

# **Test Security Guide Policies and Professional Expectations 2014-2015**



**Nye County School District**

**Dale Norton, Superintendent**

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# TEST SECURITY GUIDE

## INTRODUCTION

The federal act known as No Child Left Behind (NCLB) of 2001 requires that the academic achievement of each student in grades three through eight be measured yearly. High school students must be assessed once during their four years. Nevada's comprehensive series of assessments satisfies the requirement. State assessments provide objective data used by teachers and students to determine individual progress in essential areas and by schools to identify areas where changes are necessary to improve student learning. The use of assessment data is to encourage analysis of results and to assist in planning for instructional improvement. In view of the many variables involved in assessment, it is considered inappropriate to compare only assessment scores without consideration of other factors, such as population tested, transiency rates, socioeconomic factors of the population, dropout rates, size of school, and ethnic make-up of the school.

*The Nye County School District (NCS D) Test Security Guide* articulates clear and consistent guidelines for the administration of tests and/or examinations. This guide is intended for use in conjunction with *Procedures for the Nevada Proficiency Examinations 2013-2014* provided by the Nevada Department of Education

The united effort and professional integrity of every employee in the district is necessary to assure the accuracy and validity of our examination results, which allow these results to contribute to informed decision-making.

## STATEMENT OF RESPONSIBILITY

Members of the Board of Trustees, the Superintendent, Assistant Superintendent, teachers, counselors, building administrators, and other appropriate school personnel are together responsible for effectively implementing the Nevada Proficiency Examination Program (NPEP). In promoting the NPEP requirements:

1. In accordance with Nevada Administrative Code (NAC 389.054), the principal of each site where NPEP tests are given is required to accept responsibility for both the proper administration of tests and the physical security of all test materials. The principal must be familiar with the prescribed procedures for administering the tests and certify, on an annual basis, that these procedures will be followed at the school.
2. Each staff member will attend the school site meeting, certifying they received and read the *NCS D Test Security Guide Policies and Professional Expectations*.

## **PURPOSE OF THE ASSESSMENT PROGRAM**

The Nevada School Performance Framework is a report designation given to each school based on assessment of Common Core Standards. Test scores from the English Language Arts and Math Assessments and the High School Proficiency Examinations (HSPE), growth and gap measures as well as other indicators are used to determine the star rating for every public school and charter school.

The HSPE measures student achievement and proficiency in English Language Arts, Science and Mathematics. The HSPE, required for high school graduation, also functions as a measure to help ensure that students leave high school with the skills and knowledge necessary for college, careers, and life.

## **NOTIFICATION OF ASSESSMENTS**

By September 30<sup>th</sup> of each year, each school will provide written information regarding the testing program, schedule, and purpose to all teachers, pupils who are required to take the exams, and the legal guardians of these pupils. The written notice must be prepared in a format that is easily understood and must include a description of the district test security plan and action that may be taken against personnel and pupils for violations of the plan or for other testing irregularities. Each school will produce a school test security plan that will be kept on file at the school site and a copy of which shall be submitted to the Office of Accountability and Assessment. In addition, parents/guardians of students who will be tested must be notified one month before the actual testing. Schools may post the notification to their website and/or send home a letter or newsletter to inform parents of upcoming tests. Testing dates are also found in the Parent/Student Handbook given to each student when enrolled.

To maximize the opportunity for appropriate use of assessment results and in accordance with NRS 389.015, test results are sent to schools by the district within ten days of receipt. Schools provide reports to parents or legal guardian(s) of the pupil either during a conference or by mailing the results. If a pupil fails the High School Proficiency Examination, the school shall notify the pupil and the parents/guardians no later than fifteen working days after the school receives the assessment results.

Reporting the test and/or examination scores of individual students to anyone other than authorized school personnel, the student's parent/guardian, or the student is a violation of the privacy rights of the individual. Any research conducted within NCSD that may deal with student assessment scores must first be approved in writing by the Assistant Superintendent, who will ascertain that individual confidentiality will be fully maintained.

## TESTING CALENDAR 2014-2015

Nevada Administrative Code (NAC) 389.051 prescribes when the NPEP examinations are to be given. The Nevada Department of Education prescribes the specific date or range of dates on or during which an examination or examinations will be given. NCSD allows schools to select their testing dates within the state's testing window. Strict adherence to these dates is mandatory. Students who are enrolled during the State's testing window must participate in the examination(s).

State Assessments	Grades	Dates/Windows			
English Language Arts and Math Assessments <sup>1</sup> -online administration	3–8	120 <sup>th</sup> day of instruction through the last day of instruction, or by June 12 (whichever is earlier) February 18th			
Science Test -online administration	5 and 8				
English Language Arts I and II and Math I and II End-of-Course Tests	9 and 10	145 <sup>th</sup> day of instruction through the last day of instruction, or by June 12 (whichever is earlier) March 26th			
Science Test	10				
College and Career Readiness Assessment	11	April 28 <sup>th</sup>	Make-up	May 12th	
Reading, Math and Science Retests	11	Oct. 20–24	Mar. 2–6		
	12 and Adult	Oct. 20–24	Mar. 2–6	Apr. 27–29	July 6–10
Writing Test	11	Oct. 22	Mar. 4		
	12 and Adult	Oct. 22	Mar. 4	Apr. 29	July 8
Science and Writing Alternative Assessments	12 Eligible Students	Participation notification by Jan. 30 and submission of student work by Mar. 20			
Reading and Math Alternate Assessments	3–8 and 11 Students with Identified Disabilities	Feb. 2–May 1			
Science and Writing Alternate Assessments	5, 8 and 11 Students with Identified Disabilities				
Speaking, Listening, Reading and Writing English Language Proficiency Assessments	K–12 Limited English Proficient Students	Jan. 20–Feb. 27			

**All Nevada public schools are required to administer, the English Language Arts and Math Assessments, the Science Test, the High School Proficiency Examination (HSPE), End-of-Course assessments, the College and Career Readiness assessment, the Nevada Alternate Assessment (NAA), the English Language Proficiency Assessment (ELPA), and the Career and Technical Education (CTE) Assessment to grade/subgroup-appropriate enrolled students; and if selected, the National Assessment of Educational Progress (NAEP).**

Some schools are required to participate in the National Assessment of Educational Progress (NAEP). Called the “nation’s report card”, NAEP results are compiled into a single report for Nevada. Schools selected by the Department of Education receive notification from the state NAEP consultant.

