

**Test Administration & Security:
Procedures and Professional Expectations
Manual
2017-2018**



Nye County School District

NYE COUNTY SCHOOL DISTRICT <http://www.nye.k12.nv.us>

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Test Administration & Security: Procedures and Expectations Manual

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Test Administration & Security: Procedures and Expectations Manual

Introduction

This testing procedures and expectations manual articulate the expectations for test administration and security in the Nye County School District. It is to be used by all licensed and classified employees who administer tests and/or examinations or who assist with and support the District and State testing programs. In addition to this manual, individuals should also reference 'Test Security Procedures' from the Nevada Department of Education (NDE) and the manuals specific to each assessment. Site Administrators and School Test Coordinators are required to read and become familiar with state, district, and test specific procedures.

This testing manual intends to simplify testing administration, security and confidentiality concerns that are of utmost importance to the consistency of the district-wide and state-wide testing programs. Unless otherwise stated, test security information outlined in this document apply to all state-mandated and district-mandated test administrations. The District and State employ electronic as well as paper and pencil based assessments. Though instructions throughout this Manual may reference paper and pencil assessments; unless otherwise stated, the same care, concern, and practice must be exercised as appropriate with electronic/web-based assessments.

Without security, confidentiality and standardized administration of our assessments, test and/or examination scores lack validity and cannot contribute appropriately to informed future decision-making.

Purpose of the Assessment Program

The purpose of the NCSD assessment program is to identify individual student needs and appropriate curriculum, critical content, or instruction modifications, based upon the skills, concepts, and content tested. District standardized competency testing shall also be used to monitor students' academic achievement growth over time. It is the intent of the district assessment program to gather and report data that are accurate, valid, reliable, fair, meaningful and professionally sound. The professional integrity of every licensed and classified employee of the district is, therefore, required for the effective implementation of this program.

The use of test and/or examination data is intended to inform staff of student progress as well as to encourage the analysis of results and to assist in planning for meaningful instructional improvement at every level (e.g., student, classroom, school, district). The statistical data and other information received from district assessments are most effectively used for diagnostic and prescriptive purposes to improve the quality of instruction.

Statement of Responsibility

Members of the Board of Trustees, the Superintendent, the Education Services Assessment personnel, school administrators, teachers, and other appropriate school personnel are responsible together for effectively implementing the state-mandated and district-mandated district-wide testing program.

- 1) Each teacher and other administrative or classified personnel involved with the testing program will annually acknowledge in writing that s/he has received a copy of the Test Administration & Security: Procedures & Expectations Manual and has read and understood its contents. The original acknowledgment will be stored in a locked, secured cabinet at each school/program site. Each teacher and other administrative or classified personnel involved with the testing program will attend the school site meeting where this information will be discussed. Each site will forward a copy of the group sign-in sheet(s) and the agenda from the review to the district office.
- 2) Each school principal will annually certify in writing that the expectations of the District and the State of Nevada will be met at the school level. Though the principal may choose to assign test scheduling and training responsibilities to another site administrator the principal remains ultimately responsible for test security and proper test administration. If the site acquires a new principal or vice-principal after the beginning of the school year, that individual will be required to complete and sign the state-required document. The original document will be submitted to the Nevada Department of Education. Copies will be kept at the school site and the district office. **Complete by October 1st.**
- 3) A school test security plan will be developed. A copy of each school test security plan will be filed with the assessment office at the Nye County School District's Administrative Office. **Complete by December 15th**
- 4) Each teacher, parent and student shall receive written notice of the state-required examinations for each school year. Middle and High Schools need to post the appropriate written notice for public review. **Complete by October 15th, unless delayed by Nevada Department of Education.**
- 5) The primary responsibility for test administration must not be given to unlicensed personnel, substitute teachers, student teachers, or parent and community volunteers. Site administrators and/or test coordinators will train substitute teachers in test administration procedures if a substitute teacher is responsible for assisting (proctoring) in the administration of any district or state examination. Certified long-term substitutes may administer assessment provided that they participate in the school's test security training.
- 6) A review of all test security procedures must occur prior to each administration of state-mandated tests. Test security documentation must be kept at the site for a minimum of four (4) years. This includes: school test security plans, training logs (agendas, sign-in sheets, etc), irregularity reports, principal verifications, and evidence from investigations. Documents related to test security investigations are confidential and may not be released to the public.
- 7) Test questions, approved answers, unreleased writing prompts, and answer documents containing student identifying information and/or responses are the confidential property of the NDE, and not public record. Disclosure is prohibited without written permission from the NDE (in the event a test director or other district official is conducting an investigation).

