

Humboldt County School District TESTING GUIDELINES and PROCEDURES 2020-2021

TEST SECURITY PROCEDURES, POLICIES AND PROFESSIONAL EXPECTATIONS



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Introduction

THE CONTENTS OF THIS MANUAL ARE SUBJECT TO CHANGE, PENDING NEVADA OF EDUCATION (NDE) POLICY REVISIONS.

This manual, in accordance with Nevada Revised Statutes (NRS) 390.250 through 390.430, inclusive, is designed for district test directors, building principals, school test coordinators, test administrators and test proctors. Test security procedures must be understood and adhered to by all district and school personnel involved in test administration or handling of materials related to state assessments. Unless otherwise stated, test security procedures apply to all state-mandated test administrations, including actual (live) as well as field and pilot tests. **Strict adherence to procedures protects the integrity of the State assessment program, and ensures consistency in test administration, security of test materials, and the validity of scores. Failure to adhere to the procedures outlined herein may result in state-administered corrective action, including, but not limited to, invalid scores and/or licensure sanctions.** The statutes provide whistle blower protection to school employees who report incidents of testing irregularity and provide penalties for school personnel who fail to adhere to state or district test security plans.

All questions and reports of testing irregularities must be directed to the HCSD Testing Director. Reports of Testing Irregularity should be submitted first using the Caveon Core Humboldt County Link. Those reports will be sent to the HCSD Testing Director, who will forward the reports to the Department's test security coordinator.

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Participation

Nevada's system for assessing students consists of different tests administered to students enrolled in public schools, including charter schools, in specific grades and programs. All students enrolled in public schools, including charter schools, at a grade level where a mandated test is administered statewide, must participate in testing.

Federal and state requirements have been aligned so that **all** students must participate fully and meaningfully in the state assessments. Students with disabilities and students classified as English Learners (EL) must also participate and might use accommodations and/or designated supports, as appropriate. Additional information is available on the NDE website. For information regarding testing special-needs students, HCSD employees must refer to the Usability, Accessibility, and Accommodations Guide (UAAG).

Home-Schooled Students

Home school students are eligible to participate in state testing upon request. The home school student must contact the district test director at least 30 days prior to the test date. The district test director will coordinate with the individual school sites and families to ensure home-school students

have an opportunity to test. To access test specific information and dates of administration review the HCSD Testing Calendar 20-21 found at www.hcsdnv.com.

District Test Security Plan

Humboldt County School District (HCSD) has set the following procedures to ensure the security of all state- and district-mandated tests. This plan encompasses all HCSD schools.

The HCSD Board of Trustees shall adopt and enforce a plan setting forth procedures to ensure the security of all state- and district-mandated tests (NRS 390.275). This plan must apply to all public schools in the district, including district-sponsored charter schools. By September 1 of each year, districts must submit plans to the State Board of Education and the Legislative Committee on Education.

The district plan must be consistent with the procedures outlined in this document and must include the following criteria:

- Procedures by which students and other individuals may, and are encouraged to, report irregularities in test administration and test security
- The manner in which the school officials will contact the school district board of trustees regarding reports of testing irregularities and how the board will, in turn, notify the NDE (includes the board identifying the district test director or other district official to act as its designee for reporting purposes)
- Procedures necessary to ensure security of test materials and consistency of test administration
- Procedures that each school will use to verify the identity and eligibility of students testing
- Procedures for online test administration
- Procedures that set forth actions that must be taken in response to a reported irregularity in test administration or test security, including actions that must be taken during an investigation of the irregularity and identifying the individuals responsible for the actions in each category

On or before September 30 of each year, the board of trustees of each school district and the governing body of each charter school shall provide a written notice regarding the examinations to the following individuals (NRS 390.275):

- All teachers and educational personnel employed by the school district or governing body
- All employed personnel who are involved in test administration
- Students who are required to take the examinations
- The parents or legal guardians of these students

The written notice must be prepared in a format that is easily understood and must include a description of the following procedures:

- The district test security plan

- Action that may be taken against personnel and pupils for violations of the plan or for other testing irregularities

School Test Security Plans

Each school participating in state assessments will produce a school test security plan that will be kept on file at the school site and the district office for three consecutive school years. The school plan must be consistent with the procedures outlined in the state and district plans and must include, but is not limited to, the following provisions:

- Site-specific provision for locked storage and access
- The manner in which test materials will be distributed, collected, and returned
- The names and titles of the individuals responsible for carrying out the procedures
- Procedures to ensure compliance with testing accommodation plans
- Procedures for online test administration
- Certification that computers are prepared for online testing
- Plan for dealing with emergencies during testing
- Procedures for handling students who require additional time for testing, students who become ill during testing, responding to technology malfunctions, and evacuation protocol.
- **District and/or NDE assessment personnel may conduct unannounced onsite observations or audits to verify implementation of school test security plans.**

Testing Locations and Prescribed Dates

Nevada Administrative Code (NAC) 389.051 prescribes when NPEP examinations are to be administered. The Nevada Department of Education prescribes the specific date or range of dates on or during which an examination or examinations must be given. Examinations given at times other than those prescribed must be approved with the Department of Education consultant who manages the specific examination program before proceeding to administer an examination on another date. To ensure proper test administration, the following procedures must be adhered to:

- The HCSD Test Director will be responsible for creating an annual testing calendar that aligns with the Nevada Department of Education's testing window for all mandated state testing. School districts have the discretion to shorten the testing window ensuring compliance to the outlines state testing window timelines
- Examinations must be administered by licensed employees of a district or charter school who are trained in 2020-2021 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, and emergency substitute teachers may act as proctors and not as test administrators. All individuals that are in the room including any unauthorized individuals who enter the room during testing must be documented on the sign in/out list.

- EXCEPTION: Qualified paraprofessionals who have certified on the WIDA website (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 2020-2021 test security and administration procedures.

Assurances from Principals

The school principal must be familiar with the prescribed procedures for the physical security of all test materials and proper test administration. Although the principal may assign test scheduling and training responsibilities to a school test coordinator, the principal is ultimately responsible for all testing activities, and must agree in writing to comply with test security and administration procedures; investigations conducted by the state and/or district; and the requirement to provide annual test security training and refresher training.

- The district test director will obtain the principals' written assurances and submit them collectively to the NDE as follows:
- Collect and submit electronic copies to the NDE Assessment Administrative Assistant on or before September 15 (NAC 389.054). If a new principal joins the school after the original submission, the school must submit a replacement form with an updated signature.

Training Requirements

In accordance with NRS 390.300, the Nevada Department of Education has established a program of education and training regarding the administration and security of state-mandated examinations. **District test directors must certify that all school test coordinators and appropriate district personnel have participated in the NDE's program of training. The NDE may request proof of training as part of the investigative process.** Upon approval by the Department, the board of trustees of a school district or the governing body of a charter school may establish an expanded program of education and training if the expanded program complies with the program established by the Department.

Humboldt County School District in conjunction with the Nevada Department of Education Guidelines ensures that the state-established program of education and training be provided annually to the following individuals:

- All teachers and other educational personnel who provide instruction to pupils enrolled in a grade level that is required to participate in state examinations
- Other personnel who are involved with the administration of state examinations, including individuals who will be expected to administer or proctor an examination in the event the assigned test administrator and/or proctor should become unavailable during the day(s) of testing
- All other school personnel as the district or school deems necessary
- 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)

In accordance with NRS 390.300, the training and education is otherwise available for all personnel who are not required to receive the training and education as outlined above. A list of definitions and responsibilities for school personnel involved in test administration is included in the Appendix.

The principal of each school is responsible for providing complete training annually in test security and test administration for all school personnel who will be involved with the testing process. Schools must have a signature sheet indicating that school personnel and any others who assist in any way with the administration of state-mandated tests have been trained on proper administration procedures and security issues. Signature sheets must be kept for a minimum of three (3) years. The principal is responsible for submitting the Verification of AB 214 form to the HCSD District Test Coordinator.

The principal of each school is also responsible for providing a refresher training and documenting the meeting by submitting the Verification of AB 214 Refresher Training prior to each state-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 only be given to licensed Nevada educators.**
 - **EXCEPTION:** Qualified paraprofessionals who have certified on the WIDA website for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of the WIDA. Administration must occur under the direct supervision of assigned, licensed personnel who are trained in the 2020-2021 test security and administration procedures.
- Only individuals who have received in the annual test security and test administration training and the refresher training are permitted to administer or proctor an examination unless a special training has been provided for them prior to administration of the test.
- Training must address the following practices:
 - Instructions in proper handling of test materials, including test tickets
 - Instructions in proper test administration
 - Security procedures as outlined in this document
 - Additional security procedures as outlined in the district test security plan
 - Information regarding protection of school district personnel regarding the disclosure of testing irregularities (See "Protection of School District Personnel" in the appendix at the end of this section.)
 - Conditions related to testing, as stated in NRS 391.312, under which a teacher may be suspended, dismissed, or not reemployed
 - Conditions related to testing, as stated in NRS 391.312, under which an administrator may be demoted, suspended, dismissed, or not reemployed
 - 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