## **ANNUAL TRAININGS**

Instructions in proper test administration will be given with two formal training programs. The Office of Assessment and Data Accountability Management, will conduct a mandatory training for all principals and school test coordinators. All procedures will be outlined per the district test security guide, NDE regulations, and security issues.

The building principal or designee will conduct the second training program each year prior to the school’s first scheduled test administration to all staff. A roster and verification that the NCSD Test Security Guide has been provided to all certified and classified personnel must be sent to the Office of Assessment and Data Accountability Management.

### **This training must be designed to cover the following:**

- Instructions in proper handling of test materials.
- Instructions in proper test administration.
- Procedures regarding allowable activities in the preparation of students.
- Security procedures as outlined in this document.
- Information regarding protection of school district personnel with regard to the disclosure of testing irregularities.
- Conditions related to testing, as stated in NRS 391.312, under which a teacher may be suspended, dismissed, or not re-employed.
- Conditions related to testing, as stated in NRS 291.312, under which an administrator may be demoted, suspended, dismissed or not re-employed.
- Conditions related to testing, as stated in NRS 391.330, under which the state board may suspend or revoke the license of any teacher, administrator or other licensed employee.

All certified and classified personnel will acknowledge in writing that he/she:

- Has read and understands all information provided by the school district related to proper test security and test administration.

- Understands the potential consequences for failure to observe and carry out the requirements of the district test security plan.

In addition to the annual site level training, additional training sessions prior to each test administration should focus on security and administration issues relating to the specific test being given. An overview of the important security and administration issues should also be included in these trainings.

## RESPONSIBILITIES

**Principals** are ultimately responsible for testing at their schools. Although the principal may choose to assign test scheduling and training responsibilities to a school test coordinator, delegating these duties does not absolve the principal of ultimate responsibility for test security and proper test administration.

- Read *NCSD Test Security Guide Policies and Professional Expectations 2014-2015*
- Attend annual district test security training
- Principals must complete and submit to the district's test director the form entitled "Authorization to Administer Tests in the Nevada Proficiency Examination Program in Accordance with Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC): School Year 2014-2015" (also referred to as *Principal Assurance Forms*). Vice Principals will be required to sign also. Regulations prohibit districts from distributing testing materials to schools from which a completed form has not been received.
- Complete the online verification of receipt and return of all testing materials.
- The principal must determine the specific testing dates within the testing window for each test administration.
- Each principal must create a test security plan for his or her school.
- Certification that computers are prepared for online testing
- All members of a school's staff must be trained. Only certified employees may administer examinations. Classified personnel may monitor assessments.
- Emergency substitute teachers must not be given primary responsibility for test administration. They may be utilized as proctors but must receive current test administration & security training.
- Provide sufficient teachers to adequately supervise and monitor the test. A ratio of one test administrator to not more than 30 students is required.
- During testing, principals should monitor frequently.

- Ensure a minimum of 95% of eligible students participate in testing.
- There is now a 3 year retention period for test security documentation. This includes school test security plans, training logs and irregularity reports and evidence from investigations.
- If a school has video surveillance system, a school must retain footage from the time test materials arrive to the time test materials leave. Footage must be retained for 3 years.
- Test questions, approved answers, unreleased writing prompts, and answer documents containing student identifying information and /or responses are the confidentiality property of the NDE, and not public record. Disclosure is prohibited without written permission from the NDE (in the event the test director or district official is conducting an investigation), or in the case of retaining copies of high school writing response to allow for remediation.
- Documents related to test security investigations are confidential and may not be released to the public.

**School test coordinators** generally assume the responsibility of the inventory of materials as they arrive. All writing test prompts, test booklets, and teacher directions or manuals should be inventoried, numbered, and batched well in advance of the test date to ensure ample materials for the date of test administration.

- Read *NCS D Test Security Guide Policies and Professional Expectations 2014-2015*.
- Attend annual district test security training.
- A “what if” plan should be developed in the event any of the following occur:
  - A student becomes ill during testing
  - If a student begins a test but cannot finish due to illness, the student may not finish the test on a later day. When a child is ill, he/she should not begin a test. He/she may make up any test t did not started.
  - A student is late to school the day of testing.
  - Restroom breaks for students and teachers.
  - Students require additional time on CRTs.
  - A student becomes disruptive during testing.
  - A student arrives at school with a broken wrist, arm or hand the day of the test. (Of specific importance for constructed response items and the writing assessments)
- A process must be developed for the distribution and collection of test materials. Forms should be provided to ensure a record of what materials were distributed and what materials were returned. A copy must be given to each teacher/test administrator for his or her records.

- The school test coordinator must maintain a log identifying the serial numbers of the test booklets assigned to each test administrator.
- Tests are not to be distributed to those who will administer them until the day of the test. When not in the school's locked test storage cabinet or in classroom use for test administration, materials should not be left in any area to which students or others have unsupervised access.
- The school test coordinator must account for all test booklets and other testing materials immediately upon their return from each test administrator. A testing sign in/sign out sheet must include times.

**Teachers/ test administrators** are the key factor in successful test administration. Students often reflect the attitudes of their teachers. If teachers view testing as a way the students can demonstrate how much they have learned, students will often rise to the challenge.