Parent/Guardian Notification

Notifying parents/guardians of students in the Nye County School District is considered to be an integral part of overall test orientation and preparation. All school administrators and teachers are encouraged to communicate with the parents/guardians of affected students regarding test dates and information prior to actual testing.

In accordance with State law and to maximize the opportunity for appropriate use of assessment results, **not more than 10 working days** after a school district receives the results of an examination, the superintendent of each school district shall certify that the results of the examinations have been transmitted to each school within the district. Except as otherwise provided, **not more than 15 working days** after each school receives the results of the examinations, the principal of each school shall certify that the results for each pupil have been provided to the parent or legal guardian of the student during a conference or by mailing the results to the last known address of the parent or legal guardian.

Site administrators and teachers are encouraged to share assessment data with students and parents. Assessments such as MAP provide useful tools and information for use with students and parents. When sharing data please be aware of FERPA and other privacy rules. 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 (FERPA) of the individual.

Assessment results provide one data point with which to make decisions. Other factors and data should be considered to inform instructional strategies and to make determinations about a student's educational opportunities.

Staff Training

At least 2 weeks prior to the testing window, each school principal shall conduct an explanatory meeting for all faculty and other appropriate school personnel involved with testing. Those individuals who serve as substitutes during the administration of the tests must also be trained in test administration and test security procedures. Each faculty member and all other appropriate school personnel shall be given a copy of this manual for personal use.

Training must be designed so that all licensed and classified personnel involved in any way with state or district assessments, are familiar with the policies and professional expectations contained within this manual and to cover the requirements as outlined in the Nevada Department of Education State Test Security Plan - Training Requirements, including:

- Instructions in proper handling of test materials, including electronically administered assessments;
- Instructions in proper test administration and security procedures;
- Information regarding protection of school district personnel regarding the disclosure of testing irregularities;
- Conditions related to testing, under which licensed staff may be suspended, dismissed, have their license revoked, or not reemployed.

Student teachers, teacher's aides, emergency substitute teachers, and parent and community volunteers who may assist with proctoring an examination, or who must be present in the testing environment for other reasons (e.g., medical professionals) must be included in test security training.

The principal of each school is also responsible for providing a refresher training prior to each state and district-mandated test administration focusing on specific requirements of the test being administered as well as an overview of test security procedures, taking into account the following requirements:

- Primary responsibility for test administration **must not** be given to unlicensed personnel, student teachers, teacher's aides, emergency substitute teachers, or parent and community volunteers.
- Only individuals who have received the annual test security and administration training and the test specific refresher training are allowed to administer or proctor an examination.
- All Staff administering District and/or State assessments should carefully review specific test administration and security manuals for each assessment.
- Test administration manuals should be distributed to individual test administrators soon after the test specific refresher training to provide sufficient time for review of test procedures and read aloud scripts. If the test administration manual contains secure material, schools will be informed of appropriate security procedures for advanced review of the manuals.
- Test administrators, coordinators, and proctors will be held responsible for complying with the contents of the test administration manuals. As such test administrators, coordinators, and proctors are to read and follow scripts and procedures. It may be useful to practice test scripts prior to the test administration and highlight scripts to be read and note tips for ensuring a smooth test administration.
- Each individual who is involved with the administration of state examinations will acknowledge in writing that he/she has participated in the annual and appropriate refresher trainings.

Training logs containing training agendas, dates and signatures of all participants must be kept at the school site and the district office for four school years.

Test Materials

Please carefully read all Test Administration Procedure information as contained in the individual test administration and coordinator manuals (eg. CTE, 3-8 state assessments, End of Course assessments, WIDA, MAP, etc.). Information in the Test Administration manuals may be different for each assessment and may be updated over the course of the year.

All hard copy writing test prompts, test and/or examination booklets, and teacher directions or manuals shall be counted by the appropriate office staff, numbered, and batched well in advance of the test and/or examination date to assure ample materials for the date of test and/or examination administration. Numbering of test and/or examination booklets also facilitates more efficient return of materials. At the district, site, and classroom levels all test booklets need to be logged in by serial number. It is the responsibility of the test administrator to log in his/her classroom test booklets by serial number. The sign-in/sign-out sheets are required to include dates and times.

