate in spring 2020 who have not met the state graduation assessment requirement in either English language arts (ELA) or mathematics. To fulfill the assessment component of New Jersey high school graduation requirements, a student must demonstrate proficiency in both English language arts (ELA) and mathematics. A student may do this as explained below and in the [High School Graduation Assessment Requirements¹](#) document. Please review this memo and share with appropriate district staff.

Portfolio Appeals Timeline

The portfolio appeal must be submitted within the following timelines:

- The portfolio submission process begins on **Monday, January 6, 2020**.
- Districts should postmark, or hand-deliver appeals by **Friday, May 8, 2020**.
- Districts will be notified of New Jersey Department of Education (NJDOE) decisions regarding their portfolio appeals by email on a rolling basis.
- Appeals postmarked after May 8, 2020 will still be reviewed, but the NJDOE cannot guarantee that decisions will be emailed to the district in time for the student to participate in spring 2020 graduation ceremonies.

Required Documents for Portfolio Appeals Submission

Note: All documents can be found on the [Office of Assessments ELA and Math Resources for Districts](#) webpage. Each student's portfolio appeal must include each of the following items:

- Completed General Portfolio Appeals Cover Page;
- An Education Proficiency Plan that includes student transcripts, documentation of performance on Partnership for Assessment of Readiness for College and Careers (PARCC)/New Jersey Student Learning Assessment (NJSLA) and/or substitute competency assessments and an intervention plan implemented to ensure the student met the graduation requirement;
- Constructed-Response Tasks (CRTs) in the content areas (ELA and/or mathematics) in which the student has not met the graduation assessment requirements;
- The required quantity of a student's graded responses to CRTs for each content area; and
- A *content-specific* cover sheet found in the Informational Guide for ELA and/or mathematics.

¹This document reflects the high school graduation assessment requirements for the Classes of 2019, 2020, 2021, and 2022, pursuant to an amended Consent Order received by the NJDOE from the Appellate Division of the Superior Court of New Jersey on June 5, 2019. The requirements for the Class of 2019, including the cut scores, remain unchanged from the requirements that were applied to the Classes of 2017 and 2018. These requirements now apply to the Classes of 2020, 2021, and 2022.

Requirements for the CRTs in ELA and Mathematics

The CRTs are designed, administered and graded locally. The CRTs must be designed to demonstrate the student holds core ELA and mathematical competencies equivalent to the expectations of the [NJSLA Evidence Statements](#). Please note that districts may use their 2018/2019 CRTs for ELA and/or mathematics in the 2020 Portfolio Appeals Process.

If a district chooses not to use 2018/2019 CRTs, the district may use revised, refreshed or newly created CRTs for the 2020 Portfolio Appeals Process if the revised, refreshed or newly created CRTs demonstrate that the student holds core competencies equivalent to:

- **For ELA CRTs:** The expectations of the NJSLA ELA [Reading](#) and [Writing Evidence Statements](#) for high school.
- **For Mathematics CRTs:** The expectations of NJSLA Mathematics Reasoning (C) or Modeling (D) Evidence Statements for [Algebra I](#), [Geometry](#) and/or [Algebra II](#).

English Language Arts

Review the NJDOE's [Informational Guide for the English Language Arts](#) Portfolio Appeals Process for guidance on creating, administering and submitting student appeals. The ELA reading and writing cover sheets are included at the end of the guide. Writing should be scored using the [ELA Scoring Rubrics](#).

Mathematics

For guidance on creating, administering and submitting student appeals, review the NJDOE's [Informational Guide for Mathematics Portfolio Appeals Process](#). The mathematics cover sheet is included at the end of the guide.

Contact Information

For questions regarding the NJDOE portfolio appeals process, contact Dr. Faye Ball, Portfolio Appeals Coordinator, at (609) 376-3458 or faye.ball@doe.nj.gov.

Mail NJDOE Portfolio Appeals to:	Hand-Deliver NJDOE Portfolio Appeals to:
Dr. Faye Ball Portfolio Appeals Coordinator Office of Assessments New Jersey Department of Education P.O. Box 500 Trenton, NJ 08625-0500	New Jersey Department of Education Office of Assessments 100 Riverview Plaza Trenton, NJ 08625

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