To ensure proper test administration, the following procedures must be adhered to:

- Examinations must be administered by licensed employees of a district who are trained in 2014-2015 test security and administration procedures and administered in a public facility approved by the board of trustees or the governing body. Unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, and parent and community volunteers may act as proctors and not as test administrators. EXCEPTION: Provided it is not a violation of **district** testing procedures, qualified paraprofessionals who have certified on the WIDA website ([www.wida.us](http://www.wida.us)) for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of the ELPA. Administration must occur under the direct supervision of assigned, licensed personnel who are trained in 2014-2015 test security and administration procedures.
- Read *NCSD Test Security Guide Policies and Professional Expectations 2014-2015*
- Attend annual school test security meeting
- Prior to the administration of a test, read the administrator's manual
- Determine a best "testing arrangement" of desks
  - Practice moving desks with students several times prior to test day
  - Consider alphabetizing students for testing
- Remove or cover things on walls that might help students such as
  - Place-value indicators, number lines, charts, or posters that provide specific factual information (e.g., multiplication charts, hundreds charts, fraction-

decimal-percent equivalency charts) that could assist students in computation, answering questions regarding facts, or problem solving

- Posters or other materials that provide specific guidance to students taking a state writing assessment (e.g., graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques)
- Material that is affixed to desktops must be covered with blank, opaque material.

**The following aids may be displayed, but individual copies may not be provided to students for use during the test:**

- Word walls or word lists without definitions, visual aids (including color coding), or labels
- Students may use **only** materials and/or supplies that are specified in the test administration manuals or provided with the test booklet for a **specific** test and grade level.
- Clear teacher's desk to minimize clutter
- Familiarize students with multiple choice tests
- Gather all material needed for test.
- Determine what students who finish early will do

Students who finish the HSPE before the end of the scheduled testing period may be excused. For the CRT, students may bring books or other reading materials to occupy their time (quietly) if they finish early. These materials must not be on student desk or tabletops while they are testing. It is not appropriate for students to reach into their desks or backpacks while testing is in progress. Writing is **PROHIBITED**.

- Directions must be read verbatim. They may not be omitted, paraphrased or translated.
- Teachers and/or monitors **must** closely and frequently monitor to see that each student is marking answers in the correct manner. Sitting down during the assessment period is inappropriate.
- Test administrators, proctors, or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond making certain that students understand the instructions for taking the test.
- Photographing, recording, or transmitting any part of a test or testing session is **PROHIBITED** unless the activity is required for the administration of the NAA.

- The teacher/monitor must NOT provide assistance that will reveal an answer, e.g., pointing out the reasoning underlying an item or referring to previous instruction about a specific skill or objective, assisting a student using a dictionary.
- The test administrator must maintain a log identifying the serial number of the test booklet assigned to each student in the classroom.
- All individuals present in the testing room (students, licensed and unlicensed personnel, and any unauthorized individuals who may enter the room) must be documented.
- All materials—including test and/or examination booklets, answer sheets, rulers and scratch paper, calculators (if used)—will be provided at the testing location.
- All materials must be collected from each student before he/she leaves the testing room. Scratch paper will be destroyed in an appropriate manner as determined by the administrator of that school.
- For all multiple-choice assessments, students should be told that there might be more spaces on their answer sheets than the number of items in their test and/or examination book. Extra spaces on their answer sheets should be left blank.
- There is no penalty for guessing on NPEP assessments. Students should be encouraged to answer all questions.
- ELPA test administrator must have English native fluency.
- Every student's identity must be confirmed before taking a HSPE. Students must sign a roster using their legal signature (not printed). The original roster must be sent to the Office of Accountability and Assessment. Schools should retain a copy for their records. Schools should arrange for reading, writing, mathematics, and science tests to be administered by individuals who do not teach the subject tested.
- A parent or guardian of a student who is participating in a specific test **must not** be present in the testing room.
- Food and beverages are only permitted during the supervised breaks.

### **Students**

- Turn off and stow any electronic devices. **All** electronic devices are prohibited during testing. This includes but is not limited to: cell phones, Palm Pilots, or other PDA's, any device capable of sending and/or receiving text messages, MP3 players, iPods, radios, CD players. If a student is found to be in possession of any electronic devices, his/her test will be invalidated.
- Electronic devices are strictly PROHIBITED unless a student has an accommodation plan that allows a specific permissible device (see the Students with Special Needs section of this manual for further information) or if an online assessment requires a

specific device. Unauthorized possession of non-permissible devices may result in invalid scores.

- Students who are not participating in a specific test are not allowed in the testing room while tests are being administered.
- Put away anything not used on test.
- Students should mark only one response for an item and should erase completely any responses they do not want.
- HSPE students need a photo id. Students must sign a roster when receiving the tests.
- “Calculators are permitted for use **on the math assessment in grades 3 -8 and the End-of-Course Examinations**, but must be free-standing if not part of an online assessment. Only four-function or scientific calculators are allowed. Graphing and programmable features are PROHIBITED. Calculators that require an electrical outlet, use paper tape, have sound capability, or have typewriter-style keypads are PROHIBITED, unless documented on a student’s testing accommodation form...”
- Calculators are still prohibited on the grade 11, 12, and adult retests (HSPE)

**At no time during testing should students be left unattended with test and/or examination materials or be allowed to remove/carry their test and/or examination materials from the classroom to any other location.**

## ELIGIBILITY REQUIREMENTS

Participation in the HSPE is determined by the student's year in school. Students who did not pass the math, reading or science tests of the HSPE in the spring of their 10<sup>th</sup> grade year are required to test in the **fall** of their 11<sup>th</sup> grade year.

Grade Level	Eligibility Requirement	
10	2 semesters of school completed.	Reading Mathematics Science
11	4 semesters of school completed	Reading Mathematics Science
		Writing
12 <sup>1</sup>	6 semesters of school completed.	Reading Mathematics <sup>3</sup> Science
		<sup>2</sup> Writing
Adult	Students who have enrolled in an adult high school diploma program	Reading Mathematics
		Writing

## CONSIDERATIONS FOR STUDENTS WITH SPECIALIZED NEEDS

### Students Eligible for Services Under the Individuals with Disabilities Education Act

Accommodations will be provided in accordance with students' testing accommodation plans.

The Individualized Educational Program (IEP) committee may decide that a student with a disability will participate in the state assessment program in one of the following ways:

1. under standard conditions using no accommodations or using accommodations that do not affect the validity of the assessment;
2. under non-standard conditions, using testing modifications which change or alter the content or administration of the assessment and invalidate the test result; or participate in the state's alternate assessment program, the Nevada Alternate Assessment (NAA).

