User Manual
for
Student Application 2020-2021

Bergen County Academies, Hackensack
&
Bergen County Technical High School, Teterboro

By starting the application, all applicants taking the Bergen County Technical School Admissions test agree to abide by the following:

"I hereby pledge to complete the assessment with honor and integrity and, in so doing, to present work that is entirely my own, finalized without the benefit of using devices such as phones, calculators, SMART watches or any other technology whatsoever. I will neither receive nor provide unauthorized assistance to others in the course of or following the administration of the test. I will not provide to any other person(s), via the posting of test questions or answers online, or by referring to test content in person, verbally or in any writing, e-mail, form of social media, or other form or manner whatsoever, or otherwise. I understand that my violation of these requirements may result in the invalidation of my application for admission."

Updated September 29, 2020

<u>Please print for your reference</u>

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Before you begin your application please note the following:

- Primary residence must be in Bergen County AT THE TIME OF APPLICATION. If accepted, you must be registered in your town's school district regardless of the middle school you attend.
- Only 8th grade students can apply.
- If accepted, student will begin 9th grade year in September 2021, and graduate in 2025. Transferring into Bergen County Academies is not permitted.
- You must have a Google account (example username@gmail.com) to proceed. We recommend that you use Internet Explorer (IE) or Firefox as your internet browser. Please allow pop-ups from the studentadmissions.bergen.org application site (see browser's "privacy & security" settings).

SID/NJ Smart ID Information

All applicants attending a public school in New Jersey have a SID/NJ Smart ID. It may be located on your standardized tests or your report cards. If you are unable to locate your SID/NJ Smart ID please ask your Guidance Counselor for assistance. Applicants who are home-schooled or attend a private school, or a school that is not in New Jersey will not have a SID/NJ Smart ID. Please check the appropriate box when you register.

Recommendation for users: Use Firefox or Internet Explorer as your browser

User Registration for Admissions Process

When you first register, you must provide <u>a Google email address</u> that you are responsible for checking throughout the application process (December – June). We will communicate with you through this <u>one</u> email address only.
To ensure that you will receive all of our communication in a timely manner and that this communication is not blocked by a firewall, we require that you do not use a school email address or a business email address. You must provide <u>one</u> <u>personal</u> Google email address that you plan to check regularly.

For easy reference, record your User Name, Password, and personal Google email address here:

User Name:_____

Password: _____

Email Address: _____

Validation Number:_____
 (upon submission)

Steps for Completing and Submitting the Online Application

Welcome to the application process for Bergen County Academies, Hackensack and Bergen County Technical High School, Teterboro. Below is a summary of the nine steps in our online application. All steps must be completed by the application deadline <u>Monday, December 14, 2020</u> in order for your application to be considered. There are no exceptions. If you have any questions during this process, please email _Admissions@bergen.org_

Step 1 Start application: Enter your User Name/Password (Log In). Click on Apply Now and enter all your personal information.

Step 2 Select Campus: This step will allow you to identify the school(s) to which you are applying. Please choose the campus by clicking in the checkbox next to the school name. Choose the program(s) you wish to apply to. You may select a 1st & 2nd choice program for both schools. **If you are interested in applying to both schools, you must check both boxes and select your first choice school.**

Step 3 If you are applying to both schools, you must write an essay for each school.

Enter Essay for Bergen County Academies, Hackensack (first box): In 400 words or less, tell us about yourself and why you would like to join the academy of your choice. In 100 words or less, please include your extracurricular activities and accolades that you have received in middle school that make you a good fit for our school(s) and our district. You may list or you may write the accolades in paragraph form. Do NOT send us any certificates unless we contact you. If your essay is longer than 500 words, only the first 500 words will be considered.

Enter Essay for Bergen County Technical High School, Teterboro (second box): In 400 words or less, tell us why you would like to join the program of your choice.

Step 4 Enter Reference Names and their email addresses: List names of English, Math and Science teachers who will be writing your recommendations. English & Science teachers should have taught you in grades 7 or 8. The Math teacher should be teaching you currently in grade 8.
If you are applying to both schools, only one set of all forms is required. Students applying to the Commercial Art and Graphic Design program at Bergen County Technical HS, Teterboro must upload heir portfolio as specified in the Teterboro admissions website). The portfolios are due by the application deadline, and will not be returned.

Step 5 Upload Student Photo: Upload one head shot (jpg or pdf; 2MB recommended) of the student. The photo will be used as identification for Admissions test proctoring and interview purpose only.

