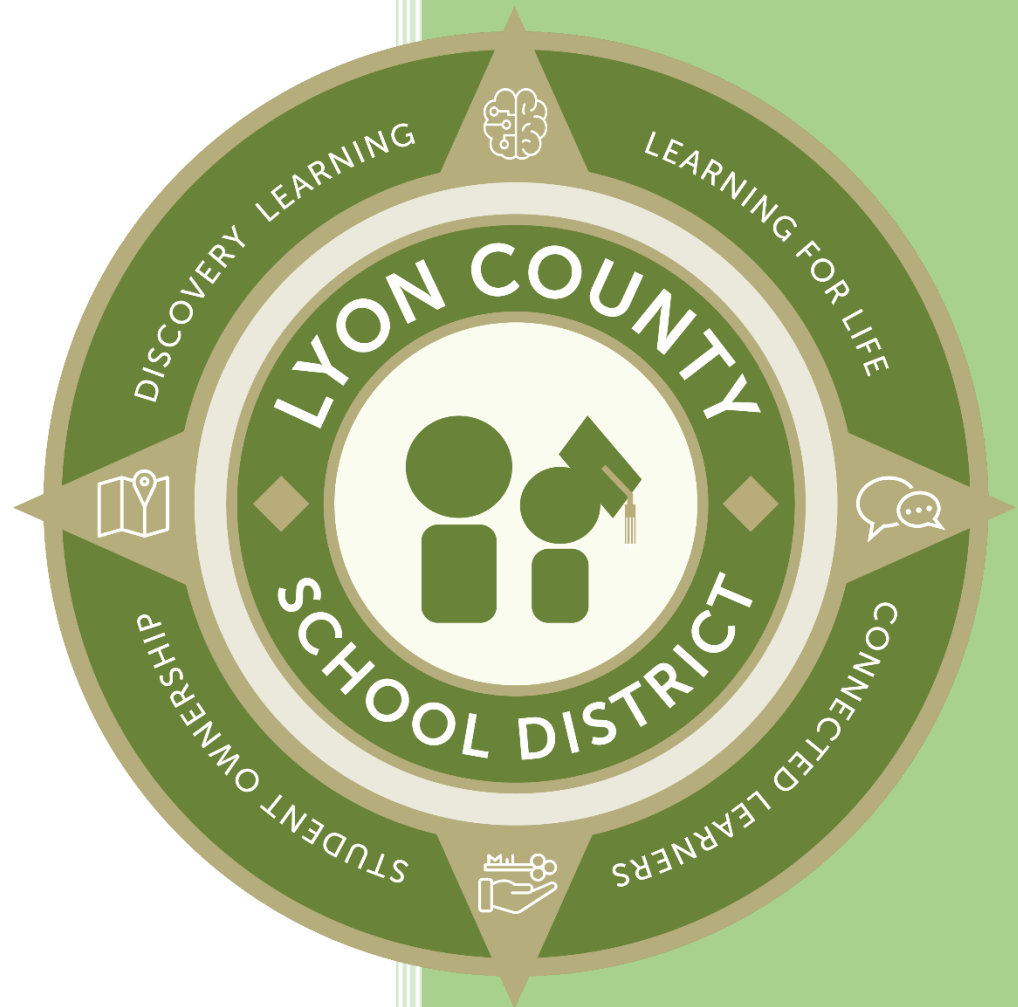


2026-2027

LCSD Test Security Manual



Lyon County School District

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SECTION 1: INTRODUCTION & DISTRICT ASSESSMENT PHILOSOPHY

1.1 Purpose and Legal Mandate

In accordance with Nevada Revised Statutes (NRS) 390.250 through 390.430, inclusive, this manual is designed for district test directors, school principals, and school test coordinators. Test security procedures must be understood and adhered to by all district and school personnel involved in test administration or the handling of materials related to state and local assessments.

Unless otherwise stated, test security procedures apply to all state-mandated and district-mandated test administrations, including live examinations, locally required assessments, field tests, and pilot tests.

Strict adherence to these procedures protects the integrity of the state and local assessment program, ensures consistency in administration, guarantees the security of test materials, and preserves score validity. Failure to adhere to the procedures outlined herein may result in state-administered corrective action, including invalidation of scores and/or licensure sanctions under NRS 391.330.