Each individual who is involved with or required to be present during (e.g., medical professionals) the administration of state examinations will acknowledge in writing or electronically that he/she

has participated in the annual and/or refresher training and that he/she has been informed of and understands the following:

- All information provided by the school district related to proper test security and test administration
- The potential consequences for failure to observe and carry out the requirements of the state and district test security plans
- The potential consequences for failure to comply with the state and district test security plans

Training records/acknowledgements containing dates and signatures of all participants must be retained for three consecutive school years. District test directors must certify that all school test coordinators and appropriate district personnel have participated in the Nevada Department of Education's program of training. NDE may request proof of training as part of the investigative process.

SECURITY OF TESTING MATERIALS

SECURING TESTING MATERIALS

- Any materials 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). Under no circumstances may student-identifying information printed on the tickets be distributed via email or any other non-secure method.
- 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.
- Secure testing materials, including test tickets, must remain in secure storage until the prescribed date for test administration, and must be handled securely during and after testing (i.e., under the supervision of or in the custody of a licensed Nevada educator).
- For paper/pencil test materials: School test coordinators must follow the directions in the Test Coordinator's Manual regarding the receipt and return of materials and the reporting of discrepancies.

BEFORE TESTING

- The school principal must ensure that all personnel who will be participating in assessment-related activities receive a refresher training prior to the beginning of the school's testing window for each assessment.
- School test coordinators are responsible for scheduling test sessions, assigning test administrators and proctors, and creating student seating charts. At least one test administrator and a sufficient number of proctors must be provided for each testing room to supervise testing

adequately. A ratio of one test administrator to not more than 30 students is strongly recommended.

- Embedded testing accommodations and designated supports must be selected for the appropriate students in the online testing system prior to test administration. Non-embedded accommodation and designated support information must also be provided to test administrators.
- Instructional materials or any other materials that provide specific factual information or that might assist students in responding to test questions must be removed or covered with blank, opaque material.
- “TESTING—DO NOT DISTURB” signs should be placed on testing room doors and in halls and entrances, rerouting hallway traffic in order to promote optimum testing conditions.

DURING and AFTER TESTING

TESTING ENVIRONMENT

- The testing environment must be quiet and free of distractions.
- The test administrator’s computer must be secured and monitored throughout the testing session.
- 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.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Parents or guardians of students who are testing must not be allowed in the testing room (EXCEPTION: see Testing Homebound Students regarding medical caregivers).
- Student desk/table tops must be cleared of any material not specified in the Test Administrator’s Manual. Students may not access additional materials unless documented as testing accommodations or designated supports. Unauthorized possession of non-permissible materials may result in invalid scores.
- Material that is affixed to desk tops must be covered with blank, opaque material.
- Cell phones and smart watches are collected and stored prior to distributing test materials (EXCEPTION: students with a continuous glucose monitor app). Test administrators and proctors should avoid cell phone and smart watch use unless it is the only means of contacting administration regarding testing issues.
- Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is required for test administration as indicated in the Test Administrator’s

Manual, or when the school test coordinator, principal, or district test director is collecting evidence related to a **test security** investigation.

- Food and beverages are only permitted during a supervised break. Procedures for breaks are included in the Test Administrator’s Manual and must be followed explicitly.

TESTING MATERIALS

- All testing materials, including 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. For the ELA Performance Task only, test tickets are collected when students complete a Part, and redistributed for administration of the second Part.
- Test tickets must be distributed to the appropriate students—the identity and eligibility of all students who are testing must be verified accordingly. See the Test Administrator’s Manual for instructions regarding the distribution and collection of test tickets. If a student begins a test with another student’s ticket, the district test director or designee **must** obtain permission from the NDE to regenerate the test ticket(s).
- Scratch paper may only be plain unlined or lined paper, grid-only graph paper, or patty paper. No other pre-printed material is permitted on the front or back except for student-identifying information. See the Test Administrator’s Manual for specific instructions regarding scratch paper.
- Test administrators must read and follow the script provided in the Test Administrator’s Manual.