Accommodations are designed to improve access to the assessment and its content while maintaining test validity and comparability of scores. Accommodations are variations in the assessment environment or process including scheduling, setting, administration, and response format. Any accommodation selected for a state assessment should be one used during the regular instructional day in the classroom to address a student's identified need. There should be no attempt to implement or try accommodations unfamiliar to the student at test time.

A written request for an accommodation not included on the IEP Accommodation form must be submitted to the Nevada Department of Education (NDE), Office of Assessment, Program Accountability, and Curriculum no later than one month prior to the scheduled test date by the school administrator or counselor serving on the IEP committee. Approval may be granted on a case-by-case and test-by-test basis and only if, in the judgment of the NDE, the requested accommodations do not affect the validity of the test. Approval will be given for a specified period of time only. The approval letter, if the accommodation is granted, must be included with the student's IEP. Schools will receive the Department of Education's decision no later than one week prior to the date of the test.

A student may require a test modification to make the testing experience meaningful. Testing modifications are changes in the administration and/or content of the assessment that affect the validity of the assessment and the reliability of the results, (e.g. reading the reading test). Testing modifications alter the scope or content of what is being assessed. When determining star ranking for when reporting test performance for IEP students, the scores for IEP students that test using modifications will be invalidated and will not count for participation. IEP committees must make decisions regarding the use of testing modifications for an individual student with a full understanding of the consequence for the student and the school.

Special education students must take the state-required tests during the same window of administration as all other students. All special education students must take the state tests appropriate for the grade level in which they are enrolled. Additionally, special education students must be administered all sub-tests of each examination of the ELA, math and science assessments grades 3-8, 9<sup>th</sup> and 10<sup>th</sup> grade End-of-Course assessments and the *HSPE retest*. Currently, the only deviation from this format is for those students who are participating in the state's alternate assessment, *Nevada Alternate Assessment (NAA)*.

State laws governing participation in the *High School Proficiency Examination (HSPE)* are quite specific. All students seeking a standard high school diploma must take and pass the reading, math, science and writing tests that comprise the *HSPE*. For special education students, the IEP committee determines how an individual special education student will participate in the HSPE program.

To be counted as passing the test and meeting the graduation requirements associated with the HSPE, a student must be administered the tests using standard conditions or accommodations that do not affect the validity of the assessment.

## **Alternate Assessment**

The IEP committee determines if a student with a disability will participate in a particular state assessment by taking the state's alternate assessment. The IEP committee must explain in the student's IEP why the general assessment is not appropriate and describe how the student will be assessed. *The Nevada Alternate Assessment (NAA)* is the state's alternate assessment for the state CRT, NRT, HSPE, and the state writing assessments. *NAA*, a comprehensive measurement of academic and broad functional domains based upon alternate achievement standards, has been developed as a summative measure of language arts and math for students with the most significant cognitive disabilities.

Decisions regarding a student's participation in the *HSPE* program using the *NAA* must be made in accordance with the *Guidelines for Participation in the Nevada Alternate Assessment*. If a student's IEP indicates that the student will participate in the *NAA* only once during high school, participation must occur during the school year in which the student is assigned to the 11<sup>th</sup> grade

Students participating in the Nevada Alternate Assessment (*NAA*) may take as many breaks as necessary and may resume testing on another day (within the prescribed testing window).

## **Students With a Section 504 Accommodation Plan**

Section 504 of the Rehabilitation Act of 1973 protects qualified individuals from discrimination based on their disability. A school team, primarily composed of general education staff, determines if a student requires a Section 504 Accommodation Plan. The Accommodation Plan outlines adjustments and/or accommodations to be implemented in the student's school program and during assessments, if necessary.

Students receiving accommodations through a Section 504 Accommodation Plan may participate in the statewide assessment program:

1. Under standard conditions using no accommodations,
2. Or using accommodations that do not affect the validity of the assessment.<sup>1</sup>

The Section 504 Plan must indicate the accommodation the student needs from the list of accommodations that appear on the state's Section 504 Accommodation form. The Section 504 Accommodation Plan must further indicate the assessment(s) for which the student requires the identified accommodations.

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<sup>1</sup> Any accommodation selected for a student must be written in the student's Section 504 Accommodation Plan and be one that is used during the regular instructional day in the classroom to address an identified need.

Requests for accommodations not listed on the state's Section 504 Accommodation form must be made in writing, to the Office of Assessment and Data Accountability Management no later than one month prior to the scheduled date of the assessment. A copy of the student's Section 504 Accommodation Plan must be included with each request. Approval for such accommodations will be made on a case-by-case and a test-by-test basis and only if, in the judgment of the NDE, the requested accommodation does not affect the validity of the assessment. Approval will be given for a specified period of time only. The written approval, if granted, will be mailed or faxed to the requesting school, no later than one week prior to the date of the test.

Any request for an accommodation due to a medical emergency must be submitted to the Office of Assessment and Data Accountability Management. NOTE: Section 504 students may not use a calculator on the *HSPE*.

### **Guidelines for Students with Limited English Proficiency**

Federal legislation requires that all limited English proficient students be assessed to determine what they know and can do in academic content areas. Accommodations are available for these students. In order to determine language proficiency, the *W-APT* screener assessment is used. This assessment cannot exempt students from taking the required statewide tests. Therefore, all LEP students, regardless of their English language proficiency level, must participate in the state content tests in reading, mathematics, science, and writing. In addition to academic content area tests, during the winter of 2015, the *WIDA Access Assessment* will be used to determine language proficiency for LEP students in grades Kindergarten through 12. The *W-APT* is used for initial placement of students. Students must be tested within the first 30 days of the school year or within 10 days of their enrollment.