All inquiries regarding test security must be directed to the District Test Directors.

1.2 Principles for Assessment: Assessment FOR Learning

Lyon County School District mandates that assessment be used **FOR** learning, directly aligning with our district guiding domain: *"Student Ownership of Learning."*

Traditionally, summative assessment-of-learning methods hold students accountable for mastering content by a fixed deadline, forcing a proficient/not proficient dichotomy that can discourage continued learning. In contrast, assessment for learning eliminates rigid proficiency deadlines, providing students with continuous opportunities to improve. It functions as a diagnostic tool that builds confidence, motivates sustained learning, and celebrates achievement gains.

Educators must employ assessment to help students understand:

1. The learning targets they are striving for.
2. Their current standing relative to those expectations and the progress already made.
3. How to effectively close the gap between their current performance and the target.
4. How to celebrate learning gains made over time.

1.3 Portrait of a Learner and Multiple Measures

Lyon County School District views assessments as tools to empower students to independently monitor progress, evaluate their understanding, and set timely goals.

In accordance with NRS 389.550, Nevada public school students participate in criterion-referenced tests (CRT) as well as multiple local measures. The district assessment system includes:

- **Smarter Balanced Criterion-Referenced Tests (CRT):** Reading and Mathematics in grades 3–8.
- **Nevada Science Assessments:** Grades 5, 8, and High School.
- **College and Career Readiness (CCR) Assessment / ACT:** Grade 11.

- **NWEA Measure of Academic Progress (MAP):** Grades 9 and 10.
- **i-Ready Diagnostic Assessments:** Reading and Mathematics.
- **End-of-Module Formative Assessments:** Curriculum-aligned math and reading modules.
- **National Career Readiness Certificate Assessment:** Grade 10 with the potential for retakes.
- **Career and Technical Education End of Program Assessments:** Taken at the end of their complete year in CTE.

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 District Test Director (DTD)

In Lyon County School District, the District Test Director role is filled by the Executive Directors of Educational Services. The DTD is responsible for:

- Serving as the official liaison between Lyon County School District and the Nevada Department of Education (NDE).
- Developing, updating, and enforcing the District Test Security Plan.
- Establishing and publishing the District Assessment Calendar.
- Ensuring all school principals and School Test Coordinators (TC) are fully trained in security and administration guidelines.
- Overseeing the secure ordering, dissemination, collection, and destruction of testing materials.
- Reporting testing irregularities and security breaches to NDE and Caveon.

2.2 School Principal

Although the principal may delegate testing logistics to a School Test Coordinator, the principal retains ultimate responsibility for all testing activities at the school site. The principal is responsible for:

- Signing and submitting annual written assurances of security compliance.
- Ensuring a comprehensive School Test Security Plan is created, maintained, and submitted annually.
- Ensuring complete, mandatory annual test security and refresher training is provided to all site personnel.
- Maintaining physical security of test materials and managing security investigations.

2.3 School Test Coordinator (TC)

The School Test Coordinator is the site principal or a licensed educator appointed by the principal to manage site-level testing operations. Responsibilities include:

- Serving as the site liaison to the District Test Director.
- Developing site-specific testing schedules and room assignments in accordance with district timelines.
- Training school administrators, test administrators, and proctors.
- Overseeing the secure check-out and check-in of test tickets, devices, and paper materials.
- Ensuring student accommodations and designated supports are correctly loaded in testing portals prior to testing.
- Immediately reporting all testing irregularities to the Principal and District Test Director.

2.4 Test Administrator (TA)

Primary responsibility for test administration must be assigned **only to licensed Nevada educators**.

(EXCEPTION: Qualified paraprofessionals who are certified on the WIDA website may administer the WIDA Kindergarten and WIDA Speaking all grades assessments under the direct supervision of trained, licensed personnel).

TAs are responsible for:

- Completing annual test security training and signing written acknowledgments prior to testing.
- Verifying student identity and eligibility.
- Administering tests in strict accordance with the Test Administrator's Manual (TAM) and verbatim scripts.
- Maintaining direct, active supervision of testing rooms and monitoring student behavior.
- Ensuring time limits, room ratios, and accommodation plans are strictly followed.
- Securing all test tickets, scratch paper, and materials before excusing students.