Step 6 Review your Application: This can be done once you **Submit** your application (go to Step 7 then go back to Step 6) Look over your application and make sure that all information is to your satisfaction. If you need to revise, go to Step 8.

Step 7 Submit: When you have completed your application, click **Submit** to receive your six-digit **Validation Number**. A confirmation email will be sent automatically from our site to the email address you provided at registration. Make sure you receive this email; check your spam / junk mail. This email address will be used for all communication between you and us during the application process.

Step 8   Open for Edit: You may edit your application after you **Submit** and receive your Validation Number until the deadline (**December 14, 2020**). This can be done by clicking **Open for Edit**. **Even if you do not revise your application, and you Open for Edit you must click Submit (Step 7) so that your six-digit Validation Number remains registered in our database.**

Step 9 Print School Forms: You must print your school forms including the School Transcript, Math Recommendation, English Recommendation, Science Recommendation and Case Manager Form (if you have a 504 plan or IEP). Please read all forms carefully and follow the instructions. All forms <u>must be signed by a parent/guardian</u> and then given to the appropriate school officials by **Monday, December 14th** so that the forms can be completed and returned to us as soon as possible. If you take / have taken courses at the high school level, give a School Transcript Form to the high school as well.

DUE TO THE LIMITATIONS OF ONLINE TESTING, WE ARE UNABLE TO HAVE APPLICANTS CHOOSE THEIR TEST DATE AND TIME. WE WILL BE SELECTING YOUR TEST DATE AND TIME FOR YOU. **PLEASE KEEP BOTH <u>SATURDAY, JANUARY 9, 2021 & SUNDAY JANUARY 10, 2021</u> AVAILABLE BETWEEN THE HOURS OF 9:30 A.M. TO 3:00 P.M.** BY DECEMBER 21, 2020, YOU WILL RECEIVE AN EMAIL PROVIDING YOUR TEST DATE & TIME. THE TEST WILL BE APPROXIMATELY 2 HOURS.

WE EXPECT ALL APPLICANTS TO MAKE EVERY EFFORT TO ATTEND THEIR SCHEDULED TEST DATE & TIME.

<u>Requirements for online testing</u>:

In order to take the online test, you must follow the requirements below:

<u>Computer Requirements:</u>

Browser
We recommend that you use Internet Explorer (IE) or Firefox as your internet browser. Please allow pop-ups from the studentadmissions.bergen.org application site (see browser's "privacy & security" settings).

Operating System: Windows 7 or later, Mac OS 10.8 or later

Equipment: Desktop or laptop computer (Chromebooks acceptable); must have built-in or external webcam, microphone and speakers

Internet Connection: An upload and download speed of 2Mbps

<u>At least 1 week before test:</u> Install/download a screen sharing software applet Zoom so you can interact with the proctor.

Make sure that video and audio work on the computer you are using for the test. Access the practice test so that you know that your computer is working properly.

<u>One day before the test :</u>

ZOOM instructions to allow proctor to verify student taking test.
Install Zoom.us on your computer; check the video tutorials as needed.
https://support.zoom.us/hc/en-us/categories/200101697

Customize your Zoom profile.
https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile

Profile settings
To access your Zoom profile, sign in to the Zoom web portal and click **Profile**. You can view and edit the following settings:
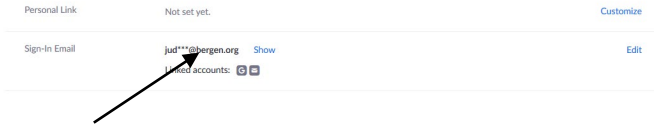Go to Profile.

Validation Number   Last Name First Name (type in same box)

Change your sign in email to the one being used for your application:

Personal Link	Not set yet.		Customize
Sign-In Email	jud***@bergen.org Show		Edit
Linked accounts:			

Personal Email address that applicant entered on application

On Test Day:
Prior to starting the test, to eliminate autofill issues, clear your browsing history (recommended).
Check your computer; see that it is plugged into your power source.
Make sure that your ZOOM profile has your Validation Number and your last and first name as shown above.
Get several sheets of white scrap paper and a pencil for the test. You will tear these up in front of your webcam once the test is over.
Click on your Zoom link 5 minutes before the start of the testing time.