Decisions to use accommodations on the state academic content area assessments should be made collectively by the student, parents, teacher(s), and school administrator(s) most familiar with the student's English language acquisition. However, each student's file, prior to the administration of the test, should document the student's participation in the Nevada Proficiency Examination Program and any accommodations used. Any accommodations in test administration, test setting, or test scheduling that are made consistent with the student's instructional program must be indicated on the form entitled "Academic Proficiency Testing Accommodations Record for Limited English Proficient Students". Translation of any test material is PROHIBITED.

Bilingual Glossary style, word for word dictionaries may be used for LEP students testing with accommodations:

- Are permissible for math & science /HSPE
- Are NOT permissible on the HSPE writing assessment
- Are NOT permissible on any reading test. (all grades)

A written request for other reasonable accommodations that are consistent with accommodations used in the student's instructional program and that do not interfere with the validity of the test must be submitted to the Nevada Department of Education, Office of Assessment, Program Accountability, and Curriculum no later than one month

prior to the scheduled test date by a school administrator or counselor. Approval for such accommodations may be granted but only on a case-by-case and test-by-test basis and only if, in the judgment of the Nevada Department of Education, they do not affect the validity and/or reliability of the specific test. Approval will be given for a specified period of time only. The approval, if granted, must be included with the student's records. Schools will receive the Department of Education's decision in writing no later than one week prior to the date of the test.

A limited English proficient student who is on monitored status qualifies to use accommodations. A student on monitored status must be coded as "LEP" on the answer document. Each student who has been previously identified as LEP, but who has exited that status, will be coded as "Former LEP" on answer documents for any state-mandated content test.

All ELPA tests will follow the same guidelines regarding breaks and additional time as outlined for CRT's and HSPE.

The test administrator or proctor of the ELPA Speaking Test (all grades) and Kindergarten Test must have English native fluency.

## **STORAGE AND DISTRIBUTION OF MATERIALS**

Test booklets, answer keys, and completed answer sheets must be stored in locked storage cabinets while located at the district or school site. At no time may examination materials be left unattended in any area where students and others have unsupervised access. This includes loading docks and mailrooms, counselor's offices, and classrooms.

Only the principal and school test coordinator should have access to the storage cabinet used for the storing of test materials. The key to the storage area must not be kept in a desk drawer or other readily accessible location.

Secure testing materials are not to be distributed to test administrators until the prescribed date for test administration. (Exception: materials for the NAA may be distributed, then securely stored prior to the test date, provided it is not a violation of the district or school test security plan.)

The teacher is responsible for collecting and organizing the answer sheets or test booklets for his/her individual classroom. The teacher should carefully check and correct each answer sheet, if needed, for demographic accuracy, e.g., the student's name, I.D. number, grade level, school name, etc. It is imperative that the subtest answer portion of the answer sheet not be altered in any way, with the exception of erasing stray marks and darkening responses as may be required for scoring. For answer documents that are not pre-coded, it is crucial that the bubble on the test form be accurately darkened.

On completion of testing, test administrators must return testing materials to the test coordinator in a timely manner and not later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials must be returned to the school test coordinator **each** day and picked up again the morning of the next testing day. Test booklets must be placed in serial number order before being returned to the test coordinator All test and/or examination booklets or copies of tests and/or examinations must be accounted for when they are returned to the school administrator for storage.

When the school administrator returns materials to the Office of Accountability and Assessment, all materials will be organized and sorted as requested. After testing, it is imperative that all required materials are returned within the specific timelines to the district office, **NO EXCEPTIONS.** Any delay in receipt of all materials also impedes the processing of materials.

### **TIMING THE TEST**

State assessments are not timed. As long as students are working productively, they should be allowed to continue working. Students needing additional time should be moved to another location to allow the rest of the class the opportunity to resume their normal schedule.

### **TEST SECURITY AND CONFIDENTIALITY**

In accordance with NRS 389.015, the questions contained in state-mandated examinations and the approved answers are confidential, and disclosure is unlawful except:

- To the extent necessary for administering and evaluating the examinations. (This refers primarily to the process of test development or selection. **Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.**)
- When it is *necessary for the performance of the duties of a*
  1. State officer who is a member of the executive or legislative branch.
  2. Superintendent of schools of a school district.
  3. Director of Curriculum of a school district.
  4. Director of Testing of a school district.
  5. (Department staff and/or the Attorney General's Office are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.)
- That specific questions and answers may be disclosed if the Superintendent of Public Instruction determines that the content of the questions and answers is not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process. (Nevada High

School Proficiency Examinations in reading and mathematics developed before 1990 have been released by the Superintendent of Public Instruction.)

- A test administrator who is requested to read aloud the contents of a state-mandated test in compliance with student IEP requirements must sign a form indicating that he/she will not disclose the test contents to any other person.

### **Specific test and/or examination items must not be copied or taught!**

The test and/or examination items, problems, or questions contained in all NPEP tests and/or examinations and the approved answers for scoring them are confidential. Under no circumstances shall copies of writing test prompts or test and/or examination booklets, marked answer sheets, or answer keys be circulated among faculty, administrators, or other persons, except for test and/or examination administration. Copies of tests and/or examinations currently in use are not to be stored in places to which faculty or other persons have unsupervised access.

Teachers/monitors must not make written notes regarding specific writing test prompts, test and/or examination items or problems, or illustrations.

Copying test and/or examination items, **student responses**, problems, or questions and the approved answers for grading them by any means or disclosure of those items, problems, or questions and the approved answers for scoring them is a breach of NCS D testing procedures and ethical expectations for the professional behavior of all district employees. Such breaches of testing procedures will be cause for disciplinary action.

Administration of a NPEP examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content and must be reported as a test irregularity.

Any questions about the use of test materials or the breach of test security should be directed to the school principal or to the Office of Accountability and Assessment.

Any concern about the contents of a test item, problem, or question should be communicated directly to the school principal within the first two school days after that test and/or examination has been administered. He/She will forward that concern to the Office of Accountability and Assessment.

NRS 389.015 indicates that all items contained in Nevada Proficiency Examination Program examinations and the approved answers are confidential. Disclosure of test items/booklets and testing materials and approved answers used for ALL state-mandated assessment is unlawful and constitutes grounds for revocation of licensure or other penalty, unless a person has written authorization in advance from the Nevada Superintendent of Public Instruction.