2.5 Proctors

Proctors assist Test Administrators in supervising test sessions. Proctors must be trained annually in test security procedures and may not administer tests independently or be left unsupervised with testing students.

SECTION 3: ANNUAL ADMINISTRATIVE REQUIREMENTS & ASSURANCES

3.1 Student Participation

All students enrolled in Lyon County School District at a grade level where a statewide test is mandated are expected to participate. For special-needs students, accommodations must align with the current *Usability, Accessibility, and Accommodations Guide (UAAG)* distributed annually by the District Test Director.

3.2 School Test Security Plans

Each school site must produce a written School Test Security Plan consistent with state and district plans. The plan must be kept on file at the school site and district office for **three (3) consecutive school years**.

School plans must explicitly detail:

- Storage, distribution, tracking, and return procedures for all secure materials.
- Designated personnel responsible for carrying out procedures.
- Protocols for verifying and implementing student accommodation plans.
- Online testing logistics, software setup, and device management.
- Emergency protocols (e.g., student illness, technology failure, building evacuations).
- Site-specific material check-out and check-in log procedures.

Note: NDE and district assessment personnel may conduct unannounced on-site audits to verify implementation.

3.3 Principal Written Assurances (Authorization to Administer)

Principals must agree in writing to comply with all state and district security protocols, training mandates, and investigation procedures.

- The DTD distributes the *Authorization to Administer Tests* form to principals.
- Principals complete and return the form to the DTD.
- The DTD submits electronic copies to the NDE Assessment Program Officer on or before **September 15** (NAC 389.054). Replacement forms must be submitted if a new principal is assigned mid-year.

3.4 Mandatory Staff Training & Written Acknowledgments

- **Annual Training:** All personnel involved in testing must complete annual training provided by the NDE and District/School administrators prior to handling test materials or administering exams.
- **Refresher Training:** A mandatory refresher training must be conducted immediately prior to the opening of each specific testing window.
- **Written Acknowledgments:** Everyone participating in state test administration must sign a written or electronic acknowledgment confirming training completion, understanding of security procedures, and awareness of legal/licensure consequences for non-compliance.
- **Record Retention:** Training agendas, sign-in sheets, and signed logs/acknowledgments must be retained at the school site for **three (3) consecutive school years**.

SECTION 4: SECURITY OF TEST MATERIALS & DATA PRIVACY

4.1 Chain of Custody & Secure Storage

- **Access Control:** All secure testing materials—including test tickets, test booklets, social security numbers/IDs, and scratch paper—must be stored in a locked room or locked cabinet accessible **only** to the Principal and School Test Coordinator.
- **Prohibited Storage Uses:** Secure storage areas may not be used to store non-testing items to which unauthorized staff have access.
- **Movement Logs:** A sign-in/sign-out log tracking date, time, quantity, and signatures must be maintained whenever secure materials enter or leave secure storage.
- **Test Tickets:** Test tickets are secure documents containing student-identifying data. Under no circumstances may test tickets or student login credentials be transmitted via email or any unencrypted electronic format.

4.2 Data Privacy & Device Security

All materials containing student-identifying information, responses, or test content are confidential property of the NDE and are not public records. All data breaches involving student information will be managed in accordance with District Policy GBBP and IT Department security protocols.

District devices used for testing must be owned by the district, updated with the required secure testing browsers (e.g., INSIGHT software), and checked out through established site inventory tracking.

SECTION 5: PRE-TESTING PROCEDURES

5.1 Room & Environmental Preparation

- **Signage:** "TESTING—DO NOT DISTURB" signs must be posted on testing room doors and adjacent hallways to reroute traffic.
- **Instructional Displays:** Any classroom displays, charts, posters, word walls, or desktop materials that provide factual guidance or subject-specific assistance must be removed or covered completely with blank, opaque material.
- **Environment:** Testing rooms must be quiet, well-ventilated, well-lit, free of distractions, and set up without background music.
- **Seating & Ratios:** Students must be seated to prevent sightlines to other screens or papers. A recommended ratio of **1 Test Administrator per 25 students** (and a maximum of 30 students per room session) must be maintained.
- **Room Log:** A room-specific sign-in/sign-out log must document every individual entering or exiting the room (including TAs, proctors, observers, tech support, and students).