Before and after a test has been administered, all materials need to be counted and promptly returned to the school's test coordinator. It is the responsibility of the classroom test administrator to account for all test booklets, students' responses, and scratch paper before students are allowed to leave the testing room for any reason. In the case when the school test coordinator must return documents and testing booklets to a state-designated vendor, all timelines and deadlines must be followed as prescribed by the Nevada Department of Education and the test vendor. The school's test coordinator will re-count the testing materials and verify the number of booklets that have been returned to the district office or to the state-required test vendor.

- Tests and secure online test access are not to be distributed to those who will administer them until the prescribed date for test administration (Exception: Materials for the Nevada Alternate Assessment

(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.

- Test tickets are secure documents and must be stored, distributed, and collected according to test security procedures. Under no circumstances may student-identifying information printed on the tickets be distributed via email or any other non-secure method.
- Test tickets must be collected when students complete a part of a test, and redistributed for administration of the second part.
- All documents containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than the principal or school test coordinator (or other designated individuals who require access).
- The secure storage may not be used for other materials to which unauthorized individuals have access. A sign-in/sign-out sheet including dates and times must be kept to track the movement and custody of materials.
- For paper test booklets:
 - District test directors (or school test coordinators if testing materials are shipped directly to the schools) must
 - Follow the directions from the testing vendor regarding the receipt of materials and the reporting of discrepancies.
 - Account for all test booklets and other testing materials immediately upon receipt from each school's test coordinator.
 - School test coordinators must
 - Maintain a log identifying the serial numbers of the test booklets assigned to each test administrator and the times materials were picked up.
 - Account for **all** test booklets and other testing materials immediately upon their return from each test administrator, including signatures and times materials were returned.
 - Test administrators must
 - Account for **all** test booklets and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason.
 - Place test booklets in serial number order and return all materials to the school test coordinator before the end of the school day.
- All required materials (EG – pencils, test booklets, answer sheets, test tickets, scratch paper) must be provided to each student. All materials used during testing are considered secure and must be documented and collected.
 - Before a student is permitted to leave the testing area for any reason, collect and account for all testing materials including test tickets, test booklets, paper/pencil student responses and scratch paper, other permissible aids, and require students to log out of (or pause for supervised breaks) online assessments prior to dismissal from the testing session.
 - Monitor student use of scratch paper to avoid cheating.

- When not in the school's locked test storage cabinet or in use for classroom test administration, test and/or examination materials, including paper/pencil student responses/answer sheets, should not be left in any area to which students or others have unsupervised access. Testing materials must be secured with limited access at all times whether by the test coordinator or during use by the classroom test administrator.

On completion of testing, district test directors (or school test coordinators if testing materials are shipped directly to the schools) must return the materials in accordance with the procedures outlined in the test coordinator manual for the specific assessment.

Scheduling, Test Timing, and Breaks

Accurate timing of all tests is important to ensure the reliability of the results. The administrative test instructions, accompanying teacher directions or manuals, and other materials specify the time limits, if any, for each test, examination, or subtest. Administrators and teachers, in cooperation with the District Office personnel, are responsible for implementing and monitoring the specified time limits.

- As specified for certain state assessments, as well as district MAPs, a student may be provided additional time in a test-conducive environment as long as they are working productively.
- Test administrators must 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 or session.
- Procedures for breaks are included in the specific test administration manuals and must be followed as indicated.
- It is not permitted to excuse students to lunch, recess, another class or school activity prior to completion of a part or session of a test that does not permit students to resume testing after a lengthy or unsupervised break.
- Students may not return to a previously-administered section or part of a paper or computer-based non-adaptive assessment and any other single-day administration tests after an unsupervised break or on a subsequent day.
- Students must be overseen by licensed personnel while having access to test materials and during supervised breaks.

Please review all procedures for breaks in specific test administration manuals. Procedures must be followed explicitly. Review the Emergency Plan during Testing and review for implementation at your site.

Nevada law states when state examinations are to be administered. The Nevada Department of Education prescribes the specific date or testing window (range of dates) during which an examination will be given. Dates for all state assessment activities are subject to change per the Nevada Department of Education and State Board of Education.

Testing Environment

All students will have the opportunity to test under the same conditions regardless of physical location.