*Per NRS 391.312 and 391.330, the failure to observe and carryout the regulations of the state and district security plans, may result in the following action:*

1. *a school district may suspend, dismiss or not re-employ a teacher;*
2. *the school district may demote, suspend, dismiss or not re-employ an administrator; and/or*
3. *the Nevada State Board may suspend or revoke the license of a teacher, administrator or other licensed employee.*

Significant errors in coding will be treated as irregularities in test administration and must be reported to the Assessment Support for Test Security at the Nevada Department of Education.

## **INVALIDATION OF TEST SCORES**

Cheating on state-mandated assessments will require that a student's scores be invalidated. Answer documents may also need to be invalidated if a test administration irregularity or a test security irregularity occurs that affects the validity of the students' scores. All instances of invalidation require that a Report of Test Irregularity be filed with the Nevada Department of Education.

Regardless of the reason for the invalidation, the answer document must be submitted to the appropriate testing company or to the Nevada Department of Education for inclusion in district and school reports.

Students with invalidated scores resulting from a test administration irregularity caused by a test administration or test security irregularity will be counted as not participating in the assessment, and they will be counted as non-proficient for Nevada Performance Framework purposes.

- There is **No Appeals** for invalidations resulting for students cheating/ misconduct.

To indicate that answer documents have been invalidated, the following procedure must be used:

- For the ELS, math and science assessments and the HSPE: Mark the invalidation code on the demographic page of the answer document. Submit with the other answer documents to the state's testing company.

Answer documents for absent students must never be invalidated. Incomplete answer documents should be submitted to the appropriate testing company or the Department of Education for scoring with the completed answer documents.

## **BREACH OF TEST SECURITY OR IRREGULARITY IN TEST ADMINISTRATION**

In the event of any alleged or suspected breach of test and/or examination security or unauthorized disclosure of test and/or examination content, this sequence must be followed:

1. The situation must be immediately reported to the school test coordinator and school principal.
2. The test coordinator or principal must, in turn, report the breach of test security to the Assistant Superintendent for Student Achievement within 24 hours of the time the alleged or suspected breach has been brought to his/her attention.
3. The Assistant Superintendent for Student Achievement will communicate with appropriate NCSD district level administrators about the suspected breach or unauthorized disclosure.
4. For all state-mandated assessments, within 24 hours, Assistant Superintendent for Student Achievement must report any breach of test security or suspected irregularity in test administration to the Nevada Proficiency Examination Program.
5. Within five days, the school principal must provide a completed Report of Compromise of Nevada Proficiency Materials to the Assistant Superintendent for Student Achievement.
6. For all alleged breaches of test security or irregularities in test administration for state-mandated assessments, NCSD must submit the completed Report of Compromise to the Nevada Department of Education within 14 days of the discovery of the event.
7. Examples of a breach in testing security by a teacher may include, but are not limited to:
  - leaving the test materials on student's desks and taking the class to the restroom, recess, lunch, music, art, p.e.
  - stepping out into the hall and leaving the students unattended during testing
  - reading and answering questions on the test
  - prompting students by reminding them of key phrases
  - putting up or not removing posters that give unfair advantage, such as multiplication charts
  - changing a student's answer on the answer sheet
  - allowing students to listen to electronic devices
  - allowing students to converse or move about the room during testing
  - reading the test materials
  - writing down examples from the test materials
  - helping students find words in the dictionary
  - translating any part of the test

- allowing a parent or guardian to be present in the testing room while his/her student is participating in a specific test.

8. Examples of a breach in test administration by a teacher may include, but are not limited to:

- failure to read the directions verbatim from the test administrator's manual
- translating any part of the testing directions
- failure to have the students write their name on the ELA, math and science test booklet
- failing to monitor during testing
- sitting at a desk/computer during testing
- allowing students to get items from a backpack during testing

If the Department's team of reviewers determines that an irregularity in test administration or security has occurred, but there is no evidence that the irregularity was intentional, and there is no evidence that the consequences associated with the irregularity will result in significant damage to the Nevada Proficiency Examination program, the Department's Test Security Coordinator shall notify the board of trustees or its designee in writing, indicating the results of its findings. These results may include, but are not limited to:

- A requirement for the school or district to conduct an additional administration of the examination.
- A requirement for the school or district to complete a corrective action plan.
- The Departments recommendations and/or requirements for inclusion in the school or district corrective action plan.

If the Department's team of reviewers determine that there is sufficient evidence that an intentional irregularity in testing administration or security has occurred, or there is evidence that the consequences associated with the irregularity (regardless of intent) resulted in or may result in significant damage to the Nevada Proficiency Examination Program, the Department's Test Security Coordinator shall notify the board of trustees or its designee in writing indicating the results of its findings. These results may include, but are not limited to:

- A requirement for the school or district to conduct an additional administration of the examination.
- A requirement for the school or district to complete a corrective action plan.
- The Department's recommendations and/or requirements for inclusion in the school or district corrective action plan.
- A requirement for the district to begin an investigation in order to obtain further information regarding the testing irregularity. The Department may also choose to conduct an investigation separately, or in conjunction with the school district.

- Information that the report is being submitted to the Deputy Attorney General's office for further review.
- A requirement for the invalidation of student test scores.

If the Department's team of reviewers determines that at least one testing irregularity occurred at a school during one school year on any state required examination, excluding the high school proficiency examination; and in the immediately succeeding school year, at least one additional irregularity occurs, the review team shall determine whether the irregularity warrants an additional administration of the examination.

If the review team determines that an additional administration of the examination is required, the department shall notify the school and the school district of this determination. The additional administration may include an entire grade or just specific pupils as determined by the department.