5.2 Pre-Loading Accommodations & Supports

Site Test Coordinators must verify and pre-select all embedded accommodations and designated supports in the online testing platforms (INSIGHT, ACT, i-Ready, NWEA) prior to printing test tickets. Non-embedded accommodations must be provided directly to the assigned TA in writing before testing begins.

SECTION 6: TEST ADMINISTRATION PROTOCOLS (DURING TESTING)

6.1 Distribution & Daily Tracking of Secure Materials

1. **Daily Checkout:** TAs must check out test tickets and paper materials from the TC on the morning of testing using the site's documented tracking log.
2. **Verification:** Tickets must be counted at checkout and verified by the TA.
3. **Multi-Day Sessions:** If an assessment spans multiple days, tickets must be collected, counted, and locked in secure storage at the end of Day 1, then checked out again on Day 2.
4. **Daily Return:** All tickets, test booklets, and scratch paper must be returned and verified against checkout counts immediately at the conclusion of each testing session.

6.2 Prohibited Materials & Electronic Devices

- **Cell Phones & Smartwatches:** All mobile phones, smartwatches, and unauthorized electronics must be collected and stored out of reach prior to distributing test tickets or booklets. (*EXCEPTION: Students with medical accommodation plans, such as continuous glucose monitors*).
- **TA Device Use:** TAs and proctors must refrain from personal cell phone or smartwatch use during testing, except when contacting site administration for testing emergencies.
- **Prohibited Actions:** Photographing, recording, copying, or transmitting any portion of a test or testing session is strictly prohibited.

6.3 Student Identification & Proctoring

TAs must positively verify the identity of every testing student via student ID or official school roster. TAs and proctors must maintain active, continuous visual surveillance of all students throughout the testing session. TAs must never engage in grading, reading, or computer work while supervising testing.

6.4 Adherence to TAM Scripts & Assistance Rules

- **Verbatim Scripts:** TAs must read all directions verbatim from the Test Administration Manual (TAM). Deviations from the script are strictly prohibited.
- **Impartiality:** TAs must maintain an impartial, professional attitude. TAs may only assist students with general system navigation or understanding universal directions. **TAs may never hint, rephrase test questions, or direct a student's attention to specific information.** Giving unauthorized assistance constitutes a severe security violation subject to state licensing sanctions.

6.5 Time Limits & Session Breakdown

- Assessments other than the Smarter Balanced Assessments (e.g., ACT, NCRC, CTE, WIDA, MAP, i-Ready) may have different administration requirements, and assessments with strict timelines or unique administration rules must strictly follow the guidelines specified in their respective Test Administration Manuals (TAMs).

Estimated Session Durations for Planning:

Assessment	Session / Part	Estimated Time	Notes
Smarter Balanced ELA	Adjusted Form CAT	~1.5 - 2.0 Hours	Can span multiple days; does not lock overnight.
Smarter Balanced ELA	Performance Task (2 Parts)	~2.0 Hours Total	Locks overnight. Each part must be finished on the day started.
Smarter Balanced Math	Adjusted Form CAT	~1.0 - 1.5 Hours	Can span multiple days; does not lock overnight.
Smarter Balanced Math	Performance Task (1 Part)	~1.0 - 1.5 Hours	Locks overnight. Must be finished on the day started.
Science (Grades 5, 8, HS)	Part 1 & Part 2	~1.0 Hour per Part	Each part must be completed in a single day.
ACT / CCR / NCRC	All Subtests	Strict Timed Limits	Must strictly follow published ACT TAM instructions.

CTE End of Program Assessments	All Subtests	Strict Timed Limits	Must strictly follow published CTE Assessment Manual instructions.
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6.6 Managing Additional Time & Overtime Procedures

- When a scheduled session ends, TAs must collect materials from completed students and excuse them quietly.
- Students needing additional time must remain seated, be provided a supervised break if necessary, and continue working productively in a quiet, distraction-free environment.
- If students must relocate to a secondary testing room, the TC must enforce a secure transfer protocol preventing student interaction or access to non-secure materials.

6.7 Unlocking Tests & Technical Interruptions

Performance Tasks (PTs) lock overnight or after 20 minutes of inactivity. Computer Adaptive Tests (CATs) do not lock.