- Place-value indicators, number lines, charts, posters, or any materials that provide specific factual information or guidance (EG – definitions, test-taking strategies, multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts, graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques, etc.) must be removed or covered with blank, opaque material.
- The following aids may be displayed, but individual copies may not be provided to students for their use during the test, unless otherwise specified in the testing administration manual:
 - Writing scoring guides provided by the Department of Education;
 - Word walls and word lists that do not include definitions, visual cues (including color coding), or labels.
- Materials provided by the Nevada Department of Education may not be paraphrased or modified (except for enlargement by authorized district staff).
- All materials needed for the assessment should be provided to the student before the assessment begins. At no time should students be ‘rummaging’ for additional materials or resources.
- Parents or guardians of students who are testing and students who are not participating in a specific test must not be allowed in the testing room during administration. Students should not be placed in a test session with a test administrator or proctor who is a family member.
- A sufficient number of test administrators shall be provided to adequately supervise and monitor the assessment. Primary responsibility of administering state-required tests must be an employee with a teaching or administrative license.
 - State-required assessments must be administered during their specific testing windows.
 - Unlicensed personnel may assist in the proctoring of these exams.
 - When at all possible, schools should arrange for reading, writing, mathematics, and science state-required tests to be administered by licensed staff who do not teach the subject being tested.
 - At least one test administrator and a sufficient number of proctors must be provided in each testing room to adequately supervise the testing. Whenever possible a ratio of one proctor to not more than 30 students is strongly recommended.
 - At no time shall students be left unattended with test materials.
- Students must be given the opportunity to take assessments for which they are qualified to take per State or District instructions. Administration of examinations to students not eligible to take them is prohibited.
 - Students are permitted to complete a test one time at a school within a test administration window. If a student transfers during a testing window and the new school tests the new student in error, it is not a test irregularity. If, however, there are repeated occurrences of this same practice, a school may be cited for corrective action. District test administration personnel are responsible for unlocking and resetting as appropriate.
 - Test administrators will be accountable for verifying the identities of students who enter the room where assessments are administered. A photo I.D. may be required of secondary students. If a secondary student who is unfamiliar to the test administrator leaves and re-enters the testing room, the test administrator must require the student to present his/her photo I.D. Students who are not taking the exam should not be allowed in the test administration room.
 - Repeated instances of testing the students more than one time, testing ineligible students and/or the inability to recover a lost test booklet, will result in a corrective action plan for a school site.

- Per applicable Nevada law, parents of homeschoolers who wish for their child to take a high school level assessment, must sign a form that is available from the Nevada Department of Education to verify their child’s eligibility. Please have parents contact the District Assessment Office at 775-727-7743.
- Unless approved through the IEP process for a special education student, the presence of electronic devices in the assessment setting is prohibited. Cell phone (or other electronic device) ringing or use during a test (by staff or students) is a test irregularity.
- At no time should test and/or examination materials be left unattended, unless in a locked, secure cabinet.
- For all assessments, food and beverages are only permitted during a supervised break.
- All individuals present in the testing room – including students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room – must be documented.

Administration of Examinations

- Test administrators and proctors (individuals assisting test administrators) must monitor students to ensure they are working independently and adhering to procedures. It is **not** appropriate to engage in other activity (e.g., grading assignments, checking emails) during test administration. Test administrators shall continually monitor the room during the time allocated for the test. Sitting down throughout the entire assessment period is inappropriate.
 - Be aware of student activity during testing. Do not read or do other activities that take attention away from students.
 - Turn off and store all personal and classroom electronics, including cell phones, tablets, etc. Reference the site test security plan for the protocol to communicate between test administrators and test coordinators during an assessment.
 - Computers should only be used for accessing the test administration portal as required. The testing computer must be secured and monitored throughout the testing session.
- During test administration, test administrators shall closely and frequently monitor to see that each student is progressing satisfactorily.
 - Ensure that accessibility features and accommodations have been appropriately assigned (online testing) and/or accommodations and other permissible materials provided prior to students beginning a test.
 - The test administrators must NOT provide assistance that will inadvertently reveal an answer or help eliminate answer choices (EG) pointing out the reasoning underlying an item, referring to previous instruction about a specific skill or objective, answer coaching or prompting (“check your work”, “good job”, “keep trying” or other visual cues), or direct the student’s attention to any materials in the room for the purpose of enhancing test performance. Indicating a correct or incorrect response in any manner is a violation of ethical testing practices and professional expectations.
 - The teacher/proctor must ascertain that all students understand the directions for taking the test.
 - The test administrator must read and follow the script in the test administration manual. The script must be read verbatim (word-for-word).
- Test administrators or proctors authorized to view test content in order to provide specific documented testing accommodations or designated supports, or as needed for administration of the NAA or ELPA, must read and sign the ‘Confidentiality Agreement Form’ as provided by the Nevada Department of Education. The form must be reviewed and signed prior to test administration, collected, and retained with the school’s test security documentation for four years.
- Students may not provide assistance of any kind to other students during a testing session. This includes not providing assistance with navigation or embedded tools and technology for computer-based tests.