- The review team must consider the effect of each testing irregularity regarding whether the scores of pupils will be invalidated and whether sufficient time remains in the school year when determining the need for an additional administration of an examination.
- The additional administration must occur in the same school year in which the irregularity occurred. The school district shall pay for all costs related to the additional administration.
- Unless determined otherwise, the District Test Director will coordinate the additional test administration with the assistance of school district administrators as he/she deems necessary.
- A school principal will be required to file a corrective action plan with the Department under conditions which include, but are not limited to:
  - When an investigation reveals that the test irregularity resulted from inappropriate school test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials.
  - When an investigation reveals that the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures.
- A district test director will be required to file a corrective action plan with the Department under conditions which include, but are not limited to:
  - When an investigation reveals that the test irregularity resulted from inappropriate district test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials.

- When an investigation reveals that the district test director did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures.
- If it is determined that the evidence is insufficient to issue a charging document against an individual(s) for
  - (a) a breach in the security or confidentiality of test questions or answers, or
  - (b) intentional failure to observe and carry out the state or district test security plan and the evidence does not indicate a significant consequence as related to the test irregularity, the Department's Test Security Coordinator will write a letter reporting this finding to the district superintendent and testing director. No disciplinary action will be taken by the Department, but **this does not preclude a school district from taking disciplinary action.**
- If the evidence is sufficient to support a charging document against an individual(s) for
  - (a) a breach in the security or confidentiality of a test's questions or answers, or
  - (b) intentional failure to observe and carry out the state or district test security plan, and the State Superintendent of Public Instruction decides to take action for the suspension or revocation of the individual's license, a notice of complaint will be issued to the licensee.
- When there is sufficient evidence to take action against an individual's license, both the significance of the test irregularity and the intent of the individual's actions are factors considered in evaluating the appropriateness of suspension or revocation of license.
- If a notice of complaint is issued, the individual(s) has the right to request a hearing from an impartial hearing officer chosen from the American Arbitration Association.
- If the individual(s) does not request an impartial hearing, a hearing before the State Board of Education pursuant to NRS Chapter 291.312 will be conducted.
- If the individual requests an impartial hearing, the hearing officer will hear the matter, make findings, and issue a recommendation. The ultimate determination of discipline against the licensee is made by the State Board of Education.

In accordance with AB 214 as adopted by the 2001 Legislature, all pupils, school officials, and others must report any suspected irregularities in testing administration or testing security.

**AB 214 specifically prohibits any school official from directly or indirectly using his/her official authority to influence another school official in an effort to interfere with or to prevent the disclosure of information concerning a testing irregularity.**

If any reprisal or retaliatory action is taken within 2 years of the disclosure, a process of appeal for that school official will result in a hearing before the State Board of Education.

A person who willfully discloses untruthful information concerning testing irregularities shall be guilty of a misdemeanor and is subject to disciplinary action.

A teacher or administrator may be demoted, suspended, dismissed or not re-employed or his/her license may be suspended for failure to observe and carry out state or school district plans for ensuring the secure administration of required examinations.

In certain instances of repeated test administration irregularities at the same school in consecutive years, the Nevada Department of Education may determine that an examination must be administered again at the expense of the school district.

All questions and reports of test irregularities must be directed first to NCSD, Assistant Superintendent for Student Achievement and then to the Nevada Department of Education's Office of Assessment, Program Accountability, and Curriculum. Submission of the Report of Test Irregularity should be made to the Administrative Assistant for Test Security.

## CONCLUSION

To ensure consistency in test administration and the integrity of the entire testing program, proper test security procedures must be followed. Unless otherwise stated, test security guidelines outlined in this section apply to all NPEP administrations, including live and pilot testing during its developmental stages.

Any questions about appropriate test administration, contents of this guide, or alleged breaches of test security that cannot be answered by using the above manual, should be directed to the school principal and/or to the Office of Accountability and Assessment for Nye County School District.

Additional information and guidance for all school personnel directly involved in test administration is contained in manuals that must be used for each test. Manuals are provided for each individual for each test administration. In addition, the following manuals can be found on the NDE website  
[http://nde.doe.nv.gov/Assessment\\_NPEP\\_Resources.htm](http://nde.doe.nv.gov/Assessment_NPEP_Resources.htm)

- ***Test Security Procedures for the Nevada Proficiency Examination Program***
- ***Nevada High School Proficiency Examination in Writing Administration Manual and Test Coordinator's Manual***
- ***Nevada Criterion-Referenced Test Administration Manual and Test Coordinator's Manual for Tests in Reading, Mathematics, and Science***
- ***Limited English Proficient (LEP) Student Testing Program, School Year***
- ***NAA System Manual,***
- ***Administration and Reporting Guidelines for NAA***

## IMPORTANT DEFINITIONS

Assembly Bill 214 includes specific definitions for various terms used in this context.

### Section 1.4

“Irregularity in testing administration” means the failure to administer an examination to pupils pursuant to NRS 389.015 or 389.550 in the manner intended by the person or entity that created the examination.

### Section 1.6

“Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination administered to pupils pursuant to NRS 389.015 or 389.550, including, without limitation:

1. The failure to comply with the department or district security procedures;
2. The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law; and
3. Other breaches in the security or confidentiality of the questions or answers to questions on an examination.

### Section 1.8

“School official” means:

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

### Section 11

“Examination” means:

1. Achievement and proficiency examinations that are administered to pupils pursuant to NRS 389.015 or 389.550; and
2. Any other examinations that measure the achievement and proficiency of pupils and which are administered to pupils on a district-wide basis.

### Section 14

“Reprisal or retaliatory” action includes, with limitation:

1. Frequent or undesirable changes in the location of an office;
2. Frequent or undesirable transfers or reassignments;
3. The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
4. A demotion;
5. A reduction in pay;
6. The denial of a promotion;
7. A suspension;
8. A dismissal;

9. A transfer; or frequent changes in working hours or workdays, if such action is taken, in whole or in part, because the school official disclosed information concerning irregularities in testing administration or testing security.

## Section 22

Language is provided that the provisions of AB 214 “do not abrogate or decrease the effect of any of the provisions of NRS that define crimes or prescribe punishments with respect to the conduct of school officials.” This means that there shall be no retaliation for the disclosure of information but that there may be consequences for the breach of test security or irregularity in test administration.