MONITORING STUDENTS

- Students must be supervised by licensed personnel while having access to test materials.
- Test administrators and proctors 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. Particular attention must be paid to the following security threats to online test administration:
 - Cheating threats:
 - Colluding with others
 - Using cheating aids
 - Using a proxy test taker
 - Copying responses from other students
 - Stealing threats
 - Capturing content by digital photography devices
 - Transcribing questions verbally (on paper or recording device)
- Students may not communicate with, interact with, or provide assistance of any kind to other students.

- Test administrators, proctors (individuals assisting test administrators), or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond what is described in the Test Administrator's Manual.
- Electronic devices are strictly PROHIBITED unless a student has an accommodation plan or designated support that allows a specific permissible device, or the device is required for test administration as indicated in the Test Administrator's Manual. Unauthorized possession of electronic devices may result in invalid scores.
- School site administrators are responsible for informing the HCSD Test Director when students who were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices. The HCSD Test Director is responsible for **invalidating** tests for students who were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices. All incidents involving student cheating or misconduct must be responded to in accordance with district and/or school disciplinary procedures.

ENGLISH LEARNERS

- Assessments are administered in English. See the 2020-2021 Usability, Accessibility, and Accommodations Guide (UAAG Manual) for information regarding designated supports for English Learners.
- The test administrator or proctor of the WIDA Speaking Test (all grades) and Kindergarten Test must have native English fluency

UNLOCKING TESTING

Online Performance Tasks (PTs) lock each night, or after 20 minutes of inactivity, or when a student submits a test for scoring. Unlocking a test allows a student to access a test that has locked or has already been submitted.

- If a test in progress (i.e., not submitted) 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 occurring for more than 20 minutes, the NDE grants permission to district test directors or their designees to unlock tests for the following:
 - A student has completed 5 or fewer responses, and is unable to complete a test due to a technological difficulty that results in the locking of the test (**must** be reported as a testing irregularity).
 - A student has completed 5 or fewer responses, and is unable to complete a test before it locks due to a sudden illness or unanticipated school closure/evacuation (**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. 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 may unlock the test part that was begun erroneously prior to administration of that part if the student had completed 5 or fewer responses (**must be reported as a testing irregularity**).
 - A student has completed 5 or fewer responses, and unintentionally submits a test—if the incident is reported **immediately** and the test is unlocked and completed the same day (**not reported as a testing irregularity**).
- In certain circumstances, unlocking a test will not correct a situation, or is not an available option (Computer Adaptive Tests, or CATs, do not lock). Because students are only permitted to complete a test once during the testing window, district test directors or their designees must obtain permission from the NDE to have the testing vendor regenerate the test ticket for the following:
 - A student begins a part of a PT or CAT **using another student's test ticket** or log in information, and has completed 5 or fewer responses (**must be reported as a testing irregularity**).
 - A student begins a part of a PT or CAT **without having an accommodation** or designated support activated, and has completed 5 or fewer responses (**must be reported as a testing irregularity**).

TESTING HOMEBOUND STUDENTS

- Schools must obtain written permission from their **district test director** for homebound test administration, and must adhere to the following procedures (NOTE: Does not apply to the remote administration of the NWEA Reading Assessment, please see *NWEA's Remote Testing Administration Guide for MAP Growth*):
 - Tests must be administered in accordance with NDE test security procedures.
 - A licensed Nevada educator who has received training in test security and administration for the current school year must administer the tests.
 - Materials must be transported securely to and from the student's home.
 - The test administrator is responsible for all assessment-related activities in the testing environment.
 - If the student's IEP or 504 testing accommodations require the test administrator or ASL interpreter to read or sign test content, or transcribe responses, that individual must sign a Confidentiality Agreement prior to testing.
 - All individuals present in the testing environment must be documented.
 - Individuals who are not participating in test administration or providing medical care are **NOT** permitted in the testing environment.
 - Medical caregivers required to be present must sign a Confidentiality Agreement prior to testing, and are **NOT** permitted to assist with test administration.

DISCLOSURE OF TEST CONTENT

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited by state law (NRS 389.015).