Interaction between students during a test session or while in possession of secure test materials is prohibited.

- Students who finish early and are not excused from the test session may read paper materials only (not using electronic devices). Test materials must be collected prior to a student accessing reading materials. Pencil-and-paper activities (drawing and writing) are prohibited.
- Failure to strictly adhere to consistent and uniform test administration procedures, including student cheating, may result in the invalidation of student scores.
 - It is essential for test administrators to carefully follow all instructions provided for test administration and to monitor student progress continuously during the assessment period. It is important to carefully observe unusual behavior of students during the test administration. It will be necessary to investigate and possibly report such behavior if it is determined that the behavior is directly related to a breach of test security and/or irregularity.
 - Photographing, recording, or otherwise transmitting any part of a test or testing session is prohibited unless the activity is required for the administration of an assessment. Photographing testing sessions is only permitted for school test coordinators, principals, or district test directors, for the purpose of a test security investigations.
 - Before/during/after test administration teachers/proctors/students and others with access to test content must not make written notes regarding, or electronic copies of specific test and/or examination tasks, items or problems, graphics or illustrations, or any other secure material or content while administering tests and/or examinations. Such breaches of testing procedures shall be cause for severe disciplinary action.
 - Monitoring software that would allow test content on student workstations to be viewed or recorded on another computer during testing must be turned off.
 - Students who are found guilty of cheating or plagiarizing on any state or district interim or summative assessment or are found in possession of a prohibited electronic device during a test administration period will have their response/answer document or online test invalidated and may be subject to other school and/or district disciplinary action.
 - Please review specific invalidation procedures in the Test Administration Manual for each assessment. Special circumstances, interruptions, or distractions that affect individual or group performance may result in the invalidation of subtests.
 - There are 'no appeals' for invalidations of student tests resulting from student cheating/misconduct.
- Security threats to online test administrations include, but are not limited to the following:
 - Cheating threats:
 - Colluding with others
 - Using cheating aids
 - Using a proxy test taker
 - Copying answers from other test takers.
 - Stealing threats:
 - Capturing content by digital photography devices
 - Transcribing questions verbally (on paper or recording device).
- Test items, approved answers, and unreleased writing prompts are the confidential property of the entity that created the examination. Answer documents with pre-id information, online test records including test tickets with student identifying information or responses, along with secure test materials are confidential and disclosure is prohibited.
 - Concerns about the contents of a test item, problem, question, or task must be communicated directly to the test coordinator or school principal the same day of the test administration. Necessary details must be provided (e.g. test subject, grade level, name of test/part, item number,

- version if paper test, student name and ID, and a general statement about the issue or concern). The test coordinator will forward the concern to the District Assessment Coordinator.
- Test administrators and proctors are not to review items/tasks. The reading of test items and passages by anyone other than the students being tested unless indicated in the test instructions or accommodations, is prohibited. Knowledge or review of actual test content is not necessary for valid test administration.
- **Unlocking Performance Tasks**—online tests lock down each night or when a student submits a test for scoring. Unlocking a test allows a student to access a test that has expired or has already been submitted.
 - If an *expired* test is unlocked, the test will reopen at the location at which the student stopped testing. The student will be able to review items within the current segment of the test, but cannot return to previous segments.
 - If a *submitted* test is unlocked, the test will reopen at the last page of the test.
 - For **interruptions** in testing, the NDE grants permission to district test directors or their designees to unlock tests if:
 - A student is unable to complete a test due to a technological difficulty that results in the expiration of the test (**must** be reported as a testing irregularity).
 - A student is unable to complete a test before it expires due to a sudden illness or unanticipated school closure (**must** be reported as a testing irregularity).
 - For instances of **human error, when discovered on the day of testing**, the NDE grants permission to district test directors or their designees to unlock tests if:
 - A student begins a part of the test unintentionally (e.g., logging in to ELA Performance Task Part 2 instead of Part 1). The student should stop the test as soon as the error is noticed and should be directed to log in to the appropriate test part. The district test director or their designee must unlock the test part that was begun erroneously prior to administration of that part (**must** be reported as a testing irregularity).
 - A student unintentionally submits a Performance Task before completing it if the incident is reported **immediately** and the test is unlocked and completed the same day (**not** reported as a testing irregularity).
 - Students must be logged out of computer-based tests prior to being dismissed from a testing session. Proctors must be logged out of the browser or online platform (as appropriate) and the room secured before leaving an area where computer-based tests are administered.
 - Collect materials from the student at his/her desk or workstation before dismissing a student from a testing session or transitioning them to another location. Do not permit students to carry/transport secure testing materials. Test materials include:
 - Test tickets
 - Test booklets
 - Paper/pencil student responses
 - Formula sheets
 - Scratch paper
 - At no time during testing shall students be left unattended with test and/or examination materials.