Permission to Unlock Tests:

NDE grants District Test Directors (or designees) authority to unlock tests only under specific, documented conditions involving **5 or fewer completed responses**:

1. **Technological Breakdown:** Student completed ≤ 5 responses and was locked out due to hardware/network failure (*Requires Irregularity Report*).
2. **Sudden Illness / Evacuation:** Student completed ≤ 5 responses before an emergency interruption (*Requires Irregularity Report*).
3. **Student Login Error:** Student accidentally opened the wrong test section and completed ≤ 5 responses (*Requires Irregularity Report*).
4. **Immediate Submission Error:** Student accidentally submitted the test after ≤ 5 responses, reported it immediately, and completes it the same day (*No Irregularity Report required if completed same day*).

Note: If a student tests on another student's ticket or tests without an active required accommodation, NDE must be contacted to regenerate a clean test ticket.

SECTION 7: POST-TESTING PROTOCOLS & MATERIAL DESTRUCTION

7.1 Early Finishers

Students who complete their examinations early must turn in all tickets, scratch paper, and materials. TAs must count and verify materials before allowing students to sit quietly.

- **Permissible Activity:** Early finishers may read paper books or print reading material.
- **Prohibited Activities:** Electronic devices, drawing, and writing are strictly prohibited.

7.2 Final Material Accounting & Secure Destruction

- At the conclusion of each testing day, the TC must recount all returned tickets, booklets, and scratch paper against the morning checkout log.
- **Used Test Tickets & Scratch Paper:** Upon completion of a student's assessment, all test tickets, scratch paper, graph paper, and Braille printouts must be collected, inventoried, and immediately destroyed via secure shredding.
- Completed test tickets must **never** be reused or retained once an assessment is submitted.

SECTION 8: SPECIAL TESTING POPULATIONS

8.1 English Learners (EL) & WIDA Testing

- Assessments are administered in English. Approved designated supports (e.g., glossaries, translated directions) must align with the current *Usability, Accessibility, and Accommodations Guide (UAAG)*.
- TAs/Proctors administering the WIDA Kindergarten or WIDA Speaking (all grades) tests must possess native English fluency.

8.2 Homebound Students

Testing homebound students requires prior written authorization from the District Test Director and strict adherence to the following:

- Administration must be conducted by a certified, licensed Nevada educator trained in current-year test security protocols.
- Test materials must be transported in locked, secure containers directly to and from the student's residence.
- Medical caregivers present must sign a *Confidentiality Agreement* prior to testing and may not assist with test administration.
- All individuals present in the home testing environment must be recorded on the room log.

SECTION 9: INCIDENT REPORTING, INVESTIGATIONS & BREACHES

9.1 Confidentiality & Disclosure of Test Content

State examinations are confidential property of the NDE. Reviewing, analyzing, copying, or discussing actual test items, passages, or prompts is illegal and strictly prohibited.

- **Exceptions:** TAs providing authorized scribing, read-aloud, or signing accommodations may view content only as necessary, provided they sign a *Confidentiality Agreement* prior to testing.
- **Instructional Prohibition:** Test items, stimuli, reading passages, or writing prompts must never be used for classroom instruction or test preparation.

9.2 Handling Student Cheating

If a student is suspected of cheating:

1. The TA must immediately collect the student's test materials and notify the TC.
2. The TC must notify the Principal and District Test Director immediately.
3. A formal *Report of Testing Irregularity* must be submitted.

4. Confirmed cheating results in **score invalidation** and progressive disciplinary action under district policy.

9.3 Security Breaches & Irregularity Reporting Workflow

TEST SECURITY BREACH / INCIDENT

Step 1: Test Administrator immediately reports breach to Site TC.

Step 2: Site TC notifies Principal & District Test Director (DTD) within 24 hours (or same business day).

Step 3: DTD notifies NDE orally/in writing and logs incident in Caveon reporting portal.

Step 4: Formal "Report of Testing Irregularity" submitted to NDE within 14 school days.

Step 5: District conducts investigation, preserves video surveillance and logs for 3 years, and NDE issues final determination.