- The material contained in the state-mandated examinations is the property of the Nevada Department of Education, and is confidential. Disclosure is unlawful except under the following circumstances:
 - To the extent necessary for administering and evaluating the examinations
 - 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 a school district
 - 3) Director of curriculum of a school district
 - 4) Director of testing of a school district
 - Specific questions and answers may be disclosed if the Superintendent of Public Instruction determines that the content of the questions and answers are 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.
 - NDE staff and/or the Office of the Nevada Attorney General are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.
- Test administrators, proctors, school administrators, teachers, substitute teachers, and any other school personnel, or other individuals required to be present during test administration (e.g. medical caregivers) are not permitted to review test content.
 - **EXCEPTION:** When a test administrator, proctor, or ASL interpreter is authorized to view test content in order to provide specific accommodations or designated supports (i.e. read aloud, signing, scribing); or as needed for administration of Nevada Alternate Assessment or WIDA. A Confidentiality Agreement must be signed prior to test administration and retained with the school's test security documentation for three consecutive school years. Other individuals required to be present in the testing environment (e.g., medical professionals) must also complete a "Confidentiality Agreement" (found in Appendix).
- Test material, whether online or paper/pencil, must not be copied or reproduced by any means without the prior written authorization of the test publisher and the NDE, nor is any individual permitted to review, analyze, discuss, or notate test content.
- Under **no** circumstances shall copies of test material displayed on computer screens, student responses, or test booklets be circulated among faculty, administrators, or other persons.
- All materials containing student identifying information and/or responses are the confidential property of the Nevada Department of Education (NDE), and not public record. Disclosure is strictly prohibited without written permission from the NDE.

REPORTING AND INVESTIGATING TESTING IRREGULARITIES

- If the NDE has reason to believe that a violation in testing administration or testing security has occurred, the NDE 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 (NRS 389.624).
- If the HCSD Testing Director has reason to believe that a violation of the state or district test security plan has occurred regarding a state-mandated test, NRS 389.628 requires that the Testing Director must do the following:
 - Immediately report the incident to the test security coordinator at the Department either orally or in writing.
 - Ensure that a Report of Testing Irregularity is submitted to the Department within 14 school days after the incident occurred (using the zone link for HCSD)
 - Begin an investigation of the incident in accordance with NRS 389.628.
 - If a potential breach in the security has occurred, and the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three consecutive school years.
 - All other evidence related to test security investigations must be retained for three consecutive school years.
 - **The district test director or designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.**
 - A school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately notify the school test coordinator, principal, district test director, or their designee.
 - Any evidence collected as part of the investigation must be kept for a minimum of 3 years time and is confidential.
 - If there is video evidence to support the irregularity or to prove it did not happen, video must be pulled and archived for 3 years.
- The NDE may choose to conduct an investigation separately or in conjunction with the school district.
- The majority of the communication regarding the Report of Testing Irregularity will occur between the district test director and the NDE test security coordinator.
- Upon receipt of a Report of Testing Irregularity, the NDE test security coordinator will review the report and determine how to proceed, including whether further evidence or investigation is required.
- Depending on the severity of the incident and the potential impact to the state assessment program, the NDE's determination may include, but are not limited to:
 - No further action required
 - Invalidation of student scores
 - A requirement, including the NDE's recommendations, for the district or school to complete a corrective action plan (NRS 390.295) if investigative findings

indicate the irregularity resulted from inadequate test security or administration procedures

- A requirement for the district or school to conduct an additional administration of the examination (NRS 390.290)
- Licensure sanctions administered by the State Board of Education (NRS 391.330)

AFTER TESTING

- Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may read quietly (paper versions only—no electronic devices). Materials must not be on student desk or table tops while they are testing, but may be stored under desks or in a designated area in the room. Drawing and writing are not permitted.
- All testing materials, including test tickets, scratch paper, and test booklets must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. (See the Test Coordinator's Manual for instructions regarding the return of materials to the testing vendor.)
- Printed test items/passages, including embossed Braille printouts, and scratch paper must be collected and inventoried, then immediately destroyed upon a student's completion of the test.
- Test items, stimuli, reading passages, or writing prompts must not be used for instruction.

Appendices

Humboldt County School District's Test Security Plan 20-21

HCSD's Test Security Plan is for the purpose of documenting district-specific information, and must be consistent with the procedures outlined in the district and state test security plans.

Individuals responsible for carrying out the procedures of the District Test Security Plan