Reporting Suspected Testing Irregularities

A school official, student, or parent who has reason to believe that a violation of the state or district test security plan has occurred are strongly encouraged to report any suspected testing irregularities in administration or security to the site principal/test coordinator. If the site principal/test coordinator is potentially involved in the suspected testing irregularity the report should go directly to the district test coordinator.

Nevada Revised Statutes:

1. State provides 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. **(Whistleblower Protection).**
2. A school official shall not directly or indirectly use or attempt to use his or her official authority or influence to intimidate, threaten, coerce, command, influence or attempt to intimidate, threaten, coerce, command or influence another school official in an effort to interfere with or prevent the disclosure of information concerning irregularities in testing administration or testing security.
3. As used in this section, "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.
4. If any reprisal or retaliatory action is taken against a school official who discloses information concerning irregularities in testing administration or testing security 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.
5. A person who willfully discloses untruthful information concerning irregularities in testing administration or testing security: is guilty of a misdemeanor; and is subject to appropriate disciplinary action.
6. 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.

The following sequence must be followed in the event of any alleged, suspected, or reported breach of test security or unauthorized disclosure of test (state and district) content:

- The situation must be reported to the school principal/test coordinator within 24 hours.
- The school principal/test coordinator must report the incident to the District Test Director within 24 hours of the time the suspected incident has been brought to his/her attention.
- For state assessments, the District Test Director will immediately upon receipt of the report of a suspected incident report that incident to the Nevada Department of Education test security official.
- For all assessments, the District Test Director will report the incident to appropriate district level administrators.
- Within 5 days, the school principal must provide a completed Report of Test Irregularity to the District Test Director.
- For state assessments, the District Test Director will provide the completed Report of Test Irregularity to the Nevada Department of Education within 14 days of receipt.
- The District Test Director will provide updates to appropriate district level administrators.

Examples of Common Test Security Incidents include, but are not limited to:

- Viewing assessment content or student responses.
- Possession or use of electronic devices.

- Accessing prohibited material.
- Answer coaching or prompting (e.g. pointing out the reasoning underlying an item, referring to previous instruction about a specific skill or objective, answer coaching or prompting (“check your work”, “good job”, “keep trying” or other visual cues), or direct the student’s attention to any materials in the room for the purpose of enhancing test performance). Indicating a correct or incorrect response in any manner is a violation of ethical testing practices and professional expectations.
- Allowing untrained persons to participate in testing.
- Student answer copying or sharing.
- Recording or ‘harvesting’ assessment content.
- Academic content visible on walls of testing room.
- Solicitation, receipt, distribution, or use of secure test content.
- Loss of testing materials.
- Fraudulent manipulation of student attendance or enrollment records.
- Approval of unjustified testing accommodations.
- Seating manipulation or ‘buddy systems’.
- Teaching with secure test content.
- Pre-filled answers.
- Interfering with student responses.
- Test Administrator/Proctor negligence.

Investigations of Suspected Testing Irregularities

- All evidence and documentation related to test security investigations is confidential.
- All reports of suspected or alleged testing irregularities shall be investigated by the school district and/or the Nevada Department of Education.
 - If investigated by the school district, the District Test Director will work collaboratively with the school principal/testing coordinator to investigate the allegation after submitting of the completed Report of Test Irregularity.
 - All findings will be reported to the Nevada Department of Education test security office.
 - If investigated by the Nevada Department of Education, the Department has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the Department’s requests for documentation and information relevant to the investigation.
- All investigations will be conducted as prescribed by Nevada Department of Education and NRS.
- A school principal will be required to file a corrective action plan with the Department under conditions which include, but are not limited to, the following:
 - When an investigation reveals that the testing irregularity resulted from inappropriate school-level 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, the following:
 - When an investigation reveals that the testing 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

- The Department test security coordinator will forward information regarding a testing irregularity to the Deputy Attorney General for review if an investigation reveals that a licensed employee of the school district or charter school (a) was responsible for a breach in the security or confidentiality of the test's questions or answers, or (b) intentionally failed to observe and carry out the requirements of the district and state test security plans.
- If the information is forwarded to the Deputy Attorney General, the Deputy Attorney General and the Superintendent of Public Instruction shall determine if there is sufficient evidence to issue a charging document against an individual or individuals.
- 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 a test's questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan, the Department test security coordinator will report this finding in writing to the district 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 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 testing irregularity and the intent of the individual's actions are factors considered in evaluating the appropriateness of suspension or revocation of license.