## Important Security Reminders for Test Administrators

- Verify the eligibility and identity of **EACH** student who is testing—determine credit sufficiency prior to testing.
- Use a sign-in sheet with a column to log the test booklet numbers assigned to each student.
- Provide an answer document for every eligible student enrolled during testing.
- Use **ONLY ONE ANSWER DOCUMENT PER STUDENT**—students testing in different subjects on different days are to use the same answer sheet.
- No personal belongings are permitted on the desk surface. Whenever practicable, have students store backpacks and other personal belongings in the front or rear of the testing room.
- Follow the script in the Test Administration Manual **VERBATIM**.
- Provide accommodations as outlined in the students' IEP, 504, or LEP testing accommodation plans. Students must not be provided accommodations to which they are not entitled.
- Students who do not have IEP, 504, or LEP accommodation plans must test under regular conditions and are not entitled to accommodations. See the specific test administration manuals regarding required and permissible materials.
- Students must not be left unattended with test materials.
- Walk the room—actively monitor students during testing; observe that students are bubbling responses in the correct subject section of the answer document.
- Electronic devices are strictly prohibited unless a student has an accommodation plan that allows a specific permissible device, or if an online assessment requires a specific device.
- Provide additional time in a test-conducive environment. Follow the school's plan for orderly transition from one testing situation to another. Students must **NOT** be left unsupervised during the transition and may not interact with peers prior to completing a Part, Session, or Language Domain Test.
- DISCLOSURE OF TEST CONTENT IS STRICTLY PROHIBITED BY STATE LAW**—do not read, review, copy, reproduce, or take notes on test items.
- Students may **NOT** receive assistance with test items.
- TRANSLATION BY THE TEST ADMINISTRATOR OR PROCTOR OF ANY TEST MATERIAL (DIRECTIONS, PASSAGES, QUESTIONS, AND ANSWER CHOICES) TO ANOTHER LANGUAGE IS PROHIBITED.**
- Collect and log in all materials—test booklets, writing prompts, scratch paper, pencils, etc. Students are to leave the room with only their personal belongings.
- Check test booklets for answer documents tucked inside.
- Ensure that the number of test booklets (or prompts) and answer documents returned is identical to the quantities that were distributed prior to testing. (30 students = 30 tests + 30 answer documents)
- Report irregularities **IMMEDIATELY** to your school test coordinator or principal.

# Confidentiality Agreement Form

## Nevada Proficiency Examination Program

2014-2015 School Year Only

### CONFIDENTIALITY AGREEMENT

*This form is to be completed prior to test administration by a test administrator or proctor who is required to read test content to students as provided in their IEP, Section 504, or LEP Testing Accommodations Forms, or as needed for the NAA and ELPA. Test security procedures must be strictly adhered to in the administration of NPEP testing for all students.*

Test security and student confidentiality are of utmost importance to the Nevada Department of Education. As a test administrator or proctor for students receiving accommodations on state assessments, you have access to materials that must be regarded as secure, specifically, any content that you read in any of the testing booklets or writing prompts, and student responses. All materials must be treated as confidential. You are not to reproduce any materials, directly or indirectly, not to disclose the contents of these materials to anyone, not to discuss the test with anyone, not to take notes about what you read, and not to by any other means reveal the contents of the test.

We are certain that you share our concern that all assessment materials and student responses be handled in a professional, secure, and confidential manner. By signing this form, you agree to abide by these procedures as set forth in NRS 389.015.

**Please retain the original signed form with the school's test security documentation. (Do not forward copies to the Department.)**

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Teacher Name (please print)

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Date

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Signature

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School/Work

# Report of Testing Irregularity

## Nevada Proficiency Examination Program

2014-2015 School Year

This report must be completed within 14 days of the incident in which an irregularity in test security and/or test administration has occurred. A copy of this report is to be **filed with the test director in your school district**, who must immediately forward a copy of the report to the test security coordinator at the Nevada Department of Education. State public schools (not part of SPCSA) and private schools must forward the report directly to the Department.

**Address: 700 East Fifth Street, Room 107, Carson City, NV 89701**

**E-mail: [cmason@doe.nv.gov](mailto:cmason@doe.nv.gov) Fax: 775-687-9240**

For more information, contact Carol Mason (775-687-9260) at the Nevada Department of Education.

School: \_\_\_\_\_ District: \_\_\_\_\_ Date: \_\_\_\_\_

Name of School Principal: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Test(s) for which the irregularity occurred (check all boxes that apply):

HSPE READING:

GRADE 10     GRADE 11     GRADE 12     ADULT

HSPE MATH:

GRADE 10     GRADE 11     GRADE 12     ADULT

HSPE: SCIENCE

GRADE 10     GRADE 11     GRADE 12     ADULT

HSPE: WRITING

GRADE 11     GRADE 12     ADULT

CRT:

GRADE 3     GRADE 4     GRADE 5

CRT:

GRADE 6     GRADE 7     GRADE 8

NAA:

GRADE(S): \_\_\_\_\_

ELPA:

GRADE(S): \_\_\_\_\_

CTE:

TEST/SUBJECT: \_\_\_\_\_

**1. Provide a narrative description of the testing irregularity and how it occurred. (*Attach additional pages as necessary.*)**

**2. Indicate the names and positions of the individual(s) who were primarily responsible for the testing irregularity. (*Attach training logs and/or statements as necessary.*)**

**3. What is your best estimate of the damage to the Nevada Proficiency Examination Program that will or could result from this testing irregularity?**

4. ***Procedures for the Nevada Proficiency Examination Program*** and other publications distributed by the Nevada Department of Education contain provisions that should have prevented this testing irregularity.

Which procedure(s) was/were not followed?

5. What action has been taken to help ensure against future testing irregularities in your school?

6. Please provide your recommendation with regard to any further appropriate action that might be taken with regard to this incident.

7. What action was taken regarding students? Were answer documents coded as “invalid” (check one)? Yes \_\_\_\_\_ No \_\_\_\_\_

8. If question 7 is applicable, provide student information in the table below.

Last Name	First	MI	ID #	DOB	Subject(s)