Name:	Title/Role:
Noel Morton	HCSD Test Director
Kristen Holden	Grass Valley Elementary School, Principal
Jamie Boyd	Grass Valley Elementary School, Asst. Principal
Tessa Perez	Grass Valley Elementary School, Counselor/School Site Test Coordinator
Lisa Weber	Sonoma Heights Elementary School, Principal
Jennifer St. Germain	Sonoma Heights Elementary School, Assistant Principal
	Orovada Elementary School, Principal
	Kings River Elementary School, Principal
Maddie Bowland	Sonoma Heights Elementary School, Counselor/School Site Test Coordinator
Colby Corbitt	Winnemucca Grammar School, Principal
Jennifer Evans	Winnemucca Grammar School, Dean
Tammy Francis	Winnemucca Grammar School, Counselor/School Site Test Coordinator
Jeanne Jackson	French Ford Middle School, Principal
Timothy Meriki	French Ford Middle School, Assistant Principal
Jenica Hawley	French Ford Middle School, Counselor/School Site Test Coordinator
Kelly Novi	Winnemucca Junior High School, Principal
Laura Molini	Winnemucca Junior High School, Assistant Principal
	Denio Elementary School, Principal
	Paradise Valley Elementary School, Principal
Olivia Mentaberry	Winnemucca Junior High School, Counselor/School Site Test Coordinator
Ray Parks	Albert Lowry High School, Principal and School Site Test Coordinator
Tim Connors	Albert Lowry High School, Assistant Principal
Dustin Christean	Albert Lowry High School, Assistant Principal
	HCSD Distance Education Administrator 7 th -12 th
Dana Peters	Albert Lowry High School, Counselors/Assistant School Site Test Coordinator
Jessica Mayo	
DeAnna Owens	HCSD Distance Education Director K-6 th

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students, and non-licensed individuals required to be present in the testing environment are trained in the following manner:

- August 26, 2020 HCSD Authorization to Administer Tests submitted to Vicki Douglas
- September 1st HCSD Test Security Procedures submitted to required NDE and other representatives
- All other test training in 20-21 will be documented at the district and school level

STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS

Test materials are stored in the following secured and locked location:

HCSD requires that all school sites administering testing at their sites have a School Site Test Security Plan that outlines the procedures for storage and distribution of testing materials specific to secured and locked locations, personnel that has access to the secure materials, room security for all testing environments (computer/online and paper pencil locations).

ELIGIBILITY

The following procedures are used to verify student eligibility:

HCSD requires that all school sites administering testing at their sites have a School Site Test Security Plan that outlines the procedures for verifying the student edibility for all testing MAP Reading and Math K-2nd, CTE Workplace and Program Completion assessments, WIDA, NAA, Science 5th, 8th and HS, SBAC 3rd-8th, and ACT HS 11th.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to distribute, collect and return paper/pencil test materials or online test tickets:

HCSD requires that all school sites administering testing at their sites have a School Site Test Security Plan that outlines the procedures for distribution, collection and return of testing materials for CTE Workplace and Program Completion assessments, WIDA, NAA, Science 5th, 8th and HS, SBAC 3rd-8th, and ACT HS 11th.

EMERGENCY SITUATIONS

The following plan is in place to address test security issues during an emergency:

HCSD requires that all school sites administering testing at their sites have a School Site Test Security Plan that outlines the procedures for ensuring the safety of students. The plan must include procedures for emergencies that could potentially occur during the following assessments: NWEA MAP, CTE Workplace and Program Completion assessments, WIDA, NAA, Science 5th, 8th and HS, SBAC 3rd-8th, and ACT HS 11th.

ADDITIONAL TIME

The following procedures are used for students who require additional time for testing:

HCSD requires that all school sites administering testing at their sites have a School Site Test Security Plan. The plan must outline the procedures for students in need of additional time to complete the assessment when allowable- *refer to the test administration manual specific to the following assessments:* MAP Reading and Math K-2nd, CTE Workplace and Program Completion assessments, WIDA, NAA, Science 5th, 8th and HS, SBAC 3rd-8th, and ACT HS 11th.

ACCOMMODATIONS

The following procedures are used to ensure compliance with student testing accommodation plans:

HCSO requires that all school sites administering testing at their sites have a School Site Test Security Plan that outlines the procedures for students who need testing accommodations and designated supports. Each site will be responsible for generating a list of students in need of accommodations, designated supports and both accommodations and designated supports 30 days prior to the beginning of testing for the following assessments: CTE Workplace and Program Completion assessments, WIDA, NAA, Science 5th, 8th and HS, SBAC 3rd-8th, and ACT HS 11th. This list of students will not be required in the school site test security plan it will only require the procedures.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

All HCSO Administrators and School Site Test Coordinators

1. Submit the Authorization to Administer Tests within the State of Nevada 20-21 on or before Sept. 15th of each year
2. Attend annual test security training and comply with all timelines associated with all testing requirements
3. Provided annual test security training and associated testing documents for all staff at your school and provide evidence of staff in attendance and signatures verifying the materials have been read.
4. Submit the Verification of AB 214 on Staff Training Form prior to the first testing.
5. Submit the Verification of AB 214 Refresher Staff Training Form prior to the first testing.