Consequences for Failure to Implement Test Security Plan

The intentional failure to observe and carry out the requirements of the State and District test security plans are outlined as:

- A school district employee may be suspended, dismissed, or not re-employed as a teacher. In addition, a notice of complaint will be issued to the licensee;
- A school district may demote, suspend, dismiss, or not re-employ an administrator;
- The State Board may suspend or revoke the license of a teacher, administrator, or other licensed employee;
- A classified employee may be demoted, suspended, dismissed, or not re-employed.

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 10
 - End-of-Course Examinations
 - End-of-Course Examinations
 - College and Career Readiness Assessment
 - NWEA Reading Assessments 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.

Nye County School District (NCS D) Emergency Plan during Testing

Emergency Situation Requiring Evacuation

- The test administrator instructs students to place their answer sheet in the test booklet, close the booklet, and leave the booklet on the desk. Online tests must be paused or students logged out of the browser or platform prior to dismissing students from a computer-based testing session.
- Proctors for online test must be logged out and the room locked before leaving an area where online tests are being administered.
- Test administrator quickly scans the room to see that test booklets are visible on student desks or students have left all secure materials at their workstation.
- Test administrator is last person out of the room, locks the door, and follows the school's emergency plan.
- Students are instructed not to engage in conversation nor discuss items on the test at any time during this process.
- Test administrator closely monitors the students during the evacuation process.
- Test administrator should note the time of the interruption so that he/she can allow the students the remaining amount of time that is left for the examination.
- Ultimately student and staff safety come first.

Upon Return to the Classroom after an Evacuation

- The test administrator is the first to enter the classroom. Students must wait to be seated.
- Test administrator collects the test booklets, seats the students, and accounts for all test booklets and materials. Students taking online tests are to be seated in their same seat and all secure materials are verified for each student.
- After all test booklets and other materials have been accounted for, the test administrator returns the test booklets and answer documents to students and follows the test manual directions regarding the remaining time. For online assessments, the test administrator instructs students how to resume tests, following the guidance in the specific test administration manual.
- At the earliest convenience, the site principal/test coordinator is to notify the District Test Director of the incident and complete the test irregularity report.

Lock Down Procedures

- The test administrator follows the same procedures as for 'Evacuation' except students must remain in the room according to the school's lock down procedures.

Power Outage

- Online tests will automatically suspend. All secure test materials should be collected from student workstations and students are instructed not to discuss the items on the test.
- For paper-based assessments testing may resume if it is determined that there is sufficient light.
- For paper-based assessments if it is determined that there is insufficient light complete the following:
 - Test administrator instructs students to put their answer sheets in the test booklets and close the booklets.
 - Test administrator collects all testing materials.
 - Site principal/test coordinator locates a viable test room.
 - Students are instructed not to discuss the items on the test at any time during the relocation process.
 - Test administrator should closely monitor students while they are in transition.
 - Test administrator and site principal/test coordinator will carry the test materials and escort students to the new testing room.
 - Test administrator should document time of interruption so that he/she can permit students the remaining amount of time for the examination.
 - Test administrator redistributes the test materials to students and begins testing.
 - At the site principal/test coordinator's earliest convenience they are to notify the District Progress Monitoring Office personnel of the incident and complete the test irregularity report.

Students Becomes Ill on a Test or at their Workstation

- Paper-based: if a student becomes ill and vomits on the test, the test must be placed in a sealed plastic bag. The student should be escorted to the nurse. All steps in the process for the cleaning of biohazardous waste must be followed. See your site administrator and custodian for specifics.
- Computer-based: The online test should be suspended and the student escorted to the nurse. All steps in the process for the cleaning of biohazardous waste must be followed. See your site administrator and custodian for specifics.

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School: _____

School Year: 2017-2018

**Test Administration & Security: Procedures and Expectations
Manual – Personnel Acknowledgment
Nye County School District**

My signature below indicates that I have received a copy of NCS D’s Test Administration & Security: Procedures and Expectations Manual (Manual) for the 2017-2018 school year.