You must test alone in a quiet room without disruptions.
-Clear Desk and Area; no food, drink, or breaks
-Webcam, speakers, and microphone must remain on throughout the test
-No phones, headphones, calculators or SMART watches
-No dual monitors
-No leaving seat or restroom breaks permitted. If you need to leave, do so quietly while your monitor remains on.
-No talking (not even to Alexa☺)
-You are not permitted to "save and finish later". You must complete the entire Admissions test in one sitting.

-We do recommend eating a good breakfast before taking your test.
-A student found using a cell phone during the test will automatically have their application invalidated.

Reminder:

All applicants taking the Bergen County Technical School Admissions test agree to abide by the following:

"I hereby pledge to complete the assessment with honor and integrity and, in so doing, to present work that is entirely my own, finalized without the benefit of using devices such as phones, calculators, SMART watches or any other technology whatsoever. I will neither receive nor provide unauthorized assistance to others in the course of or following the administration of the test. I will not provide to any other person(s), via the posting of test questions or answers online, or by referring to test content in person, verbally or in any writing, e-mail, form of social media, or other form or manner whatsoever, or otherwise. I understand that my violation of these requirements may result in the invalidation of my application for admission."

If you have questions, email Admissions@bergen.org.

<p style="text-align:center">Frequently Asked Questions</p>

1. **What programs do you recommend to prepare for the Admissions process (test and interview)?**

The Admissions department is not affiliated with ANY programs and/or tutors and does not make recommendations. What we do recommend is that, prior to taking the entrance test, all applicants review middle school English and Math course work and view the sample test on the Admissions website. Visit "Downloads" at the website (www.bergen.org) to see the sample. The interview process is a forum for our faculty to meet and speak with prospective students and learn about their interests.

2. **Can the transcript and recommendation forms be printed before the application is complete? Does the essay have to be completed before the application is submitted? If an incomplete essay is entered in the essay box(es), will it be read before the deadline?**

These are some of the frequently asked questions that are asked by applicants as they work on their applications. The transcript and recommendation forms can **only** be printed once the application is submitted. In order to distribute these forms to the applicant's school in a timely manner, the applicant may enter a couple of "placeholder" words in the essay box(es), enter the reference names (Step 4) and proceed to "Submit" the application (Step 7). This will allow the applicant to print the school forms (Step 9). However, it is the applicant's responsibility to go back to the application (Open For Edit – Step 8) and complete the essay before the application deadline. The Admissions Committee does not read any essays until after the deadline. Note: Applicants **must** re-Submit (Step 7) every time they Open For Edit (Step 8) otherwise their Validation Number will NOT be valid.

3. **Do you accept additional recommendation letters outside of the attending middle school teachers in the application process?**

The Admissions Committee requires 3 recommendations from middle school teachers. If an applicant's first choice is Academy for Visual and Performing Arts, and would like to submit a letter from an Art/ Music / Theatre instructor, the letter may be mailed to Admissions Office, Bergen County Academies, 200 Hackensack Ave, Hackensack, NJ 07601 ore emailed to Admissions@bergen.org. Otherwise, more recommendations are unnecessary.

4. **When can I register for my test?**

Due to the limitations of online testing, we are unable to have applicants choose their test date and time. We will be selecting your test date and time for you. Please keep both Saturday, January 9, 2021 & Sunday January 10, 2021 available between the hours of 9:30 a.m. to 3:00 p.m. By December 21, 2020, you will receive an email providing your scheduled test date & time.

5. **What should I do if I am ill on the day of the test?**

WE EXPECT ALL APPLICANTS TO MAKE EVERY EFFORT TO ATTEND THEIR SCHEDULED TEST DATE & TIME.
If you are unable to test due to illness or for an unforeseen emergency, you must email Admissions@bergen.org on January 11, 2021 and provide documentation/doctor's note for verification. We will provide you with the make-up test date.

6. **How long is the online test?**

Testing takes approximately 2 hours. You will take the English test first and then the Math test.

7. **Are there any reasons for a test to be rescheduled?**

In the event of power failure, the test may be postponed to a subsequent weekend. A recorded message will be available at 201.343.6000 ext. 2321 and information will be posted on our website at www.bergen.org/admissions.

8. **I have a 504 Plan/ IEP and need accommodations for the entrance test. What should I do?**

Please have your Case Manager/Child Study Team complete the Case Manager Form (located in the application Step 9) and **follow the instructions** to email the form to Mr. Bercovici, School Social Worker, by December 14, 2020.

9. **When will I receive my exam results?**

All students will be notified in February about whether they will continue in the application process Phase 2. Test scores are NEVER released to applicants or parents/guardians.