All HCSO staff members involved in testing within HCSO must be trained which includes:

1. Attend annual test security training and comply with all timelines associated with all testing requirements
2. All staff members must document with a signature they attended the annual test security training.
3. All staff members must be provided a copy of the HCSO Testing Guidelines 20-21 which include required signature pages that must be submitted to their Administrator/School Site Test Coordinator (Forms found in the Appendices in the HCSO Testing Guidelines).

Reporting Test Irregularities

1. School Site Test Coordinator will contact their School Site Administrator
2. School Site Administrator will contact HCSO District Test Director
3. School Site Administrator will complete the online reporting form and upload all supporting documentation (staff or student statements, training records, and staff signature pages).
4. HCSO District Test Director will review all irregularities and revise when necessary to meet requirements and submit to NDE within 14 days of the incident.

NWEA-HCSD MAP Retesting Policy

Humboldt County School District instituted a “no-retest” procedure.Procedure for Requesting a MAP Retesting Opportunity:
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- | |
|--|
| <ol style="list-style-type: none">1. Teacher will generate a written request to their school site administrator.2. The school site administrator will determine if the request is valid and make a school site determination whether to proceed with the request.3. The school site administrator will submit the written request to the HCSD Testing Director.4. The request should include: Child’s name, Description of the extreme case (Sickness, Testing time, Adult error5. The HCSD Test Director will notify the administrator in writing if the request is denied or approved. |
|--|

School Test Security Plan

School Test Security Plans are for the purpose of documenting site-specific information, and must be consistent with the procedures outlined in the district and state test security plans.

School Site-Specific Information	School Year:	
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School:

Principal:

Individuals responsible for carrying out the procedures of the School Test Security Plan

Name:

Title:

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students, and non-licensed individuals required to be present in the testing environment are trained in the following manner:

STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS

Test materials are stored in the following secured and locked location:

The following individuals have access to the secured test materials and/or computers:

Name:

Title:

Online testing rooms and the test administrator's computer are secured as follows:

ELIGIBILITY

The following procedures are used to verify student eligibility:

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DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to distribute, collect and return paper/pencil test materials or online test tickets:

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EMERGENCY SITUATIONS

The following plan is in place to address test security issues during an emergency situation:

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ADDITIONAL TIME

The following procedures are used for students who require additional time for testing:

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ACCOMMODATIONS

The following procedures are used to ensure compliance with student testing accommodation plans:

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OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

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VERIFICATION OF AB 214 ON STAFF TRAINING

This form must be filled out by your building administrator verifying that test security training was held. Documentation of individual employee attendance is required on a sign in sheet attached with this verification for documentation.

I Principal of _____ verify
 (Administrator Name) (School Name)
 that **AB 214 staff training** has been completed on _____.
 (Date)

By completing this form you have completed the following requirements for the AB 214 staff training:

- ✓ Requested that all staff in attendance place their signature on the sign-in sheet. _____ (initials)
- ✓ Showed the video provided by the NDE. _____ (initials)
- ✓ Provided all staff in attendance a copy of the Humboldt County School District Testing Guidelines for 2020-2021. _____ (initials)
- ✓ Review School Site Test Security Plan. _____ (initials)
- ✓ Provided staff with a timeline in which they had to read the Humboldt County School District Testing Guidelines for 2020-2021 and submit the *Acknowledgement of Professional or Classified HCSD Personnel document*. Keep on file for three years copies of signed staff *Acknowledgement of Professional or Classified HCSD Personnel from 2020-2021*. _____ (initials)
- ✓ Provided designated staff Confidentiality Agreement and obtained signed forms. (*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 WIDA Access 2.0. Test security procedures must be strictly adhered to in the administration of NPEP testing for all students.*) _____ (initials)
- ✓ Turned documentation of AB 241 training into HCSD Test Director. _____ (initial)

 Administrator's Signature

 Date



VERIFICATION OF AB 214 Refresher STAFF TRAINING

This form must be filled out by your building administrator verifying that test security training was held. Documentation of individual employee attendance is required on a sign in sheet attached with this verification for documentation.