- **Preservation of Evidence:** If a school possesses video surveillance covering the area of an alleged breach, the digital clip must be downloaded and retained as evidence for **three (3) consecutive school years**.
- **NDE Determinations:** Depending on severity, NDE actions may include score invalidations, mandatory district corrective action plans (NRS 390.295), re-administration of examinations at district expense (NRS 390.290), or licensure sanctions by the State Board of Education (NRS 391.330).
- **Protection of Whistleblowers:** District personnel disclosing testing irregularities are protected under Nevada law from retaliation.

APPENDIX & FORMS CHECKLIST

The following forms and references must be utilized by School Test Coordinators and retained for three (3) consecutive school years:

1. *Authorization to Administer Tests* (Principal Assurances — Due Sept 15).
2. *School Test Security Plan* (Site-specific).
3. *Annual Staff Security Training Sign-in & Acknowledgment Logs*.
4. *Daily Test Material Check-out / Check-in Sign-out Sheets*.
5. *Testing Room Entry/Exit & Student Attendance Logs*.
6. *Confidentiality Agreements* (For Readers, Scribes, ASL Interpreters, and Medical Caregivers).
7. *Report of Testing Irregularity Form* (Submitted via DTD to NDE within 14 days).

Appendix

Protection of School District Personnel Regarding the Disclosure of Testing Irregularities 2025-2026 School Year

Nevada Revised Statutes (NRS) 390.350 through 390.430 provide for specific rights and responsibilities of school district personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and district-mandated examinations. NRS 390.425 also requires the Nevada Department of Education to annually submit a written summary of these rights and responsibilities to the board of trustees of each school district and to the governing body of each charter school.

Definitions

- “Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:
 - ✓ English Language Arts (ELA) and mathematics in grades 3 – 8
 - ✓ Science assessments in grades 5, 8, and High School
 - ✓ College and Career Readiness Assessment
 - ✓ NWEA Reading Assessment in grades K – 3
 - ✓ Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis
- “Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- “Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:
 - ✓ The failure to comply with the department or district security procedures.
 - ✓ The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
 - ✓ Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- “Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:
 - ✓ Frequent or undesirable changes in the location of an office;
 - ✓ Frequent or undesirable transfers or reassignments;
 - ✓ The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
 - ✓ A demotion;
 - ✓ A reduction in pay;
 - ✓ The denial of a promotion;
 - ✓ A suspension;
 - ✓ A dismissal;
 - ✓ A transfer; or

- ✓ Frequent changes in working hours or workdays.

“School official” means:

- ✓ A member of a board of trustees of a school district;
- ✓ A member of a governing body of a charter school; or
- ✓ A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.

- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.

- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:

- ✓ The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
- ✓ The reprisal or retaliatory action that is alleged to have been taken against the school official.

- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.

- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.

- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.

- No school official may use the provisions outlined in this summary to harass another school official.

- A person who willfully discloses untruthful information concerning testing irregularities:

- ✓ Is guilty of a misdemeanor; and
- ✓ Is subject to appropriate disciplinary action.

- These provisions do not apply to offenses committed before July 1, 2001.

- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

Terms and Definitions

The following terms and definitions will be used when referring to the Nevada Department of Education assessment program:

“Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:

- ✓ English Language Arts (ELA) and mathematics in grades 3 – 8
- ✓ Science assessments in grades 5, 8, and High School
- ✓ End-of-Course Examinations
- ✓ College and Career Readiness Assessment
- ✓ NWEA Reading Assessment in grades K – 3
- ✓ Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis

“Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.

“Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, but not limited to, the following:

- ✓ Failure to comply with state or district security procedures
- ✓ Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law
- ✓ Other breaches in the security or confidentiality of the questions or answers to questions on an examination

“School official” means the following:

- ✓ A member of a board of trustees of a school district
- ✓ A member of a governing body of a charter school
- ✓ A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school

“District Test Director” is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing, including, but not limited to, the following:

- ✓ Serving as a liaison between the local school district and the Nevada Department of Education
- ✓ Assisting the local board of trustees in the development of a district test security

- plan
- ✓ Organizing the district testing calendar
- ✓ Ensuring that school principals and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures
- ✓ Disseminating and collecting testing materials

“School Test Coordinator” or “Test Coordinator” is the school principal or a licensed individual appointed by the school principal and refers to the person who represents the school on all matters of testing that may include, but are not limited to, the following:

- ✓ Assisting the school principal by serving as a liaison between the school and the district test director
- ✓ Assisting the school principal in the development of school test administration procedures
- ✓ Assisting the school principal in providing annual training for school officials involved in test administration
- ✓ Assisting the school principal in organizing the test schedule
- ✓ Assisting the school principal in the dissemination and collection of test materials
- ✓ Assisting the school principal in assigning school officials to administer or proctor the assessments

Although school principals may delegate testing responsibilities to a school test coordinator, the school principal assumes final responsibility for the proper training and administration of all state-mandated testing.