- ◆ I have reviewed the information the *Manual* contains, have read, and understand it.
- ◆ I attended a training meeting regarding test administration, test security, and test confidentiality provided by my site administrator.
- ◆ I am responsible for reading, understanding, and carrying out the procedures for specific assessments as directed by vendor distributed manuals and/or online instructions for each assessment that I may be assigned to administer or support.
- ◆ I understand and will carry out my duties and responsibilities for test security and confidentiality.
- ◆ I will not photograph, record, or in any way transmit part of all of a test or test session; I will not read, review, copy, distribute, or teach secure test and/or examination items.
- ◆ I understand that I will need to complete a *Confidentiality Agreement Form* (NDE) if I will be viewing test content in order to provide specific documented accommodations or designated supports, or as needed to administer the NAA or ELPA.
- ◆ I understand this agreement will be kept in the locked test storage cabinet for four (4) years. In the event of questions or unforeseen circumstances, this agreement will be used as a reference.

This agreement must be reviewed, signed, and returned to your school’s principal.

Employee name (please print): _____

Employee’s signature: _____

Position: _____

Site/Location: _____

Date: _____

Test Administration & Security: Procedures and Expectations Manual Personnel Acknowledgment forms will be kept on file, in a locked cabinet with other assessment information at each school site for four years. The expectation is that all licensed staff, as well as classified staff who have access to district and/or state assessment materials and student assessment data, must review the Manual and sign this agreement prior to participating in District or Site assessments.

Report of Testing Irregularity

Nevada Department of Education (NDE) State Assessment Program

2017-2018 School Year

The school principal, test coordinator, or designee must complete this report immediately and **submit it to the district test director or designee**. The district test director or designee must upload a copy of the report to the district's Test Security folder on the NDE Bighorn Portal within 14 school days of the incident. Schools not affiliated with a district must upload the report directly to the Bighorn Portal.

School: _____ District: _____ Incident Date: _____

Name of School Principal: _____ Report Date: _____

Name and Title of Person Completing Report: _____

CRT/SUMMATIVE (GRADES 3–8 ELA AND MATH)

GRADE(S): _____ ELA/MATH: _____ CAT/PT: _____

SCIENCE 5, 8 AND 10

GRADE 5 GRADE 8 GRADE 10

NWEA

K–3 READING

END OF COURSE

ELA I ELA II COMBINED ELA EOC SCIENCE

MATH I MATH II INTEGRATED MATH I INTEGRATED MATH II

WIDA/ENGLISH LANGUAGE PROFICIENCY

WIDA GRADE(S): _____

SPEAKING LISTENING READING WRITING

NEVADA ALTERNATE ASSESSMENT (NAA)

NAA GRADE(S): _____

ELA MATH SCIENCE

CAREER AND TECHNICAL EDUCATION

CONTENT AREA: _____

WORKPLACE READINESS SKILLS END-OF-PROGRAM TECHNICAL ASSESSMENT

RESPOND TO EACH QUESTION COMPLETELY AND ACCURATELY.

1. **Provide a detailed description of the irregularity, including how it occurred, how and by whom it was discovered, and the outcome (e.g., tests were unlocked, students resumed testing another day, misplaced test tickets were located, etc.).**

2. **Indicate the names and positions of the individual(s) responsible for the irregularity. Attach training logs and/or statements as necessary. EACH STATEMENT MUST BE A SEPARATE ATTACHMENT, and must include the name and position of the person submitting the statement.**

3. **Describe site corrective action, if applicable. (What action has been taken to help ensure against future testing irregularities in your school?)**

Confidentiality Agreement Form

Nevada Department of Education Assessment Program

2017-2018 School Year Only

This form is to be completed prior to test administration by a test administrator, proctor or other designated individual who is authorized to view test content in order to provide specific documented accommodations or designated supports; or as needed for administration of the Nevada Alternate Assessment or English Language Proficiency Assessment/WIDA; or who is otherwise required to be present during test administration (e.g., medical professionals). Test security procedures must be strictly adhered to in test administration 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 and/or designated supports on state assessments, you have access to materials that are secure. This includes any content read in the online testing materials, student responses, test booklets, or writing prompts. All materials must be treated as confidential. Do not to reproduce any materials, directly or indirectly, disclose the contents of these materials to anyone, discuss the test with anyone, take notes about what you read, or 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.

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

Name (please print)

Date

Signature

School/Work