I _____ **Principal of** _____ verify
 (Administrator Name) (School Name)
 that **refresher staff training** has been completed on _____.
 (Date)

By completing this form you have completed the following requirements for the refresher staff training:

- ✓ Requested that all staff in attendance place their signature on the sign-in sheet. _____ (initials)
- ✓ Provided all staff in attendance a copy of the Humboldt County School District Testing Guidelines for 2020-2021. _____ (initials)
- ✓ Reviewed all test procedures, schedules, and school site security plan.
- ✓ Turned documentation of refresher training into HCSD Test Director. _____ (initial)

 Administrator's Signature

 Date

Confidentiality Agreement Form**Nevada Proficiency Examination Program*****2020-2021 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 WIDA Access 2.0. 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.) By signing the document below you are acknowledging that you understand and will comply with the Confidentiality Agreement for the 2020-2021 school year.

Employee Name (please print)	Date
Signature	
School/Position	

HCSD Testing Guidelines: Policies and Professional Expectations
Acknowledgement of Professional or Classified HCSD Personnel

Name of School: _____ School Year: 2020-2021

My signature below indicated that I have received a copy of **HCSD Testing Guidelines: Policies and Professional Expectations** for the 2020-2021 school year.

- I have reviewed the information it contains. I have read the information and understand it.
- I attended a staff development meeting regarding testing, security, confidentiality, and/or viewed the NDE test training video.
- My signature indicates that I understand my duties and responsibilities for test security and confidentiality.
- I know that this agreement will be kept in the locked test storage cabinet until the beginning of the following school year. In the event of questions or unforeseen circumstances, this agreement will be used as a reference.

Employee's name (print): _____

Employee's name (signature): _____

Position: _____

Date: _____

Testing Guidelines Acknowledgement Agreements will be kept on file at each school site for **3 years**. It is required that all licensed staff, as well as classified staff that have access to district and/or state assessment materials and student assessments data, must sign this agreement.

Protection of School District Personnel Regarding the Disclosure of Testing Irregularities 2020-2021 School Year

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

Definitions

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

“School official” means:

- A member of a board of trustees of a school district;
- A member of a governing body of a charter school; or

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

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
 - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.
- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.
- A person who willfully discloses untruthful information concerning testing irregularities:
 - Is guilty of a misdemeanor; and
 - Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.
- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

Terms and Definitions

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

- “Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:
 - English Language Arts (ELA) and mathematics in grades 3 – 8
 - Science assessments in grades 5, 8, and High School
 - End-of-Course Examinations
 - College and Career Readiness Assessment
 - NWEA Reading Assessment in grades K – 3

- Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis
- **“Irregularity in testing administration”** means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- **“Irregularity in testing security”** means an act or omission that tends to corrupt or impair the security of an examination, including, but not limited to, the following:
 - Failure to comply with state or district security procedures
 - Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law
 - Other breaches in the security or confidentiality of the questions or answers to questions on an examination
- **“School official”** means the following:
 - A member of a board of trustees of a school district
 - A member of a governing body of a charter school
 - A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school
- **“District Test Director”** is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing, including, but not limited to, the following:
 - Serving as a liaison between the local school district and the Nevada Department of Education
 - Assisting the local board of trustees in the development of a district test security plan
 - Organizing the district testing calendar
 - Ensuring that school principals and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures
 - Disseminating and collecting testing materials
- **“School Test Coordinator”** or **“Test Coordinator”** is the school principal or a licensed individual appointed by the school principal and refers to the person who represents the school on all matters of testing that may include, but are not limited to, the following:
 - Assisting the school principal by serving as a liaison between the school and the district test director
 - Assisting the school principal in the development of school test administration procedures
 - Assisting the school principal in providing annual training for school officials involved in test administration
 - Assisting the school principal in organizing the test schedule
 - Assisting the school principal in the dissemination and collection of test materials
 - Assisting the school principal in assigning school officials to administer or proctor the assessments

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

- **“Classroom Test Administrator” or “Test Administrator”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
 - Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures
 - Assuming primary responsibility for the verification of the identity and eligibility of each student participating in the assessment (in accordance with procedures outlined in the district test security plan)
 - Assuming primary responsibility for the dissemination and collection of each student’s test materials
 - Assuming primary responsibility for the supervision of students during their participation in the assessment
 - Ensuring that students are taking the assessment in accordance with test security and test administration procedures
 - Following up on unusual behavior or activity on the part of the students
 - Assuming primary responsibility for ensuring that applicable time limits are being adhered to

- **“Classroom Proctor” or “Proctor”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:
 - Assisting the classroom test administrator in supervising students during their participation in the assessment
 - Ensuring that students are taking the assessment in the manner in which they were instructed by the classroom test administrator
 - Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students
 - Assisting the classroom test administrator in the dissemination and/or collection of test materials
 - Assisting the classroom test administrator in ensuring that applicable time limits are being adhered to