“Classroom Test Administrator” or “Test Administrator” is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:

- ✓ Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures
- ✓ Assuming primary responsibility for the verification of the identity and eligibility of each student participating in the assessment (in accordance with procedures outlined in the district test security plan)
- ✓ Assuming primary responsibility for the dissemination and collection of each student’s test materials
- ✓ Assuming primary responsibility for the supervision of students during their participation in the assessment
- ✓ Ensuring that students are taking the assessment in accordance with test security and test administration procedures
- ✓ Following up on unusual behavior or activity on the part of the students
- ✓ Assuming primary responsibility for ensuring that applicable time limits are being adhered to

“Classroom Proctor” or **“Proctor”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:

- ✓ Assisting the classroom test administrator in supervising students during their participation in the assessment
- ✓ Ensuring that students are taking the assessment in the manner in which they were instructed by the classroom test administrator
- ✓ Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students
- ✓ Assisting the classroom test administrator in the dissemination and/or collection of test materials
- ✓ Assisting the classroom test administrator in ensuring that applicable time limits are being adhered to

2026/2027 Assessment Calendar

THESE ARE PROJECTIONS AND NOT OFFICIAL DATES

REQUIRED STATE ASSESSMENTS		
Assessment	Grade(s)	Testing Date Window
Smarter Balanced Summative Assessment <i>ELA and Math</i>	3-8	April 19 - April 30
Science Assessments	5, 8, and High School	April 19 - April 30
ACT College and Career Readiness Assessment <i>ELA and Math</i>	11	<u>Paper/Pencil</u> - February 23 - With Accommodations: - February 23-26 - March 1-5 <u>Make-up 1</u> - April 6 - With Accommodations: - April 6 - 9 - April 12 - 16 <u>Make-up 2</u> - April 20 - With Accommodations: - April 20 - 23 - April 26 - April 30
Kindergarten Entry Assessment (KEA) <i>Teaching Strategies GOLD</i>	K	No earlier than 15 calendar days before the start of school or within 45 instructional days of the beginning of the school year.
Nevada Alternate Assessment (NAA) <i>English Language Arts & Mathematics</i>	3-8, 11	March 9 – May 12
Nevada Alternate Assessment (NAA) <i>Science</i>	5,8,11	
World-Class Instructional Design and Assessment (WIDA) <i>Students Identified as English Learners</i> <i>English Language Proficiency Assessment in Speaking, Listening, Reading, and Writing</i>	K	January 4 – February 26
	1-12	January 11 – February 26
Career & Technical Education (CTE) <i>Workplace Readiness Skills & End-of-Program Technical Skills</i> <i>Workplace Readiness Retest & End-of-Program Technical Retakes</i>	CTE Program Completers	February 18 – March 19 April 12 – April 23

2026/2027 Assessment Calendar

REQUIRED LYON COUNTY SCHOOL DISTRICT ASSESSMENTS		
Assessment	Grade(s)	• Testing Date Window
I-READY Diagnostic Exams - <i>Reading and Math</i>	K-8	• August 31 to September 11 (1st - 8th) • January 25 to February 5- All Grades • May 17 - May 28 - All Grades
SRSS- IE	K-12	• October 5 - 9 • January 11 - 15 • April 5 - 9
WorkKeys: - <i>Workplace Documents</i> - <i>Graphic Literacy</i> - <i>Applied Math</i>	10th	• February 23, 2027
MAP Growth: - <i>Reading 6+ CCSS</i> - <i>Math 6+ CCSS</i>	9-10	• Fall: September 8 - 18 • Winter: January 25 - February 4 • Spring: May 3 - 14

